

THE BEACON ACADEMY  
**ADMISSIONS PROCESS**  
AY 2025-2026

**1 INQUIRE AND SCHEDULE A VISIT TO THE ACADEMY**  
Submit an inquiry and book a campus tour by completing the inquiry and booking link: [INQUIRY LINK](#)

**2 SCHEDULE FOR A FULL-DAY CLASS SIT-IN**  
Coordinate with the Admissions Office regarding available schedules for class sit-ins.

**3 ACCOMPLISH AND SUBMIT THE APPLICATION FORMS**  
[Application Form A](#) should be completed by the parent or guardian  
[Application Form B](#) should be completed by the student applicant

**4 SUBMIT THE REQUIRED ADMISSIONS DOCUMENTS**  
Upload the admission documents to the [ADMISSION REQUIREMENTS LINK](#).  
  
Also upload a copy of the transaction receipt of payment of Php2,500 for the Admission Processing Fee.  
  
For the complete list of requirements, please refer to the checklist on the next page and download the necessary forms to be accomplished.

**5 SEND THE RECOMMENDATION FORMS TEMPLATE TO THE RECOMMENDING TEACHERS FROM YOUR PREVIOUS SCHOOL FOR COMPLETION**  
-[Current Math Teacher Recommendation Form AY 25-26.pdf](#)  
-[Current English Teacher Recommendation Form AY 25-26.pdf](#)  
-[Current Principal or Guidance Counselor Recommendation Form AY 25-26.pdf](#)  
-[Optional General Recommendation.pdf](#) from anyone in authority  
  
The completed forms should be emailed directly by the recommending teachers to the Admissions Office at [admissions@beaconacademy.ph](mailto:admissions@beaconacademy.ph).

**6 SCHEDULE FOR THE ADMISSIONS DIAGNOSTIC TESTS AND INTERVIEWS**  
Once the required documents are complete, the Admissions Office will coordinate with you regarding the available schedules for testing and interview.

**7 CONFIRMATION OF ACCEPTANCE**  
Accepted applicants should pay the reservation fee through bank transfer within two weeks after the letter of acceptance is received. This will officially reserve your slot for the coming school year.

Click here to learn more about our admissions process and the complete list of documents:  
<https://www.beaconacademy.ph/admissions/how-to-apply/>  
For other admission concerns, please email: [admissions@beaconacademy.ph](mailto:admissions@beaconacademy.ph)  
or send a message via SMS or Viber to Ms. Mayen Lopez, Admissions Director at 0917-6318435.

THE BEACON ACADEMY  
**ADMISSION REQUIREMENTS**  
AY 2025-2026

PLEASE BE SURE ALL ITEMS ON THIS CHECKLIST ARE COMPLETED BEFORE SUBMITTING YOUR APPLICATION.

- |    |   |                          |
|----|---|--------------------------|
| 1  | <b><u>Form A (to be accomplished by the parent)</u></b>   | <input type="checkbox"/> |
| 2  | <b><u>Form B (to be accomplished by the student)</u></b>  | <input type="checkbox"/> |
| 3  | <b>Copy of the latest report card</b>   | <input type="checkbox"/> |
| 4  | <b>Copy of academic records (report card or unofficial transcript) showing grades for the past 2 years</b>  | <input type="checkbox"/> |
| 5  | <b>Copy of birth certificate</b>  | <input type="checkbox"/> |
| 6  | <b>Copy of current passport</b>   | <input type="checkbox"/> |
| 7  | <b>Copy of special needs documentation/ Diagnostic reports or assessments done recently and in the past (if any)</b>  | <input type="checkbox"/> |
| 8  | <b>Documented proof of guardianship (if the child is not living with parents) – copy of guardians' identification documents and notarized proof of guardianship</b> | <input type="checkbox"/> |
| 9  | <b><u>Medical clinic records form accomplished by parents</u></b>   | <input type="checkbox"/> |
| 10 | <b><u>Principal or Guidance Counselor Recommendation Form*</u></b>  | <input type="checkbox"/> |
| 11 | <b><u>Current Math Teacher Recommendation Form*</u></b>   | <input type="checkbox"/> |
| 12 | <b><u>Current English Teacher Recommendation Form*</u></b>  | <input type="checkbox"/> |
| 13 | <b><u>General Recommendation Form (optional)*</u></b>   | <input type="checkbox"/> |
| 14 | <b>Application fee: Php 2,500.00 (copy of bank transaction)</b>   | <input type="checkbox"/> |

\* Recommendation Forms should be emailed directly by the recommending party to [admissions@beaconacademy.ph](mailto:admissions@beaconacademy.ph).

**APPLICATIONS ON-GOING | LIMITED SLOTS**  
The Beacon Academy, Cecilia Araneta Parkway  
Biñan, Laguna, Philippines 4024

**CONTACT INFORMATION**

Email: [admissions@beaconacademy.ph](mailto:admissions@beaconacademy.ph)  
Phone: +63 917 631 8435  
Monday to Friday 8:00am-4:00pm

THE BEACON ACADEMY  
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## ADDITIONAL REQUIREMENTS FOR APPLICANTS WITH DUAL CITIZENSHIP

**1** Copy of PSA report of birth

**2** Copy of foreign passport – bio-page

**3** Copy of Identification Certificate as Filipino/ Certificate of Recognition as Filipino Citizen/  
Naturalization Certificate as Filipino

## ADDITIONAL REQUIREMENTS FOR FOR INTERNATIONAL APPLICANTS

**1** Copy of birth certificate from the country of birth

**2** Copy of valid Alien Certificate of Registration Identificaion (ACR-I-Card) issued by the Bureau of Immigration

**3** Copy of valid passport – bio-page, visa page, and stamp of latest arrival page

**Note:** Tourist visa and Balikbayan visa holders are required by the Bureau of Immigration to apply for a Special Study Permit (SSP). The Academy will provide assistance in processing this once enrollment is confirmed. Appropriate fees are charged to the applicant.

*\* Recommendation Forms should be emailed directly by the recommending party to [admissions@beaconacademy.ph](mailto:admissions@beaconacademy.ph).*

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# TUITION, FEES, AND DEPOSITS IMPORTANT INFORMATION

AY 2025-2026

## FEES

### MATRICULATION FEE (ONE TIME)

A one-time, non-refundable Matriculation Fee of **PHP 100,000** per child is billed in June and due the first (1st) of July for all new students of the Beacon Academy.

### MISCELLANEOUS FEE (PER YEAR)

A Miscellaneous Fee of **PHP 27,000** per child.

The fee also serves as a partial subsidy for the optimization of library online databases; clinic services; educational activities (including but not limited to student trips and curricular resources); wellness initiatives; remote and blended learning technologies; and other expenses including but not limited to emergency response and planned unit development. This fee entitles each student to one (1) official Beacon Academy ID and one (1) yearbook.

### RESERVATION FEE (PER YEAR)

A Reservation Fee of **PHP 75,000** per child is required to reserve a slot for the following school year. This fee is applicable to tuition due but is non-refundable should the student subsequently withdraw from the school. Payment is due two weeks upon receipt of an offer letter or continuing enrollment letter. Failure to pay this fee on time may result in your child's slot being given to a new applicant.

### CAPITAL DEVELOPMENT FEE (CDF)

1 A refundable option of **PHP 500,000** to be paid at the beginning of the student's tenure and returned after the end of the applicable school year. No interest will be accrued on CDF deposits.

2 A non-refundable option of **PHP 75,000** to be paid at the start of each academic year for student's entire stay with the Beacon Academy.

## KEY TUITION / FINANCE DATES

### 1st of July

Tuition and others fees due for annual payments and 1st semester

### 1st of December

Tuition Fee payments due for 2nd semester

## QUESTIONS

The Finance Office is pleased to answer any questions regarding tuition, fees, and deposits.

You may either visit the Finance Office or contact it through any of the following:

**Direct line:** (02) 8425-1326

**Trunkline:** (02) 3488-9001 local 102

**Email:** [finance@beaconacademy.ph](mailto:finance@beaconacademy.ph)

# TUITION, FEES, AND DEPOSITS IMPORTANT INFORMATION

AY 2025-2026

## PAYMENT TERMS

The Beacon Academy has two (2) payment options: annual and semestral. Tuition and fees are billed in June and due the first (1st) of July of each school year for annual and first (1st) semester payments. For the second (2nd) semester, payment is due the first (1st) of December. If any due date for payment falls on a non-business day (e.g., Saturday, Sunday, holiday) such due date for payment shall be extended to the next succeeding business day. Failure to pay tuition and fees may result in the loss of the student's slot.

Parents are encouraged to remit tuition payments using bank transfers directly to the Academy's bank accounts. Alternatively, checks can also be used. Cash payments are strongly discouraged.

**ACCOUNT NAME** THE BEACON ACADEMY, INC.  
**Name of Bank:** Bank of the Philippine Islands  
**Bank Branch:** Laguna Technopark PEZA, LTI Admin Bldg. I,  
Laguna Technopark, Brgy. Binan, Biñan Laguna  
**Branch Code:** 138  
**PESO Account:** 1381-0038-56 (Current Account)  
**DOLLAR Account:** 1384-1436-24 (Savings Account)  
**BPI Swift Code:** BOIPHMM

## TUITION AND OTHER REFUNDS

If a student withdraws from the Academy, his/her parents or guardian must submit a formal letter of withdrawal addressed to the Head of School. This letter must be marked as "received" and dated by the Office of the Head of School.

If a student formally withdraws, regardless of whether he/she attended classes, the student shall be charged on the refund of tuition and other school fees as follows:

- Within the first week of classes at the start of the school year - 10% of the total amount for the term.
- Within the second week of classes at the start of the school year - 20% of the total amount for the term.

The student may be charged all school fees in full if he or she withdraws after the second week of classes.

Regardless of when the student withdraws, miscellaneous and other school fees are non-refundable; and depending on which option was chosen, the Capital Development Fee may or may not be refunded.

In case of default on any tuition, fees or penalties, the Capital Development Fee will be applied against all unpaid obligations to the school. Academic and other school records (i.e. teacher and counselor recommendations) will not be released until all financial obligations are settled.

CDF refunds will be processed within forty-five (45) days from the end of the applicable school year and upon completion of school clearance forms.

# TUITION, FEES, AND DEPOSITS IMPORTANT INFORMATION

AY 2025-2026

## ANNUAL TUITION AY 2025-2026

Grade Level	USD	PHP	Total Tuition (in Php*)	CDF (One Time)	Matriculation Fee (One Time)	Miscellaneous Fee (Annually)	Payout Y1	Payout Y2++
7-8	\$ 3,200	550,000	738,800	500,000	100,000	27,000	1,365,800	802,740
9-10	\$ 3,300	579,800	774,500	500,000	100,000	27,000	1,401,500	840,225
11-12	\$ 3,400	609,600	810,200	500,000	100,000	27,000	1,437,200	877,710

## SEMESTRAL TUITION AY 2025-2026

Grade Level	USD	PHP	Total Tuition (in Php*)	CDF (One Time)	Matriculation Fee (One Time)	Miscellaneous Fee (Annually)	Payout Y1	Payout Y2++
7-8	\$ 1,760	302,500	406,340	500,000	100,000	27,000	1,439,680	880,314
9-10	\$ 1,820	319,000	426,380	500,000	100,000	27,000	1,479,760	922,398
11-12	\$ 1,870	336,000	446,330	500,000	100,000	27,000	1,519,660	964,293

### NOTES

- \*Forex is USD 1 = PHP 59 and may be subject to change
- Y2++ payout is subject to inflation based on the published tuition rates
- CDF is refunded in full when student graduates or exits the Academy.

# TUITION, FEES, AND DEPOSITS IMPORTANT INFORMATION

AY 2025-2026

## TIERED ANNUAL TUITION FOR INCOMING GRADE 7 & 8 STUDENTS AY 2025-2026

Grade Level	USD	PHP	Total Tuition (in Php*)	CDF (One Time)	Matriculation Fee (One Time)	Miscellaneous Fee (Annually)	Payout Y1	Payout Y2++
7-8 (Option A)	\$ 2,240	385,000	517,160	250,000 (one time)	50,000	27,000	844,160	581,100
7-8 (Option B)	\$ 2,240	385,000	517,160	75,000 (4-year payout)	50,000	27,000	669,160	656,100

## TIERED SEMESTRAL TUITION FOR INCOMING GRADE 7 & 8 STUDENTS AY 2025-2026

Grade Level	USD	PHP	Total Tuition (in Php*)	CDF (One Time)	Matriculation Fee (One Time)	Miscellaneous Fee (Annually)	Payout Y1	Payout Y2++
7-8 (Option A)	\$ 1,232	211,750	568,876	250,000 (one time)	50,000	27,000	895,876	636,510
7-8 (Option B)	\$ 1,232	211,750	568,876	75,000 (4-year payout)	50,000	27,000	720,876	711,510

### NOTES

- \*Forex is USD 1 = PHP 59 and may be subject to change
- Y2++ payout is subject to inflation based on the published tuition rates
- CDF is refunded in full when student graduates or exits the Academy.