

Admissions Guide

AY 2026-2027



THE BEACON ACADEMY

Message from the Admissions Director

Dear Parents,

Begin your child's Beacon journey with an exciting opportunity! We're delighted to announce the extension of our **Early Advantage Tuition Program** for incoming Grades 7 and 8 students for School Year 2026-2027.

This program offers a special tuition rate that will continue until your child graduates in Grade 12. It's ideal for families who wish to secure their child's place in our comprehensive Grades 7-12 program, designed to nurture confident, compassionate, and future-ready learners.

You'll find more information about our tuition, fees, and the Early Advantage Tuition Program in this guide packet. Should you have any questions, please don't hesitate to [inquire here](#)—we'd be happy to guide you through the next steps.



Warm regards,
Ms. Mayen Lopez
Admissions Director
The Beacon Academy

We accept Grades 7 to 12

We accept students from Grades 7 to 12, placing each child at the grade level that best fits their developmental readiness. Foreign temporary residents are also welcome, provided they hold a valid visa and a Student Study Permit (SSP) from the Bureau of Immigration.

Take a Campus Tour



Join us for a 1-hour guided tour around our sprawling green campus. Explore our facilities, meet the dedicated members of our community, and experience what makes life at Beacon Academy unique. We'll be glad to answer any questions you may have at the end of the tour.

[Book a Campus Tour »](#)

Step 1: Book a Class Sit-in



Step into Beacon life for a day!

Your child can join actual classes and meet future teachers and classmates. Parents may also explore the campus on a one-hour guided tour. Families are welcome to book a Class Sit-in even before deciding to apply.

[Book a Class Sit-in »](#)

Step 2: Submit Application Requirements



Complete your child's application.

Register to receive personalized links in your email of all required forms, documents (see *page 2 for checklist*), and next steps—everything you and your child need to complete the process with ease.

[Register here »](#)

Form	Description	To be completed by
Form A	Student Information, Required Documents, and Admissions Processing Fee (PHP 2,500)	Parent
Form B	Student Questionnaire	Student
Form C1	Principal / Guidance Counselor Recommendation	Current Principal / Guidance Counselor
Form C2	Math Teacher Recommendation	Current Math Teacher
Form C3	English Teacher Recommendation	Current English Teacher
Form C4 (Optional)	General Recommendation	Any Teacher or Person of Authority

Admissions Processing Fee

Applicants are required to pay a non-refundable admissions processing fee of **PHP 2,500** to be deposited through the QR code (*right*) or through the Academy's bank accounts (see *details on page 2*).

IMPORTANT: Please take a screenshot or photo of the proof of transaction to upload together with your application.

QR Ph
Scan na All!

NO FEES

THE BEACON ACADEMY INC.



Basta kaya i-scan, pwede yan!



Powered by **BPI**

Step 2 (continued)

LIST OF REQUIRED DOCUMENTS

- ☐ Most recent 2x2 photo
- ☐ Copy of the latest report card
- ☐ Copy of academic records (report card or unofficial transcript) showing grades for the past 2 years
- ☐ Copy of birth certificate
- ☐ Copy of current passport
- ☐ Copy of special needs documentation/Diagnostic reports or assessments done recently and in the past (if any)
- ☐ Documented proof of guardianship (if the child is not living with parents) – copy of guardian's identification documents and notarized proof of guardianship
- ☐ Photo/Screenshot of proof of payment of Php2,500 for the admission processing fee

ADDITIONAL REQUIREMENTS FOR DUAL CITIZEN APPLICANTS

- ☐ Copy of PSA Report of Birth
- ☐ Copy of foreign passport – bio-page
- ☐ Copy of Identification Certificate as Filipino/ Certificate of Recognition as Filipino Citizen/ Naturalization Certificate as Filipino (if applicable)

ADDITIONAL REQUIREMENTS FOR FOREIGN CITIZEN APPLICANTS

- ☐ Copy of birth certificate from the country of birth
- ☐ Copy of valid Alien Certificate of Registration Identification (ACR-I-Card) issued by the Bureau of Immigration
- ☐ 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 upon enrollment. Appropriate fees are charged to the applicant.

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:	BOPIPHMM

Step 3: Schedule Test and Interview

Take the final step toward admission.

[View available schedules on the website »](#)



Diagnostic Test (on-campus)

Once Form A and Form B are submitted and approved, you will receive an invitation link to book your child's diagnostic test.

Duration: ~2.5-3 hours,
Time: 9:00 AM to 12:00 PM

Online Interview (Zoom)

Once all the required forms and documents have been submitted, you will receive an invitation to book your child's interview.

Duration: ~30-45 minutes

Acceptance

Applications are carefully reviewed within 2-3 weeks. Results will be sent to you by email.

Accepted applicants must settle the reservation fee of PHP 75,000 within 2 weeks of receiving the acceptance letter to officially reserve your slot for the coming school year.

After a successful admission process, the following requirements need to be submitted.

ENROLLMENT REQUIREMENTS (SOFTCOPY)

- ☐ Physical Examination Form accomplished by a physician with blood type indicated
- ☐ Photo/screenshot of the reservation fee proof of payment
- ☐ Other pertinent documents (certification/ evaluation reports, etc.) that are required as part of the conditions for acceptance (if any).
- ☐ Post Admission Forms
 - ☐ Student Enrollment Form
 - ☐ Student Language Profile Form
 - ☐ Course Registration Form

ADDITIONAL REQUIREMENTS FOR DUAL CITIZEN AND FOREIGN CITIZEN APPLICANTS

- ☐ Special Study Permit (for tourist and balikbayan visa holders) – PHP 15,000. You may inquire from the Registrar's office for assistance in processing.

HARDCOPIES OF REQUIRED DOCUMENTS

- ☐ Original Final Report Card indicating that you are eligible for admission to the next grade level signed by the school principal
- ☐ Certificate of clearance from the previous school indicating that the student is free from all accountabilities.
- ☐ For children born in the Philippines: Original PSA copy of the birth certificate
- ☐ For children born abroad: Original PSA copy of the report of birth and a copy of the foreign birth certificate

The Beacon Academy reserves the right to decide, based on a thorough review of application documents, to place the child in the grade level it deems most developmentally appropriate.

Important 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

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 29,000** 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.

Questions

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

Direct line: (02) 8425-1326

Email: finance@beaconacademy.ph

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 (see *page 2, top right*). Alternatively, checks can also be used. Cash payments are strongly discouraged.

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.

Annual Tuition

Grade Level	Annual Payment USD <u>PLUS</u> PHP	Total Tuition (in Php*)	CDF (One Time)	Matriculation Fee (One Time)	Miscellaneous Fee (Annually)	Payout Y1	Payout Y2++
7-8	\$ 3,200 <u>plus</u> 550,000	735,600	500,000	100,000	29,000	1,364,600	801,380
9-10	\$ 3,300 <u>plus</u> 579,800	771,200	500,000	100,000	29,000	1,400,200	838,760
11-12	\$ 3,400 <u>plus</u> 609,600	806,800	500,000	100,000	29,000	1,435,800	876,140

Semestral Tuition

Grade Level	Semestral Payment USD <u>PLUS</u> PHP	Total Tuition (in Php*)	CDF (One Time)	Matriculation Fee (One Time)	Miscellaneous Fee (Annually)	Payout Y1	Payout Y2++
7-8	\$ 1,760 <u>plus</u> 302,500	404,580	500,000	100,000	29,000	1,438,160	878,618
9-10	\$ 1,820 <u>plus</u> 319,000	424,560	500,000	100,000	29,000	1,478,120	920,576
11-12	\$ 1,870 <u>plus</u> 336,000	444,460	500,000	100,000	29,000	1,517,920	962,366

EARLY ADVANTAGE SPECIAL TUITION RATE

Early Advantage Annual Tuition for Incoming Grade 7 & 8 Students

Grade Level	Annual Payment USD <u>PLUS</u> PHP	Total Tuition (in Php*)	CDF	Matriculation Fee (One Time)	Miscellaneous Fee (Annually)	Payout Y1	Payout Y2++
7-8 (Option A)	\$ 2,240 <u>plus</u> 385,000	514,920	250,000 (one-time)	50,000	29,000	843,920	580,700
7-8 (Option B)	\$ 2,240 <u>plus</u> 385,000	514,920	75,000 (4-year payout)	50,000	29,000	668,920	655,700

Early Advantage Semestral Tuition for Incoming Grade 7 & 8 Students

Grade Level	Semestral Payment USD <u>PLUS</u> PHP	Total Tuition (in Php*)	CDF	Matriculation Fee (One Time)	Miscellaneous Fee (Annually)	Payout Y1	Payout Y2++
7-8 (Option A)	\$ 1,232 <u>plus</u> 211,750	566,412	250,000 (one-time)	50,000	29,000	895,412	635,870
7-8 (Option B)	\$ 1,232 <u>plus</u> 211,750	566,412	75,000 (4-year payout)	50,000	29,000	720,412	710,870

NOTES

- Please note that you will be billed for both the USD amount PLUS the PHP amount.
- *Forex is USD 1 = PHP 58 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.



QUESTIONS?
Scan the code
or [click here](#) to
get answers.