The Beacon Academy
ADMISSIONS PROCESS
ACADEMIC YEAR 2014 - 2015

Dear Parents,

The admissions process of the Beacon Academy involves a series of assessments designed to ensure a student's success at high school.

Application for admissions may be made throughout the year; applicants are strongly encouraged to apply as early as possible due to full enrollment at some grade levels.

We look forward to receiving your child's application for the 2014 - 2015 Academic Year.

CONTACT INFORMATION
Macel Lacson, Admissions Associate

Email: admissions@beaconacademy.ph
Phone: (+632) 425-1326
(Monday to Friday from 8am to 3pm)

APPLICATION FEE
A non-refundable application fee of **PHP 2,500** should be paid to the cashier upon submission of the required documents.

A copy of the receipt should be given to the Admissions Office upon payment to facilitate the admissions process.

CHECKLIST:

- ☐ Application Form
- ☐ Guidance Counselor/Principal Reference
- ☐ Math Teacher Reference
- ☐ English Teacher Reference
- ☐ Medical Report Form
- ☐ Photocopy of both passports (parents)
- ☐ Photocopy of both passports and notarized proof of guardianship (guardians)
- ☐ Photocopy of child's passport and birth certificate
- ☐ Photocopies of the child's previous school records
- ☐ Application fee receipt

ADMISSIONS PROCESS

1 Interested parents contact the Admissions Office via email, phone or walk-in to schedule a meeting and tour with our Admissions Associate.

2 Interested parents and students are given an introductory tour of the school and are given an application packet that includes forms that need to be filled and some general information about the school.

The Admissions packet contains the following forms:

a. Application Form
b. Guidance Counselor/Principal Reference
c. Math Teacher Reference
d. English Teacher Reference
e. Medical Report Form

Forms in this packet are also available for download in the Beacon Academy website: http://www.beaconacademy.ph/admissions

3 All admission forms need to be completed and submitted before our deadline along with the following:

- For parents: Photocopy of both passports
- For guardians: Photocopy of guardians' identification documents and notarized proof of guardianship
- Photocopies of the child's passport and birth certificate
- Photocopies of the child's previous school records
- Application fee receipt

4 A sit-In will be arranged at a grade level determined by the school. (Important: This needs to be scheduled before summer break)

5 Admissions tests are scheduled through the Admissions Office.

6 Parents and student interviews are scheduled.

7 After thorough review and evaluation of documents and interviews by the Admissions Committee, a notification of acceptance or non-acceptance is made.

8 Students accepted into the Beacon Academy shall be directed to Finance and Student Services who will facilitate enrolment.