



The Beacon Academy
ADMISSIONS PROCESS
ACADEMIC YEAR 2020 - 2021

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 2020- 2021 Academic Year.

CONTACT INFORMATION

Mayen Lopez, 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 forms and documents.

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

CHECKLIST:

- Application Fee: PHP 2,500
- Student Application Form
- Medical Clinic Report Form
- Physical Examination Form
- Principal/ Guidance Counselor Recommendation Form
- English Teacher Recommendation Form
- Math Teacher Recommendation Form
- Photocopy of Academic Records (showing grades at least for the past 2 years)
- Photocopy of Birth Certificate and Current Passport
- 2 pieces 2x2 inches ID Picture of Applicant
- Photocopy of Special Needs Documentation / Diagnostic Reports or Assessments Done (if any)
- Documented Proof of Guardianship (if child is not living with parents)
- Check List Form
- Student Study Permit/ Visa (if foreign applicant)

ADMISSIONS PROCESS

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

2 Interested parents and students are given a tour of the school and an application packet.

The Admissions packet contains the following forms:

- a. Application Form
- b. Guidance Counselor/Principal Recommendation Form
- c. Math Teacher Recommendation Form
- d. English Teacher Recommendation Form
- e. Medical Clinic Report Form
- f. Physical Examination Form
- g. Check List 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 along with the following:

- For guardians: Photocopy of guardians' identification documents and notarized proof of guardianship
- 2 pieces 2x2 inches ID picture of applicant
- Photocopy of special needs documentation/ diagnostic reports or assessments done (if any)
- Photocopies of the child's passport and birth certificate
- Photocopies of the child's previous school records
- Application Fee receipt from Finance Office

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 Student interviews are scheduled with the Admissions Committee.

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.