



THE BEACON ACADEMY  
**ADMISSIONS PROCESS**  
ACADEMIC YEAR 2023-2024

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 2023- 2024 Academic Year.

### CONTACT INFORMATION

*Mayen Lopez, Admissions Officer*

**Email:** admissions@beaconacademy.ph

**Mobile:** 0917-631-8435 (Also available on Viber)  
(Monday to Friday from 8 a.m. to 3 p.m.)

### APPLICATION FEE

A non-refundable application fee of **PHP 2,500** should be paid to via bank transfer upon submission of the required forms and documents.

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

### CHECKLIST:

- Application Fee: PHP 2,500
- Student Application Form
- Medical Clinic Records 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 including the current SY)
- Copy of Birth Certificate and Current Passport
- 2x2 in. ID Picture of Applicant (white background)
- Copy 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 or mobile for inquiries. A meeting with our Admissions Department may also be requested and can be held via Zoom or Viber.

2. Interested parties receive an application packet containing the following forms:

- a. Application Form
- b. Guidance Counselor/Principal Recommendation Form
- c. Math Teacher Recommendation Form
- d. English Teacher Recommendation Form
- e. General Recommendation Form (optional)
- f. Medical Clinic Records Form
- g. Physical Examination Form
- h. Checklist 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: copy of guardians' identification documents and notarized proof of guardianship
- Most recent 2x2in. ID picture of applicant with white background
- Copy of special needs documentation/ diagnostic reports or assessments done (if any)
- Copy of the applicant's passport and birth certificate
- Copy of the applicant's previous school records for the past two years including the current school year.
- Bank transaction proof of payment for the application fee.

4. All accomplished forms and documents must be uploaded in PDF format to the Google drive provided EXCEPT for recommendation forms which should be sent directly to admissions@beaconacademy.ph by the author of the form (the recommending party).

5. An online / in-person class sit-in experience and interviews with the Admissions Committee will be scheduled by the Admissions Office.

6. Admissions Exams (via Zoom and Exam.net) will be scheduled by the Admissions Office once required documents are complete.

7. After thorough evaluation of documents and interviews by the Admissions Committee, a notification of acceptance or non-acceptance is made. Applicant's accepted in BA will be directed to Finance for payment.