

Dear Parents,

We are happy to announce that the Beacon Academy will offer a complete junior and senior high school experience beginning School Year 2024-2025.

Aligned with our commitment to a global, inclusive education that is rooted in Philippine values and culture, we have expanded the future-ready foundations of our college preparatory programs by opening the 7th and 8th grade levels in our school in the coming year.

Along with our scholarships and financial aid program for Grades 9-12, we are also introducing a Pioneer Discount program specifically for those enrolling in Grades 7 and 8. This is designed to significantly reduce base tuition and fees for the families of our newest students for their entire education at the Academy.

I am attaching relevant information—our tuition and fees for school year 2024-2025, details on the pioneer discount for Grades 7-8 students, and other relevant information on our school—for your reference and consideration. Please feel free to reach out to me should you have any inquiries.

Warm regards,

**Mayen Lopez**

Admissions Director

The Beacon Academy

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[admissions@beaconacademy.ph](mailto:admissions@beaconacademy.ph)

THE BEACON ACADEMY  
**ADMISSIONS PROCESS**  
AY 2024-2025

1. Submit an inquiry and book a campus tour by accomplishing this link:  
<https://form.jotform.com/232328269153053>

(The Admissions Director will get in touch with you regarding available schedules for class sit-ins.)

2. Accomplish Application Forms A and B.

Form A to be completed by the parents: <https://form.jotform.com/admissions505/student-application-form>

Form B to be accomplished by the applicant: <https://form.jotform.com/admissions505/student-application-form-b>

3. Upload the required admission documents to this link:  
<https://form.jotform.com/admissions505/admission-requirements>

(A non-refundable application fee of Php2,500 is required. A copy of the transaction receipt via bank transfer must be uploaded as part of the admissions documents.)

4. Send the recommendation forms template to the recommending party: current Principal or Guidance Counselor, Math teacher, and English teacher. These forms should be emailed directly by the recommending party to [admissions@beaconacademy.ph](mailto:admissions@beaconacademy.ph).

5. Schedule to take the admissions diagnostic test and interviews with the Admissions Committee. These will be coordinated by the Admissions Director.

6. Once accepted, we request that you pay the reservation fee via bank transfer within the indicated period to confirm your enrollment. 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/>

Email: [admissions@beaconacademy.ph](mailto:admissions@beaconacademy.ph)

# TUITION, FEES, AND DEPOSITS IMPORTANT INFORMATION

AY 2024-2025

## 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 25,000** per child.

This fee entitles each student to one (1) official Beacon Academy ID and one (1) yearbook.

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.

### 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 2024-2025

## 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 2024-2025

**ANNUAL TUITION AY 2024-2025**

Grade Level	USD	PHP	Total Tuition (in Php*)	CDF (One-Time)	Matriculation Fee (One-Time)	Misc. Fee (Annually)	Payout Y1	Payout Y2++
7-8	3,200	550,000	726,000	500,000	100,000	25,000	1,351,000	751,000
9-10	3,300	579,800	761,300	500,000	100,000	25,000	1,386,300	786,300
11-12	3,400	609,600	796,600	500,000	100,000	25,000	1,421,600	821,600

**SEMESTRAL TUITION AY 2024-2025**

Grade Level	USD	PHP	Total Tuition (in Php*)	CDF (One-Time)	Matriculation Fee (One-Time)	Misc. Fee (Annually)	Payout Y1	Payout Y2++
7-8	1,760	302,500	399,300	500,000	100,000	25,000	1,423,600	823,600
9-10	1,820	319,000	419,100	500,000	100,000	25,000	1,463,200	863,200
11-12	1,870	336,000	438,850	500,000	100,000	25,000	1,502,700	902,700

**Notes:**

- \* Forex is USD 1 = PHP 55.00 and may be subject to change
- CDF is refunded when student graduates or leaves the Academy.

**TUITION, FEES, AND DEPOSITS IMPORTANT INFORMATION**

AY 2024-2025

**PIONEER ANNUAL TUITION FOR INCOMING GRADE 7 & 8 STUDENTS AY 2024-2025**

Grade Level	USD	PHP	Total Tuition (in Php*)	CDF	Matriculation Fee (One-Time)	Misc. Fee (Annually)	Payout Y1	Payout Y2++
7-8 (Option A)	1,920	330,000	435,600	250,000 (one-time)	50,000	25,000	760,600	460,600
7-8 (Option B) (non-refundable CDF)	1,920	330,000	435,600	75,000 (4-year payout)	50,000	25,000	585,600	535,600

**PIONEER SEMESTRAL TUITION FOR INCOMING GRADE 7 & 8 STUDENTS AY 2024-2025**

Grade Level	USD	PHP	Total Tuition (in Php*)	CDF	Matriculation Fee (One-Time)	Misc. Fee (Annually)	Payout Y1	Payout Y2++
7-8 (Option A)	1,056	181,500	479,160	250,000 (one-time)	50,000	25,000	804,160	504,160
7-8 (Option B) (non-refundable CDF)	1,056	181,500	479,160	75,000 (4-year payout)	50,000	25,000	629,160	579,160

**Notes:**

- \* Forex used is USD 1 = PHP 55.00 and may be subject to change
- Y2++ payout may be subject to 5% inflation
- CDF is refunded in full when student graduates or exits the Academy

THE BEACON ACADEMY  
**ADMISSION REQUIREMENTS**  
AY 2024-2025

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

1 **Form A (accomplished by the parent)**

2 **Form B (accomplished by the student)**

3 **Copy of the latest report card**

4 **Copy of academic records (report card or unofficial transcript) showing grades for the past 2 years**

5 **Copy of birth certificate**

6 **Copy of current passport**

7 **Copy of special needs documentation/ Diagnostic reports or assessments done recently and in the past (if any)**

8 **Documented proof of guardianship (if the child is not living with parents) – copy of guardians' identification documents and notarized proof of guardianship**

9 **Medical clinic records form accomplished by parents**

10 **Physical exam form accomplished by your doctor**

11 **Principal or Guidance Counselor Recommendation Form\***

12 **Current Math Teacher Recommendation Form\***

13 **Current English Teacher Recommendation Form\***

14 **General Recommendation Form (optional)\***

15 **Application fee: Php 2,500.00 (copy of bank transaction)**

*\* 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-3:00pm

THE BEACON ACADEMY  
**ADMISSION REQUIREMENTS**  
AY 2024-2025

**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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