At Benilde, learning transcends the boundaries of the modern classroom.
Benildeans work and play in an environment where uniqueness is appreciated, talents are nurtured, and ideas are valued.
Every member of the Benildean Community is vital to producing extraordinary learning experiences.

13,139 Students
1,005 Faculty
379 Support Personnel
150 Administrative Personnel
Benildean formators shape unique learners into extraordinary professionals working in established and emerging industries.
Benilde executes rigorous protective measures for the Community by ensuring that all aspects of security and safety are covered.

As a security precaution, 134 security professionals employed by the Center for Safety and Security (CSS) monitor College activities and patrol campus facilities. For safety awareness and to mitigate risks in crisis situations, CSS conducts earthquake and fire drills and implements disaster contingency protocols.
Benilde, a member of Task Force Safe School, works with De La Salle University, St. Scholastica’s College, and the Western Police District to safeguard the vicinity of the three schools.
Our team of doctors and nurses is on call for any emergency situation and engages Benildeans by conducting health awareness seminars and information drives on illness prevention and first aid response.
Students can avail of free health consultations and over-the-counter medicines at any of the three clinics in Benilde.
Learning is as much an internal transformation as it is an intellectual pursuit.

Students undergo different consultations and seminars initiated by the Center for Counseling Services (CCS) to improve time and stress management skills, develop effective study habits, enhance self-awareness, and strengthen decision-making capabilities.

Through prayer sessions, spiritual counseling, retreats, and recollections organized by the Center for Lasallian Ministry (CLM), students grow in their own faith and gain a deeper understanding of the beliefs of others.
Benilde welcomes students from all religious traditions and encourages interfaith dialogue and interaction through prayer, worship, and meditation.
Benildean learners thrive in an academic setting where facilities and equipment are constantly upgraded while grounds and buildings are regularly maintained.

Round-the-clock assistance of over a hundred housekeeping personnel ensures that sanitary conditions of campus infrastructure are at par with international health and safety standards. A host of support services including construction improvements and property preventive maintenance is carried out by the General Administrative Service Department (GASD).
Technology enhances the learning experience of every Benillean.

The Information Technology Department (ITD), through its latest computer hardware and software, supports the academic pursuits of students. The Br. Fidelis Leddy Learning Resource Center’s (LRC) vast information network, including online databases and ebook collections, is also accessible for scholarly research and creative exploration.

WeBenilde, our College Intranet, is where Benildeans share experiences, build relationships, and engage in meaningful conversations.
Number of Computers for Student Use

Taft Campus
- 12 Computer Labs
- 430 Computer Units

SDEAS
- 2 Computer Labs
- 42 Computer Units

AKIC
- 2 Computer Labs
- 84 Computer Units

SDA
- 18 Computer Labs
- 397 Workstations

Classrooms with Computers and Projectors

Taft Campus 51
SDA Campus 43
AKIC Campus 25

Information Technology Department Services
- Benilde Mail Activation
- Infolnet Account Creation
- Internet Access
- Device Configuration Troubleshooting
- Laptop Lending
- Printing Scanning
LRC also serves as a collaborative space where Benildeans share ideas, engage in dialogue, and learn from one another.
New worlds unfold every time we explore.

The Br. Fidelis Leddy Learning Resource Center (LRC) houses an array of multimedia materials for curious and creative minds.

3,498 DVDs
159,990 Book titles
76,000 E-books
6,549 CD-ROM titles
1,639 Audio CDs
3,721 VHS tapes
18 Electronic journals and online databases
549 VCDs
1,743 Electronic dissertations and theses
140 LDs
Your stay in Benilde can be more meaningful and memorable through volunteering activities, student organizations, and cultural celebrations.

Such opportunities shape Benildeans’ understanding of themselves and the world that extends beyond the classroom. The Department of Student Life (DSL) works with the College’s various units to hone students who are deeply rooted in faith, appreciative of individual worth, nationalistic, creative, professionally competent, and socially responsible.
Social responsibility is the mark of a true Benildean-Lasallian.

Students are constantly given opportunities to lead, serve, and grow through community immersions, leadership trainings, relief drive operations, and volunteering efforts organized by the Center for Social Action (CSA).
Benildean education enriches not only the mind but the heart and soul, too.

The Academic Extension Program (AEP) supports values formation and character development of Benildean learners. Students take a proactive stance in civic and public affairs and engage in activities that contribute to the betterment of the lives of our fellow citizens.

Students also develop career navigation skills and techniques, get assistance in finding internship and job opportunities, and benefit from the College’s network of industry partners and affiliate organizations through programs and projects of the Career and Placement Office (CPO).
There are 1,682 actual doors in Benilde.

But there is an infinite number of doors for your professional and personal growth through our Admissions Center.
Freshman Application Procedure

Freshmen applicants include high school seniors, high school graduates who never entered college, Deaf applicants applying to the SDEAS programs, students who passed the Philippine Educational Placement Test (PEPT) and/or the Bureau of Alternative Learning Systems Test (BALS/ALS), and international freshmen applicants.

**STEP 1**
Visit the Benilde Admissions Center at the Taft Campus or log on to the admissions website at admissions.benilde.edu.ph for information and downloads.

**STEP 2**
Secure an application payment slip from the Benilde Admissions Center and pay the non-refundable processing fee of PhP600 (for Filipino citizens) and US$50 (for non-Filipino citizens) at the Benilde Finance Department.

**STEP 3**
Present the official receipt to the Benilde Admissions Center and claim the Benilde application kit.

**STEP 4**
Secure your Benildean Entrance Examination (BEE) test permit by submitting all application requirements to the Benilde Admissions Center. Only applications with correct and complete requirements shall be processed.

**APPLICATION REQUIREMENTS**
- Completed Benilde Application Forms A and B
- Three (3) identical copies of recent 2x2 ID photo with full name written at the back
- Photocopy of birth certificate issued by the National Statistics Office or certified true copy of birth certificate from the local civil register
- Secondary Scholastic Record with the official school seal issued by the high school registrar
- Two (2) Benilde Recommendation Forms, one accomplished by your principal, assistant principal or discipline head, and one by your counselor or homeroom adviser.

**STEP 5**
Take the Benildean Entrance Examination (BEE) on the specified date. The College implements a “No test permit, no exam” policy.

**STEP 6**
Obtain the application results as directed. Application results may be accessed online, through courier, SMS messaging and personal pick-up.

END

There are more requirements for applicants who changed schools, non-Filipino applicants, PEPT or BALS cases, dual citizens, and those who stopped schooling. Turn the page for more details.
Additional requirements for particular freshman applicants

Freshman applicants who changed during high school

Certified statement/s from previous assistant principal/s
The certification must establish your academic and discipline status prior to discontinuance of studies. The certified statement/s must bear the school seal and must be issued by the assistant principal/s of school/s you previously attended.

Accomplished Benilde Recommendation Forms
The recommendation must be made by the principal, assistant principal or discipline head and the counselor or homeroom adviser of school/s you previously attended. Forms are available through the Admissions Center counter or via download through the Benilde website.

Statement of reason for transfer
This statement must be signed by you and your parent(s) stating the reason(s) for transfer.

Photocopy of Certified Fourth Year or Grade 12 report card
The original document must be presented for verification.

Photocopy of Transcript of Records
The copy must be authenticated by the Philippine Embassy of relevant countries of your schooling. Original copy should be presented for verification. If these records are in a language other than English, complete and official English translations must be submitted together with the original records. The grading system should be clearly stated in the transcript.

PEPT or BALS cases*
Applicants who have taken the Philippine Educational Placement Test (PEPT) or Bureau of Alternative Learning Systems (BALS) test.

Photocopy of PEPT or BALS result report
The original report must be presented for verification.

For BALS cases, photocopy of the BALS certificate of passing
The original copy should be presented for verification.

Exact copy of Form 137 (F-137)
This certificate should bear the school’s official seal and issued by the school registrar.

A statement signed by you and your parent(s) stating:
(a) that you have never been enrolled in any tertiary institution here or abroad, and
(b) the activities relevant to any form of education or schooling that you have engaged in after high school graduation.

Certification of Good Moral Character or Letter of Recommendation
This must be signed by the principal or school head of all schools which you have attended.

Photocopy of valid Philippine passport
Photocopy of Order of Recognition and/or Identification Certificate of Recognition.

Dual citizens
Dual citizens must declare that they are “dual citizens” in their application for admission to Benilde. Upon admission, you should choose only one (1) citizenship for the purpose of your registration and enrollment in the College. You agree to maintain and be bound by your preferred citizenship throughout your stay in the College.

Music Production applicants

The Bachelor of Arts in Music Production program has other requirements. To enter the program, you must:

Pass the Music entrance examination which is divided into two parts:
(1) Music Theory and Rudiments
(2) Ear Training

Attend the personal interview
Questions will be on your perception and understanding of music as an art, craft and profession, as well as your plans in the music industry.

*Applicants who have taken the Philippine Educational Placement Test (PEPT) or Bureau of Alternative Learning Systems (BALS) test.

FRESHMAN APPLICANTS - ADDITIONAL REQUIREMENTS
Transferee and Second Degree Application Procedure

Transferee applicants include Filipino students who wish to transfer to Benilde after entering other colleges or universities. Second degree applicants are college graduates who wish to pursue another bachelor’s degree at Benilde.

STEP 1
Visit the Benilde Admissions Center at the Taft Campus or log on to the admissions website at admissions.benilde.edu.ph for information and downloads.

STEP 2
Submit the accomplished Pre-Application Questionnaire with the following attachments:
- Certified true copy of Transcript of Records with school’s grading system
- Photocopy of 9F student visa (if applicable)

Transferees are advised to process their Request for Advance Credit or Course Credits through the Registrar’s Office along with their application.

STEP 3
Obtain the results of the pre-application on the date specified. If results are favorable, secure an application payment slip from the Benilde Admissions Center and pay the non-refundable processing fee of PhP 600 (for Filipino citizens) and US$ 50 (for non-Filipino citizens) at the Benilde Finance Department.

STEP 4
Present the official receipt to the Benilde Admissions Center and claim the Benilde application kit.

STEP 5
Secure your Benilde Entrance Examination (BEE) test permit by submitting all application requirements to the Benilde Admissions Center. Only applications with correct and complete requirements shall be processed.

APPLICATION REQUIREMENTS

- Completed Benilde Application Forms A and B
- Four (4) identical copies of recent 2x2 ID photo with your full name written at the back
- Photocopy of birth certificate issued by the National Statistics Office or certified true copy of birth certificate from the local civil registrar
- Certified unofficial Transcript of Records for evaluation purposes. This document is not required for second degree and ETEAP applicants.
- Certificate of Good Moral Character from all schools attended.

STEP 6
Take the Benilde Entrance Examination (BEE) on the specified date. The College implements a “No test permit, no exam” policy.

STEP 7
Obtain the application results as directed. Application results may be accessed online, through courier, SMS messaging, and personal pick-up.

The Honorable Dismissal (Transfer Credentials) is a requirement for enrollment in Benilde.

END

There are more requirements for applicants with less than one year of tertiary schooling, those who graduated or studied abroad, second degree applicants and dual citizens. Turn the page for more details.
Additional requirements for particular transferee and second degree applicants

For Transferees with less than one year of tertiary schooling

Secondary Scholastic Record
The record must bear the school seal and issued by the high school registrar.

Accomplished Benilde Recommendation Forms
The recommendation forms must be issued by the principal, assistant principal or discipline head and the counselor or homeroom adviser.

Second degree applicants

Application letter stating the reason(s) for taking a second degree

Photocopy of the official transcript of records
The original copy must be presented for verification.

For Transferees who graduated or studied abroad

Photocopy of Transcript of Records
The transcript must be authenticated by the Philippine Embassy of relevant countries of your schooling. Original copy should be presented for verification. If these records are written in a language other than English, complete and official English translations must be submitted together with the original records. The transcript should indicate all subjects taken and grades earned. The grading system should be clearly stated in the transcript.

Certificate of Good Moral Character or Letter of Recommendation
This must be issued by the principal or school head of all schools which you have attended.

Dual citizens

Dual citizens must declare that they are “dual citizens” in their application for admission to Benilde. Upon admission, you should choose only one (1) citizenship for the purpose of your registration and enrollment in the College. You agree to maintain and be bound by your preferred citizenship throughout your stay in the College. If you opt to use your foreign citizenship, you should conform to the requirements for international students. Should you use your Filipino citizenship, you must submit any of the following:

Photocopy of valid Philippine passport
Photocopy of Order of Recognition and/or Identification Certificate of Recognition.

Working Student Application Procedure

Working student applicants refer to those who are at least 19 years old and are engaged in part-time or full-time work. Working student applicants may apply for the Career Development Program (CDP), which is a night program.

International student applicants with tourist visa (9a) or student visa (9f) are not allowed to enroll in CDP in compliance with Immigration law prohibiting student/tourist visa holders to work while studying in the Philippines.

For Working Students

If you are a high school graduate who has not entered tertiary education, refer to the procedure and requirements for freshmen applicants on page 52.

If you have entered tertiary education, refer to the procedure and requirements for transferee applicants on page 56.

Certification of Employment
You may be required to submit additional proof of employment such as TIN Number, SSS or GSIS Number, and copy of your latest Income Tax Return.

For Self-Employed Applicants

If you are a high school graduate who has not entered tertiary education, refer to the procedure and requirements for freshmen applicants on page 52.

If you have entered tertiary education, refer to the procedure and requirements for transferee applicants on page 56.

Business Permit
You may be required to submit additional proof of business such as TIN Number, SSS or GSIS Number, and a copy of your latest Income Tax Return.
Expanded Tertiary Education Equivalency and Accreditation Program (ETEEAP) Applicants

The Benilde School of Hotel, Restaurant and Institution Management (SHRIM) offers the Expanded Tertiary Education Equivalency and Accreditation Program (ETEEAP). The ETEEAP is intended for hospitality management professionals who wish to complete a bachelor's degree through their professional experience and achievements.

There are particular requirements for various ETEEAP applicants. Refer to the items below for your guidance:

ETEEAP applicants must first submit a comprehensive resume to the School of Hotel, Restaurant and Institution Management (SHRIM) before proceeding with their application.

If you have no previous tertiary-level education, submit requirements for freshmen applicants (see page 52)

If you have previous tertiary-level education but do not have a college degree, submit requirements for transferee applicants (see page 56)

If you are an international applicant, submit requirements for international applicants (see page 63)

Graduate Application Procedure

Graduate student applicants consist of hospitality management professionals who wish to pursue the Masters of Science in Tourism and Hospitality Management (MSTHM) offered by the School of Hotel, Restaurant and Institution Management (SHRIM).

Step 1: Submit the following application requirements in a long brown envelope.

- Completed Benilde Application Form
- Three (3) recent identical 2”x2” photographs taken within the last six months.
- Original copy of Transcript of Records (marked “For Evaluation” or “For Further Studies” purposes)
- Original copy of the NSO Birth Certificate
- Two (2) Benilde Recommendation Forms
- Certificate of Good Moral Character from previous school or current employer (valid at least six months from date of issuance)
- Transfer Credentials/Honorable Dismissal (for applicants who completed degrees in the Philippines) or Certificate of Graduation (for applicants who completed degrees abroad, indicate degree title and date of graduation)
- Updated curriculum vitae/resumé indicating previous work experience

Step 2: Secure an application payment slip from the Benilde Admissions Center and pay the non-refundable processing fee of PhP600 (for Filipino citizens) and US$50 (for non-Filipino citizens) at the Benilde Finance Department.
International Student Application Procedure

International applicants include non-Filipino students who graduated abroad and applicants with the following visa types: tourist visa (9a), diplomat visa (9e) balikbayan visa, permanent residents with I-Card (Sec 13a-g), working visa dependents (9g), investor’s visa (47a2), Special Investors Resident Visa (SIRV), dependents of retirees visa holders, Special Retiree Resident Visa (SRRV), Philippine Retirement Visa (PRA), and EO324 and 226.

**Step 1**
Visit the Benilde Admissions Center at the Taft Campus or log on to the admissions website at admissions.benilde.edu.ph for information and downloads.

**Step 2**
Submit the following to the Benilde Admissions Center for evaluation.

- Freshmen applicants
  - Original Transcript of Records
  - The Transcript of Records must be authenticated by the Philippine Embassy of relevant countries of your schooling. If these records are written in a language other than English, complete and official English translations must be submitted together with the original records. The transcript should indicate all subjects taken and grades earned. The grading system should be clearly stated in the transcript.
  - Certificate of Graduation and/or Diploma

- Transferee applicants
  - Original Transcript of Records (for those who attended schools abroad)
  - Accomplished Pre-Application Questionnaire
  - Endorsement from Benilde International Students Unit (ISU)
  - To procure the endorsement, submit photocopies of the following to ISU at the 3F Br. Miguel Febres Cordero Building:
    - Passport
    - Visa Page

**Step 3**
The Benilde Admissions Center will inform you whether you qualified to take the entrance examination. If qualified, you may secure a payment slip from the Admissions staff and pay the non-refundable processing fee of USD50.00. You will receive a Benilde Admissions Kit.

**Step 4**
Take the Benildean Entrance Examination (BEE) for graduate applicants on the date specified. The College implements a “No test permit, no exam” policy.

**Step 5**
Come for your application interview. The department secretary shall contact you for your appointment. If you do not receive a call within five (5) working days from the day of your examination, please visit the Benilde Admissions Center.

**Step 6**
Visit the Benilde Admissions Center to pick up your application result on the date specified.

END

**STEP 3**
Present the official receipt to the Admissions Center and claim a Benilde application kit. Secure your Benildean Entrance Examination (BEE) test permit by submitting all application requirements to the Benilde Admissions Center. Only applications with correct and complete requirements shall be processed.
STEP 4 Secure your Benilde Entrance Examination (BEE) test permit by submitting all application requirements to the Benilde Admissions Center. Only applications with correct and complete requirements shall be processed.

APPLICATION REQUIREMENTS
- Completed Benilde Application Form
- Three (3) copies of recent identical 2”x2” pictures
- Certified true copy of birth certificate
- Certificate of Good Moral Character or Letter of Recommendation from the Principal or School Head of all schools attended
- Photocopy of Alien Certificate of Registration (for permanent residents only)
- Certificate of Graduation and/or Diploma (for freshmen applicants only)
- Secondary Scholastic Record with official school seal (for applicants who studied in Philippine schools only)
- Two copies of original Transcript of Records authenticated by the Philippine Foreign Service Post.

If these records are written in a language other than English, complete and official English translations must be submitted together with the original records. The transcript should indicate all subjects taken and grades earned. The grading system should be clearly stated in the transcript.

STEP 5 Take the Benildean Entrance Examination (BEE) on the specified date. The College implements a "No test permit, no exam" policy.

STEP 6 Obtain the application results as directed. Application results may be accessed online, through couriers, SMS messaging, and personal pick-up.

A student visa is a pre-requisite for confirmation and enrollment. Refer to next page for details on student visa processing.

END

International Students Visa Services

International students may get in touch with the College’s International Students Unit under the Student Involvement Office for assistance in student visa applications.

Requirements for 9F Student Visa Application
- National Intelligence Coordinating Agency (NICA) Clearance*
- Original copy of Voter Registration Certificate (for permanent residents only)
- Authorization for Admission (for transfer students only)
- Original copy of Notice of Acceptance containing a clear impression of the College’s official dry seal
- Written endorsement for the conversion of your status from Benilde signed by the College Registrar
- Scholastic records from your country of origin or legal residence. Submit two original copies of Transcript of Records duly authenticated by the Philippine Foreign Service Post. If Transcript of Records is issued here in the Philippines, it should be certified either by the Department of Education (for high school graduates) or Commission on Higher Education (for college students/transfer students)
- Original copy of Medical Certificate issued by the Bureau of Quarantine and International Health Surveillance or a government medical institution*
- Plain photocopy of applicant’s passport biography page with the latest admission or entry stamp, and authorized stay. The tourist visa should be at least two months valid upon submission of the application.

Requirements for Special Study Permit Application (For students in non-degree programs or ages 17 years old and below)
- Original copy of Notice of Acceptance containing a clear impression of the College’s official dry seal
- Written endorsement for the conversion of your status from Benilde signed by the College Registrar
- Plain photocopy of passport reflecting your bio-page and authorized stay
- Tourist visa should at least be one month valid upon submission of the application
- Certificate of acceptance issued by the learning institution duly accredited by the Bureau of Immigration to accept foreign students

* The clearance and medical certificate should be filed three weeks before the processing of the student visa.
** These forms are available at the Student Involvement Office-International Students Unit (SIO-ISU) 3/F Br. Miguel Febres Cordero Building
Benilde fosters opportunities that challenge, transform, and inspire.

Through its various scholarships, grants, and financial assistance programs, the College stays faithful to its commitment to make Benildean-Lasallian education more accessible to learners from diverse backgrounds.
The BEST Scholarship is the highest form of scholarship in the College and has the biggest benefit package for scholars. It is awarded to those who have an outstanding academic record and consistent substantive achievement in curricular, co- and extra-curricular activities. Awardees may come from any degree program, except from the Bachelor of Science in Business Administration major in Business Management or Marketing Management programs.

Requirements
- Applied as regular student from July to December
- A high school grade point average of 90% as computed by Benilde.
- Has shown considerable potential as a leader in the school or community.

Benefits
- May enroll in any degree program*
- Full tuition and fees waiver
- Computer laboratory, library and leadership training privileges
- Stipend per term

Benildean Excellence in Scholastics and Talents (BEST) Scholarship

The Benildean Excellence in Scholastics and Talents (BEST) Scholarship is awarded to the top 20 scorers in the Benildean Entrance Exam (BEE).

Requirements
- Applied as regular student from July to December

Benefits
- May enroll in any degree program*
- Full tuition and fees waiver

Entrance Academic (ENTRACA) Scholarship

The ENTRACA is a scholarship awarded to the top 20 scorers in the Benildean Entrance Exam (BEE).

Requirements
- Applied as regular student from July to December

Benefits
- May enroll in any degree program*
- Full tuition and fees waiver

Honors Scholarship

The Honors scholarship is awarded to freshmen applicants who are in the top ten of their graduating batch from selected public and parochial high schools.

Requirements
- 750-word essay explaining interest and skills in the degree program of choice.
- Two letters of recommendation from instructors or practitioners of chosen field
- Portfolio 15 to 20 samples of work digitized in a CD relevant to the program applied for including animation, awards or plaques.

Benefits
- May enroll in any degree program*
- Full tuition and fees waiver
- Monthly allowance of PHP7,000 per month
- May apply for a free dormitory subject for evaluation

School of Design and Arts (SDA) Scholarship

The SDA Scholarship is awarded to students who show exceptional talent in the fields of art, multimedia, and music. Applicants must submit the requirements to the Admissions Center upon application. Those who pass the initial screening are invited for an interview, presentation of portfolio and skills test.

Requirements
- 250 word essay explaining interest and skills in the degree program of choice.
- Two letters of recommendation from instructors or practitioners of chosen field
- Portfolio 15 to 20 samples of work digitized in a CD relevant to the program applied for including animation, awards or plaques.

Benefits
- May enroll in any SDA degree program except for the Bachelor of Performing Arts major in Dance.
- Full tuition and fees waiver
Vatel Scholarship

The Vatel Scholarship is awarded to the best-ranking BS-IHM student who have completed five academic terms in SHRIM.

Benefits
- Full tuition and fees waiver for one school year

Merit Scholarships

Athletic Recruit Scholarship

The Athletic Recruit Scholarship is available to freshmen with superior athletic abilities fit to represent the College in sports competitions.

Requirements
- Endorsement by school varsity coaches to Benilde Center for Sports Development (CSD)

Benefits
- May enroll in any degree program*
- Full or partial tuition and fees waiver
- PE exemption
- Enrollment prioritization
- Daily meal allowance
- Free lodging for those from the provinces

Office of Culture and Arts (OCA) Scholarship

The OCA Scholarship is offered to incoming freshmen who are gifted in the field of performance art.

Requirements
- Must pass the OCA auditions
- Endorsed by the OCA Head

Benefits
- Full tuition waiver or partial tuition discount

Benilde Ballet Philippines Scholarship

The Benilde Ballet Philippines Scholarship is awarded to incoming freshmen or transferes applying for Bachelor of Performing Arts Major in Dance (BPA-D) program.

Requirements
- Recommendation by the Artistic Director of Ballet Philippines

Benefits
- Full tuition and fees waiver
- PE exemption

Center for Institutional Communications (CIC) Scholarship

The CIC Scholarship is for currently enrolled student assistants of CIC who are recommended for tuition discount by the CIC Director.

Requirements
- Has worked as an assistant of CIC for at least one trimester
- Endorsed by the CIC Director

Benefits
- Partial tuition discount

+5 for BSBA-MM or BSBA-MM which are under BAKAP

Student Publication Scholarship-Benildean (SPS-B)

The Student Publication Scholarship-Benildean (SPS-B) is for currently enrolled student artists and writers recommended for tuition discount by the Student Publications Office (SPO) Head.

Requirements
- Has worked as student assistant of SPO for at least one trimester
- Endorsed by the SPO Head

Benefits
- Partial or full tuition discount

Center for Institutional Communications (CIC) Scholarship

The CIC Scholarship is for currently enrolled student assistants of CIC who are recommended for tuition discount by the CIC Director.

Requirements
- Has worked as an assistant of CIC for at least one trimester
- Endorsed by the CIC Director

Benefits
- Partial tuition discount

Student Publication Scholarship-Student Publication Scholarship-Yearbook (SPS-Y)

The Student Publication Scholarship-Yearbook (SPS-Y) is for student editors and staff of the Yearbook Office.

Requirements
- Has worked with SPO for at least one trimester
- Endorsed by the SPO Head

Benefits
- Partial tuition discount

*Except for BSBA-MM or BSBA-MM which are under BAKAP
Top Ten Honors is awarded to students who are in the top ten honors list for three consecutive terms or one school year.

Requirements
• CGPA for 3 consecutive terms (1 school year) must be within the range of the top 10 students of the College

Benefits
• The student shall receive a stipend allowance depending on his or her rank for three (3) consecutive terms:
  - Top 1—3: PhP12,000
  - Top 4—6: PhP8,000
  - Top 7—10: PhP4,000

The Student Assistantship Program provides the opportunity for the College’s full scholars/grantees to work on campus. SGO deploys qualified students in school offices and computer laboratories.

Requirements
• Applicant’s resume
• Accomplished Temporary Requisition Form (TPRF) by the requesting office duly approved by the Human Resource Management Director and the Student Grants Office Director

Benefits
• The student assistant will be paid PhP45 per hour, maximum of six (6) hours a day

The Blessed Arnould Study Assistance Program (BASAP) is for freshmen applicants or transferes applying to the Bachelor of Science in Business Administration major in Business Management (BSBA-BM) or Marketing Management (BSBA-MM) programs.

Requirements
• Highly motivated, low-income working individuals (earning not more than PhP240,000 a year)
• At least 19 years old
• Has not earned a diploma in any degree program
• Completed Grants Application Form together with other required documents**

Benefits
• Full tuition and fees waiver
• Loan privileges
• Subsidized graduation, recollection and retreat fees
• Employment as student assistant in a school/office of the College and retreat fees
• Employment as student assistant in a school/office of the College

Benildean Hope Grant (BHG)
BHS is offered to freshmen applicants who belong to special populations (e.g. street children or youth from an indigenous community) and are under the care of and endorsed by non-government organizations or indigenous communities identified and recognized by Benilde or Armed Forces of the Philippines Educational Benefit System Office.

Requirements
• Completed Grants Application Form together with other required documents**

Benefits
• May enroll in any degree program*
• Full tuition and fees waiver
• Subsidized graduation, recollection and retreat fees
• Employment as student assistant in a school/office of the College

**To know more about additional requirements, please get in touch with the Student Grants Office (SGO).
Email SGO at scholarships@benilde.edu.ph

**To know more about additional requirements, please get in touch with the Student Grants Office (SGO).
Email SGO at scholarships@benilde.edu.ph
The SDEAS Grant is awarded to Deaf high school students who are in need of financial assistance for their tertiary education.

Requirements
- Fresh applicant must be applying for the Bachelor of Applied Deaf Studies (BAPDST) program
- Completed Grants Application Form together with other required documents**

Benefits
- May enroll in any degree program*
- Full tuition and fees waiver or partial tuition and fees discount.

School of Deaf Education and Applied Studies (SDEAS) Grant

The SDEAS Grant is awarded to Deaf high school students who are in need of financial assistance for their tertiary education.

Requirements
- Fresh applicant must be applying for the Bachelor of Applied Deaf Studies (BAPDST) program
- Completed Grants Application Form together with other required documents**

Benefits
- Full tuition and fees waiver or partial tuition and fees discount
- Subsidized graduation, recollection and retreat fees

Kapitbahay Grant

The Kapitbahay Grant is given to academically deserving but financially-challenged high school graduates residing in a barangay in the vicinity of Benilde.

Requirements
- Must be a resident of the barangay for at least two consecutive years (from date of application) as certified by the barangay captain.

Benefits
- Full tuition and fees waiver
- School allowance

The Kapitbahay Grant program covers the following barangays:

- Pasay
  - Barangay 42 Zone 6
  - Barangay 43 Zone 6

- Manila
  - Barangay 745 Zone 81
  - Barangay 746 Zone 81
  - Barangay 750 Zone 81
  - Barangay 751 Zone 81
  - Barangay 752 Zone 81
  - Barangay 753 Zone 81
  - Barangay 754 Zone 81
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- Pasay
  - Barangay 42 Zone 6
  - Barangay 43 Zone 6

Pierre Romançon Grant

The Pierre Romançon Grant is open for freshmen applicants who are in need of financial support to pursue their College education.

Requirements
- Completed Grants Application Form together with other required documents**

Benefits
- May enroll in any degree program*
- Full tuition and fees waiver or partial tuition and fees discount.

Government-Endorsed Scholarships

Brother President Scholarship Program (BPSP)

The BPSP is for freshmen applicants whose parents are permanent faculty members or personnel of Benilde and have rendered at least three years of continuous service at the College.

Benefits
- Full tuition and fees waiver

The PD 577 Scholarship is awarded to freshmen applicants who are children of military personnel who died or have been incapacitated in the line of duty.

Requirements
- Endorsement from Armed Forces of the Philippines (AFP)

Benefits
- May enroll in any degree program*
- Full tuition, development and laboratory fees waiver

Application period for PD 1687 Scholarship is from July to February. The scholarship is awarded after the release of acceptance by the Admissions Center.

The PD 1687 Scholarship is awarded to freshmen applicants who are children of military personnel who died or have been incapacitated in the line of duty.

Requirements
- Endorsement from Armed Forces of the Philippines (AFP)

Benefits
- May enroll in any degree program*
- Full tuition, development and laboratory fees waiver

Application period for PD 1687 Scholarship is from July to February. The scholarship is awarded after the release of acceptance by the Admissions Center.

FINANCIAL ASSISTANCE GRANTS

INSTITUTIONAL SCHOLARSHIP — GOVERNMENT-ENDORSED SCHOLARSHIPS
General Scholarship Application Procedure

Visit the Admissions Center at Taft Campus to obtain application payment slip then pay* the nonrefundable admission processing fee at Finance Department.

**STEP 1**
Secure application form from the Admissions Center. Indicate the type of scholarship applied for in the form.

**STEP 2**
Complete the application forms and related scholarship application forms and submit them along with all required attachments to the Admissions Center.

**STEP 3**
Present the official receipt of payment* to claim your Benildean Entrance Examination (BEE) test permit.

**STEP 4**
Obtain the results of your application through the BEE Online Application Inquiry website or through SMS on the announced release dates. Acceptance to the degree program does not mean acceptance to the scholarship applied for.

*Processing fee
- PhP600 (for Filipino applicants)
- PhP100 (for Deaf applicants)

Free application kits are provided for the following programs: Athletic Recruit, Honors Scholarship, Benildean Hope Scholarship, and BASAP.
Admissions

Does Benilde reserve an admission quota for each high school institution?

We assess applicants based on their Benildean Entrance Examination performance, aptitudes, capabilities, high school grades, and other requirements. We do not base admission offers on the school they come from. However, like other tertiary schools, Benilde has a limited number of slots so late applicants may not be accepted not because they are unqualified but because there are no more slots available for them.

If applicants fail to qualify for admission, are there other options available? Can they make an appeal to be admitted?

Applicants who did not receive an offer from Benilde will always have a second chance to apply. They can visit the Admissions Center and file a Request for Reconsideration. Admission of these students will depend on the result of their re-evaluation and the number of slots available.

Applicants who did not receive an offer from Benilde will always have a second chance to apply. They can visit the Admissions Center and file a Request for Reconsideration. Admission of these students will depend on the result of their re-evaluation and the number of slots available.

Scholarships

Does Benilde offer scholarships?

Yes, Benilde offers a number of scholarships and financial aids to deserving students. These include merit scholarships, academic scholarships, institutional scholarships, government- endorsed scholarships, and financial assistance grants, among others. For more information, you may email the Student Grants Office (SGO) at scholarships@benilde.edu.ph

Do you offer scholarships for athletes?

Yes. Students who are interested in athletic scholarships are advised to visit Benilde’s Center for Sports Development for tryouts.

If a student loses his or her current scholarship, can he or she still apply for other scholarships?

Yes. As long as the student is qualified for the scholarship and can meet application requirements.

Tuition Payment

How much is the tuition fee at Benilde?

The trimestral tuition fee will depend on how many units a student enrolls in. A good estimate would be PhP60,000 to PhP80,000 per trimester. Cost may change without prior notice. There are three (3) trimesters in a school year.

Does Benilde accept installment payments?

Benilde does not accept installment payments for freshmen students and transferees. However, upperclassmen are given an opportunity to pay in installments.

Does Benilde accept credit card payments?

Benilde accepts credit card payments subject to the policies and guidelines of the Finance Department.

Benilde and DLSU

What is the difference between De La Salle University and De La Salle-College of Saint Benilde?

De La Salle University and De La Salle-College of Saint Benilde are both members of De La Salle Philippines (DLSP) and are managed by the De La Sale Brothers. In the Philippines, there are 16 De La Salle District Schools.

DLSU and Benilde do not offer the same courses. DLSU offers more traditional courses such as engineering, business and the sciences. Benilde offers non-traditional, innovative and industry-responsive courses such as hotel, restaurant and institutional management, multimedia arts, fashion design, export management, among others.

Is it true that those who failed in DLSU are accepted in Benilde?

The notion that Benilde is a place for students who failed in DLSU is not true. Since DLSU and Benilde are autonomous from one another, Benilde has its own set of admission policies and procedures. Students may be accepted to DLSU but not in Benilde, and vice versa.

The reason that there is that impression is because of our shared history. Benilde was part of DLSU before we ventured on our own in 1988. The students that we had from DLSU are mostly transferees—students who realize later on that their interest veer towards Multimedia Arts or Game Design more than courses like Computer Engineering.
**Student Behavior**

Are there fraternities in Benilde?
Benilde does not recognize any fraternities or sororities. In fact, students are required to sign a non-fraternity contract before enrollment.

Do you allow smoking in campus?
No. We have policies and sanctions for students who are caught smoking within Benilde campuses.

What do you do about students and drugs?
We do not condone the use of illegal substances and we have strict policies and penalties for students who are caught bringing and using illegal substances. Drug problems also have their roots in psychological trauma or abuse. Aside from counselors, we encourage all members of the community to grow into the responsibility of becoming formators of youth.

Is there a dress code? Do you have uniforms?
Students of the School of Hotel, Restaurant and Institution Management (SHRIM) have uniforms that are enforced strictly. This is because they are being trained to meet the expectations of industry.

Students of the School of Management and Information Technology (SMIT) and School of Multidisciplinary Studies (SMS) are required to come in business attire on some days of the week.

Other schools, such as the School of Design and Arts, don’t have uniforms per se, but the College has a dress code that students must follow. The dress code helps ensure that students come in to school in proper attire. Even artists who may not have uniforms or come in business attire are expected to know how to dress properly.

**Other Concerns**

What are your rules on class suspension in case of bad weather?
Benilde complies with government mandates and policies regarding suspension of classes. Suspension of classes is usually recommended by the National Disaster Coordinating Council (NDCC), Commission on Higher Education (CHED), or the city government.

When the decision to suspend classes is left up to the College, the Office of the President coordinates with the Center for Safety and Security and General Administrative Services Department, as well as other key administrators, for recommendations regarding the state of the roads and/or areas surrounding Benilde.

If suspension of classes is recommended, announcements are issued by email, on the website, and to administrators who then cascade the information to the faculty members and students.
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CONTACT

Admissions Center
De La Salle-College of Saint Benilde
2544 Taft Avenue, Manila, Philippines 1004
+63 230-5151 to 54
http://admissions.benilde.edu.ph/
admissions@benilde.edu.ph

Student Grants Office
De La Salle-College of Saint Benilde
2544 Taft Avenue, Manila, Philippines 1004
+63 230-5163
http://scholarships.benilde.edu.ph/
scholarships@benilde.edu.ph
This book features QR (Quick Response) codes that link to online content. Scan the QR code with your mobile device or use the URL links provided.

For Degree Programs and Student Life information, please refer to Book 1.

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BENILDE
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DE LA SALLE.