



SCHOOL HANDBOOK



1-1 Introduction

We establish a foreign branch of “PILAEDU Corp.” in the Philippines.

PILAEDU has become one of the most outstanding ESL language school through steady innovations.

Our teaching employees hold a degree in Language linguistic, majored in English and have related experience from other English speaking countries.

All the staffs and managers help students to learn English in an effective and conducive way.

PILA’s new building was completed last September 2017.

We offer best environment for students with new facilities.

- Newly built 6-storey building
- Aseismic and fire safety design
- Modern style dormitory
(Separated shower and toilet, fiber internet)
- Satisfiable supplying water and Elec.

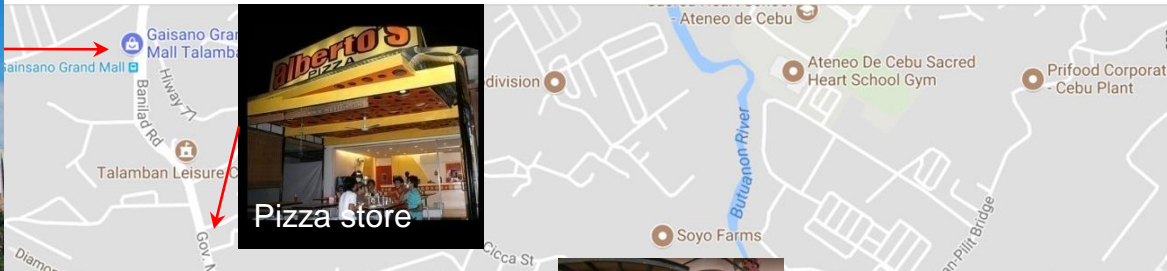




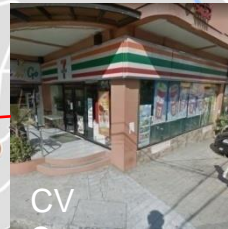
1-3 Location of the School (Nearby)



Nearest mall



Pizza Store



CV



Badminton court



Park & Outdoor Pool



Japanese Coffee shop



Cafe EGAO



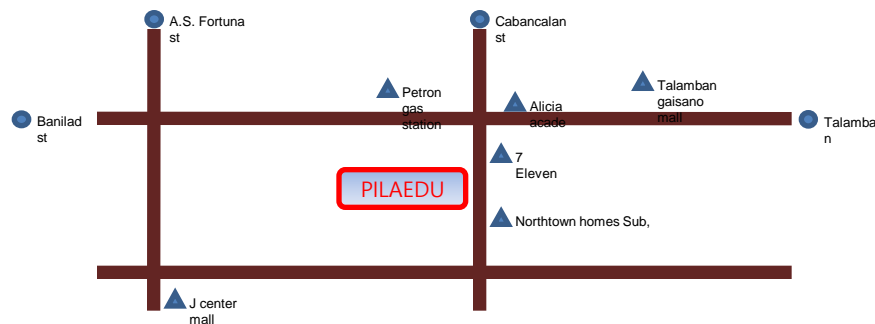
Japanese restaurant



2-1 School Facilities



PILAEDU Corp.	
Location	#93 Nucell B/D, ML. Quezon Ave, Nasipit, Talamban, Cebu city (Pilaeducation)
Capacity	90pax
Program	Sparta/lite/regular ESL, TOEFL, IELTS
Instructor	Filipino Teachers, Korean teachers
Structure of the School	LG : Office, Dining, Kitchen, canteen
	1F : 1:1 class (42) and Group class (6) rooms
	2F : Dormitory (Male students)
	3F : Dormitory (Female students)
	5F : Dormitory (Couple, Family, Junior)
	6F : Gym (Temporary) P 2K per month
	R : roof top





2-2 School Facilities (Dormitory for 1~2 pax)



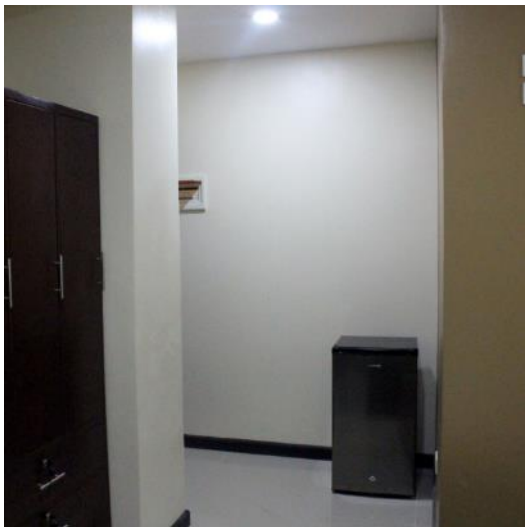
Double beds

**Air conditioner, refrigerator,
water heater, personal desk,
bookshelf, chair, locker,
closet and bed, shower,
toilet and sink**

***Personal Purchases needed**



2-3 School Facilities (Dormitory for 3 pax)



Triple beds

**Air conditioner,
refrigerator, water heater,
personal desk, bookshelf,
chair, locker, closet and
bed, shower, toilet and sink**

***Personal Purchases needed**



2-4 School Facilities (Dormitory for 4 pax)



Quad beds (B type)

**Air conditioner,
refrigerator, water heater,
personal desk, bookshelf,
chair, locker, closet and
bed, shower, toilet and sink
- C.R. divided with curtain
*Personal Purchases needed**



2-5 School Facilities (Dormitory for 4 pax)



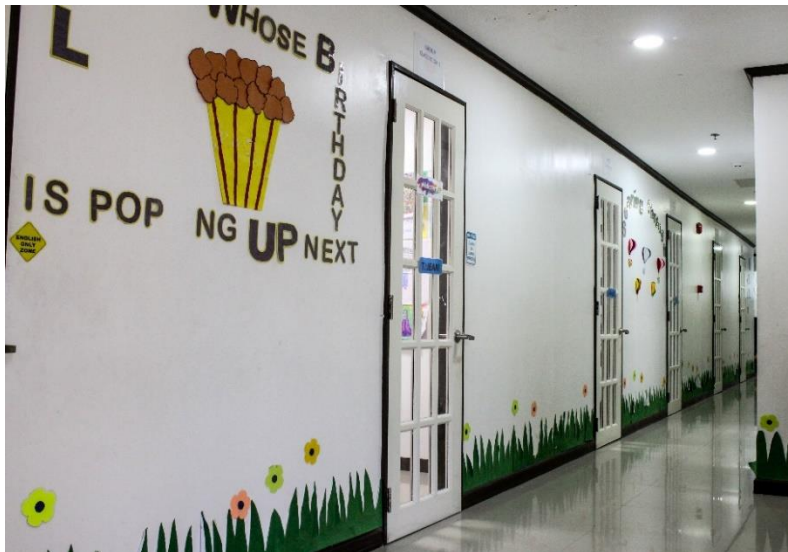
Quad beds (A type)

**Air conditioner,
refrigerator, water heater,
personal desk, bookshelf,
chair, locker, closet and
bed, shower, toilet and sink**

***Personal Purchases needed**



2-6 School Facilities (Classrooms)





2-7 School Facilities (1:1 Classrooms)



Closed type



Opened type

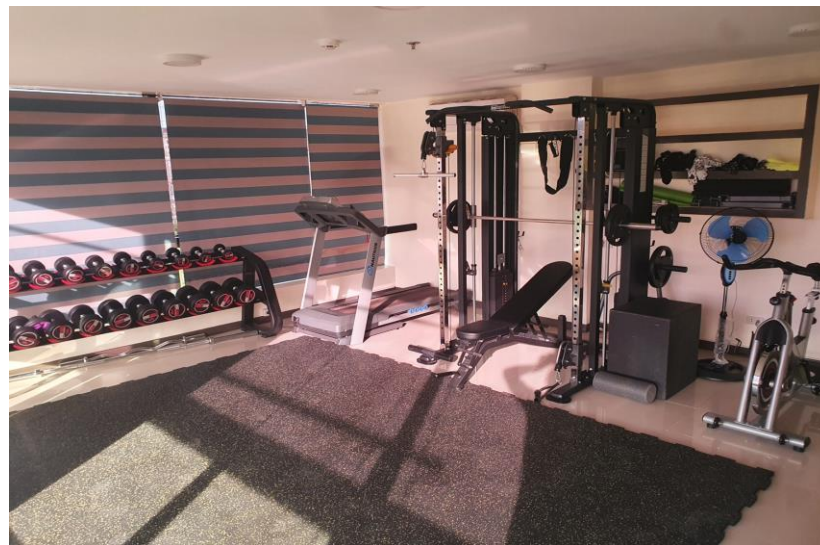


2-8 School facilities (Group Classrooms)





2-9 School Facilities (Gym, Clinic, ETC.)





3-1 Academic (Daily Schedule)

Time	Class	Subject	Time	Subject
Mondays to Fridays EXCEPT the last Friday of the month			Every Last Friday of the month schedule	
7 : 00 ~ 7 : 50	Breakfast		7 : 00 ~ 7 : 50	Breakfast
8 : 00 ~ 8 : 50	1 st class	Regular subject	8 : 30 ~ 11 : 30	Level Test
9 : 00 ~ 9 : 50	2 nd class			
10 : 00 ~ 10 : 50	3 rd class			
11 : 00 ~ 11 : 50	4 th class			
12 : 00 ~ 12 : 50	Lunch		12 : 00 ~ 13 : 00	Lunch break
13 : 00 ~ 13 : 50	5 th class	Regular subject	13 : 00 ~ 14 : 00	Free Time
14 : 00 ~ 14 : 50	6 th class		14 : 00 ~ 16 : 00	English Festival or Culmination
15 : 00 ~ 15 : 50	7 th class			
16 : 00 ~ 16 : 50	8 th class		16 : 00 ~ 18 : 00	Free Time
17 : 00 ~ 17 : 50	9 th class			
18 : 00 ~ 18 : 50	Dinner		18 : 00 ~ 19 : 00	Dinner
19 : 00 ~ 24 : 00	Sparta Program Class (Essay and Vocabulary)		19 : 00 ~ 20 : 00	Free Time
	Self study			

- ▶ The student only take the classes by their choice. (All 9 classes will not be given to all students.)
- ▶ Official level test is every last Friday of the month. (Group classes can be changed the following Monday) (No classes during the level test)
- ▶ For Sparta program students after-school is mandatory (No after-school class on Friday, Weekends and Holidays)
- ▶ Sparta Program students with teachers until 23PM (Deserve scholarship who required this program.)



3-2 Academic (Monthly Schedule)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7/2	7/3	7/4	7/5	7/6	7/7	7/8
No class	Regular class Level test (O/T)	Regular class	Regular class	Regular class	Regular class	City tour San pedro fort, Sto.nino church 500Pesos
7/9	7/10	7/11	7/12	7/13	7/14	7/15
No class	Regular class Level test (O/T)	Regular class	Regular class	Regular class	Regular class	None
7/16	7/17	7/18	7/19	7/20	7/21	7/22
No class	Regular class Level test (O/T)	Regular class	Regular class	Regular class	Regular class	Island hopping 3500~4000 pesos (lunch + dinner)
7/23	7/24	7/25	7/26	7/27	7/28	7/29
No class	Regular class Level test (O/T)	Regular class	Regular class	Regular class	Shorten schedule Monthly test	None
7/30	7/31	8/1	8/2	8/3	8/4	8/5
No class	Regular class Level test (O/T)	Regular class	Regular class	Regular class	Regular class	

✘ Schedule would be changed by local situation.

✘ This is only sample schedule. (Every first day of the month, Activity schedule would be posted on school board)



3-3 Academic (Level System & Report card)

PILAEDU Level System	
Level	Beginner, Intermediate, Advanced
Category	PILA ESL, TOEIC, TOEFL, IELTS, Junior ESL
Classification	Monthly Level Test (MLT) (Every last Friday of the month)
In charge	Education Team (W/ regular teachers)
Beginner Level	B1 Low Beginner
	B2 Beginner
	B3 High Beginner
Intermediate Level (Test program level)	I1 Low Intermediate
	I2 Intermediate
	I3 High Intermediate
Advanced Level	A1 Advanced

- The Beginner learns very basic skills of using English. (Basic tenses, speaking, writing, reading and vocabulary)
- The Intermediate spends more time in using basic English skills (Understanding grammar and sentences, writing on purpose and more vocabulary)
- The Advanced focuses on learning complex grammar. (Various grammar, complex paragraph, advanced writing and expert vocabulary)

- Student report card students will be given a report card, in which their progress will be reflected

LEARNER'S PROGRESS REPORT

PILAEDU CORPORATION
#93 Nucell Building M.L. Quezon Avenue, Naayig, Talaamban, Cebu City Philippines 6000
Telephone numbers: (+6332) 383-5913 / 239 - 8184
Email: pilaeducation2014@gmail.com

TESDA
NTR NO. 201107220696

NAME	TEST RESULT						
	ENTRANCE TEST	1st MONTHLY LT	2nd MONTHLY LT	3rd MONTHLY LT	FINAL LEVEL TEST		
LEE DONG HOON							
STRANDS							
NATIONALITY	BIRTHDATE	LISTENING	5%	9%	18%	24%	
READING		10%	12%	18%	20%	25%	
ENTRANCE DATE	FINAL DATE	WRITING	5%	10%	15%	23%	
HIGH BEGINNER		SPEAKING	11%	13%	19%	22%	23%
LEVEL		GRAMMAR	19%	23%	35%	40%	52%
REGULAR ESL		TOTAL	10%	13%	20%	23%	29%
PROGRAM		LEVEL	LOW BEGINNER	LOW BEGINNER	BEGINNER	BEGINNER	HIGH BEGINNER

SUMMARY

STUDENT'S PERFORMANCE

STUDENT'S ATTENDANCE

No. of Classes = 640

DESCRIPTIONS	
LISTENING	<p>BEGINNER</p> <ul style="list-style-type: none"> understand main ideas when they are stated explicitly or marked as important, but may have difficulty understanding main ideas if they are not stated explicitly understand important details when they are stated explicitly or marked as important, but may have difficulty understanding details if they are not repeated or clearly marked as important, or if they are conveyed over several exchanges among different speakers understand ways that speakers use language to emphasize a point or to indicate agreement or disagreement, but generally only when the information is related to a central theme or is clearly marked as important
READING	<p>BEGINNER</p> <ul style="list-style-type: none"> has a command of basic vocabulary for understanding, but less common vocabulary is inconsistent has limited ability to use specific information, have difficulty recognizing paraphrases of text information, and often rely on particular phrases rather than a complete understanding of the text have difficulty identifying the author's purpose, but the purpose is explicitly stated in the text, it is easy to infer from the text
WRITING	<p>BEGINNER</p> <ul style="list-style-type: none"> fails to address the task, which may have been identified as a purpose presents limited ideas which may be largely unrelated to the topic does not organize ideas logically may use a very limited range of cohesive devices and these used may not indicate a logical relationship between ideas uses only a very limited range of cohesive devices and expressions with very limited control of word formation and/or spelling errors
SPEAKING	<p>BEGINNER</p> <ul style="list-style-type: none"> speaks with long pauses has limited ability to use simple expressions gives only simple responses and is frequently unable to convey basic message uses simple vocabulary to convey personal information has insufficient vocabulary for less familiar topics attempts basic sentence forms but with limited success, or relies on apparently memorised utterances makes numerous errors except in memorised expressions
GRAMMAR	<p>PRE-INTERMEDIATE</p> <p>Good grammatical control. Occasional "slips" or non-systematic errors and minor flaws in sentence structure may still occur, but they are rare and can often be corrected in retrospect. Shows a relatively high degree of grammatical control. Does not make mistakes which lead to misunderstanding some difficulty for the reader</p>



3-4 Academic (PILAedu ESL Program)

Trial ESL Program (Total 4 classes)	Man to Man	3 times	Option of Speaking, Writing, Reading and Grammar & free night group class
	Small/big Group	Big group 8~12 (1 time)	Option of Utilizing Grammar, Listening, Debate and Presentation
	- The minimum ESL program who wants to try English study for the first time.		

Light ESL Program (Total 6 classes)	Man to Man	4 times	Option of Speaking, Writing, Reading and Grammar & free night group class
	Small/big Group	1 : 4~6 (1 time), 8~12 (1 time)	Option of Utilizing Grammar, Listening, Debate and Presentation
	- The minimum ESL program who doesn't want to study intensively.		

Regular ESL Program (Total 8 classes)	Man to Man	4 times	Option of Speaking, Writing, Reading and Grammar & free night group class
	Small/big Group	1 : 4~6 (3 times), 8~12 (1 time)	Option of Utilizing Grammar, Listening, Debate and Presentation
	- Well balanced ESL program with 1 on 1 and group classes		

Intensive ESL Program (Total 9 classes)	Man to Man	6 times	Option of Speaking, Writing, Reading and Grammar & free night group class
	Small/big Group	1 : 4~6 (2 times), 8~12 (1 time)	Option of Utilizing Grammar, Listening, Debate and Presentation
	- Focus on studying ESL program who wants to study intensively.		



3-4 Academic (PILAedu ESL Program)

Power Sparta ESL Program (Total 14 classes)	Man to Man	6 times	Option of Speaking, Writing, Reading and Grammar
	Small/big Group	1 : 4~6 (2 times), 8~12 (1 time)	Option of Utilizing Grammar, Listening, Debate and Presentation
	Mandatory class	night classes (4 times)	Essay, Vocabulary free night group class and self study (Mandatory until 9PM)
	<u>- Absolutely effective program with the efficient management of feedback from students.</u>		

Composition	Sparta Regulations
► Obligation	<ul style="list-style-type: none"> • Not allowed to go out from Monday to Thursday (Please refer to the overnight and curfew policy for weekends) • Mandatory Level-Test every Friday • Evening classes from Monday to Thursday (Vocabulary Test and essay) / Self study until 11pm with the teacher in charge • Sparta program students must pass Vocabulary test everyday also pass Level test exam twice a month. • The teacher who in charge mark your report every week. • Students who repaired this program will get a Scholarship (no matter what, excuses doesn't accept this program) • Scholarship depends on register weeks (12weeks 1000\$, 8weeks 500\$ and 4weeks 200\$ will be provided)



3-5 Academic (PILAedu Special Program)

TOEIC Guarantee (Total 8 classes)	Man to man	4 times	Speaking, Reading, Grammar and Listening
	Small group	1 : 4 ~ 6 (3 times)	Writing, TOEIC vocabulary, Mentoring & coaching (night free group class)
	Big group	8~12 (1 time)	Mock Test

IELTS Guarantee (Total 8 classes)	Man to man	4 times	Speaking, Writing, Reading, Listening
	Small group	1 : 4 ~ 6 (3 times)	Grammar, IELTS vocabulary, Mentoring & coaching (night free group class)
	Big group	8~12 (1 time)	Mock Test

TOEFL Guarantee (Total 8 classes)	Man to man	4 times	Speaking, Writing, Reading, Listening
	Small group	1 : 4 ~ 6 (3 times)	Grammar, TOEFL vocabulary, Mentoring & coaching (night free group class)
	Big group	8~12 (1 time)	Mock Test

Composition	Special Program Regulations
► Obligation	<ul style="list-style-type: none"> • There is a possibility to take the ESL program in accordance with the level test result. • Upper level of Lower Intermediate students can apply special program. • If the students have certified test result from the previous centers, they have to submit it before the enrollment. • Guarantee program must register unless 8weeks. (0.5 guarantee) • Students who doesn't have certified result from the precious centers, they have to take Sparta program first 8weeks • Students can use the library, Monday to Thursday until 9PM. (No library on Friday, Weekends and Holidays) • Students who don't follow Sparta program policy can not provide guaranteed of free study after failure.



3-6 Academic (Detail of Program)

Pilaedu provides a **hands-on English speaking environment** that can benefit students for a short period of time. We are striving to provide customized education to students **throughout constant monitoring and counseling.**

TYPE	CONTENT
► Man to Man	<ul style="list-style-type: none"> We teach subjects with strong connection in terms of synergy. 1:1 teachers teach only two subjects that are likely linked. (ex : speaking and writing) We provide outside class once a week only with the consent of students to avoid simple and repeating regular classes. English consulting is conducted after the level test once a month. <u>As an Academy that places a lot of emphasis on education itself, we will recommend curriculum and programs to each student via monthly counseling and continuous monitoring by management.</u>
► Group classes	<ul style="list-style-type: none"> The Group Class teachers are only in charge of teaching grammar and English usage. Students can enjoy a high level of satisfaction since the Group Class teachers are head-teachers who educate the other teachers.
► Others	<ul style="list-style-type: none"> English Only Zone for the entire class area. Mother language is only available in dormitory and dining area. Penalty will be imposed when students use their mother language in English Only Zone. <u>In the evening, students can participate in a self-study class with the teacher from Monday to Thursday (providing a self-study space from 7 to 10pm)</u>





4-1 TESDA Accreditation & Business Permit

Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
Region VII
Archbishop Reyes Ave., Cebu City
This

Certificate of TVET Program Registration
NTR No. 201907220098

is hereby granted to
PILAEDU CORPORATION
#93 Nucell Bldg., ML Quezon Ave., Nasipit, Talamban, Cebu City

to offer a program in
English as a Second Language
with a duration of **120 Hours**

The program covers the following units of competency:

COMPETENCIES

- Speak English Using Daily Conversational Sentences
- Listen to Survival English conversation
- Read short stories and passages with easy vocabularies and sentences
- Write basic English in a simple-complete sentence construction

Trainer/s of the Program:
Kenneth Robert O. Metante TMC No. 16072201000158

SEC. ISIDRO S. LAPEÑA, PhD., CSEE
By the Authority of the TESDA Director General:
ATTY. ANDREW A. BIDO
Regional Director

SN NTR -0668
p.1 of 2 pages

PERMIT NO. 152343

OFFICIAL SEAL
CITY OF CEBU

Republic of the Philippines
CEBU CITY GOVERNMENT
OFFICE OF THE MAYOR
Business Permit and Licensing Office

BUSINESS PERMIT

Business Name:
PILAEDU CORPORATION

Business Address:
#93 NUCELL M.L. QUEZON ST., NASIPIT, TALAMBAN, CEBU CITY

Line/Nature of Business and Gross Sales/Receipts :		
209 CANTEN		360,330.45
6107 TUTORIAL SERVICES		4,143,800.01

This permit is deemed revoked and the business establishment may be closed without further notice, except the closure order, for failure on the part of the owner/permittee to comply with the following:

- ___ Sanitary Permit
- ___ Fire Safety Inspection Certificate
- ___ Community Tax Certificate of Employees
- ___ Occupational Tax or Professional Tax of Employees
- ___ Barangay Clearance

And such other regulatory requirements in accordance with the provisions of the Revised Charter of the City of Cebu and the Local Government Code of 1991

For Calendar Year:
2020-2021

Date Issued:
February 06, 2020

Business Status:
RENEWAL

Taxpayer's Name: **PILAEDU CORPORATION**
Authorized Representative: **KWON, HOON .**

TIN:
Form of Ownership: **CORPORATION**
Capital: **300,000.00**

APPROVED BY:
HON. EDGARDO C. LABELLA
CITY MAYOR

FOR AND BY THE AUTHORITY OF THE CITY MAYOR:
ATTY. JARED G. LIMQUIACO
Head Business Permit Section

NOT VALID WITHOUT SEAL

Note: POST THIS PERMIT IN A CONSPICUOUS PLACE

THIS PERMIT SHALL BE VALID UNLESS REVOKED BY THE CITY MAYOR FOR VIOLATIONS OF THE CONDITIONS UPON WHICH IT IS GRANTED. ONE (1) ACTS PROHIBITED BY LAW OR ANY ORDINANCES ARE BEING COMMITTED, ONE (1) OR ANY GOOD REASONS OF GENERAL AND PUBLIC INTEREST IN ACCORDANCE WITH SEC. 15(1) OF R.A. 385 AND SEC. 45 OF R.A. 7160. THE CANCELLATION OF THIS PERMIT SHALL BE SUBJECT TO THE IMMEDIATE REVOCATION AND SHALL WARRANT THE CLOSURE OF THE BUSINESS WITHOUT FURTHER NOTICE TO THE FILING OF APPROPRIATE CRIMINAL CASES AGAINST ANY OR ALL THE PERPETRATORS OF THE CRIME COMMITTED. THIS PERMIT MUST BE SURRENDERED WITHIN TEN (10) DAYS UPON CESSATION/TERMINATION OF BUSINESS OPERATIONS.

www.cebucity.gov.ph | cebu@piba@gmail.com | cebu@piba@yahoo.com | (+63) 917 842 3772



4-2 PILAEDU Safety



Republic of the Philippines
Department of the Interior and Local Government
BUREAU OF FIRE PROTECTION
Regional Office VII
Cebu Provincial Office
Cebu City Fire Station
N. Bacalso Avenue, Cebu City



FSIC NO. R 07-0252199

FIRE SAFETY INSPECTION CERTIFICATE

(FOR BUSINESS PERMIT)

June 03, 2019
Date

TO WHOM IT MAY CONCERN:

By virtue of the provisions of RA 9514 otherwise known as the Fire Code of the Philippines of 2008, the application for FIRE SAFETY INSPECTION CERTIFICATE of _____ (Name of Establishment)

PILAEDU CORPORATION

owned and managed by **HOON . KWON** with postal address at
#93 NUCELL M.L. QUEZON ST., NASIPIT, TALAMBAN, CEBU CITY (Address)

is hereby **GRANTED** after said building structure or facility has been duly inspected with the findings that it has fully complied with the fire safety and protection requirements of the Fire Code of the Philippines of 2008 and its Implementing Rules and Regulations.

This certificate is being issued for **RENEWAL OF BUSINESS PERMIT**

This certification is valid until **06/03/2020**

Violation of Fire Code provisions shall *ipso facto* cause this certificate null and void, and shall hold the owner of the building liable to the penalties provided for by the said Fire code.

<p>Fire Code Fees: Amount Paid: 724.00 O.R. Number: 0311274 Date: 05/08/2019</p>	<p>RECOMMEND APPROVAL: SNSP ARNEL S ABELLA, BFP CHIEF, FSS</p> <p>APPROVED: <i>[Signature]</i> SNSP JOSEPHUS F. ALBURO, BFP CITY/MUNICIPAL FIRE MARSHAL</p>
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NOTE: "This Certificate does not take the place of any license required by law and is not transferable. Any change in the use of occupancy of the premises shall require a new certificate."

THIS CERTIFICATE SHALL BE POSTED CONSPICUOUSLY

PAALALA: "MAHIGIPIT NA IPINAGBABAWAL NG PAMUNLAN NG BUREAU OF FIRE PROTECTION SA MGA KAWANI NITO ANG MAGBENTA O MAGREKOMENDA NG ANUMANG BRAND NG FIRE EXTINGUISHER"

"FIRE SAFETY IS OUR MAIN CONCERN"

DISTRIBUTION:
Light Blue-Green (Applicant/Owner's copy)
Pink (BFP's copy)
Blue (BFP's copy)

BFP-COP-4320-005 Rev. 202 (04-01-18) ORIGINAL





4-3 School Sanitary & Sustainability

REPUBLIC OF THE PHILIPPINES
CITY HEALTH DEPARTMENT
CEBU CITY



Reg. No. F-16480

BE IT KNOWN THAT MR./MS. PILAEDU CORPORATION

IS HEREBY GRANTED PERMISSION TO OPERATE A CANTEEN
(KIND OF BUSINESS)

PILAEDU CORPORATION
(NAME OF ESTABLISHMENT)

Address: #93 NUCELL M.L. QUEZONST., NASIPIT, TALAMBAN, CEBU CITY

Period: FIVE MONTHS

Date Issued: JAN. 30, 2020 Valid Until: JUNE 30, 2020

SUBJECT TO THE SANITARY LAWS, RULES AND REGULATIONS.

Inspected By: J. CABILES

No. of Employees: 3

APPLY FOR REINSPECTION AND RENEWAL 30 DAYS PRIOR TO EXPIRY

Amount Paid: P 100.00

O.R. No.: 1898804

[Signature]
DAISY S. VILLA, RN, MD, MPA
CITY HEALTH OFFICER

Note: This permit is not transferable and will be revoked for ANY VIOLATION of PD 856 THE SANITATION CODE OF THE PHILIPPINES AND ITS IMPLEMENTING RULES AND REGULATIONS and CITY ORDINANCES. NOT VALID WITHOUT CEBU CITY HEALTH DRY SEAL.



REPUBLIC OF THE PHILIPPINES
CITY OF CEBU
OFFICE OF THE MAYOR
CEBU CITY ENVIRONMENT AND NATURAL RESOURCES OFFICE(CCENRO)
Tel. No. 253-6362



SOLID WASTE MANAGEMENT UNIT • COASTLINE MANAGEMENT UNIT • CEBU CITY ENVIRONMENTAL SANITATION ENFORCEMENT TEAM • BANTAY DAGAT •
CITY MINING REGULATORY UNIT • CLEAN AIR LAW ENFORCEMENT UNIT • CEBU CITY RIVERS MANAGEMENT UNIT • BARANGAY ENVIRONMENTAL OFFICERS

CERTIFICATE of COMPLIANCE

THE CEBU CITY ENVIRONMENT AND NATURAL RESOURCES OFFICE

hereby certifies that

PILAEDU CORPORATION

#93 NUCELL M.L. QUEZON ST., NASIPIT, TALAMBAN, CEBU CITY

Has complied with the

Environmental Sustainability Action Plan

Under Cebu City Ordinance No. 2243

Date of Issuance: **January 28, 2020**

Valid for Business Permit CY: 2020

PERMIT NO. : 152343

O.R. NO. : 1898804

[Signature]
JUKINE L. ARAGONES
Officer In Charge



[Signature]
SUBJECT FOR INSPECTION
BY: _____
DATE: _____

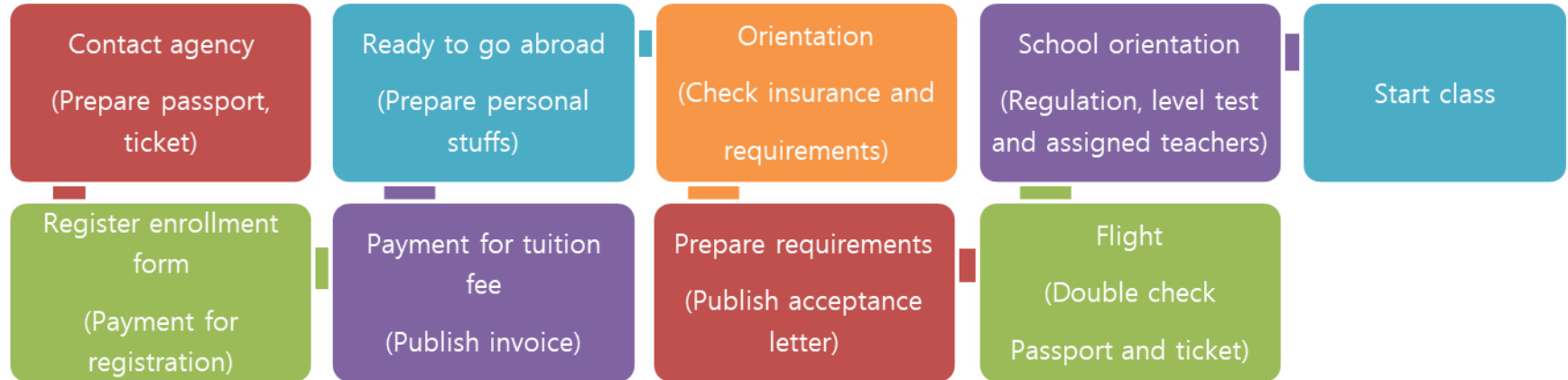


4-4 Management (Regulation)

Regulations	Details	Penalty	Consequence	Remarks
		School Dorm.		
Class Regulation	Absent for level test	- 100	Accum.	<ul style="list-style-type: none"> • 50 Points Accumulated : Written Warning • 200 Points Accumulated : Grounded for 2 weeks (Registering Photo to the guard house) • 300 Points Accumulated : Grounded for 3 weeks (Registering Photo to the guard house / Warning of Expulsion) <ul style="list-style-type: none"> - No attendance at a graduation ceremony - No issuance of Certificate (award, completion or enrollment) 400 Points Accumulated: Expulsion <ul style="list-style-type: none"> - Check out (7:00PM-Next day) / Immediate check out if serious - No issuance of Certificate (award, completion or enrollment) - No refund of school fee
	Cheating	- 50	Accum.	
	Late for class	- 10	Accum.	
	Absent / Early leave w/o permission	- 20	Accum.	
	Having snack in the class	- 20	Accum.	
	Commit violent acts	- 400	Expulsion	
	Student-teacher romance	- 400	Expulsion	
Dormitory Regulation	Vandalism	- 200 (Compensation)	Accum.	<ul style="list-style-type: none"> • All student must complete the statement of absence, (The statement of absence is available once a day, twice a week and four times a month. In the event that more absences are inevitably recommended only illness-related absences shall be accepted submitting a doctor's report or medical certificate.) • Schedule can not be changed if students are absent from the level test. • Penalty can be offset by an exemplary achievement. <ul style="list-style-type: none"> - Level Test Rank (1st: +150 / 2nd: +100 / 3rd: +50) - Passing Level Test: +100 - Perfect Attendance: +50 - The result shall be published every last Friday of the month. • If students are involved with local crime with their own fault, the school won't take any responsibilities. • Punishment and treatment for crimes are subject to local law. • Once the students' are involved with crimes, it's hard to leave the country. Please avoid crime-ridden area and refrain from going out at very late night. • All the illegal actions in the out campus dormitory: Expulsion (Refer to the School/Condo Rules and Regulations) • 24/7 medical service is available <ul style="list-style-type: none"> - Students must inform the illness in advance. - In case of emergency, do not hesitate to report it to managers. - It is the roommates' duty to report when their company is having trouble.
	Drinking Alcohol in the school premises	- 400	Expulsion	
	Smoking in the room	- 100	Accum.	
	Disobeying sex-segregated Policy	- 400	Expulsion	
	Swapping rooms or receiving guests	- 50	Accum.	
	Theft, guns, drugs, assault	- 400	Expulsion	
Living Regulation	Take school stuff out (also kitchen)	- 150	Accum.	<ul style="list-style-type: none"> • If students are involved with local crime with their own fault, the school won't take any responsibilities. • Punishment and treatment for crimes are subject to local law. • Once the students' are involved with crimes, it's hard to leave the country. Please avoid crime-ridden area and refrain from going out at very late night. • All the illegal actions in the out campus dormitory: Expulsion (Refer to the School/Condo Rules and Regulations) • 24/7 medical service is available <ul style="list-style-type: none"> - Students must inform the illness in advance. - In case of emergency, do not hesitate to report it to managers. - It is the roommates' duty to report when their company is having trouble.
	Breach of an instruction	- 400	Expulsion	
	Not wearing ID card (Except Newbie)	- 50	Accum.	
	Refusing a room inspection	- 400	Expulsion	
	Sexual harassment	- 400	Expulsion	
	Violating curfew 10PM	- 100	Accum.	
	Stay out w/o permission	- 200	Accum.	
	Violating curfew 12PM	- 200	Accum.	



5-1 Enrollment (Process / Refund Policy)



- ▶ The passport must **NOT** be temporary one, (Valid more than 6 months from departure date)
- ▶ Must have tourist or student insurance from your country (This is the only way to solve and cover medical problems easily)
- ▶ Double check your passport and round trip ticket before you board / When passing the immigration screening, you should answer kindly.
- ▶ During the school orientation, students must sign the school policy regulation agreement.
- ▶ Teachers will be assigned based on the entrance and level test,
- ▶ **Able to change text-book(no scribbling) or teacher only after the very first week of the school. (Adjustment Period)**
- ▶ **Failure to make payment before 4weeks students coming, can not be protected by Refund policy.**
- ▶ **students must inform to school if they have illness(physically or mentally) / School won't take any responsibilities on the spot.**

Refund Policy		
Description	Refund Amount	Remarks
4 weeks before departure	Full Refund	Refund all of school fee except registration fee.
2 weeks before departure	Partial Refund	Except 1week school fee and registration fee.
Within 2 weeks of schooling	Partial Refund	Except 4weeks school fee and registration fee.
After 2 weeks of schooling	50% (except difference)	50% of school fee from deduction of 4weeks school fee and registration fee.
After 50% of schooling	No Refund	No refund after half of the class session is finished.



5-3 Enrollment (Local Payment)

TITLE	COST	R E M A R K
Dormitory Deposit	₱5,000	Refundable after deducting expense of any room damages and delayed payments
S S P	₱6,800	Valid for 6 months
I-Card (ACR)	₱3,300	Valid for a year (only for students who stay more than 8 weeks)
E C C	₱1,500	For students who stay more than 6 months
Maintenance	₱2,000 (4 weeks)	For the maintenance of common facilities and utilities
Electricity / Water	₱1,600 + ₱400 (4 weeks)	Additional fee will be charged when using over 150% (Progressive Billing)
Pick up / Drop off	₱1,500	Drop off upon request
Laundry	₱100 per 1kg	Minimum 1kg (1kg. Regular charge if less than 1kg)
Books	₱400~₱700 / Book	Depends on the students program
School ID	₱300	Re-issuance fee - ₱300 (Lost ID)
Room Key	-	Duplication of keys - ₱500, Change lock - ₱2,000 (Lost keys)
Guardian fee	\$500 (4 weeks)	Students who below 18years,coming without guardian
VISA Extension	~4 weeks : N/A , ~8 weeks : ₱4,130, ~12 weeks : ₱9,540 ~16 weeks : ₱13,080, ~20weeks : ₱16,620, ~24weeks : ₱20,160	

ADDITIONAL CLASS	RECEPTION	COST (4 WEEKS)	R E M A R K
Additional 1:1 Class	School	\$150	Can be applied only when it is possible
Additional Group Class	School	\$100	
Replace Group Class into 1:1 Class	School	\$80	



6-1 School Review (Class Time)





6-2 School Review (Dinning)





6-3 Summary of the School (Training)





6-4 School Facilities (Gym, Clinic, ETC.)





6-5 School Review (Food)



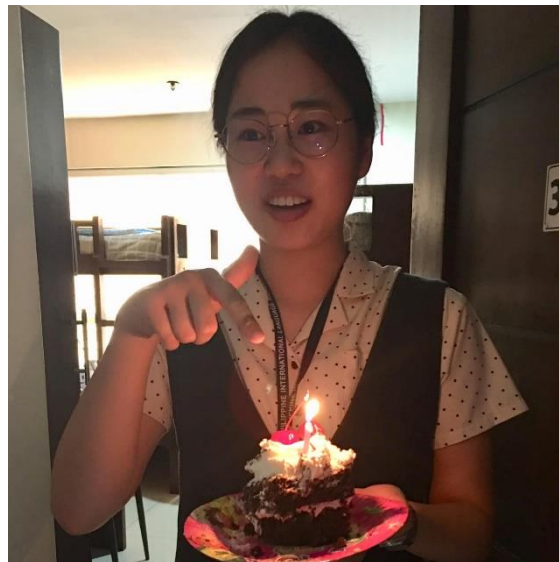


6-6 School Review (Graduation)





6-7 School Review (Culmination)





6-8 School Review (Activities-1)





6-9 School Review (Activities-2)



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