



# CEBU GLOBALIZATION ESL CENTER INC.

## < ORIENTATION >

### 1. CG ESL ADDRESS AND CONTACT NUMBERS

- ADDRESS: 1951-A-1, ULDOG, CANSOJONG, TALISAY CITY, CEBU, PHILS.
- OFFICE NUMBER: +63 32-407-0322
- MOBILE NUMBER: 0917-308-1007

### 2. UPON ARRIVAL: FIRST DAY SCHEDULE

TIME	ACTIVITY
10:00 ~ 12:00	Entrance Test
12:00 ~ 13:00	Lunch Time
13:00 ~ 15:00	Orientation and Exchange
15:00 ~	Shopping for personal necessities at Robinson Mall
17:00 ~	Payment of location fee & Receiving of level test results and class schedules

### 3. DAILY SCHEDULES

TIME	CLASS	PROGRAM
07:00 ~ 08:00	Breakfast (※ Weekend & Holly day: 8:00~9:00)	
08:00 ~ 08:45	1st Class	1:1 Class & 1:4 Class Or free time (EOP)
08:55 ~ 09:40	2nd Class	
09:50 ~ 10:35	3rd Class	
10:45 ~ 11:30	4th Class	
11:40 ~ 12:25	5th Class (Can have lunch)	
12:00 ~ 13:25	Lunch Time	
13:25 ~ 14:10	6th Class	1:1 Class & 1:4 Class Or free time (EOP)
14:20 ~ 15:05	7th Class	
15:15 ~ 16:00	8th Class	
16:10 ~ 16:55	9th Class	
17:05 ~ 17:50	Evening Class	
17:50 ~ 19:00	Dinner Time	
19:00 ~ 20:00	Vocabulary Test & Essay (Designated Seat)	
20:10 ~ 21:00	Self-Study (Option)	
21:10 ~ 22:00		

### 4. PREPARATORY DOCUMENTS AND PAYMENT

#### 1) SSP (Special Study Permit)

- The issuance fee is 6,800 pesos and it's valid until the end of the initial registration period. For extensions or re-registration after the initial period, an additional SSP fee must be paid. Students registered for 25 weeks or more must pay the SSP fee twice.
- Students with a study period of more than 9 weeks must include a return ticket.

## 2) ACR: 4,000php

- Students enrolled for 1 to 8 weeks: Student E-Card (ACR)
- Students enrolled for 9 weeks or more: Additional I-Card (ACR) issued with the 2nd visa extension
- During the period(2weeks) when applying for SSP & E-Card at the Immigration Bureau, students can't get their passports.

\* **Note:** It may take longer if there is a Holiday during processing period.

## 3) Deposit (Deposit is required for Air Conditioning Bills.) and Total Management Fee

- The deposit for the air conditioning bill is 1000 pesos for four (4) weeks. When students graduate from the academy and leave its premises, they can receive their refund except when the use of air conditioning exceeds the amount being deposited. Students should pay for it in full amount. **(1KW = PHP25)**

\* **Note:** Air conditioning costs are shared based on occupancy. For example, if you stay alone in a double room, you must cover the full cost for that period.

- Any damages of CG facilities will be charged to the student if he/she is caught intentionally doing any kind of damages.
- The management fee is 4,500 pesos for 4 weeks. This fee includes various facility/equipment maintenance and supplies (2,000 pesos), water fees (500 pesos), general electricity (2,000 pesos), and Wi-Fi (excluding AC).

## 4) Pick-up fee: PHP1,200

## 5) Possible Payment as per required by CG

- After students convert their money from dollars into peso, students must prepare payments for SSP, Visa Extensions and deposits for the accommodation.
- When a student wants to apply for a visa extension, he/she should come to the office and inform his/her status **at least 10 days before the date of expiration** of his/her visa. In any case, when a student's stay lapses and gives the passport late for the extension, penalties and fees will be charged to the student.

## 6) For Visa extension

Primary Visa extension	30 days : 4,160php
Secondary visa extension	30 days : 5,390php + ACR I-Card : 4,000php
Third visa extension	30 days : 3,460php
Fourth visa extension	30 days : 3,460php
Fifth visa extension	30 days : 3,460php
Sixth visa extension	30 days : 4,870php + ECC

## 5. GRADUATION CEREMONY

- CG Graduation is held every Friday afternoon at 5:00 pm at the pool side/recreation area of the campus.

## 6. CURRICULUM AND PROGRAM DESIGN

### 1) Course

- Sparta Course: 1:1 Class (4th) + 1:4 Class (4th)
  - Premier Sparta Course: 1:1 Class (5th) + 1:4 Class (3th)
  - TOEIC Sparta Course: 1:1 Class (4th) + 1:4 Class (4th) – 1 Mock test every 2 weeks
  - TOEIC Premier Sparta Course: 1:1 Class (5th) + 1:4 Class (3th) – 1 Mock test every 2 weeks
  - Business English Course: 1:1 Class (4th-Business English, ESL) + 1:4 Class (4th-Global Business English, ESL)
  - IELTS Basic Course: 1:1 Class (4th-IELTS, ESL) + 1:4 Class (4th-IELTS, ESL) – 1 Mock test every 2 weeks
  - IELTS Guarantee: 1:1 Class (4th) + Group Class (4th-IELTS Listening, IELTS Preparatory Exam) - 1 Mock test per week
  - IELTS Intensive: 1:1 Class (4th) + Group Class (4th-IELTS Listening, IELTS Speaking) - 1 Mock test per week
- ※ If students want to change their course, they need to inform the Academic for any changes and it will be forwarded to the CG Directors.

### 2) LEVEL CLASSIFICATIONS

① Elementary	② Low Beginner, Low Beginner +
③ Mid Beginner, Mid Beginner +	④ High Beginner, High Beginner +
⑤ Low Intermediate, Low Intermediate +	⑥ Mid Intermediate, Mid Intermediate +
⑦ High Intermediate, High Intermediate +	⑧ Advance

### 3) GROUP CLASS

Subject	Summary
Global Business English (Native Speaker)	Students practice business job interviews, polite expressions, understanding how to develop business documents, presentations, etc.
American English Conversation (Native Speaker)	Learners study functional grammar, useful vocabulary and common American expressions spoken in everyday life.
Daily Expressions & Survival English	Students get access to more English key words, phrases, expressions, and strategies on how to handle a problem.
CNN	Listening or watching the current news & issues from across the globe is the main focus wherein students are exposed to social issues and various terminologies.
Media	Learners watch movies and dramas and know how to correctly use the words and phrases.
Debate & Argumentation	"MAKE YOUR POINT" speaking activities on everyday themes and controversial issues help the students build their confidence and sharpen more the idea created in their minds.
Forms Of Listening	Students are provided with structural patterns that will help themselves grasp information, thus determining their listening skills.
Public Speaking & Speech Communication	This subject helps students develop their confidence and fluency in a deliberate manner, intended to inform, influence or entertain the listeners.
Creative Writing	Students are trained to use correct grammar, broaden their imagination and write their own unique letters.
Oral Conversation & Listening	The communicative approach involves students in real communication as often as possible, and teaches listening strategies that can be applied outside the classroom, in real-life situations.
Supplementary English	In this course, students will be provided with the vital parts of the English Language such as phrasal verbs, useful expressions & idioms.
Fundamental Guide To Effective Writing	This helps students to generate writing topics while providing guided practice of appropriate vocabulary and grammar.
Intensive Approach To The New TOEIC Listening	This course aims to improve the students TOEIC LC part scores. and also practice student's listening skills.
Tactics For TOEIC Speaking	This is designed to measure and improve students' ability to communicate in spoken English and helps students get a high score in the TOEIC Speaking exam.
Intensive IELTS Preparation Course	This course aims to prepare students with the skills and strategies needed to undertake the IELTS test with confidence and to succeed in the IELTS examination.

✂For every group class, students are being classified according to their entry level; they can choose and join classes which fit their level. Students are also encouraged to change their group classes after the result of their monthly test, only when necessary.

✂All students are required to purchase the designated textbooks as outlined in the class schedule; it is a mandatory.

☞ Textbook purchases are permitted until 5:00 PM on weekdays. (Exchanges and refunds are only allowed with a receipt, provided there is no damage, scribbling, or stains.)

☞ Each student has a one-week window to select their textbooks, during which classes can be attended with photocopies instead of textbooks. (However, students are responsible for covering photocopy costs at 5 pesos per page.)

✂ This policy applies to incoming students, those intending to change classes after one week, and students planning to switch courses after one week.

☞ The acceptable forms of textbooks aside from paper; E-BOOKs using tablets or laptops are also permissible. (However, classes using small-screen smartphones are not permitted.)

☞ Used textbooks are allowed, and using one textbook for multiple classes is also permitted.

☞ You can use your own books for personalized lessons, but you must get approval from the office first. You should talk to your instructor or manager. Just remember, you'll need to pay for any photocopies of the teacher's book to keep the classes smooth.

# < CG ESL REGULATIONS >

## 1. Class Regulations

### 1) Change of courses/classes

- ① The education level and assigned instructor cannot be changed arbitrarily unless there are exceptional circumstances. Missed classes due to an instructor's absence or early leave will be fully made up. Instructor changes are possible after consultation in cases of resignation or conflicts with students.
- ② Class change requests are accepted every week from 7:30 AM to 9:00 AM on the designated day (proxy applications will result in cancellation for all involved students). Based on the number of applicants, class change times are assigned according to the following criteria: **(1)** Students with high vocabulary scores in the previous week -> **(2)** Penalty points for the previous week (including attendance) -> **(3)** Students with a longer period of enrollment based on the date of class change -> **(4)** Students with an early application order
- ※ When a teacher resigns, an additional 5 points will be given for the ranking.
- ③ Actual class changes will proceed every Thursday starting at 8:45 AM in the announced order (5 minutes per student). Consultations regarding class changes are not available during class hours.
- ④ You must visit the office during your assigned time to change classes. Failure to visit during your designated time will result in being unable to change classes. Please confirm your time carefully to ensure your class change.
- ⑤ Changed classes will take effect starting the following Monday.
- ※ **On weeks with holidays or level tests, the application day may vary from the usual schedule, so please check accordingly.**
- ※ **Note for Evening Classes: Class changes for evening classes must be made in person at the office between 12:00 PM and 2:00 PM on the day the level test ends.**

### 2) Regular Level Test and Mock Tests (IELTS, TOEIC)

- ① A regular level test is conducted once a month. IELTS and TOEIC courses also have scheduled mock tests.
- ② All students must take the test, even if their training ends during test week. Non-compliance will result in no certificate and regulatory action.
- ③ Students who do not complete the test or engage in cheating will receive a penalty (-50 points) and will not receive a certificate of completion.
- ④ If deliberate manipulation or omission of test results is discovered (e.g., intentionally underperforming to avoid level-up or not putting in full effort), a retest will be required. Please take the tests sincerely. (If a level-up occurs based on the Level Test results, 1:4 group classes may be adjusted accordingly.)
- ⑤ On the day before the regular Level Test, there will be no evening classes, vocabulary tests, essays, or self-study sessions. Students are encouraged to prepare independently for the Level Test. (Note: can't go out.)
- ⑥ No classes are provided during mock test sessions. Please take the tests seriously.
- ⑦ Students are allowed to go outside after the Level Test ends at 12:00 PM.

### **3) Tardiness and Absences**

- ① Students must enter the classroom before the bell signaling the start of the class rings.
- ② **Tardiness:** Failing to attend class within 3 minutes of its start time will result in a penalty (-2 points).  
**Absence:** Failing to attend class within 5 minutes of its start time will result in a penalty (-5 points).  
✳ **Use a bathroom breaks or preparation of class materials should be done during break time. Leaving during class (including evening classes and self-study sessions) will not be recognized. If absent for over 3 minutes, it will be considered tardiness; if absent for over 5 minutes, it will be considered an absence, and will be applied.**
- ③ If more than half of the class time (25 minutes) has passed, it will be considered as forfeiting the class.
- ④ **Medical Absences:**
  - Up to 8 hours of medical absences per month are allowed without penalties. This allowance resets monthly and does not carry over to subsequent months.
  - One menstrual leave day per month (4 weeks) is allowed, provided it is reported to the office within one week for approval, but menstrual leave cannot be used again within 4 weeks.
  - After the 8-hour allowance is exhausted, a completed absence form and a medical certificate or receipt must be submitted on the same day before 5 p.m.) to avoid penalties.
  - For IELTS Guarantee courses, the 8-hour allowance for medical absences does not apply. Absences related to hospital visits or treatments will still incur penalties.
- ③ Leaving early/ending the class early: When a student leaves and ends his/her class earlier than the time scheduled without asking any permission from CG office, the student gets penalized.

### **4) Evening Class**

	Grammar	TOEIC Listening	IELTS Listening
Elementary ~ High Beginner	Students can join Evening Classes or Self Study Must attend classes where they fit their choices		
Low Intermediate ~ Advance			

### **5) Daily Vocabulary Test**

- ① Students receive handouts from teachers with a list of 20 words each day to memorize. After they memorize the words, they construct sentences out of the 10 words, total score is 30 points
  - ② Penalty points for failure to pass and complete the Vocabulary test are listed below as standard basis.
  - ③ Passing score-Sparta, Basic, TOEIC, Business: 15P / IELTS Intensive: 20P / IELTS Guarantee: 23P
    - Daily Vocabulary Test is from Monday~ Thursday. Table of Penalties are as follows (Even that week is a holiday):
      - ✳ 2 times scores below 50% within the week - Can't go out that Friday
      - ✳ 3 times scores below 50% within the week - Can't go out from Friday up to Saturday
      - ✳ 4 times scores below 50% within the week - Can't go from Friday, Saturday & Sunday
- ✳ **For new students, the scope of the week's exam will be received on Monday, the day of the orientation, and Tuesday's exam, the day after the orientation, will be passed regardless of the test results. (For non-attendance or lateness, 0 points will be processed)**

### **6) Essay Writing**

- Each student will receive a notebook. At the end of the self-study session, the teachers will collect all the notes and correct them the next day, and you can take the notes from the desk in the hallway at the beginning of the essay class.
  - You must write at least 10 lines of notes (more than 80%) and if you do not meet the requirements, you will be treated as absent.
- (If you do not submit your essay notes by 10 p.m., you will be penalized for not submitting your essay (-5 points).)

### **7) CG Management normally declares "NON-WORKING HOLIDAY AND NO CLASS DAY". There will be no makeup classes in these instances.**

**8) Dormitory relocation** may occur at the academy's request.

**9) Romantic relationships** between teachers and students are strictly prohibited. If discovered, the student will face expulsion, and the teacher will face dismissal. (Includes: one-on-one meetings, financial transactions, and drinking together.)

**10) Eating is not allowed inside the classroom**, and food delivery during class hours is also prohibited.

**11) Students engaging in additional learning sessions** based on private financial transactions after weekday classes or during weekends will be expelled, and the involved instructor will be dismissed.

**12) The academy assumes no responsibility** for any disadvantages or accidents arising from trips taken by students with instructors or through introductions.

※ Students are advised to conduct thorough research on trip costs and conditions to avoid any disadvantages.

**13) Certificates of completion** will be restricted if the overall attendance rate does not exceed 80% or if more than 100 demerit points are obtained.

※ The overall attendance rate refers to the percentage of students who actually attend class. If you go to the hospital, it will not be penalized, but it will be included in your attendance rate as an absence, and your attendance will be lowered.

**14) For students in all courses, the existing instructor may be changed at the discretion of the CG**, and the class or instructor may be changed arbitrarily if the designated date for consultation and change has passed.

## 2. Dormitory Regulations

**1) Students buy their own personal necessities** like soap, toothpaste, shampoo, etc. You must take responsibilities of your valuables. CG is not responsible to pay for any refund for any damages and loses of your valuables. We always think of the safety of every student, but we cannot control the circumstances. CG office helps keep your valuables safe if you allow us to.

### **2) Cleaning & Laundry Schedule**

	# 1,17	# 2,18	# 3,19	# 4,20	# 5,21	# 6,22	# 7,23	# 8	# 9	# 10	# 11	# 12	# 13	# 14	# 15	# 16
MON									*	*	*	*	*	*	*	*
TUES	*	*	*	*	*	*	*	*								
WED																
THURS									*	*	*	*	*	*	*	*
FRI	*	*	*	*	*	*	*	*								

#### **① Cleaning (Cleaning Hours: Monday to Friday, 8:00 AM ~ 5:00 PM (Advance reservation required))**

- In the case of cleaning the dormitory, the cleaning staff will not visit the dormitory to clean it while the students are not there to secure the students' belongings.
- Visit the laundry room in person during cleaning hours to request cleaning, based on availability, maximum is twice a week
- Please keep cash in an inconspicuous place or carry it with you to prevent accidents, and we are not responsible for any lost items that are not consigned.
- If there are weekend occupancy and departure, even if the dormitory is vacant due to the departure of the students in the room, the staff may clean the room for the occupants to live in.

#### **② Laundry (Laundry room operating hours: Monday to Sunday, 8:00 AM to 5:00 PM)**

- Students are required to personally bring their laundry baskets to the laundry room (next to Unit 16) and hand them over to the staff on their preferred day (Monday to Friday).
- When dropping off laundry, the staff will check the quantity and type, and a receipt will be issued.

- Once you get the receipt, please keep it safe, as you will need to present it later to collect your laundry.
- Clothes with few items won't be washed immediately. Students should bring baskets at least 2/3 full. Not using the CG's laundry basket forfeits the chance for washing.
- If the receipt is lost, the academy will not be held responsible for any discrepancies in the quantity or type of items. However, if any items listed on the receipt are not returned, compensation will be provided as follows: ► **Dresses/Long pants ⇒ 500 pesos ► Tops/Shorts ⇒ 300 pesos**
- For delicate clothing or items requiring professional care (such as knitwear or non-washed denim), students are advised to wash them personally or take them to a professional laundry service.
- For socks, towels, underwear, and similar items, it is recommended to wash them personally. However, if you insist on using the laundry service, the items will be washed, but CG will not be liable for any losses.
- Shoes, hats, and bags are not accepted for laundry.
- The academy will not be responsible for discoloration, fading, shrinking, stretching, or loss of items (including items left in pockets) during the laundry process.
- You are strictly prohibited from collecting your laundry directly from the drying area. (Penalty: -50 points.)

**3) If you lose your room key, a fine of 1,000 pesos will be charged as it covers the cost of replacing the door handle.**

**4) Students who are caught tampering with the outlet and air conditioner meters will be fined 3,000 pesos for that month.**

**5) Bringing and drinking of any alcoholic beverages inside the school are strictly prohibited. Students will be penalized or dismissed from the academy. The guard checks students' bags for any alcoholic beverages upon entering the academy; a penalty will be imposed to you or to the group you are with. If empty alcoholic bottles are found in students' unit, the whole members of the said unit will get a penalty as well.**

✳ **Bringing of liquor is punishable under any circumstances. (Buying alcoholic drinks for the trip or keeping liquor as their graduation gift is not allowed.) (Drinking alcoholic beverages in front of the school gates will be severely punished.)**

**6) Entering another student's room is strictly prohibited. Violators will face penalties, which may include expulsion. (Students are only permitted to stay in their own rooms.)**

**7) Any verbal abuse, physical violence, sexual harassment, or sexual misconduct directed at managers, teachers, or fellow students will result in immediate expulsion.**

**8) It is strictly prohibited to take any food or utensils out of the dining hall or into the dormitory rooms. However, in special cases (e.g., providing meals for sick students), prior approval from the administrator must be obtained, and utensils must be returned on the same day.**

**9) Students are not allowed to enter or use the kitchen for personal purposes. Please take note of this restriction.**

**10) Any student found organizing gatherings or spreading baseless rumors with malicious intent, causing harm to the academy and disrupting the learning environment, may be expelled without prior warning.**

**11) Any involvement in criminal activities, such as theft, threats, possession of firearms, or drug use within the academy, will result in immediate expulsion upon discovery or confirmation.**

**12) Students who defy or refuse to comply with an administrator's instructions with disrespectful intent may be expelled without prior warning.**

**13) In case of loss of a student ID or gate pass, a replacement fee of 100 pesos will be charged.**

**14) Food delivery requests after midnight after 12 midnight are prohibited.** Any food delivered after this time will not be allowed on the premises.

**15) EOP (English Only Policy):** From Monday to Friday, 8:00 AM to 5:00 PM, all areas require English communication (except during lunch break and within dormitory or office).

**16) Dormitory Inspections and Visits:** The academy reserves the right to visit and inspect dormitories without prior notice for purposes such as check-in and check-out of incoming and graduating students, maintenance or repairs of common facilities, and monitoring violations of regulations.

**17) Check out regulation**

- ① The you who check in the school on **Sat 00:00 ~ Sun 13:00** = Check out before **Saturday 11:00 on graduation week**
- ② The you who check in the school on **Sun 13:00 ~ Mon** = Check out before **Sunday 11:00 on graduation week**
- ③ **In case of additional stay due to a flight schedule or personal affairs (only accept if there is vacancy for dorm)**
  - Additional staying costs (1,500 pesos per night) \* Includes meals, maintenance fee, electric fee.
  - Should follow the school regulations as well (time of curfew, etc.)
  - \* **Violation of school rules for penalty points and expulsion from school are still applicable.**

**18) Refrigerator rental:** 800 pesos for 4 weeks, **Electric fan rental:** 200pesos for 4weeks

### **3. Others**

**1) Snack bar Operating hours:** Monday to Friday: 7:30 AM ~ 11:00 PM

(Saturday, Sunday, and Public Holidays: 10:00 AM ~ 7:00 PM)

**2) Swimming Pool Guidelines**

- ① Swimwear is mandatory when using the swimming pool. (Wearing shorts, cotton t-shirts, or similar clothing is not allowed.)
- ② Diving is strictly prohibited to prevent accidents. Running around the pool area is also not allowed.
- ③ Swimming after consuming alcohol is strictly prohibited to prevent incidents such as heart attacks. Please adhere to this rule.

\* **Activities such as diving, pushing students into the pool, or throwing students in the pool will result in severe penalties (50 demerit points).**

- ④ **Swimming Pool Operating Hours: Monday to Friday: 8:00 PM ~ 12:00 AM**

(Saturday, Sunday, and Public Holidays: 8:00 AM ~ 12:00 AM)

※ **On graduation days, the pool will be available after the graduation ceremony.**

**3) Operating Hours for Other Facilities**

(Balls and rackets can be rented after submitting your student ID to the snack bar.)

- Table Tennis, Badminton and Rest area: 8:00 AM ~ 12:00 AM / - Basketball Court: 5:00 PM ~ 12:00 AM

※ **After 12:00 AM, all areas within the academy become quiet zones. Security guards will disperse students, and violations will result in a 100-point penalty.**

**4) Regularly Check Campus Noticeboards (Located in Classrooms and the Cafeteria)**

→ All important announcements and updates regarding classes and academy life will be posted on the noticeboards. Students are responsible for checking these boards regularly.

→ Please note that the academy will not be held responsible for any disadvantages caused by a student's failure to check the noticeboards.



#### 4. Curfew hours and time allowed to go out

**1) Students are not allowed to go on a trip or go out anytime from CG during weekdays or school days. CG only allows a trip with family or friends members for a maximum of 7 days 6 nights. Please submit a ticket as after the vacation, it can only be used once within 12 weeks of study period.**

##### **2) Entry and Exit Procedures**

- ① Students should present their gate pass cards to the guard on duty at the entrance gates when they go out of the school. Students are obliged to take their ID's with them after logging in their names and leave the gate pass at the guard house.
- ② Students should present their ID's to the guard on duty to take back their gate passes once they return to the academy.

##### **3) Curfew Times**

- ① **Fri, Sat, and the eve of public holidays (when there are no classes the next day):** 12:00 AM (midnight)
- ② **Sundays or the last day of public holidays (when there are classes the next day):** 10:00 PM
- ③ **Returning within one hour after curfew results in a penalty of 50 demerit points.**  
**Returning more than one hour after curfew results in 100 demerit points.**

##### ④ **Special Regulations for Minor Students**

###### **Regulations for Minor Students' Outings/Travel:**

- Not allowed to go out alone. Minor students must accompany by an adult guardian (adult student) and need to get a temporary pass from the office before 5 pm on working day.
- No matter if it's a weekday, weekend, or holiday, the curfew time for minor students is 9:00 PM.
- Minor students must be accompanied by an adult guardian (adult student) when going out and when returning to school.  
(If not, both will get 50 penalty points)
- Returning after 9:00 PM will violate the curfew regulations and result in penalties.
- Only the same gender of guardian is acceptable. Any gender is acceptable if a minor goes out with a group.
- If minor students will stay overnight or go on a trip, the office staff will need the student's parents' consent through a direct phone call. The staff will permit the minor only when his/her parents allow it.

###### **Rules for Daily Life of Minor Students:**

- If a minor student is found out to do some activities which are not allowed (such as smoking, drinking, entering a casino, etc.), minor students will be immediately expelled, and no refund will be granted for the remaining duration. Additionally, all accompanying individuals will get 100 to 150 penalty points. In such cases, the minor student may face immediate expulsion, with no refund for the remaining training period.
- When the accumulated penalties for a minor student reach 50, 100, or 150 points, we may notify the agency and the guardian of the minor student, providing detailed penalty history and circumstances.

**4) Students are allowed to stay outside over the weekend if they go on a trip or a vacation. CG allows student to fill-out the travel form in details of a planned trip and submit it to the office ahead of time or not later than 17:00 on weekdays. (If travel plans are submitted after 5:00 o'clock, it will not be accepted.)**

**5) Students aren't allowed to take a trip overnight within Cebu City and Mandaue City, Talisay City, Mactan Island. (However, students are allowed to travel overnight in Mactan Island provided that they need to have a reservation on the resorts/hotels specified by CG administration. Please refer to the list of the approved destinations below.)**

Crimson Resort & spa	Shangri-la's Mactan Resort	Maribago Blue Water	Isla Resort
Coralpoint Gardens Resort	Palm Beach Resort	Casablanca Garden Apartments	Bee Resort
White Sands bay hotel	Cordoba Reef Village Resort	Natures Garden Park Resort	<b>See more hotels in the Office</b>

**6) Students who have submitted a travel form must provide supporting documents (lodging receipts, group verification photos) for confirmation by 5:00 PM on Monday. Students who fail to provide the required documents will be considered as having taken unauthorized leave (100 penalty points and a 2-week outing restriction).**

**7) If a student violates the Sunday curfew and fails to return to the academy by the start of regular activities (Monday, 8:00 AM), an additional 100 penalty points will be imposed.**

**8) All trips are only allowed to depart between 5:00 AM and 7:00 PM.**

**(Late departure, early return will be treated as an unauthorized overnight stay)**

※ If you return to school between 12:00am and 05:00am during the curfew time, this will not be regarded as a normal trip, and 100 points will be deducted.

**9) If your itinerary is longer than 3 days and 2 nights, +1 day before or after the weekend.**

#### **① Regular Weeks**

- **1-night, 2-day trips:** Allowed only on Saturday and Sunday.
- **2-night, 3-day trips:** Allowed on Friday, Saturday, and Sunday or Saturday, Sunday, and Monday.  
(There are no penalties for missing Friday or Monday classes, but there will be no make-up classes, no refunds, and absences will still be recorded in attendance.)

#### **② When Friday is a Public Holiday**

- **1-night, 2-day or 2-night, 3-day trips:** Allowed for Friday (public holiday), Saturday, and Sunday as a 2-night, 3-day trip.
- **3-night, 4-day trips:** Allowed on Thursday, Friday (public holiday), Saturday, and Sunday or Friday (public holiday), Saturday, Sunday, and Monday.  
(There are no penalties for missing Thursday or Monday classes, but there will be no make-up classes, no refunds, and absences will still be recorded in attendance.)

### **5. Penalty points and the consequential punishment**

#### **1) Measures related to penalty points (even if there's a holiday within that week.)**

- ① 50 points: students are not allowed to go out for 1 week.
- ② 100 points: not allowed to go out for 2 consecutive weeks.
- ③ 150 points: not allowed to go out for 3 consecutive weeks.
- ④ 200 points: leads to dismissal/expulsion from CG.

※ Penalty points will be accumulated before the students finish their study at CG.

※ Relevant regulations on score deduction reset: For students who have studied for more than 12 weeks, the school will give special discounts, and the scores will be reset on Monday of the 13th week.

## 2) Table of Offenses and Penalty Points

Contents	Penalty
Tardiness: You get penalized when you are late and lazy to attend all your classes from regular, evening class, group study, vocabulary & essay test and self-study at night.	2
Absences: You get penalized when you have absences from your regular class, evening class, group study, vocabulary & essay test and self-study at night & EOP violation.	5
Leaving early from your classes without asking permission from the admin or before the bell rings.	2
When you take/bring food in a class/self-study room.	20
Use tricycle after 19:00 or walk back to CG (taxi and Van only), doing activities outside the dorm after 12:00.	20
When you allow outsiders to have access to school without any permission.	20
When you are caught smoking in non-smoking areas and/or caught smoking inside the dormitory	50
When you change your room accommodation without asking permission. (Only your room)	30
When you take the food and dining items outside the dining room and snack bar. (Only rest area)	50
Shouting or disruptive behavior on campus: violation of the pool rules. (e.g., diving, pushing others)	50
When you do not attend the monthly level test and mock test.	50
When you are caught tampering with the electric meter and some outlets or duplicating your room key.	50
When you come back within an hour after the curfew.	50
Cooking or bringing cooking equipment into the CG Academy.	50
Students collecting the clothes directly from the hanging area/clothesline.	50
Unauthorized recording during class without permission.	100~Expulsion
When you get caught attempting to bring and drink alcohol inside CG. (Even in front of the gate)	100~Expulsion
When you get caught entering any units/rooms of the opposite and same gender.	100~Expulsion
When you violate the curfew hour like staying long outside, coming late beyond curfew hours, or staying outside without any authorizations from the office and not showing any proof or documents	100~Expulsion
When you violate weekday's curfew hours.	100
When you are caught entering unpleasant places such as casino, clubs, KTV, etc.	100~Expulsion
When you get caught doing such illegal activities inside the school such as gambling.	100
When you damage any school property and facilities on purpose.	100
When you disobey and violate our security guards' instructions or any of the CG managers.	100
In case of obscene acts or excessive physical contact that may cause discomfort to other students.	100~Expulsion
When you intentionally distract the learning environment, throwing inappropriate and sharp words, actions and showing bad attitude towards other students.	100~Expulsion
When students attempt to escape from CG without following the normal process.	Expulsion
When students make any scene related to alcohol consumption (drunk)	Expulsion

- ※ No exceptions to any penalties (e.g., family trips, visa extension-related travel, travel bookings, etc.).
- ※ Penalties may be imposed or reduced based on the admin's judgment, separate from the above conditions.
- ※ In case of any isolations, penalties (50 points) will be imposed if they leave the isolation area.
- ※ Students suffering from infectious diseases such as Pink eye and Covid will be unable to attend class due to the risk of transmission.  
Make-up classes will be provided during vacant time within the study period (man to man only).
- ※ For non-contagious diseases, CG will not provide make-up classes for absences related to such diseases.

### **3) Dismissal from the academy**

- When you get expelled or dismissed from CG, you should leave the premises immediately and you can't get any refund from the tuition and dorm fees. CG informs the family and the agency of this said rule.
- If a student who is dismissed does not take his luggage and pretends to leave school, but entrusts his luggage to other students for safekeeping. When he returns to school to pick up his luggage, the school will regard it as a violation of the school's check-out regulations and will ban the student from entering the school. The custodian will also receive 100 penalty points.

### **4) Others**

- During the graduation (check-out) week, students with excessive demerit points will not be allowed to go out under any circumstances. If you wish to leave the premises before your flight departure time, you must take all your belongings with you and check out, as we do not provide luggage storage.
- when you finally leave the school, be sure to hand over your Gate Pass and room keys to the security guard

## **6. Extension of training period and Change Regulations**

### **1) Criteria for applying for extension and confirmation**

- Applications for extension can be made by visiting the office or contacting the academy. (extension will be confirmed when additional expenses are paid after application)
- After the application, hold it for up to one day until the extension is confirmed. (payment is completed) (automatically cancel the extension application after one day)
- Pay additional expenses in cash either USD or PHP directly to the office or transfer to the agency.
- The extension of the training period will be finalized when payment is completed to the local office or when the student confirms the full payment of additional expenses from the institute.

### **2) Regulations for refund of extension period**

- Refund 50% of the extension amount if requested before the start of the extension period for cancellation or refund after confirmation of extension.
- When requesting a refund after the start of the extension period, it is processed in accordance with the existing refund regulations. \* However, it is applied from the extension period, not the entire training period.

### **3) The administrator can change the rules at CG Academy as required, like for classes, dorms, and penalties.**

- Once announced on the bulletin boards, everyone has to follow the new rules by the given period.

## **7. Refund policy**

2 WEEKS BEFORE DEPARTURE	Full refund, except from the entrance fee
UPON DEPARTURE TWO WEEKS BEFORE DEPARTURE UNTIL DATE OF DEPARTURE	80% refund
DURING THE STUDY PERIOD, below 25%	except the week that is 50% refundable
DURING THE STUDY PERIOD, below 25%-50%	except the week that is 20% refundable
DURING THE STUDY PERIOD, OVER 50%	NON-REFUNDABLE

※ No refund for differences in course and dorm downgrades. (ex. Triple room to Quad room) \* (No reversal)

※ If you or any of your sibling, grandparents or any direct family member has a serious illness and you need to go back to your country for medical services, it is possible for you to keep the remaining period first.

※ Holding is allowed for serious illness or bereavement of yourself, grandparents, parents, or siblings, with at least 4 weeks remaining. (Periods under 4 weeks cannot be held. Re-entry is allowed after 4 weeks, non-transferable, and must be used within 1 year.)

※ If classes cannot be provided due to international or national disasters and diseases, the refund will be made in accordance with the above regulations.

## 8. Limits of responsibilities

- 1) If a natural disaster, conflict, pandemic, epidemic, disease, war, civil war, terrorism, official orders from the government and public organizations cannot be taken or controlled, the academy may suspend classes without a refund. However, if the academy resumes operation after the case is over, the remaining training period will be provided again.
- 2) Students must be responsible for their own circumstances for any incidents and accidents encountered. It is not CG's responsibility to monitor all students every time. Accidents caused by personal travel are not the academy's liability.
- 3) Students should have their travel insurance. Without your travel insurance, the academy is not held responsible for any accidents while you are in the school premises.
- 4) Travel insurance is not an option for your English training; it is a must. If you do not have this insurance, please sign up quickly. All incidents (including inside school) will be processed based on the insurance.

# Safety Guidelines

## 1. Food Safety

- Restaurants are likely to use tap water, so it is recommended to purchase and consume mineral water. Additionally, due to weather conditions, consuming seafood, raw fish, and similar foods carries risks of food poisoning or enteritis. Please exercise caution and refrain from consuming any suspicious food.

## 2. Dengue Fever

- Due to the tropical climate, various insects and pests exist. Dengue fever, transmitted by dengue mosquitoes, can be fatal in severe cases. Always take precautions by using insect repellents and other preventive measures. Avoid traveling to high-risk areas.

## 3. Rabies & Stray Animals

- Stray dogs on the streets are not under any control or management. Avoid any contact with them to prevent potential risks.

## 4. Valuables

- Wearing excessive jewelry or expensive clothing can make you a target for crime. It is advised to dress casually when going out and to avoid carrying valuables.

## 5. Robbery & Assault

- Popular tourist attractions such as Mactan, Ayala, and SM Mall sometimes see crimes targeting foreigners. The area where the academy is located, Talisay, is not a tourist spot. Long-term activities or frequenting non-tourist areas can make you a target for crime. Be especially cautious in such areas.
- Mango Square, Colon, and IT Park are crowded areas with many local young people and entertainment venues. Violent crimes and assaults frequently occur here. Please avoid local clubs, pubs, and liquor stores. In case of robbery or theft, follow the perpetrator's instructions and prioritize your safety.

## **6. Fraud, Gambling, & Scams**

- Be cautious of overly friendly people. Scams, gambling fraud, and honey traps are common.

## **7. Public Transportation**

- Local public transportation such as jeepneys, tricycles, and trisikads can make you a target for crime. Please use taxis whenever possible, and be extra cautious at night.

## **8. Marine Sports & Tourist Attractions**

- Water-related activities always involve accident risks. Be sure to familiarize yourself with safety guidelines in the area for a safe experience. Drowning accidents can occur due to various factors, so always stay alert. When participating in marine sports, learn about toxic jellyfish and poisonous plants from the service provider and take necessary precautions.

## **9. Marijuana & Drug-Related Crimes**

- In certain areas (clubs, entertainment districts, etc.), some individuals may approach you to sell marijuana or other hallucinogenic substances disguised as e-cigarette liquids. If approached, do not engage in conversation and leave the area immediately.
- Possessing or using drugs, including marijuana, will result in immediate expulsion from the academy without a refund. Additionally, Philippine law enforces strict penalties for drug-related offenses.
- Any consequences from such actions are solely the individual's responsibility. CG Academy will not bear any liability or provide assistance in such cases.

## **➤ Important Reminder**

This is not your home country. As foreigners, you must always be cautious. However, once you become accustomed to life at the academy, it is easy to forget these precautions. For a safe and successful short-term study experience, always prioritize safety when going out. In case of any incidents, immediately contact academy staff for assistance.