



# CEBU GLOBALIZATION ACADEMY

## <ORIENTATION> BANILAD CAMPUS

### 1. ADDRESS AND CONTACT NUMBERS

- ADDRESS: Base Camp, Maria Luisa Road, Banilad, Cebu City 6000  
(You can search 'Cebu Globalization ESL Center Banilad Inc Campus' when you're using Grab Taxi application)
- OFFICE NUMBER: +63 32-234-3267

### 2. UPON ARRIVAL: FIRST DAY SCHEDULE

TIME	ACTIVITY
08:00 ~ 11:30	Entrance Test
11:30 ~ 13:00	Lunch Time
13:00 ~ 15:30	Orientation
15:30 ~ 17:00	Exchange money & Shopping for personal necessities at BTC
17:00 ~ beyond	Receiving entrance test result & class schedules / ID Card & Gate pass / Dinner

### 3. DAILY SCHEDULE

TIME	CLASS	PROGRAM
07:00 ~ 08:00	Breakfast(Weekend & Holiday -8:00~9:00) ※ Semi-Sparta, IELTS Basic, TOEIC, (appx. It takes 15 minutes)	
08:00 ~ 08:45	1st Class	1:1 Class or 1:4 Class or vacant
08:50 ~ 09:35	2nd Class	
09:40 ~ 10:25	3rd Class	
10:30 ~ 11:15	4th Class	
11:20 ~ 12:05	5th Class (You can have lunch)	
11:30 ~ 13:00	Lunchtime	
13:05 ~ 13:50	6th Class	1:1 Class or 1:4 Class or vacant
13:55 ~ 14:40	7th Class	
14:45~ 15:30	8th Class	
15:35 ~ 16:20	9th Class	
16:25 ~ 17:00	Optional Class 1 – Essay(TOEIC / IELTS / Semi-s course must attend)	
17:05 ~ 17:50	Optional Class 2 – Grammar/ TOEIC Listening/ IELTS Listening (You can have dinner)	
17:30 ~ 19:00	Dinner	
19:00 ~	Free Time (It depends on the Voca test result for TOEIC / Semi-S / IELTS)	

### 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 submit 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 second visa extension
- During the period (2weeks) when applying for SSP and E-Card at the Immigration Bureau, students cannot 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 conditioner bill is **1,000 PHP** per four (4) weeks. When you graduate from the academy and leave its premise, you can receive your refund except when the use of air conditioning exceeds the amount being deposited. You should pay for it in full amount. **(1kw=25php)**
- Any damages of CG facilities will be charged to the you if he/she is caught intentionally doing any kind of damages.
- Maintenance fee for the dormitory is **2,000 PHP** per four (4) weeks. The administrative expenses include the use and maintenance of all facilities/equipment, management, supplies, and water bills.
- Water bill is **500 pesos** per four (4) weeks.
- Public electricity bill is **2,000 pesos** per four (4) weeks.
- You can rent a refrigerator with **800 PHP/month in the office. (If it's out of stock, it may require waiting time.)**

### 4) Pick-up fee

- If You come with our school pick-up service on your arrival day will be charged **1,200 PHP** for the pick-up costs.

### 5) Payment

- After converting your money from dollars to peso, you have to pay for SSP, Visa Extension, Deposit and Maintenance fee as your local payment.
- If you need to apply for the visa extension, you should visit the office and inform a manager that you need to extend **at least 10 days before the date of expiration** of your visa. In any cases, If you miss up with your lapse to make the extension before your visa expiration date, the penalty fee will be charged to you personally.

### 6) For Visa extension

Primary Visa extension	30 days : 4,160 PHP (until 59 days)
Secondary visa extension	30 days : 5,390 PHP (until 89 days) + I-Card 4,000pesos
Third visa extension	30 days : 3,460 PHP (until 119 days)
Fourth visa extension	30 days : 3,460 PHP (until 149 days)
Fifth visa extension	30 days : 3,460 PHP (until 179 days)
Sixth visa extension	30 days : 4,870 PHP (until 209 days) + ECC(3,000pesos)

## 5. GRADUATION CEREMONY

- Graduation is held every Friday afternoon at 4:30 pm at the designated area of the campus. (basketball court)

## 6. CURRICULUM AND PROGRAM DESIGN

### 1) Course

COURSE NAME	SCHEDULE
Light ESL(L)	1:1 (4 classes)
General ESL(G)	1:1 (4 classes) + 1:4 (2 class)
Intensive ESL(I)	1:1 (5 classes) + 1:4 (1 class)
Power ESL(P)	1:1 (6 classes)
Semi-Sparta(Semi-s)	1:1 (4 classes) + 1:4 (4 classes) + Daily Voca test
Family ESL (Guardian) (FG)	1:1 (4 classes)
Family ESL (Junior) (FJ)	1:1 (4 classes) + 1:4 (2 class)
IELTS Basic (IB)	1:1 (4 classes: IELTS, ESL) + 1:4 (4 classes: IELTS, ESL) + Daily Voca test
TOEIC (T)	1:1 (4 classes: TOEIC, ESL) + 1:4 (4 classes: TOEIC, ESL) + Daily Voca test
Business Course	1:1 4Classes(Business English, ESL) + 1:4 4Calsses(Global Business English, ESL)

※ Courses can be changed to another as your preference if it's possible after consulting with the managers.

You might have to pay for an additional fee for changing course.

※ No refund for the difference in lower price course changing (downgrade). \* No re-change to former course after downgrade

### 2) Level Classifications

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

### 3) Group Class

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

✖For every group class, you are being classified according to your entry level. You can choose and join classes which fit your level. You might be moved to other group classes according to your monthly level test result.

✖ Textbook purchase is available until 5PM on weekdays. (Exchange & refund books are allowed within 7days with a receipt)

✖All students are required to purchase the designated textbooks as outlined in the class schedule; it is not optional but a mandatory requirement.

☞ Classes that solely rely on instructor-prepared print materials or casual small talk, without utilizing the specified textbooks, do not contribute to enhancing English proficiency. Also, please keep in mind that if you don't have a book, you won't be able to do self-study properly after work, such as preparation and review.

☞ Textbook purchases are permitted until 5:00 PM on weekdays. (Exchanges and refunds are only allowed within 7days 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.
- ☞ Students can use their own textbooks for personalized lessons, but they must get approval from the office first. They should talk to their instructor or manager. Just remember, you'll need to pay for any photocopies of the instructor's textbook to keep the lessons smooth.

## **<CG ACADEMY REGULATIONS ESL REGULATIONS>**

### **1. CG ACADEMY ESL REGULATIONS**

#### **1) CHANGE OF COURSES/CLASSES**

- ① You are not allowed to change your classes and/or teachers without any permission from the office.
- ② You are still advised to attend your classes even when your teacher is absent or not around.  
CG provides substitutions to fill in those classes from available teachers.
- ③ When a teacher resigns from your class, you are given the opportunity to change your classes by consulting with CG office personnel to assign you with other teachers.
- ※ You will get 5 points advantage in case teachers quit or resign.
- ④ If you want to change your classes, you need to make registration in the office **every Wednesday morning (7:30 ~ 9:00 AM)** (Don't sign up for others, we only allowed to apply for your own changing class).  
**Priority:**(1) Your penalty points of previous week >> (2) Longer enrollment period >> (3) First come, first in line.  
Changing schedule will be started at 7:50AM every Thursday morning, starting from the first on the list.  
(Each of student is given 5 minutes to change his/her schedule). You must change your classes based on **your given number and schedule on the list (post on bulletin board)**. You are not allowed to change classes if you fail to show up during your own specific schedule. (Who apply for changing class on Wednesday will have change according to the order on Thursday or Friday.)
- ⑤ **New schedule will be applied starting on the next Monday of the week** after done the changing class.  
- If there is a holiday or level test on that week, the date of changing class may be changed. Make sure to check the schedule on the board in advance.
- ⑥ Excepting students from Semi-Sparta / IELTS Basic / TOEIC courses, it is possible to drop classes for those students whose age beyond 55 years old, you can choose to drop **maximum 2 classes** from your schedule.  
※ For Family ESL Course : Guardian ESL Course can freely transfer and drop unlimited of your class.  
The absences in the class are not going to be counted as penalty at all.

#### **2) REGULAR LEVEL TEST**

- ① Regular Progress/Level Test for student is held once a month at the last week of Friday.
- ② Students are supposed to take the level test without any exception.  
(Students who enroll for a period of less than 4 weeks (1 to 3 weeks) can travel without a level test if they submit the travel form.)
- ③ If the students don't take a test or do cheating during the test, 50 penalty points will be given.
- ④ Even if you have one week left to study, you should take the level test. If you don't follow this policy, you will be given proper disciplinary action and penalty points also no issuance of your graduation certification.
- ⑤ The Students are given some penalties as well when it happens to make the fake results of your test for some reasons. In this case, they need to retake the test again.
- ⑥ After taking the monthly level test, you are allowed to go out.
- ※ Your group classes may change after level test based on the level increase.

### 3) TARDINESS AND ABSENCES

- ① You must attend your classes even before the bell rings as a start of the class.
- ② You are considered late if he/she attends the class **ten (10) minutes after the bell rings**, and that is counted as **one late**.
- ③ You are considered absent your absences you don't attend the class **fifteen (15) minutes after the bell rings**. This is counted as **one absent**.
  - ※ Class preparation, toilet use and other personal matters need to be done during the break time and not during class hours.
  - ※ If you go to hospital and have proved doctor's medical certificate and prescription, no penalty point will be applied.
- ④ You are considered absent and is assumed that you **give up the class after 20 minutes of not coming to the class**.
- ⑤ Absences due to sickness: When you are absent due to sickness, he/she is excused. You are allowed to be absent for only **eight (8) times in a month**. If you have absences below eight (8) times within a month, the rest of chances will not be reserved for the next month use. (The application for the changing class, the office staff will also consider the number of leave within a month as priority list. Absences due to physiological reasons such like menstruation is acknowledged once a month for a day. However, it should be informed to the office within one week from the day of absence.)
- ⑥ Leaving early/ending the class early: When you leave and end your class earlier than the time schedule without asking any permission from CG office, you might get penalized.
- ⑦ Absences as not attending class
  - Regardless of the number of class absence, 50 points penalty per day is fixed when you are absent for going out (this would be applied when you are absent for 1 or more classes during your class schedule time.)
  - If you are absent from class but still stay inside the campus, penalty points will be applied as regulation(-5).

### 4) Daily Voca test

- Semi-Sparta, IELTS Basic, TOEIC Course students must attend as mandatory. (other courses no need to join.)
- Student take the test and submit the exam paper to teacher at designated location(**CO4**).  
Everyday 7AM ~ 7:50AM (excluding holidays)
- If student fail to get 8 correct out of 15 questions, you will be restricted from going out.  
(1 point per question and 0 point for non-testing or tardiness.)
- The Voca list as test range for the next week will be provided after the voca test end every Friday morning.
- For new students, the list of test range will be received on Monday after orientation, and the test on Tuesday will be accepted regardless of the test result.

### 5) Optional Class 1 - ESSAY WRITING

- You need to attend class with a notebook(Green cover/152\*162 size) which you need to purchase at the office individually  
(But, It is going to be given for free for students of Semi-Sparta, IELTS Basic Course, TOEIC Course)
- There are two (2) essay topics provided for you everyday. You can just choose one of the topic which is best for your idea expression. However, you need to write as long as it is written in English.
- You must write your essay over a minimum of 10 lines on the notebook. If you are failed to do so, you will be considered as an absence. ※ Failure to submit your essay notebook, you can just come to office on the next day for submitting(7:30-7:50AM).

### 6) Optional Class 2

- Grammar / TOEIC Listening / IELTS Listening can be chosen only one as your class. (If there is vacancy)
- Application for optional class is available during orientation for new students or after the level test please come to office for applying it. If you don't register, you can't attend the class for one month.
- Optional class enrollment: If you are absent for optional class more than 3 times, you will be automatically dropped off from the list. There will be no penalty point applied. If you want to attend the optional class again, please come to the office for registration.
- No Optional class on every graduation day & Before Level test day on Thursday and level test day.

**7) When Philippines public holidays on weekdays**

- CG Management normally declares "NON-WORKING HOLIDAY AS NO CLASS DAY".

There will be no makeup classes in these instances.

**8) CG Academy operates standard operations policy for all our teachers and staffs.**

**For any changes of regulation, you will surely get notification before it implemented.**

*(In addition to learning materials including books and review, you are not provided with listening file and visual materials.)*

**9) According to school circumstances, the dormitory arrangement can be able to change.**

**10) Dating and having intimate relationships with your teachers are strictly not allowed. Teachers should maintain professionalism by setting the limit with students. Once it be caught having this affair between students and teachers, both parties will be expelled from the academy. These activities include one-on-one dating, matters dealing with money, drinking with teachers, etc.**

**11) After weekday classes or on weekends, students will be expelled from school if they take additional classes based on money transaction individually with teachers and teachers will be fired as a consequence.**

**12) CG Academy will not be held liable for any disadvantages or accidents that arise when students go on a trip by instructor or by introduction.**

※ Students should conduct sufficient research on travel prices, conditions, etc. to avoid disadvantages.

**13) You are not allowed to bring food and eat inside the classroom.**

**14) If you don't reach 80% of the total number of attendance, graduation certificates will not be given.**

**(The overall attendance rate refers to the percentage of actual attendance by the student. Visiting the hospital does not result in a penalty, but it does count as an absence, which lowers the attendance rate)**

**15) Due to the arrangement of special courses, there's a possibility that the management will assign the students to transfer their classes; therefore, we would like to remind the students that they may be advised for class transfer based on special courses. The management will inform the students ahead of time and set a deadline for the students to choose another teacher. Automatic transfer applies if the student fails to meet the mentioned deadline.**

## **2. DORMITORY REGULATIONS**

**1) Students should 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 damages and loses of your valuables. We always think of the safety for every students, but we cannot control the circumstances. CG office can help for keeping your valuables safe as put in office safety box if you allow us to do.**

- Rental fridge for four weeks = 800PHP / Apply in the office.

- Rental electric fan for four weeks = 200PHP

**(In the event of damage or malfunction, a fee of 1,000 pesos will be charged)**

- If it's out of stock, you might wait for a while.

**2) Cleaning & Laundry Schedule**

**① Cleaning**

- Each unit has an assigned housekeeping staff. Our staff is well oriented on how they perform your duties especially the designated areas to clean, and they are aware not to touch any valuables. You should take responsibilities of your own belongings especially cash. CG has no responsibilities for any loss.

**- If you want your room to be cleaned, you must fill out a form for applying the cleaning schedule.**

※ If you are not inside your room during the schedule, the cleaning will be called off.

**- Weekdays: 09:20 ~ 16:20 / Weekends 13:00 ~ 19:00 (Holiday Close)**

※ You are requested to stay inside your room during the time of cleaning schedule. Please stay in your room during the cleaning hours.

- Rooms for new students and graduates will be cleaned even without anybody inside the room.

**② Laundry**

- You should take your laundry basket to the laundry area and check the number of pieces of clothes with the laundry staff. You should receive the receipt as a claim stub when you need to get your clothes back. It is also your privilege to take your laundry any day of the week if needed as long as it is up to the volume of one basket. Only dirty clothes inside your laundry basket should be washed.

Please be guided accordingly: In case of lost long pants or dress {ex: One piece} - 500 PHP reimbursement, Short-pants and sleeveless shirt - 300 PHP reimbursements.

- Laundry operating hours: **Weekdays 7:30 AM ~ 5 PM, Weekends 10 AM ~ 5 PM (Holiday Close)**
- Check list should be kept well before receiving it. So when you get back your laundry, you can check the same contents if as same as it written on the storage receipt.
- Few pieces of clothes left for laundry request will not be washed immediately. You are encouraged to bring your baskets at least 2/3 full. Not using the school's laundry basket will not be accepted for washing service.
- Shoes, hats, bags and other miniature personal things(socks & underwear) are not included.
- High quality or expensive clothes should not be included in the laundry basket. You can wash them by yourselves or send them to a dry wash shop to avoid any damages. Any damages due to negligence for these clothes will not be reimbursed by the office.
- Clothes that can be stained, faded, shrunk, loosened or discolored should not be included as our responsibility. Pockets should be checked ahead in case there are some valuables inside.
- Who get clothes directly from the hanging area/clothesline without any permission will receive a penalty. (Penalized -50 points, a curfew for 4 days).

**3) If you lose your room key, you should pay for the complete set for 1,000PHP for changing a new lock.**

**4) Who is caught tampering with the outlet and air conditioner meters will be fined 3,000PHP as monthly.**

**5) Bringing and drinking of any alcoholic beverages inside the school are strictly prohibited. You will be penalized or expelled from the academy. When guard checks your bags for any alcoholic beverages upon entering the academy; a penalty will be applied on you and the group you are be with. If empty alcoholic bottles are found in your dorm, the whole members of the dorm will get a penalty as well.**

※Bringing of liquor is punishable under any circumstances.

(Buying alcoholic drinks for the trip and keeping liquor as your graduation gift are not allowed.)

(Drinking alcoholic beverages in front of the school gates will be severely punished.)

**6) It is strictly not allowed to enter into the other student rooms. Who is caught doing this will get penalized or will be expelled from school.**

**7) Fighting, sexual harassment and sexual assault are absolutely inappropriate and intolerable social behavior which leads to immediate expulsion or dismissal.**

**8) You are not allowed to take food and/or any kitchen utensils outside the dining area. CG office considers taking some food into the room only when a you are sick. You are also not allowed to enter or cook in the kitchen and use harmful materials or fire inside the cafeteria.**

**9) You are prohibited to enter the kitchen. (Refrain from using the kitchen for personal use.)**

**10) Spreading gossips or making false stories without pertinent evidence leading to worse circumstances will consider the related people to be expelled.**

**11) Immediate dismissal from CG is given for the following offenses against propriety: burglary, threats to fellow, use of prohibited drugs and illegal possession of any dangerous materials or gun.**

**12) Immediate dismissal from CG without any warning is done for discourtesy and improper conducts against CG Managers and superiors anytime within schools.**

**13) In CG you are required to wear your school ID at all tme unless off from classes. A fee of 100PHP is collected once you lose your ID and will be replaced by making a new one for you.**

**14) You are allowed to order foods or ask for delivery from any restaurants nearby. The delivery receiving time should be until 10:00PM only.**

**15) Dormitory Inspection and Visiting: To understand the check-in and check-out time of freshmen and graduating students for inspection, cleaning, repair, etc. of public facilities. The school has the right to inspect and visit from time to time.**

**16) Check out regulation**

- ① The student who check in the school on **Sat 00:00 ~ Sun 13:00** = Check out before **Saturday 11:00** on graduation week
- ② The student 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 cost per person (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.



### 3. OTHERS

#### 1) Precautions in using the swimming pool (08:00 ~ 22:00)

- ① You should wear proper swimming attire.
- ② Diving into the pool and running around are strictly not allowed. This is for safety reasons. You must be responsible when swimming.
- ③ Who under the influence by alcohol are not allowed to go swimming to avoid heart attack. This is a reminder for safety reasons.
- ④ If you making noise or show intolerable behavior in the act of swimming, throwing or pushing someone into the swimming pool, all students involved will be punished, including those who indirectly do the offense, as long as they are part of the group. (50 penalty points)

#### 2) Use of Facilities

- Resting area: 08:00~24:00 / Self-study room: 08:00 ~ 24:00 / Basketball court : 08:00 ~ 22:00
- Cafe: Mon ~ Fri - 08:00 ~ 20:00 / Sat, Sun - 12:00~17:00 / Holiday closed
- Gymnasium: Mon ~ Fri 13:00 ~ 22:00 / Sat, Sun, Holiday 13:00 ~ 17:00
- After 24:00, all area of the academy should be quieted, and the guard will order students to go back their room. Failure to do as the result will get penalty points (100 points).

### 4. CURFEW HOURS AND TIME ALLOWED TO GO OUT

#### 1) You are not allowed to go on a trip or stay out anytime from CG during weekdays at school. CG only allows a trip when family or friends visit the Philippines for a maximum of 7 days 6 nights. Please submit a ticket as a proof of the family trip after the vacation.

※CG allows cases such as unavoidable circumstances who needs to go to hospital, pharmacy, etc. You must do your main purpose. If you are caught in shopping or going out for a long time without necessary reasons. which is treated as a violation of going out on the weekdays, so you will receive a penalty.

#### 2) Proper use of gate pass

- ① when you are going out of campus, you should present your ID and gate pass card to the guard on duty at the entrance gate. You are obliged to show your ID for logging in your name and leave the gate pass at the guard house.
- ② You should take your gate pass back from the guard on duty when you come back to the academy.

#### 3) Curfew Hours

- ① Friday, Saturday, before public holidays (no classes on the next day) → 24:00AM
- ② Monday to Thursday, Sunday, last day of public holiday (has class on the next day) → 22:00PM
- ③ Back to school within 1 hour after curfew time: 50 penalty points, back to school after curfew time exceed 1 hour: 100 penalty points.
- ④ Minor curfew time on weekdays, weekends and public holidays ⇒ 21:00PM

※ Minors must to accompany by adults for going out and coming back before 9:00PM.

※ Minor students must accompany by adult guardian(adult student) and need to get a temporary pass from the office.

(If not, both of them including a guardian who brought minors for going out will get 50 penalty points)

(If there is one guardian, only the same gender of guardian is acceptable. Any gender is fine if a minor goes out with a group)

※ In addition, if a minor is found out to do some activities which are not allowed (such as smoking, drinking, entering a casino, etc.), penalty of 100 up to 150 points will be applied on the student who accompanied with the minor. Minor student will be expelled from the school.

#### 4) You are allowed to stay outside over the weekend if you go on a trip or a vacation. CG allows you to fill in the TRAVEL FORM in details of a planned trip and submit it to the office ahead of time. (not later than 17:00 on weekdays.) (If travel plans are submitted after 5:00 PM on Friday, it will not be accepted.)

※ Minor you must be gotten a permission of your parents and managers for an overnight stay.

※ They are responsible for everything which happen on your trips & overnights.

#### 5) CG has the right to ask you for any proof or related documents from the trip such as photos, hotel receipts or any proof showing that the travel has been taken. The documents should be submitted to the office the next Monday after the trip. Failure to show any of these proofs will be considered as violation. (100penalty points)

**6) You aren't allowed to take a trip overnight in Cebu City, Mandaue City, Talisay City, Mactan Island for your safety.** (However, you are allowed to travel overnight in specified Mactan resorts and hotels with provided list by CG administration. Please refer to the HOTEL LIST on bulletin board.)

Example below: for more information please refer to the whole hotel list.

Crimson Resort & spa	Shangri-la's Mactan Resort	Maribago Blue Water	Isla Resort
Plantation Bay Resort&Spa	J-park Resort & Spa	Best Western Sand Bar Resort	Punta House

7) If you do not be back school after the curfew violations and until the regular school hours come back(Monday 8:00AM), the penalty will be charged as additional penalty for 100 points more.

8) Departure for all travel destinations are only permitted from 5AM-7PM (Late departures/ returning too early in the morning is not allowed. If you violate the rule, you will get the penalty accordingly. (only oslob can be 3AM)

9) Students who enroll for a period of less than 4 weeks (1 to 3 weeks) can travel without a level test if they submit the travel form.

10) For trips of 2 nights and 3 days or more, an additional day can be added either before or after the weekend.

① In a regular week:

- 1-night, 2-day trip: Only allowed on Saturday and Sunday.
- 2-nights, 3-day trip: Allowed on Friday, Saturday, and Sunday or Saturday, Sunday, and Monday.

(No penalty for missed classes on Friday or Monday, no make-up classes, no refunds, but absences will be recorded.)

② If Friday is a public holiday:

- 1 night, 2-day or 2 nights, 3-day trip: You can travel from Friday (public holiday), Saturday, and Sunday for 2 nights and 3 days.
- 3-nights, 4-day trip: You can travel from Thursday, Friday (public holiday), Saturday, and Sunday or Friday (public holiday), Saturday, Sunday, and Monday.

(No penalty for missed classes on Thursday or Monday, no make-up classes, no refunds, but absences will be recorded.)

## 5. Penalty Points and the consequential punishment

### 1) Penalty Points

- ① 50 points: you are not allowed to go out for 4 days (even holidays)
- ② 100 points: not allowed to go out for 7 days.
- ③ 150 points: not allowed to go out for 10 days.
- ④ 200 points: leads to dismissal/expulsion from CG.

✖ Penalty points will be accumulated before you finish your study at CG.

✖ Penalties will overlap. (If reaching 100 points at once: 4+7: 11 days of being grounded, if reaching 150 points at once: 4+7+10: 21 days of being grounded)

✖ Being grounded will be enforced immediately upon the imposition of penalties.

### 2) Table of Offenses and Penalty Points

	Contents	Penalty
1	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
2	Absences: You get penalized when you have absences from your regular class, evening class, group study, vocabulary, essay test	5
3	Leaving early from your classes without asking permission from the administrator or finishing your classes before the bell rings	2
4	When you take/bring food in a class/self study room	20
5	When you allow outsiders to access school without any permission	20
6	When you are caught smoking in non-smoking areas and/or caught smoking inside the dormitory	50
7	When you take the cafeteria food and dining room dishes outside the dining room.	50

8	When you make any disturbances like loud singing after drinking or making loud noise (including pulling people to the swimming pool)	50
9	When you do not attend the monthly level test	50
10	When you are caught tampering with the electric meter and manipulating some outlets or duplicating your room key	50
11	When you come back within an hour after the curfew.	50
12	You are not allowed to cook or operate in the kitchen for cooking or inside the dormitory.	50
13	You get the clothes directly from the hanging area by yourself	50
14	Minor student come back campus without a guardian student	50
15	A minor student is found out to do some not allowed activities, such as smoking, drinking, entering casino, etc.)	100~150
16	You get penalized when you get caught bringing and drinking alcoholic beverages inside the school premises	100~Expulsion
17	When you get caught entering any rooms of the opposite gender or others room	100~Expulsion
18	When you violate curfew one hour and more / When you can't prove an official document of overnight.	100~Expulsion
19	When you are caught entering unpleasant places, such as casino, clubs, KTV bars, etc.	100~Expulsion
20	When you get caught doing such illegal activities inside the school, such as gambling.	100
21	When you damage any school property and facilities on purpose.	100
22	When you disobey and violate our security guards' instructions and when you violate instructions against any CG managers and superiors.	100
23	When you intentionally distract the learning environment, use inappropriate words, actions and show a bad attitude toward others.	100~Expulsion
24	When you attempt to escape from CG without following the normal process. (ex : Climbing a wall, etc.)	Expulsion
25	When you distract other people or damage the CG Academy including being drunk.	Expulsion
26	When you caught making a recording without permission	100~Expulsion
27	when you are committing obscene acts that may offend other students or acts such as excessive physical contact (regardless of gender or reason)	100~Expulsion

※ All demerits are no exceptions.

※ Penalties at the discretion of the administrator may apply

※ To help prevent the spread of COVID-19 on campus, wearing masks is recommended (voluntary)

※ In the case of contagious diseases such as conjunctivitis (pink eye) and COVID-19, CG can inform students that they are unable to participate in classes due to the risk of transmission.

※ If students receive a notification stating that they cannot attend classes due to the risk of contagion, make-up classes will be provided.

※ These make-up classes will be assigned to the students' vacant time within their studying period, starting from the point when they are symptom-free.

※ However, for disease which has no potential for contagion, make-up classes will not be provided for absences related to such illnesses

### 3) Deduction of penalty points

- In order to prevent disadvantages due to cumulative penalty system for students with more than 12 weeks of training, the penalty for absence will be deducted as on Monday 13<sup>th</sup> weeks.  
(Deduction only for penalty points received for being late and absent)

### 4) Dismissal from the academy

When you get expelled or dismissed from the academy, you should leave (the next day at 7 PM) and you cannot get any refund from the tuition and dormitory fees. The school will inform the family and agency.

### 5) Others

On your check out day you need to carry all your stuff and leave. (CG won't take care for your luggage.)

## 6. Extension of studying period and Change Regulations

1) Application for extension and confirmation criteria of studying period :

- Application for extension of studying period can be applied by visiting our office or inquiring to agency (Applying will be completely confirmed when you done payment for additional expense.)
- The application for extending study period will be pending for one day till it's done with payment. (The application will be canceled automatically after one day if without fully pay amount.)
- Payment options consist of pay in the office by cash USD/PHP or account transfer to the agency.
- Extension of the study period will be final confirmed when payment is completed done.

2) Regulations for Extended Term Refund :

- 50% refund of the extended amount could get it once the request has been asked after the extension is confirmed and before the start date of the extended period.
- Requesting a refund after started of the extension period, the refund is processed in accordance with the school refund policy \*It will be applied from the extended period not the entire study 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 within campus, everyone has to follow the new rules by the given period.

## VII. REFUND POLICY

2 WEEKS BEFORE DEPARTURE	Full refund, except the registration 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 lower course downgrades, dormitory type downgrades  
(ex. Triple room → Quad room) \* (No re-change after downgrade)
- ✂ If you or any of your sibling, grandparents, 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.
- ✂ However, this only applies to a period of more than 4 weeks remaining period. It is non-transferrable and must be used within 1 year. It is possible to come back after 4 weeks from the day you left CG Academy.
- ✂ Classes can only be retained if there are at least 4 weeks remaining due to medical leave for yourself, parents, siblings, grandparents, or bereavement leave for parents or siblings. If there are fewer than 4 weeks remaining, the management will not retain the classes.
- ✂ If classes cannot be provided due to international or national disasters and diseases, the refund will be made in accordance with the above regulations
- ✂ Refunds will be calculated on a weekly basis. If a refund is requested on any day within a given week, that week will be excluded from the remaining weeks.

## 7. LIMITS OF RESPONSIBILITIES

- 1) In any unprecedented situations such as natural disasters, conflicts, civil war, terrorism, diseases either pandemic or epidemic and the like, the national government and public organizations are likely to release official orders stating that situations cannot be controlled or subdued. Thus, the academy is given the right to suspend classes without a refund until the situation subsides. Once the calamity is over and the school resumes its operation, the remaining classes will then be provided again.
  - 2) You must be responsible for your own circumstances for any incidents and accidents encountered. It is not CG's responsibility to monitor all the students every time. Accidents caused by personal travel or going out are not the academy's liability.
  - 3) You should have travel insurance. Without your travel insurance, the academy is not held responsible for any accidents while you are at the school premises.
- \* Travel insurance is not an option during your English training; it is a must. If you do not have this insurance, please sign up quickly. All incidents (including inside the school) will be processed based on the insurance.

## 8. Special Regulations for Minors

### 1) Regulations on Minors' Outings/Travel:

- Personal outings are not allowed. If necessary, minors must be accompanied by an adult guardian, and permission must be obtained in advance from the administrator with an outing permit for minors.
- The curfew for minors is 9:00 p.m, regardless of weekdays, weekends, or holidays.
- During outings, it is mandatory for minors to be accompanied by an adult guardian, and upon return, the adult guardian must accompany the minor.
- If a minor returns alone or with a guardian without an accompanying adult, a penalty of 50 points will be imposed for each occurrence.
- Returning after 9:00 PM will result in a violation of curfew regulations, leading to a penalty.
- In the case of outings involving only one minor student and one adult guardian (2 individuals), outings are permitted only between individuals of the same gender.
- Overnight stays and trips of minors require approval not only from the administrator but also from the minor student's guardian, limited to approved schedules.

### 2) Regulations on Minor's Daily Life:

- In cases where a minor student, along with their guardian, engages in actions such as non-compliance with the administrator's instructions or prohibited activities (smoking, drinking, entering adult entertainment establishments, entering casinos, etc.) within or outside the language school, a penalty of 100 to 150 points will be imposed on the accompanying guardian. In such instances, the minor student may be immediately expelled and sent back to their home country, with no refund for the remaining period.
- We may notify the study abroad agency and guardians of minor students when they accumulate 50, 100, or 150 points in penalties, providing details of the penalty history and the situation.

# 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.