



Welcome to I.BREEZE International Language Center.

Orientation & School Policy

I. First day(Orientation schedule)

1. 08:50 ~ 12:00 : LEVEL TEST (2F. Conference room), Bring 5pcs of 2x2 picture (Can be taken at the school), passport, pens, return ticket.
2. 13:30 : ORIENTATION (2F. Conference room)
3. 15:00 : Exchange (Office)
4. 17:30 : Class Schedule (with text books) / payment for local fees(ssp, visa, utility, deposit, I-Card)

II. Class rules

1. Regular Class

- a. Duration of all class is 45 minutes. Please refer to daily schedule about class time, break time, and meal time.
- b. Class is divided into morning(5 hours) and afternoon(4 hours). Depending on student's course, individual class schedule will be given.
- c. Not allowed to have man to man class with same teacher.
- d. Absent forms (sickness only - distinguishable by managers) can only be submitted once a day before the class.
(No absent forms for simply taking a rest, hang over, or other invalid reasons.)

2. Special Class

- a. School provides free special class after regular class time.
- b. Every Wednesday, student can write his/her name on special class registration form on bulletin board. Class will start on next Monday.
For new students, they can register on first week and class will start from following week Monday.
- c. Special class will close if less than 5 students attending the class. Upon registration, student must attend class for 4 weeks.
- d. Student can request cancellation of special class to the teacher on 4th week after joining the class.
If student occurs absent without permission, student cannot join special class anymore for entire studying period.
- e. Special class will start after regular class schedule from Monday to Thursday. There will be no class on the day before holiday.
- f. Special class rules are same as the regular class rules. One warning applied, if student goes out during special class without permission

3. Level test and Monthly test

- a. Based on level test result on first day, student's schedule will be organized. All students must attend monthly test (No regular class)
- b. Low Beginner-1 student will have head teacher's class (1:8), instead of native teacher's class (1:8)
Once leveled up, student can change head teacher's class to native teacher's class. (Native class - Power ESL students)
- c. Student will take monthly test every 4 weeks. Level will be stated on Certificate of Completion.
- d. If student doesn't take test, school will give one warning. There will be no regular class given during the test time.
Student cannot attend graduation and school will not issue Certificate of Completion. (No graduation = No certificate)
- e. School will not provide test papers. If a student wants to review monthly test, registration of the review is on Wednesday following week
The Review will be scheduled on Friday(same week) with consultation of head teacher. (Up to 10 questions per test)
- f. Book change - Student has to come to the office with teacher and has consulted with head teacher to change the book.
No refund/exchange after one week from the purchase day. If students trade text books, school will expel student immediately.
Second hand books are not allowed to use in the class.

4. Attendance

- a. Always sign on teacher's attendance sheet. If not, class considered as absent even student attended class.
- b. No make up class given, if student absent classes.
- c. No make up class given, in cases of natural disasters. (Typhoon, flood)
- d. If a teacher is absent with reasons, the school will assign sub-teacher.

Student cannot demand other substitution class, once sub-teacher is assigned.

- e. There is no class during Philippines' holiday. (If there is more than 2 holidays in a month, school will provide make up class.)
- f. Certificate of Completion will not be issued if attendance is lower than 90%.
- g. If student late more than 5 minutes, class will be automatically cancelled. (Considered as absent)
 - Absences (recording cycle) : Monday ~ Friday (one week), 1 warning = every 3 absences within recording cycle.
 - If student has absences more than twice for the same class(From Monday to Friday), school will cancel the class from the following week.
- h. If student has to go to hospital, post office, police station, etc.. Gate pass will be issued to student from the office up to 4 hours.
- i. Student will be expelled, if he/she goes out during regular class time without permission.

5. Changing class schedule and teacher

- a. If student wants to change class schedule or teacher, student has to submit Class Change Form to the office to have consultation with head teacher(depends on availability). New class schedule will start from Monday following week.
- b. Class change day and time : Every Wednesday 10:00 AM ~ 3:00 PM (every 2 weeks)
 - Last week Monday ~ Friday / No absence or absences with absent form : Wednesday 10:00AM ~ 12:00PM
 - Last week Monday ~ Friday / Absences without absent form : Wednesday 1:00PM ~ 3:00PM
- c. New student can change schedule on Friday first week during consultation.
- d. School will only provide curriculum as stated. Student cannot change subjects or curriculum other than the regular program of the school. **All classes are not transferrable.**
- e. Group class might be merged with other group class (same level) due to graduating students.

III. Local Payment (SSP, Visa, ACR-I CARD)

- 1. SSP(Special Study Permit)- study permit for the student with tourist visa. (P6500)
 - Deposit - P3000, Will be returned back to students upon check-out (Student will be liable of any damage made in facilities)
- 2. Visa Extension - Every month after free visa on arrival stamp
 - 1st (8 weeks) : P3,640 / 2nd (12 weeks) : P4,910 / 3rd (16weeks) : P2,940
- 3. ACR-I Card - P3500, All foreigners staying more than 8 weeks
- 4. If student stays in the Philippines for more than 6 months, student has to pay ECC(P1,500)and CRTV(P1,410)
- 5. Examples of total local payment
 - (ex) **4 weeks** : SSP(P6,500) + Deposit(P3,000) + Utility(P1,000) + ID(P400) + Text books(P150~500/book)≐ P14,000 (\$300)
 - (ex) **8 weeks** : SSP(P6,500) + Deposit(P3,000) + Utility(P2,000) + ID(P400) + 1st visa extension fee(P3,640)
 - + Text books(P150~500/book) ≐ **P17,500 (\$400)**
 - (ex) **12weeks** : SSP(P6,500) + Deposit(P3,000) + Utility(P3,000) + ID(P400) + 1st visa extension fee(P3,640)
 - + 2nd visa extension fee(P4,910) + ACR-I CARD(P3,500) +Text books(P150~500/book) ≐ **P27,000 (\$600)**

IV. Dormitory

- 1. Meal time : Serving finishes 10 minutes before the meal time.
 - (Weekday : Mon~Fri) Breakfast 07:00 – 07:50 / Lunch 12:15 – 13:30 / Dinner 17:45 – 18:50 (Buffet : Monday~Thursday)
 - (Weekend/Holiday) Breakfast 08:00 – 08:50 / Lunch 12:15 – 13:30 / Dinner 17:45 – 18:50
- 2. Free Wi-Fi is available on designated areas only. WIFI PW : feelthebreeze
- 3. Cleaning : Twice a week (Mon/Thu : Female, Tue/Fri : Male), Put cleaning tag on outside door knob on designated day.
 - Housekeepers will not clean the room, if student is sleeping inside the room.
- 4. **Self Laundry : Student can use laundry machine during designated days for free.(Mon/Wed/Fri : Female, Tue/Thu/Sat : Male)**
- 5. **Laundry Service : P100/3kg, deposit with laundry request form**
 - If the laundry request form(list, room number, name date) varies with actual laundry, school will not accept the laundry request.
 - Claiming of laundry will take up to 2 days. If ever you have problem with your laundry upon checking, please inform to the laundry staff immediately, otherwise school will not be liable of any damage or losses.
 - Expensive clothing and easily transformed or bleached clothing are not accepted. Especially female's undergarment, which needs

extra care. (School will not be liable of any damage or deformation of upper mentioned clothing)

- In cases of lost or damaged due to the negligence of our staff/ housekeepers, School will compensate up to P1000.

6. Student will pay utility fee of P1000 per 4 weeks. Electricity of the room will be charged upon check-out on Friday last week of studying period depending on actual electricity consumption. (Electricity meter) Rate is P18 per 1kw.

(Check-out 1:00PM~5:00PM. Electricity payment, claiming deposit and passport, returning room key.) Airport Sending - P1000

7. Gym : Operating hours (Weekday) 06:00AM~08:00AM, 5:00PM~9:00PM, (Weekends) 06:00AM~9:00PM

Student is fully liable of equipment damage. Intended damage to equipment is ground of immediate expulsion.

8. Mini store : Operating hours 10:00AM ~ 6:00PM

9. Self-study room : Operating hours (Weekdays) 5:00PM~12:00AM , (Weekends) 7:00AM~12:00AM, 2F Conference Room

10. **Swimming pool/basketball & badminton course : Operating hours (Weekdays) 5:00PM~9:00PM , (Weekends) 9:00AM~9:00PM**

V. Other regulations

1. Changing Dormitory and Course

- Dormitory change is once a month with valid reason.

- Student must submit changing form(dormitory and course) to the office every Wednesday 10:00AM ~ 3:00PM

2. Purchasing of text book is from 10:00AM ~ 4:00PM from the head teacher in the office.

3. Student is prohibited to drink alcohol beverage with teachers during Sunday to Thursday. (Teacher will be penalized in case)

4. Student will be expelled and teacher will be fired in cases of intimate relationship caught between student and teacher.

5. School ID will be issued after 2~3 school days (P200 - lost ID card issuance fee)

6. **Student must keep one ID with him/her and keep another ID in guard house when going out of the school. Upon arrival, student must secure the ID kept in guard house. If not secured, it will be considered as violation of curfew rules.**

Student must cooperate with guard to check the bags and other belongings for security purpose.

7. Please strictly observe the curfew time in the dormitory. (Single minute late is considered as violation of curfew time)

- **Sunday ~ Thursday, on Holiday** : From 5:00PM after regular class time, Curfew time- until 10:00PM, Student is not allowed to go out from 9:00 PM. [10:00PM~11:59PM - 1 warning / From 12:00AM - 2 warnings]

Student who violated curfew rules is not permitted to submit absent form on the following day.

- **Friday, Saturday, day before holiday** : From 5:00PM after regular class time, Weekends and holidays from 6:00AM.

Curfew time- until 01:00 AM, Student is not allowed to go out from 11:00PM [1:00AM~2:59AM - 1 warning / From 3:00AM - 2 warnings]

- Minor students(must be accompanied with adults) curfew time is until 10:00PM all days.

8. School only allows student to stay out for travelling purpose on Saturday or at least 2 consecutive holidays with travel request.

- If single holiday falls on weekday, school will not allow student to stay out.

Inner Cebu Island (From Danao City to Talisay City) is not a valid place for travel request.

- Student can submit travel request every Thursday until 5PM with resort/hotel booking confirmation.

- If student failed to submit travel request, he/she is not allowed to go on a travel.

- Once travel request is approved, student cannot come back to school until 7:00AM on last day of travel. [Violation - 2 warnings]

- Student has to submit hotel/resort receipt after travelling. [Violation - 2 warnings]

- Staying out (Travelling) is allowed in Mactan and 3 hours away from the city area, inner Cebu Island is not allowed.

9. Family / Friend Visit

- If student's family or friend from other place than Philippines visit student, school will allow student to stay out from Friday to Sunday / Saturday to Monday / one weekday.

- If holiday falls on Friday or Monday, additional weekday for a travel is not allowed.

- Travel request with flight ticket and booking confirmation(Inner Cebu Island is allowed) has to be submitted 2 weeks prior to visit.

10. If student needs to visit other places for a business purpose, official document has to be submitted to the office.

11. School will not allow student to stay out, if student's friend lives in inner Cebu Island.

12. **Minor student's rules**

- Minor student (must be accompanied with adults) has to submit parents' written consent to apply travel request.

- Minor student must follow school's rules and regulations.

Drinking of alcohol/ Smoking/ Entering Club/ Curfew time violation [1st time – Warning / 2nd time – Expulsion without refund]

13. If student needs an assistance of managers to Post office, Police station, Hospital, etc., student has to come to the office to apply to get a permission of the office. Student cannot choose specific time at his/her convenience.

All costs(transportation, meals, others) are shouldered by the student.

14. Any valuable belongings can be stored in the office vault. Please take care of personal belongings inside the room all the time.

School is not liable of any lost items, other than the one student stored in the office vault.

VI. Refund Policy

Classification	Time of request	Refund
Pre-departure	From registration date to 4 weeks before class starts	All fees except registration fee
	From registration date to 2 weeks before class starts	All fees except registration and 2 weeks of dormitory fees
	From registration date to a week before class starts	All fees except registration and 4 weeks of dormitory fees
	Less than a week before class starts	All fees except registration and 4 weeks of dormitory and tuition fees
After departure	Registered less than or equal to 4 weeks	No refund regardless of time of request
	Within 25% of studying period	50% of dormitory and tuition fees left
	Within 50% of studying period	20% of dormitory and tuition fees left
	More than 50% of studying period	No refund
Extension	4 weeks before extended class starts	All fees except 50% of 4 weeks dormitory and tuition fees
	2 weeks before extended class starts	All fees except 4 weeks dormitory and tuition fees
	Less than 2 weeks before extended class starts	No refund
Course Change	For 4 weeks duration	Additional payment for difference/No refund for difference
Dormitory Change	For 4 weeks duration	Additional payment for difference/No refund for difference

- In case of inevitable circumstances such as student's illness, which cannot be treated in the Philippines or immediate family's death.

School will refund 70% of the tuition and dormitory fees regardless of the notice date. (Medical certificate of CDU / Chonghua)

Such circumstance happens prior to departure, belongs to Pre-departure regulation on the table.

- Time of request (after departure) : Refund request form has to be submitted to the office at least 2 weeks before the requested date.

(If student violates mentioned refund regulation, refund period is calculated 2 weeks after the time of request. Student has to check out on the weekend of request form submitted.)

- Student has to submit changing course form at least 2 weeks before. Course change fee is \$100 addition to the difference between courses. Course change is available only for once and student cannot reclaim original course.

- Student should inform the office about early graduation or cancellation of study at least 2 weeks before.

Otherwise, student is fully responsible of any problems.

- Under unavoidable circumstances, school has right to change class commence date / course / curriculums at anytime.

- Holidays : No classes on Philippines' national holidays and special holidays. There will be no compensation nor refund given during holidays.

- Refund regulation : I.BREEZE has right to inform agency and parents in case of students' study cancellation or expulsion.

In case of expulsion, there will be no refund and student has to check out before noon of the day announced.

- Postpone : Please come to the office to have consultation (Only with valid reason for a period of 4 weeks.)

- I.BREEZE's check in is on Sunday and check out is on Saturday. If check out delays, school can charge student one week dormitory fee.

VII. School Regulations

School Regulation	Violation
01. Observe silence while staying in school all the time. Making excessive noise will be penalized.	1st-verbal warning, 2nd-warning, 3rd-expulsion

02. To prevent fire, students are not allowed to cook inside the school. 1st - Warning / 2nd - Expulsion	Warning / Expulsion
03. Smoking in designated areas only.	Warning
04. Guest of student can visit school with permission of the office from 9:00AM to 5:00PM weekdays with supervision of manager. NO guest can visit school without permission. If violated, student will be expelled Graduates and expelled students are not allowed to enter school. If graduates want to enter the school, student must get permission from the office. This is to prevent any theft or incidents happening.	Expulsion
05. Sunday~Thursday, Holiday Curfew time : 10:00PM [10:00PM~11:59PM - 1 warning / From 12:00AM - 2 warnings] Friday, Saturday, day before holiday Curfew time : 1:00AM [1:00AM~2:59AM - 1 warning / From 3:00AM - 2 warnings]	One or Two warnings
06. No pets or animals of any nature shall be permitted in school premises.	Warning
07. Student cannot move furniture inside the room.	Warning
08. Lost room key - P500 / Room key must be returned during last payment.	P500
09. Gambling inside dormitory and entering casino are prohibited. School will inform agency and parents.	Warning
10. Stay in another student's room rather than the assigned room.	Warning
11. Be mindful of personal belonging. Student is fully responsible if theft happens. Any valuable belongings can be stored in office vault at free of charge.	
12. Immediate Expulsion : No further meeting - Entering other gender's dormitory area, male and female sharing one room - Improper conduct to teachers and staffs(verbal/physical abuse, any physical contact, sexual harassment) - Incident between students (verbal/physical abuse, any physical contact, sexual harassment) - Refuse guard inspection(Bag/ID/Record of access and others), Go out using the wall - Drinking and bringing of alcohol in school premises.(For travel or souvenir purpose, student must inform office and kept it in the office) - Intended damage to school facilities - Negative (slander or libel) posting made about school online and offline / Leading collective behavior - Theft, Threat, Gun, Mind-altering drugs - Sharing tuition fee discount with other student	Immediate expulsion
13. Student agrees on using photos for advertisement and postings	
14. Others - Such action made, that school cannot accept will be punished up to immediate expulsion by ethics committee composed of president, managers, supervisor, and victim(if exists) including sexual matters.	Warning / others

※ Up to 6 weeks: 2 warnings = expulsion / 7~ 12 weeks: 3 warnings = expulsion

※ More than 12 weeks : additional 1 warning every 4 weeks registered more than 12 weeks.

1st warning : Meeting with General Manager, Warning letter, Bulletin board posting (violation)

2nd warning : Meeting with President, Warning letter, Bulletin board posting, Inform to parents and agency

3rd warning : Expulsion

Feel free to visit office anytime, if you have any concerns or questions.

Please strictly observe the school's rules and regulations as mentioned above.

Appendix

1 Cebu life - cautions

1.1 Drink only bottled water while staying outside.

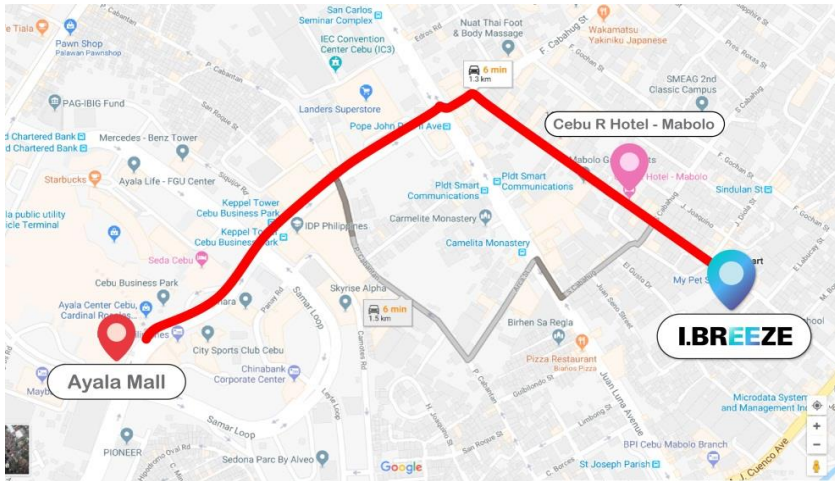
1.2 Ice in some restaurants could be unhygienic.

1.3 Always check whether foods (especially BBQ and meat) are well cooked to prevent abdominal problems

- 1.4 Do not drink or smoke offered by strangers. It may contain mind-altering drugs.
- 1.5 Always stay with friends when you visit clubs.
- 1.6 Foreigner is the easiest target of a crime in everywhere.
- 1.7 Do not put your wallet in your back pocket.
- 1.8 Put your bags in front of you.
- 1.9 Any Valuable should be kept in office vault or inside one's locked luggage.
- 1.10 Do not take taxi alone at late night time. Taxi driver might transformed to thief.
- 1.11 Always be mindful of taxi heading to wrong place.
- 1.12 Always be mindful of strangers approaching to you.
- 1.13 Always be mindful of personal belonging in shopping center or on street.
- 1.14 Do not put your cell phone on the table, it is the easiest target of a thief.

2 Accidents and incidents happened in Cebu City (Language schools)

- 2.1 New student went to Starbucks in Ayala Shopping Center and hospitalized for 3 hours due to abdominal pain.
- 2.2 Drunk student jumped into school's swimming pool and nearly got drowned.
- 2.3 After eating in the local Philippines restaurant, diagnosed as Amoeba. Stay under medication for a week.
- 2.4 Female student drunk alcohol from stranger and went missing. On next day morning, the stranger brought her back to school. But she was unconscious and her clothes were inside out.
- 2.5 Theft(Cellphone, wallet, bag) by Filipino kids near club street and IT park main entrance.
- 2.6 Got injured by gunshot of the guard in club after fighting with Filipinos, because of verbal communication misunderstanding.
- 2.7 Got AIDS after a night with stranger.
- 2.8 After a student slept with stranger, the girl threat student that she would call a police and tell the police that he possess guns and drugs.
- 2.9 Student paid huge compensation after confinement made owing to physical and verbal abuse to Filipino.
- 2.10 Wallet is lost inside the dormitory after withdrawing money from the bank.
- 2.11 While shopping, student put a bag beside her and went missing.
- 2.12 After changing money from the shopping center, theft cut the bag of student to robber the money.
- 2.13 A stranger approached student introducing him as a staff from language school to drive student back to school.
- 2.14 Taxi drive robbed 4 female students with knife at late night time.
- 2.15 Student opened left door of taxi and accidentally hit the motorbike driver. Student paid huge compensation.
- 2.16 Drunk student throw up inside the taxi and taxi driver asked for a huge amount of money as compensation.
- 2.17 At late night time, student tried to get a taxi and stranger threat to rob money from student.
- 2.18 Deceased after Kawasan fall diving.
- 2.19 Deceased in Kawasan fall while diving and collided each other.
- 2.20 Deceased while parasailing due to cutted rope.
- 2.21 Accident happened when open water certificate holder dived to deep in the ocean.
- 2.22 Rent a motorbike without driver's license and accident happened. Student paid huge compensation.
- 2.23 After renting a motorbike, the owner claimed that the bike was broken. Student paid huge compensation.



Managers Contact Number

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I fully understand the contents of orientation and I agree with all rules and regulation of the school upon signing this paper.

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Student Name :

(Signature)