

# OFF-CAMPUS HOTEL GUIDELINES

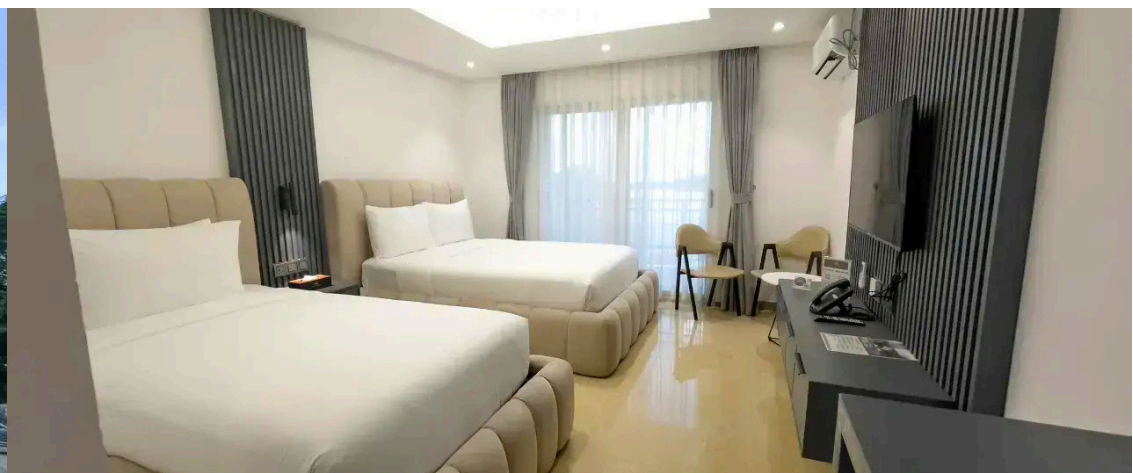


*For a free lifestyle with high-quality amenities.*

Our school has designated and operates The Clover Hotel, a highly popular hotel in the Angeles area known for its excellent facilities, responsive service, and great value for money, as our official off-campus accommodation.

Unlike on-campus dormitories, which maintain various rules and restrictions to support an academic environment and public safety, off-campus accommodations provide greater freedom and privacy. Residents are not subject to curfew, and drinking inside guest rooms is permitted, allowing students to enjoy a more relaxed and independent lifestyle after classes.

This accommodation option is ideal for students who value privacy and prefer a more flexible lifestyle outside of academics.



## Off-Campus Hotel Eligibility

- Students enrolled in courses at the school are eligible to apply. However, applicants for the Sparta Program may apply only after a separate consultation and approval process.
- Parents or guardians who are not taking classes are also eligible to stay at the off-campus hotel.

## Check-in & Check-out

### CHECK-IN 14:00.

- Available any day from Monday to Sunday.
- If you arrive early in the morning due to flight schedules or other travel circumstances, it will be considered as a check-in from the previous day.

### CHECK-OUT 11:00

- If your return flight is scheduled in the evening, you may stay at the school cafeteria or study hall after check-out. Luggage may be stored temporarily at the school office.

## Shuttle Service

- A free shuttle service is provided between the hotel and the school for classes and meals at the school.
- The shuttle operates approximately 3 to 5 times daily and takes around 10 minutes each way.
- To prioritize the convenience of hotel residents, the shuttle schedule may be adjusted upon user request.

## Hotel Services

- 24-Hour Service: Towels, bottled mineral water, toothpaste, shampoo, toilet paper, and other basic necessities are available at any time.
- Room Cleaning & Bed Sheet Change: Guests may request room cleaning and bed sheet replacement at the hotel lobby during designated hours. Daily requests are also available.
- Massage Service (Paid): A massage shop is located on the 1st floor of the hotel. In-room massage service is also available.
- Laundry Service (Paid): Guests may request laundry services directly through the hotel.

## Convenience Facilities & Services

- Hotel Cafeteria (Paid): Guests may order meals, snacks, and alcoholic beverages from breakfast until dinner time. The cafeteria operates until 11:00 PM.
- Personal Safe: A safety box is provided in each room.
- Hotel Vehicle: Guests may use Grab for personal outings or request the hotel vehicle service. Transportation charges will apply depending on the travel distance.

## Regulations and Other Information

The hotel places minimal restrictions on guests' daily lives to provide a comfortable and private stay. However, for safety and security reasons, the following rules must be observed:

- **Food Delivery via Grab:** When ordering food through Grab or other delivery services, please set the delivery location to the hotel lobby instead of your room number. Payment and food pickup must be completed at the lobby.
- **No Entry for Outsiders:** In accordance with the agreement between the hotel and CIP English, visitors or outsiders are not allowed to enter guest rooms.
- **Overstay Policy:** Staying beyond the scheduled check-out date is considered an overstay and will require additional payment. One week of accommodation is calculated as 6 nights and 7 days.

## Fines, Compensation

- SMOKING IN THE ROOMS IS STRICTLY PROHIBITED, INCLUDING BATHROOMS. **A FINE OF \$200** WILL BE CHARGED FOR SMOKING.
- Guests will be held responsible for any damage or staining of room items such as furniture, bed sheets, and curtains. This includes stains caused by smoking, cooking, fragrances, or any other substances, and appropriate compensation will be required.