

DORMITORY GUIDELINES



This is a shared living space where consideration for others is essential. As it is also a place for learning, everyone should help maintain a quiet and comfortable environment that supports studying. To achieve this, the following etiquette and guidelines must be observed.

Curfew Hours

- Sunday to Thursday (nights before class days): **22:00**
- Friday, Saturday, and nights before holidays (when there are no classes the next day): **01:00**

Check-in / Check-out

- Check-in is available on both weekdays and weekends.
- **For weekday check-ins:** Your stay is calculated as 7 days. For example, if you check in on Thursday, your check-out will be on Wednesday evening. You may still attend classes on your check-out day.
- **Sunday check-ins:** Check-out time is **SATURDAY AT 13:00**.
- If you need to extend your stay by 1-2 days due to flight schedules or other reasons, please consult the manager in advance.

Meals

- On weekdays when classes are held, breakfast is served from 07:00 to 08:00. Lunch starts at 11:40, and dinner starts at 17:45. To ensure smooth food distribution, please enter the dining hall by 12:20 for lunch and by 18:20 for dinner.
- On Saturdays when classes are held, breakfast is served from 07:30 to 08:30.
- On Sundays or national holidays when there are no classes, brunch starts at 10:30 and dinner starts at 17:45.

Laundry

- **Paid Laundry:** Laundry is handled by a verified professional laundry service. You may drop off and pick up your laundry in front of the Admin Office. Please do not include shoes, dolls, items requiring dry cleaning, or expensive or personally valuable clothing. These should be cleaned separately on your own.
- **Free:** You may do your laundry in the dormitory lounge. Please bring your own detergent.

Electricity

- In addition to the basic electricity charges included in the local fees, you are required to pay **additional electricity charges** every week. The Admin Office updates your room's meter readings and electricity bill weekly, so please check them regularly.
- Electricity is expensive in the Philippines. Please turn off all electrical appliances when leaving the room, and set the air conditioner to **27-28°C** when sleeping.

Cleaning / Bedding Change

- Room cleaning is conducted twice a week, and can also be arranged upon request. Shower drains are cleaned daily.
- Cleaning is carried out according to the schedule below.
 - On Mondays and Wednesdays, cleaning the rooms on the 1st floor of Dormitory 2 and Dormitory 1.
 - On Tuesdays and Thursdays, cleaning the rooms on the 2nd floor of Dormitory 2 and Dormitory 3.
- Bedding, including bed sheets, pillowcases, and blankets, is replaced once every week. Replacements can also be provided at any time upon request.

Insect Repellent Spray / Pipe Cleaning

- Spraying to repel mosquitoes, flies, and other insects is carried out 2-3 times a week. As this may cause odors, it is done during off-peak hours when fewer people are around.
- The internal plumbing of the bathrooms is cleaned regularly to prevent odors, approximately every 3 months. You will be notified in advance. Please avoid entering the room for at least half a day after cleaning, as there may be a strong chemical smell.

Emergency and Safety

- **If you need to go to the hospital at night, please ask the security guard to call a driver or manager.**
- In the event of a fire, please use a nearby fire extinguisher immediately, even for a small flame, as fire can spread quickly. You will not be charged for any property damage resulting from the use of a fire extinguisher.
- If you notice anything on the premises that could pose a safety risk—such as exposed rebar, damaged property, or electrical wires—please report it to the Admin Office immediately.

Facility Repair

If you experience any inconvenience due to broken or malfunctioning room equipment, or any other issues, please notify the Admin Office immediately. Repairs or replacements will be completed within **24 hours**.

Confidential Consultation

If you have concerns, stress, or personal matters that require privacy, you may schedule a one-on-one meeting with the manager. All consultation details will remain strictly confidential.

Living Guidelines

- You must not engage in any behavior that disrupts the studies or peaceful living environment of your roommate or others.
- **Absolute silence is required after 22:00.** Please avoid any activities that may cause noise, such as phone calls, conversations, or using a hairdryer. You must also not enter other rooms after 22:00.
- Respect your roommate's belongings. Do not use or move their personal items, even if they seem small or unimportant, such as towels, pencils, or batteries, as people may be sensitive about their possessions.
- Respect your roommate's personal space, including their desk, shelves, and closet. Make sure your belongings do not intrude on their areas.
- Maintain good personal hygiene. For the comfort of your roommates and others, shower daily, brush your teeth, and use deodorant.
- Do not enter or approach the room of a student of the opposite gender.
- Do not leave valuables or cash unattended in your room. Always carry jewelry with you. If you have cash of \$300 or more, you may use the safe at the Admin Office.
- Cooking is not allowed in the rooms, including the use of electric kettles. If you wish to cook, please use the designated common areas (cooking area or dormitory lounge).
- Please smoke only in designated areas. Smoking in the rooms will result in a written warning and a \$100 fine.
- **The swimming pool is available only until 21:00.** If you wish to use it after 21:00, you must obtain approval from the manager.
- Running near the swimming pool or diving into it is strictly prohibited due to the risk of serious injury from shallow water. If the pool needs to be completely drained because of littering or damage, you may be required to pay for the costs.
- When booking a travel package or renting a car, avoid choosing options that are too cheap, as they may pose safety risks.
- Be respectful toward Filipinos when going out. Avoid calling out loudly, as this is considered rude.
- Do not get involved in arguments. Smile and try to resolve situations calmly and politely.
- **Do not accept food or drinks from strangers,** even if they seem friendly, as most serious incidents occur this way.
- When going out, carry only one credit card and the cash you plan to use that day.
- If you are robbed while outside, do not resist physically. Protect yourself and act as if you only lost a small item.

Things to Check Upon Graduation

- **Dormitory Deposit:** Returned 1-2 days before graduation. Electricity charges will be deducted from the deposit.
- **Passport:** Check the validity of your **visa extension stamp (or sticker)** and confirm there are no issues with your return date.
- **ECC (Emigration Clearance Certificate):** If your total stay in the Philippines exceeds 6 months, you must apply for an ECC at the Immigration Office. The application should be completed at least one week before graduation.
- **Baggage Weight:** Your luggage may be heavier than expected. Please check it using the scale in the dining hall.
- **Note: Carry your batteries with you on the plane,** as some airlines require them to be kept accessible during the flight.
- **Airport Car Service:** If you wish to use a school vehicle, request it at the office at least 48 hours in advance. If you prefer to use Grab, leave at least one hour earlier than your scheduled departure, as availability may vary.

Penalties: Written Warning, Expulsion

Certain behaviors are prohibited to maintain public order and a conducive learning environment. Violators will receive a written warning, and **THREE ACCUMULATED VIOLATIONS WILL RESULT IN EXPULSION.**

- ✓ Curfew violation.
- ✓ Bringing in or possessing alcohol.
- ✓ Going out without permission (Spartan students).
- ✓ **Noise after 22:00.** Any act causing noise, such as chatting around the swimming pool and dormitories after 10:00 PM.
- ✓ Cooking in the rooms. If cooking utensils are found in the room, they will be confiscated and returned upon graduation.
- ✓ Any act that disrupts public order or causes disturbance.

The following are considered **serious violations** that result in **EXPULSION AFTER A SINGLE OCCURRENCE:**

- ✓ Entering the room of the opposite gender.
- ✓ **Smoking in the Room** (including bathroom of the room).
- ✓ Manipulation of CCTV.
- ✓ Threatening teachers or administrators.
- ✓ Acts of intentionally causing harm to the school, such as causing a fire or damaging facilities.
- ✓ Violating Philippine criminal law (e.g., theft, assault or drug possession).
- ✓ Visit a casino.