

PENALTY & REFUND RULES



Penalties. Refunds. and our response to natural disasters.

This Penalty & Refund Rules document requires mandatory subscription and consent from all new students, along with the School Guidelines, Dormitory Guidelines, and Orientation File. Please read it carefully. For any questions, please contact the school.

MANDATORY SELF-STUDY

The Academic Coordinator may require students to attend **mandatory self-study sessions on Saturdays** in cases such as delayed improvement in level or test scores, or for other academic reasons. The mandatory self-study session lasts approximately 4 hours. Failure to comply with this requirement will result in a written warning, and students will be required to repeat the assigned self-study if they violate this rule.

WRITTEN WARNING

Certain behaviors are prohibited to maintain public order and a conducive learning environment. A written warning will be issued for each violation, regardless of whether it occurs within the school or dormitory area, and **ACCUMULATING A TOTAL OF THREE WRITTEN WARNINGS WILL RESULT IN EXPULSION.**

Dormitory Regulations	Academic Regulations
<ul style="list-style-type: none"> • Curfew violations. • Bringing in or possessing alcohol. • Going out without permission (Spartan students). • Making noise after 22:00. • Cooking in the room • Any actions that disrupt public order or cause inconvenience to others 	<ul style="list-style-type: none"> • Using mobile phones in class (see below for exceptions). • Continuous chatting or not using designated topics or textbooks. • Disturbing other students' learning. • Three absences per week (Monday–Friday). • Being late up to five times per week (5 minutes late counts as tardy). • Absence from progress tests. • Absence from Evening Class, Saturday Class, Weekly Test, or Mock Test (Sparta students). • Failure to follow instructions from teachers or management. • Damaging or removing posted notices.

Exceptions to cell phone restrictions in the classroom:

- Cases where you need to respond to important messages, such as those regarding business or health.
- Cases where an English dictionary must be used due to a significantly low level of English proficiency (101+ or lower).

Curfew:

- Monday to Thursday, Sunday: 22:00.
- Friday, Saturday, and the day before a holiday: 01:00

EXPULSION

This is considered a serious violation that causes significant harm to school operations and reputation. Whether the violation occurs within the school or the dormitory, **A SINGLE VIOLATION WILL RESULT IN FORCED EXPULSION. There will be no refund for the remaining period of study.**

Dormitory Regulations	Academic Regulations
<ul style="list-style-type: none"> • Entering the room of the opposite gender. • Smoking in the room. • Threatening teachers or administrators. • Any act that intentionally damages the school's reputation. • Violating Philippine criminal law (e.g., assault or drug possession). • Tampering with or manipulating CCTV systems • Visiting a casino. 	<ul style="list-style-type: none"> • Threatening behavior toward teachers or management. • Intentional physical contact with teachers or staff in the classroom or on campus. • Acts of intentionally damaging school facilities. • In case of a serious violation of Philippine Any serious violation of Philippine criminal law • Any act that intentionally and maliciously damages the school's reputation.

Time to Leave School: Upon receipt of notice of expulsion, the student must leave the school within 24 hours.

REFUND RULES

If the remaining study period is 4 weeks or less	If the remaining study period is 5 weeks or more
NO REFUND	50% REFUND OF THE REMAINING PERIOD

Cancellation before admission (before arrival at the school):

No cancellation fee will be charged. However, the admission fee (USD 100) and any family or camp registration deposits are non-refundable.

Cancellation after admission (after arrival at the school):

- If the remaining study period is 4 weeks or less, no refund will be given.
- If the remaining study period is 5 weeks or more, 50% of the remaining period will be refunded. However, the admission fee and any applicable benefits or promotional discounts will be deducted additionally.
- Separate policies may apply to local expenses (such as textbook fees, visa extension fees, etc.) and hotel fees (for hotel users).

MEASURES REGARDING AIRLINE DELAYS AND NATURAL DISASTERS

If the scheduled start date of schooling is delayed due to issues caused by the airline, the school will not compensate for any resulting disadvantages.

If the school is temporarily closed due to government directives or natural disasters **such as earthquakes, volcanic eruptions, or pandemics**, no refunds will be issued. However, if the school resumes operations in the future, students may re-enroll for the remaining study period.