



Orientation for New Students

This material is for adults and minors over 16 years old. Please familiarize yourself with this content for adaptation and order in school life.

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1. RESPONSIBILITY FOR SAFETY

- 1.1. You are ultimately responsible for your own safety both on and off campus. Therefore, please prioritize your personal safety during your study abroad period.
1.2. Please be careful to avoid safety accidents when going out or traveling. In particular, never rent or ride a motorcycle. Safety accidents do occasionally occur while island hopping, so please be careful about this.
1.3. If you have heart disease, diabetes, or other chronic diseases, please notify the manager.
1.4. If you find anything that may pose a safety hazard in the campus, please notify the manager.
1.5. If a fire breaks out, make a sound to let others evacuate. Also, use a fire extinguisher to put it out quickly.

2. COMMUNICATION WITH MANAGEMENT

- 2.1. Your manager is always ready to support you. However, unless it is an emergency, please contact the manager only during **working hours (Mon-Fri, 08:00-17:00)**.
2.2. You will be notified of the manager's social accounts and phone number.

3. PROMPT NOTICE

- 3.1. In case of serious or urgent matters, please contact management immediately. For example, the following cases apply;
- A serious problem with the teacher's attitude.
 - Need to go to the hospital at night.
 - Other equivalent examples
- 3.1. If the manager does not answer your call at night, ask the security guard for help. The security guard can call other managers and related staff.

4. CLASS OPERATION

- 4.1.Regular classes begin on Tuesday mornings (08: 00 or 08:50), but for short-term studies of 1-2 weeks, classes start around 11:00 on Monday.
- 4.2.Classes start on time. When the bell rings, the teacher starts the class right away.
- 4.3.We strictly monitor student attendance. If a student is frequently absent (3 times/classes per week) or late (5 times/classes per week), he or she may be subject to mandatory self-study or penalties.
- 4.4.The first 3-4 minutes of class are for homework or Let's briefly review the topics we learned last time.
- 4.5.**Preview Learning:** Teachers will inform you of the class content or topics 1-2 weeks in advance. Therefore, students need to study in advance.
- 4.6.One-on-one lessons should be tailored to the teacher. If the teacher's speaking speed or class's difficulty does not suit you, you can ask the teacher to adjust it to your needs.
- 4.7.In group classes, you must respect the other students' right to speak. You should not interrupt when other students are talking.
- 4.8.During class, discriminatory conversations or discussions about nationality/racial/gender/age are prohibited. Also, political or sensitive issues are not discussed in the classroom.
- 4.9.Please check if the textbook you purchased is suitable for your taste or level. If it is not suitable, please request a refund within 2 days of purchase.
- 4.10. If you wish to use your own books/materials in class, please obtain prior approval from the Academic Office. please.
- 4.11. **Textbooks/Audio files:** We provide textbooks and audio files for free. If you have an iPad, Junior can conveniently use these files.
- 4.12. The proportion of textbooks used in class is 70%, and handouts or supplementary materials prepared by teachers are 30%.

5. CLASS SCHEDULE & CHANGES

- 5.1.**Customized Curriculum:** Our classes have a high proportion of speaking, but we can provide a curriculum that reflects the opinions of students. We meet students' requests not only in terms of subjects but also in terms of class difficulty and pace.
- 5.2.If you have received the class schedule, please check if the class schedule matches the class assignment of the course you applied for. If not, please contact the Academic Office immediately.
- 5.3.If the student's English level is too low, there are cases where group classes with other students are not possible, we will consider 2 hours of group classes as 1 hour of one-on-one classes. However, this is only allowed for up to 4 weeks.

- 5.4. In one-on-one classes, it is very important to arrange classes to suit the student's personality. For the best class arrangement, we ask that you personally make the request.
- 5.5. **Change of Class & Teacher:** Changes in teachers and classes are possible at any time within 2 weeks after the start of classes. Starting from the 3rd week of admission, class changes are only possible on Wednesdays and Thursdays.
- 5.6. **Teacher Reservation:** If you can't choose a specific teacher right away, use the teacher reservation.

6. BUDDY TEACHER

- 6.1. A Buddy Teacher is a kind of **academic coordinator just for you**. She/he check if your classes are satisfactory or if the academic materials are appropriate, and give advice to help you improve your level/score.
- 6.2. Please consult with your Buddy Teacher at any time. Your Buddy Teacher will play a big role in your quick academic adaptation and class satisfaction.

7. SPARTA PROGRAM

- 7.1. Sparta Program includes Intensive ESL, IELTS Intensive/Basic/Native/Guarantee, TOEFL Intensive course, and strict academic management is applied.
- 7.2. **SPARTA COURSE STUDENTS MUST COMPLY WITH THE FOLLOWING:**
- Attend evening program from Monday to Friday.
 - Restricted going out on Monday to Thursday.
 - Attend Saturday classes.
 - Participation in all tests
- 7.3. If a Sparta Course student wants to go out during the week, it is possible only for a short time with the manager's approval.
- 7.4. If it is difficult to adapt to Sparta Course, you can change the course. However, in this case, the difference in tuition will not be refunded.

8. EVENING PROGRAM

The evening program is mandatory for students taking Sparta courses and optional for students taking Semi-Sparta courses.

Course	Date/Time	Details
Intensive ESL	Monday-Thursday, 19:00-21:00	1 hour of Review or Special class
IELTS Intensive		2 hours of IELTS Mission,
IELTS Guarantee		

IELTS Native	Monday-Thursday, 19:00-22:00. However, Friday is 19:00-20:00	1 hour from 22:00 is mandatory self-study (study hall). On Friday, can go out after 1 hour of IELTS Mission.
IELTS Basic		
Semi-Sparta Courses	Monday-Thursday, 19:00-22:00 (Optional)	Self-study under teacher supervision in the study hall.

9. MANDATORY SELF-STUDY

9.1.If you miss class/test/evening program, do not improve your level continuously, or do not do your homework, etc., you may be subject to mandatory self-study.

9.2.In particular, if you miss class 3 times/classes or are late 5 times/classes a week, you will receive a written warning and an order to participate in mandatory self-study.

9.3.Mandatory self-study is usually conducted as below:

- **4 hours on Saturdays: 10:00-12:00, 13:00-15:00**
- If you cannot meet the above times, you must participate in 4 hours on another day/time.

9.4.If you fail to complete the mandatory study, you will not be permitted to go out or stay out overnight until you do so, and you will receive an additional written warning.

10.SATURDAY CLASS

10.1. To ensure the continuity of English learning, our school conducts '6-day classes a week' including Saturdays.

10.2. Saturday classes are held in three classes in the morning, and participation is not mandatory. However, Sparta Course students must participate.

10.3. Class content/time/teachers may change depending on circumstances.

11.CLASS ETIQUETTE

11.1. **You must unconditionally follow the teacher's instructions in the classroom.** If the instructions are somewhat problematic, please discuss them with the manager later.

11.2. **Using cell phones in the classroom is prohibited.** However, it is allowed only for the purpose of a dictionary and the teacher's consent must be obtained in advance. Depending on the purpose of the class or the teacher's disposition, word search may not be allowed. In this case, cell phone use for the dictionary is also prohibited.

11.3. Do not ask questions about the teacher's personal information or private matters.

11.4. Please keep a sufficient distance between teachers and students. Even in unavoidable situations, try to avoid physical contact.

11.5. Please brush your teeth or gargle after meals. Also, don't forget to use deodorant.

- 11.6. Excessive perfume can be offensive to others.
- 11.7. Our school has a **DRESS CODE**. You cannot enter the classroom wearing leggings or clothes that are too revealing.

12.LIFE ON CAMPUS

- 12.1. Please refrain from doing anything that may interfere with other students' lives.
- 12.2. For the sake of the study atmosphere and common order, please cooperate with the instructions of the management.
- 12.3. **Silence is required after 22:00.** From this time, please turn off the room lights and use the study lamp. If you need to make a phone call, please do so outside the room.
- 12.4. Do not touch your roommate's belongings and respect his/her space in the room.
- 12.5. Generally, you should not do anything here that is not legally/culturally allowed in your home country.
- 12.6. If you have sensitive stomachs, please drink bottled mineral water sold at an outside supermarket.
- 12.7. If you need to use the bathroom urgently while the bathroom in your room is being used by someone else, you can use the bathroom in the school building.
- 12.8. If there are any factors that may hinder hygiene or safety, notify the manager and receive appropriate measures.
- 12.9. If your family or friends want to visit the school, please get approval from the manager in advance.
- 12.10. If you want a specific activity, please ask the manager.

13.GOING OUT, TRAVEL

- 13.1. Going out: Please observe **THE CURFEW**.
- **Monday to Thursday, Sunday: 22:00.**
 - **Friday, Saturday, and the day before a holiday: 01:00**
- 13.2. If you are a student taking Sparta course, going out on Mondays to Thursdays is restricted. Only short outings are permitted with the manager's approval.
- 13.3. If you are staying out overnight, please get approval 24 hours in advance. Requests for overnight outings on the same day may not be approved.
- 13.4. If you are planning a trip by renting a vehicle, please contact the admin office. We will contact a travel agency for you.
- 13.5. When renting a car or choosing a travel product for a trip, **we do not recommend something that is too cheap**. This is because the quality of service is often poor or unsafe.
- 13.6. When traveling or going out, do not accept food or drinks from strangers.
- 13.7. To avoid theft/pickpocketing, do not use your cell phone or wallet in public areas, and always wear your bag in front of you.

14.MEAL SERVICE

Monday to Friday	Breakfast	07:00 – 08:00
	Lunch	11:40 – 13:00
	Dinner	17:45 – 19:00
Saturday	Breakfast	07:30 – 08:30
	Lunch	11:40 – 13:00
	Dinner	17:45 – 19:00
Sunday & Holiday	Brunch	10:30 – 13:00
	Dinner	17:45 – 19:00

- 14.1. Follow the dining usage schedule above. Please ensure you enter at least **15 minutes** **before** the closing time.
- 14.2. If you need porridge for health reasons, please ask the staff or chef.
- 14.3. If you are vegan, vegetarian, or have food allergies, please inform the staff or chef.
- 14.4. Make sure that no plates, forks, spoons, cups, or other items are taken into your room.

15. SWIMMING POOL

Monday to Friday	13:00 – 21:00
Saturday, Sunday and Holiday	10:00 – 21:00

- 15.1. Users must wear swimsuits. Please refrain from using the pool in casual clothes.
- 15.2. Do not run or jump in or around the pool.
- 15.3. In the morning, the pool is cleaned and treated with chemicals for water quality. Therefore, please do not use it before 13:00. However, on weekends and holidays, it is available from 10:00.
- 15.4. Chatting near the pool at night may be restricted in some cases. This is because the sound echoes all the way to the dormitory.
- 15.5. If you need swimming lessons, please contact the office.

16.GRADUATION, CHECK-OUT

- 16.1. Please check the following during your last week of graduation.
- **Check-out is by 13:00 on Saturday.**
 - Is the **Visa extension stamp/sticker on your passport valid** for your departure date?
 - Is your period of stay over 6 months? If so, you need to apply for ECC.
- 16.2. If you are planning to move to another school after graduation, it is advisable to extend your Visa here in advance for the 1st month at the other school.
- 16.3. If check-out is Saturday afternoon or evening, you can stay at the dining hall. Luggage can be stored at the office.

- 16.4. If you check out on Sunday, you will have to pay an additional stay fee. **3,000 pesos** per day for a person (include meals and electric fee).
- 16.5. The dormitory deposit can be returned between Thursday and Friday of the week of graduation. There may be deductions for unpaid electricity bills and damaged property.
- 16.6. Please inquire with the manager in advance about using a car to the airport you are returning to.

17.COMPENSATION FOR DAMAGES

- 17.1. You must pay for lost keys and damaged items.
- 17.2. If you throw waste (urine/feces) or hazardous materials into the pool, you must replace the entire pool and be charged for the amount.
- 17.3. If you transfer or recommend our teachers or staff to another company, you must compensate for the damage.

18.WRITTEN WARNING, EXPULSION

- 18.1. In order to maintain a learning atmosphere and public order, school rules (school and dormitory life rules) are strictly enforced. Violations of the rules will result in a written warning, **and students will be expelled after receiving third written warnings.**
- 18.2. **EXPULSION:** Injury to others, acts that are fatal to the school atmosphere, serious disruption of school operations, violation of criminal laws, etc. will result in **expulsion even for a single violation.**
- 18.3. **No refund for remaining period upon expulsion.**
- 18.4. For detailed information on written warnings and expulsion, **please refer to the 'PENALTY & REFUND RULES' document.**

19.REFUND

Remaining period is 4 weeks or less	Remaining period is 5 weeks or more
NO REFUND	50% REFUND OF THE REMAINING PERIOD

- 19.1. The refund policy after admission (start of classes) is as above.
- 19.2. When refunding, the admission fee and the amount applied to the promotion will also be deducted.
- 19.3. Local fee will be fully refunded for the remaining period. However, immigration fees that have already been paid are non-refundable.

20.HOLDING SERVICE

In case of returning home early due to personal reasons, the student can use the remaining period by re-enrolling at a later date. Hold applicants are subject to the following regulations:

- The study period for this service must be 3 weeks or more.
- Applicants must re-enroll within one year.
- Refund requests are not allowed after hold service.
- Cannot be transferred to family or others.

21.NATURAL DISASTER

- 21.1. In the event that normal school operations are not possible due to natural disasters such as pandemics or earthquakes, students may re-enroll later without a refund for the remaining period.
- 21.2. Students may re-enroll within 2 years from the time school services reopen, and tuition increases will not apply.

22.SUDDEN HOLIDAY

- 22.1. The Philippine government sometimes announces unscheduled holidays. In these cases, we provide make-up classes, but on some days, classes may not be held due to circumstances.
- 22.2. **We do not refund for these unexpected holidays.** Please be aware of this before registering.