



COUNTRY ADVISER CONTACT NO.:



STUDENT ORIENTATION

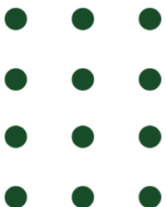
ENGLISH VERSION

NAME:	
ROOM NO.:	
NATIONALITY:	



**PHILINTER
ACADEMY**

We go beyond English!



CLASS

< TIME SCHEDULE >

TIME	CLASS	CONTENTS
07:30-08:10	BREAKFAST	<ul style="list-style-type: none"> ▪ MEAL TIME - Meal times remain the same on weekends and public holidays.. - Meals are served only at fixed times. ▪ Introduction of School Building - 1st Floor: 1:1 classroom (Section A, B, C, D), School Office, AMPHI theater, AVR, Toilet, Study Hall (Library) - 2nd Floor: 1:1 classroom (Section E, F, G), Group classes, Clinic ▪ Introduction of Classes - Regular class: 45 minutes (5minutes break) - Students can follow their own timetable.
08:00-08:45	1 st Class	
08:50-09:35	2 nd Class	
09:40-10:25	3 rd Class	
10:30-11:15	4 th Class	
11:20-12:00	5 th Class	
11:40-12:40	LUNCH	
13:00-13:45	6 th Class	
13:50-14:35	7 th Class	
14:40-15:25	8 th Class	
15:30-16:15	9 th Class	
16:20-17:00	10 th Class	
17:10-18:10	DINNER	
18:00-22:00	Self-study & Free Time	

*Students should get their LEVEL TEST RESULT and CLASS SCHEDULE by 7:55 am on Tuesday in the Office.

General Information

- Classes are from Mondays to Fridays, 5 days a week. (Except for local holidays in the Philippines, Make-up classes will take place on Saturdays)
- There are guaranteed 19 days of classes per month. From the 1st day of the month to the end of the month. **(Except for December)**
- Classes consist of one-on-one classes, small group classes, big group classes, and evening programs, and the number of classes and subjects may vary depending on the course.
- If it is not possible to assign group classes for a reason that the level is significantly low, only one-on-one classes will be given instead of group classes for a certain period of time. (Consider 2 times of small group class as 1 time of one-on-one class. The decision is made by the school.) Students are not allowed to go out the campus from (8:00 to 17:00). If a student needs to leave during these hours, they must obtain a gate pass from the office stating their reason. The Management reserves the right to determine the validity of such reasons.

CHANGING CLASS(ES) AND/OR TEACHER(S)

- New students within 2 weeks of entering the school can change classes and teachers at any time.
- As a rule, students can only submit the "Class Change Form" until 17:00 every Tuesday and Friday. Once confirmed by the SCHEDULER, students can start with their new class every WEDNESDAY (for Tuesday changes) and on MONDAY (for Friday changes)
- Students cannot have two 1:1 class with the same teacher.
- Additional payment is needed if students change from Big Group Class (BGC) to Small Group Class (SGC), or from Small Group Class (SGC) to 1:1 class.
- However, the difference due to changes in class and course will not be refunded. (Downgrade)

SPARTA PROGRAM

- Students who choose the Sparta program are required to attend the EVENING PROGRAM from 19:00 to 21:00. During that time, one or two teachers will be assigned to conduct reviews and mission activities.

Intensive ESL	TOEIC & IELTS Intensive & Guarantee
Monday - Thursday 19:00~21:00 Review (Self-study/Q&A), Consultation, Special class	Monday - Thursday 19:00~21:00 TOEIC & IELTS Mission, Consultation

- In principle, students can go out only on Fridays, Saturdays, and Sundays (national holidays), but students can go out for a short time during their vacant time. **But must participate in the evening program (EVENING PROGRAM) from 19:00 to 21:00.**
- Students can change from Semi-Sparta to Sparta after entering the school. However, the price difference must be paid.
- If students change from Sparta to Semi Sparta, the price difference will not be refunded.

BUDDY TEACHER SYSTEM

- The Buddy teacher will support the changes in students' classes and teachers, provide assessment, counsel, test preparation, and many other activities during students' stay.
- The Buddy teacher is one of the assigned 1:1 class teacher, and students can seek counseling from them to change classes.
- In general, the Buddy teacher is limited to providing academic advice on academic concerns only. However, the Buddy teacher can offer help relaying important information to the Management.
- Students can request a change of their Buddy teacher during a consultation with Academic Consultants.

PURCHASE TEXTBOOKS

- Return and Exchange: To return or exchange a textbook, students need to go to the office with their textbook receipt within two (2) days only. (Used textbooks and/or damaged books are not accepted.)
- PHILINTER does not allow free talking without the use of a textbook. Free talking without class materials does not help improve English skills, so students should use textbooks during class.
- The rate of use of textbooks is 60-80%, and other reference materials and/or handouts are 20-40%. (The usage is depending on the teacher)
- Designated textbooks are provided according to the course and level. (BOOK LISTS BY COURSE & LEVEL reference.)
- Teachers are obliged to notify about the schedule for using the textbook.

MANNERS IN THE CLASSROOM

- Smartphones are strictly prohibited during class. However, with the teacher's consent, they may be used for academic purposes only, and students are required to set them to vibrate or silent mode.
- Students must follow the teacher's instructions.
- Use appropriate titles for teachers. Please put 'Teacher' or 'Ms./Mr.' when calling the teacher's name.
- Students should not ask for information about the private life of the teacher and not talk about topics unrelated to the class or lessons.
- Sensitive topics like Religion/Politics/Gender-related content should never be mentioned in the class.
- The right of other students to speak in the classroom must be respected equally. Students should avoid talking too much in a group class or disregard the concerns of their classmates.
- Physical contact between student(s) and teacher, including minor touches such as on the shoulders and hands, is strictly prohibited.
- Sexual jokes and expressions that can cause shame are also strictly prohibited.

ABSENCE AND TARDINESS

- **Absent:** One written warning for absence twice a week.
- **Late:** One written warning if the student is late four times a week. (If the student is late for more than 15 minutes, this will be considered as absent.)
- Absence and tardiness (number of times late incurred) are calculated by class, not by date. (Students may receive a written warning for two hours of absence per day)
- If the student is absent/tardy often or has a bad class attitude, the class may be deleted. (Students may apply for another class thereafter.)
- If the student is not feeling well or is absent due to personal reasons, the office must be notified in advance.
- In the case of IELTS and TOEIC score guarantee courses, absence due to personal reasons is not allowed.
- If the attendance rating is less than 90%, no certificate will be issued.

TEST & FEEDBACK

- Students must participate in all tests provided by the school.
- PROGRESS TEST is generally given on the fourth week of the student's stay. This serves as an academic evaluation. After this exam, appropriate actions are done and changes may happen like changing class(es), textbook(s), or even teacher(s). (Short-term students or those enrolled for only less than two weeks or two weeks before graduation, they can choose to have regular classes instead of taking this test.)
- Weekly Test: (Every Wednesday) (1) PATTERN, (2) USAGE OF VERB, (3) 3,000 VOCABULARIES, (4) ESSENTIAL GRAMMAR Test is conducted. (Students can check their results from their Buddy teacher)
- IELTS & TOEIC MOCK TEST will be held on Saturday. (Depending on the circumstances, it may be changed to a different date.)
- Business Presentation: Advanced Business Course students are required to prepare for a presentation as part of their assessment.

COURSE EXTENSION POLICY AND PROCEDURE

- Any student who needs an extension on their stay must have a consultation with an International Adviser to discuss their options.
- Extensions must be requested at least 4-6 weeks before the student's last day. However, if the student is staying in a single room, the request must be submitted at least 8 weeks in advance.
- Please note that there will be an additional local fee charged after applying for an extension.

NOTE FOR CLASS

- Students are responsible for the security of their personal belongings, including valuable items such as smartphones and laptops.
- Please be mindful of the privacy and rights of other students when taking pictures or videos. Some students may not want to have their photos taken or be included in any videos. It's important to respect their wishes and seek their consent before capturing them in any media.
- Please be mindful of your personal hygiene to ensure that there are no unpleasant smells such as sweat, body odor, or bad breath. We recommend using deodorant to stay fresh and comfortable throughout the day.
- Refrain from using strong perfumes or similar fragrances, as they can have an impact on individuals who are sensitive to smells or may have certain medical conditions such as asthma.
- Students are not allowed to enter the classroom wearing too revealing clothes such as plunging necklines and miniskirts.

DORMITORY & CONDO

The accommodations at PHILINTER are divided into two categories: the dormitory and the off-campus dormitory or AZON. AZON provides a relatively more liberal living environment where there are no curfews and cooking are allowed. On the other hand, one advantage of using the dormitory is that it helps maintain a studious atmosphere.

We kindly request that both dormitory and AZON users respect the privacy of others and refrain from any actions that may interfere with their studies.

DORMITORY

- The curfew times must be adhered to for the sake of academic preparation for the following day. The curfew times are as follows:
 - Monday to Thursday: 22:00
 - Friday, Saturday, and the day before a public holiday: 00:00
 - Entry and exit are prohibited between curfew hours and 06:00 in the morning.
 - Minors under the age of 15 are restricted from leaving the premises.
- If any repairs are needed for the dormitory facilities, please contact the office for assistance.
- **Please inquire about any inconvenience during office hours. Monday to Friday (09:00 to 17:00) Saturday/Sunday (10:00 to 15:00)**
- Room assignment is assigned according to the type applied at the time of student registration and cannot be changed randomly.
- There is no refund for room type downgrade.
- Change of room assignment is not allowed, only except when there is a compelling valid reason to. In this case, the student must request the office for availability.
- Rooms may be moved at the request of the management.
- The management has the right to enter any room without prior notice to inspect the condition of the room and verify if any violations have occurred.
- Cleaning service is provided twice a week and the bed sheets are changed every two weeks.
- Laundry service is proceeded by an external laundry service. Fee applies. (Please refer to the bulletin board inside the dormitory)
 - Expensive or personally meaningful clothes are to be washed by the student.
 - Compensation for breakage/deformation is up to 1,500 pesos per person, 300 pesos per item.
- Electricity fee up to 15Kwh per week is allowed, and 25 pesos per kWh is charged from 16Kwh onwards.
 - Students are required to pay for the electricity fee based on the total usage of each room from the check-in date to the check-out date. (Per 1 person)
 - The amount of electricity used each week will be posted on the dormitory bulletin board.
 - Due to the progressive rate system, electricity in the Philippines is relatively expensive. Please conserve energy.
- Entering rooms of the opposite gender is strictly prohibited, and any violation of this rule will result in immediate expulsion. Additionally, staying on a different floor than the one assigned for males or females is considered a warning offense. Depending on the situation, it may also result in expulsion.
- The use of heating devices (such as Electric Water Kettle) and any form of cooking inside the room is prohibited due to the risk of fire.
- When staying in a double or triple room, it is important to keep in mind that the space is shared with others. Consideration should be given to keeping the room neat and tidy at all times.
- Touching of roommates' belongings is not allowed even for minor reasons.
- To maintain a peaceful environment for all, it is requested that students keep quiet after 22:00. Please note that activities such as loud studying or talking on the phone are not permitted during this time.
- If students find it difficult to adjust to their roommate's lifestyle due to differences, they may request a private consultation with the manager for assistance.
- The internet at PHILINTER is relatively stable. However, we recommend purchasing and using a local SIM card for going out or in case of emergency. (Please inquire at the office)

- In the event that the room key is lost, a penalty fee of 2,000 pesos will be charged. Please note that copying the key is not allowed in order to maintain safety and security.
(Cost of replacing the door handle and duplicating the room key in case of loss)
- If a student loses or breaks dormitory property, the student must pay for it.
- Regular disinfection is done twice a month, and the entire school and dormitory are disinfected on Saturdays every two weeks.
- The disinfection schedule can be checked on the school and dormitory bulletin board and is subject to change due to local circumstances.

AZON CONDO (Off-campus accommodation)

- We recommend AZON Condo for those who value privacy or prefer a relaxed living environment.
- Airport pickup and dormitory check-in are available on Sundays, and check-out is until 1 PM on Saturdays. If it is necessary to stay until Saturday evening due to personal circumstances, accommodation in the school can be provided.
- AZON's regulations are basically the same as the DORMITORY regulations. The regulations for leaving the room or checking out when entering a room of the opposite sex are the same. However, there is a big difference in curfew.
- The following information applies only to students residing in AZON.
 - **AZON has no curfew**, except for when leaving the premises overnight (approval required).
 - **AZON** Electricity fee is fixed at 5,000 pesos for 4 weeks. (Per 1 person)
 - **AZON allows cooking** (microwave are available, but tableware needs to be prepared individually).
 - **AZON** room is equipped with a washing machine.
 - **AZON** offers a gym, swimming pool, and sky lounge for its residents.
- **Shuttle service:** A shuttle bus runs daily between PHILINTER and AZON (approximately 5 minutes away). Shuttle service is also provided for students who want to have their meals in the school on days without classes. Please refer to the school bulletin board for the shuttle schedule.
- **Cleaning and bed sheet change:** Cleaning is conducted twice a week. Please refer to the schedule. Student have to return the room key to the office on the day of cleaning.
- Please be extra careful not to damage anything in the room. (Charges may be applied for these damages.)
- Cash and valuables can be kept at the office. (It is not easy to hold AZON responsible for any theft incidents as it can be difficult to provide evidence.)

Change of Accommodation between AZON and Dormitory

- Change from AZON to Dormitory:
It is not possible to change from AZON to a dormitory. AZON is a condominium for short-term rental, and PHILINTER pays for the entire period of the student's stay before their arrival. Even if there are personal circumstances, there is no refund for the remaining period. If there is a problem with the room, it is possible to change to another room in AZON.
- Change from Dormitory to AZON: Dormitory users can change to AZON after paying the price difference.

Request for going out and weekend overnight leave

- When going out, the student should also fill in the logbook (Entry & Exit Record) at the main gate. Upon leaving, the student is required to deposit their ID and key to the gate guard.
- Recording the names of other students in the logbook is strictly prohibited, and those caught doing this will either be given a warning or expelled.
- Bags can be checked by guards at the main gate at any time.
- For a planned trip, a request form for overnight leave must be submitted and approved before 2 PM on weekdays. Approval for overnight leave is only granted for the day before Friday, Saturday, and public holidays.

- If a student needs to leave early when applying for overnight leave, a Special Gate Pass must be obtained from the manager to pass through the gate.
- Overnight is not allowed for planned schedules without prior approval from the school, and overnight requests may also be denied by the school's decision for planned trips.
- Weekday overnight is not allowed, except for family visits with prior approval by the Management. Students who apply for weekday overnight must return to school on the start and end dates indicated in their request form.
- In the event student cannot return on the day indicated in their request form, there will be no makeup classes or refunds for any missed classes.

Check-out Procedures

- **Check-out Requirements upon Graduation:** Passport, Flight tickets, Certificate of Completion. (Please check the visa expiration date on the passport.)
- **Room check-out time is until 1 pm on Saturday.** We appreciate the student's understanding as this measure is for incoming students who will move in on Sunday. In the event that the student needs to stay until Saturday evening due to their flight schedule, they can utilize the self-study room, cafeteria, etc. Dinner will be provided free of charge.
- If the student requires additional accommodation due to their flight schedule, the office should be contacted. It is recommended to inquire in advance as it may be difficult to extend the stay due to deadlines or other circumstances.
- Room inspection before check-out will be conducted with school staff during the last week before graduation.
- The dormitory deposit will be returned one day before graduation. (However, any additional electricity charges incurred will be deducted before refunding the deposit.)
- Dormitory key should be returned to the office staff upon checkout.
(From 10:00~15:00 on Saturdays/Sundays)

ACTIVITY

- School-sponsored events are limited to volunteering and sports activities. We do not organize trips to resorts, tours, or water sports.
- Students who are interested in activities or water sports, please search the web for information and travel agencies. Please note that the information provided on campus travel information posters is for reference only, and the school does not verify it or receive a commission from any company. The decision to use a travel agency is entirely up to the individual.
- When selecting a travel agency, avoid choosing companies that offer extremely low prices, instead carefully evaluate whether they have adequate safety measures in place. This includes checking for sufficient numbers of safety supervisors, appropriate insurance coverage, and other important factors that ensure a safe and enjoyable travel experience.

SWIMMING POOL REGULATIONS

- The on-campus swimming pool is open within hours which does not disturb the sleeping or living environment of other students. Users are kindly requested to exercise caution while utilizing the pool to avoid any accidents.
- The swimming pool or nearby areas may be slippery due to water. Jumping or any behavior that raises safety concerns such as diving is strictly prohibited.
- Junior students must use the swimming pool with their guardian.
- The swimming pool is open during these hours and days:
 - Mon-Fri: 18:30 - 21:00 /Sat/Sun/National holidays: 10:00 - 21:00
 - Swimming pool may be unavailable on particular days for cleaning and water quality management or etc.
- Students are required to use proper swimming attire when using the swimming pool. (Wearing T-shirts, beachwear, etc., other than swimsuits is not allowed)
- Urinating or throwing trash into the pool is strictly prohibited. Any students caught will be held responsible for the cost of water replacement.

MEAL TIME

- A buffet-style arrangement is in place for meals, offering students a variety of options from Korean, Japanese, Chinese, and Western cuisine.

Breakfast	Lunch	Dinner
07:30 – 08:10	11:40 – 12:40	17:10 – 18:10

- Menu options for vegetarians are also available.
- The Management must be notified in advance if students have certain food allergies.
- Food and tableware are not allowed to be taken outside the dining area.
- PHILINTER strives to provide a satisfactory diet considering the national ratio, but some menus may not be suitable for you. Students can bring cans/sauces, etc. from their country or can purchase these in local supermarkets.
- In order to promote academic and environmental hygiene, all food delivery services are prohibited.

PENALTY (Warning, Expulsion)

WRITTEN WARNING

- In the case of deliberate poor academic performance, disturbance of others' life or public order, or violation of regulations, a written warning will be given to the student.
- **If a student receives three (3) written warnings, the student will be expelled from the school, and there will be no refund for the remaining period.**

Classification	Violation Warning	Other
Academic	UNAUTHORIZED ABSENCE: twice a week	A tardiness of 15 minutes or more is considered an absence.
	Late: four times a week	
	Non-submission of assignment(s): twice a week	
	Test absence: once	
	Evening program absence: once	Only Sparta program students.
	Disturbance of other students	
	Failure to comply with the instructions of teachers and management.	
School Life	Curfew Violation: Weekdays at 10:00 pm, Fridays/Saturdays/holidays at 12:00 am	Only dormitory student
	Cooking in dormitory rooms and taking out of tableware from the dining area.	Only dormitory student
	Ordering and eating delivery food	Only dormitory student
	Disturbance, excessive noise after 10:00 pm, or causing harm to others	
	Losing room keys and unauthorized duplicating	
	Deliberate damage to furniture and equipment	
	Allowing unauthorized access to outsiders	
	Smoking outside designated areas	
	Disobeying the management's instructions.	
Any behavior that endangers public safety or others' lives		

IMMEDIATE EXPULSION

If any illegal actions or actions causing serious disruption to the operation of the school are committed, the student will be expelled immediately. In particular, PHILINTER strictly prohibits any behavior that may lead to sexual harassment, physical contact, humiliation, or dating with teachers or staff. Please be aware of this.

There will be no refund for the remaining period upon expulsion.

- Acts that damage the reputation and property of Philinter Academy (the Management may claim compensation for damages caused)
- Instigating students to engage in violence and illegal rallies
- Spreading false information on the Internet (all social media platforms) or intentionally damaging the reputation of the school
- Damaging school postings
- Entering a casino (regardless of whether the person actually played)
- Purchasing or using marijuana or other illegal drugs (subject to criminal prosecution under Philippine law)
- Committing theft, assault, sexual assault, or other violations of Philippine criminal law (subject to criminal prosecution)
- Receiving excessive tuition discounts during admission
- Entering opposite gender student's room (regardless of the reason)
- Bringing in alcohol or drinking in the dormitory rooms
- Engaging in private tutoring or other additional learning activities based on individual financial transactions with teachers
- Sexual harassment/jokes and skinship with teachers
- Having private dates with teachers or staff
- Threatening teachers or any management in any form or act, whether it be direct or indirect.

LEGAL SERVICES

- If a student is considered a perpetrator or victim of assault, theft, or sexual harassment, or if there is a possibility of such incidents, PHILINTER provides legal advice and services.
- Under the guidance of a PHILINTER legal advisor, students can draft settlement agreements or other legal documents related to the incident.
- If a student requests it, PHILINTER can provide support for contacting the police or embassy services.

REFUND POLICY

Cancellation before Enrollment

- Full refund except for the registration fee.
- However, a cancellation fee of \$200 will be charged for sudden cancellations between 1 and 14 days before the school's Enrollment date. (The same applies to cancellations after changing the enrollment date.)
- For cancellation of family study abroad/camp programs, the paid deposit is non-refundable.

Cancellation/Refund after Enrollment

- If a student has completed less than 50% of the study period, the refund will be 50% of the remaining period. However, if the remaining study period is four weeks or less, or if more than half of the total study period has passed, there will be no refund.
- Upon refund, the entire admission fee and applied promotion will be deducted.

Less than 50% of the total study period completed	Progress of 50% or more of the total study period.	If there are 4 weeks or less remaining in the training period.
A refund of 50% of the remaining period will be given. In addition, the entire amount of the admission fee and promotional discounts will be deducted.	No refund available.	

- Local fee will be fully refunded for the remaining period. However, immigration fees that have already been paid are non-refundable.
- In the event of health reasons or the death of an immediate family member, 60% of the remaining study period will be refunded (proof of documentation required).
- Refunds will be processed within 3 weeks of returning home.
- **Hold:** In case of returning home early due to personal circumstances, you can use the remaining period by re-enrolling at a later date. Hold applicants are subject to the following regulations:
 - Must be used within 1 year.
 - Refund requests are not allowed.
 - Cannot be transferred to family or others.

LIMITATION OF LIABILITY AND COMPENSATION

There will be no make-up classes or refunds in the following cases, and only Hold (HOLD) will be allowed upon request:

- When the school is unable to take measures or control the situation due to force majeure such as earthquakes/typhoons, disasters, epidemics, pandemics, wars, etc.
- When the student's safety is seriously in doubt due to natural disasters or other reasons (not caused by the school).
- When school operations are not possible due to decisions made by the Philippine government for public safety.
- When cancellation or delay is due to climate or airline system errors.

Individual Responsibility

- Individuals are responsible for accidents that occur during their outings or travels.
- During outings, please avoid any contact with stray animals, such as dogs and cats. Individuals are responsible for any injuries or accidents that may occur.
- As most restaurants mainly use tap water, it is recommended to purchase mineral water for consumption. In addition, please be cautious regarding street food, seafood, and raw fish as there may be risk of food poisoning and gastroenteritis.
- Showing off excessive jewelry or expensive clothing can make you a target for crime. It is recommended to wear light clothing when going out. Please avoid wearing jewelry or bringing other valuable items.
- In the public transportation of the Philippines, jeepneys and tricycles are prone to being targeted by criminals. Please use only taxis if possible or better use GRAB. Also, avoid going out alone at night.
- Please note that Henna tattooing or tattooing in tourist destinations may pose a risk to your health and safety due to inadequate hygiene practices. For this reason, we strongly advise against participating in such activities. Additionally, please be aware that any damage to property, including damage to beddings, resulting from these activities will be the responsibility of the individual involved.
- The school is not responsible for injuries/accidents caused by an individual's negligence or uncontrollable factors such as mosquito/pest infestations that occur on campus.

- Individuals are responsible for the management and care of personal belongings such as cell phones, laptops, and cash. Even if there are CCTV cameras installed, there may be legal disputes if theft occurs. Please manage valuable items to prevent theft.
- Individuals with chronic illnesses, allergies, or disabilities must carry emergency medicine and are responsible for taking other preventive measures. Additionally, if individuals have any such illnesses or disabilities, they must notify the school before admission.
- In particular, students with allergies to shellfish, peaches, mangoes, and other foods should exercise caution when eating out.
- Prospective students must have travel insurance. Compensation for diseases/injuries/thefts that may occur during their study abroad can be claimed from the insurance company.

HOW TO COME TO PHILINTER



PHILINTER LOCATION MAP
MACTAN, CEBU

To use Grab, search for "Philinter Education Center (JELAI)" and use it as your destination. 'Grab'

- If you are taking a regular taxi, ask to go to "LAPU-LAPU CITY HALL" and turn right at the entrance of the City Hall intersection. After the U-turn, go straight in the direction of "LOMI SPA" and turn right after passing LOMI SPA. Get off at the Brown Gate.

SPECIAL REGULATIONS FOR FAMILY PROGRAM

- Care for the junior students is the responsibility of the guardians. Please be careful not to have any accidents both inside and outside of the school, and especially when using the swimming pool, the guardian must be present with the junior. (Guardians are fully responsible for any accidents involving juniors)
- Please manage your junior carefully so as not to interfere with other students' studies and life with noise, foul language, etc.
- Juniors are subject to warning and expulsion regulations. If the junior or the parent (guardian) is dismissed, the whole family will be dismissed together.
- It is not allowed to leave the junior alone on campus or in the dormitory while only the parent goes out.
- Please drink bottled of mineral water for at least 2 weeks after admission. Juniors have sensitive stomachs and are more prone to diarrhea. Please only drink bottled of mineral water even when going out (purchased from a supermarket).
- In case of illness or injury, the manager can accompany the student to the hospital. Please be aware of the manager's emergency contact number.
- Family visits are allowed, but staying overnight is not allowed. Please use a hotel for overnight stays.
- The buddy teacher manages the junior's academic adaptation, exams, levels, teacher changes, homework, etc. Please consult with the buddy teacher first regarding academic matters.
- If there are any problems with the teacher's attitude or class operation, please inform the manager immediately.
- It is not allowed to transfer the parent's class to the junior.
- Attendance at the review class is not mandatory. Only the applicant is allowed to attend.
- Please ensure that there is no skinship between the junior and the teacher. Sitting on the lap or touching certain body parts is strictly prohibited. Please manage the junior so that there is no skinship with the teacher.