

# PENALTY & CANCELLATION REGULATION

## SATURDAY SELF-STUDY

Self-study on Saturdays (10:00 a.m. to 3:00 p.m.) is a compulsory study order with a disciplinary aspect. Those who fall under the following criteria must participate in Saturday self-study.

- Absence, tardiness, and poor class attitude.
- Academic level or score does not increase.
- A person who has received a written warning.

Those who cannot participate in the self-study due to a mock test or unavoidable circumstances must use another date or time zone.

**ANYONE WHO FAILS TO ATTEND THE SELF-STUDY WILL BE PROHIBITED FROM GOING OUT FOR ONE WEEK UNTIL HE/SHE ATTENDS THE NEXT SATURDAY SELF-STUDY.**

## WRITTEN WARNING

A written warning is the minimum regulation for school order and public safety. Anyone who interferes with the studies or lives of others, or who ignores legitimate instructions from management or teachers, will receive this written warning.

**IF A STUDENT RECEIVES TWO WRITTEN WARNINGS, HE/SHE WILL BE NOTIFIED HOME ALONG WITH A FINAL WARNING AS A PRE-EXPULSION STAGE, AND A STUDENT WHO RECEIVES THREE WRITTEN WARNINGS WILL BE EXPELLED FROM SCHOOL.**

### **1. Written warning – Academic related**

- 1.1. Violation of curfew (Monday–Thursday: 22:00, Saturday/Sunday/day before public holiday: midnight). [\*]
- 1.2. Noise or disturbance in the room after 21:00.
- 1.3. Smoking outside of designated areas.
- 1.4. Bringing cooking utensils into the room (including coffee pot). [\*]

- 1.5. Copying room keys without permission.
- 1.6. Failure to report damage to furniture/facilities.
- 1.7. In case of inviting family or acquaintances to campus without approval. [\*]
- 1.8. Any action that causes harm to others' study abroad life.
- 1.9. Ignoring management's instructions.

## **2. Written warning – Life-related**

- 2.1. Unexcused absences more than twice a week or habitually late.
- 2.2. Noisy in the study room.
- 2.3. Frequent failure to complete homework.
- 2.4. Absentee from Saturday self-study.
- 2.5. Absence from evening program (Spartan program).
- 2.6. Outing violation or unauthorized outing (Spartan Program).
- 2.7. Any action that harms the study of others.
- 2.8. Ignoring instructions from management or teachers.

[\*] This sign applies only to dormitory users.

# IMMEDIATE EXPULSION

Illegal or criminal acts, or acts that cause serious harm to school operations or other students, may result in expulsion. PHILINTER has strict standards regarding sexual harassment, skinship, and actions that may cause humiliation to others.

**IF YOU ARE EXPELLED FOR THE REASONS BELOW, THERE WILL BE NO REFUND FOR THE REMAINING PERIOD. ANYONE WHO RECEIVES AN EXPULSION LETTER MUST LEAVE THE SCHOOL WITHIN 24 HOURS.**

## **3. Expulsion: School or staff-related**

- 3.1. Continuing to ignore management's warnings.
- 3.2. Threats or similar actions against teachers or management.
- 3.3. Intentionally damaging school materials such as notices.
- 3.4. Recommend teachers to move to another job. Financial transactions or similar activities.
- 3.5. Dating or similar acts with teachers or staff.
- 3.6. In case of maliciously damaging the school's reputation on the Internet.
- 3.7. Any act that seriously disrupts school business.

## **4. Expulsion: Related to student life**

- 4.1. If you enter the room of someone of the opposite gender (you will be expelled regardless of the reason).
- 4.2. Bringing alcohol or drinking on campus. [\*]
- 4.3. Violations of Philippine criminal law, including theft, assault, sexual harassment, and drugs.
- 4.4. Purchasing or attempting to purchase cannabis.
- 4.5. Making sexual jokes or harassing teachers or other students. Or when doing skinship.

- 4.6. When entering the casino.
- 4.7. If you receive a discount that exceeds the regulations. (Philinter Academy's tuition discount policy only allows a discount of up to 5-10% of tuition. The range of discounts varies depending on the country).
- 4.8. Any act that causes serious harm to others or their study abroad life.

[\*] This sign applies only to dormitory users.

## CANCELLATION, REFUND, HOLD

### 1. 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.
- For cancellation of FAMILY OR ENGLISH CAMP, THE PAID DEPOSIT (OR RESERVATION FEE) IS NON-REFUNDABLE.

### 2. Cancellation/Refund after Enrollment

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 period
<b>A REFUND OF 50% OF THE REMAINING PERIOD</b> will be given. In addition, the entire amount of the admission fee and promotional discounts will be deducted.	<b>NO REFUND</b>	

- **UPON REFUND, THE ENTIRE ADMISSION FEE AND APPLIED PROMOTION WILL BE DEDUCTED.**

- Local fee will be fully refunded for the remaining period. However, immigration fees that have already been paid are non-refundable.

### 3. **HOLD:** In case of returning home early due to personal circumstances, the student 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.

### 4. 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).

5. IF A CLASS IS CANCELED DUE TO A NATURAL DISASTER OR OTHER UNAVOIDABLE REASONS, THERE WILL BE **NO REFUND FOR THE MISSED CLASS**. However, following our '**19-DAY REGULAR CLASS GUARANTEE** (from the 1st to the last day of the month)' policy, if the number of regular class days is judged to be insufficient, a make-up class will be held.
- There are no refunds even if there is **a sudden public holiday**. The Philippine government sometimes suddenly announces public holidays.
  - When a force majeure event such as an earthquake, typhoon, disaster, pandemic, or civil war occurs.
  - When classes are suspended due to serious concerns about student safety.
  - When schools are unable to operate due to the decision of the Philippine government for public safety.
  - Flight cancellation or delay due to weather or airline system errors.

