

BELA

EDUCATION FOR YOU ENGLISH CENTER

Start where you are
Use what you have
Do what you can



CLARK CAMPUS

WHY CLARK PHILIPPINES ?



FEATURE 1 Asia's transportation hub

There are many flights at Clark International Airport. Cebu and Boracay, as well as major Asian countries such as Malaysia, Hong Kong, Macau, Thailand, Singapore, Korea. Based on convenient transportation, Clark is attracting tourists and retirees from all over the world and is attracting attention as a major city in Asia.



FEATURE 2 Citizen's High English level

The Philippines is made up of many islands, and many Filipinos still use their local dialects but Clark is the place where the US military bases were located and so most of the citizens have used English, and where the level of English is still the highest in the Philippines.

FEATURE 3 Little California

CLARK Philippines is nicknamed Little California. It is the city that was created to feel the most western atmosphere in the Philippines. It is the city where the most English native people live in the Philippines and has a lively infrastructure including shopping malls, hospitals, hotels, restaurants.



FEATURE 4 Low cost + High quality education

The Philippines is an English-speaking country, comparing to the US and UK. Which has 1/3 of its cost China, Taiwan, Japan and Europe and the Middle East are looking for an English center to study.



ABOUT BELA

BELA, is an English language institute that was established in 2006. Based on a thoroughly developed curriculum with internationally competent teachers, we offer systematic English education and English as a second language to students who want to improve their English language skills. We want to become a center of education for the 21st century global leaders. We provide a customized curriculum tailored for each student's level and needs for effective English language learning. We do our best to provide a family oriented atmosphere and learn not only English, but much more.

For the better future of our life

BELA will be with you.

Best English Learning Academy

■ Location

It's 15minutes from Clark airport and below 2hour drive from Manila.

■ Vision

To be a leading language center with family oriented atmosphere for various nationalities that gives excellent education to enhance communication skills.

■ Mission

To provide quality education that transforms multinational learners into a compassionate, well educated and team player students with diversity and respect to others.

■ Goals

- Produce people who communicate well.
- Produce people with international competitiveness.
- Produce people who will be socially, emotionally, and

Bela is an academy where in the management and the teachers shapes the students holistically and develop them fully.

English is the universal language. It means all over the world know English, so you have to learn it.

Learning English in BELA is the best decision you have ever made in your life because here, we can teach you technically, academically and grammatically precise.

All nations are welcome here, we will accept you with open arms and whole heartedly, we will treat you as our family and friends. You will have fun here at the same time learning English as the mail goal.



ESL(English as a Second Language)

COURSE	PH(1:1)	PH(1:5)	NATIVE(1:1)	NATIVE(1:5)	TOTAL
ESL FLEXIBLE	3				3
ESL STANDARD	3	1		1	5
ESL INTENSIVE	4	1		1	6
ESL SPARTA	6			1	7

ESL FLEXIBLE

This curriculum is suited for those who want to enhance their speaking skills that is useful on everyday set up. We focus on pronunciation, useful expressions and building the confidence in speaking to foreign people.

ESL STANDARD

This curriculum is for those who want to improve their English skills focusing in grammar, speaking and listening. Teaching comprehensive details for those who want basic knowledge in English.

ESL INTENSIVE

It is suited for students who want to focus on four basic subjects in English and needs to build the students confidence in a group class. We help our students gain more knowledge and supporting them to be open and enjoy the company of the other members of the group. Native group class is also included that helps improve their accent and pronunciation. 4 one-one class with Filipino Teacher that helps you improve and push you to study harder.

ESL SPARTA

This curriculum is best given to students who really needs attention and just starting to learn the language. We target all areas like grammar, vocabulary, reading, speaking, writing and listening. These are vital for those who want to start having thorough study and improve their English. They also have native group class wherein it will target their pronunciation and accent. 7 one-one class with Filipino teachers that help them gain more information.

TOEFL / IELTS

COURSE	PH(1:1)	PH(1:5)	NATIVE(1:1)	NATIVE(1:5)	TOTAL
TOEFL	4	2			6
IELTS	4	2			6

TOEFL

TOEFL stands for Test of English as a Foreign language - is a standardized test for non-native speakers who wish to be enrolled in English-speaking (foreign) universities. It measures the English-language ability and somehow part of the requirement before you get admitted to academic/professional institutions. We help our students to aim for the highest score as possible as we target their weak areas. Enhancing their vocabulary knowledge, familiarizing themselves with test taking strategies and building their confidence in using English. Preparing our students fully is our objective in this course. We provide several practice tests and discuss to our students the result and give advice for their improvement .

IELTS

IELTS is an acronym for International English Language Testing System. It targets Speaking, Writing, Reading and Listening with two kinds of test, General (used for immigration purposes) and Academic (used for continuing study and professional purposes). We aim to help our students gain lots of knowledge pertaining to 4 major core areas. We provide intensive teaching with lots of vocabulary words, familiarizing our students with test taking strategies, techniques on how to get highest score as possible. Practice test is given and discuss their answer and give advice for improvement.



DETAIL SUBJECT

Reading (Phonics, Speed Reading, Reading Comprehension)
We help our students read with correct pronunciation and diction, teach them how to comprehend and discuss unfamiliar vocabulary words that are helpful to expand their knowledge in English.
Writing (Basic Sentence Construction, Daily Journal, Short Essays)
In this area we teach to our students the rules on how to make essay correctly and precisely. We provide correct details in writing Titles, punctuation rules, expanding the body of the paragraph and helping our students use various vocabulary words for better results. We also give our students essay homework everyday for them to practice and use their own ideas on a given topic. It will be checked and discussed by the teacher for them to develop their writing skills.
Listening (Daily Conversation, Music and Movies, Audio Files)
We provide extensive practice for this area. We teach them proper way in getting minor details when listening to the file. We also encourage our students to take note on our tips and strategies for their improvement.
Speaking (Daily conversation, Topical Dialogues/ Discussions, Speech)
We help them be comfortable in using the language by checking on their pronunciation, accent and sentence constructions are top priority in this area. The teacher facilitates but the students are the ones who do the talking as we assure our students that at the end of their course, they will be able to speak English much better and with confidence.
Grammar
We help our students learn the rules and patterns of the verb tenses. We also teach them how to compare the confusing part in grammar. We also provide exercises to students to practice to enhance their skills. We then discuss their answer in which very helpful for their improvement.
Vocabulary
We provide various words that are useful not only commonly used words in everyday life but vocabulary that are needed for deeper studies. We allow our students to memorize and be familiar with the pronunciation, spelling and most importantly the meaning of the words which can be useful.

LEVEL SYSTEM

Leveling Leveling System	Description
Starter	The student has very limited vocabulary and has difficulty in expressing himself. He can know the abc but cannot construct simple sentences.
Beginner	The student has simple vocabulary and can comprehend WH-questions. He can use simple sentences correctly but has difficulty using compound and complex sentences.
Pre - Intermediate	The student can express his ideas and has good comprehension. In addition, he has an average range of vocabulary but uses them inappropriately and commits some grammatical errors and still get confused with the usage of the verb tenses.
Intermediate	The student can express organized ideas and is able to comprehend a wider range of topics with less difficulty. He has a wide range of lexical resources and can use them appropriately with very minimal errors.
Advanced	The student can be compared to a fluent English Native speaker.

FAMILY CAMP COURSE

AIM : To study English with family from preschool to high school

Goals : To make it easy to learn English without the sense of resistance to English.

Class : In the ESL class, both parents and children choose one class and take classes.



KINDERGARTEN COURSE

AIM : To study English with family from pre-kinder to kinder.

Goals : To experience English and interact with foreigner.

Class : Kindergarten in the morning. (8:00~11:30)

*You can enroll additional class in the afternoon with additional pay.

(ex : 1:1 CLASS(Flexible), International school schooling, International school schooling+1:1 CLASS(Flexible))

(COMMON COURSE)

TIME TABLE	
8:00~11:30	MUSIC GYM
	READING BOOKS
	ART
	COOKING
	FIELD TRIP
	MATH

(KINDER ESL COURSE)

1:1 CLASS (Flexible)	
12:30~15:05 16:10~18:00	SPEAKING
	LISTENING
	READING (PHONICS)
	WRITING

(SCHOOLING COURSE)

SCHOOLING	
12:30~15:30	READING
	MATH
	ART
	P.E
	LISTENING
	SPEAKING



INTERNATIONAL SCHOOL SCHOOLING CLASS

- WESTFIELDS INTERNATIONAL SCHOOL start schooling after the level test.
(You can find out your international school level)
- Select all dates except for school holidays and no vacancy seats.
(December 22 to 2018, January 2, 2019, June ,July)
- WESTFIELDS INTERNATIONAL SCHOOL It is possible for drop / pick-up from the academy to the school.
(Shorter distance and safer when unloading)
- Free lunch is available at the school for a warm meal during lunch.
(Individual lunch box is kept on a thermal insulation box)
- We will make reservations at the school for the desired period of time.
- All inquiries regarding the school such as level test, schedules, uniform, school counseling, etc will be provided by BELA academy. (only for campers)
- Students will be evaluated during the program can not be issued as a certificate and is not accepted as a schooling in own country / foreign schools.
- Tests are in progress during the hearing program and exam scores are not recognized anywhere.
- Please pay tuition fee (separate by grade), cost of school uniform, school supplies, etc.
(individual inquiry fee)
- International school level test fee of 1500 pesos must be paid directly to school.
- BELA academy can introduce International school to the student with additional 1,000peso.
- BELA academy can help to enroll with International school with additional 4,000peso.
- School pick drop service is 3000peso to pay BELA academy.
- Family camp students are allowed to apply for a minimum of 3 hours of schooling but only 2 hours of 1: 1(Filipino) classes available. (The remaining one hour fee is non-refundable.)
- If the family camp student needs guardian service, they pay 1,000peso to BELA academy per schedule.
(It is free when parents visit.)



JUNIOR CAMP COURSE

AIM : To study English independently without family.

Goals : To makes it easy to learn English without the sense of resistance to English.

Class : ESL INTENSIVE COURSE or ESL SPARTA COURSE.

*Include : Academy tuition fee, dormitory, guardian fee, night time snack

*Exclude : Activity (every Saturday), Long distance Activity(2night 3day), Miscellaneous fee

*4 bed room (Standard)

ADVANTAGE

7 HOURS ENGLISH CLASS

7 Hours of English classes
Using elaborative discussion

SPEECH CONTEST

English through
Speech contest Improves
presentation skills.

NIGHT CLASS

Improving English
learning ability by
memorizing sentence
patterns and vocabularies.

ASSESSMENT TEST

English evaluation
every Friday.



ESL SEMI SPARTA COURSE

ESL SPARTA COURSE

WEEKEND SCHEDULE

Time	Monday to Friday
07 : 00 ~ 07 : 10	Wake up call & Washing
07 : 10 ~ 08 : 00	Breakfast & Prepare to class
08 : 00 ~ 10 : 35	1:1 Class (3 classes)
10 : 45 ~ 11 : 30	Daily class (essay, memorize voca, make sentences)
11 : 30 ~ 12 : 25	Lunch
12 : 35 ~ 13 : 20	Break time (Basket ball, Badminton)
13 : 30 ~ 15 : 10	1:1 Class (2 classes)
15 : 20 ~ 16 : 05	Group Class (Philippines 1 Class)
16 : 15 ~ 17 : 00	Group Classes (Native 1 Class)
17 : 10 ~ 18 : 00	Dinner
18 : 00 ~ 20 : 00	Night Daily class (essay, memorize voca, make sentences)
20 : 00 ~ 20 : 30	Snack Time
20 : 30 ~ 21 : 30	Break time
21 : 30 ~ 22 : 00	Sleep

Time	Monday to Friday
07 : 00 ~ 07 : 10	Wake up call & Washing
07 : 10 ~ 08 : 00	Breakfast & Prepare to class
08 : 00 ~ 11 : 30	1:1 Class (3 classes)
10 : 45 ~ 11 : 30	Daily class (essay, memorize voca, make sentences)
11 : 30 ~ 12 : 25	Lunch
12 : 35 ~ 13 : 20	Break time (Basket ball, Badminton)
13 : 30 ~ 16 : 05	1:1 Classes (3 Classes)
16 : 15 ~ 17 : 00	Group Classes (Native 1 Class)
17 : 10 ~ 18 : 00	Dinner
18 : 00 ~ 20 : 00	Night Daily class (essay, memorize voca, make sentences)
20 : 00 ~ 20 : 30	Snack Time
20 : 30 ~ 21 : 30	Break time
21 : 30 ~ 22 : 00	Sleep

Time	Saturday	Sunday
07 : 00 ~ 07 : 10	Wake up call	Wake up call
07 : 10 ~ 08 : 00	Breakfast	Breakfast
08 : 00 ~ 11 : 30	Activity	Break Time
11 : 30 ~ 12 : 25	Lunch	Lunch
12 : 35 ~ 17 : 00	Activity	Daily classes (Voca, Pattern, Sentence, Diary)
17 : 10 ~ 18 : 00	Dinner	Dinner
18 : 00 ~ 21 : 30	Break Time	Break Time
21 : 30 ~ 22 : 00	Sleep	sleep

ADULT COURSE

AIM : To enhance their English skill and abilities.

Goals : To increase conversational skills in everyday life and increase English accredited certification scores.

Class : ESL, IELTS, TOEFL

*2 ~ 4 bed room



STUDY ABROAD

AIM : Study abroad

Goals : Entering Noblesse, Westfields, Brent International School, and Private School in the Philippines, to prepare for foreign universities and employment abroad.

Class : ESL FLEXIBLE(After school 3 hours 1:1 But before entering school following junior camp course and tuition fee

*Inclusion : Academy tuition fee, dormitory, guardian fee, night time snack

*3 beds room (Standard)

Features of study abroad

- From studying habits to living and eating habits.
- Facilities and places for children's leisure activities inside the school.
- Pick-up service daily. (morning /afternoon)
- Guardian visits the school at least once a week.
- After-school classes. (1: 1 homeroom teacher)
- Steady consultation with counselor about learning, life, and career.
- Chinese tutor. (optional: extra depending on the student's ability extra pay)
- Vision management for the future of the child through a lot of communication with parents.



SAT COURSE

1. What is the SAT?

the College Board's College Scholastic Ability Test for famous university in the world

2. Why should I take the SAT?

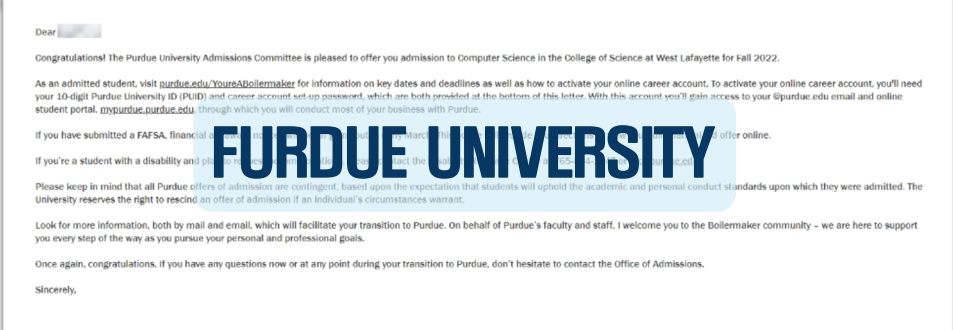
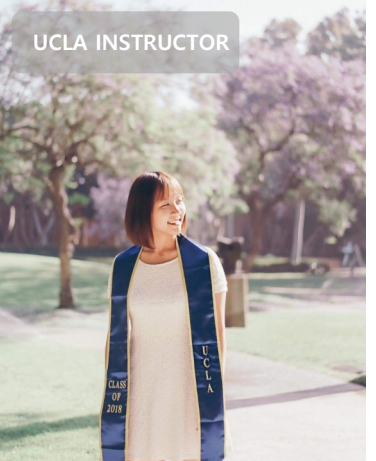
Students studying in the English-speaking world need English certification scores from internationally recognized official institutions. SAT scores at prestigious universities around the world, as well as American universities, are a prerequisite for admission to prestigious foreign universities because they serve as important certificates for the universities they apply for.

3. SAT class content and purpose

SAT is a very difficult study, so TOFEL. IELTS. It is an efficient study that helps you a lot in GPA, so it is effective in saving extra time and money.

4. Advantages of BELA SAT Course

Unlike other English certification tests, the SAT test is difficult to approach and understand in depth with short-term study, so classes are conducted every day like school work, and you can naturally improve your English by receiving guidelines from UC Berkeley and UCLA instructors.



UNIVERSITY CONSULTING

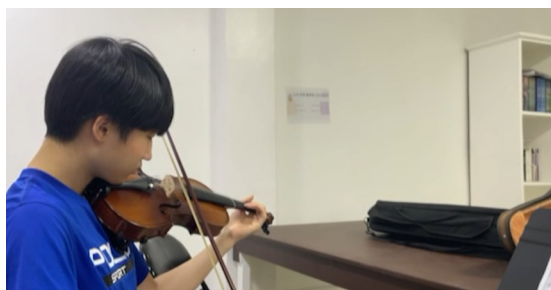
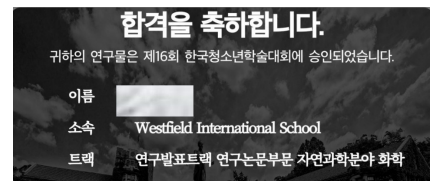
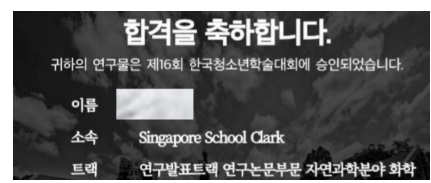
1. The purpose of consulting?

GPA and English certification test scores are important if you aim to enter prestigious universities, but non-academic factors are becoming increasingly important.

(Ex: Leadership, various cultures and experiences, certificates, sports, musical instruments, club activities, etc.)

2. Advantage of BELA Consulting

I already know that prestigious universities are in charge of fancy and systematic consulting aimed at the upper class of Korea, so I don't want specifications for uniform university entrance. A prestigious university can stand out with the mind of the admissions officer, who practiced the most beautiful humanistic spirit in advancing the student if the values of the student with the Life Brand match. BELA Consulting creates a brand of prestigious university students through Life Values Discovery (a program that provides a pleasant time for emotional and spiritual human understanding and comforting) and a must-have essay contest at prestigious universities and volunteer activities for community development.



classroom windows and the schoolyard was evacuated by other grades and teachers. The students shouted frantically from inside the classroom, but the window glass was specially crafted to be a magic mirror, visible from the inside but invisible from the outside. The students asked Hiragi-Sensei, "Why are you doing this? Everyone seemed to be in a serious mood. He seemed to realize this and said, "This?," I'm going to start my class now." He asked the students, "Why has this class been taken hostage?" One of the boys answered, "Because everyone didn't respect Hiragi-Sensei. The teacher laughed a little and said no, Hiragi-Sensei had given the students a hint." The teacher laughed a little and said, "This has never happened in any other class. Then one of the naughty girls said, "One of the student has been in trouble with the police." "Why has this class been taken hostage? One of the boys answered, "Because everyone didn't respect Hiragi-Sensei. The teacher laughed a little and said no, Hiragi-Sensei had given the students a hint." The teacher laughed a little and said, "This has never happened in any other class. At that moment, one of the boys stood up and shouted at the girls, "You're fighting! He was a delinquent who had gotten into a fight said. Aya looked at the seat where the teacher was sitting, and saw a girl from her old memories. Aya said, "Is it that Haru committed suicide?" What the other classes don't have is the loss of a student," Hiragi-Sensei said. The other students said, "She killed herself, it's none of our business." Hiragi-Sensei said, "Are you sure?" Aya asked, "Is this about Haru's doping?" Hiragi-Sensei turned on the TV hanging on the wall and played one of the videos. The video showed Haru taking doping pills in the preparation room. The students watched in silence. None of them were surprised. Haru was famous for his swimming prowess. She had won the Junior Olympics and was said to be a good athlete with a promising future. But about half a month ago, she had a tragedy: someone spread a video of this Hiragi-Sensei on social media. She was famous enough to be featured in the news, so of course the internet was flooded with criticism. The criticism didn't stop, and in the end, many people slandered her.

Suggest Sim #
put transition words in the beginning of the sentence than it would make readers know what is going to be next.

INTERNATIONAL SCHOOL



<Noblesse International School>

It is located 5 minutes by car from the school and has a wide range of facilities including a wide lawn, a basketball court, a swimming pool, and a golf course. Since the 11th grade, there are IB programs and many famous universities have been sent. The annual tuition fee is 17,000 dollars based on G6 (including uniform cost, teaching materials, supplies) All subjects, home-room teachers are native speakers. There are 10 to 12 students in one class per school year.



<Westfield International School>

It is a one-minute drive from the school and has a wide range of facilities including a wide lawn, a basketball court, and a convenience store. Students can live with a variety of native speakers, including Americans, Chinese and Canadians. There are about 40 students in one grade and about 20 students in one class. Of all the teachers, there are four native speakers. Based on G6, the annual tuition fee is 3,500 dollars. (including the cost of uniforms and supplies)





TESTIMONIES

EASTEHR / Female / Korean

- BELA life -

When I first came to BELA, I was mentally frustrated. It was true that I was worried about me from other homestays. I still got a lot of help from teachers, sisters and sisters, and I was able to get into my senior year. It is not a day or two to worry about crying a lot when I am in 11th grade. At that time, I had a lot of counseling with my teachers and I started working like a new dream. I tried hard not to support anyone in my study. I did not study all day, but I did not have much stress with my friends who made friends with me because I made an environment where I could chat all night, talk about my troubles, and free my hobbies. I always really appreciate that part. I honestly left my parents and friends so I was lonely and hard on my living in the Philippines. Nevertheless, I was able to spend a fun day in BELA. As I live in BELA, already almost 3 years, I am grateful that I have traveled a lot of places, if I stay in Korea maybe I never have experienced it. I have many peculiar and angry personality, but I change my personality to be better than before when I live in Korea. When I left Bella, I thought it was lucky to be able to go out with a lot of precious memories rather than hard and bad memories. I think it is a virtue that helped me comfort and help me around. President Arthur and Vice president Missha are my second parents.

-High school life in Philippines and graduation of academic scholarship-

I think school life was fun. Honestly, it would be a lie if you told me it was not hard. The school I attended was Our Lady of Mt. Carmel Montessori in Baguio, Catholic school is very strict. Since most of the local students who entered there have entered Senior High with excellent grades, I did not think about the top grades at first and just make effort to follow the class. To do this, I studied a lot of Tagalog, the biggest disadvantage of foreigners. Thanks to it, I was able to do the conversation and I was able to keep up with the class without any inconvenience. If I had a lot of friends, I could study more quickly. (Filipino people kindly help me, too). In the 11th grade, I changed my major and I was busy trying to get help from classmates. However, since I was in the 12th grade, I was able to take care of my grades. I raised my grades until I was able to raise my grades, so I was able to raise my grades to 7th place in the last semester of the 12th grade. I was able to get a Honor Award for each semester and I was able to get it every month in front of other students when I graduated.

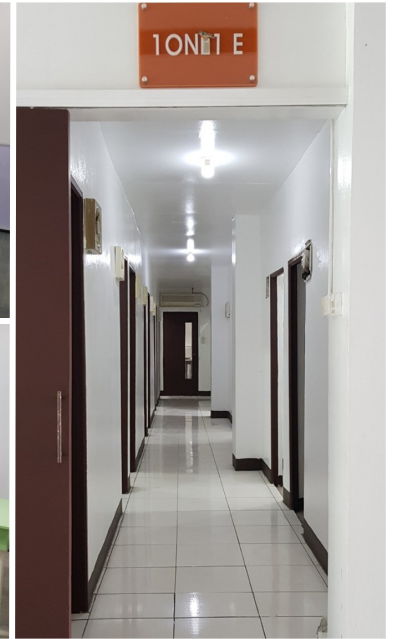
DAISY / Female / Korean

I am currently a student at the University of the East in Manila taking up a course in dentistry. I started studying at BELA Language School for the first time when I was in elementary school. At first, the plan was to finish only elementary school here, and from middle school I will study in Korea. However, unlike the Korean schools, the Philippine schools allowed all the students to participate in class through participative education rather than the injective education. I was an introvert and changed my orientation and became more of an extrovert, and the stress on studying was reduced a great deal.

I have also been studying Chinese for 4 years since I was in my 6th grade and I thought that I should finish university in the Philippines. At the age of 17, I entered University of Baguio's dental school. And at the time that I was going to finish my pre-dentistry schooling, the director recommended that I transfer to the most famous University of the East in Manila. I am still looking forward to travelling to Bela on a bus to Baguio without any hesitation when I have vacation, holiday, or worries. So far, I am grateful to BELA for helping me to do well. I will be a good doctor and I will repay you for your grace.



SCHOOL FACILITY



3 BED ROOM



4 BED ROOM



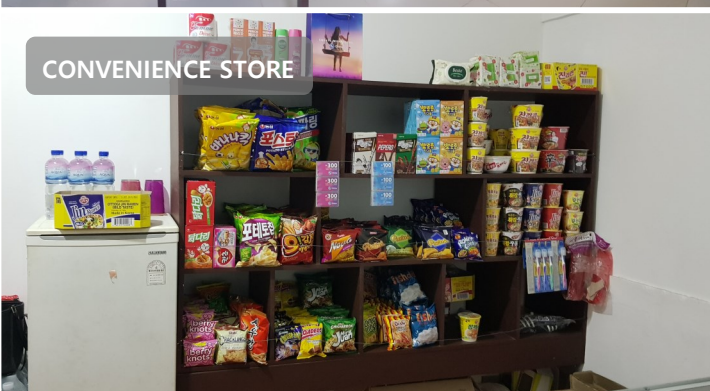
DINNING ROOM



PANTRY



CONVENIENCE STORE



PLAYROOM



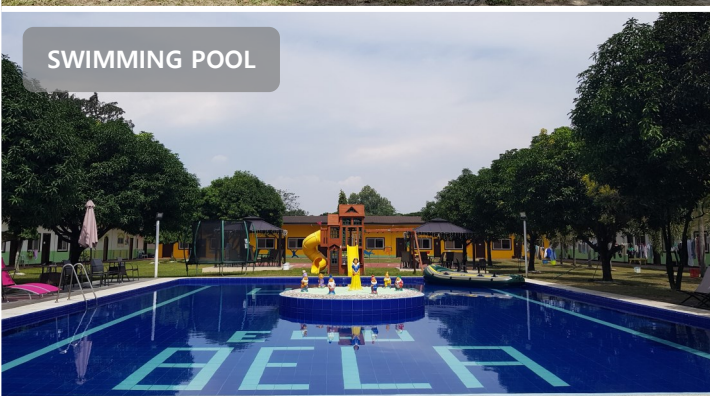
PLAYGROUND



BASKETBALL COURT



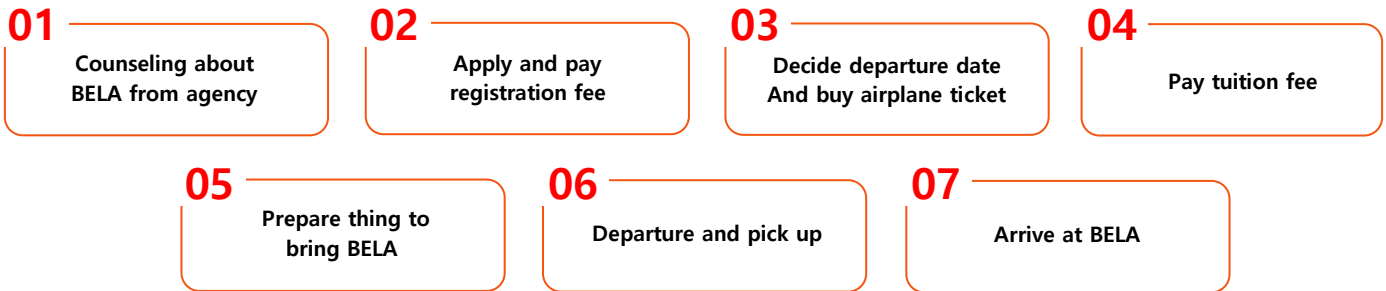
SWIMMING POOL



GAZEBO



ENROLMENT PROCEDURE



TUTION FEE

Registration Fee

\$150 (Non – Refundable / One time payment)

PROGRAM	1week (35%)	2weeks (60%)	3weeks (80%)	4weeks
ESL FLEXIBLE	\$193	\$330	\$440	\$550
ESL STANDARD	\$263	\$450	\$600	\$750
ESL INTENSIVE	\$298	\$510	\$680	\$850
ESL PARTA	\$333	\$570	\$760	\$950
KINDERGARTEN	\$140	\$240	\$320	\$400
IELTS	\$333	\$570	\$760	\$950
TOEFL	\$333	\$570	\$760	\$950
JUNIOR CAMP (SPARTA)	\$1,015	\$1,740	\$2,320	\$2,900
STUDY ABROAD				\$2,000

DORMITORY TYPE	1week (35%)	2weeks (60%)	3weeks (80%)	4weeks
1 BED	\$350	\$600	\$800	\$1,000
2 BED	\$245	\$420	\$560	\$700
3 BED	\$228	\$390	\$520	\$650
4 BED	\$210	\$360	\$480	\$600

- Junior students cannot enroll to the academy without a guardian like an adult student, but junior camp students can enroll to the academy without a guardian.
- Junior camp students have to choose activity.
- Schooling fee depends on level or grade. If you want schooling program, first you must check the availability of vacancy seat in school.
- Miscellaneous fee is not included to all programs we offer.

Miscellaneous Fee

Title	Price(PHP)
VISA	8weeks – 3,900
	12weeks – 5200
	16weeks – 3,300
	20weeks – 3,300
	24weeks – 3,300
SSP	PHP 7,000
ACR I-CARD	PHP 4,000
ID CARD	PHP 500
DEPOSIT	PHP 3,000
BOOKS	PHP 300, 350, 400, 450 (EACH BOOK)
ELECTRICITY	PHP 3,500 (1 PERSON)
	PHP 2,500 (2 PEOPLE)
	PHP 1,800 (3 PEOPLE)
	PHP 1,400 (4 PEOPLE)
UTILITY	PHP 3,000(1 PERSON)
	PHP 2,500 (2 PEOPLE)
	PHP 2,100 (3 PEOPLE)
	PHP 1,800 (4 PEOPLE)
Airport Pick UP	Clark PHP 1,500 ~2,500
	Manila PHP 8,000
Airport Drop Off	Clark PHP 1,500 ~2,500
	Manila PHP 8,000

- Below 24 Months old Free dormitory fee. (exclude miscellaneous fee)
- In case of studying abroad, you have to pay 3 months tuition fee.
- In case of pick and drop, group is above 2 people.
- Miscellaneous fee must be paid in peso, and all deposits will be refunded if there is no unpaid part and broken part the dorm after the training.



ACADEMY POLICY

1. You or your guardian is responsible for any incidents caused by your carelessness during the entire course.
2. If you do not participate in the class 10 minutes after the class starts, the class will be canceled.
3. If you miss more than three classes during the registered training period for personal reasons (exercise, massage, outing, etc.) rather than an accident or sick leave, the class will be canceled during the training period. (If you cannot attend the class, you must notify to office.)
4. Unauthorized absences, cheating during exams, property damage, improper behavior during outdoor activities, ignoring teachers, and going out without permission during class are strictly not allowed and may cause suspension. If you move to another dorm and fail to follow the manager's instructions, you will be expelled for three (3) misdemeanors.
5. In the case of family training, you must accompany your child when you go out or stay out, and the guardian is responsible for accidents that occur when the child is alone.
6. In the case of family training, you must follow the set rules for going out and staying out, and if you stay out with only your child, you will be expulsion from school.
7. If a minor student is caught drinking or smoking, he or she will be expelled from the institution.
8. Purchasing items or products that may cause harm to others, such as sharp things or contain poisonous ingredients, is prohibited. If any accidents occurred while using the item(s), the guardian is responsible for any cause.
9. A minor student or a person who doesn't have a driver's license is prohibited to drive a car, motorcycle, or other means of vehicles. If any bad event might happen, you will shoulder all costs and responsibilities.
10. Issues inside the academy, such as student-fights, entering rooms without permission, dating, and bullying will face sanctions or the worst case is dismissal.
11. While living in the Philippines, the student is responsible for any problems that arise due to compliance with the Philippine laws and failure to do so.
12. In case of losing any personal belongings due to carelessness, the management has no liabilities. Note: Valuables that are kept safe in the office, the management has full responsibilities to them.
13. All homework given during class must be performed, and if it is not done properly, the class progress may be delayed.
14. Staying in another room without any permission from the management other than your own room is strictly prohibited. If you are caught, expulsion might be imposed.
15. You are not allowed to speak your mother tongue during classes, you must use only English.
16. If you lose or damage any goods or properties of the academy for any reason, you must compensate for the value of the specified goods.
17. All meals are only available in the cafeteria and academy utensils should not be brought into the room. (except when reported to the office)
18. Students are responsible for all service charges when sending money overseas.
19. Upon arrival at the academy, you cannot postpone or change the class for personal reasons.
20. If a student has a mental or physical disability, make sure to inform the academy in advance before the course starts and the management will keep it confidential. If you fail to do so, the student may face dismissal.
21. If a student needs a sick leave, the training period may be changed within one year if a medical certificate from a specialist is submitted. (the same room and teachers may not be assigned.)
22. Incidents due to natural disasters, unexpected events, delays and cancellations of aviation, or the above force majeure, services will be provided. If not so, the academy or its representative shall not be liable for damages or any legal liability.
23. In the Philippines, holidays may be announced unexpectedly, cancellation of classes may be subject due to national holidays in the said country.
24. Informing your parents in advance about all the problems at the academy and moving to another academy or leaving the academy before returning home may cause sanctions. NOTE: The academy doesn't create or want to be involved in any criminal or civil legal problems in Korea or in the Philippines.
25. The academy is not responsible for any loss of life, damage, or damage caused by actions taken without prior permission from the institution.
26. For all accidents, losses, and diseases (endemic diseases) that occurred inside and outside the academy (when going out and traveling), when study abroad, it can only be guaranteed within the limit of international student insurance and traveler's insurance coverage, and additional compensation is not provided on the academy side.
27. Academies may change their prices in the event of government legal provisions such as exchange rates and tax increases or reasons that the academy cannot control.. You have the authority to change or choose classes and programs when you think you need to improve a certain area.
28. Our school is not responsible for events, accidents, and diseases caused by age, chronic diseases, and allergies your allergic to chronic diseases. People with chronic diseases and allergies should be diagnosed by a doctor in advance, follow the doctor's judgment, and inform the academy in advance of the doctor's diagnosis of chronic diseases and allergies. If you don't notice to academy, who can reject your admission.
29. We have been informed of the local costs and agree to pay the local costs at the academy.



GUIDELINES FOR COVID-19

NO.	CHECK LIST	CHECK
1	Passport - Ensure that your passport is at least 6 months valid from your date of travel for international trips.	
2	Round trip ticket - A round-trip ticket departing for a third country within 30 days of arrival - If you stay more than 30 days after entering the Philippines, you need to change the date or cancel your return flight	
3	Vaccination certificate - Philippine inoculator: VaxCertPH/Vaccination card, or WHO ICV	
4	Unvaccinated person * Exemption from submission of vaccination certificate for children under the age of 15 (with vaccinated parents/guardians) * Unvaccinated persons and children under the age of 15 who travel alone shall submit a rapid antigen negative certificate tested within 24 hours before departure	
5	eARRIVAL CARD (https://onehealthpass.com.ph) - Registration is available within 3 days of departure (72 hours) - Registration of companion children respectively - Before departure, unregistered passengers arrive and enter the country by registration or general quarantine line	

*** Quarantine Regulations in School**

- All students are responsible and obliged to comply with the regulations and contents of the language school's quarantine guidelines.
- Wearing a face mask is mandatory during classes, and facemasks are not provided by the school.
- Wearing a facemask is mandatory when using or walking around in the facilities of dormitories, lecture halls, and the cafeteria.
- In case of any symptoms of COVID-19, you must notify the management.

*** Regulations for COVID-19 confirmed patients and close contacts in private institutes**

- If you have symptoms of COVID-19, conduct an examination after purchasing a self-diagnosis kit.
- * The same applies to all people using the same dormitory.
- * Kits are available at the office.
- When tested positive, self-quarantine must be performed for 5 days before re-examination.
- * If the re-examination result is positive, you must be self-quarantined in the dormitory for an additional five days.
- * If you have a fever even after a negative test, you need to be self-quarantined in the dormitory for an additional two days.
- Those who have close contact with COVID-19 positive must be tested with a self diagnosis kit prescribed by the academy.
- * If there are no symptoms of COVID-19 after 7 days of quarantine, student's classes will resume.
- For those who want to have classes during self-isolation, classes are provided via online.
- Hospital treatment must be done if COVID-19 symptoms are serious (traveler insurance can be applied)
- * If you will be absent for a long time due to hospital admission, you may substitute your classes with online classes.

*** Provided by the academy**

- Meals: Disposable lunch boxes and spoon sets at the designated time are provided in front of the room.
(if you don't want to eat, notify the office in advance.)
- Snacks and household goods: If necessary, purchase them only during office hours. (Cost will be charged later)
- Laundry: Laundry is provided twice a week. Separate laundry basket will be provided.



REFUND POLICY

* Cancellation and Refund of Training Regulations

1. Before the course starts:

- A full refund of tuition fee excluding registration fee will be made to any student who cancels their registration if you notice 2 weeks prior to the commencement of the course.
- A refund will be made if you notice within 2 weeks excluding registration and training fees for the first 4 weeks.

2. During the course:

- No refunds will be administered for a 4-week course or less.
- If you request a refund within the first week of the training, 50% of the tuition will be refunded excluding the first 4 week of the course.
- If you request a refund after 1 week of training, 50% of the tuition will be refunded excluding the first 8 weeks of the course.
- If the training period is over a week, no funds will be refunded. (Unconsumed electricity and utility may be refunded)

3. Other Refund Regulations

- Due to health problems, the training period can be postponed to less than one year at the time of discharge (Please provide a doctor's certificate)
NOTE: If you wish not to continue the course, 50% of the tuition fee will be refunded excluding the first 8 week of the training fee.
- Course may be postponed within a year due to the death of immediate family members only. (A death certificate must be submitted).
NOTE: If you wish not to continue the course, 50% of the tuition fee will be refunded excluding the first 8 week of the training fee.

4. Change of training program

- You may apply for additional classes, but you cannot change the training program.

5. Non-refundable

- leaving school
- Due to local maladjustment.
- Due to a minor disease or allergy that can be treated.

6. Refund procedure

- Refunds will be processed after familiarization with the details and within a month of completion.
- Fees that are charged for overseas remittance will be deducted.
- Refund of tuition fee will be made through the registered company and will be deposited to the account you requested.

* Regulations on COVID-19 before departure

In case of inability to leave the country due to COVID-19 confirmation, please submit a COVID-19 positive result.

- Training schedule can be changed.
- If you request a cancellation or refund, follow the language school training cancellation and refund regulations.

* If the training cannot be carried out due to disasters, calamities etc.

- If the training is possible under the agreement with the local government of the Philippines, the training shall be continued. If the student wishes to cancel the training, follow the language school training cancellation and refund regulations.
- If the academy cannot be operated due to pandemic, a full refund will be processed for the remaining period.



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