

【Table of Contents: Policies and Regulations】

Please review the following rules and policies before applying and starting your study abroad program.

Consent, Terms & Conditions, Disclaimers, and Compliance with Rules

01. School Rights and Authority
02. Disclaimer of Liability
03. Rules on Disturbances, Damage, and Sanitation
04. Policies on Theft, Loss, Incidents, and Accidents
05. Handling of Valuables
06. Cleaning and Housekeeping Policy
07. Dress Code Policy
08. Policy on Entering Rooms of the Opposite Sex
09. Alcohol and Non-Smoking Policy
10. Cooking Policy within the Facility
11. Lost Room Key Policy
12. Curfew and Off-Campus Policy for Minors
13. Expulsion Policy
14. Classroom and Lesson Conduct Rules
15. No Pets or Animals Allowed
16. Prohibited Items: Dangerous or Illegal Substances
17. Prohibition on Modifying Walls or Facilities

Policy on Consent, Terms & Conditions, Disclaimers, and Compliance with Rules

Before applying for your study abroad program, please make sure to carefully review and fully understand all terms, conditions, policies, disclaimers, and school rules. If you have any questions, please contact us in advance.

Once your application is completed, it will be considered as your full agreement to all contents of these terms. Additionally, you will be required to sign a written agreement acknowledging these terms during the orientation upon enrollment.

If you violate any school rules, no exemptions will be granted for any reason. It is your responsibility to read, understand, and follow all regulations.

These terms will take effect at the new campus starting July 2025 and will apply to all students enrolled at the new campus. Please note that the school reserves the right to change these terms without prior notice. In such cases, the updated rules will apply.

Important announcements and changes to the policies may be posted on the bulletin boards located within the school. Please check the bulletin board regularly.

Furthermore, for any matters not explicitly stated in this policy, students must follow the instructions provided by school administrators, staff, or official announcements on bulletin boards.

01. Policy on the Rights of the School

Cebu Business English Academy (hereinafter referred to as "the School") holds the following rights to ensure a safe and orderly learning environment where all students can study with peace of mind:

1. Right to Determine and Modify Services

The School reserves the right to determine and, when necessary, modify the services it offers—such as school policies, course contents, curriculum, and meal plans—without prior notice.

The School also has the right to assign lesson schedules, class seating, dormitory room allocation, and instructors at its discretion.

2. Right to Revise Fees

In response to changes in exchange rates, government policies, or other social conditions, the School reserves the right to revise tuition fees, dormitory fees, meal charges, and other local expenses as needed.

3. Right to Assign or Replace Instructors

The School may reassign instructors based on overall evaluation of their performance, teaching ability, and work attitude, if deemed necessary.

4. Right to Campus Management and Security Measures

To ensure student safety and campus discipline, the School reserves the right to manage the premises using methods such as surveillance cameras and staff patrols.

5. Right to Conduct Bag Inspections

To maintain safety and order, the School may inspect students' belongings when deemed necessary.

Alcohol and smoking are strictly prohibited on campus, including e-cigarettes, vapes, and shisha.

If any suspicious items such as empty cans, bottles, or cigarette butts are found in rooms, hallways, or balconies, the School reserves the right to take strict disciplinary action, including expulsion.

6. Right to Enter Dormitory Rooms

For cleaning, facility inspections or repairs, suspected rule violations, or in emergencies, the School reserves the right to enter dormitory rooms without prior notice.

If any prohibited items are found during these inspections, the School may take strict disciplinary action, including expulsion.

7. Right to Report Legal Violations

If a student is found to be in violation of Philippine law, the School reserves the right to

report the matter to the authorities and take appropriate legal action.

Even if no law is broken, any behavior that is morally inappropriate or causes serious discomfort or disturbance to others may result in disciplinary action, including expulsion.

8. Right to Enforce Infectious Disease Measures

If a student is suspected of having an infectious disease, the School has the right to require them to seek medical attention. Medical expenses will be borne by the student.

In some cases, the School may require the student to temporarily refrain from attending classes to prevent further spread, with no make-up lessons or refunds provided.

A medical certificate or test result will be required for return.

9. Right to Instruct Room Transfers

If deemed necessary due to infection control or other unavoidable reasons, the School reserves the right to instruct room changes within the dormitory at the discretion of the school administrators.

Note: These policies may be changed without prior notice as deemed necessary for school operations.

Disclaimer of Liability and Important Notices

At our school, we strive to provide a safe and comfortable learning environment. However, we cannot be held liable for any damage, loss, or inconvenience caused by the following circumstances. Please read this policy carefully before applying or traveling.

1. Holidays and Business Days

Philippine national and Cebu provincial holidays, including those announced on short notice, are observed in accordance with government declarations. On such holidays, classes will be canceled, and make-up classes or refunds will not be provided.

2. Force Majeure (Natural Disasters, Epidemics, etc.)

The school is not responsible for damages or losses caused by events beyond our control, such as typhoons, earthquakes, floods, outbreaks of infectious diseases (e.g., COVID-19), flight delays or cancellations, government restrictions, civil unrest, or suspension of utilities (electricity, water, internet), as well as strikes.

If any of these circumstances affect the delivery of classes or services, compensation will not be provided.

3. Infrastructure and Facility Management

Infrastructure such as electricity, water, and internet may be less stable in the Philippines than in other countries. The school is not liable for any inconvenience or disruption caused by power outages, water shortages, or internet issues.

Temporary disruptions due to emergency drills or facility maintenance (e.g., pest control) may occur and are not subject to compensation.

4. Personal Belongings and Valuables

Please manage your valuables at your own risk by using lockable suitcases or designated lockers. The school is not responsible for any loss or theft, whether inside or outside the school.

5. Personal Activities and School-Sponsored Events

The school is not liable for any accidents, theft, loss, or other issues that occur during personal activities (e.g., outings, dining, sightseeing, weekend travel) or during participation in school-sponsored events. Participation is at your own risk.

6. Health Conditions and Allergies

Please inform the school in advance if you have any pre-existing medical or mental health conditions. If the school determines that your behavior poses a concern due to mental instability, you may be dismissed for safety and operational reasons—no refunds will be provided in such cases.

Students with allergies must decide for themselves whether school-provided meals are suitable. The school is not responsible for any allergic reactions caused by its meals.

7. Travel Insurance

You must obtain travel insurance before starting your study abroad program. The school is not liable for any issues caused by lack of insurance, including medical expenses or difficulty accessing support.

We cannot guarantee assistance at medical facilities for uninsured students. Please consult with a doctor and choose a suitable insurance plan in advance.

8. Personal Relationships

The school is not responsible for disputes between students, which must be resolved between the parties involved. We also bear no liability for any loss or inconvenience arising from such conflicts.

In addition, the school will not intervene or be held responsible for issues resulting from personal interactions with teachers or staff.

9. Third-Party Services

The school is not liable for problems related to services arranged through third parties, such as airport transfers, hotels, insurance, or flights (e.g., delays, damages, or service errors).

10. Minors

For minor students, the parent or guardian assumes full responsibility. The school does not act as a legal guardian and cannot be held liable in the event of any issues.

11. Changes to Disclaimer

This disclaimer may be revised at the school's discretion without prior notice. Please confirm the latest version with the school before applying or traveling.

Policy on Disturbance, Vandalism, and Pollution

To maintain a safe and comfortable environment for all students, Cebu Business English Academy strictly prohibits the following behaviors. Violations will be judged by school management based on common sense and social norms, and strict disciplinary action will be taken when necessary.

1. Disturbance Policy

Disturbances refer to actions that cause discomfort or distress to other students, teachers, staff, or related individuals. These include, but are not limited to:

- Excessive noise (shouting, loud music, slamming doors, etc.)
- Unpleasant odors (unclean clothing, unhygienic rooms, strong perfumes, etc.)
- Defamation, discriminatory or offensive language
- Soliciting for religion, business, or any services, or similar actions
- Any other actions deemed inappropriate by general social standards

※ Even if cultural or religious backgrounds are involved, the school prioritizes the neutral and reasonable judgment of its management staff.

※ There will be no special exemptions for students with mental health conditions. All cases are judged according to the same standards.

Action Policy:

In general, students who commit the same type of disturbance **three times** will face expulsion.

However, in cases of serious or malicious behavior, or if the act causes significant harm to others, **expulsion may be enforced after the first offense.**

2. Vandalism Policy

If a student deliberately damages or destroys school property or another student's belongings, they will be required to repair or compensate for the item(s).

Regardless of whether the damage was intentional or the extent of the damage, the school reserves the right to expel the student depending on the situation.

※ All decisions will be made based on the general judgment of school management.

3. Pollution and Cleanliness Policy

If a student significantly soils or contaminates the classroom, dormitory, or shared spaces, they will be charged the actual cost of cleaning and restoration.

Normal wear and tear is excluded, but if the school determines the pollution is excessive, students may be required to pay compensation.

Please be mindful that shared facilities are for everyone's use. Clean up after use and leave spaces in a condition considerate of others.

Policy on Theft, Loss, Incidents, and Accidents

Our school strives to provide a safe and secure environment for all students. However, in the event of theft, loss, incidents, or accidents, the following response policy applies:

1. General Responsibility

The school bears no responsibility for theft, loss, incidents, or accidents that occur either on or off campus. Issues arising from personal disputes or external causes must be handled at the student's own responsibility.

2. Police Report for Insurance Claims

Depending on the situation, a police report may be required when submitting a claim to your insurance provider.

The school can support students by providing information and guidance on how to file a report with the police, but we do not accompany students by default.

3. Accompaniment to the Police (If Required)

If a student requires an escort to the police station, they must request it in advance. A fee of **1,500 pesos per half day** will be charged for this service.

Accompaniment will be provided by a Filipino staff member, and availability will depend on staff schedules. We appreciate your understanding.

Policy on the Management of Valuables

To ensure a safe and secure environment for all students, our school has established the following rules regarding the management of valuables:

1. Basic Management Guidelines

Cash, passports, electronic devices, and important documents must be kept securely in a locked suitcase or similar secure location.

The student is fully responsible for managing their valuables. The school will not be held liable for any loss or theft.

2. Temporary Storage by Staff (Exception Handling)

If it is truly difficult to manage valuables individually, students may request temporary storage by school management staff, subject to the following conditions:

- The storage is strictly temporary, and students must retrieve their items before their graduation date.
- The school will not issue return reminders or follow-ups. It is the student's responsibility to request and retrieve their belongings.

06. Cleaning Policy

To maintain a clean and hygienic environment for studying and living, the school has established the following cleaning regulations:

1. Cleaning Responsibilities

Dormitory rooms must be cleaned regularly by the students themselves. Cleaning supplies are provided in each room and may be used freely.

If any cleaning tools are missing or broken, please inform the management staff immediately.

2. Consequences of Poor Cleanliness or Severe Dirtiness

If a room or common area is found to be in an unacceptably unclean condition, the cost of cleaning may be deducted from the student's deposit.

If repeated negligence in cleaning causes inconvenience to others, the school may issue warnings, provide guidance, or, if necessary, take further action such as requiring the student to vacate or even enforcing expulsion.

Policy on Dress Code

To maintain a respectful learning environment and ensure good relations with other students, teachers, and the local community, our school has established the following dress code regulations:

1. Prohibition of Overly Revealing Clothing Outdoors

Wearing clothing that excessively exposes the body is prohibited within the school premises (including dormitories, classrooms, and common areas) as well as in nearby outdoor areas.

Appropriateness will be judged based on common social standards and the general values of school management staff.

2. Examples of Prohibited Attire

The following types of clothing are generally not allowed:

- Extremely short shorts or mini-skirts
- Strapless tops or tube tops
- Deeply low-cut tops (including camisoles)
- Crop tops that excessively expose the stomach or back
- Wearing swimsuits, bikinis, or tank tops while attending classes or walking around the campus

- Sheer or see-through clothing that exposes underwear
- Clothing that prominently displays tattoos (e.g., short-sleeve or sleeveless tops that expose large tattoos)

※ Please wear clean, presentable clothing during lessons, meals, and when moving around the campus.

※ If you're unsure what to wear for outdoor activities, please consult the staff in advance.

3. Actions Taken for Dress Code Violations

If a student is wearing clothing deemed inappropriate by the school, they may be asked to change or be given a warning.

Repeated violations or refusal to comply may result in further disciplinary action, including official warnings, guidance, or in serious cases, expulsion.

Policy on Entering Rooms of the Opposite Sex

To maintain order, privacy, and ensure the safety and peace of mind of all students, our school strictly prohibits entering rooms of the opposite sex.

Policy Details

Entering a dormitory room assigned to a member of the opposite sex is strictly prohibited under all circumstances.

This includes short visits, delivering or picking up items, or entering briefly during emergencies—**no exceptions** are allowed.

Consequences for Violation

Any violation of this policy will result in **immediate expulsion** from the school.

This rule will be enforced strictly, regardless of the student's explanation or the number of prior warnings. It is considered a serious breach of school regulations.

Policy on Alcohol and Smoking

All areas within the school premises—including classrooms, dormitories, and surrounding property—are strictly alcohol- and smoke-free zones.

Smoking Regulations

If you wish to smoke, please use the designated smoking area assigned by the school.

This policy applies not only to traditional cigarettes but also to:

- Electronic cigarettes (e-cigarettes)
 - Heated tobacco products (vapes)
 - Cigars
 - Shisha (water pipes) and similar products
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Alcohol Prohibition

Drinking alcohol anywhere within the school premises is strictly prohibited. This includes dorm rooms, balconies, and common spaces.

Disciplinary Measures

If any instances of alcohol or smoking are discovered—or if traces such as empty cans,

bottles, or cigarette butts are found—the school will treat it as a serious violation.

Strict disciplinary action will be taken, including **possible expulsion**, regardless of whether the student claims ownership or use.

Policy on Cooking Within the Facility

To ensure the safety and hygiene of all students, our school has established the following rules regarding cooking on the premises:

1. Permitted Cooking Conditions

Cooking is only allowed under specific conditions:

- It is limited to designated rooms approved in advance by the school.
- Cooking is permitted only for students staying with family members.
- Use of gas-based appliances such as portable gas stoves or burners is strictly prohibited.
- Deep-frying or cooking that involves large amounts of oil is also not allowed.

Only cooking appliances approved by the school may be used. Please consult school staff in advance for permission before bringing or using any device.

2. Cooking Prohibited for General Students

Students not falling under the above category are strictly prohibited from cooking within the facility.

If unauthorized cooking or possession/use of cooking appliances is discovered, disciplinary action will be taken—up to and including expulsion.

3. Appliance Rentals and Fees

For details regarding available cooking appliance rentals and associated fees, please contact the school.

Approval and conditions for rental depend on your accommodation type and intended use.

Policy on Lost Room Keys

Room keys are an important personal item necessary for dormitory life. All students are expected to handle their keys with care and take full responsibility for managing them at all times.

1. Procedure in Case of Loss

If you lose your room key, please report it to the management staff immediately. You will be required to cover the following costs for reissuance or replacement:

- **Actual cost of the key** (including lock replacement, if necessary)
 - **Handling fee:** 500 pesos
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2. Key Management Guidelines

To prevent loss, always keep your key with you when leaving or moving around. Unauthorized duplication of keys or lending them to others is strictly prohibited.

Policy on Off-Campus Activities for Minors

To ensure the safety and proper supervision of minor students, our school has established the following regulations regarding off-campus activities:

1. Nighttime Curfew

Minors are strictly prohibited from going out after **10:00 p.m.**

If there are unavoidable circumstances, please consult with the management staff in advance.

2. Disciplinary Action for Violations

Repeated violations of this policy may result in official warnings and could ultimately lead to expulsion.

For safety reasons, students must follow this rule without exception.

3. Disclaimer for Incidents During Outings

Even during daytime hours, the school is not responsible for any accidents, incidents, thefts, losses, or other troubles that may occur while a student is off-campus.

Please exercise caution and take full responsibility for your actions when going out.

Policy on Expulsion and Disciplinary Warnings

To maintain a safe, respectful, and comfortable environment for all students, Cebu Business English Academy will take strict disciplinary action—including warnings and expulsion—against any conduct that violates school rules. All judgments will be made by school management based on general social norms and reasonable values.

1. General Response to Rule Violations

Students may face expulsion if they continue to engage in the following behaviors after receiving multiple warnings without showing improvement:

- Continuous violations of school rules and behavioral policies (e.g., dress code, disturbance, cleanliness, dormitory rules)
- Repeated behavior or speech that negatively affects other students, teachers, or school operations

In cases where the misconduct is considered malicious or serious, **expulsion may be enforced even after the first offense.**

2. Serious Violations Resulting in Immediate Expulsion

The following actions may result in immediate expulsion **without prior warning**:

- Committing or being involved in acts of violence, fraud, or theft on or off campus

- Engaging in romantic or sexual relationships with teachers, or related conduct
- Allowing unauthorized individuals to enter the school's condominium without permission
- Privately arranging additional or online lessons with teachers without written/email approval from the school, or attempting to recruit teachers away from the school
- Malicious disturbance or harassment
- Buying/selling goods, lending/borrowing money, or distributing materials among students or teachers
- Entering the room of the opposite sex
- Drinking alcohol or smoking on the premises
- Any other actions deemed seriously inappropriate by school management, including violations of other school policies

3. Warning-Level Conduct / Cautionary Behavior

The following actions may result in warnings and could lead to expulsion if repeated or deemed serious:

- Going alone to unsafe areas (e.g., Colon, Carbon Market)
 - ✘ For safety reasons, we strongly advise students to travel in groups when visiting downtown areas.

※ The school will not provide support or compensation for incidents (e.g., theft, loss, accidents) occurring in these areas.

Strong warnings are also issued for the following activities, due to the high risk of being involved in trouble or crime:

- Staying out late or visiting Mango Street late at night
- Entering adult entertainment venues (e.g., bikini bars, gay bars, strip clubs)
- Visiting gambling establishments other than legal casinos

These activities are done at your own risk. The school will not be held responsible for any trouble that may arise. This includes accidents, incidents, theft, or loss.

4. Procedures After Expulsion

If a student is expelled:

- **No refund** will be provided for any fees already paid, including tuition, dormitory fees, or other payments.
- The student must leave the school and vacate the dormitory **immediately**.
- Unauthorized stay after expulsion may result in **legal action** if necessary.

Policy on Classroom Conduct and Lessons

To maintain a focused and respectful learning environment, the following rules have been established. These guidelines are intended to ensure smooth lesson delivery while showing respect for teachers and fellow students.

1. Tardiness and Absences

- If a student arrives more than **15 minutes late**, the class will be considered **missed**, and the teacher is **not obligated** to conduct the session.
 - Repeated unexcused absences will lead to **warnings and guidance** from the school.
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2. Behavior Toward Teachers

- Any **aggressive, insulting, or inappropriate behavior**, including offensive gestures directed at teachers, will result in **immediate suspension of the lesson**.
 - Such conduct will be treated as a **serious violation**, and in malicious cases, **immediate expulsion** may occur without prior warning.
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3. Health and Infectious Illness Protocols

- If a student is suspected of having a contagious illness (e.g., cold, flu, norovirus), lessons will be suspended, and medical consultation may be required.
 - If you feel unwell, please inform school staff immediately rather than attending class.
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4. Classroom Manners and Prohibited Actions

- The following behaviors are prohibited during lessons:
 - Private conversations, eating or drinking, shouting, or distracting others
 - Using mobile phones for calls, SNS, or photography
 - Unauthorized copying, recording, or filming of learning materials or lessons

Phones must be kept on silent mode during class.

5. Other Notes

- If you have concerns or complaints about a lesson, **do not address them directly with the teacher**. Please consult **school staff** instead.

- In case of an emergency during class, **please notify the front desk**, and the school staff will assist you.

Let's work together to maintain a respectful, effective classroom environment for everyone.

Policy: No Animals Allowed

Bringing any animals into the dormitory is strictly prohibited.

No exceptions will be made under any circumstances, regardless of the reason or staff approval.

If a violation is confirmed, the student will face **immediate expulsion**, and **cleaning fees** may be charged as necessary.

Policy on Prohibited Items: Dangerous and Illegal Substances

Bringing any dangerous or illegal items into the dormitory is strictly prohibited.

This includes, but is not limited to:

- Explosives, gas canisters, flammable liquids, and aerosol sprays
- Firearms, replica guns, knives, and any type of weapon (including tools used as weapons)
- Illegal drugs, unprescribed medications, or any stimulant substances
- Any items prohibited by law

Ignorance or personal judgment will not be accepted as an excuse.

If such items are discovered or reported by staff, the student will face **immediate expulsion**, and the incident may be reported to the **police or relevant authorities** if necessary.

Policy on Alterations to Walls and Facilities

In all areas of the school—including classrooms, shared dormitory spaces, and private rooms—students are strictly prohibited from altering walls, ceilings, fixtures, or any structural parts of the building by attaching or installing any objects.

This includes, but is not limited to:

- Driving nails, pins, hooks, or thumbtacks into walls
- Installing shelves or hooks using screws or bolts
- Using double-sided tape or strong adhesives to attach items
- Any modifications that leave holes, marks, or cannot be easily restored to original condition

If a violation is confirmed, the student will be required to cover **the full cost of repair**.

In serious cases, **expulsion** may also be considered.