

POLICIES and REGULATIONS

Article 1: Statement of the Purpose

The policies and regulations of Cebu International Academy (CIA) are strictly implemented and imposed to ensure the success and safety of its students.

Article 2: Student's Obligations

Students enrolled at CIA must:

1. Attend their scheduled classes and fulfill course requirements, such as daily tests, mock tests, and progress and graduation tests. Their participation in extracurricular activities is optional unless it is required for the completion of the course.
2. Follow the policies of the school and observe its regulations at all times to the best of their ability.
3. Pay attention to the notices and postings on the bulletin board for any reminder, warning, or an important information.
4. Abide by the non-discrimination policy on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, or sexual orientation. They must respect the teachers and classmates especially in group classes.
5. Comply with the instructions given by the Management. Any willful act of disobedience can lead to serious consequences, including expulsion.

Article 3: Changes in Curriculum and Other School-Related Matters

The curriculum, course programs, class schedule (e.g., a student's starting date), and the policies and regulations of the school may change at any time that the Management deems necessary with or without prior notice.

Article 4: Schedule

A regular student's schedule is composed of ten (10) periods. It is filled with man-to-man and group classes plus self-study and self-writing times. All classes are regularly held on weekdays. On Mondays through Thursdays a class lasts for fifty (50) minutes; on Fridays it lasts for forty-five (45) minutes. Students are encouraged to join the speech and writing contests that are held on Fridays after the tenth period.

DAILY TEST

Students who achieved the required minimum score in the daily test on a given day are allowed to go out of the campus after class hours on the same day. Also, those who have gained the required minimum number of points in all the tests given from Monday to Thursday are allowed to go out of the campus the next weekend. However,

any student who has no valid reason for not taking the daily test, and who has caught cheating during the test gets a zero score. Also, he/she is not allowed to leave the campus after class hours on that day. His/her name will be on the list of students who are not allowed to go out for the day, which is posted on the bulletin board after 3pm daily. However, the list of student who are restricted from going next weekend is posted every Tuesday after 3pm.

Article 5: Philippine Holidays

Class schedules are subject to Philippine National Holidays, **regular** or **special**. During these holidays there are no classes at CIA. Also, no makeup classes will be held.

The following are regular holidays:

1. New Year's Day - January 1	7. Independence Day - June 12
2. Maundy Thursday - March/April	8. National Heroes Day - August
3. Good Friday - March/April	9. Eidul Adha - Irregular date
4. Day of Valor - April 9	10. Bonifacio Day - November 30
5. Labor Day - May 1	11. Christmas Day - December 25
6. Eidul Fitr - irregular date	12. Rizal Day - December 30

Religious holidays, which have irregular dates, are determined by religious calendar. Also, special holidays, which are declared by the Philippine government, have irregular dates. Students are then advised to check the bulletin board for announcements concerning those holidays.

Article 6: Attendance Management

The Management constantly monitors a student's attendance. Checkers visit each classroom to record both the student's and teacher's attendance. An overall percentage is generated periodically for other purposes such as monitoring Guarantee Course students' performance and giving of priority numbers to change class.

Section 1: Absence with Permission

1. In case of unavoidable circumstances, a student must fill out an absence form signed by an international manager. Once an absence form has been approved, students could no longer attend the classes.
2. A sick student who is unable to attend any of his/her classes should inform the main office and fill out an absence form. With permission, the student can go to the hospital for consultation or checkup. He/she should get a medical certificate as proof of his/her absence. Students may file the absence form on the following days and time

Day	Filing Time	Absences for
Monday ~ Thursday	07:20 ~ 07:50	Morning or Whole day Absences
	12:30 ~ 13:20	Afternoon Absences
Friday	07:20 ~ 07:50	Morning or Whole day Absences
	12:00 ~ 12:55	Afternoon Absences

- For leaving students, a Free-day may be requested. Once this form has been approved, students could no longer attend all of the classes indicated on the request.

Section 2: Absences without Permission

- A student who shows up to class 10 minutes after the bell is marked absent.
- A student who is absent from his/her classes without permission is marked absent. He/she will be penalized for such absence.
- A student who has been absent from the same class for a week will be removed from it.
- A student who has more than five (5) absences in a week is not allowed to go out of the campus the next weekend.
- A student who has excessive absences or with overall attendance of 50% below will be expelled from the school.

All time records are based on the electronic clock in the front of the Main Office.

Note: CIA will not be liable for any incident that occur while the student is absent (with or without exemptions).

Article 7: Teacher's Absence

In case a teacher is absent, a substitute teacher will conduct the class. If a substitute teacher is not available, the absent teacher will hold a make-up class for the student. However, there will be no make-up classes for students who are absent from his/her classes on a given day.

Article 8: Curfew

All CIA students are expected to comply with the curfew rules without exemptions.

CITY CAMPUS	
DAYS	CLOSING TIME
Sunday ~ Thursday	The gate closes at exactly 22:00
Friday, Saturday, a day before holiday	The gate closes at exactly 00:00

MACTAN CAMPUS	
DAYS	CLOSING TIME
Wednesday, Sunday	22:00
Friday, Saturday, a day before holiday	00:00

- All students must take the daily test in the morning, failure to do so is prohibited from going out in the evening.
- Gates will be closed at the exact curfew time.
- Students are not allowed to go out during Monday, Tuesday and Thursday. (Mactan Campus only)

For more information about Philippine holidays, refer to **Article 5**. The gate closes at the start of curfew. Once inside the school campus, the student is not allowed to go out anymore. Any student who breaks curfew receives ten (10) demerit points. (Insisting on Entering the Campus Dormitory on within curfew hours (i.e. 12MN-6AM) will result in additional 5 demerit points).

Article 9: Leaving the Campus / Travel

Students are encouraged to travel on their free time or weekends except school hours. In case of emergency (e.g. medical reasons), a student can leave with the special permission of the Management.

Section 1: Travel Form – Traveling on weekend

- Students who are willing to travel on weekend shall submit travel form
- Upon requesting, student must show the booking information to window 1 (Nerv), without the booking of resort, hotel, etc., travel form request will not be confirmed.

CITY CAMPUS

- Students are allowed to file travel form for FRIDAY (after class) ~ SUNDAY (before curfew time)
- This travel form in City campus covers all area (Cebu city, Mactan – Lapu Lapu city, and others)

MACTAN CAMPUS

- Students are allowed to file travel form for SATURDAY ~ SUNDAY (before curfew time)
- Travel form in Mactan campus covers all area except Cebu city, Mactan (Lapu Lapu city)

Section 2: Traveling on Weekdays

Traveling on weekdays is allowed with special permission provided that a trip falls under any of the categories stated below

1. Family and/or friends' visit: Students must submit travel form any day during weekdays, before the date of travel and should provide their family's or friends' flight ticket from

abroad and passport information. This excludes friends that are made in CIA.

2. Out-of-Town Travels: Trips to other islands in the Philippines (e.g., Boracay) are only limited to destinations that require air travel (flight tickets). However, these absences will reflect on the student's attendance.
3. Travel Abroad (outside the Philippines): The student must notify the Main Office two weeks prior to the date of travel. Visa will be checked during the travel application.

Note: Other evidence such as pictures and hotel receipts must be submitted after the trip. Failure of submission of the required supporting documents on Wednesday of the following week will result in demerit points.

Section 3: Staying outside of Campus Overnight (Only applicable for Marctan Campus

Students must comply with the requirements below if they wish to stay at a resort or hotel overnight.

1. Students must accomplish a special overnight form a day prior their travel. For students planning to be out of the campus for two (2) days and one (1) night, they must submit the special overnight form to the office in advance. Deadline of filing for these forms is only until 5PM on any weekday prior to the trip.
2. Students are allowed to be out of the campus overnight only;
 - a. One night in a month
 - b. On weekends/holidays
 - c. If there is no class the next day
3. Any unauthorized overnight stay outside the campus or travel that requires such arrangement results in serious punishment. Pictures of students who have done so are posted on the notice board. The Main Office is open from Monday-Friday, 8:00-18:00. During this period, the officer-in-charge can accept and process travel requests.

Section 4: Loss of Travel Privilege

Students gain the privilege to travel through their performance, including their attendance and the points that they earned in a given week. However, such privilege is revoked for following reasons:

- a. A student has earned less than the required minimum number of points in the daily tests given during the week.
 - b. A student receives ten (10) demerit points or more within the week.
 - c. A student has five (5) or more unauthorized absences within the week.
 - d. A student with more than two (2) absences with permission within a week.
- Students who disregard this rule will receive ten (10) demerit points. Also, they will be counseled personally by their international manager.

Article 10: Flight Details and Airport Transfer

1. Students are liable to any problems regarding their flights to and from the Philippines.
2. Airport pickups from Monday through Thursday cost 1,000 Php, which shall be paid upon arrival at CIA, while pickups on Fridays and the weekends are free of charge.

Article 11: Insurance

Students are strongly advised to apply for insurance in their home country. They are to receive compensation directly from the insurance company in case of any accident involving them. Thus, CIA has no liabilities to any student

1. Who has not applied for any insurance.
2. Who acted out on his/her own during a school activity without the permission of the Management or the facilitator and had an accident.
3. Who has stayed overnight outside the campus or has gone travelling with or without permission of the Management.

For those who will extend their studies at CIA, they must personally renew their insurance on their own. During this period, CIA will have no liabilities to them in case of any accident.

Article 12: Dormitory Use and Regulations

All students staying in the dormitory (or any other place like a hotel or apartment chosen by CIA) are prohibited to do the following:

1. Entering another student's room.
2. Bringing food to the room.
3. Bringing alcohol and drinking inside their room.
4. Gambling inside the room.
5. Engaging in commercial activities.
6. Remodeling a room without permission.
7. Bringing inflammable items, cooking utensils, cutlery, and other potentially dangerous objects into the room.
8. Causing damage to the room or building, or any facilities and equipment in it by any way, such as vandalizing.
9. Showing aggressive or violent behavior that can cause harm to others.
10. Conducting political or religious gatherings.
11. Breeding livestock or birds.

Students who violate the regulations above will receive from five (5) to ten (10) demerit points. In some cases, students will be expelled or removed from the institution.

Section 1: Room Assignments

The Management has the full authority to assign rooms to the students. The students are not allowed to change or switch rooms. Any request for a new room assignment may not be granted.

Section 2: Quiet Time

Quiet time in CIA starts after curfew until 06:00AM. During this period, all students should observe silence in the dormitory and the entire campus. Any student who does not abide by this rule is subject to disciplinary action.

Section 3: Room Inspection

1. Rooms are inspected to determine their state of cleanliness. During the inspection, the facilities of the room are checked whether they are working properly.
2. The Management exercises its full authority to have the rooms checked for any possible violation committed or if the need arises. Room inspections can then be done without the student's consent.

Section 4: Dormitory Cleaning

Rooms in the dormitory are scheduled to be cleaned once a week. They may request new bed sheets at the helpdesk once every two weeks. Housekeeping staff cleans rooms except the students' desks, closets, and beds. The students, who are not present during the cleaning, are advised to lock away their belongings in the closets. The Management is not responsible for any item lost.

Section 5: Laundry

Twice a week the students can give their laundry to the staff member in charge at the laundry room. All clothes and items to be washed are listed; then they will be ready for pickup after two days. All laundry is hand washed. Students are advised to wash their clothes that are expensive and delicate personally. In addition, laundry doesn't accept undergarments, shoes, bags, caps, and the like. Students must check their laundry upon pickup. For any item discolored by bleaching, they can receive up to 200 Php depending on the extent of the damage. For any lost piece of clothing, they can request a maximum of P500. In addition, any damaged laundry basket will incur the student an additional of Php200.00.

Section 6: Water Consumption

All students pay a fixed water fee of P100 weekly regardless of the type of their room.

Section 7: Electric Consumption

Electric consumption shall be paid after orientation. They vary by room types ranging from Php 1,200 to Php 1,500. Electric consumption is checked every day. Additional charges may incur if you go over the limit.

Section 8: Fire Prevention

Students are not allowed to use candles, matches, lighters, cigarettes and any other fire hazard in

their rooms. Such items will be confiscated immediately. In some cases, students caught in the act of using or bringing those items in their rooms will be given a warning or will be expelled.

Section 9: Checkout

1. The checkout procedure must be done on Friday before 17:00. If the officer finds any broken fixtures, the total cost of fixing them will be deducted from the student's security deposit.
2. Students who have not arranged an extension are only allowed to stay in their rooms until 12:00NN. If they wish to stay beyond that time, the student must inform the manager at least one week ahead. They need to pay an additional charge depending on their room ranging from Php1,000 to Php1,500. Also, the students will arrange their own airport transport.
3. Concerning the students who will check out of the dormitory but will extend their stay in the Philippines, the Management reserves the right to inform their families or agents of their decision with or without their consent.

In addition, the management relinquishes any responsibility concerning the student's visa.

Article 13: Student Recognition

Outstanding students are recognized for their achievement in tests and other academic activities.

Section 1: Certificate of Completion

Students who are able to finish a course receive a certificate of completion, which is given on graduation day.

Section 2: Achievement in Tests

The top three scorers in tests (namely, "1st, 2nd," and "Score Up") are recognized. The top scorers in a Progress Test, which is taken by students every four weeks, each receive a certificate of recognition and a monetary reward. Their names, as well as the names of the top scorers in the mock IELTS and TOEIC tests, are posted on the bulletin board.

Section 3: Recognition Certificate

Students will qualify for a recognition certificate if they have:

1. Successfully participated in one of the Friday activities (Speech, Essay Writing 1-Minute Speech, and Reading Challenge).
2. An overall attendance of 90% (Checked on the Thursday before checkout).
3. No demerit points of more than 50%.
4. Taken the required progress tests.
5. Taken the required graduation test.

Notice: No two awards will be given to the same winners.

Article 14: Extension of Studies

Students may request an extension of their studies. However, they must settle their accounts at the Main Office before making the request. If the balances remain unpaid, the request will not be granted. CIA may charge penalty fee to students requesting visa extension 14 days before expiration. In case a student changes his/her mind after a successful extension process was completed, the student may not receive reimbursement for unused visa extension. In addition, students who are certain about extending their studies must renew their insurances and rebook new return flights before making any payment to CIA extension. In case a student is unable to make those new arrangements, he or she will be held fully responsible for any problem that may occur.

Article 15: Refunds

Any student who wishes to withdraw from a course should consult with an international manager. After the consultation, if the student pushes through with the withdrawal; he/she signs a request for refund. A student's refund is calculated based on a four-week period; the remaining days are not counted. However, if the student or an immediate family member becomes ill, the student will receive 70% of the remaining tuition and dormitory fee for four (4) weeks provided that he/she submits a doctor's certificate as proof

Article 16: Warning and Demerit Points

Any student cited for any deed below can be given demerit points

No.	Category 1 Violations	Demerit Points	Category 2 Violations	Demerit Points
1	Returning between 00:00~06:00 to the campus	5	Violating curfew time	10
2	Act that requires warning (Management's decision)	5	Violating pool rules	10
3	Smoking at non-smoking area	5	Inappropriate physical contact	10
4	Causing disturbance at campus	5	Unauthorized overnight or going out	10
5	Vandalism (reimburse to be made)	5	Drinking or smuggling alcoholic beverages	10
6	Entering of restricted area	5	Off-school offense	10
7	Failure to follow instructions of the management	5	Entering of other room	10

- Students who got more than 10 points in a week (Mon-Sun), are not allowed to go out on the next weekend.
- Violating two or more policies at the same time, accumulated demerit points will be given. (Ex: going out without permission and violating curfew time = 10 points + 10 points = 20 points)
- Student who has more than 10 points a week prior to the graduation week, student is not allowed to go out on weekdays.
- Students who got total accumulated demerit points of 15 or more for 4 weeks, will be expelled from school. (Ex: 4weeks student 15 points / 8weeks student 30points / 12weeks student 45points)
- Students get more than 50% demerit points, they will not receive a certificate.

Article 17: Grounds for Expulsion

Any student cited for any deed below can be temporarily removed from their room and/or expelled:

1. Using an electric heater or any cooking equipment in the dormitory that may potentially cause a fire.
2. Having a disease or any other health or hygiene issue that is detrimental to others living in the dormitory.
3. Providing gifts to a guard in exchange of personal favor or offering anything that is considered to be a bribe.
4. Allowing outsiders or former CIA students to enter the premises without permission, and such cause a problem.
5. Disturbing other students studying, singing out loud, quarreling, fighting, and/or vandalizing under the influence of alcohol.
6. Showing violent act, using abusive language, insulting or disrespecting CIA staff, the student will be expelled with no refund.
7. Inappropriate behavior towards another student either in the dormitory or in a classroom.
8. Doing any serious action that resulted in receiving and accumulating demerit points, and of any circumstance that is worthy of expulsion.
9. a student holds a rally, commits libel against the school without basis, conducts unauthorized gathering that express demeaning and untrue words about the school or encourages other students to do so, he/she faces immediate expulsion and receives no refund. In some cases, a lawsuit may be pursued for legal damages and all expenses including the technicalities, litigation process, and expenses will be subject for compensation by the student. For other violations not stated, students will receive demerit points if the Management deems it necessary.
10. Students must adhere to the Philippine laws. If a student violates the local laws or shows unacceptable behavior, the Management, as represented by the general manager, reserves the right to impose the most appropriate punishment.