

PREMIUM ORIENTATION

CEBU ENGLISH ACADEMY INC

• LOCATION AND CONTACT 學校位置及聯絡方式

1. Address 地址

CELLA, One Paseo Saturnino, Ma. Luisa Road, Banilad Cebu City, 6000 Philippines

✓ When students get a postal mail from their country, it is better to include our phone number in filling out the form (+63 032-507-9594)

當學生收到來自他們國家的信封時，信封上最好填上學校的電話號碼(+63 032-507-9594)

✓ Spelling of student's name on postal mail has to match with the name in the passport.

信封上的信明也要跟護照上面拼音一樣。

2. Emergency contact 緊急連絡方式

EMERGENCY CONTACT			
Joseph (KOR) 0905 – 469 - 2665			
Navi (KOR)	0945 - 597 – 8147	Alex (VNM)	0905 - 231 – 2036
Kei (JPN)	0915 – 393 - 0850	Dino (TWN)	0945 - 698 – 7703
Nancy (VNM)	0977 – 382 - 4005	Eva (CHN)	0927 – 769 - 0499

3. How To Get To Our School 如何到學校

1) Talk to taxi driver "One Paseo" Banilad.

可以告訴計程車司機到 "One Paseo" Banilad.

2) You can see "CELLA" on the left side on the way to Maria Luisa.

在去Maria Luisa的路上，你可以在左側看到"CELLA"

• ABOUT CELLA 關於CELLA

1. Dormitory 宿舍

1) Lobby: Security guards are always on the ground floor to maintain safety

Students must submit In/Out pass card and Fill out logbook when they go out, also arrived at school.

(2 Warnings will be given when students out without In/out pass card submission)

大廳: 警衛會一直在一樓大廳維護秩序安全。

外出時，務必繳交In/Out Pass給警衛以及填寫外出本,回校後也務必填寫。

(未繳交In/Out Pass外出，將會獲得兩支警告)

2) Curfew time: 00:00 ~ 06:00 (Door will not be opened beyond curfew time)

門禁時間: 00:00 ~ 06:00 (門禁時間大門將會上鎖)

3) Security guard inspect bags for safety.

為了安全著想警衛將會檢查隨身行李

4) Dormitory: 2nd floor / 3th floor / 5th floor / 6th floor

✓ The floor could be mixed depending on the majority of number of students

宿舍樓層: 2樓/ 3樓 / 5樓 / 6樓

樓層的使用可能根據學生人數的多寡而調整

2. Public Area公共區域

1) The swimming pool area can be used until 9:00 pm(Must bring towel).

* **Monday: Cleaning schedule, not allow to use**

泳池區域開放時間至晚上9:00 (務必攜帶毛巾).

* **週一為泳池清理維護間，故不開放。**

2) Common area must be cleaned up after use, and smoking is allowed only in the smoking area (not allowed smoking after 00:00).

共用區域使用後必須清理乾淨，吸菸請至吸菸區 (00:00後不開放吸煙區)。

3) Common area, such as Dining, Conference room, Library, every floor Hallway is not allowed to use for gathering and Blatter. Only Lobby is possible to stay for personal reason like calling, studying, etc.

* **Making noisy and once reported, will be given warning.**

共用區域，如餐廳、會議室、圖書館、每層走廊不允許用於聚會和聊天。

只有大堂可以用於個人理由，如打電話、學習等。

***製造噪音，一旦被舉報，將會受到警告**

4) School food is not allowed bring to room, also Utensils. After used put it back right place and clean up the space well.

學校食物和餐具不允許帶進房間。使用後，請將其放置回收區並將空間清理乾淨

5) Conference room and Library for Studying, do not make the noise while staying. Also, food is not allowed to bring. Food in take is only available in Dining area.

在會議室和圖書館自習時，請保持安靜。不允許攜帶食物，飲食請至餐廳區域。

3. Academy Building 教學大樓

All classes are in Campus. 所有課程都在學校中進行

1) 1st floor : Guard Desk, Lounge, Canteen, Laundry room, Swimming pool

1樓: 警衛室, 休息區, 小賣部, 洗衣房, 泳池

2) 2nd floor : class room, Main Office, Kid's room, Dormitory,

2樓: 教室, 辦公室, Kid's room, 宿舍

3) 3rd floor : dormitory3樓:宿舍

4) 5th floor : dormitory5樓:宿舍

5) 6th floor : dormitory, Junior center Office, Dining room, Conference room, Library

6樓 : 宿舍, 青少年中心辦公室, 學生餐廳, 會議室, 圖書館

** **Entering the emergency exit is not allowed except emergency cases.**

** 非緊急情況，禁止進入逃生門

• ABOUT LIVING關於住宿

1. Cleaning房間清潔 (※ Schedule is subject to change清潔時間可能會有所更改)

DORMITORY CLEANING SCHEDULE							
TIME	MON	TUE	WED	THR	FRI	SAT	
08:00 – 08:30	PUBLIC AREAS						
08:30 – 09:00	PUBLIC AREAS						
09:00 – 09:30	201	307	319	510	601	SET-UP FOR INCOMING STUDENTS	
09:30 – 10:00	202	308	320	511	602		
10:00 – 10:30	203	309	321	512	607		
10:30 – 11:00	204	310	501	513	608		
11:00 – 11:30	205	311	502	514	609		
11:30 – 12:00	206	312	503	515	610		
13:00 – 13:30	301	313	504	516	611		
13:30 – 14:00	302	314	505	517	612		
14:00 – 14:30	303	315	506	518	613		
14:30 – 15:00	304	316	507	519	614		
15:00 – 15:30	305	317	508	520	Additional		
15:30 – 16:00	306	318	509	521	Cleaning		
16:00 – 16:30	CHECKING & CLEANING BED SHEETS						
16:30 – 17:00	CHECKING & CLEANING BED SHEETS						

- 1) School provides room cleaning service once a week and changing bed sheets every 2 weeks (additional request costs 150p), request in the office.

*** If you come to the office and request to change the bed sheet, it will proceed after making a schedule.**

學校每周提供一次房間清潔服務，每兩周更換一次床單(額外要求更換床，會酌收150p/次)，更換床單須至辦公室填寫表單申請。***至辦公室申請更換床單後，將在時間表後進行**

- 2) If student damages the mattress, the student has to pay **2,000 pesos**.

若造成床墊損壞，必須賠償**2,000 pesos**

- 3) Safely keep your valuables and money while room cleaning is ongoing. If there are valuables or money, cleaning service might not be provided.

在房間清潔進行期間，請務必保管好您的貴重物品和金錢。若房內有貴重物品或金錢，清潔人員將不進房提供清潔服務

Although there are CCTVs, it is not possible to find something you lost. Therefore, **students are recommended to keep their valuables and money in their luggage for prevent unpleasant situation. It is strongly suggested that students always keep their valuables and money instead of leave it somewhere even for a short time. (the academy will not be held liable to any loss)**

雖然校內有監視器，但要找回遺失物品幾乎不太可能，因此，建議學生將貴重物品放置行李廂內，避免發生不愉快的事情。

強烈建議學生隨身攜帶貴重物品和金錢，而不要將其放在任何地方，即使是短時間也不例外。

(學校對任何損失不負任何責任)

- 4) **Room cleaning schedule is possible to change.**

房間清潔時間可能視情況改變

- 5) **Please don't use the bed and space that is assigned for another person especially for new students.**

請不用使用其他學生的床及空間，尤其是準備給新生的位置。

- 7) Please move out the room during disinfection time. 請在消毒時間離開房間。

*** Disinfection schedule: every two weeks on Sunday 13:00 - 14:00 (Schedule is subject to change)**

*消毒時間:每個月第二、四週的週日(時間可能視情況調整)

8) Cleaning or laundry is not carried out on weekends and holidays.

週末及假期期間不提供清潔以及洗衣服務

2. Service for Washing Laundry洗衣服務 (※ Schedule is subject to change時間表可能視情況調整)

✓ Depending on the situation at the laundry shop, the schedule may be delayed.

根據洗衣房的情況，時間表可能會延遲

Laundry Schedule (Monday – Friday)	
Weekday (MON – FRI)	Operating Hour
Morning	07 : 30 AM – 8 : 30 AM
Afternoon	12 : 00 PM – 01 : 00 PM

1) Laundry forms must be correctly filled out with exact number of clothes, passport name and room number.

洗衣單務必填上正確衣服數量、護照姓名以及房間號碼

2) Please check your clothes shortly after receive it. Once have a problem, inquire in the office.

拿到衣服後請檢查衣服，有任何問題請至辦公室

3) School provides a laundry service at 50 pesos per kg. (minimum weight is 2 kgs, counted by every 1kg)

There are many chances to lose clothes and being mixed or damaged. This is all the same in the Philippines, so we suggest that whoever has expensive clothes or easily damaged clothes, it is better to keep in luggage and wear cheaper clothes. (School does not compensate for damaged, lost or stained clothes)

洗衣費用為每公斤50 pesos. (送洗重量依2公斤為最小單位，不足2公斤依2公斤計算)

菲律賓洗衣技術沒有那麼發達，所以送洗衣物有很大機率損壞/染色，所以建議，較為貴重或容易損壞的衣物可以自行處理或盡量穿著較低價服飾。(學校不賠償因損壞、遺失或弄污的衣物)

3) The laundry fee will be charged along with the electricity bill on the last Friday of the studying period.

剩餘的押金將會扣除洗衣費、電費後於最後一天退還

2. Office and Facilities辦公室以及校內設施

Dining room	Breakfast	07 : 00 – 07 : 50	<p>Don't bring any food and Utensils From Dining Room to your room. 請不要從餐廳帶任何餐具或食物回房間</p> <p>If the holiday is meals are served 2 times, the same as regular Holidays. 如果是假期期間，供餐時間請參照假日</p> <p>Students may ask to copy and print at the office Print影印：5 pesos / page Copy 複印：2 pesos / page</p> <p>You can ask about air tickets or study-related data but Please visit the nearest print shop for binding. 您可以列印有關機票或與學習相關的資料，如非相關或大量列印請到附近的印刷。</p> <p>When you use the swimming pool, you should inform the security guard first and swim while the staff is watching. Also, you must wear a life jacket to swim. 使用泳池前請先告知保安人員，在游泳期間需要要有保安在</p>
	Lunch	12 : 05 – 13 : 05	
	Dinner	18 : 00 – 18 : 50	
Dining Room	Brunch	10 : 30 – 11 : 20	
	Dinner	17 : 00 – 17 : 50	
Office	Weekday	08 : 00 – 17 : 00	
	Lunch	12 : 00 – 13 : 00	
	Close	Weekend / Holiday	
Conference room	Open	06 : 00 – 24 : 00	
Library			
Pool	Mon	Cleaning	
	Tue~Fri	13:00~21:00	
	Weekend	09:00~21:00	

※ Facilities in the building can be used for different purposes at any time depending on the number of users.
校內的設施根據使用者人數隨時可以用於不同的目的

4. Dormitory Fix宿舍修繕

- 1) For malfunctioned or damaged equipment/facility, students can fill in "Room Repair Request Form" at Office.
當設備故障或損壞時，學生可以至辦公室填寫「房間維修申請表」
- 2) Maintenance staff will check the request form and schedule it.
維修人員將確認申請表後並安排相應的維修時間
- 3) Depending on the work, it may takes time.
根據修繕設施內容，調整作業時間
- 4) Student must **compensate** for the repair if they break something with carelessness.
學生如因疏忽而損壞物品，需承擔修理費用

Room Repair Request

Request date :	Room No.	Name :
Reason		
Repair date :	Repair time :	Maintainer :
Repair details		
Used material		
Inform :		Confirm :

5. Notice and Others其他注意事項

- 1) The school is not responsible for students' disadvantage by not checking the school notice board.
建議學生隨時注意學校公告欄，學生若無注意到公告而造成損失學校不負任何責任
- 2) Ask the office for changing of classes. (ex: changing/cancelling/additional class and so on) 如遇到課程相關問題，請至辦公室(如更換課程/取消課程/額外增加課程等等)
- 3) In case of Visa trip, students are required to inform the office one month before the trip.
假如要延長簽證去旅行，學生需在旅行前一個月通知辦公室
- 4) Students can get their deposit and their passport on Friday afternoon. (The day before they leave)
學生可以在星期五下午領取押金和護照 (離開前一天)
- 5) Passport is keep in the office to prevent lost also related-visa work.
(If you need your passport, inform us 2 weeks before the day you need it)
因學校須辦理簽證事宜以及預防護照遺失，護照將會統一由辦公室保管。
(如果同學需要使用護照，請至少提前兩周前申請)。
- 6) Deposit and passport can be returned after 1p.m. on the last Friday of the Period(the day before check-out) after deduct laundry and electricity bills.
押金和護照會在課程最後一週的週五下午一點後退還 (退房前一天)，費用將會扣除洗衣費和電費

6. Curfew and Stay Out / Travel 門禁時間以及在外過夜旅行

- 1) Students must submit "In/out" pass card to security guard. If not, will be given 2 warnings.
學生出門前務必繳交In/Out Pass給警衛，否則將會收到2支警告
- 2) Curfew time is from 00:00 to 06:00(No entry during curfew time). Even Midnight no Entry already.

門禁時間為00:00至6:00門禁期間不開放進入學校

3) School has no any responsible for accident occurred from outside of the school.

若在外發生任何意外，學校不負任何責任

4) Stay Out(TRAVELING PLAN)

在外過夜(旅行)

- Complete your application form in the Office before you plan to travel.

- 在計劃旅行前，請至辦公室繳交申請表

- Give it to Security Guard when students go out.

-外出前請將申請單交給警衛

- No entry during "Curfew" without Permission from Administration.

未經行政部門允許下，不開放門禁時間進入學校

- Possible to fill this form until Friday 5pm.

-請在週五17:00提交申請表單

7. Room and Campus Transfer更換房間以及校區

1) dead line is every Wednesday 17:00 in the office.

請在每周三17:00前至辦公室申請

2) sign on the document after discuss with Admin Manager. It may schedule on Weekend.

與行政經理討論後簽署文件，可能安排在週末進行

3) Transfer schedule subject to change, but normally on Saturday 1pm around.

轉移時間表可能會有變動，但通常在週六下午1點左右

4) payment: Room changes 500 peso / campus change 1000 peso (It depends on availability)

費用: 更換房間500 peso / 更換校區 1000 peso (視情況而定)

6) If lost key, need to pay 500 peso for the Copy or deduct from deposit when last Friday of period.

若遺失鑰匙，需支付500 peso複製鑰匙費用，費用將於押金內扣除

8. Check-Out

1) Students can get their deposit and passport on Friday. (The day before leaving)

學校會在周五結算押金及歸還護照(離開前一天)

2) Students should leave on Saturday Before 13:00 and return the key and in/out pass card to the security guard

學生須在週六下午一點前離開並歸還房間鑰匙以及In/Out pass給警衛

3) **Please contact the office if you want to extend your stay.** The academy does not take care of the student's luggage nor keep it. If the student intentionally leaves the luggage to the security guard or other students, the academy is not responsible for its loss.

9. Caution in the Philippines在菲律賓的注意事項

1) Don't fight or yell or get mad at Filipino. Some of them will come back at you. This is Filipino culture.

請不要跟菲律賓人打架或激怒他們，大部分菲律賓人都很友善，但也絕不允許別人欺負他們，這是他們的民族特性。

2) Don't show racial discrimination to Filipino. It is not a proper attitude and they hate it.

請不要對菲律賓人帶有色眼光，這非常不恰當。

3) Understand Filipino culture. There will be many uncomfortable and unsatisfying situations in many ways because this is not your country as well as it is a developing country. There are many things beyond common sense. Please try to adapt here, you are living in another country.

試著了解當地文化。來到這邊可能會遇到很多不適應或不滿意的情況，但因這邊不是我們的國家，他們也還在發展中，有些文化差異不在我們的認知中，請試著了解並帶友善態度對待，就會發現菲律賓是舒適且美麗的聖地。

4) Night time is dangerous in the Philippines. Even some Filipinos do not go out at night time especially some places like (Mango square) are very dangerous. Some Filipinos only focus on foreigners to harm at Mango square, colon street.

夜晚時請特別注意自身安全。晚上有些區域是連菲律賓人也不會逗留。

例如:(Mango square, Colon street)外國人很容易成為不良分子下手的目標

- 5) All the Processing is quite taking time. Such as Mall, restaurant, etc.
百貨公司、餐廳等等地方服務需要等待比較長的時間，請大家耐心等待
- 6) Be careful your valuable stuffs all the times. Once they think it is high price for selling then possible to snatch yours.
身上貴重物品務必隨時保管好，一旦被認為價值高，可能會有搶奪的風險
- 7) They have a strong sense of pride; it is related with classes too. While class if had any concerns please visit office and ask staffs help (Minor case can negotiate but not mother language we are using always consideration with).
他們有很強的自尊心，這也與社會階層有關。如果遇到任何問題，請到辦公室尋求員工的幫助（小事情可以協商，但請注意我們使用的語言，始終要考慮文化因素）

• **Local Fees** (※ Price is subject to change價格可能視情況調整.)

1. Local Fees

Item	Cost	Specification
SSP 特殊學習許可證	6800 P	Special Study Permit 特殊學習許可證(Valid 6 months有效期限6個月)
Deposit 押金	2,000 P / 1~3W 5,000 P / 4~8W 8,000 P / 9W~12W 10,000 p / 13W~	If all facilities have no problem when leaving, students can get deposit after deduction of extra electricity and laundry. 如果房間物品都沒有損壞。學生離開時，在扣除電費、維修費和洗衣費之後，學生可拿回押金(多退少補)
Electricity 電費	500 P / a week	After exceeding 15kWh / a week → Add 25 P / kWh 每週學生基本電度15度，超過15度/週後每度為25P
Water 水費	150 P / a week	Dormitory water宿舍水費
Maintenance cost 器材維護費	800 P / a week	Public electricity, facility maintenance, mineral water, swimming pool, etc.包含公共電費、設施維護、飲用水、泳池等等
Laundry 洗衣費	50 P / kg	0-2kg : 100 p, 3kg : 150 p
Pick-up 接機費	1,200 P	Airport pick-up service + Room preparation + Welcome kit / no sending service / Family 2,500 P (3~4 Person)機場接機服務 + 客房準備+新生禮包/沒有送機服務/家庭學生2500P(3~4人)
ID Card 學生證	200 P	Student ID, In/out pass (Wear In/Out Pass ID inside the school) 學生證、外出許可證(在校內需配戴使用)
Text Books 課本	2~600 P / book	Depends on course(教材會依課程做安排、費用也會有所不同)

2. Visa Fee

Order	Period	Cost	Specification
E - Card	Even 1 day	4000 P	Once apply SSP the time need to pay for it
	01 – 04 weeks		Free for 30 days
1st	05 – 08 weeks	8910 P	Extend 29 days + I-Card
2nd	09 – 12 weeks	5410 P	Extend 1 month
I – Card	More than 59days	3500 P	Alien registration with 2nd visa extension
3rd	13 – 16 weeks	3440 P	Extend 1 month
4th	17 – 20 weeks	3440 P	Extend 1 month
5th	20 – 24 weeks	3440 P	Extend 1 month

* Travelling abroad while studying: school will extend your visa if there is no notice until 4 weeks before. School cannot refund if it is already applied.

*就學期間若要出國旅行：如果在出發前四週內沒有提前告知，學校將會自行延長您的簽證。申請後學校將無法退還延簽費用

* If the actual amount of visa work is higher than the amount paid for local expenses, additional settlement should be made.

如果簽證辦理的實際費用高於支付的當地費用，就需要進行額外的結算。

* Additional requests may vary depending on the visa situation by country.
根據不同國家的簽證情況，額外的費用可能會有所不同。

• RULES OF CELLA校規

1. Rules for Warning警告規範

Warning(1st,2nd) – Final warning(3rd) – Dismissal(4th)

警告(1st,2nd) – 最後警告(3rd) – 退學(4th)

If you violated the school rules, you will be immediately received a warning.

如果你觸犯校規，你將會直接收到警告

DISMISSAL: No refund at all. 退學:將無法拿到任何退費

Policies	Disciplinary Level	Offenses
Smoking吸菸	2 Warnings 警告兩支	All the places inside building在校內任何地方 *Once figured it out smoking smell inside room, all room person will be given warning(need to report earlier). 一旦發現房間內有煙味，房間內所有人都將被收到警告（需要及早報告） *Ask payment for Cleaning將要求支付清潔費
Non-compliance with facility usage time未遵守使用設施時間	1 Warning 警告乙支	Conference room, Library, Dining, classroom, office會議室、圖書館、餐廳、教室、辦公室
Entry with wet state 身體未擦乾進入建築	1 Warning警告乙支	After used swimming pool, wipe the body properly 使用泳池後，請將身體擦乾
Curfew time門禁	1 Warning警告乙支	Stay out without permission.非經允許在外過夜 * No entry without traveling plan無外出申請單不開放進入校內
No ID submittance未繳交外出許可證	2 Warnings警告兩支	For the safety need to check in/out. Must surrender ID 基於安全因素考量外出須繳交外許可證
Bringing alcohol攜帶酒精 / Drinking alcohol inside the campus在校內飲酒	1 Warning警告乙支/ 3 warnings警告三支	Warning to all roommates if alcohol (including empty bottles) is detected. 如果發現持有酒精(空瓶也算)，相關人員皆會收到警告
Unauthorized places using 使用未經授權的地方	Dismissal退學	Once used or stay without proper reason and time which regulated in Unauthorized place specially, will be expulsion 在沒有合理的理由和符合規定的時間，使用未經授權的地方或逗留將會被開除。
Making loud noise製造噪音	2 Warnings警告兩支/ Dismissal退學	If noise causes inconvenience to other students噪音影響其他同學
Demoralization散布謠言	Dismissal退學	Wild rumors, leading other students, etc. Depends on how serious the cases, Academy will decide after investigating.散佈不實謠言、影響其他學生等，學校將根據情況嚴重程度，調查後做出處分。
No admittance to outsiders 帶校外人士進入校內	2 Warnings警告兩支/ Dismissal退學	Eviction from the entrance of outsiders without obtaining approval from the academic. Students will be given warning or Dismissal. 未經許可，將驅逐未經批准進入的外來者。 違反者將受到警告或開除處分。
Illegal acts非法行為	Dismissal退學	Bribe, sexual harassment, theft, threat and illegal acts, PDA, etc. 賄賂、性騷擾、偷竊、威脅和違法行為、公開示愛等。
Violence暴力	Dismissal退學	Including damage to property包含損害他人財物
Entering opposite gender's room進入異性寢室	Dismissal退學	No Reason will be excused.沒有任何藉口 Room owner and roommate included. 該寢全員將會直接退學

Entering others room 進入他人寢室	2 Warnings警告兩支	No excuse. 沒有任何藉口 Roommate will be given 2 warnings but Management will dispose it depends on the situation. 該寢室人員將會收到2支警告，但管理層會根據情況作出處置
Visiting places where violates student's reputation 去不恰當場所	Dismissal退學	Related with places issued problems, Academy will dispose of expulsion. 發生與地點有關的問題，學校將處以開除處分
Against Instruction 違反指令	2 Warnings警告兩支	Must follow Security guard, Academy staffs instructions. 請遵照保安人員以及校內教務人員指示
All the Event not stated above 其他違反事項	Warnings警告 / Dismissal退學	Depends on how serious the cases, Academy will decide after investigating.依照情節處分

*** Aside from Regulations, Academy will check and decide all the situation with how serious it is.**

*** 除了規定之外，學校將檢查並根據情況的嚴重程度做出決定。**

*** Dismissal no any Refund.**

*** 開除後不予退款。**

2. Academic Rules 學校規範

1) Class time: Monday ~ Friday (08:00 ~ 18:00). Every class takes 45 minutes.

上課時間:週一~週五(8:00~18:00)每堂課時間為45分鐘

2) Prohibited from entering places other than your own class.

請勿進入自己教室以外的地方

3) **Classes will be cancelled if students do not attend after 5 minutes from start of class, and student will be considered absent.**

上課開始後5分鐘內沒有進入教室將會自動取消課程，該堂課將視為曠課

4) **Students can not apply for the same teacher for two 1:1 class.**

學生不能申請同一位老師上兩堂一對一課程

5) If there are some problems about the class, students should inform to office (2nd floor) to solve the problem.

如果對課程上有任何問題，請至2樓辦公室尋求協助。

6) School has all rights about assigning and replacing teachers caused by resignation, absence, leave, sick leave and tardiness. (Native teacher can be replaced by a Filipino teacher because of school's circumstances.)

學校有權因教師辭職、缺席、請假、病假和遲到而進行指派和更換。(根據學校情況，外籍教師可以被菲律賓教師取代)

7) All students have the duty to attend their classes. In case of illness or other problem, students must ask permission from the school office.

所有學生皆有義務參加課程，若因身體因素或其他問題，學生須至辦公室請假。

8) It is not allowed to smoke and bring food in class. Some misconduct behavior which interrupts other students' while studying is prohibited.

禁止在教室吸煙和攜帶食物。禁止任何干擾其他同學學習的不當行為。

9) Making damage mentally or physically to teachers or other students can get warning or be dismissed in case of serious situation.

在嚴重情況下，對教師或其他學生造成心理或身體傷害可能會被警告或被退學

10) When the school needs some changes, all programs and regulations such as date start, curriculum, course program, rules can be changed by the right of school in specific time. Besides, free program can be omitted or changed by school's decision, and there is no compensation or refund for it.

當學校需要進行變更時，所有的計畫和規定，如開學日期、課程、課程安排、規則，均可根據學校的權利在特定時間內進行更改。此外，自由計畫可以由學校決定省略或更改，並且不提供任何補償或退款。

11) In case that the school can't operate by natural disaster, or irresistible situation, school doesn't take responsibility for it in law and compensate for it.

如果學校因自然災害或不可抗力情況無法運作，學校在法律上不承擔責任或賠償。

12) CELLA has a fixed-

price policy for tuition. If it is found that you have registered as an excessive discount at the discretion of the study abroad agency instead of an invoice issued by CELLA, school define it as a violation of the contract with school, terminate the transaction contract, and the student must return the additional discount to school. Not follow relevant rules may result in a shorter training period equivalent to the additional discount amount, and in some cases, may result in dismissal from school.

CELLA有固定學費規定。如果發現代辦報的價格超過折扣限制，學校將視其為違反學校合約，將終止交易合約，並會要求學生將額外折扣退還給學校。不遵守相關規定可能會導致與額外折扣相等的就讀週屬縮短，甚至退學。

13) If you cause mental and physical damage to teachers, employees, and other students, you may receive the first oral warning. In sever cases, you will be expelled from school, and there will be no compensation or refund.

如果你對教師、員工或其他學生造成嚴重的身體或精神損害，你可能會收到第一次口頭警告。在嚴重情況下，你可能會被學校開除，並且不會有任何補償或退費。

14) You can't talk about sensitive topics during class(homosexuality, religion, racism, indecency, etc..)

在課堂上不能討論敏感話題（如同性戀、宗教、種族主義、不雅行為等）。

15) Physical contact with the teacher is strictly prohibited, and traveling or drinking alcohol is also prohibited.

嚴禁與老師進行身體接觸，旅行或飲酒等行為。

3. Dormitory Rules宿舍制度

1) Leave and take ID cards and Keys to the guard when students go out and in.

外出和進入時，請交給警衛In/Out pass和鑰匙。

2) If students break curfew time, there will be a warning given. **(Curfew time : 00:00 – 06:00)**

如果學生在門禁時間回學校，將會獲得警告乙支。**(門禁時間00:00~6:00)**

3) To protect students' study and privacy, it is not allowed to enter other rooms. If someone harms other people due to entering rooms, the student will get a warning.

為了保護學生的學習和隱私，不允許進入他人寢室。如果有人因進入他人寢室而傷害到其他人，將會受到警告。

4) It is only allowed to sleep in their assigned rooms. There will be a warning in case sleeping in other person's room.

只允許在個人寢室內睡覺。如果在他人寢室內睡覺，將會受到警告。

5) It is strictly prohibited to enter opposite gender's room, and the student will be immediately dismissed from school.

(No refund in case of being dismissed)

嚴禁進入異性寢室，一經發現，立即退學。（退學後不予退費）

6) When someone creates disturbance in the dormitory, school can give warning.

如果有人宿舍鬧事，學校將會給予警告。

7) Bringing and drinking alcohol inside the school is not allowed. There will be a warning and take them away.

校內禁止攜帶酒精或是飲酒，經發現將沒收以及警告。

8) If alcohol is found in the room, all students will get a warning (report to the office when you see)

若在宿舍內發現酒精飲品，該寢人員都會得到警告。（若有發現你的室友攜帶或飲用，請立即向辦公室報告。）

9) Student compensates if they break something due to carelessness.

學生若破壞了宿舍設施，需照價賠償。

10) There could be male and female floor by rate of students' gender.

根據學生的性別比例，可能會調整男女分層樓層。

11) Student arrives on Sunday and should check out on Saturday until 13:00

(Extra stay needs additional payment; ask the price in the office)

新生需於週日入住，畢業學生需於週六13:00前退房(額外住宿需付費，費用請洽辦公室)

12) The maintenance can regularly or irregularly check students' room without notice for checking facility and liquor as part of schools policy.

維修人員有權可以定期或不定期地檢查學生的房間，檢查房間設施。

13) Students are not allowed to change, move furniture or other facilities in the dormitory, markings, drawings and stickers on the wall are not allowed.

學生不得更改或移動宿舍內的家具或其他設施，也不得在牆上畫標記、繪畫或貼貼紙。

14) Someone might get warning in case of using the set for new students such as beds or others.

若有人使用為新生準備的設施，如床或其他物品，可能會受到警告。

15) It is prohibited to use candles, incense, burners and other devices that may cause fire

禁止使用蠟燭、香、火爐和其他可能引發火災等設備。

16) It is not allowed to take care of pets in the dormitory.

禁止在宿舍飼養寵物。

17) Students must not fix the facility in the dormitory. Please tell the office if there are some problems.

學生不得自行修理宿舍內的設施，如有問題，請洽辦公室。

18) It is strongly prohibited inviting strangers, without permission, into the dormitory. This may cause warning or dismissal. 未經許可，嚴禁將陌生人帶進宿舍。這可能導致警告或開除。

19) Always lock the door when going out. Students are responsible for missing belongings.

外出時請隨時鎖好房門。若丟失物品，自行承擔。

20) School can request students to change their room because of repair, students' registration and so on.

學校可以因為維修、註冊等原因要求學生更換房間。

21) Students cannot duplicate keys and have to pay for lost keys.

學生禁止擅自複製鑰匙，若鑰匙遺失需照價賠償。

22) Students cannot take ID and sign instead of someone.

除本人外，不得領取他人學生卡或代替他人登記出入表格。

23) Please always observe silence and be considerate of other students in the dormitory.

請在宿舍內時時保持安靜，並考慮其他學生的感受。

24) Entering the emergency exit except emergency cases is prohibited and is punishable by dismissal.

非緊急情況，禁止進入逃生門，違者將受到開除處分。

4. Basic Rules for Life生活公約

1) Students are responsible and must check the bulletin board for any announcement/notices.

學生有義務關注佈告欄上的任何公告和規定，若因未注意而受損權益，學生須自行負責。

2) If students have some illness or injuries, please tell the office upon arrival.

若有任何身體上的不適，抵達學校時，請務必告知辦公室人。

3) There are first aid medicines in the academy, but basically all the medicines should be prepared by students.

校內備有急救藥品，但基本藥品需自行準備。

4) It is not allowed to take out tableware from dining room except mealtime.

除了用餐時間外，不允許將餐具從餐廳帶出。

5) If students go to casino or play games in the school with/without money involved, they will be strictly dismissed.

如果學生在校內無論有無涉及金錢的情況下去賭場或玩遊戲(賭博)，將被直接被開除。

6) When students are related with criminal or theft, school will dismiss them immediately. (All illegal things)

如果學生涉及犯罪或偷竊等行為，學校將立即開除。(所有違法行為)

7) Students doing or keeping drugs are immediately dismissed from school.

學生使用或持有毒品將被立即開除。

8) School is not responsible for incidents such as injuries, harm, loss and so on incurred by students' behavior without school permission.

在外發生車禍意外或或疾病，需自行承擔責任。

9) Students are solely responsible for accidents, diseases and loss outside of the school.

在校外發生意外、疾病損失由學生自行負責。

10) School has rights for giving caution, warning in case students break the rules like absence without informing, violation, bad attitude in class or interrupting education atmosphere, and if students do not change by caution or warning; school can dismiss the student.

學校有權對違反規則之學生（如未經通知缺席、違規行為、課堂上不良態度或干擾教育氛圍）進行警告或提醒。如果學生未能在警告或提醒後改正，學校有權開除該學生。

11) School can immediately dismiss a student who leads and makes rally with other students with improper purpose which causes damage to school. School can claim for damages in this regard.

學校可以直接開除以不當目的帶領其他學生參與集會，並對學校造成損害的學生。學校有權對該學生提出損害賠償要求。

12) Students are responsible for damage school facilities with compensation.

學生損壞學校設施需賠償。

13) Students' name will be posted on the bulletin board in their real name when they get a warning.

被警告的學生將以真實姓名張貼在佈告欄上。

14) Students who are dismissed have to leave school on the next day until 13:00 without Deposit.

被開除的學生必須在次日13:00前離校，不退還押金。

5. Rules for Refund Policy and Changing Courses 退款及課程變動規定

1) Students have to submit the document about changes or refunds to school or agency.

學生必須向學校或代辦機構提交有關變更或退款的文件。

2) Actual expenses for registration, text book, pick-up, SSP, visa extension and so on cannot be refunded.

實際費用包括註冊費、教科書、接機費、SSP（特殊學習許可證）、簽證延期等無法退款。

3) It must be two weeks before application for reduce the period of study period and request for refund.

如欲縮短學習週數需在兩週前向學校申請。

4) The refund unit should be "weekly" and the week the application is made won't be included in the refund. (Ex: Apply on Monday, the refund policy will be applied on Monday 2 weeks later)

退款單位應為“週”，並且申請當週不包含在內（例如：週一申請，退款將於兩週後的週一進行）

5) Whole period of studying time within 4 weeks is unacceptable for refund.

課程時間在四週內不予退款。

6) If studying period passed lesser 25% of the whole period, CELLA may give students 50% refund

如果課程時間少於整段期間的25%，CELLA 可能給予學生50%的退款。

7) If studying period passed over 25% and lesser 50% of the whole period, CELLA may give students 25% refund

如果課程時間超過整段期間的25%但少於50%，CELLA 可能給予學生25%的退款。

8) If studying period passed over 50% of the whole period, there is no refund.

如果課程時間超過整段期間的50%，則不予退款。

Rules for Refund Policy	
Period	Percent
Whole period of studying time within 4 weeks 就讀週期四週或少於四週	No refund無退費
Studying period passed lesser than 25% 少於就讀週期的25%	50% refund退款50%
Studying period passed over 25% until 50% 超過就讀週期的25%至50%	25% refund退款25%
Studying period passed over 50% 超過就讀週期的50%	No refund無退費

If cancellation is unavoidable due to own or family has an accident or illness, 50% refund of remaining tuition and housing costs will be given back to the students if proven (requires a medical certificate).

如果自身或家人發生意外或罹患疾病而不得不取消課程，學生提出相關證明（提供醫療證明）學校將會退還剩餘學費和住宿費的50%費用。

- 9) There is no refund (Tuition, Dormitory, Local payment even Deposit) for students dismissed by the school.
被退學之學生不予退款（學費、宿舍費、當地費用甚至押金）。
- 10) The refund will be processed within four weeks. Students will get refund through the agency.
退款將在四週內完成。學生將通過代辦機構獲得退款。
- 11) Students cannot sell or take over their remaining period to other students.
學生不得販售或轉讓課程給其他學生。
- 12) Changing course or transferring dormitory type is not refundable.
更改成低價位課程或轉移宿舍類型不予退款。
- 13) CELLA should be informed four weeks ahead of any extensions and payments must be given not later than 2 weeks.
延長課程需在前四週通知辦公室，並且在兩週內繳費。

6. Rules for Postponing 暫停課程

- 1) Postponing the rest period needs at least four weeks period
申請暫停課程，需確認剩餘課程時間需至少四週以上。
- 2) After postponing, students can come back to school within six months with prior checking of dormitory room.
申請暫停課程後，學生需在六個月內返回學校，並需事前通知學校以便檢查宿舍房間。
- 3) If students postpone their period, they have to pay local fees again such as pick-up, SSP, visa extension etc.
如果學生延期，必須再次支付當地費用，如接機費、SSP（特殊學習許可證）、簽證延期等費用。
- 4) School doesn't pay the postponed period because it is replaced by providing classes.
申請暫停課程後學校將不會退款，因為學生復課後會提供原有的課程。
- 5) Students have to re-enter the school within six months calculating from leaving school.
學生必須在離校後的六個月內重新入學。
- 6) If there is unavailable dormitory room, it is impossible to re-enter the school.
如果宿舍沒有空房，則無法重新入學。
- 7) It is impossible to get a refund although students cannot re-enter school due to full of students in dormitory.
即使因宿舍滿員而無法重新入學，也無法獲得退款。

• ABOUT CLASS 關於課程

1. Class 課程

- 1) Class hours is 08:00~18:00. Each class is for 45 minutes study and 5 minutes break from Monday to Friday.
上課時間為08:00至18:00。（The class schedule will be different by following student's course.)
每堂課為45分鐘，每節下課有5分鐘的休息時間。（課表會根據學生的課程不同而有所調整）
- 2) There is no class on Monday's first week for new students. Classes start from Tuesday.
新生開學第一天(週一)沒有課程。週二才會開始正式上課。
- 3) The first day of classes mostly consists of introducing each other between teachers and students, and confirmation of textbooks. If the books are so easy or difficult, students must visit the office and ask to change it without any note (writings) on the books.
第一天的課程主要是教師和學生之間的互相介紹，以及課本內容的確認。如果課本過於簡單或困難，學生必須前往辦公室申請更換，並請在書上做任何筆記。
- 4) There are no classes on holidays in the Philippines and make up classes will not be provided.
菲律賓的國定假日是沒有提供課程，亦不提供補課。
- 5) Depending on the circumstances of the academy, regular classes will/may change.

根據學校的情況，常規課程可能會有所變動。

Class time課程時間		Class time for new student																																																																																																																																														
P 01	08:00 ~ 08:45	<table border="1"> <tr> <td>Student's Name</td> <td>LEE</td> <td>Program</td> <td colspan="2">PS6</td> </tr> <tr> <td>Age / Gender</td> <td>35/F</td> <td>Period</td> <td colspan="2">2/17 - 4/13 (8 WKS.)</td> </tr> <tr> <td>CLASS TIME</td> <td>CLASS TYPE</td> <td>TEACHER</td> <td>CLASSROOM NO.</td> <td>BOOK / SUBJECT</td> </tr> <tr> <td>Period 1 (08:00 - 08:45)</td> <td>1:1</td> <td>TEACHER 1</td> <td>515</td> <td>SPEAKING BOOK</td> </tr> <tr> <td colspan="5">break time 08:50 - 09:35</td> </tr> <tr> <td>Period 2 (08:50 - 09:35)</td> <td>1:1</td> <td>TEACHER 2</td> <td>513</td> <td>LISTENING BOOK</td> </tr> <tr> <td colspan="5">break time 09:40 - 10:25</td> </tr> <tr> <td>Period 3 (09:40 - 10:25)</td> <td></td> <td>self study</td> <td></td> <td></td> </tr> <tr> <td colspan="5">break time 10:30 - 11:15</td> </tr> <tr> <td>Period 4 (10:30 - 11:15)</td> <td>1:1</td> <td>TEACHER 3</td> <td>501</td> <td>READING BOOK</td> </tr> <tr> <td colspan="5">break time 11:20 - 12:05</td> </tr> <tr> <td>Period 5 (11:20 - 12:05)</td> <td>1:1</td> <td>TEACHER 4</td> <td>514</td> <td>WRITING BOOK</td> </tr> <tr> <td colspan="5">LUNCH BREAK 12:05 - 1:05</td> </tr> <tr> <td>Period 6 (1:05 - 1:50)</td> <td></td> <td>self study</td> <td></td> <td></td> </tr> <tr> <td colspan="5">break time 1:50 - 1:55</td> </tr> <tr> <td>Period 7 (1:55 - 2:40)</td> <td>1:1</td> <td>TEACHER 5</td> <td>516</td> <td>SPEAKING BOOK</td> </tr> <tr> <td colspan="5">break time 2:40 - 2:45</td> </tr> <tr> <td>Period 8 (2:45 - 3:30)</td> <td>1:1</td> <td>TEACHER 6</td> <td>504</td> <td>READING BOOK</td> </tr> <tr> <td colspan="5">break time 3:30 - 3:35</td> </tr> <tr> <td>Period 9 (3:35 - 4:20)</td> <td>GC</td> <td>TEACHER 7</td> <td>502</td> <td>GRAMMAR CLASS</td> </tr> <tr> <td colspan="5">break time 4:20 - 4:25</td> </tr> <tr> <td>Period 10 (4:25 - 5:10)</td> <td>GC</td> <td>NATIVE TEACHER</td> <td>513</td> <td>PRONUNCIATION CLASS</td> </tr> <tr> <td colspan="5">break time 5:10 - 5:15</td> </tr> <tr> <td>Period 11 (5:15-6:00)</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="5">LEVEL TEST RESULT:</td> </tr> <tr> <td>Listening/100 items</td> <td>15%</td> <td>Novice</td> <td rowspan="4">16.25% Novice</td> <td rowspan="4">  </td> </tr> <tr> <td>READING/100 items</td> <td>5%</td> <td>Novice</td> </tr> <tr> <td>WRITING</td> <td>20%</td> <td>Beginner</td> </tr> <tr> <td>SPEAKING</td> <td>25%</td> <td>Beginner</td> </tr> </table>				Student's Name	LEE	Program	PS6		Age / Gender	35/F	Period	2/17 - 4/13 (8 WKS.)		CLASS TIME	CLASS TYPE	TEACHER	CLASSROOM NO.	BOOK / SUBJECT	Period 1 (08:00 - 08:45)	1:1	TEACHER 1	515	SPEAKING BOOK	break time 08:50 - 09:35					Period 2 (08:50 - 09:35)	1:1	TEACHER 2	513	LISTENING BOOK	break time 09:40 - 10:25					Period 3 (09:40 - 10:25)		self study			break time 10:30 - 11:15					Period 4 (10:30 - 11:15)	1:1	TEACHER 3	501	READING BOOK	break time 11:20 - 12:05					Period 5 (11:20 - 12:05)	1:1	TEACHER 4	514	WRITING BOOK	LUNCH BREAK 12:05 - 1:05					Period 6 (1:05 - 1:50)		self study			break time 1:50 - 1:55					Period 7 (1:55 - 2:40)	1:1	TEACHER 5	516	SPEAKING BOOK	break time 2:40 - 2:45					Period 8 (2:45 - 3:30)	1:1	TEACHER 6	504	READING BOOK	break time 3:30 - 3:35					Period 9 (3:35 - 4:20)	GC	TEACHER 7	502	GRAMMAR CLASS	break time 4:20 - 4:25					Period 10 (4:25 - 5:10)	GC	NATIVE TEACHER	513	PRONUNCIATION CLASS	break time 5:10 - 5:15					Period 11 (5:15-6:00)					LEVEL TEST RESULT:					Listening/100 items	15%	Novice	16.25% Novice		READING/100 items	5%	Novice	WRITING	20%	Beginner	SPEAKING	25%	Beginner
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2. Progress Test 進步測驗

1) There is a Progress Test every Wednesday. The TEST will be held in the morning on Wednesday, on the 4th week after student's admission.

每週三會進行進步測驗。測驗將在學生入學後的第四週週三上午舉行。

2) In the afternoon after the TEST, you have to ATTEND the class according to the existing class schedule.

測驗結束後的下午，學生必須按照現有的課程安排參加課堂。

3) Students who are not part of the PROGRESS TEST on that certain week MUST attend their classes (P1 to P11) according to the existing class schedule.

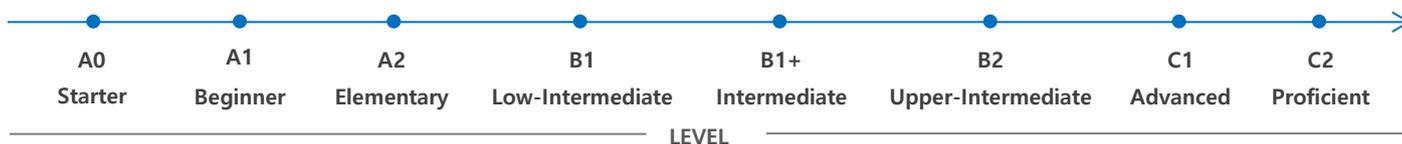
非該週進步測驗的學生必須按照現有的課程安排參加他們的課程 (P1到P11)

4) Students who registered for 3 weeks can apply until FRIDAY the **week before the actual PROGRESS TEST DAY's** week in the Academic office on the 2nd floor if they want to join the TEST.

註冊三週的學生如果有意願參加測驗，需在測驗前一週星期五之前，到位於二樓辦公室申請。

5) There are classes GOING ON (**morning only**) on the last Friday of every month, and any activities in the afternoon are to be enjoyed.

每個月最後一個週星期五只有上午有課程。



3. Purchasing Text Book and Refund 課本購買以及退款

1) Students can request a refund for their textbooks with the receipt within one week of purchase.

學生可以在購書後一週內憑收據申請教科書退款。

2) It is recommended that taking classes for one or two days without writing anything on the textbook to adjust the level of the student's textbooks.

建議學生在上課一至兩天內，不在教科書上做任何筆記，以便調整教科書的難度。

3) Damaged and textbooks with writings are not refundable

一旦課本上有損壞或有筆記不予退款。

4) The admin office will assist the students for buying and refunding textbooks. (08:00-17:00)

*** The purchase and transfer of textbooks between students is restricted.**

辦公室會協助學生課本購買和退費 (08:00-17:00) 。

***學生之間不得進行買書或轉讓課本等行為**

4. Absences and Tardiness in Classes 課堂缺席和遲到

1) Classes will be canceled if students do not attend after 5 minutes from the start of their class, and students will be considered **absent**.

如果學生在課程開始後5分鐘內未到教室，課程將被取消並視為缺席。

2) If the assigned teachers are absent, the school provides substitute teachers for the class.

如果老師請假或缺席，學校將安排代課老師上課。

3) Apply absence by submitting absent form in the office, so that office is noticed in advance.

如果要請假，請提前至辦公室提交請假表單。

5. Changing of Schedule 更換課程

1) Students can submit the changing of class form to the **Scheduler** until Wednesday 17:00

(You can get the application form in front of the bulletin board on the 2nd floor.)

學生可以在每週三下午5:00前向**排課老師**提交課程變更申請表。(您可以在二樓佈告欄前取得申請表格)

2) Changed schedule will apply on Monday the following week.

提交更換課表後，新課程將從下週一開始。

3) Depending on the schedule of the academy, the teacher may be changed.

根據學校課程安排，學校有權利更換老師。

4) Students are not allowed to take same teacher for two 1:1 class.

學生不得申請兩堂一對一課程為同一位老師上課

5) For questions/clarifications about your curriculum, please visit Office.

若有任何對課程上的疑問，請洽辦公室。

6) Additional charge is given when changing to another course (**course changing fee : 500 Peso**).

更換到其他課程時需支付額外費用 (**課程更改費用 : 500p**) 。

7) Group classes are assigned according to different levels. Check the level with the staff before changing the class.

團體課程會依照不同程度進行分班。若想更換成其他團體課，請務必確認好程度再做更換。

CELLA Student's Pledge

CELLA學生承諾

Policies	Disciplinary Level	Offenses
Smoking吸菸	2 Warnings 警告兩支	All the places inside building在校內任何地方 *Once figured it out smoking smell inside room, all room person will be given warning(need to report earlier). 一旦發現房間內有煙味，房間內所有人都將被收到警告（需要及早報告） *Ask payment for Cleaning將要求支付清潔費
Non-compliance with facility usage time未遵守使用設施時間	1 Warning 警告乙支	Conference room, Library, Dining, classroom, office會議室、圖書館、餐廳、教室、辦公室
Entry with wet state 身體未擦乾進入建築	1 Warning警告乙支	After used swimming pool, wipe the body properly 使用泳池後，請將身體擦乾
Curfew time門禁	1 Warning警告乙支	Stay out without permission.非經允許在外過夜 * No entry without traveling plan無外出申請單不開放進入校內
No ID submittance未繳交外出許可證	2 Warnings警告兩支	For the safety need to check in/out. Must surrender ID 基於安全因素考量外出須繳交外出許可證
Bringing alcohol攜帶酒精 / Drinking alcohol inside the campus在校內飲酒	1 Warning警告乙支/ 3 warnings警告三支	Warning to all roommates if alcohol (including empty bottles) is detected. 如果發現持有酒精(空瓶也算)，相關人員皆會收到警告
Unauthorized places using 使用未經授權的地方	Dismissal退學	Once used or stay without proper reason and time which regulated in Unauthorized place specially, will be expulsion 在沒有合理的理由和符合規定的時間，使用未經授權的地方或逗留將會被開除。
Making loud noise製造噪音	2 Warnings警告兩支/ Dismissal退學	If noise causes inconvenience to other students噪音影響其他同學
Demoralization散布謠言	Dismissal退學	Wild rumors, leading other students, etc. Depends on how serious the cases, Academy will decide after investigating. 散佈不實謠言、影響其他學生等，學校將根據情況嚴重程度，調查後做出處分。
No admittance to outsiders 帶校外人士進入校內	2 Warnings警告兩支/ Dismissal退學	Eviction from the entrance of outsiders without obtaining approval from the academic. Students will be given warning or Dismissal. 未經許可，將驅逐未經批准進入的外來者。 違反者將受到警告或開除處分。
Illegal acts非法行為	Dismissal退學	Bribe, sexual harassment, theft, threat and illegal acts, PDA, etc. 賄賂、性騷擾、偷竊、威脅和違法行為、公開示愛等。
Violence暴力	Dismissal退學	Including damage to property包含損害他人財物
Entering opposite gender's room 進入異性寢室	Dismissal退學	No Reason will be excused.沒有任何藉口 Room owner and roommate included. 該寢室全員將會直接退學
Entering others room 進入他人寢室	2 Warnings警告兩支	No excuse. 沒有任何藉口 Roommate will be given 2 warnings but Management will dispose it depends on the situation. 該寢室人員將會收到2支警告，但管理層會根據情況作出處置
Visiting places where violates student's reputation 去不恰當場所	Dismissal退學	Related with places issued problems, Academy will dispose of expulsion. 發生與地點有關的問題，學校將處以開除處分
Against Instruction違反指令	2 Warnings警告兩支	Must follow Security guard, Academy staffs instructions. 請遵照保安人員以及校內教務人員指示
All the Event not stated above 其他違反事項	Warnings警告 / Dismissal退學	Depends on how serious the cases, Academy will decide after investigating. 依照情節處分

1. I will behave properly with responsibility and keep dignity and class.

我將盡職盡責，保持尊嚴和風度。

2. I will follow Philippines law and order.

我將遵守菲律賓的法律和秩序。

3. I will understand Philippines culture and respect it. Not to make physical or mental conflict with Filipinos.

我將了解並尊重菲律賓文化，不與菲律賓人發生身體或精神上衝突。

4. I will not go to Casino (gambling) and illegal entertainment venue.

我不會去賭場(賭博)和去非法娛樂場所。

5. I will focus on studying and following Academy regulation. Such as Scheduling, teacher change, etc.

我會專心學習，聽從老師的指導。

6. I will comply Academy Rules, also instruction once got from the office.

我會遵守辦公室的指示以及學校的規章制度。

7. I will follow Academy Rules, such as warnings and dismissal if I talk to other students about tuition discounts or various benefits of study abroad consultants, and if it disturbs other students' studies.

如果我向其他學生談論學費折扣或代辦的各種福利，並且影響其他學生的學習，我會聽從辦公室的指示，接受警告或退學。

8. I will follow office instruction, such as warnings and dismissal if I obstruct other students' studies while intoxicated, shouting, quarrels, damage to school property, or fights.

如果我因酒後、大聲喧嘩、爭吵、損壞學校財產或打鬥而干擾其他學生的學習，我將遵守辦公室的指示，接受警告或退學。

9. I will leave school if dormitory life not suitable for me in health and hygiene due to illness or other reasons.

如果因健康或其他原因，不適應宿舍生活，我將離開學校。

10. Students are solely responsible for accidents, diseases and loss outside of the school.

學生對校外的事故、疾病和損失負完全責任。

*** All situations are ultimately subject to Cella's decision.**

***所有情況最終根據 Cella 的決定。**

I, hereby, certify that I will be a proud and become a nice model in the community as well as to live here without shameful attitude.

我在此宣誓，我將成為一個值得驕傲的良好榜樣，並且有寵辱不驚的生活態度。

In addition, I promise I will try my best to fulfill my purpose of studying English here.

此外，我承諾我會盡力實現我來這裡學習英語的目標。

I understand that I will be dismissed from the school if I don't follow rules and conditions.

並了解以上說明，如果我不遵守規則和條件，我將被學校退學。

20 . . .

Name姓名：

(Signature簽名)

