

## AELC REGULATIONS

Hana Academy is an institute where people of diverse backgrounds gather together to study English. So, you may experience minor discomforts and changes. Please be reminded of the following regulations, to achieve a suitable learning environment and get along well with your fellow students.

1. Since the first period starts at 8:30AM, those attending that class must finish their breakfast between 7:30-8:30AM

2. The meals prepared at the academy are comprised of international dishes: Korean, Japanese, Taiwanese, Chinese, Vietnamese and Filipino. The amount of food may vary, depending on the number of students from different countries.

3. A menu plan for the week will be given out, unless circumstances force changes (e.g. shortage of vegetable supply due to typhoon).

4. There is a form for feedback in the cafeteria, where the trays are returned. We will use your feedback to plan our menu, removing unpopular dishes and including dishes that have positive feedback. If no feedback is given, it will be considered satisfactory. Since we prioritize the opinion of the majority, we cannot change the menu depending on the needs of one individual.

5. Every student must follow the rules and times for using facilities within the academy.

- Study room 08:00 ~ 00:00 (Both weekdays and weekends): You can request, weekly, to change your seating arrangement. Students must leave the study room clean. The management will not be responsible for lost items or valuables.
- Swimming pool 12:00 ~ 22:00 (weekdays), 08:00 ~ 22:00 (weekends): Students must keep to the allotted time for the swimming pool, since noise late at night might disturb other students. The management will not be responsible for accidents that occur in the swimming pool. (Towels are a must, and students must dry themselves before proceeding to the dormitory, to prevent accidents caused by wet floors.)
- Students who wish to use the smoking area must be aware not to make loud noise late at night, so as not to disturb fellow students. Those who fail to comply will receive a warning. (Past 11pm, only the smoking area at the eastern part of the academy building may be used.)
- Cafeteria: The use of the cafeteria for personal reasons, or after hours, is forbidden.

1. Graduation certificates will only be given to students who have completed 90% of their course in the academy.

2. In the case of printing, xerox scanning, students can consult the office staff. Black and white is 1 peso per page; color is 2 pesos per page.
3. The electric bill will be the responsibility of the students. There are electric meters installed in every room, to show individual electricity use. The notice for the electricity bill will be posted every Monday, and payments must be made by Wednesday. In the case of a graduating student, the student must pay the electricity bill on the Friday of their final week. (Electricity usage is checked every Friday, headed by the maintenance staff, accompanied by a student manager. They will use the master key to enter the room )
4. Use of wireless internet: It is possible to use the wireless internet in the dormitory and study room. The speed and availability of the internet may vary, depending upon the situation in the Philippines (e.g. Bad weather causes slow internet connection) Torrents are strictly forbidden.
5. Mailing Address: HANA ACADEMY LOT 3-2A. CUTCUT. FRIENDSHIP HIWAY, ANGELES PAMPANGA 2009
6. Students must check their schedule for the following week, after lunch, Friday.
7. Students must evaluate their respective teachers properly and earnestly. This may be used as data for assessing the teachers in the academy. So, please take this responsibility seriously.
8. In case of problems with the facilities or rooms, students can write a formal request on the maintenance form -- on the request board, in front of the study room.
9. Exit of rooms is on Saturday, 1pm, of your final week at the academy. (In case of extension, formal requests are necessary.)


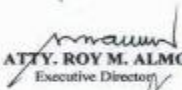
#### **1. SSP (Special Study Permit)**

- It is a permit required for those who enter the Philippines without visa, or with a tourist visa, to study at an international academy.
- SSP is only available to accredited learning institutes in the Philippines, and must be renewed if students are to transfer academies.
- SSP is NOT a substitute for a visa. Students are required to mind the expiration date of their own visas, even when they have an SSP.

#### **WHY NEED SSP**

- If a student enrolls in a university in the Philippines, they may apply for a student visa. However, students at an international academy must have the SSP.
- SSP is a "special permit" for those who do not have student visas.
- Foreigners who enter the Philippines without visas, or on a tourist visa, are forbidden from studying. In order to study, they must possess an SSP. In case of violations, they will be fined 20,000 pesos and deported. [Law of the Immigration of the Philippines Section 9 of the PIA 외

Execution order 285] This is the reason why all students are requested to obtain SSP before they start their classes.

		REPUBLIC OF THE PHILIPPINES DEPARTMENT OF JUSTICE BUREAU OF IMMIGRATION Magallanes Drive, Intramuros, Manila
<b>In re: DREAM LANGUAGE CENTER, INC.</b> 2 <sup>nd</sup> Floor, Estrella Building, Simon Ledesma St., Jaro, Iloilo City		<b>AAFS NO. AFF-04-035</b> Approval to Accept Foreign Students
Petitioner X-----X		
<b>ORDER</b>		
Upon request of DREAM LANGUAGE CENTER, INC. for inclusion in the BI List of Schools authorized to accept non-immigrant students pursuant to Section 9(f) of Philippine Immigration Act of 1940, as amended, in relation to Rule 8, Subdivision A, paragraphs 48 & 49 of Administrative Order No. 01 dated January 01, 1941, the Bureau of Immigration hereby grants <b>AUTHORITY</b> to the school <b>TO ACCEPT FOREIGN STUDENTS</b> subject to the compliance of all existing rules and regulations imposed or which hereafter may be imposed by the Bureau of Immigration unless sooner revoked for cause.		
The school is required to submit with the Bureau an enrollment report on foreign students 30 days after commencement of classes every semester/year indicating the name, nationality, visa status and valid stay.		
<b>SO ORDERED.</b> <b>14 MAY 2004.</b>		
 <b>ATTY. ROY M. ALMORO</b> Executive Director		
Accreditation Fee:	P50,000.00	OR# 01271697 dtd. 05/14/04
Legal Research Fee:	10.00	-- do --
Express Fee :	500.00	OR# 01253606 dtd. 05/14/04

## 2. Visa Extension

– Students are required to keep their own visas in check. In case you need the help of the Academy, the student must submit his passport and the necessary amount of money before 12pm, Tuesday, one week before the expiration of their visa.

It is customary for people to extend their own visas in the Philippines, but if the student desires the academy to extend it, there will be additional fees.

- There will be a government fine of 1,000 pesos for the extension of an expired visa. The students are required to keep the expiration dates of their own visas, to prevent loss.

(Those who plan to study for 12 weeks, without any plans of travel, may apply for 2<sup>nd</sup> and 3<sup>rd</sup> extension of their visa at the same time, and pay 6,200 pesos only. This will save approximately 1,800 pesos.)

- Those who plan to travel overseas without extending their visas, must possess a return or onward ticket, upon their return to the Philippines, If not, there will be problems with Immigration upon their departure from the Philippines.

## 3. I-card

The I-card is an identification card that must be carried by an individual who plans to stay in the Philippines for more than 59 days. It can be used as a substitute for a passport, when travelling within the Philippines. Those who obtained an SSP, but fail to obtain an I-card -- despite having stayed in the Philippines for more than 59 days -- will have to pay the fees for the I-card, before being allowed to leave the airport.



Recently, the laws of Immigration in Clark have changed. If a student wishes to stay for more than 8 weeks in the academy, the student must apply for an I-card. Failure to comply, will mean denial of the SSP. (Expiration date for the I-card is 1 year) If the student fails to obtain an I-card, then the academy cannot be liable for any consequences.

- I- The time before the I-card is released can take from 3 weeks to 4 months. In the meantime, the receipt that states an individual has already applied for an I-card may be used in situations which require it.
- Payment for SSP : 6,500 Pesos, Deposit : 3,500 Pesos, Utility& Learning materials : Approximately 1,000 Pesos),
  - The payments above do not include the payment for visa

#### 4. Rules of the Academy

- Planning of classes is done bythe Academy. It cannot be changed to better suit the students. The students are required to follow the class times given by the academy.
- Classes and Class time (45 min of classes, 5 min of break)

- A student's level is determined on the first day of classes, so group studies made for specific levels may not be all available the first week.
  - When learning materials provided to the students are not compatible, the student can request an exchange or refund within one week. (Materials will not be available for exchange or refund after 5 days of their purchase) On condition that the materials are unmarked. If the student desires a specific method of teaching, they may change the learning materials after discussing it with their teachers.
  - **If the student does not show up after 10 min of the start of classes, s/he will be considered as absent.** All rights of the students regarding that class will be forfeited, and that class can be assigned by the office to another student.
  - There will be a fine of 100 pesos for students who are absent.
  - In case of absence, the student is required to get permission from the academy, through a meeting. (In case of travel, the student must submit the travel plans.)
  - Outing with a teacher is forbidden during class hours, and the students are required to take classes in designated areas.
  - If the teacher is late or absent, a substitute teacher will be provided. (No refunds)
  - If the student misses class without a justifiable reason, there will be no make-up classes.
  - There will be no classes on government holidays.
  - Class suspension caused by natural disasters (e.g. typhoon, earthquakes) will not be refundable.
  - The students are asked to refrain from wearing see-through clothes, or skirts that are too short.
- There will be no change with the program that was agreed and paid, before coming to the Philippines.
  - **All assigned teachers will not be changed until the end of the stay, unless requested by the student.**
  - When students who did not apply for TOEIC are studying with TOEIC teachers, or when student who did not apply for IELTS are studying with IELTS teachers, those teachers may be changed to ESL teachers, after notice.
  - The names of graduating students -- and the classes they are taking -- will be highlighted every Thursday. If a student desires to replace the graduating student, they may request that teacher and classtime, at the office before 3 PM of the day, Thursday. It will be a first-come, first-served, basis.
  - Change of teacher may occur only once a week and the student must have classes with that changed teacher for at least 2 weeks.
  - If there are more enrollees than graduates, the academy might not be able to provide the students with their requested teachers.

-Exams required by the academy must be taken. If not, there will be a fine of 300 pesos, and warning, given to the student.

- Asking teachers personal questions, or going out with them during class hours,are strictly forbidden.

This will result in idle talking and will put a toll on the scheduled curriculum.

-The students and the teachers must understand their cultural differences and respect each other. In no cases are the students allowed to mock or insult teachers.

- Students may apply for weekend classes, on condition that the classes are held within Academy classrooms.

(Native teachers : 1hour / 750pesos, Filipino teachers : 1hour / 300pesos)

-If the student desires additional 1:1 lessons, s/he may inquire with the head teacher for availability.

(Native teachers : 3,000 pesos for additional week .Filipino teachers : 1,300 pesos for additional week.)

-If the student desires additional 1:2 lessons, they may inquire with the head teacher for availability.

(Native teachers : 2,000 pesos for additional week . Filipino teachers : 800 pesos for additional week.)

**Process for additional classes :**

1. The student may approach the head teacher every Monday and Tuesday to inquire about the desired teacher, date and whether the students have enough available schedule time to add additional classes..

-Students must use books fit for their own levels, and additional books may be purchased after consulting the head teacher. The books can be purchased at the office, and students are required to bring books to class. To buy books, the students may approach the office, and pay the fees at the accounting room.

**5 Living regulations**

- **Meals:**The students are required to eat at assigned times and avoid being tardy. If the student is planning to have a meal outside, or is planning to travel during the weekends, they are required to notify their respective managers.

- Cafeteria hours:

	Breakfast	Lunch	Dinner
Weekdays	7:30~8:30 AM	11:50 ~ 13:25 PM	17:30 ~ 18:10 PM

Weekends	10:00 ~ 12:00 AM	17:00 ~ 18:00 PM
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\*Meals will only be given at the scheduled time

\* No dinner will be provided on Saturdays

● **Laundry/Cleaning** (Laundry : 1<sup>st</sup> floor Mon, Thurs / 2<sup>nd</sup> floor Tues, Fri / 3<sup>rd</sup> floor Wed, Sat)

1. Cleaning and laundry are done on the same day. (The schedules are posted on the bulletin board, first floor of the Academy.)
2. Dirty clothes must be put in the basket assigned to each room. They will be washed twice a week.
3. Students must check if there are money or valuables in the clothes, before placing them in the basket
4. The academy will not be responsible for any discoloration due to laundry.
5. Clothes weighing below 12kg (4 weeks) can be washed as long as they are placed at the entrance of the first floor of the dormitory, until 9AM.
6. Most laundry will be returned on the next day, but may take 1 – 2 days more, depending on the situation, especially the weather.
7. If the student is in a shared room, and a new roommate is moving in on Saturday while the student is away, the maintenance may enter to clean with the master key.

● **Assigning rooms**

1. Students cannot change an assigned room without permission from the Academy.
2. If the student is staying in a 2–bed room after the graduation of the roommate, and no new roommate is assigned from the enrollees, a new roommate in a similar situation will be assigned after 2 weeks. .
3. The Academy may check and search the room, if there is suspicion of breaching regulations.
4. If the student desires a room upgrade, s/he may contact the agency. Downgrades are not allowed.

● **No outside visitors**

1. The student may not accompany an outsider within the academy without the permission of the headmaster. The academy strictly forbids overnight stays for outsiders.
2. Students who have graduated, or stopped studying, are considered outsiders.

● **Outings and overnight stays** (Only available on Fridays, Saturdays or the day before a holiday.)

1. AELC forbids overnight stays outside the campus, for students who have scheduled and planned days in the Academy. The Academy must be notified of special circumstances.
2. In case of an overnight stay or travels, students are required to submit written notification.

3. After an overnight stay or travel has been approved, the consequences of all incidents and accidents are obviously the responsibility of the students.
4. Overnight stays without a formal notice will be the cause for a warning. (Notified overnight stays are limited to twice a month, unless there are special circumstances.)
5. Curfew for Sunday ~ Thursday is until 12AM, Friday and Saturdays have no curfew. Curfew for the last day of long holidays is 12AM.
6. **Visiting other rooms is strictly forbidden.**(The student will be responsible for any lost items in the visited unit.)

● **Fees for usage**

1. Loss of dormitory keys: 500pesos
2. Copying/Printing: Color: 2 pesos. Black: 1 peso/ page
3. Refrigerator(4 weeks) : 1,000 pesos (Payment will be made depending on the time of stay)
4. Post office: 300 pesos (Taxed items, such as electronic gadgets or medicine, will be paid by the student) →Inquire at the office about the arrival of the package and the payment.
5. Utilities: Filtered water, water, cleaning, laundry and other maintenance fees1 bed room(4weeks) 3,000 pesos / 2 bed rooms (4weeks) 2,500 pesos / 3 bed rooms (4weeks) 2,000 pesos
6. Electricity: Check the meter and pay the appropriate fees byWednesday.

(Because the Philippines has an expensive rate for electricity, **aircons must be turned off when the student is not in the room.**)

7. Taxi Pickup: Clark Airport : 700 peso (Individual), 1,000 peso (Family of 2~4)  
Manila Airport : 3,500 peso (Individual), 4,500 peso (Family of 2~4)

**Warning/Expulsion: Students who fail to follow the rules and regulations of the Academy will be given warnings and, in severe cases, expulsion. Students who attempt to blame the school, without any factual basis, or who foment discord among the students, will be expelled without question or refund and -- and may face legal action.**

- Students will be expelled after 3 warnings. The student may appeal his case with the warnings given only within 48 hours, together with the headmaster and the student him/herself. There will be no refund for those who are expelled.

- Causes for warning-

- ① Those who violate the regulations, or fail to comply with the reasonable requests of the Academy's managers or workers.
- ② Those who secretly request separate lessons from the teachers, without the knowledge of HANA Academy.
- ③ Those who bring in, or use, dangerous substances (e.g. gas)
- ④ Those who fail to notify the office about their overnight stays.
- ⑤ Those who vandalize the property of the Academy/ remodel their rooms.



- ⑥ Those who disturb lessons and sleep through noise.
- ⑦ Those who raise pets within the dormitory.
- ⑧ Those who transfer/change rooms without notice.
- ⑨ Those who smoke inside a building.
- ⑩ Those who break curfew.
- ⑪ Those who show exaggerated acts of affection within the campus.
- ⑫ Those who enter the rooms of the opposite sex.

– Causes for expulsion–

**Once expelled, there will be no refund of any form**

- ① Those who sleep with the opposite sex aside from that approved by the Academy (e.g. family)
- ② Those who practice violence in school, or deliberately vandalize school property.
- ③ Those who spread lies and blasphemies, in a deliberate attempt to harm the Academy or their fellow students.
- ④ Those who insult the teachers or workers of the Academy.
- ⑤ Those who steal, from the Academy or their fellow students.
- ⑥ Those who bring outsiders inside the campus, without permission
- ⑦ Those who deliberately damage the school in anyway
- ⑧ Those who fail to obey the law of the Philippines/ Those who are arrested by the police/ Those who are jailed or imprisoned.
- ⑨ Those who practice violence due to the influence of alcohol.
- ⑩ Those who damage the notices on the bulletin board.
- ⑪ Those who copy keys without the knowledge of the Academy.
- ⑫ Those who drink, gamble and use drugs within the campus of the Academy. (Dormitory included)
- Other cases may be seen by the Academy as a cause for expulsion.

**6. AELC STUDYING DEPOSIT 3000 PESO: Once the deposit runs out, payment must be made again. The lost deposit will be used for benefits, such as parties or repair of facilities.**

- Absence from classes: 100 pesos
- Failure to keep the curfew: 300 Pesos
- Failure to take the LEVEL TEST: 300 Pesos

**7. Reimbursement**

- When the academy's property is damaged by the student, the appropriate amount must be paid.
- Students are required to have the people responsible for departure to check the room before leaving the Academy.

### **8. Extension of stay for lessons**

- In case of extension, the students are required to inform the office 3 weeks before the end of their stay.(Extension may be impossible, if there are no more slots available)

### **9. Rules for extension of stay for accomodation**

- Plans for stay will be calculated by week. **Classes will end on Friday of the last week and students will be asked to leave by 1pm, Saturday of the last week.** The students are allowed to stay for a few hours more if they have problems with their flight, but will not be allowed to stay overnight.
- The students will be allowed to stay overnight, with additional paymnet,**after consulting with the manager regarding available rooms.** (Maximum stay is one week.)
- Additional payment: 1,200 Pesos (Inclusive of food). The case of payment will be decided by **lunch time of Monday.**
- Extension of stay may result in room change.
- **Departure will be 1PM on Saturday and entrance will be 3PM onSaturday.**

### **10.Loss of items**

- Valuables are the students' responsibility. The students are expected to take care of their valuables when leaving the Academy. They can place their cash and valuables within the safety deposit of the school. Any valuables or money that is not in the safety deposit of the school, and lost, will not the responsibility of the school.
- It is better for the students to use taxis, or Grab cabs, instead of tricycles, at night -- especially during Christmas season.
- Beware of pickpockets, in crowded areas
- In some areas, there are children who pretend to beg, but actually steal. Make sure your cell phone and wallet is with you at all time..

### **11. Regulations for refund**

- There must be a legitimate reason to apply for refund. Students are asked to submit an application for refund.

#### **A. Before students arrive in HANA:**

- If the students request a refund 1weeks before their departure, they will be refunded exclusive of payments for lessons, food and dormitory fees of the remaining 2 weeks.

B. After leaving the Philippines:

- 25% of their entire duration of stay (After arrival at the dormitory) will result in a 50% refund.
- 50% of their entire duration of stay (after arrival at the dormitory) will result in a 20% refund.
- More than 50% of their entire duration of stay (after arrival at the dormitory) there will be no refund.
- If the reason for the refund request is because of a student's health, or death of a family member, there will be a 50% refund, regardless of the time of first notice. (The student must present documentary proof)

#### **12. Limits of the Academy's responsibility:**

- The Academy is not responsible for loss caused by natural calamities, political rallies or any incident that is not within the control of the Academy.
- The Academy is responsible for the students' safety. The students are expected to follow the rules and regulations set by the Academy for their own safety. Any loss, damage, accidents or incidents that resulted from violating the rules and regulations, or outside the school campus, will not be the school's responsibility.
- AELC holds the right to change the price, depending on the currencies, tax, change of laws or any incidents beyond the Academy's control. The Academy also holds the right to change the start of classes, programs and courses, to improve the quality of education for the students.

#### **13. Things to be careful of**

- Do not carry valuables or important documents when leaving the campus.
- Be cautious of people that around you in Jeepneys, and make sure your valuables are safe.
- Keep the address and number of the Academy with you at all times, when leaving the campus.
- Use tricycles that have a proper plate number.
- Carrying wallets and cell phones by hand can increase the possibility of theft.

#### **14. Use of hospitals and limits of the Academy's responsibility.**

- Health of the student is the individual's responsibility. The Academy will not be held responsible for any sickness.
- If a student wishes to purchase medicine, s/he can make a request at the office.
- If a student wishes to be diagnosed, s/he can easily use a tricycle to reach the hospital.
- In case of emergencies, a student can use an ambulance for 2,000 pesos. All emergencies can be notified through the office on weekdays. Emergencies on weekends will be notified through the managers.

#### **\* Additional information**

1. Since the Philippines is a country that uses English frequently, it may be wise to use the word "please" often, so as not be rude.
2. If you do not wish to say yes to a certain request, it is better to refuse at the beginning, instead of agreeing to it and refusing it later on.
3. Composing a review will grant you 600 pesos. It can be done anytime, after one month of your enrolment. Latest submissions are to be given one week before graduation. (half of A4 paper). It is to be submitted with 5 pictures. Those who wish to extend are required to write a review.
5. Graduation ceremonies are held every Thursday, 12:20PM.
6. Please like our Facebook page.
7. There are two group chats for Kakao Talk. One is for students who are currently enrolled. The other one is for uploading study materials. Only enrolled students may use the first group chat, but graduates may continue to use the second group chat. Please make your kakao talk I.D. as your English name, to prevent confusion.
8. At the coffee shop, 3Pm, every Tuesday, workers from a travel agency will come help students with any travel plans and offer suggestions.

#### Survey Questionnaire:

1. Purpose of stay  
( )
2. How did you enroll in HANA?  
1)self registration 2)Agency<Name of agency : >3)Others( )
3. How did you know about HANA?  
1)Suggestion from someone 2)Internet(Site: )  
3)Agency
4. If introduced through an agency, was there a suggestion for a different academy? <Answer only if yes>  
( )
5. Is there any other academy you compared HANA to before enrollment?  
( )

6. Why did you choose HANA?  
1) Faculty 2)Facilities 3) Curriculum  
4) Review of students 5)Others( )
7. What site provided the most information about HANA ?  
1)HANAhompage 2)HANAblog3)Agency blog  
4)HANAFacebook 5)Others( )
8. Any discomforts or things to improve during consultation?  
( )

**HANA is not responsible for any accidents or incidents that may occur due to disobedience of the rules and regulations.**

**HANA holds the right to change a student' s teacher, and the students are required to follow.**

Any legal matters or law suits will have appointed authority on the academy's side.

All students must sign the rules and regulations of HANA before starting the process

I, agree with the rules and regulations stated in this document of AELC

DATE:

NAME: