

API BECI ACADEMY SPARTA CAMPUS



API BECI 2022 ORIENTATION (E N G L I S H)



NEW STUDENT'S SCHEDULE

MONDAY

7 : 00 AM - 07 : 50 AM

BREAKFAST

~ 12 : 00PM

BREAK

12 : 00 PM – 12 : 50 PM

LUNCH

1 : 00 PM - 3 : 50 PM

LEVEL TEST

REGISTRATION AND ID PICTURE TAKING

4 : 00 PM – 6 : 00 PM

ORIENTATION

6 : 00 PM- 6 : 50 PM

DINNER

7 : 00 PM - 09 : 00 PM

SM TOUR/ CURRENCY EXCHANGE

09 : 00 PM – 10 : 00 PM

CAMPUS TOUR/ BOOKS AND SCHEDULE

DISTRIBUTION

TUESDAY (50 mins. Regular class, 10 mins break)

7 : 00 AM - 7 : 50 PM

BREAKFAST

8 : 00 AM – 8 : 50 AM

First Class

9 : 00 AM – 9 : 50AM

Second Class

10 : 00 AM - 10 : 50 AM

Third Class

11 : 00 AM – 11 : 50 AM

Fourth Class

12 : 00 PM – 12 : 50 PM

LUNCH

1 : 00 PM – 1 : 50 PM

Fifth Class

2 : 00 PM – 2 : 50 PM

Sixth Class

3 : 00 PM – 3 : 50 PM

Seventh Class

4 : 00 PM – 4 : 50 PM

Eighth Class

5 : 00 PM – 5 : 50 PM

First Night Class

6 : 00 PM – 6 : 50 PM

DINNER

7 : 00 PM – 7 : 50 PM

Second Night Class

8 : 00 PM – 8 : 50PM

Third Night Class

ACADEMIC POLICIES & PROCEDURES

1. GENERAL PROVISIONS

1. ABSTRACT

- This rule applies to all students attending BECITALK CAMPUS unless superseded by our school.
All students are obligated to comply with the requirements asked by students, instructors and staff, while the school administrator must explain the application and interpretation of these rules and procedures.
- In the event of a case for this regulation, the school administrator has the authority to make a final decision.

2. CONSENT

- All students enrolled in BECI TALK CAMPUS must read and sign the language school regulations such as general, academic, accommodation and dormitory regulations before the first class begins. This signature constitutes your agreement to the BECI Language School Rules.

3. LOCAL PAYMENT

- Location of local charges: 1st floor office
- Payment deadline : by noon of the day after the orientation
* Distribution of the invoice for the total cost of the following items during orientation

A. Deposit

- All students pay a DEPOSIT of 3,000 pesos for dormitory admission.
► The facility deposit of 3,000 pesos will be kept by the admin during the training period, and a full refund will be made if there is no problem with the facility when checking out and if there is no violation of the regulations.
- The deposit will be returned the day before graduation.

NOTE : There will be deductions from the deposit if rules are violated

B. Electricity and Water

- Charged depending on the length of stay.
* 2,000 PHP for 4 weeks

C. Visa Extension

- Payment to the Philippine Immigration Department for the purpose of permission to stay in the Philippines
- Since the extension of VISA is applied according to the student's stay at the academy, the academy cannot be held responsible for personal overstay that occurs after the end of the training.

Visa extension Fee	
4weeks	-
8weeks	3,440 pesos
12weeks	8,150 pesos
16weeks	10,890 pesos
20weeks	13,630 pesos
24weeks	16,370 pesos

D. SSP (Special Study Permit)

- Certificate for foreigners entering the country on a tourist visa to legally obtain/maintain student status from the Immigration Department
- * Issuance fee of 6,300 pesos (based on 1 week to 24 weeks)

E. ACR (I-CARD)

- Certificate to be obtained by foreigners residing in the Philippines for more than 59 days
- * Issuance fee of 3,300 pesos (for those staying longer than 59 days only)

F. Textbook

- 4 weeks- 2,000 Php

4. PASSPORT

- Passports of current students are kept at the academy.
- If you need your passport, you must inquire at the office at least one week in advance (based on working days).
* Place of application, receipt, and return of passport: 1st floor office
- Immediately after using your passport, you must return it to the office.
- NOTE : In the event of an unexpected situation (ex. unexpected natural disaster, etc.), it may take time to recover your passport at the immigration office, so apply as soon as possible.

5. ANNOUNCEMENTS

- All notices are written in English and are posted on the bulletin board on the first floor of the dining room. Students cannot hold the academy accountable for problems caused by not checking the notice.
- In the event of an unannounced emergency, announcements are shared in the messenger group chat room.

6. RESPONSIBILITIES AND AUTHORITIES

- The academy provides classes and dormitories under contract with students.
- Students must abide by the established rules and regulations and, in case of violation, must bear the penalties enforced.
- The academy is held responsible for compensation in the event of an unexpected natural disaster or emergency.

7. EXPULSION

- If a case that falls under the terms of expulsion is found, the student will be immediately expelled and re-admission is not allowed.

NOTE: Please refer to the contents of page 10 for the school discharge regulations.

ACADEMIC POLICIES & PROCEDURES

2. Academic regulations

1. CLASS HOURS

- Regular class: Monday to Friday (50 minutes / 10 minutes rest)
- Night Class: Monday to Thursday (50 minutes / 10 minutes rest)

Night classes are assigned between 17:00 and 21:00

The start time may be different.

2. CLASS REGULATIONS

- As of the first day of every month, this language school provides a minimum of 18 days of class.
- If the minimum number of days of class is less than 18 days, supplementary classes will be held on Saturdays or holidays, and the schedule will be announced on the bulletin board.

NOTE

1. Classes are not held on Philippine holidays.
2. Out of academy control, such as unpredictable natural disasters (Typhoon, Earthquake). Supplementary classes are not provided if classes are cancelled due to these reasons.
3. If you are absent from class due to personal reasons or illness, Supplementary classes are not allowed to prevent abuse cases.
4. All students should proceed with the class according to the set curriculum.

3. ABSENCE AND TARDINESS

- If you wish to be absent, you must go to the office on the first floor for absence form before class begins .
- All classes start at every hour, and if you are late for more than 5 minutes, you will be considered absent.
- If you are absent from class more than three times without permission, the class is automatically canceled and cannot be retaken for four weeks.
- If the teacher does not come within 5 minutes after the class begins, inform the office.

4. CHANGE TEXTBOOK/ TEACHER

- ◆ Textbook distribution: Orientation Monday evening
- ◆ Textbook distribution location: 1st floor office

- Students can request the teacher in charge of the 1:1 class if they need to change the textbook, and then the teacher will change the textbook.
- New students should consult at the office by 16:00 on the first Wednesday if they wish to change textbooks and teachers.

A. CHANGE TEACHER

- Applications for the change teacher are accepted at the office on the first floor by 4 p.m. every Wednesday and counseling is conducted.
- The new schedule is available at the office on Friday.
- Applications for changes received after 4 p.m. on Wednesday will take two weeks after the week of application..

NOTE: Instructor assignment is an authority of the academy, and students cannot select a specific instructor at their discretion.

B. COURSE CHANGE

- Course changes are made every Wednesday between 08:00 and 17:00. Fill out the application form at the office on the first floor.
- Consult with the course manager at the office for changes. If the newly changed course requires a test score, check the test schedule as well.
- If additional costs are incurred due to course changes, the cost payment process is carried out at the office on the first floor.
- The course change will receive a new timetable on Friday of the week of application.
- NOTE: Refunds for the difference in the course downgrade are not provided.
- If the class is impossible due to labor-management disputes, resignation, or absence of the teacher in question, the class of other teachers can be replaced.

ACADEMIC POLICIES & PROCEDURES

1. GROUP CLASSES

- The group class consists of a four-week course.
- The SPARTA ESL course weekly group class is limited to a maximum of six people

<Application for group class change>

Location: 1st floor office

Date and time of application for change: Until 5 p.m. on the first Friday of the group class

Date and time of application of the change: Monday following the application date

NOTE

1. Re-change is not possible after applying for group class change and must be taken until the end of the program.
2. Changing a group class to a man-to-man class is not possible

2. NIGHT CLASSES

- All SPARTA ESL course students receive a set night class timetable.

3. MONTHLY TEST

- Students are required to take a monthly level test.
- The entire monthly test schedule can be checked through the school calendar attached to the Dining Hall bulletin board on the first floor.
- Each student's monthly test will be posted on the bulletin board three days before the test schedule.
- Test results can be received a week after the end of the test.

4. TOEIC & IELTS Guarantee Course

- Score guarantees are not guaranteed in the following situations:
 1. 1 warning
 2. if you haven't taken a vocabulary test and Night class
 3. If you have never taken an accredited test between 8 and 12 weeks.

ACADEMIC POLICIES & PROCEDURES

3. House Rules

1 CURFEW

24 SPARTA ESL, TOEIC & IELTS COURSE						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
6am to 10pm	Not allowed to go out					6am to 2am
the day before a public holiday				Regular holidays		
5pm to 2am				6am to 10pm		

- The gate from 2AM to 6AM is closed and is not accessible.
- Weekday rules apply if there is a makeup class on Saturday.
- When entering the academy, leave your ID card with the guard, and make sure to record the time you go out/return.
- At the gate, an academy employee may arbitrarily inspect his or her belongings, and at this time, he or she should undergo an inspection according to the instructions of the employee.
- Outside students other than BECITALK CAMPUS students and officials are prohibited from entering the academy

2 HALL PASS

- BECITALK CAMPUS students are not allowed to go out from Monday to Friday. If you need to go out due to emergencies and valid reasons, you will be allowed to go out only after filling out the HALL PASS and submitting it to the office and obtaining approval from the academy manager.

◆ HALL PASS Application and Submission Location: 1st Floor Office

3 OVERNIGHT PERMIT

- If you wish to stay out during the weekend, you must fill out an OVERNIGHT PERMIT and obtain a signature from the person in charge.
- If you are travelling by plane, you must fill out the TRAVEL WAIVER form and obtain a signature from the person in charge.
- In principle, the issuance of TRAVEL WAIVER and OVERNIGHT PERMIT should be received at the office on the first floor by Thursday.
- Staying out on weekdays is prohibited.
- Even if an OVERNIGHT PERMIT is issued, access is not possible within the school curfew

NOTE: You must have a copy of the hotel confirmation and air ticket reserved in the student's name to issue a permit. In addition, the academy is not responsible for all accidents that occur during or outside the trip.

4. AVAILABILITY OF FACILITIES

Facility	Operating Hours
Admin Office	08:00 – 17:00 (weekdays)
1:1 Class Room	24 Hours
Dining Hall	24 Hours

5. COURIER SERVICE/ INTERNET/ MOBILE PHONES

A. Courier Service

- The name of the recipient of the parcel must be the same as the name on the student's passport, and be sure to check the invoice number in advance. Avoid shipping items that may be subject to tax, such as electronic products and expensive products. (Drugs cannot be shipped)

◆ BECI TALK CAMPUS ADDRESS

#37 Yangco Road, Upper General Luna, Baguio, 2600 Benguet

NOTE- Depending on the circumstances, the parcel may not be delivered to the school, and you may have to go to the post office directly.- Delivery of parcels takes at least two weeks, and there may be exceptions that take several months depending on customs inspection.

B. Internet

- Students are prohibited from arbitrarily manipulating Internet routers.
- Use and download of P2P sites is prohibited.
- If there is a problem with the Wi-Fi connection, inform the office on the 1st floor of the dormitory building.

C. Mobile Phone

- If you purchase a SIM or prepaid card from a Philippine carrier, you can make calls and text messages locally. (Available for purchase at SM Mall / General Mart)
- Telecommunication companies in the Philippines are divided into two types (SMART/GLOBE), and you need to purchase a SIM card from the carrier you want to use.
- Purchase a prepaid load card from the carrier and use it by registering the desired promo.
- The promo is different every time, so make sure to select the promo that suits you through a Google search.

ACADEMIC POLICIES & PROCEDURES

3. House Rules

1 Laundry Service

- External efficient laundry companies provide laundry services and collect and deliver laundry in the hospital for the convenience of students.
- Laundry services cost 150 PHP three times a week (up to 4 kg).
- The cost charged for using the laundry service must be paid to the office directly.

A. How to Use

- After filling out the laundry form, enclose it with the laundry and place it at the collection point. (Laundry Room) Laundry forms are photographed and stored. The laundry pick-up location is the same.

Laundry Schedule	
Day	TIME
Monday	13:00 – 15:00
Wednesday	
Friday	

B. Loss or Damage

- If you don't have an application form, you can't report the loss.
- If laundry is lost, it can be checked at the office on the first floor of the dormitory building.
- The academy is not responsible for any changes or loss.
- In the case of expensive clothes, washing is not recommended.

NOTE: In the case of expensive laundry such as clothes that are easily washed out or deformed, it is recommended to personally use the common laundry room and self-laundry service located outside the academy.

2. KITCHEN USE

- BECITALK CAMPUS students are not allowed to use the kitchen.
- The dining hall on the first floor can be used as a self-study space outside of meal time.
- Kitchenware cannot be taken out and is liable for damages

3. 1:1 Classroom Use

- BECITALK CAMPUS students can use the classroom after regular classes only for study purposes. Before and after using the classroom, you must inform the academy guard of the classroom number you want to use, and all classes are available 24 hours a day. Only one student is allowed in each classroom. If more than one person is found to be admitted, a warning and penalty will be given. You have to clean up after using the classroom and check out

Dining Hall Utilization Regulations (Self-study)

1. There is no reserved seat, so clean it after use.
2. When you are away for a long time, make sure to organize your belongings.
3. The academy is not responsible for any loss or theft caused in violation of the above matters.
4. A penalty of 1,000 pesos will be imposed for two verbal warnings for acts that harm others

Dining Schedule		
Time	Weekdays	Weekends & Holidays
Breakfast	07:00 – 08:00	08:00 – 08:50
Lunch	12:00 – 13:00	12:00 – 13:00
Dinner	18:00 – 19:00	18:00 – 19:00

6. OFFICE (1st Floor)

- All applications related to the academy will be processed at the office on the first floor.
- Requests not filed in the office cannot be processed.
- Office hours may vary depending on the situation.
- If there is a request or suggestion, it should be delivered to the office.

7. EOP ZONE

- BECITALK CAMPUS All spaces are covered by English Only Policy (E.O.P).
- A penalty is applied for each violation of the EOP rule.
- Weekends and holidays do not apply.

8. Life E.O.P Challenger

- A student can apply EOP Challenge. The challenge last for 2weeks (24hrs) and registration fee is 500 peso for deposit
- the student succeeds, we will give reward 2 laundry coupon and deposit
- the student Failure, the deposit will not be returned.

9. STUDENT ID

- Always wear your ID from 8:00AM - 9:00PM.
- A penalty is applied for each violation of the ID wearing rule.

10. SMOKING AND DRINKING

- Alcohol is not allowed in the building. Drinking in front of or in the building is also not allowed. When you return to the academy after going out, the guard can check students' bags.
- Smoking in the building is strictly prohibited, and a penalty will be applied if smoking is caught in a non-smoking area.
- (Designated smoking place: smoking building on the right side of the entrance to the designated building)

ACADEMIC POLICIES & PROCEDURES

4. DORMITORY REGULATIONS

1. DORM REGULATIONS

- Dormitory rooms are assigned by the academy management.
- Personal supplies and toilet paper are not provided by the academy

NOTE: For the safety and convenience of students, the academy manager can enter the dormitory without notice or consent from the student under the approval of the academy manager.

2. DORM FACILITIES

- All furniture and facilities are owned by the academy.
- Students must use all facilities, furniture and supplies without damage.
- None of the furniture or supplies can be removed without prior approval from the academy.
- Students shall not randomly change the objects placed in the academy.
- Compensation for the loss and damage of academy property caused by the student's intentional or carelessness may be required.
- Students are obligated to use all facilities in the academy, including their rooms, carefully.
- Students cannot choose a room at will.

3. SANITATION REGULATIONS

- The cleaning service runs twice a week between 8:00 and 16:00 on Tuesdays and Fridays.
- You can apply for cleaning on the bulletin board in front of the office on the first floor.
* If you want to stay in the room during cleaning time, you can specify the time
- The bed cover and pillow cover can be replaced once a week at the request of the student.
- The blanket can be replaced once every two weeks upon student request.
- Cleaning the closet of each room is conducted once a month and screen cleaning is conducted once every three months, and the schedule is announced on the bulletin board.
- If you do not apply for cleaning, the dormitory cleaning will not proceed.
- Room cleaning is done during the students' break time, and if the student is not in the room at the time of application, cleaning cannot be performed.

NOTE: If you do not apply for a long-term cleaning service, you can proceed with cleaning without the student's permission to maintain a clean environment.

4. REQUEST FOR DORM CHANGE

- Students who request a room change at the time of registration must give a prior notice one week before the scheduled date of the room change. Pre-announcement is available at the office on the first floor.
- If you want to change your room, you must fill out an application form and submit it to the office on the first floor from 8AM to 5PM Monday to Wednesday.
- Changing rooms may not be possible depending on the circumstances of the academy.
- The room movement should be carried out during Saturday afternoon.

5. NOISE

- Refrain from making loud noises in the dormitory.
- Avoid late hours when moving furniture.
- Refrain from running in the hallway and stairs.

6. POWER OUTAGE

- Sudden power outages and water breaks may occur.
In case of a power failure, the generator is operated, but the voltage is weak, so you cannot use a hair dryer or water heater.

7. VALUABLE BELONGINGS

- A student is obligated to manage his or her belongings, and the academy is not responsible for any loss or damage to the student's belongings and purchased goods.
- Mini vaults are provided for each student. Please keep your cash and valuables in your personal mini safe in each room.
- We recommend that you change the password for the mini safe once a week.

8. DORMITORY ROOM PASSWORD

- Students are required to change their dormitory digital door lock password once every two weeks and are prohibited from sharing passwords other than roommates, prefect teachers, and general manager.

ACADEMIC POLICIES & PROCEDURES

5. GRADUATION REGULATIONS

A. PASSPORT/ DEPOSIT

- Passport and deposit can be received on the day before graduation (the day before the holiday).

B. EXTENSION (per day)

- In principle, extension of stay is impossible.
- Students must leave the room immediately from the end of the training period until noon on Saturday, the check-out time. If you are not out of the room by check-out time, the management can randomly enter and clean the room.
- Depending on the discretion of the academy, the period of stay may be extended, and in this case, 1,000 pesos per night will be charged. (until noon on Sunday)

NOTE: If an extension of stay is inevitable due to unexpected situations such as natural disasters, you will have to pay 1,000 pesos per night.

C. Check Out Time

- The final check-out time is Saturday at noon.

D. Bus Ticket Booking

- Graduates are required to book a bus ticket from Baguio to Manila or Clark Airport at least two weeks before their departure schedule.
- Make sure to check the latest bus schedule and information through the Internet.

Reward and Penalty System

1. Upon admission in the academy, the students are automatically given 100 points
2. Points are either deducted or added from the following guidelines.
3. If the student has less than 60 points, half of the deposit will be deducted. If it is less than 40 points, all the deposit will be deducted. In addition, the student has to maintain the 3000 pesos deposit, so if the student's deposit has been already deducted, student has to pay another deposit. Even the student will pay the deposit again, the points accumulated will be the same.

The student who will have more than 150 points will be prioritized in terms of a request of a class.
 The student who will have 200 points and will maintain it for 2 weeks,
 the school will reward the student 2,000 pesos.
 The maximum point is 200.

1. Guideline of Reward and Penalty System

All students will receive 2 weekly and Monthly report based on their overall performance in the academy.

Reward		Points	Penalty	Points
1	Complete Attendance for 4 weeks	+5	Tardiness more than 5 minutes	-5
2	Complete Attendance for 1 week	+1	Considered Absent more than 10 minutes	-5
3	Perfect Score in all Vocabulary Test	+1	E.O.P at all times	-2
4	Success Life EOP Challenger	+10	School ID must be worn at all times	-2
5	Perfect Score in Weekly Student Evaluation by the course coordinator	+2	Weekly Student Evaluation of less than 3 points	-5
6	Perfect Score in Weekly Student Evaluation by the Buddy Teacher	+2	Unacceptable Class Behavior (Messenger, Watching Videos)	-2
7	Perfect Score in Monthly Student Evaluation compiled by Head Teacher	+5	No/ Incomplete Homework	-2

ACADEMIC POLICIES & PROCEDURES

6. Prohibitions

* Students who violate the bylaws and policies of the academy may be warned or expelled * If they receive a second warning, a consent form will be issued to agree to the expulsion of the school in case of violating the third prohibition rule.

* When you leave school, you are required to sign a consent form for identification.

(Students who have been expelled must leave the academy within 24 hours and cannot issue a certificate of completion, refund of tuition, and refund of deposit are not allowed.)

Regulations		First	Second	Third
A. Basic Rules				
1	Cooking in the school that may cause a fire (use of things that can cause fire, such as candles and burners)	Warning		-1,000
2	Drinking and smoking - Strict prohibition of drinking and alcohol storage in academies * Can be detected by academy staff when cleaning - Smoking in places other than designated smoking areas, including dormitories - Access to lounge and kitchen after drinking	-3,000	Expulsion	
3	Dissemination of false rumors that defame the academy and the administration	Warning		-1,000
4	Disobeying the legitimate instructions of the administration			
5	Use of school property without prior approval			
6	Acts of making financial gains from commercial advertising			
7	Acts of making financial gains by gambling, betting, etc.			
8	Causing excessive noise in dormitories			
9	Consumption of alcohol by underage students			
10	Acts of disrupting or damaging the academic environment			
11	Acts of vandalism towards school's property	Immediate full compensation		
B. Dorm Regulations				
1	Restricted access to rooms other than your own *Deposit deducted only for students who have entered one's room	-1,000	-2,000	Expulsion

* If you have received a second warning, a consent form will be issued that you agree to leave school in case of violating the third prohibition rule.

* When you leave school, you are required to sign a consent form for identification.

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answered

Prohibition		First	Second	Third	
C. Curfew					
1	If you violate or do not comply with the curfew regulations, it will be handled according to the following steps				
	Weekdays	Not allowed to go out			
	Weekend	2am – 6am (entry and exit is not allowed)	-1,000	-2,000	Expulsion
2	Going out without permission during regular class hours		-1,000	-2,000	Expulsion
3	Use of another student's ID				
4	Going beyond the time indicated in the Hall Pass				
5	Unauthorized overnight stay out without TRAVEL WAIVER and OVERNIGHT PERMIT				
6	Even if OVERNIGHT PERMIT is issued, access restrictions are restricted between 2am and from 6am				
<p>Immediate discharge regulation</p> <p>* Discharge immediately without refund in case of violation of the regulations below</p>					
1	Abusive language and violence (teachers, students, all employees of the academy), including sexual harassment committed to individuals related to the academy		Expulsion		
2	Dissemination of rumors that damage the reputation of the academy and its officials (During communication with the agency, by providing content that is different from facts. In case of an act that causes damage to the academy or the agency)				
3	Boycott and intentional violation of regulations				
4	Exchange of information on the amount paid to the agent				
5	Climbing over the fence after curfew hours				
6	Violation of Philippine law (drugs, fights with locals, etc.)				
7	Going out without permission after curfew check				
8	Room change without permission				
9	Entry of a room of the opposite sex (both students are expelled)				

* If you have received a second warning, a consent form will be issued that you agree to leave school in case of violating the third prohibition rule.

* When you leave school, you are required to sign a consent form for identification.

ACADEMIC POLICIES & PROCEDURES

7. Refund Policy and Other Regulations

1. Refund Policy

- Students who are scheduled to leave earlier than the training period shall notify the management at least one week in advance.
- Refunds related to training expenses should be discussed with the student's registered agent.
- Local payment is not refundable

NOTE: Refunds will be issued 4 weeks after leaving the Philippines.

2. Other Regulations

A. Staff

- Although BECI executives and employees comply with the regulations, they are authorized to enter the student room without prior notice in the event of safety reasons and other unusual events.

B. Visitors

- Visitors are not allowed to enter the academy site without prior consent from the academy.

C. ID Card

- When going out, all students shall submit their ID cards to the security personnel at the main gate and fill out their destination and entry time.
 - * Record the time you came home and get your ID card back.
- If you do not submit your ID card when you go out, you are not allowed to go out.
 - If the ID card is lost, it must be reissued under obligation.
 - * Students who lost their IDs are prohibited from going out until ID card is reissued (reissue fee 500 pesos)
- You should always wear your ID.
- If you change your course, make sure to wear a lanyard according to the course.

D. Dress Code

- Avoid wearing revealing clothing or clothing with overly obscene or vulgar pictures and phrases.

E. Safety and Security

- Students must comply with safety and security regulations and refrain from acts that threatens the safety and health of others.
- The academy has the authority to control students in the event of natural disasters or other unusual conditions such as bad weather.
- Be aware of the safety rules so that you can study abroad safely.

F. Hospitalization

- In case of accompaniment to the hospital with the academy manager, the student pays the transportation cost. If you are not feeling well, notify the school staff immediately and take appropriate action.

G. Storage of Valuables

- If you are carrying much cash, you can keep it in the office on the first floor of the dormitory building until graduation.
- You can apply for money storage at the office on the first floor of the dormitory building.

NOTE: Other valuables must be managed by individuals and cannot be held responsible for the loss of valuables.

H. Photo and Video Shooting

- Photographs and videos are taken during academic activities, which can be used for official promotional materials and SNS channels of this language school. If you want to delete uploaded photos and videos, you must ask the academy within a week to process them.

ACADEMIC POLICIES & PROCEDURES

8. City Establishments

A. Hospital (Nortredam Hospital & Medical Center)

- Located 5 minutes away by taxi (ask the driver for 'Baguio General Hospital')

B. Shopping mall (SM Mall)

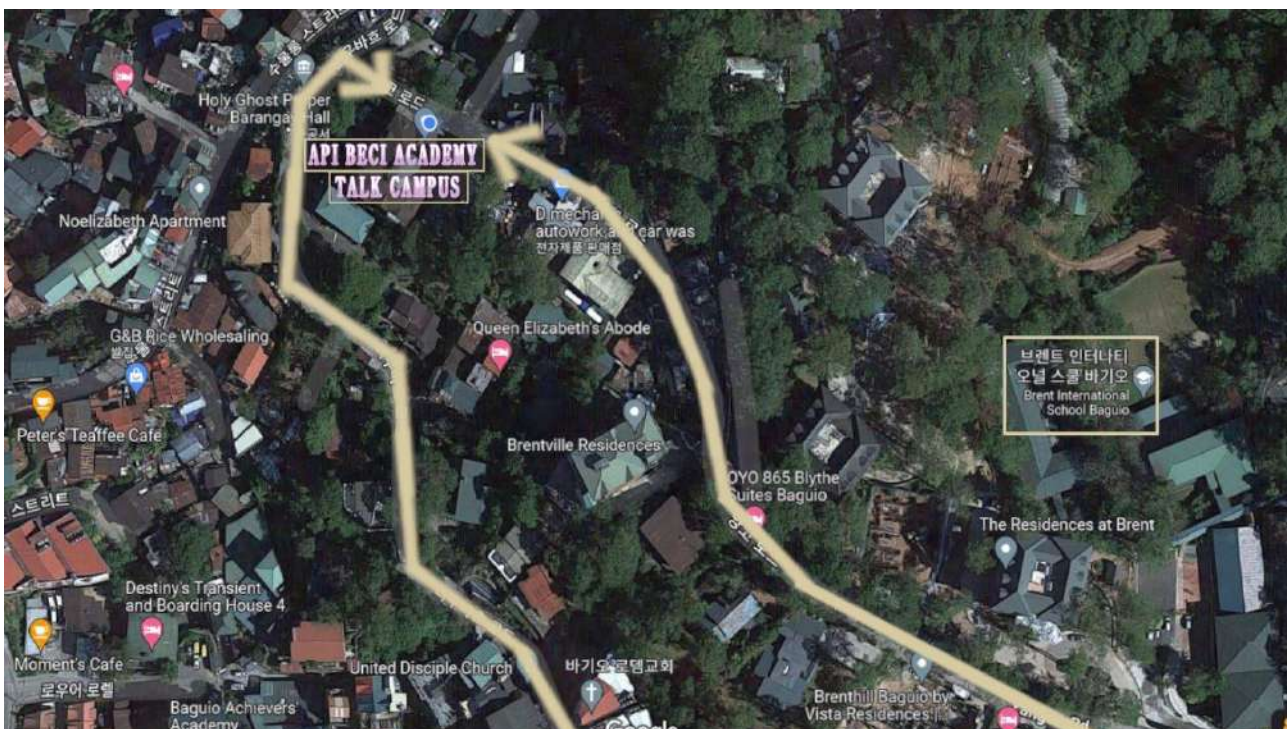
- Located about 5 minutes by taxi, SM Mall is the largest shopping center in downtown Baguio and has all the amenities such as food courts, supermarkets, movie theaters, beauty salons, nail shops, arcade and restaurants.

C. Police Station

- Located 5 minutes away by taxi.

9. Going to the Academy

- Tell the taxi driver "37 Yangco Road please" and you will be able to get to the road near BECITALK CAMPUS. (See map below)
- Using the left-hand side of the map – Go through The Pine Ridge and Terrace Condominium and follow the right-hand corner (Uphill) map – Follow the downhill road through Brent International School to reach the academy. The Grab (GRAB) application is available.
- If you take a picture around the academy, it is easy to find your way in case of an emergency.



SAFETY REGULATIONS

[[Related to daily life]

1. There are often places in the Philippines that don't prepare change (typically small restaurants and supermarkets, taxis, Jeepney), so I recommend you always bring small units of money (coins, 20, 50, pesos).
2. If you need to exchange money, please do it in a large shopping mall such as SM Mall as much as possible for safety.
3. Please also use ATM devices at large shopping malls such as SM Mall or at places with security guards.
4. Don't give money to kids begging on the street
5. Be careful of the loss of valuables (pickpockets, etc.) on the street, and put your bags and other luggage in front of you.
6. If you are attacked by a robber, do not follow and deliver the requested item and leave immediately.
7. Please bring only the necessary amount when you go out. (Delivery of credit cards and large amounts of cash)
8. It is recommended that you refrain from going around alone late at night and accompany many people.
9. Avoid wearing expensive accessories as much as possible.
10. Always be careful of the loss of cell phones, wallets, etc. in public places.
11. Please wear earphones and be careful not to walk while looking at your cell phone.
12. When drinking outside, drink responsibly.
13. I recommend you to not frequent the club.
14. It is very dangerous to suspect Filipinos and report them to the police without proof, so please refrain from it.
15. If you ride a jeepney, please be take care of your belongings.
16. Please refrain from lending or borrowing money. (Including academy officials, friends, and strangers)
17. Street food can have an adverse effect on health.
18. When you get out of a taxi or leave a restaurant or cafe, make sure to check your cell phone and wallet.
19. Don't forget to ask for a receipt when you use a taxi
20. When you leave restaurants and cafes for a while, don't leave your cell phone and wallet on the table because there is a risk of loss.
21. Avoid touching street animals such as dogs and cats. You may have a disease.
22. It is good to be familiar with the location and phone number of the hospital in advance for unexpected situations.

[Related to travel and staying out]

1. If you are planning to go on a trip, I recommend that you make a reservation in advance. In particular, if you don't make a reservation in advance during the Philippines holiday, it may be difficult to use accommodations such as resorts and hotels. Also, if you apply for activities such as surfing and hopping tours in advance, please make a reservation with the help of your teachers or manager
2. Before the trip, please save the emergency contact information of the manager in charge of the BECI language school in advance on your cell phone. You can get help in the event of an unexpected situation. (*Contact information can be found at the guardhouse.)
3. If you travel for more than 3 days, please bring medicines.
4. Always mind safety and precautionary measures when you travel.
5. Travel waver & overnight permission is accepted only until 4 pm every Thursday. If you are planning to travel or stay out over the weekend, please fill out the form and submit it before that.
6. When traveling long distances, please check the details of the arrival time, destination, and boarding method of transportation such as buses and airlines.

SAFETY REGULATIONS

[Law related]

1. Prostitution is prohibited by law in the Philippines. There is a case in which an employee of a store approaches a man at a shopping mall such as SM. Always be careful because you may be involved in a serious crime.
2. Don't drink with strangers (including Americans besides Filipinos).
3. It's dangerous to fight with a taxi driver, so be careful not to get into trouble.
4. Relationships and sex with Filipinos under the age of 18 are strictly prohibited by law. If caught, you will be arrested immediately, so please be careful.
5. Adultery is strictly prohibited by law. If caught, you will be arrested immediately, and you will have to pay a large amount of bail to be released, so please be careful.
6. In the Philippines, smoking on the streets and public places is prohibited except for the designated smoking area. Please be careful because you may have to pay a large fine if caught.
7. The Philippines prohibits drinking in public places. If you violate this, you may be arrested immediately, so please refrain from it.
8. It is very dangerous to speak ill of Filipinos (including staff and teachers). Please always be careful because you can be punished for violating the law.
9. If you carry or use drugs, you will be forced to leave school and return home immediately. (Possible to be arrested immediately if caught, and at great risk)