

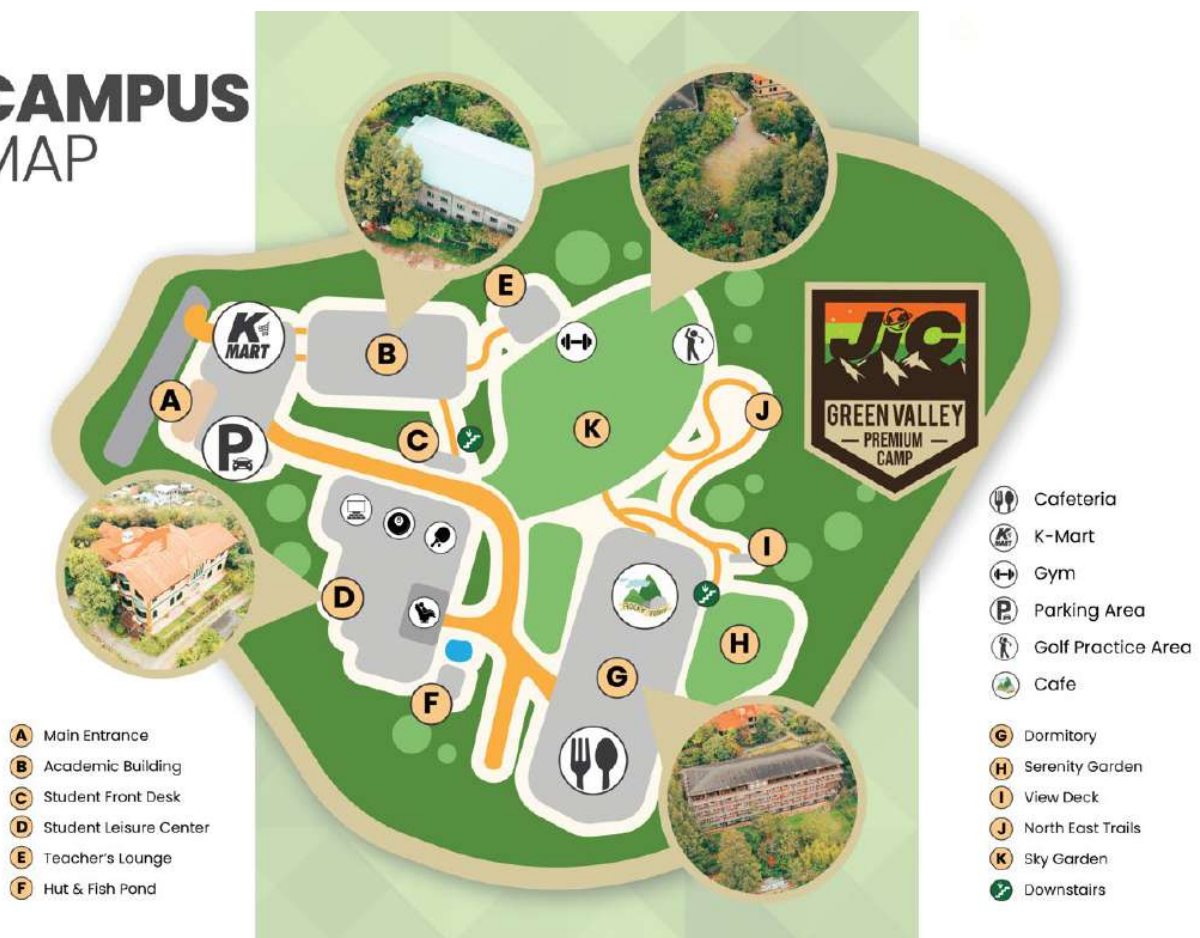
Welcome to JIC Green Valley Premium Campus!

Premium Address:

381 Purok 5 Dontogan, **Green Valley**, Baguio City 2600

(When returning to the academy, taking a taxi is recommended rather than a jeepney. Inform the driver to go to **GREEN VALLEY**. Upon arriving at the main gate of Green Valley, ask the driver to stay on the main road and proceed for few meters until you reach JIC Green Valley Premium Campus.)

CAMPUS MAP



Emergency Contact

Contact	0977 138 5838		0920 946 4719
Messenger	Skype	Kakaotalk	Line
	baguiojic_1	jicpremiumdaniel	eidoctomo

Sunday/Arrival Schedule

Time	Detail	Place
9:00 – 12:00	Brunch Buffet	Cafeteria
22:00	Roll Call	Private Accommodation
<ul style="list-style-type: none"> Students arriving will receive a Welcome Kit. Snacks and Water will be provided inside their rooms. For safety reasons, upon arriving on a Sunday, going outside the of the academy is prohibited on this day. (Penalties for violation of rules for going out without permission are applicable) 		

Initial Two-Day Schedule

Time	Detail	Materials	Place
7:00 – 7:50	Breakfast		Cafeteria
7:50 – 11:50	Break/Rest		Private Accommodation
11:50 – 12:50	Lunch		Cafeteria
12:50 – 13:30	Paperwork and Collection of Passports	Pen, Passport, Money	Group Classroom 4D
13:30 – 16:30	Initial Test	Pen, Pencil, Eraser	
16:30 – 17:00	Tour and Photoshoot		School Premise
17:00 – 18:00	Orientation and Local Fees	Student Hand book, Pen, Notebook	

Meal Schedule

	Breakfast	Lunch	Dinner
Weekdays and Holidays (Mon – Fri)	7:00 – 7:50	12:00 – 12:50	17:30 – 18:40
Weekend (Sat – Sun)	9:00 – 12:00 (Brunch Buffet)		Upon request, buy your ticket at the student desk.
<ul style="list-style-type: none"> • Please observe the meal schedule (Meal distribution will stop 10-minutes before the closing time). • Meals are divided into a buffet style (weekend brunch) and regular meals. • Cafeteria food and items (tableware, food, dessert, etc.) are not allowed to be taken out. • For breakfast, light American-styled breakfast meals will be served. • Meal schedule are subject to change. 			

Internet

Wireless Internet (Wi-Fi) : OPEN

Due to the unique characteristics of the Philippines, internet speed might be comparatively slower or less consistent in comparison to other nations.

Philippine Local Mobile Network

Content	Detail	Description
Purchase of Sim Card	Philippines Leading Networks: Globe / Smart	Cafeteria
Prepaid Card	100 / 300 / 500	Private Accommodation
Promotion	<ul style="list-style-type: none"> • In the Philippines, for cheaper services, register a promotion after loading your sim card. • Choose from a variety of promotions based on your carried, duration, purpose, amount, etc. • Google Search Keywords: Globe Promotion, Smart Promotion • Searchable Promotion: <i>Globe: Dial *143# / Smart: Dial *123#</i> 	

Local Payments

Category	Amount (₱)		Remarks
SSP	6,800		Valid for 6 months (Special Study Permit)
ACR I-CARD	3,500		Alien Registration Card
VISA Extension Fee	1 st : 8 weeks	3,940	After entering the country with a tourist visa for the first 30 days (visa free), visa extension will depend on the length of stay.
	2 nd : 12 weeks	5,210	
	3 rd : 16 weeks	3,240	
	4 th : 20 weeks	3,240	
	5 th : 24 weeks	3,240	
Deposit	3,000		Full refund at the end of course if there is no reason for deduction
Utility Bill	2,500		4-week basis
Maintenance	1,000		4-week basis – Facility management and maintenance
Laundry Fee	1,000		4-week basis. Wash, dry, and fold (twice a week)
Student ID Card	200		Photography included
Class Materials (Textbooks, Handouts, Digital Materials, etc.)	TEP ESL		1200 – 1400
	Speaking Master		1,600
	Active Senior		800 – 1,000
	Focus Business		900 – 1,100
	Business Master		1,600
	Family Course	Guardian	600
		Junior	1,400
			<ul style="list-style-type: none"> • 4-week basis • Textbook fees vary depending on the chosen program.

Added Services

Services	Price	Remarks
Drinking Water	₱30	5 gal (about 19 liters), purchase at cafeteria
Weekend Drop-off Services	₱30 per ride	Saturday and Sunday – 10:00 AM and 1:00 PM From JIC Premium to SM City Baguio

Future Period Fees

Services	Price	Remarks
Additional 1:1 Classes	6,500 per 4 weeks	General ESL
		TEP
	7,500 per 4 weeks	Business
Additional Group Class	3,500 per 4 weeks	General ESL
	4,500 per 4 weeks	Business
	1,000 per 2 weeks	Evening Classes
IELTS Mock Test	400	1-time payment / IELTS Mock Test (every Saturday)
AR	310	Annual Report (2-years resident visa extension)
ECC	500	6-months stay or more (check whether there are any criminal records or none)
CRTV	1,410	Addition for visa extension after 6 months

Pick-up Fee

Airport	Sunday	Other days
Manila (NAIA)	₱3,000 Regardless of the number of passengers	₱4,000 (3 or more passengers)
		₱6,000 (2 passengers)
		₱12,000 (only 1 passenger)
Clark Airport	₱2,500 Regardless of the number of passengers	₱3,000 (3 or more passengers)
		₱4,000 (2 passengers)
		₱7,000 (only 1 passenger)

*Local payments of all fees are subject to change depending on local circumstances in the Philippines.

Study Regulations

W	SUN	MON	TUE	WED	THU	FRI	SAT
1	Regular Term	Entrance Test Orientation	Challenger Application End of Challenger		New Student Counseling		
2						Graduation Orientation	
3	Mid Term	Entrance Test Orientation	Challenger Application End of Challenger		New Student Counseling		
4						Monthly Test	

- Regular and Mid Terms are divided, and the schedules may be subject to change. (It is recommended to enter on the Regular Term)
- There are no scheduled classes on legal holidays in the Philippines and suspended class days caused by natural disasters.
- Monthly Test: On the last day of the 4th week of the regular term (after the first 2 weeks of the midterm). The Final Test will be given and the results will be announced after. (Tests are Mandatory. Non-participation will subject to a violation of JIC Rules)

Daily Timetable

CLASS SCHEDULE	
7:00 – 7:50	Breakfast
7:50 – 8:35	Class
8:40 – 9:25	
9:30 – 10:15	
10:20 – 11:05	
11:10 – 11:55	
11:30 – 12:50	Lunch
12:50 – 13:35	Class
13:40 – 14:25	
14:30 – 15:15	
15:20 – 16:05	
16:10 – 16:55	
17:00 – 17:45	
17:30 – 18:40	Dinner
19:30 – 20:00	Vocabulary Test
20:00 – 22:00	Self-Study

- 1 class consists of 45-minutes class and 5-minutes break.
- Textbooks are distributed collectively according to the program and level of the student. (non-refundable)
- If the total attendance rate is less than 90%, certificate of completion and report cards will not be issued.
- After the start of class, tardiness will be marked after 5-minutes of the beginning of the class, but absences will be marked after 10-minutes. (No make-up classes will be given)
- In an event of a cancellation due to the absence of a teacher, a substitute teacher will be assigned first, or a make-up class will be given depending on the availability of the student and teacher.
- If you plan to be absent, you must fill out an absence form and submit it to the office before your class. If your reason of absence/s is deemed unreasonable, your absence will be unauthorized.

Changing of Schedule

1. The official changing of schedule is every 2-weeks.
 2. Submit your application for change by 11:00 am on Thursday. (During the Monthly Test week, submission should be given by 11:00 am on a Wednesday)
 3. Complete the Change Application Form and consultation with the person in charge.
 4. After consultation with the person in charge, classes will be monitored. (There will be a class observer to monitor the class)
 5. If there is no improvement after giving feedbacks, the teacher will be changed. (Changes in the schedule will apply on the next Monday)
- A teacher cannot conduct more than 2 classes per student. (Only one class is available depending on the teacher and subject: grammar, writing, group classes, etc.)
 - Class schedule timetable cannot be selected by the students and will be assigned by the Head Teacher or person in charge after a consultation.
 - Classes can be changed depending on the program and subject in progress.
 - If multiple students' class change request (schedule, time) overlap, the priority requests will be decided after computing their attendance and penalties for the past 2 weeks.

CEFR Equivalence Table

Level	CEFR	IELTS	TOEIC	TOEFL IBT
PROFICIENT	C2	7.5 – 9.0	789 – 990	96 – 120
	C1	6.5 – 7.0	605 – 780	79 – 95
INDEPENDENT	B2	5.5 – 6.0		405 – 600
	B2 (5.0 IELTS)	4.5 – 5.0	53 – 64	
	B1(4.5 IELTS)	4.0	41 – 52	
	B1(3.5 IELTS)	3.0 – 3.5	255 – 400	30 – 40
BASIC	A2	2.0 – 2.5		19 – 29
	A1	1.0 – 1.5	0 – 250	9 – 18
	Pre-A1	0.0 – 1.0		0 – 18

CURRICULUM

Program		1:1 Classes	Group Classes	Evening Classes	Description
ESL	TEP 8	3	3	2	Student will have the opportunity to choose two “themes” which they want to study. The remaining subjects will be general ESL class which are based on their weaknesses.
	TEP 9	4	3	2	
	TEP 10	5	3	2	
	SM 8	6	x	2	Student will have 6 classes that focuses on improving the student’s speaking ability.
	AS 3	3	x	x	Student will be able to study and improve their English while having the luxury of time to relax, refresh and explore.
	AS 4	4	x	x	
Business	BF 3	3	x	x	Business students will have the choice to either study the whole day and improve their Business English skills or have the luxury of using our co-working spaces to work while studying English during their available times.
	BF 4	4	x	x	
	BM 8	3	3	2	
<ul style="list-style-type: none"> • Program Change: You can apply to change your Program every 2-weeks (applicable on a Monday at the start of the term). Additional fees will be applied for upgrades. (Non-refundable for downgrades) • TEP Group: 3 general ESL group classes are selected and/or recommended based on the student’s level (Group class program follow the school schedule) • Business Master Group: 2 business group classes will be given; the additional group class will follow the rule of TEP group classes. 					

ESL Hands-on Training

Training	Content	Duration	Price (P)
Barista	<ul style="list-style-type: none"> • Number of Trainees: 1 – 4 • Venue: JIC Premium Café • Trainings Theory: A general understanding of coffee Lab – Roasting and extracting coffee, taking orders, practice and explaining of the menu.	4 hours of training per session, 3 sessions (total of 12 hours) Issuance of Certificate of Completion	4,000 per 4 weeks

Adding of Classes

Classes	General ESL	TEP	Business
1:1 Class (1 class per day for 4 weeks)	6,500 per 4 weeks		7,500 per 4 weeks
Group Class (1 class per day for 4 weeks)	3,500 per 4 weeks	x	4,500 per 4 weeks
Evening Class (1 class per day for 2 weeks)	1,000 per 2 weeks		
<ul style="list-style-type: none"> • You can ask the person in charge to add a class. (Additional classes can be accommodated according to a set period) • You can only 1:1 and group classes of the program you are taking (except for Evening Classes) 			

COURSE SPARTA / SEMI-SPARTA

Content:	JIC Sparta Course	JIC Semi-Sparta Course
Vocabulary Test	Mandatory	Optional
Night Study		
<ul style="list-style-type: none"> New students will be placed as Semi-Sparta students. They may change their course every 2 weeks. Students will be allowed to add only Vocabulary Tests or Night Study if they do not want to do both but must follow the 2-week rule. 		
Going Out and Travelling	Student may go out during weekdays except during class time and must be back at 7PM for the Vocabulary Test and Night Study (7PM curfew).	Student may go out during weekdays except during class time and must be back at 10PM from Sundays to Thursdays (10PM curfew).
Students are allowed to go out and travel on weekends and holidays (curfew policy are strictly followed).		

Vocabulary Test

- Vocabulary Tests are mandatory for Sparta course students from Monday to Friday. (Except on holidays)
- Timetables are subject to change. Tardiness and cheating are considered a violation of our rules and regulation. Penalties will be applied.
- Vocabulary test levels may be changed every 2 weeks.
- 25 words are given on their first day and 25 new words will be added on the next day. A total of 50 questions are given per day.
- For every incorrect answer, the student must write the vocabulary 10 times and submit these words to the person in charge

Night Study (20:00 – 22:00)

- It is mandatory to stay in your designated seat. Tardiness and absences are considered as a violation. Penalties shall be applied.
- 2 or more students are not allowed inside the self-study designated rooms. Bringing in food is also prohibited.
- If recording is required, a designated place will be given.
- Classrooms except for group classrooms are available for self-study after the mandatory night study hours. (Remember to turn the lights off after you finish studying)
- If you need to leave your seat (to go to the toilet or your accommodation, etc.), you must fill out the logbook after getting permission from the person in charge. (Student is allowed up to 10 minutes only)
- You may request to change seats from the person in charge.

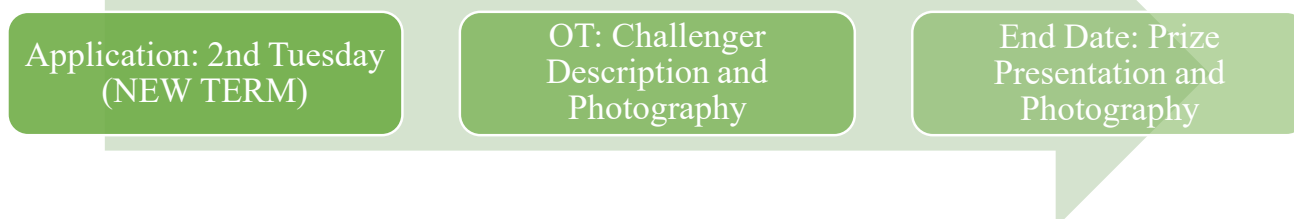
- If you are absent (including sick leave) after submitting your absence form, the student will have a mandatory weekend study.
- Weekend supplementary study is conducted at a set time in a designated classroom.
- Classrooms are open 24 hours a day (excluding group classrooms) so it is essential to turn the lights off when not using, and to clean after use.

E.O.P (English Only Policy)

- You must use English ONLY in the designated EOP zones.
- EOP Time: 6:00 am to 10:00 pm
- EOP Zone: Academic Building
- After 2 verbal warnings, the third incident will be treated as a violation.

CHALLENGER PROGRAM

- A special program unique to JIC that challenges you to speak in English daily for 24 hours a day for few weeks.
- Improve your English skills by constantly fighting your urges to speak another language.
- JIC encourages you to take on the CHALLENGER.



Program	Period	1 st Violation	2 nd Violation	3 rd Violation	Challenge Completion
Challenger	2 weeks	Verbal Warning	Warning + 1 week extension	Fail	Pro Challenger, Certificate, Challenger T-Shirt
Pro Challenger	4 weeks				Glory Challenger, Certificate, JIC Coupon
Glory Challenger	-		Warning		Certificate, Glory

- For each successful Challenges, you can proceed to the next Challenge.
- Challenger: Writing Challenger's Reviews (Motivation, Feeling), Attached Photo
- Pro Challenger: Training Review (hints and tips on how to study) plus Attached Photo or a Video Recorded Interview
- Glory Challenger: Video Recording of the Student
- Training Review may be done in your own language. (at least 150 words)

- Submitted reviews will be used as marketing materials. (These will be uploaded on websites, Facebook, etc. and photos will be used too)

GRADUATION TEST

GRADUATE
Speaking Test: The schedule will be announced during the last week of the program.
Regular Term Admission: Final Test Day is in the last week of the program. (No classes on this day.)
Mid-term Admission: Final Test is on Friday (or last day of the week) morning of the last week of the program (Normal classes in the afternoon will continue)
Certificate of Completion / Report card is sent to your E-mail

LIVING REGULATIONS

1. Dormitory Information

Dormitory	Accommodation / Café / Cafeteria
Academic Building	Office / Classrooms / Student Lounge
Student Leisure Center	Mini Theater / Table Gaming Room / Massage and Sauna Room / Lounge / Gym

Precautions when using the Dormitory:

- Changing of dormitory room is allowed and may be applied in the office if there are available rooms (additional fee will apply if needed; no refunds when downgrading a room type)
- Entering other rooms are prohibited.
- For damages or inconvenience from the rooms, please fill out a form and submit it to the office.
- Items in the dormitory that are damaged and incurred by the student will be charged on a certain fee depending on the severity of the damage.
- Dormitory Check-in: Sunday (Academic schedule starts on a Monday. Sunday arrivals are recommended.
- Dormitory Check-out: Saturday before 1pm (Additional payments will be incurred for students who will check-out on a later time or date. This will be allowed depending on the availability of rooms. Extra night's price is ₱2,000)

2. Laundry

Laundry Area (Inside of the Student Leisure Center)	
Male Student	Female Student
Monday / Thursday	Tuesday / Friday
<ul style="list-style-type: none"> • Fill out the laundry application form and put in the personal laundry basket. Bring the laundry basket to the laundry area by 10am. (No laundry services in case of time violation) • Buy laundry basket at the cafeteria for 55 pesos. • Laundry service uses regular laundry and drying products (regular fabric softener) to wash. • You can pick your laundry up at the laundry area from 6pm to 8pm. • Laundry is 1,000 pesos per term. • Not Accepted: High-quality and special-material clothes, shoes, bags, hats, etc. (Should you choose to avail of the service, the company is not responsible for color change, fastness of color, shrinkage or damage to high quality or special-material items.) • The academy is not responsible for laundry color change, bleaching, or damage caused by the use of washing machine and dryers. • The academy is not responsible for missing items. If found, the item will be returned to the student promptly. If an item is not yours, please return it to the laundry area. • Bed sheets and blankets are replaced once a month. (Request for replacements will be accepted within 1 month. If a student requests to replace the bedsheets and blankets more than once in a month, an additional fee of P300 will be applied.) • Washing schedule may change due to local conditions such as power outages or lack of water supply. 	

3. Cleaning Services

- You can apply for cleaning up to twice a week (Monday to Friday).
- Apply according to the cleaning schedule form announced every Friday. (This cleaning schedule is for the next week.)
- When applying for cleaning, keep in mind that one room member should be free at that time and present when the room is being cleaned.
- The room will not be cleaned if there is no one present in the room.
- Cleaning services includes cleaning of rooms, floor, and toilet (empty trash can).
- Cleaning services do not include cleaning of desks and beddings (bed).
- Your belongings and valuables must be taken care of individually, and if you lose them, you are responsible.

4. Going Out Regulations

Outing	Procedure	Curfew
Weekday	Sparta	Allowed to go out except during class time / must be back at 7PM.
	Semi-Sparta	Allowed to go out except during class time / must be back at 10PM.
	Night Study	Allowed to go out except during class time / must be back at 8PM.
	Vocabulary Test	Allowed to go out except during class and vocabulary test time / must be back at 10PM.
Saturday	<ul style="list-style-type: none"> 6AM – 1AM (of the next day) Mandatory supplement classes on a weekend: Student may go out after the class. 	
Sunday	6AM – 10PM (of the same day)	
Monthly Test	Students may go out after their monthly test. Curfew will be at 1AM (of the next day).	
<ul style="list-style-type: none"> For safety reasons, you must fill out a logbook when going out and returning to JIC (weekdays and weekends). The gates of JIC will be closed between 10PM to 6AM (except on Saturdays or monthly tests). During Saturdays and monthly tests, the gates will be closed between 1AM to 6AM. It is possible to make a request to go outside after closing hours due to urgent personal circumstances but the student must inform the office. You cannot go out after submitting an absence notice. Students are not allowed to go out during their class time even if they submit an absence form. New students can go out on weekdays from the first Tuesday. Violation of curfew time (return time) will be dealt according to JIC's rules and regulations. 		

5. Travel and Overnight

- You must follow the travel and overnight stay rules for each course. (Travelling is allowed from 6 am)
- You can travel and stay out from Friday night (10PM), weekends and public holidays, and you must return to the academy by 10:00 PM on the last day of the holiday or weekends (Sunday).
 - For travel and overnight stays, travel plans must be submitted the day before the start of the trip.
 - If you do not submit a travel plan or request a travel plan on the designated day, it will not be allowed (You will be violating the rules if you do not return home within curfew time.)
 - Friday-Sunday trips and overnight stay outs are possible but must submit a Travel Plan. On the last day of the holiday (or Sunday), students must return to the academy by 10:00 PM.

- Cancellation of travel plan: If you cancel your travel or overnight stay plan, you can return to the academy by 1:00 am (Friday is 10PM). Upon request, depending on the judgment of the staff, access to the academy may be permitted, but it will be treated as a violation of curfew regulations.

- No travel plan submitted: Travel and overnight stays are prohibited and curfew times must be observed. In case of violation, fines and demerit points are accumulated, and you must enter the academy before 6 am. After 6 am, the rule of staying out without permission applies.

- During the training period, it is not possible to travel on weekdays, but it is possible to visit family and relatives after submitting proof.

6. Noise Regulation

Details
<ul style="list-style-type: none"> • Maintain silence on weekdays and holidays. Violation of the rules related to noise will be imposed when 3 or more people file a complaint or cause damage to others will be at the discretion of the staff • Where: Dormitory (stairs, front door, etc.), classrooms (corridors, classrooms, etc.) (No loud noises after 10pm) • When noise occurs after returning home on weekdays and weekends and the instructions of the staff (guard, managers, etc.) are not followed, the rules under Noise Regulation will apply.
Off-limits Zone (after 10pm)
Everywhere except the 3 rd and 4 th floor of the Academic Building.
This is a place where many students come study and live. It is prohibited to interrupt other students due to loud voices.

7. Completion Recipient

Completion Schedule	
<ul style="list-style-type: none"> • The training (classes) ends on Friday afternoon, and you must leave the room by Saturday morning. • 1 to 2 extra days of duration by the student are subject to stipulations and an additional payment of 1,000 pesos per day subject to room availability. • 2 days before the end of training (Wednesday), you can go out after submitting a notice of absence, but curfew still applies. <p>(8am to 22:00pm the day before: After submitting a notice of absence, request from the office)</p>	
1.	Those who have completed the course are obliged to participate in the completion orientation two weeks before the end of the training. (Schedule individual notice)
2.	On the Monday of the last week of completion, you will receive a student checklist; have it signed by each representative and return it to the office?
3.	You may receive a partial deposit (₱ 2,500) on the last Wednesday of the week.
4.	After submitting the checklist, you will receive your passport, certificate of completion, and transcript on graduation day.
5.	<p>Return the key when you check out, you will receive the remaining ₱500 of the deposit.</p> <p>If you lose the key, ₱ 200 will be deducted from your remaining deposit.</p> <p>Depending on the day and time of check-out, the key return location and deposit collection location may vary.</p> <p style="text-align: center;"> * Weekday Daytime: Office * Weekday Nighttime: Guard House * Weekend & Holiday Daytime: Student Desk / Guard House * Weekend & Holiday Nighttime: Guard House </p>

GENERAL INFORMATION

	Details
Smoking	In the Philippines, except for smoking areas, public places are non-smoking areas, and if violated, a fine is paid to the police station. No smoking area within JIC Premium Premise.
Clothes	Refrain from wearing short skirts, hot pants, sleeveless clothes, and pajamas.
Personal Items	Personal items lost are not the management's responsibility. For valuable things, you may request the office to keep it for you. Strictly lock your dormitory doors on weekdays and holidays as well as your suitcases and personal lockers (purchased individually) CCTV is in operation but there could be some blind spots, power outages, or Malfunctions.
Entering of Other Rooms	Strictly no entering of other students' room 24 hours a day, regardless of weekdays, weekends, and holidays.
Drinking	Language school management area (front and rear 500M) alcohol and alcoholic beverages are prohibited. When alcohol or alcoholic beverages are caught in the school, violation of the rules applies to all the people who were in the company, room, and at that time (empty bottles or cans are considered to be brought in) Staff (and/or guards) can check dormitories and personal items (bags, etc.) depending on the situation.
ID Card	Wear your IDS when entering the academy during study hours and holidays
Gym	Open: 07:00 ~ 21:00 (Weekdays and Holidays) Gym: Wear clean shoes and do not disturb others with noise (music) Electric exercise equipment may be used again after resting the machine for 30 minutes (Use it again after yielding to the waiting person.)
Blackout	During a power outage, the generator will operate within 30 minutes (~10 PM); water will be delivered in case of water outage (following delivery schedule)
Fine	The entire amount is used for student's welfare, such as fine parties, product purchases, and challenger prize money. Details on how the amount is used will be announced every term.
Overseas Shipping	112 pesos must be paid to the post office.
Cafeteria	Hours of Operation Weekdays: 7:00 am to 10:00 pm Holidays: 9:00 am to 7:00 pm

GENERAL INFORMATION

	Details
Food Delivery	Delivery is available until 11pm after that, fines and disposal. Food deliveries should be picked from the guard house only.
Academy Facility	Students must pay compensation for any damage to school facilities.
Money Transaction	School staff (reason for disciplinary action), Prohibiting of monetary and 0 commodity transactions between students (individual resolution)
Emergency Medicine	Individuals must always be ready, and trauma-related medicines can be purchased at pharmacies. Hospital visits are recommended.
Forex	You can exchange money at banks and SM. (Bring your ID.) You may also exchange your monies at JIC office.
Internet	The Philippine Internet may be slow or unstable when downloading because it uses a flat-rate and fixed-rate system. It may even be not available due to the poor Internet environment in the Philippines and the circumstances of the Internet company
Fitness Equipment	Exercise equipment can be used in a designated place.
Facility	In the event of damage to facilities in the school, fill out the form and submit it to the office.

REGULATIONS

The refund application is in accordance with the Baguio JIC refund policy.		
Baguio JIC is not responsible for what happens inside and outside the academy due to student mistake.		
Materials submitted by students are used as marketing materials.		
An illegal cause (students involved in gambling, violence, theft, and drug etc.) inside and outside the campus.	Dismissal & No refund	
Improper behavior and relationship with anyone (ex: staff, teacher, fellow student) inside or outside the campus (ex: sexual treatment/ harassment)		
Sleeping with the opposite gender in the academy (except for a legal couple)		
A penalty of 30 points (The penalty points will be accumulated until the end of the course and will not be reset.)		
Failure to comply with the penalty/ies received for violating the regulations (fines, penalty points, compulsory self-study, grounded, etc.)		
Going outside and staying out overnight without permission (Entering the campus after 6:00am without travel form / going out the campus after curfew without any permission)		20 pts or P3,000
Entering the room of opposite gender (including the other students who live in that room)		
Smoking is prohibited. (Smoking is not permitted indoors, including in the bathroom. You have to throw your cigarette butts and spit in the ashtray.)		
Violating curfew: Basic fines and penalty points will be given. In addition, 100 pesos per 30 minutes and 1 penalty point per 10 minutes are accumulated based on curfew time. With Travel Plan – Entry and exit is prohibited from 1 a.m. to 6 a.m. (Entry and exit from 1 a.m. to 6 a.m. is applied as a curfew violation.) Without Travel Plan – Return to academy by 1 a.m.	15 pts + a P1,500 + a	15 pts + a 2 weeks grounded
Do not bring alcoholic beverages or drink alcohol into the academy management area (500m front and rear of academy) When alcohol, empty bottles, and empty cans are found in academy and dormitories, all those involved and roommates are also subject to violation of the regulations. When drinking alcohol or bringing alcohol into the academy is suspected, guard or staff can inspect belongings, and if students do not follow the directions, they violate the regulations. (Dormitory, bags, etc.)	12 pts P,1000	12 pts 2 weeks grounded
Offences against public decency – violation of regulations in the event of excessive affection, noise, and fighting, depending on employee's judgment or complaint to three or more persons	5 pts	5 pts
Students are not allowed to bring outsiders without the permission of the academy. (If there is a problem, the student will take full responsibility.)	P500	5-hours Compulsory Self-Study
Failure to follow Guard or Staff (Managers) directives		
Students should not be insincere in their attitude of life and class. Therefore, it is against the regulations if they make inappropriate remarks and actions to the staff of the academy. (Violation of regulations corresponding to the eviction of non-refundable schools based on the judgment of the academy)	3 pts	3 pts
Students cannot enter same-sex rooms, and the violation of regulations applies to all roommates. (The responsibility falls to the student who enters the room if any items are lost while they are in the room.)	P300	5-hours Compulsory Self-Study
Skipping the regular exams or taking them insincerely. (Final, Graduate, TOEIC, Weekly IELTS mock test etc.)	2 pts	2 pts
Failure to comply with the nightly mandatory study schedule (including being not in designated seats, making noise, or harming others) There is no penalty for submitting absenteeism for reasonable reasons (including sick). Students have to study compulsory that weekend.	P200	5-hours Compulsory Self-Study
Unauthorized absence of regular classes will result in fines and penalty points per class. (Make up classes, special classes, official activities, etc.). Absence is considered unauthorized if the reasons are inappropriate.		1 pt
Classroom usage regulations (Only one person can use a 1:1 classroom and the group classrooms cannot be used after night mandatory study and on holidays.) Don't harm damage others by actions other than studying.	1 pt P100	2-hours Compulsory Self-Study
If you violate the E.O.P. regulations, you will be warned up to 2 times. From then on, you get penalty points and fines for each count. The status of the regulations is notified and accumulated until the end of the studying period.		

Students must follow the meal schedule for each course and cannot take out any food and items from the cafeteria.		
Students should always wear their ID (school ID, challenger ID) during studying hours (6am-10pm) inside the academy– including cafeteria and play ground. You will get a warning up to 2 times. From then on, you get penalty points and fines for each count. The status of the regulations is notified and accumulated until the end of the studying period.	0.5 pts P50	0.5 1-hour Compulsory Self-Study
Being late for class: between 5 and 10 minutes after class starts (If you are late for class three times, it will be considered as absence without permission.)	0.3 pts	
Submitting absent form for regular classes: There is 0.1 penalty point per class and up to 0.5 penalty points per day. You will not receive penalty points when submitting evidence such as a medical certificate, prescription, receipt, etc.	0.1 pts	
<ul style="list-style-type: none"> ➤ Those who violate the regulations can choose between penalty and penalty points or compulsory self-study (grounded) and penalty points. ➤ Penalty and penalty points <ul style="list-style-type: none"> - Students who violate the regulations must pay in cash, and after the violation, they must pay it to the office by the next Wednesday. If you don't pay, the classes will be temporarily suspended. ➤ Compulsory self-study and penalty points <ul style="list-style-type: none"> - Students who violate the regulations are not allowed to select a start date and time and will proceed on the designated seats in WEST GARDEN according to their schedule during weekend. - If compulsory study is not completed during the weekend, it can be continued next week. In addition, the mandatory learning option is not available for future violations of the regulations due to the mandatory study that was not completed in that week. ➤ Violation of mandatory weekend study rules (absent, tardiness, out of designated seat, and going out without permission) 1st: 3 penalty points + P500 2nd: 5 penalty points + P1000 3rd: Dismissal & No refund <ul style="list-style-type: none"> - Even if you pay a fine for violating the mandatory weekend study rule, the study time will not be deducted. - Student cannot select mandatory weekend study one week before the end of the studying period. ➤ Grounded and penalty points <ul style="list-style-type: none"> - Students who are grounded are prohibited to go out on weekdays, weekends, and holidays. - Students who violate the regulations cannot select the start date and time and the penalty will be immediately enforced upon checking the violation. - The duration of the studying period must be longer than the grounded period when you choose it. - If the grounded period is not completed, students cannot choose grounded or study compulsory at a later time when you violate the regulations. ➤ Violation of grounded rules (Going out without permission) 1st: 5 penalty points + P1000 2nd: 10 penalty points + P2000 3rd: Dismissal & No refund <ul style="list-style-type: none"> - Even if you pay a fine for violating the grounded rule, the grounded period will not be deducted. 		
<ul style="list-style-type: none"> ➤ The regulation applies to all weekdays, weekends, and holidays ➤ Responsibilities for the violation apply equally to all students. ➤ If there is no reasonable reason for all students to accept, then they should be held accountable for the violation 		

I understand and agree to comply with the refund rules, learning and living regulations. In addition, I will be responsible for any violation of my regulations and will not contest Baguio JIC.

_____ (MM / DD/ YYYY) Name _____ Signature _____