PREMIUM ORIENTATION

CELLA ENGLISH ACADEMY INC

- ## LOCATION AND CONTAC 學校位置及聯絡方式

1. Address地址

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

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

當學生從自己的國家寄送郵件或包裹時，建議在填寫寄送資料時一併填寫學校的電話號碼，以便郵局或物流公司在需要時能夠聯繫我們，確保郵件順利送達。(+63 032-507-9594)

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

郵件或包裹上的學生姓名拼寫，必須與護照上的姓名完全一致。

2. Emergency contact 緊急連絡方式

Emergency Contact Number			
Joseph (KOR) 0905 – 469 - 2665 Jenny (KOR) 0945 - 185 - 6689			
Risa (JPN)	0977 - 310 – 5243	Alex (VNM)	0905 - 231 – 2036
KOR (Celine)	0906 - 575 - 6248	Peggy (TWN)	0962 - 257 - 8644
Phoebe (CHN)	0931 – 016 - 0609		

3.How To Get To Our School 如何抵達學校

Talk to taxi driver "One Paseo" Banilad.

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

請告訴計程車司機前往「**One Paseo, Banilad**」。

在前往 **Maria Luisa** 的路上，您會在左手邊看到 **CELLA** 校區。

ABOUT CELLA 關於CELLA

1. Dormitory 宿舍規定

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

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

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

大廳（Lobby）一樓大廳全天都有警衛駐守，以維護校園與宿舍的安全。

學生外出及返回學校時，必須繳交外出證（In/Out Pass Card）並填寫出入登記簿（Logbook）。

若學生未繳交外出證即外出，將給予警告處分。累積 **2 次警告** 後，將依校規進行進一步處理。

2) Curfew time: 00:00 ~ 06:00 門禁時間為 **凌晨 12:00 至上午 6:00（00:00–06:00）**

(Door will not be opened beyond curfew time)

門禁期間校門將不會開放，請學生務必於門禁時間前返回宿舍，以免影響進出。

3) Security guard inspect bags for safety. 安全檢查

為了維護校園及宿舍安全，警衛人員將視需要檢查學生的隨身行李與背包，敬請配合。

Dormitory Floors宿舍樓層

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

宿舍位於 **2樓、3樓、5樓及6樓**。

✓ 實際安排的住宿樓層可能會依照學生人數及住宿配置需求進行調整。

學校將依當期入住人數安排最適合的樓層使用。

2. Public Area公共區域

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

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

泳池區域開放時間至晚上9:00 (務必攜帶毛巾).

*** 週一為泳池清理維護，故不開放。**

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

共用區域使用後必須清理乾淨，吸菸請至吸菸區（00:00後不開放吸煙區）。

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

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

共用區域，如餐廳、會議室、圖書館、每層走廊不允許用於聚會和聊天。

只有大堂可以用於個人理由，如打電話、學習等。

*製造噪音，一旦被舉報，將會受到警告

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

學校食物和餐具不允許帶進房間。使用後，請將其放置回收區並將空間清理乾淨

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

會議室及圖書室為學生自習與學習空間，使用時請保持安靜，避免大聲喧嘩或影響他人學習。

此外，**禁止攜帶食物進入會議室及圖書室**。如需用餐，請至指定的 **餐廳（Dining Area）** 用餐。

6) Smoking is strictly prohibited except in designated smoking areas.If a student smokes in the dormitory room they will be required to pay a penalty of 12,000PHP. If non-designated area, they will be required to pay penalty of 10,000 PHP and will receive a warning.If a student smokes in a non-smoking area, the school may impose an additional penalty depending on the situation.

吸菸規定（Smoking Policy）

除指定吸菸區外，校園及宿舍內全面禁止吸菸。

- 若學生於**宿舍房間內吸菸**，將處以 **12,000 PHP** 罰款。

- 若學生於非指定吸菸區吸菸，將處以 **10,000 PHP** 罰款，並記 **1** 次警告。
- 若學生於其他禁菸區吸菸，學校將視情節輕重，得追加處分或罰款。

請務必遵守校內吸菸規範，共同維護安全舒適的學習與住宿環境。

3.Academy Building 教學大樓

All classes are in Campus.

BASEMENT: ACTIVITY AREA,YOGA ROOM 活動區（**Activity Area**）瑜珈教室（**Yoga Room**）

- **1st floor : Guard Desk, Lounge, Canteen, Swimming pool**
  交誼廳（**Lounge**）餐廳／販賣部（**Canteen**）游泳池（**Swimming Pool**）
- **2nd floor : Class room, Main Office, Clinic,Dormitory**
  教室（**Classrooms**） 行政辦公室（**Main Office**）看診區（**Clinic**）宿舍（**Dormitory**）
- **3rd floor : Dormitory** 宿舍（**Dormitory**）
- **5th floor : Dormitory** 宿舍（**Dormitory**）
- **6th floor : Dormitory, Dining room, Conference room, Library, Laundry room J-Classroom**
  宿舍（**Dormitory**）餐廳（**Dining Room**）會議室（**Conference Room**） 圖書室（**Library**）
  洗衣間（**Laundry Room**）**J** 教室（**J-Classroom**）

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

⚠️ 緊急逃生梯（**Emergency Exit**）僅限緊急狀況使用，平時禁止進入。
為維護校園安全，請勿任意開啟或使用緊急逃生通道。

ABOUT LIVING關於住宿

1. Cleaning房間清潔 (※ Schedule is subject to change 清潔時間可能依情況有所更改)

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

1. School provides room cleaning service once a week and changing bed sheets. If student wants to request additional change bed sheets, it costs 150p) request in the office.

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

宿舍清潔與床單更換服務

學校每週提供一次宿舍房間清潔服務，並同時更換床單。

如學生希望額外更換床單，可至辦公室提出申請，費用為 **150 PHP／次**。

📌 **注意事項**

- 額外更換床單需至辦公室登記申請。
- 申請後，學校將依清潔人員的工作安排進行更換，無法立即處理，敬請耐心等候。

2. If student damages the mattress, the student has to pay **for penalty**.

若學生因個人疏失造成床墊損壞、污損或無法正常使用，需依學校規定支付相關賠償費用。

請愛惜宿舍設備，共同維護良好的住宿環境。床墊:2000披索

3. Student can request additional cleaning once a week. The additional cleaning schedule will be announced by country manager.

學生每週可一次額外房間清潔服務。

額外清潔的申請方式、時間及清潔日期，將由各國經理（Country Manager）另行公告與安排。請留意相關通知。

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

房間清潔期間，請妥善保管個人貴重物品及現金。

若房內有未妥善保管的貴重物品或現金，為避免爭議，清潔人員有權暫停或拒絕提供清潔服務。

請於清潔日前先將貴重物品收妥，以確保清潔工作能順利進行。

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

雖然校內設有監視器（CCTV），但遺失物品並不一定能夠順利找回。

為避免發生遺失或財物糾紛，建議學生將現金及貴重物品妥善存放於行李箱或可上鎖的地方，並隨時自行保管。

請勿將手機、錢包、護照、現金或其他貴重物品隨意放置，即使只是短時間離開也應隨身攜帶或妥善收好。

⚠️ **學校對於學生個人財物之遺失、失竊或損壞恕不負賠償責任，請務必自行妥善保管。**

6. Management is possible to change the regular room cleaning schedule.

學校管理部門有權依實際營運需求、宿舍狀況或特殊情況，調整原定的房間清潔時間與清潔排程。

如有異動，將另行通知學生，敬請配合。

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

請勿使用或佔用分配給其他學生的床位、衣櫃、書桌或個人空間，尤其是已預留給新生入住的床位。

為了維護住宿安排與室友權益，請務必使用學校指定的床位及空間。如有床位調整需求，請先向辦公室或國籍經理提出申請，勿自行更換床位。

7. Please move out the room during disinfection time.

* Disinfection schedule is every 2 weeks on the weekend. (Schedule is subject to change.)

進行宿舍消毒作業期間，所有學生必須暫時離開房間，並配合工作人員安排。

📌 **消毒時間**

- 原則上每兩週於週末進行一次消毒作業。

- 消毒日期及時間可能依實際情況調整，請以學校公告為準。

為確保消毒效果及個人安全，消毒期間請勿留在房內。

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

宿舍清潔服務及洗衣服務於 **週末及菲律賓國定假日暫停提供**。

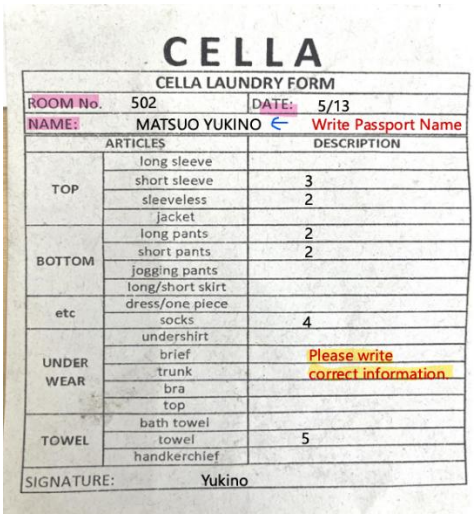
請學生提前安排清潔及洗衣需求，以免造成不便。實際服務時間將依學校公告為準。

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

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

根據洗衣房的情況，時間表可能會延遲

Laundry Schedule (Monday – Friday)	
Weekday (MON – FRI)	**Operating Hour**
Morning	07 : 30 AM – 8 : 30 AM
Afternoon	12 : 00 PM – 01 : 00 PM
evenning	03:30PM – 04:30 PM



CELLA

CELLA LAUNDRY FORM

ROOM No. 502 DATE: 5/13

NAME: MATSUO YUKINO ← Write Passport Name

	ARTICLES	DESCRIPTION
TOP	long sleeve	
	short sleeve	3
	sleeveless	2
	jacket	
BOTTOM	long pants	2
	short pants	2
	jogging pants	
	long/short skirt	
etc	dress/one piece	
	socks	4
UNDER WEAR	undershirt	
	brief	Please write correct information.
	trunk	
	bra	
	top	
TOWEL	bath towel	
	towel	5
	handkerchief	

SIGNATURE: Yukino

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

洗衣單務必填上正確衣服數量、護照姓名以及房間號碼

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

拿到衣服後請檢查衣服，有任何問題請至辦公室

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

(School does not compensate for damaged, lost or stained clothes)

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

4) There are many chances to lose clothes and being mixed or damaged. This is all the same in the Philippines, so we suggest that whoever has expensive clothes or easily damaged clothes, it is better to keep in luggage and wear cheaper clothes.

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

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

剩餘的押金將會扣除洗衣費、電費後於最後一天退還

2. Office and Facilities辦公室以及校內設施

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

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

3. Doctor Visit Service 醫師看診服務

MON	TUE	WED	THU	FRI	SAT	SUN
Cotovia Clinic (15:30~16:30) Dr. Karen (18:00~18:30)	Cotovia Clinic (15:30~16:30)	Cotovia Clinic (15:30~16:30)	Cotovia Clinic (15:30~16:30) Dr. Karen (18:00~18:30)	Cotovia Clinic (15:30~16:30)		

1) To see a doctor, you have to register at the 2F office in advance.
如需看診，請提前至 2樓辦公室（2F Office） 登記預約。
① Cotovia Clinic visit : 2F Clinic (3:30pm~4:00pm) / Mon- Fri
-Cashless (means free) for Japanese students who have Japanese insuarance.
-500php: Other nationality for check-up.
- Please register Cotovia Clinic Official Line before you have check up.

Cotovia Clinic 看診服務
📍 地點：2樓醫護室（2F Clinic）
🕒 時間：週一至週五 15:30–16:00

- 持有日本海外保險的日本學生可享 免現金支付（Cashless） 看診服務。
- 其他國籍學生看診費用為 500 PHP／次。
- 看診前請先完成 Cotovia Clinic 官方 LINE 帳號 註冊。

② School doctor (Dr. Karen) visit : 2F Office (6:00-7:00pm) / Every Monday & Thursday
-Free for All students. After a medical check up by Dr. Karen, she will make the prescription then students have to go to Pharmacy to buy medicine by themselves

校醫 Dr. Karen 看診服務

📍 地點：2樓辦公室（2F Office）

🕒 時間：每週一、週四 18:00–19:00

- 所有學生皆可 免費看診。
- Dr. Karen 看診後將開立處方箋（Prescription）。
- 學生需自行前往藥局購買所需藥品，藥費需自行負擔。

4. Dormitory Fix

1.For malfunctioned or damaged equipment/facility, students can fill in "Room Repair Request Form" at Office.

如宿舍房間內設備、家具或校內設施發生故障、損壞或無法正常使用的情況，學生可至 辦公室（Office） 填寫 《Room Repair Request Form》（房間維修申請表）。

學校將於收到申請後安排相關人員進行檢查及維修，實際處理時間將依狀況及維修排程而定。

2.Maintenance staff will check the request form and schedule it.

Depending on the work, it may take time.

Student must compensate for the repair if they break something with carelessness.

設備維修申請注意事項

- 維修人員將根據學生提交的 Room Repair Request Form（房間維修申請表） 進行確認，並安排維修時程。
- 維修處理時間將依故障情況、所需零件及工作內容而有所不同，部分項目可能需要較長時間才能完成。
- 若設備或設施損壞是因學生個人疏忽、不當使用或人為因素造成，學生需負擔相關維修或賠償費用。

Room Repair Request

Request date :	Room No.	Name :
Reason		

Repair date :	Repair time :	Maintainer :
Repair details		
Used material		
	Inform :	Confirm :

5.Notice and Others其他注意事項

1) The school is not responsible for students' disadvantage by not checking the school notice board.

建議學生隨時注意學校公告欄，學生若無注意到公告而造成損失學校不負任何責任

2)Ask the office for changing of classes. (ex: changing/cancelling/additional class and so on)

如遇到課程相關問題，請至辦公室(如更換課程/取消課程/額外增加課程等等)

3)In case of Visa trip, students are required to inform the office one month before the trip.

假如要延長簽證去旅行，學生需在旅行前一個月通知辦公室

4) Students can get their deposit and their passport on Friday afternoon. (The day before they leave)

學生可以在星期五下午領取押金和護照（離開前一天）

Passport is keep in the office to prevent lost also related-visa work.

(If you need your passport, inform us 2 weeks before the day you need it)

因學校須辦理簽證事宜以及預防護照遺失，護照將會統一由辦公室保管。

(如果同學需要使用護照，請至少提前兩周前申請)。

5) Deposit and passport can be returned after 1p.m. on the last Friday of the Period(the day before check-out) after deduct laundry and electricity bills.

Passport Check

No.	Date	Passport Name	Purpose	Needed Date	Return date	Manager Check
	09/01	LEE NAYOUNG	Going to Korea	2025/9/20	2025/9/25	Ivory
1	10/05	UCHIMURA KENTO	Apply Western Union	2026/10/25	2026/10/27	Hailey

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

1) Students must submit "In/out" pass card to security guard. If not, will be given 2 warnings.

學生出門前務必繳交In/Out Pass給警衛，否則將會收到2支警告

2) Curfew time is from 00:00 to 06:00(No entry during curfew time).

Even Midnight or early morning, no allowed to enter the campus.

門禁時間為 **凌晨 12:00 至上午 6:00（00:00–06:00）**。

門禁期間校門將關閉，學生不得進入校園或宿舍。即使是在深夜或清晨時段，也不允許於門禁時間內返回學校。

請務必提前規劃行程，並於門禁時間前返回校園，以免影響住宿及違反校規。

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

若在外發生任何意外，學校不負任何責任

4) Stay Out(TRAVELING PLAN) **外宿旅遊申請單**

- Complete your application form in the Office before you plan to travel.
- Students can travel every day, but must submit

For the gate pass, don't forget to submit it to Security Guard when students go out.

- No entry during "Curfew" without Permission from Administration.
- Possible to fill this form until Friday 5pm.

- Possible to fill this form until Friday 5pm.

如有旅遊、外宿或離校計畫，請事先至 **辦公室（Office）** 填寫並完成申請表。

學生可於平日或週末外出，但必須依規定提交相關申請文件。

外出時，請務必將 **Gate Pass（外出證）** 交給警衛（Security Guard）。

未經行政部門（Administration）事先核准，不得於門禁時間（Curfew Time）內返回校園。

外宿 / 旅遊申請表最晚須於 **週五下午 5:00 前** 完成填寫及提交。

逾期申請可能不予受理，請提前完成相關手續。

7. STUDENTS & TEACHERS IN OUT PASS學生與老師外出通行證

Deadline is every weekday at 17:00 in the office.

1. to go out with students without this permit as part of the school policy.
2. Students and teachers agree to release the school, management, teachers, and students from any liability, complaints, or consequences during the stated date and time.
3. Teachers and students, regardless of gender, are not allowed to go one-on-one. Alcohol consumption and visits to clubs, bars, or pubs are strictly prohibited during the activity.
4. Activities on Monday are not allowed.

外出活動申請表須於 **每個上班日下午 5:00 前** 至辦公室提交。

依學校規定，未取得核准之通行證（Permit）者，不得與學生一同外出。

學生與老師同意，在申請表所載明的活動日期及時間內，如發生任何意外、糾紛或其他後果，學校、管理部門、老師及學生本人均不向校方追究相關責任。

無論性別為何，老師與學生不得以 **一對一（One-on-One）** 的形式單獨外出。

活動期間嚴禁飲酒，以及前往夜店（Club）、酒吧（Bar）或 Pub 等場所。

週一不得安排或進行此類外出活動。

CELLA
CELLA ENGLISH ACADEMY

[TEACHER GATE PASS WITH STUDENT/S RISK ACKNOWLEDGEMENT/LIABILITY WAIVER FORM]

I. ACTIVITY: _____

REMINDERS: Teachers and students, regardless of gender, are not allowed to go one-on-one. For the security and safety of all participants involved (students and teachers), everyone is reminded NOT TO DRINK ALCOHOLIC BEVERAGES and NOT TO VISIT CLUBS or BARS during the entire activity/activities.

This is to certify that the following teacher(s):

_____ _____
_____ _____
_____ _____

have full permission from CELLA ENGLISH ACADEMY INC. to :

Name of student(s)

_____ _____
_____ _____

ACTIVITY START DATE & TIME: _____

ACTIVITY END DATE & TIME: _____

Mode of Transportation: _____

Destination/Itinerary: _____

II. LIABILITY WAIVER / RISK ACKNOWLEDGEMENT:

I/We understand that participation in the activity may involve risks of physical injury, illness, death, or property loss. Despite safety precautions, the ACADEMY cannot guarantee complete safety, as not all risks can be prevented.

The school does not provide health or accident insurance for participants, and I/We understand that any medical expenses, property loss, or other personal expenses resulting from this activity shall be borne by the teacher(s), student(s), other participants, or their parent(s)/guardian(s) if the participant is a minor.

I/We hereby release CELLA ENGLISH ACADEMY INC. from liability related to securing emergency medical treatment in the event that I am/we are unable to do so, and I/we agree to be responsible for any related costs. I/We therefore accept the risks and responsibilities associated with private vehicle travel and participation in the activity/activities.

In consideration of the opportunity provided, and with full knowledge and acceptance of the associated risks and recreational activities stated herein, I/we hereby release, indemnify, and hold harmless CELLA English Academy Inc., including its faculty/staff, trustees, officers, and agents, from any and all risks, claims, suits, or demands of any nature arising from participation in the said activity/activities.

_____
NAME OF THE TEACHERS & SIGNATURES / DATE

_____
ACADEMIC HEAD

Approved by: _____
General Manager

Noted by: _____
HR Dept.

STUDENTS & TEACHERS IN OUT PASS

[FOR OFFICE]

Date: _____
Student(s) Name: _____
I/We invite our teacher(s) _____ to go out with me/us
on the following date: _____ from _____ to _____
Date Start time End time

We understand that as part of the school policy, the teacher is not allowed to go out with a student without this permit. We release the school, management, teachers, and students from any liability, complaints, or consequences that may arise within the date and time mentioned above. Thank you.

Reminders: Teachers and students, regardless of gender, are not allowed to go one-on-one. For the security and safety of all participants involved [students and teachers], everyone is reminded NOT TO DRINK ALCOHOLIC BEVERAGES and NOT TO VISIT CLUBS or BARS/PUBS during the entire activity.

*ACTIVITIES ON MONDAYS ARE NOT ALLOWED.

_____ _____
Student's Signature Teacher's Signature

Approved by: _____

STUDENTS & TEACHERS IN OUT PASS

[FOR GUARD]

Date: _____
Student(s) Name: _____
I/We invite our teacher(s) _____ to go out with me/us
on the following date: _____ from _____ to _____
Date Start time End time

We understand that as part of the school policy, the teacher is not allowed to go out with a student without this permit. We release the school, management, teachers, and students from any liability, complaints, or consequences that may arise within the date and time mentioned above. Thank you.

Reminders: Teachers and students, regardless of gender, are not allowed to go one-on-one. For the security and safety of all participants involved [students and teachers], everyone is reminded NOT TO DRINK ALCOHOLIC BEVERAGES and NOT TO VISIT CLUBS or BARS/PUBS during the entire activity.

*ACTIVITIES ON MONDAYS ARE NOT ALLOWED.

_____ _____
Student's Signature Teacher's Signature

Approved by: _____

8. Room and Campus Transfer更換房間以及校區

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

請在每周三17:00前至辦公室申請

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

與行政經理討論後簽署文件， 可能安排在週末進行

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

轉移時間表可能會有變動，但通常在週六下午1點左右

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

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

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

若遺失鑰匙，需支付500 peso複製鑰匙費用，費用將於押金內扣除

9. Check-Out

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

學校會在周五結算押金及歸還護照(離開前一天)

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

學生須在週六下午一點前離開並歸還房間鑰匙以及In/Out pass給警衛

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

10. Activity

MON	TUE	WED	THU	FRI	SAT	SUN
New student Orientation	Movie Night (19:00~) Every 2 weeks	Zumba (17:15~18:00) at Basement		Graduation (17:15~18:00) Monthly Activity (Last Friday Only)	City Tour (2nd SAT only)	Arrival new students

We have school's activity by weekly and monthly. Students can check the announcement on the bulletin board.

Schedule is subjected to change.

學校每週及每月都會舉辦各類活動，歡迎學生踴躍參加。

📌 學生可透過校內的 公告欄（**Bulletin Board**） 查詢最新活動資訊及報名方式。

⚠️ 活動日期、時間及內容可能因實際情況而有所調整，請以學校最新公告為準。

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

1) Don't fight or yell or get mad at Filipino. Some of them will come back at you. This is Filipino culture.
請不要跟菲律賓人打架或激怒他們，大部分菲律賓人都很友善，但也絕不允許別人欺負他們，這是他們的民族特性。
2) Don't show racial discrimination to Filipino. It is not a proper attitude and they hate it.
請不要對菲律賓人帶有色眼光，這非常不恰當。
3) Understand Filipino culture. There will be many uncomfortable and unsatisfying situations in many ways because this is not your country as well as it is a developing country. There are many things beyond common sense. Please try t o adapt here, you are living in another country.
試著了解當地文化。來到這邊可能會遇到很多不適應或不滿意的情況，但因這邊不是我們的國家，他們也還在發展中，有些文化差異不在我們的認知中，請試著了解並帶友善態度對待，就會發現菲律賓是舒適且美麗的聖地。
4) Night time is dangerous in the Philippines. Even some Filipinos do not go out at night time especially some places like (Mango square) are very dangerous. Some Filipinos only focus on foreigners to harm at Mango square, colon street.
夜晚時請特別注意自身安全。晚上有些區域是連菲律賓人也不會逗留。
例如:(Mango square, Colon street)外國人很容易成為不良分子下手的目標
All the Processing is quite taking time. Such as Mall, restaurant, etc.
百貨公司、餐廳等等地方服務需要等待比較長的時間，請大家耐心等候
5) Be careful your valuable stuffs all the times. Once they think it is high price for selling then possible to snatch yours.
身上貴重物品務必隨時保管好，一旦被認為價值高，可能會有搶奪的風險
6) They have a strong sense of pride; it is related with classes too. While class if had any concerns please visit office and ask staffs help (Minor case can negotiate but not mother language we are using always consideration with).
他們有很強的自尊心，這也與社會階層有關。如果遇到任何問題，請到辦公室尋求員工的幫助（小事情可以協商，但請注意我們使用的語言，始終要考慮文化因素）

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

1. Local Fees

Item	Cost	Specification
SSP 特殊學習許可證	7800 P	Special Study Permit 就讀許可證(Valid 6 months有效期限6個月)
Deposit押金	2,000 P / 1~3W 5,000 P / 4~8W 8,000 P / 9W~12W 10,000 p / 13W~	If all facilities have no problem when leaving, students can get deposit after deduction of extra electricity and laundry. 如果房間物品都沒有損壞。學生離開時，在扣除電費、維修費和洗衣費之後，學生可拿回押金(多退少補)
Electricity電費	500 P / a week	After exceeding 15kWh / a week → Add 25 P / kWh 每週學生基本電度15度，超過15度/週後每度為25P
Water水費	300 P / a week	Dormitory water宿舍水費
Maintenance cost 器材維護費	1000 P / a week	Public electricity, facility maintenance, mineral water, swimming pool, etc.包含公共電費、設施維護、飲用水、泳池等等
Laundry洗衣費	50 P / kg	0-2kg : 100 p, 3kg : 150 p
Pick-up接機費	1,200 P	Airport pick-up service + Room preparation + Welcome kit / no sending service / Family 2,500 P (3~4 Person)機場接機服務+客房準備+新生禮包/沒有送機服務/家庭學生2500P(3~4人)
ID Card學生證	200 P	Student ID, In/out pass (Wear In/Out Pass ID inside the school) 學生證、外出許可證(在校內需配戴使用)
Text Books課本	2~600 P / book	Depends on course(教材會依課程做安排、費用也會有所不同)

2. Visa Fee

Order	Period	Cost	Specification
E - Card	Even 1 day	4500 P	Once apply SSP the time need to pay for it
	01 – 04 weeks		Free for 30 days
1st	05 – 08 weeks	5140 P	Extend 29 days
2nd	09 – 12 weeks	6410 P	Extend 1 month
I – Card	More than 59days	4000 P	Alien registration with 2nd visa extension
3rd	13 – 16 weeks	4440 P	Extend 1 month
4th	17 – 20 weeks	4440 P	Extend 1 month
5th	20 – 24 weeks	4440 P	Extend 1 month

* Travelling abroad while studying: school will extend your visa if there is no notice until 4 weeks before. School cannot refund if it is already applied.
* If the actual amount of visa work is higher than the amount paid for local expenses, additional settlement should be made.
* Additional requests may vary depending on the visa situation by country.

就學期間如計劃出國旅遊或離開菲律賓，請務必提前通知學校。若學生未於預計出境日期前 **4 週** 告知學校，學校將依正常程序辦理簽證延簽作業。

若簽證延簽申請已送件辦理，相關費用將無法退還。

若實際簽證辦理費用高於學生已支付的 Local Expenses（當地費用），學生需補繳差額。

依不同國籍及簽證狀況，移民局可能要求額外文件或手續，實際需求將依個別情況而有所不同。

1. Academic Rules學校規範

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

上課時間:週一~週五(8:00~18:00)每堂課時間為45分鐘

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

請勿進入自己教室以外的地方

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

上課開始後5分鐘內沒有進入教室將會自動取消課程，該堂課將視為曠課

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

學生不能申請同一位老師上兩堂一對一課程

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

如果對課程上有任何問題，請至2樓辦公室尋求協助。

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

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

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

所有學生皆有義務參加課程，若因身體因素或其他問題，學生須至辦公室請假。

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

禁止在教室吸煙和攜帶食物。禁止任何干擾其他同學學習的不當行為。

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

在嚴重情況下，對教師或其他學生造成心理或身體傷害可能會被警告或被退學

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

當學校需要進行變更時，所有的計畫和規定，如開學日期、課程、課程安排、規則，均可根據學校的權利在特定時間內進行

更改。此外，自由計畫可以由學校決定省略或更改，並且不提供任何補償或退款。

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

如果學校因自然災害或不可抗力情況無法運作，學校在法律上不承擔責任或賠償。

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

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

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

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

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

在課堂上不能討論敏感話題（如同性戀、宗教、種族主義、不雅行為等）。

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

嚴禁與老師進行身體接觸，旅行或飲酒等行為。

2.Dormitory Rules宿舍制度

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

外出和進入時，請交給警衛In/Out pass和鑰匙。

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

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

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

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

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

只允許在個人寢室內睡覺。如果在他人寢室內睡覺，將會受到警告。

5) It is strictly prohibited to enter opposite gender's room, and the student will be immediately dismissed from school. (No refund in case of being dismissed)

嚴禁進入異性寢室，一經發現，立即退學。（退學後不予退費）

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

如果有人在宿舍鬧事，學校將會給予警告。

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

校內禁止攜帶酒精或是飲酒，經發現將沒收以及警告。

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

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

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

學生若破壞了宿舍設施，需照價賠償。

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

根據學生的性別比例，可能會調整男女分層樓層。

11) Student arrives on Sunday and should check out on Saturday until 13:00 (Extra stay needs additional payment; ask the price in the office)

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

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

維修人員有權可以定期或不定期地檢查學生的房間，檢查房間設施。

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

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

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

若有人使用為新生準備的設施，如床或其他物品，可能會受到警告。

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

禁止使用蠟燭、香、火爐和其他可能引發火災等設備。

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

禁止在宿舍飼養寵物。

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

學生不得自行修理宿舍內的設施，如有問題，請洽辦公室。

18) It is strongly prohibited inviting strangers, without permission, into the dormitory. This may cause warning or dismissal.

未經許可，嚴禁將陌生人帶進宿舍。這可能導致警告或開除。

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

外出時請隨時鎖好房門。若丟失物品，自行承擔。

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

學校可以因為維修、註冊等原因要求學生更換房間。

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

學生禁止擅自複製鑰匙，若鑰匙遺失需照價賠償。

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

除本人外，不得領取他人學生卡或代替他人登記出入表格。

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

請在宿舍內時時保持安靜，並考慮其他學生的感受。

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

非緊急情況，禁止進入逃生門，違者將受到開除處分。

3. Basic Rules for Life生活公約

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

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

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

若有任何身體上的不適，抵達學校時，請務必告知辦公室人。

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

校內備有急救藥品，但基本藥品需自行準備。

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

除了用餐時間外，不允許將餐具從餐廳帶出。

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

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

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

如果學生涉及犯罪或偷竊等行為，學校將立即開除。（所有違法行為）

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

學生使用或持有毒品將被立即開除。

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

在外發生車禍意外或或疾病，需自行承擔責任。

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

在校外發生意外、疾病損失由學生自行負責。

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

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

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

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

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

學生損壞學校設施需賠償。

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

被警告的學生將以真實姓名張貼在佈告欄上。

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

被開除的學生必須在次日13:00前離校，不退還押金。

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

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

學生必須向學校或代辦機構提交有關變更或退款的文件。

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

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

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

如欲縮短學習週數需在兩週前向學校申請。

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

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

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

課程時間在四週內不予退款。

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

如果課程時間少於整段期間的25%，CELLA 可能給予學生50%的退款。

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

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

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

如果課程時間超過整段期間的50%，則不予退款。

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

If cancellation is unavoidable due to own or family has an accident or illness, 50% refund of remaining tuition and housing

costs will be given back to the students if proven (requires a medical certificate).
如果自身或家人發生意外或罹患疾病而不得不取消課程，學生提出相關證明（提供醫療證明）學校將會退還剩餘學費和住

1) 宿費的50%費用。

There is no refund (Tuition, Dormitory, Local payment even Deposit) for students dismissed by the school.
被退學之學生不予退款（學費、宿舍費、當地費用甚至押金）。

2) The refund will be processed within four weeks. Students will get refund through the agency.
退款將在四週內完成。學生將通過代辦機構獲得退款。

3) Students cannot sell or take over their remaining period to other students.
學生不得販售或轉讓課程給其他學生。

4) Changing course or transferring dormitory type is not refundable.
更改成低價位課程或轉移宿舍類型不予退款。

5) CELLA should be informed four weeks ahead of any extensions and payments must be given not later than 2 weeks.
延長課程需在前四週通知辦公室，並且在兩週內繳費。

5.Rules for Postponing暫停課程

21) Postponing the rest period needs at least four weeks period
申請暫停課程，需確認剩餘課程時間需至少四週以上。

22) After postponing, students can come back to school within six months with prior checking of dormitory room.
申請暫停課程後，學生需在六個月內返回學校，並需事前通知學校以便檢查宿舍房間。

23) If students postpone their period, they have to pay local fees again such as pick-up, SSP, visa extension etc.
如果學生延期，必須再次支付當地費用，如接機費、SSP（特殊學習許可證）、簽證延期等費用。

24) School doesn't pay the postponed period because it is replaced by providing classes.
申請暫停課程後學校將不會退款，因為學生復課後會提供原有的課程。

25) Students have to re-enter the school within six months calculating from leaving school.
學生必須在離校後的六個月內重新入學。

26) If there is unavailable dormitory room, it is impossible to re-enter the school.
如果宿舍沒有空房，則無法重新入學。

27) It is impossible to get a refund although students cannot re-enter school due to full of students in dormitory.
即使因宿舍滿員而無法重新入學，也無法獲得退款。

• ABOUT CLASS關於課程

1. Class課程

1) Class hours is 08:00~18:00. Each class is for 45 minutes study and 5 minutes break from Monday to Friday.
上課時間為08:00至18:00。 (The class schedule will be different by following student's course.)
每堂課為45分鐘，每節下課有5分鐘的休息時間。（課表會根據學生的課程不同而有所調整）

2) There is no class on Monday's first week for new students. Classes start from Tuesday.
新生開學第一天(週一)沒有課程。週二才會開始正式上課。

3) The first day of classes mostly consists of introducing each other between teachers and students, and confirmation of textbooks. If the books are so easy or difficult, students must visit the office and ask to change it without any note (writings) on the books.
第一天的課程主要是教師和學生之間的互相介紹，以及課本內容的確認。如果課本過於簡單或困難，學生必須前往辦公室申請更換，並請在書上做任何筆記。

4) There are no classes on holidays in the Philippines and make up classes will not be provided.

菲律賓的國定假日是沒有提供課程，亦不提供補課。

Depending on the circumstances of the academy, regular classes will/may change.

根據學校的情況，常規課程可能會有所變動。

Class time課程時間	
P 01	08:00 ~ 08:45
P 02	08:50 ~ 09:35
P 03	09:40 ~ 10:25
P 04	10:30 ~ 11:15
P 05	11:20 ~ 12:05
Lunch	12:05 ~ 13:05
P 06	13:05 ~ 13:50
P 07	13:55 ~ 14:40
P 08	14:45 ~ 15:30
P 09	15:35 ~ 16:20
P 10	16:25 ~ 17:10
P 11	17:15 ~ 18:00

Class time for new student

2. Progress Test進步測驗

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

每週三會進行進步測驗。測驗將在學生入學後的第四週週三上午舉行。

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

測驗結束後的下午，學生必須按照現有的課程安排參加課堂。

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

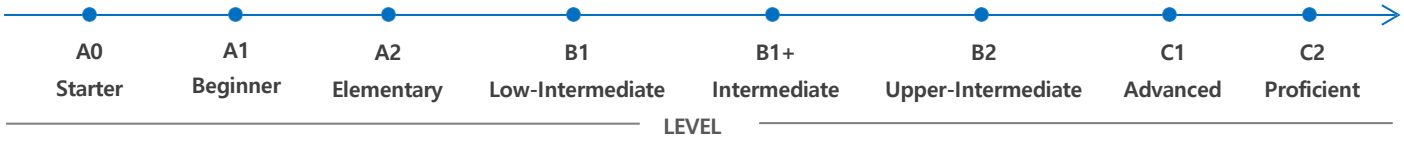
非該週進步測驗的學生必須按照現有的課程安排參加他們的課程（P1到P11）

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

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

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

每個月最後一個週星期五只有上午有課程。



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

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

學生可以在購書後一週內憑收據申請教科書退款。

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

建議學生在上課一至兩天內，不在教科書上做任何筆記，以便調整教科書的難度。

3) Damaged and textbooks with writings are not refundable

一旦課本上有損壞或有筆記不予退款。

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

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

辦公室會協助學生課本購買和退費（08:00-17:00）。

***學生之間不得進行買書或轉讓課本等行為**

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

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

如果學生在課程開始後5分鐘內未到教室，課程將被取消並視為缺席。

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

如果老師請假或缺席，學校將安排代課老師上課。

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

如果要請假，請提前至辦公室提交請假表單。

4. Changing of Schedule更換課程

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

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

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

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

提交更換課表後，新課程將從下週一開始。

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

根據學校課程安排，學校有權利更換老師。

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

學生不得申請兩堂一對一課程為同一位老師上課

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

若有任何對課程上的疑問，請洽辦公室。

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

更換到其他課程時需支付額外費用（**課程更改費用：500p**）。

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

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

CELLA Student's Pledge

CELLA學生承諾

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

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

我將盡職盡責，保持尊嚴和風度。

2. I will follow Philippines law and order.

我將遵守菲律賓的法律和秩序。

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

我將了解並尊重菲律賓文化，不與菲律賓人發生身體或精神上衝突。

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

我不會去賭場(賭博)和去非法娛樂場所。

5. I will focus on studying and following Academy regulation. Such as Scheduling, teacher change, etc.
我會專心學習，聽從老師的指導。

6. I will comply Academy Rules, also instruction once got from the office.
我會遵守辦公室的指示以及學校的規章制度。

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

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

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

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

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

如果因健康或其他原因，不適應宿舍生活，我將離開學校。

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

學生對校外的事故、疾病和損失負完全責任。

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

***所有情況最終根據 Cella 的決定。**

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

我在此宣誓，我將成為一個值得驕傲的良好榜樣，並且有寵辱不驚的生活態度。

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

此外，我承諾我會盡力實現我來這裡學習英語的目標。

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

並了解以上說明，如果我不遵守規則和條件，我將被學校退學。

20 . . .

Name姓名： **(Signature簽名)**