

CAEA Cebu American English Academy School

Regulations

1, Our students must abide by our school rules, laws, and regulations.

2, Late arrivals and absences will not be refunded under any circumstances. There are also no substitute classes for absenteeism.

3, We will warn and advise the student regarding the following actions.

- Students of the opposite sex are not allowed to enter or exit any room without permission.

(excluding couples)

- Staying out without permission, absenteeism without permission
- Abusive language or behavior that insults other students
- Abusive language towards teachers and staff
- Disturbing behavior inside and outside of school
- Gambling and drinking at school (excluding hotels)
- If someone other than the student is allowed into the educational facility without permission
- In the case of other inappropriate behavior for an international student.

Please note that students who receive repeated warnings or recommendations may be expelled from the school at our school's discretion. There will be no refund for withdrawal in this case.

4, The following cases will result in immediate expulsion. There are also no refunds in this case.

- If the person commits theft, violence, or any other crime
- Intentionally causing damage or damage to a school or hotel

5, Please respect the teacher and follow instructions during class.

- Please use only English during class.
- Please dress appropriately.
- For students with problems, classes may be changed or canceled.

6, public holidays

Classes are generally canceled on Saturdays, Sundays, and public holidays established by the Philippines, Cebu City, etc., but if you wish, we can offer special classes designated by the school for a fee.

7, Extension of study abroad period

It can be extended by weeks. As a general rule, please apply at least two weeks in advance. However, extending your stay may not be possible due to school availability or hotel room availability. The extension price per week is calculated by dividing the study abroad price by the week of study.

Payment can be made either locally or by transfer to our school account in Japan.

If paying locally, please pay in cash in yen or pesos.

8, Disclaimer

The school will not be held responsible if business is not possible due to reasons beyond the school's control such as conflicts, power outages, natural disasters, or other force majeure reasons.

The school will not be held responsible for any incidents or accidents that occur as a result of personal actions.

9, Refund Policy

- If you cancel your study abroad due to personal reasons, you can receive a refund in one-week increments only if the remaining period is four weeks or more. A 50% refund will be given weekly from the fourth week onwards from the week following the week in which the cancellation request was accepted. Refunds are not available for 3 weeks after application.

- Also, the application date for cancellation is during business hours from Monday to Friday morning. Applications cannot be made on Saturdays, Sundays, and Philippine public holidays.

Example) If a person studying abroad for 8 weeks applies for cancellation in the first week and it is accepted, the first week has already taken place, so add on the 3-week non-refundable period, and the total is 4. Weekly portions are not eligible for a refund. Therefore, 50% of the 4 weeks from the 5th week to the 8th week will be refunded.

- Additionally, the remaining term cannot be transferred to a third party.

- Please submit the required documents to apply. After confirmation by our school, the money will be transferred to the account of the student or guardian within one month from the date of receipt.

10, Price related

The school may change prices due to exchange rate fluctuations, increases in taxes public dues, laws, or other circumstances.

No overnight stays without permission

If you are planning to go on a weekend trip, etc., be sure to apply for an overnight stay permit in advance. 12, Valuables

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There is a safe at the front desk and in the room.

If personal items are lost or stolen, all responsibility lies with the student and the school cannot be held responsible.

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13, Cleaning will be done per hotel regulations.

Please be sure to manage valuables in your room at your own risk.

Laundry is done 3 times a week. Please fill out a laundry application form and submit it to room service. In the case of lost, deformed, or discolored laundry, the hotel's laundry regulations apply mutatis mutandis. Please note that expensive clothes, easily deformed clothes, important clothes, etc. should be managed directly by the guest.

Only personal clothes can be washed; footwear, bags, hats, etc. cannot be washed.

14, smoking policy

Please be sure to use the designated smoking areas when smoking.

15, Fire prevention regulations

The use of anything that could cause a fire is prohibited inside the school and hotel. For example, cooking in rooms without a kitchen is prohibited. We will also confiscate stoves,

candles, etc. as soon as we find them. However, electric water heaters have been installed in the rooms, especially for students staying for long periods.

These rules apply to all applicants.