



CEBU JIC CLASS AND SCHOOL POLICY ORIENTATION PAPER

c/o Student Managers
by Cebu JIC MANAGEMENT

Time Schedule			
	Start	Finish	
	07:30	07:50	Vocabulary Test
1st	08:00	08:50	
2nd	09:00	09:50	
3rd	10:00	10:50	
4th	11:00	11:50	
5th	13:00	13:50	
6th	14:00	14:50	
7th	15:00	15:50	
8th	16:00	16:50	
9th	17:00	17:50	Special Class

Vocabulary Test

- Students must take the Vocabulary test **every day**.
- Failure to take the test on that day, **cannot go out**.
- Failure to take the Vocabulary test twice in a week cannot go out on **weekends**. (Saturday and Sunday)
- If the student cannot take the vocabulary test, he/she must **write an essay** and give it to the head teacher.

Test

- We have **weekly test** every Friday in each of your classes.
- We have the LEVEL TEST once a month every last Wednesday of the month.
Schedule will be posted on the bulletin board.
(We won't give special classes on that day for your missed class schedule because of the exam.)
- We have **Speaking Test** every last Tuesday or Wednesday during your Man-to-Man class.
- We have **TOEIC Trial Test** twice a month.

Reservation/Changing of Class Schedule

- Students can reserve classes **ONLY** every Monday and Tuesday for next week.
- New students cannot change man-to-man classes for two weeks.
- Please write your wishes of classes on the reservation paper and drop it in the reservation box **every Monday and Tuesday only**.
* Reservation box and reservation paper are in SS only Monday and Tuesday.
- Please confirm your new classes to the Head Teacher's Office on Thursday.
- If the student wasn't able to reserve his/her wished classes, please go to the head teacher office for your reservation **on Thursday (9:00 to 11:30) or (13:30 to 15:30)**. Students can change classes **on that time only**.
- We can accept your reservation and changing schedule **only on the above date and time**.
- If students want to add classes, rates are :
Group class 2500PHP / per month
One-on-One 5000PHP / per month

Class Regulation

- Students must attend classes **every day**.
- Students **must follow JIC rules** even if it is a new rule.
- If your attendance is **below 80%**, we will be removing your man-to-man class one at a time every week.
- Students cannot attend other classes except their scheduled classes.
- **Three times late** in a week for each class is considered one absent.
- A **late of 5 minutes** is also considered absent and is not allowed to enter the class.
- Students cannot go out **anytime** before 16:50.

* Except emergency and when you get permission from the management.

Library

- It is not allowed to take any food inside the library except water.
- Students can use the library for 24 hours, please always clean the table after using.
- Students must hang their gate pass on the table when using the library.
- Anyone can remove the things on the table when no gate pass is hang..
- Please don't use the desk, when it is about 7:30 because we will remove your things for the Vocabulary test.
- JIC doesn't have any responsibility for student's belongings, even if it is lost inside the library.

Restaurant

- Breakfast 07:00 — 08:00
(Sat, Sun & Holiday 08:00 — 9:00)
- Lunch 12:00 — 13:00
- Dinner 17:30 — 18:30
- Please finish eating within the given restaurant time.
- We don't allow the students to take some utensils and food in the JIC restaurant. It must be eaten inside.
1st Violation – Warning Notice
2nd Violation – Dismissal from school immediately.
- JIC can change menu anytime. Please inform student managers ahead of time.

Facility

- Canteen time 07:00—22:00(Sat, Sun, Holiday 9:00—18:00)
- Cafeteria : 07:00—22:00 (Sat, Sun, Holiday 9:00—18:00)
- Wi-Fi Name : Alicia Residences ; Password – pitsenyor!
- SS (Student Service) 7th Floor Room 731 (8:00– 17:00)
(only weekdays from Monday to Friday)
- Lost Items : Key Card – Php 200.00
ID, Gate Pass & ID Sling – Php 200.00

Room Cleaning and Laundry

- Cleaning : Every 4th day of the week
- Laundry : Monday, Wednesday, Friday (09:00—13:30)
 - Please make a list of your laundry with the laundry staff.
 - You can receive your laundry after 2 to 3 days.
 - Please wash your clothes if you need to be very careful with it.
 - We don't take any responsibility of your clothes if it gets broken, changed color and got a problem.
- We do not accept bag and shoes.
- We will change your sheet once in two weeks.

Dormitory

- We will receive a deposit for students' save facility of Php 2,500.00.
We will refund your deposit after checking your electric fee and facilities before your check out.
- Students cannot take any alcoholic drinks inside JIC.
You will be **expelled** from JIC **immediately**.
- Not allowed to bring nor eat inside the room.
- Please smoke cigarettes in the smoking area.

Dismissal from school immediately when caught violating.

- We do not allow any other place in JIC for smoking.

Dismissal from school immediately when caught violating.

- Please tell SS or staffs if room got something happen.
- We do not allow that Female and male stay same room.

Dismissal from school immediately when caught violating

- Female and male students are not allowed to visit each other's room.

Dismissal from school immediately when caught violating.

- We do not allow OUTSIDERS (not student/staff/employee) to get inside JIC floor, ask permission from the office before allowing someone.
- Don't make trouble(Steal, fight, breakage)

Dismissal from school immediately when caught violating.

Living in a Group

- Please take a shower.
- Keep yourself clean.
- Don't make unpleasant behavior to other people.

ELLECTRIC FEE

- Please pay electric fee on your last Friday of stay in JIC.

Extension and Refund

- **Extension:** Students can extend for a minimum of two weeks. Students must pay the school fee to JIC upon applying for it.
- **Refund :**
 1. Request for a refund and receipt should be done by the person himself in written.
 2. The week when the refund request was made is not included in

the refund period.

3. The term of the research and study cannot be transferred or granted in any case.
 4. In case of dismissal caused by violation of rules and regulations in JIC, NO refund at all.
- Text books are not refundable.

RETURN CONFIRM ▪ LEAVE ARTICLE

- Please prepare your airplane ticket yourself.
- Students who already graduated should leave from JIC base on their check out date.

If you want to stay more, Php 1,000 for over stay fee/per day.

SSP “Special Study Permit”

All students must have SSP if students want to study something in the Philippines. Students cannot study anything except SSP.

If student does not have SSP and exposed by government that time we must pay violation fee 20,000 PHP.

SSP and Visa are different.

Traveling

- Schedule of traveling form.
 - Student must write the travel application form (from SS Office) and submit to Head Teacher's office by Friday at 16:00.
 - Students are **not allowed** to go on travel if the attendance percentage is below 80% and those who have some violations.
 - We allow travel **ONLY** on weekends.

● Special Case

- Students can travel anytime during their last week of stay in JIC.

HOLIDAYS

- The President of the Republic of Philippines announces sudden declaration of Holidays, so we should follow it.

Curfew Policy

- We have a curfew to improve scholastic performance and for safety reasons.
- Curfew Time
 - Weekdays** - 11:00
 - Weekends (Sat. & Sun.)** - 01:00

We are responsive to students' curfew violation.

- **1st Violation:** Warning Notice. Write a statement.
- **2nd Violation:** Students need to sign the agreement notice to avoid the next violation.
- **Final warning:** We will call the agency and the student's family to report the situation.
 - The Student cannot go out for two weeks.

Dismissal from school:

The student should leave JIC when he / she violated any rule again.

After the final warning and during forbid of going out, JIC will NOT refund the school fee.

DON'T LEAVE YOUR THINGS UNATTENDED

- Please don't bring quality bag, watch, jewelry... etc in JIC. These things are not needed for your studies. We don't have any responsibility of these things when you lost it.
- Please be careful with your smartphone and your important things outside JIC. We don't have any responsibility when you lost it outside JIC.
- Please be observant of suspicious people around you.. Please come back to JIC safe and sound.
- Please don't wear short skirt and sexy clothes when going out you might get harassed.
- Please take care of yourself and your things especially when you are in a crowded place.
- Please don't walk alone outside JIC.

Facility Management

- We check your room facilities during class time with your permission.

Prohibition

- JIC does not allow burning of mosquito coils or incense inside the rooms or any fire related objects.
- JIC does not allow students to cook inside JIC. JIC provides your daily meal. Please tell canteen staff if you want to cook something.
- Text books are not refundable.
- Students are not allowed to take any alcoholic drinks inside JIC. **Immediate dismissal will be given as a punishment.**

Orientation

- Please take your passport and photographs. *if you have*
4weeks (4pieces) 8weeks (5pieces) 12weeks (6pieces)
16weeks (6pieces) 20weeks (7pieces) 24weeks (8pieces)

* Note

We use your photographs for SSP and Visa. Philippines government accept only white background and 5cm×5cm size.

They do not accept shadow on photo.

We recommend you to take your picture in JIC. (Only 100 PHP)

❖ LOCAL EXPENSES [unit: peso]							
Section	1 st (Arrival in local)	4 weeks	8 weeks	12 weeks	16 weeks	20 weeks	24 weeks
Deposit	2,500	2,500	2,500	2,500	2,500	2,500	2,500
SSP	6,500	6,500	6,500	6,500	6,500	6,500	6,500
I - CARD	Over 8 weeks			3,000	3,000	3,000	3,000
VISA	Aggregated total by week	Free visa for 30 days	Free visa for 59 days	4,600	7,230	12,180	14,810
Electricity Charge	By consumption			By consumption			
Number of Pictures	-	3 copies	4 copies	6 copies	6 copies	7 copies	8 copies
TOTAL	9,000	9,000	12,330	18,920	21,550	24,180	26,810

VISA EXTENTION

- Visa needs to extend every month. Please pay your visa fee after your orientation with the JIC Student Managers.
- Annual fee : Students need to pay rating fee who stay in the Philippines before November to next year.
- Please tell to the manager if you have a plan for a travel visa.
- The immigration is managing Visa .Please understand when they change Visa fee suddenly.

Emergency Contact Numbers

John Jo (President, Korean) – 09772077993

Ely (Student Manager, Filipino) – 09064140411

Carla (Student Manager, Korean) – 09151636544

Emily (Student Manager, Vietnamese) – 09664914957

Jun (Student Manager, Korean) – 09664123702

Alicia Office – (032) 346 9418

JIC Office – (032) 232 4312

E-mail Address – cebujiic@gmail.com

G r o u p C l a s s

TOEIC We are teaching systematic TOEIC class in order to achieve the constant score even the type of TOEIC test changed through not to memorize the formula but to learn how to use English properly. We are stressing on listening part so that students could achieve the best score through improving vocabulary, listening, speaking and reading comprehension of TOEIC test.

COMPOSITION It is the class to compose phrase and expression using pattern and vocabulary. In addition teachers assigned review the essay of students and give advice and correction through the essay creation program with theme.

CNN It has been the best program of CEBU JIC for 8 years which was the first introduction by CEBU JIC in Philippines. Students could learn more advanced and scientific comments on current topics through news reading, listening, dictation, special vocabulary learning, and group discussion by theme after watching news clips and videos.

GRAMMAR It is the program to learn English grammar in fun and easy which is to be felt difficult by using ' Grammar in Use ' which is quite popular in Korea. It is consisted with the basic grammar and the fundamental elements of teaching high class English by listening, speaking, reading, and writing as the basic ways.

CONVERSATION It is the class to have discussion between teachers and students by themes through presentation and news articles with native speaking instructors. It is also helping for students to use an advanced level of English by correction of pronunciation and accent that it could lead students to better learning in university and getting job through learning presentation skills which has been getting more important in these days.

PUBLIC SPEAKING It is the class to share ideas with classmates and understand others' views and thoughts through the various situations and themes with the improved capability of using English which gained by 1 on 1 class. It also provides chances that students could learn more practical English skills through communication and feedback on their thoughts and feeling under various situation and circumstances.

TOEIC SPEAKING It is the class to prepare the TOEIC speaking test which has been mostly preferred among English speaking capability tests which are getting more emphasized for the employment examination. Students are preparing for the examination by reading comprehension practice and learning interview skill using TOEIC speaking and other material through 1 on 1 and group class.

BUSSINESS It is the class for those who are employees or applicants for employment using business dialogue, phone call, resume, and letter writing.

**Student Manager (Korean)****Ms. Carla****Globe** 0915-163-6544 **minkyong0920****Student Manager (Filipino)****Ms. Ely****Globe** 0906-414-0411 **ElyYang3**  **ely_cebujic****Student Manager (Vietnamese)****Ms. Emily****Globe** 0966-491-4957 **thanhque93****Student Manager (Korean)****Mr. Jun****Globe** 0966-412-3702  **duwnstn33****Emergency (緊急, 긴급상황)****Mr. John Jo** 0977-207-7993**Address** 7th Floor Alicia Tower Residences Gov. M. Cuenco Ave., Banilad, Cebu City, Philippines**JIC Office** 032-232-4312