

# SCHOOL POLICY

## PURPOSE

The purpose of this policy is to help students in their studies and to provide healthy school environment. This policy is set up as a standard to be followed by both students and Management.

Students should strictly follow our school policy. Appropriate disciplinary action will be imposed for those who chose to violate our rules and regulations.

BALI will provide each student a copy of the policy upon enrollment. If the policy is not read by the student, management will hold him accountable for his actions contrary to our existing rules. Management has sole authority to change the policy at any time.

## HOUSE RULES

1. Guests are allowed only from 09:00 ~ 17:00 in the Lobby Area. Loitering around the School Premises is strictly prohibited.
2. Males are not allowed inside the women's rooms and vice versa. Violators will be **expelled** from the school without refund.
3. Drinking liquors and other alcoholic beverages inside the dormitory is not allowed. Excessive drinking resulting to inappropriate behavior is subject to **expulsion** from the school without refund.
4. Smoking is **strictly prohibited inside** the Accommodation and School Building. Smoking is hazardous to your health. So if possible, refrain from smoking in consideration of your neighbor and our environment. Not to mention fire prevention as well.
5. Students are not allowed to use candles and gas stoves inside their room.
6. Students must observe silence after 23:00 in the dormitory in consideration for those who are sleeping.
7. The student can ask School Officers to keep their very important or expensive belongings for safekeeping. The school shall not have any responsibility over lost personal belongings such as wallets, cash, watches, cellphones, electronic dictionaries etc.
8. Violent and vulgar behavior will be subject to expulsion from the school without refund.

## **CURFEW HOURS**

**SUNDAY TO THURSDAY – 12:00 MIDNIGHT**  
**FRIDAY & SATURDAY – 1:00 AM**

If students arrive after curfew time, they will be allowed entry to the school premises, however, names will be listed by the Guard on Duty and reported to Student Manager. He/She will deal with the student accordingly.

Students must get the approval of Korean/Japanese Manager and sign a waiver if they choose to go out:

1. during class hours such as from 8:00AM TO 5:00PM
2. after curfew hours
3. if they choose to sleep outside for their holiday/weekend activity.

## **DAMAGES TO SCHOOL PROPERTY**

The Accommodation Deposit is Php2,500.00. 100% of the deposit will be refunded after the dormitory has been checked and is found without damages upon leaving the premises.

- For lost room key, desk drawer key or wardrobe cabinet key, Php500.00 will be charged for each key.
- For damages on the TV, 7000 pesos will be charged.
- For damages on the DVD, 3,000 pesos will be charged.
- For damages on the Refrigerator, 7,000 pesos will be charged.
- For lost TV/DVD remote controls, 1,000 pesos will be charged.
- For damages on the water heater, 3000 pesos will be charged.
- For other damages, cost of such things will be charged.

## **GENERAL WAIVER**

BALI will not be responsible for any accident or untoward incident happening to the student outside the school premises. It is the student's personal responsibility to be discreet in their choice of company and entertainment. The student will be liable for their own action outside school premises. Student must think conscientiously about their safety when they are outside school.

NOTE: If the student have disease, they must honestly reveal this in the Student's Information Sheet.

## **RESERVED RIGHTS OF THE SCHOOL**

1. The school can increase Tuition Fees due to increase in taxes, exchange rates and changes in law.
2. The school has the authority to change the starting date of classes, curriculum and program as the need arises.
3. The school has the authority to give counseling to students who break the rules, for absenteeism, violent or distractive behavior. Not heeding the policies even after counseling for second time, the parents and agents of the students will be informed by the school. The student will have to be expelled from the school without refund on the third offense.

- Students who try to form union protests against the school and its administration with the intention of damaging properties and reputation will be immediately expelled from the school and the school has the right to sue them for damages.

## VIOLATIONS

If student get 3 warnings due to violating school policy, the school will expel the student **after** final warning.

<b>VIOLATIONS</b>
Students must notify teacher a day before if they are to be absent the next day. Non compliance will be given three penalty point.
Late over by 5 minutes.
Going outside without teachers' permission.
Non-compliance for curfew hours and school hours for cafeteria and Internet room usage.
Non-compliance with conservation rules of the school such as energy saving and food wastage
Sleeping outside School premises without permission.
Male students found in female's room or vise versa
Speaking Korean in the English Zone part of the School.
Wearing of rude clothing.
Disrespectful attitude towards teachers
Moving of School properties or using school properties for another purpose.
Smoking inside the building.
Loud and boisterous talking and laughing
Use of curse words.
Obscene jokes .
Sleeping together with opposite sex.
Violent and indecent behavior when drunk.
Playing prohibited games on the Internet.
Using School belongings for personal use such as kitchen utensils.

## SWORN OATH

I swear to follow the Policy of BALI. I read and fully understood everything about the school policy. I know that its aim is to help the students in their studies and to provide a healthy school environment. I will submit myself to receive any punishment, if found guilty of any violation. I will not justify my offenses to the school Officers, Agency, and on the internet.

I swear to speak English in the English Zone. I'm here in BALI to study English. I know that speaking English for the whole day is the best way to improve my English ability. So I promise to speak only English in the English Zone such as Class rooms and Office Area.