



API BECI 2022 June

ORIENTATION (ENGLISH)



NEW STUDENT'S SCHEDULE

MONDAY

9 : 00 - 11 : 30 AM

ENTRY LEVEL TEST

Registration and ID photo taking

11 : 40 - 12 : 20 PM

Lunch

13 : 00 - 14 : 00 PM

New student's Orientation

14 : 00 - 14 : 30 PM

Academic Orientation

Night Class Orientation

15 : 00 - 17 : 00 PM

SM Baguio Tour

17 : 30 - 18 : 20 PM

Dinner

TUESDAY

6 : 50 - 7 : 50 AM

Breakfast

7 : 50 AM

Getting of class schedule & Textbooks

(Academic Building Office)

11 : 40 - 12 : 20 PM

Lunch

* The schedule above is subject to change according to local circumstances. *

ACADEMIC POLICIES & PROCEDURES

1. General regulations

1. SUMMARY

- This rule applies to all students enrolled in BECI THE CAFE campus, unless replaced by a new school. All students are obliged to follow the rules and regulations of the campus. The school administrator is obliged to explain the application process and interpret these rules and procedures for better understanding.
- The school administrator has the right to make the final decision in case of any violations of students.

2. WRITTEN CONSENT

- All students enrolled in BECI THE CAFE must fully understand the general, academic, living and boarding regulations and must sign before the first class begins. The signature shows full understanding of the school's rules and regulations.

3. LOCAL PAYMENT

- Local payment : **Administration Office**
- Deadline for local payment : until 12pm on the day following the orientation
- * Distribution of the local invoice (total amount to be paid)

A. Deposit

- All students will give a DEPOSIT amounting to 3,000 pesos for the dormitory entrance.
 - ▶ Property deposit 2,500 pesos + key deposit 500 pesos
- The deposit will be given back in full amount as long as there are no violations made and no damage done to the school's property.
- The key deposit will be given back 1 day before the student's graduation

NOTE: Deduction on deposit applies once a violation is made.

B. Electricity and Water

- Charged in accordance to the length of stay.
 - * 2,000 pesos for 4 weeks

C. Visa Extension

- Visa extension is applicable to foreign nationalities who will stay in the Philippines to study or to travel.
- The school will apply and is responsible for student's visa extension based on the student's study duration only.

Visa extension Fee	
4weeks	-
8weeks	3,440pesos
12weeks	8,150pesos
16weeks	10,890pesos
20weeks	13,630pesos
24weeks	16,370pesos

D. SSP (Special Study Permit)

- A certificate issued by the Immigration and Naturalization Service to obtain / maintain a student's qualification from the Immigration Bureau.
 - * Issuance cost 6,300 pesos (1 to 24 weeks)

E. ACR (I-CARD)

- Certificate of legal eligibility for foreigners residing in the Philippines for more than 59 days
 - * Certificate issued 3,300 pesos (for those over 59 days old)

F. Textbook – 4weeks

- **Cafe and City Campus: PHP1,000/ 4 weeks**
Sparta Campus: PHP2,000/4 weeks

4. PASSPORT STORAGE

- **Passport application, receipt, return place: Admin Office**
- **If the students need their passport, they must apply to the office one week before (weekdays).**
- * **Passport application, receipt, return place : Dormitory 1F office**
- **Return the passport immediately to the office after using it.**

NOTE: In the case of natural disasters the immigration office closes so it may take time for your passport to be retrieved, please apply as soon as possible.

5. BULLETIN NOTICE

- All announcements are written in English and posted on the bulletin board on the 1st floor of the Academic building.
- Important Notices and announcements are also shared thru Group Chat (Kakao, Line, etc.).
- If students failed to check updates and problem arises, the school cannot be held responsible.

6. RESPONSIBILITY AND AUTHORITY

- The school provides classes and dormitories for students.
- Students are expected to follow rules and regulations and penalties apply for violations.
- The school is not responsible for unforeseen natural disasters (typhoon, earthquake) or compensation in case of emergency.

7. EXPULSION

- If a violation falls under the expulsion regulations, the student will be expelled immediately and re-admission is not possible.

NOTE: Please refer to page 10 for **expulsion regulations.**

ACADEMIC POLICIES & PROCEDURES

2. Academic regulations

1. CLASS TIME

- Regular class: Monday to Friday (50 mins / 10 mins break)
- Night class: Monday to Thursday (50 mins / 10 mins break)
Night class schedule: between 6:20pm to 21:00pm.
Start time may vary.

2. CLASS RULES

- The school provides a minimum of 18 academic days per month.
- Make up classes will be given in case the school failed to meet the minimum number of classes in a month. The schedule for the make up class will be posted in the bulletin board.

NOTE

1. No classes during Philippine holidays.
2. The school is not responsible for natural disasters such as typhoons, earthquakes etc.
Make up classes is upon the school's discretion in case the make up classes are not possible due to some circumstances.
3. For students who missed their classes due to personal reasons, make up classes are not given.

3. ABSENCES AND TARDINESS

- For students who will not attend their class, inform the **administration office** on 1st floor of Academic building before the class starts.
- 10 minutes late is considered absent. .
- More than 3 absences in a class will result to cancellation and will be allowed to take it after 4 weeks.
- If the teacher is not in the class within 5 minutes, please go to the **administration office** and report it.

4. TEXTBOOK AND TEACHER CHANGE

- ◆ Textbook distribution date: 7:50 am the following morning after the orientation day
- ◆ Distribution place: Academic Building 1F Office

- The students can ask their man to man teacher to change the book. The teacher will go to the library to change it.
- New students should consult the office until 16:00 on their first Wednesday if they want to change the textbook and teacher.

NOTE

The students are not allowed to choose specific teachers.

A. Teacher Change

- Fill out the 'Change Teacher Request Form' at the **Academic Office** between 8:00-17:00 from Monday through Friday.
- Proceed with consultation at **Academic Office**.
- **The change of teachers should be requested on or before Wednesday 4pm at the office. It will be implemented on the following Monday.**
- **For new students they are allowed to request a change of teachers until Thursday 12NN.**
- **Get the new schedule on the following Monday at the office.**
- **Any request made after Wednesday 16:00 pm will NOT be implemented on the following Monday. In this case, students need to wait for another 1 week to change his/her teacher.**

B. Course change

- Fill out the Change Course Request Form in the **academic Office** between 8:00-17:00pm from Monday through Thursday.
- **Consult with the respective course coordinator .**
- If the new course needs a test score, check the test schedule as well.
- In case of any additional costs due to course change, make payments at the **Helpdesk office**.
- After applying for the course change, new class schedule will be given at 7:50 am on Monday of the following week.

NOTE: There is no refund for course change in case the latter course has lower fee.

C. Additional Class

Additional Class		Period	Expense
ESL 1 ESL 2 Lite ESL	1 : 1 Class	4 Weeks	5,000 pesos
	Group Class		2,000 pesos
Travel		1 Week	2,000 pesos
Rehab Class		1 Week	4,000 pesos

ACADEMIC POLICIES & PROCEDURES

5. GROUP CLASS

- The group class consists is a 4 week program.
- SEMI-SPARTA ESL COURSE has maximum of 6 students in one class.

<Changing of Group Class>

- ◆ Location : Academic Building Office
- ◆ Date of Change : Group Classes Opening until 5pm on the first Friday of the week
- ◆ Application Date : New class applies Monday next week

NOTE

1. The students can change their group class only once.
2. It is not possible to convert a group class to one man to man class.

6. NIGHT CLASS

- All students must attend the night class orientation.

- ◆ Orientation Date and Time: In the academic orientation after new student orientation
- ◆ Orientation Place: Same place as academic orientation

- SEMI-SPARTA Night Class Registration fee is required
 - * A deposit of 500 pesos is required per class.
 - * This deposit will be returned in full after 16 days of night classes.
 - There will be no refund in case there is more than 2 times absences.*
- SPARTA students receive their night class schedule separately from their day time schedule. No deposit is required for the night class.

7. MONTHLY TEST

- Students are required to take their monthly level test.
- Refer to the school calendar for the monthly test schedule.
- Each student's monthly test schedule is posted on the bulletin board three days before the test dates.
- Test results are available one week after taking the test.

ACADEMIC POLICIES & PROCEDURES

3. Living regulations

1.1 CURFEW

SPEED ESL , LITE ESL						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
6am to 10pm	5pm to 10pm				5pm to 2am	6am to 2am

24 SPARTA ESL, TOEIC & IELTS COURSE						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
6am to 10pm	Not allowed to go out				5pm to 2am	6am to 2am

The day before holiday	Holiday
5pm to 2am	6am to 10pm

- From 2AM to 6AM, the gate will be strictly closed.
- On Saturday, if there is a makeup class, weekday rules apply.
- When entering and leaving the school, leave the room key and ID card at the gate, fill in the form provided.
- At the gate, the staff of the school may voluntarily carry out checking of personal belongings.

1.2 HALL PASS

- SEMI-SPARTA students are allowed to go out during weekdays from 5:00 pm as long as they do not have night classes.
- If students need to go out before 5:00 pm due to urgent matters or justifiable reasons, they are allowed to go out only if the HALL PASS is approved.

◆ HALL PASS Application & Submission Location :
Administration Office

1.3 OVERNIGHT PERMIT

- Staying out overnight during weekends, fill in and submit the OVERNIGHT PERMIT.
- If you are traveling on a flight, fill in and submit the TRAVEL WAIVER with the manager's signature.
- The issuance of TRAVEL WAIVER and OVERNIGHT PERMIT is in Academic building 1F office until 4pm UNTIL EVERY Thursday ONLY.
- Staying out overnight during weekdays is not allowed.
- Even if you have OVERNIGHT PERMIT, you are not still allowed to enter the school during curfew hours.

NOTE

You must have a copy of the hotel's confirmation letter and airline ticket under the student's name for the permit to be issued. In addition, the school is not responsible for any accidents that might occur during or outside of the trip.

2. TIME OF FACILITY USE

Facility	Operating Hours
Academic Building	08:00- 22:00 (weekdays)
Admin Office	08:00 – 17:00 (weekdays)
Dining Hall	24 hours

3. DELIVERY/ INTERNET / MOBILE PHONE USE

A. Delivery

- The name of the courier recipient should be the same as the name of the student's passport, and the invoice number must be checked in advance.
- Please refrain from sending goods that may be subject to taxes such as electronic products and expensive items. (Shipping is not allowed for medicines)

◆ BECI THE CAFE ADDRESS
#43 Gladiola Street, Amparo Heights,
Barangay Camp 7, Baguio City, Philippines, 2600

NOTE

- Depending on the situation, the delivery may not be delivered to the school. You may have to go to the post office personally.
- It takes at least two weeks for the parcel to be delivered and it may take several months for the custom inspection.

B. Internet

- Dormitory and Dining Area's wifi password will be provided.
- Students are prohibited from arbitrarily manipulating internet routers.
- Do not use or download P2P sites.
- If there is a problem with the Wi-Fi connection, please contact to the office.

C. Mobile Phone

- If you purchase a SIM or prepaid card from a Philippine carrier, you can use local phone calls and text messages. (Available at SM Mall / general mart)
- Filipino carriers are divided into two major categories (SMART / GLOBE) and must purchase a SIM card from a carrier.
- Purchase the Prepaid Load Card of the carrier and register the desired Promo.

NOTE: Detailed instructions on how to register your SIM and prepaid card are available at Admin office.

ACADEMIC POLICIES & PROCEDURES

3. Living regulations

4. LAUNDRY SERVICE

- Laundry service is provided with laundry fees.
- PHP150/ max 7kg per one laundry load is charged.
- Every Friday afternoon, the student will be given invoice of laundry fees of the week and asked to pay the amount in invoice to the person in charge. (weekly payment)
- The laundry shop has its date and time for collecting and delivering the laundry.

A. How to use

- Before you leave your laundry, fill out the laundry slip. (Please place the laundry slip inside your laundry bag.)

Mon.	Wed.	Fri.
Laundry drop-off : 9:00-12:30	Laundry drop-off : 9:00-12:30	Laundry drop-off : 9:00-12:30
Laundry pick-up: 17:00-21:00 on Wed.	Laundry pick-up: 17:00-21:00 on Fri.	Laundry pick-up: 17:00-21:00 on Mon

B. Lost and Damaged

- If there is no laundry slip, it is not possible to report the loss.
- If the laundry is lost, you can check it at the admin office.
- For expensive garments, we do not advice washing.

NOTE: For clothes that require special care, you may bring it to another laundry shop to get the specific service.

5. DINING HALL

- Located at the 1st floor of Dormitory building. The cooking studio (kitchen) is available 24 hours a day for student's usage ONLY with approval of the management/kitchen staff.
- The kitchen is available a day but with certain limitations (by schedule)
- It is available for students usage ONLY with KITCHEN PASS.
- Students can cook using their own ingredients.
- Do not bring any kitchen utensils in rooms.
- The dining hall on the 1st floor of the dormitory building can be used as a self study space except meal hours.

Dining Hall Regulations (Self Study)

1. Always have a quiet conversation in the dining hall.
2. Clean up as you go.
3. Do not leave your valuables/ belongings in the dining hall. The school is not responsible for any loss or theft caused by any violation of the above.
4. A penalty of 1,000 pesos will be imposed when you receive three verbal warnings due to non compliance.

Students under the influence of alcohol are not allowed to use the kitchen. A penalty of 3,000 pesos will be imposed immediately in case of violation.

- If you want to use the dining hall personally, you need to fill out the kitchen- use permit and get approval from the school administrator.

Dining Schedule		
Time	Weekdays	Weekends & Holidays
Breakfast	06:50 – 07:50	07:50 – 08:50
Lunch	11:40 – 12:20	11:40 – 12:20
Dinner	17:30 – 18:20	17:30 – 18:20

6. ADMIN OFFICE (ACADEMIC BUILDING)

- All applications related to the school are processed at the Admin Office located at 1st floor of the Academic Building.
- Requests that are not received at the office will not be processed.
- Office hours may vary depending on the situation.
- Requests and suggestions should be forwarded to the office.

7. EOP ZONE

- EOP applies everywhere except their own room, office, window seats and meal times.
- A penalty of 100 pesos applies whenever you do not comply with the EOP rules.
- No EOP on Weekends and Holidays.

ACADEMIC POLICIES & PROCEDURES

4. Dormitory Regulations

1. DORMITORY REGULATIONS

- The dormitory room is assigned by the school administration.
- Personal items and toiletries are not provided by the school.
NOTE : Management staffs have right enter students' rooms for room checking without prior notice.

2. DORMITORY FACILITIES

- The school owns all furniture and facilities.
- The student must use all facilities, furniture and supplies with care.
- No furniture or supplies can be removed without prior approval from the school.
- The students are not allowed to change any of the facilities provided by the school.
- Students are required to compensate for loss or damage to the schools' property due to negligence.
- Students can use all the facilities in the school including their own rooms.
- **Students can not choose their rooms on their own preference without approval of the management.**

3. CLEANING REGULATIONS

- The cleaning service is done from 8:00 to 17:00 on weekdays.
- You can apply for cleaning at the front desk of the office on the first floor of the dormitory building.
* If you want to stay during cleaning, please make sure to indicate the time for cleaning.
- Changing of bed and pillow covers are done once a week.
- Changing of blankets are done once every two weeks.
- Cleaning of the wardrobe of each room is done once a month.
- Cleaning of insect protecting screens or window screens are done once in three months.
- Please refer to the schedule on the bulletin board.
- If you do not apply for cleaning, your room will not be cleaned.
- The student is obliged to manage their personal belongings.
The school is not responsible for any loss or damage of the student's belongings and purchased items.

NOTE: If you do not apply for cleaning service for a long time, the school can proceed with cleaning without your permission to maintain a clean environment.

4. ROOM CHANGE REQUEST

- Fill in and submit the room change request form in the **administration office**.
- The form must be submitted 1 week before the date of change.
- Room change forms is available at the Admin Office in the Academic Building from 8AM to 5PM from Monday to Wednesday.
- The change of the room may be declined or approved depending on the room availability.
- Get the room key in the Admin Office.
- Moving in to the new room must be done Saturday afternoon.

NOTE:

The school has right to ask student's cooperation for room transfer due to some circumstances. Extra charges apply for room upgrade. There is no refund for room downgrade.

5. NOISE

- **Observe silence in all floors, even inside the room.**
- **Avoid moving heavy object (beds, tables).**
- **No Running on hallways, on rooms (avoid heavy footstep. There are people below).**

ACADEMIC POLICIES & PROCEDURES

5. Graduation Regulations

A. Passport, deposit

- Passport and security deposit can be returned on the day before **the leaving date** (the day before the holiday).
- All deposit will be given back, except for the key deposit of 500 pesos. The key deposit will be given back at the time the students surrender the key to the guard.

B. Extension of Stay for 1 day

- Students who would like to stay 1 more day shall inform the management.
- Students must follow the check out time, 12:00 noon, Saturday.
The student may transfer to the manager's room for the mean time because cleaning follows at 12 noon.
- Extension of stay may be possible at the discretion of the school, in which case 1,000 pesos is charged per night. (Sundays check out time 12 noon)

NOTE:

The student should pay 1,000 pesos accommodation fee per night. regardless of the reason of staying.

C. Check out

- The check out time is Saturday at 12 noon.

D. Bus ticket reservation to the airport

- Leaving students must book a bus ticket from Baguio to Manila airport at least two weeks before departure.
- Details on bus ticket reservations can be found on **page 16 and 17** and **the leaving students should check the latest bus operation schedule directly at bus terminal.**

ACADEMIC POLICIES & PROCEDURES

6. Prohibited Regulations

Prohibition		First	Second	Third
A. General Rules				
1	Cooking activities in the school that may cause fire (such as candle, burner, etc.)	Warning		-1,000
2	Drinking and Smoking -Drinking and storing of liquor are strictly prohibited in the school (Maintenance staffs can also clean the refrigerator) -Entering the lounge and/or dining area under the influence of alcohol -Smoking in undesignated smoking areas (include Dormitory)	-3,000	EXPEL	
3	Giving out false statement that may cause damage to the school and its staff reputation.	Warning		-1,000
4	Failure to comply with the rules and regulations of the school.			
5	Use of school property without prior approval			
6	Attempt to monetize commercial advertising			
7	Attempt to monetize gambling and betting			
8	Excessive noise in dorms			
9	Access to academic building after 10 pm			
10	Misbehaviors or causing damage to the atmosphere of study			
11	Deliberate destruction of school property	Student will compensate without any warnings		
B. Dormitory Rules				
1	Students are not allowed to enter other students' (even same gender's) rooms. (In case of violation, a student who enters the other rooms gets penalty.)	-1,000	-2,000	EXPEL

* Expulsion agreement will be given upon receiving a 2nd warning.
 * The students need to sign the agreement before expulsion.

ACADEMIC POLICIES & PROCEDURES

6. Prohibited Regulations

Prohibition		First	Second	Third	
C. Curfew Rules					
1	Curfew Violation, Failure to comply will have a deduction of 1,000 pesos. (* Please be extra mindful regarding the curfew on the weekend)				
	Weekdays	After 10PM – 12MD	-1,000	-2,000	EXPEL
		After 12MD onwards	EXPEL		
Weekends	After 2AM – 6AM	-1,000	-2,000	EXPEL	
2	Unauthorized leave during regular school hours.				
3	Usage/borrowing of another student's ID.				
4	Arriving later than the indicated time in the HALL PASS will be penalized.		-1,000	-2,000	EXPEL
5	Unauthorized leave without TRAVEL WAIVER AND OVERNIGHT PERMIT.				
6	Entering the school premises from 2am to 6am for students who have OVERNIGHT PERMIT.				
IMMEDIATE EXPULSION POLICY (Violation of the following rules will result to immediate termination without a refund)					
1	Sexual harassment against individuals related to the school. (teachers, students, all staff of the school)		EXPEL		
2	Giving out testimonies that damage the reputation of school and its staffs. (Providing false information or spreading fake news to the agency which leads to harming the school's and agency reputation.)				
3	Boycott and intentional violation of regulations.				
4	Disclosure of information to other students regarding payments made to agency.				
5	Jumping over the fence to enter and go out of the school.				
6	Violation of the Philippine Law. (Drugs, fights with Filipino, etc.)				
7	Going out of the school without permission after Curfew Check.				
8	Changing of rooms without approval				
9	Entering the other gender's rooms in the dormitory (Both entering and entered students will be punished.)				

* Expulsion agreement will be given upon receiving a 2nd warning.

* The students need to sign the agreement before expulsion.

ACADEMIC POLICIES & PROCEDURES

7. Refunds and Other Regulations

1. REFUND POLICY

- Students who plan to leave earlier must notify the management at least one week before.
- Local payment fees are non-refundable.

NOTE : Please contact your respective agency directly for your refund request and its amount.

2. OTHER REGULATIONS

A. BECI Employees

- BECI officers and employees comply with rules and regulations but have authority to enter the students' rooms without prior notice for safety reasons or other circumstances.

B. Visitors

- Visitors are not allowed to enter the school **without prior consent of the management.**

C. ID Card

- All students must leave their ID CARD at the gate and sign the form before going out. Write the time and reason for going out. *Write the arrival time and get your ID card back.
- **Students without ID card are not allowed to go out.**
- *** New students are required to submit their dormitory room keys until their ID cards are ready.**
- When ID card and key are lost, mandatory reissuance shall be done.
* Students who lost and applied for new ID card are prohibited from going out until the new one is provided (reissuance fee 500 pesos).
- ID card shall always be worn.
- **Students who changed courses need to wear correct color of necklace.**

D. Dress Code

- Students are not allowed to wear overexposed, overly obscene and/or vulgar clothes.

E. Safety / Security

- Students must comply with safety and security regulations and shall refrain from acting in a way that threatens safety and health of others.
- The school reserves right to control students in the event of natural disasters or other unusual situation such as bad weather.
- Students are requested to read safety instructions carefully so that you can study safely.

F. Hospital accompany

- **In case students need to go to hospital together with school staff, transportation expenses shall be shouldered by students.**
- In case students feel ill, they shall inform the school staff immediately and take appropriate measures.

G. Storage of Valuables

- In case students possess large amount of cash, the school can keep it until graduation. Students shall go to the admin office to apply for safety deposit box.

NOTE: Please note that other valuables must be managed by each student and the school is not liable for lost valuables.

H. Photography and video shooting

- During the school activities, photo and video shoots will be conducted for the purpose of school's official PR materials and SNS channels.
- **Students who do not like to be included in the photos and videos shall request for their photos and videos to be deleted. The process may take one week.**

- ◆ Website : www.beciedu.com
- ◆ Facebook : facebook.com/BECInternational
- ◆ Instagram : instagram.com/apibeci_official

ACADEMIC POLICIES & PROCEDURES

8. Surrounding BECI THE CAFE

A. Supermarket (C&Triple A Camp 7)

- It is 10 to 15 minutes on foot from BECI THE CAFÉ CAMPUS. Regular Business hours is from 7: 00-20: 30.

B. Hospital (Baguio General Hospital & Medical Center)

- Baguio General Hospital and Baguio Medical Center are located, less than 10 minutes away from the school by car.

C. A large shopping center (SM Mall)

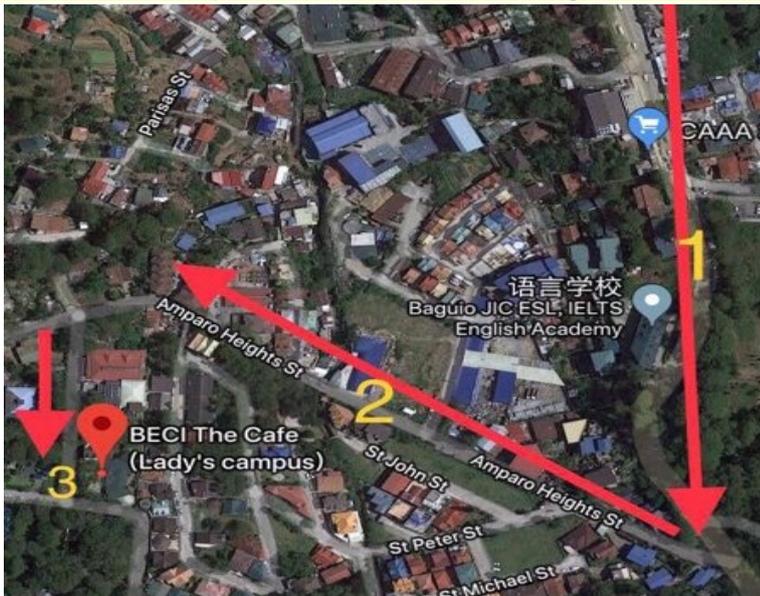
- SM City of Baguio is located 10 minutes from the school by car and it is the largest shopping center in Baguio City. It has variety of shops for convenience such as food court, supermarket, movie theater, beauty salon, nail shop and restaurants.

D. Police Office

- It is located 5 minutes away from the school by car.

9. How to get back to school

- Tell a taxi driver "Amparo Heights Camp 7, please" and get off the road near BECI THE CAFE. (refer to the map below)
- After reaching Amparo Heights Street (see 2 in the map below), go up a bit and you can see an upward road on the left side. Go uphill and walk to the corner to get to BECI THE CAFÉ CAMPUS.



SAFETY REGULATIONS

[Daily life]

1. There are often places in the Philippines where no change is available. (Typically small restaurants and supermarkets, taxis and jeepneys) and therefore we recommend to always carry small units of money (coins, 20, 50, pesos).
2. If you need to exchange money, please do it in a large shopping mall like SM Mall as much as possible for safety purposes.
3. Please use ATM machines at large shopping malls such as SM Mall or where there is a guard (guard).
4. Do not give money to children begging on the street. (All of the children in the vicinity are gathered.)
5. Please take extra care on valuables (pickpockets, etc.) on the street, and it is best to put bags in front of you.
6. If you are attacked by a burglar, do not fight back. Stay away and find a police officer nearby to help you.
7. Please bring only the necessary amount when you go out. (Do not bring your credit card and large amount of cash)
8. During late hours, please refrain from going out. It is always best to go out in groups.
9. Do not wear expensive accessories when going out.
10. In public places, always be mindful on personal valuable items such as mobile phone, wallet, etc.
11. Please refrain from using mobile phones and using headset while walking.
12. It is best to consume alcohol in moderation during drinking sessions.
13. It is recommended to avoid clubbings.
14. Refrain from having arguments or fight with the locals. You may ask for help from our Filipino staffs if necessary.
15. When riding jeepneys, always be mindful on your belongings.
16. Please refrain from lending personal money.
17. Please refrain from eating street foods.
18. Before leaving business establishments such as restaurants, coffee shops etc and taxi please check your belongings such as wallet, phones etc.
19. Always ask for receipt from taxi drivers. (This way is easier to track your lost belongings, just in case)
20. Do not leave your cell phone or wallet unattended.
21. Do not touch the street animals such as dogs and cats for safety purposes.
22. Make sure to know the address and contact number of the hospital nearby.

SAFETY REGULATIONS

[Travel & Overnight]

1. If you are planning to travel, we strongly recommend you to book in advance. Especially, if you do not make reservations in advance during the Philippine holiday season, it may be difficult to book resorts and hotels. Also, if you plan to travel with activities such as surfing and hopping tours in advance, please check with our travel coordinator (Teacher Rema).
2. Before traveling, please make sure to get your manager's contact number so you can get help just in case you encounter an unexpected situation. (* Contact details can be found at the guard house.)
3. When you travel for more than 3 days, please bring your cold medicines or better your first aid kit.
4. Always take extra care when travelling.
5. Travel waiver & Overnight permit is accepted every **Thursday** until 4:00 pm. If you are planning to travel or stay out on weekends, please fill out the form before submitting it.
6. **Please check the details of arrival time and destination of bus and airplane in case of long distance trip.**

[Law]

1. Prostitution in the Philippines is prohibited by law. There are cases where shop staffs are targeting men in shopping malls like SM. Please be careful because you may be involved in a crime.
2. Do not drink with strangers (including Filipinos and Americans).
3. It is dangerous to have an argument with a taxi driver so be careful not to cause any trouble.
4. Friendship and sexual relations with Filipinos under 18 years old are strictly prohibited by law. Please be careful as you may be apprehended immediately.
5. Adultery is strictly prohibited by law. When you are caught, you will be arrested immediately, and you will have to pay a large amount of bail, so please be careful.
6. The Philippines prohibits smoking on streets and public places except certain designated areas. Please note that you may have to pay a large fine when you get caught.
7. The Philippines prohibits drinking alcohol in public places. Be sure to refrain from drinking in public places because you will be arrested immediately.
8. Mind your language when dealing with the locals (Filipinos) (including staff and teachers).
9. If you have or use drugs, you will be immediately expelled and will be sent home. (It is likely to be apprehended immediately upon detection.)

HOW TO BUY JOYBUS TICKET (Baguio-Manila)

* JOYBUS ?



- 'JOYBUS' is a luxury limousine bus operated by Genesis company. It is the only bus that goes directly from Baguio to Manila airport. **(As of June 2022, direct trip from Baguio to Manila airport is NOT yet resumed.)**
- JOYBUS offers comfort and convenience for its passengers. It has toilet inside, offers blankets, and light snacks.
- In addition to JOYBUS, Victory Liner or other buses are also available. The bus fee is cheaper but it does not go directly to the airport.
- **It takes about 15 to 20 minutes by car from BECI THE CAFÉ to JOYBUS terminal. And the bus passenger should arrive at the terminal 30 minutes before the departure time. In case the weather condition is bad, it is advisable to leave the school earlier due to the limited number of taxi passing by. It is best to leave 1 hour prior to your bus departure time.**

* JOYBUS Information



JOY BUS STATION (Joy Bus Baguio Ticketing Office)	
Opening hours	24 hours
Address	Joy Bus Station, Gov. Pack Road, Baguio, Philippines

- It is advisable to leave the school one hour before the bus departure time.
- * If the bus departs at 3 pm, it is best to leave at least 1:30 pm at the school.

- The JOYBUS terminal is a 5-minute walk from SM Mall.
- If you go to the terminal by taxi, you can tell the taxi driver "Genesis Terminal, please", "Joybus Terminal, please" or "Governor Pack Road, please".



JOYBUS Ticket Booth

BAGUIO TO CUBAO-NAIA3-RWN PASAY	
12:30AM	12:00NN
1:30AM	4:00PM
2:00AM	5:00PM
5:00AM	7:00PM
6:00AM	9:00PM
7:30AM	10:00PM
9:00AM	11:30PM
11:00AM	
BAGUIO TO	

FOR ADVANCE BOOKING WE ONLY ACCEPT RESERVATION AT LEAST 1 WEEK PRIOR TO YOUR SCHEDULED TRIP

FOR ADVANCE BOOKING WE ONLY ACCEPT RESERVATION AT LEAST 1 WEEK BEFORE YOUR TRIP FOR PEAK SEASONS, AT LEAST 2 WEEKS

Bus schedule for Manila airport

The latest schedule should be checked at the terminal.

- Bus timetables are posted on the JOYBUS ticket office and are often subject to changes.
- Depending on traffic conditions, it takes about 7 to 8 hours to reach Manila Airport, but an average of 5 to 6 hours for late night departures. * Time can be significantly affected by weather or road conditions. **It is recommended that you purchase a bus ticket between 11 and 12 hours before the flight departure time.**
- The JOYBUS seat condition is divided into two types; deluxe and semi-deluxe, depending on the time schedule: **Deluxe costs around 730 pesos (Baguio-Metro Manila, Pasay) and Executive costs around 760 pesos. (Baguio-Metro Manila, Pasay) as of June 2022.**
- It is recommended that you book your bus ticket at least 2 weeks before departure.

