

## Avon Orientation

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### ■ Time table

Period	Start	Finish	Remarks
Breakfast	07:00	07:50	
Quiz	07:40	08:00	Vocabulary quiz
1	08:00	08:50	
2	08:55	09:45	
3	09:50	10:40	
4	10:45	11:35	
5	11:40	12:30	
Lunch	12:30	13:30	
6	13:30	14:20	
7	14:25	15:15	
8	15:20	16:10	
9	16:15	17:05	Special classes
Dinner	17:00	18:00	
Zumba	17:10	17:40	It may not take place without notice
10	18:00	20:00	Self-Study (Sparta course)

### ■ Exam & Quiz

1. Vocabulary Quiz
  - A. Participate in a daily vocabulary test every day (Monday through Friday), excluding holidays.
  - B. Missing the vocabulary quiz will result in a restriction from leaving the premises on the day of the assessment.
  - C. Failing to attend the vocabulary quiz twice will lead to being prohibited from leaving on weekends (Saturday and Sunday).
  - D. In case of absence due to special circumstances, submit the reason to the head teacher by 5 PM on the same day. The head teacher can evaluate an essay as if you attended the vocabulary test.
2. Monthly Test
  - A. A proficiency assessment is scheduled for the last Thursday of every month.
  - B. Listening and reading tests are given for 50 minutes, beginning at 11:40 AM.
  - C. Students within their first week of the course are not eligible.
  - D. No specialized classes are held on the day of the examination.

### ■ Course Modification Request Reservation

1. Students may reserve classes for the subsequent week every Tuesday. Indicate the preferred lecture on the reservation form and deposit it in the designated box. Reservation forms and boxes can be found in the office.

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2. Modified class schedules will be distributed individually. Announcements may be posted on the bulletin board, depending on the circumstances.
3. Upon altering a class, students are unable to revert to the previous class and teacher.
4. New students are not permitted to modify 1-on-1 classes during the initial two weeks.
5. Additional fees amount to 5,000 pesos/4 weeks for group classes and 10,000 pesos/4 weeks for 1-on-1 classes.
6. Changing from 1-on-1 to group classes is possible without a refund. Changing from group to 1-on-1 requires an additional payment of 5,000 pesos/month.

### **■ Class Regulations**

1. Students are required to attend their assigned classes daily.
2. Students must follow Avon's rules, even if they are new regulations.
3. If the weekly attendance rate falls below 80%, one 1-on-1 class will be deducted in the subsequent week.
4. Students are prohibited from attending classes other than those assigned to them.
5. Being late three times counts as one absence.
6. Arriving more than 5 minutes late results in an absence mark and denial of class entry.
7. Students are not allowed to leave the school during regular class hours., unless granted permission by the administrator.

### **■ Certification**

1. Certificates are issued exclusively to students maintaining an attendance rate of 80% or higher and who have enrolled in classes for a minimum of four weeks.
2. Immediate expulsion will occur if the weekly attendance rate drops below 50%.

### **■ Cafeteria**

1. Breakfast: 07:00-07:50 (Saturdays, Sundays, and holidays: 08:00-08:50)
2. Lunch: 12:30-13:30/ Dinner: 17:00-18:00. Meal times are adjusted according to the academy's situation.
3. Meals must be consumed within the allocated mealtime.
4. Students must not take food or cafeteria items outside. A first warning will be issued, followed by immediate expulsion upon the second offense.
5. If a fellow student is unable to eat due to circumstances, do not take food out and inform Avon staff instead.
6. While Avon offers buffet-style meals, menu changes may occur without prior notice, depending on the situation.

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### ■ Facilities

1. WIFI
  - A. Wi-Fi access is provided via a voucher, valid for the duration of the student's course at Avon, upon check-in.
  - B. If a connection for more than one device is needed, make a request on orientation day.
  - C. The WIFI network name is "Avon English Academy."
  - D. Internet service in the Philippines may be unreliable, potentially causing issues for activities such as stock trading that require stable connections.
2. Stair café
  - A. Coffee, snacks, beverages, and simple prepared foods can be purchased at the café.
  - B. Operating hours are 07:00-20:00 (Saturdays, Sundays, and holidays: 09:00-18:00)
3. Miscellaneous
  - A. In case of loss of student ID, ID sling, or room key, a fee of 200 pesos per item is applicable.
  - B. Dormitory items must not be moved without permission.
  - C. Damaging dormitory or classroom items incurs a charge equivalent to the actual cost of the item.

### ■ Cleaning and Laundry

1. Cleaning
  - A. Dormitory cleaning is done once a week.
  - B. Cleaning staff do not clean students' personal lockers and desks.
2. Laundry
  - A. Laundry service, up to 2 kg, is provided twice a week on Mondays and Thursdays.
  - B. Unused weight allowance does not carry over to the following week, and any excess weight incurs a charge of 50 pesos per kg.
  - C. Bed sheets are replaced every two weeks, at a cost of 200 pesos each time.
  - D. To opt-out of bed sheet replacement or request an earlier replacement, notify the staff.
  - E. Compensation is required for items that cannot be cleaned (e.g., ink stains or blood on bed sheets).

### ■ Dormitory

1. Students may not change their assigned rooms without Avon's permission.
2. Students are responsible for safeguarding their personal belongings.
3. Do not enter someone else's room for any reason. Violators and those who allow entry may face expulsion, especially if the room belongs to someone of the opposite gender.
4. Students are not allowed to bring alcohol into Avon. Violators will be expelled immediately.
5. Smoking is permitted only in designated areas. All other areas are non-smoking. Violators will be expelled immediately.
6. Report any dormitory issues to Avon staff promptly.
7. Avon staff may inspect and maintain student dormitory facilities without the student's consent.

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### ■ Electric Fee

1. Electricity fees must be shared and paid with your roommate based on usage.
2. Fees are settled at the office on the last Friday of the course. For stays exceeding four weeks, payment must be made monthly at the office.

### ■ Extension and Refund

1. Extension
  - A. Course extensions must be at least two weeks, and tuition must be paid at the time of application.
  - B. Extensions may be declined due to dormitory or Avon circumstances.
2. Refund
  - A. Refund requests and receipts must be submitted in writing by the requesting party.
  - B. Please refer to the brochure's refund policy.
  - C. Forfeited courses cannot be transferred to another individual under any circumstances.
  - D. No refunds will be granted for those expelled due to rule violations.

### ■ Returning Flight and Check-out

1. Students are responsible for arranging their own return flights and schedules.
2. Check-out must be completed by 2:00 PM on Saturday.
3. If a special reason necessitates staying at the school, obtain permission from the school and pay a fee of 2,000 pesos per day.

### ■ Fumigation

1. Fumigation takes place every third Saturday from 10:00 AM to 2:00 PM.
2. Dormitory access is prohibited during this time.

### ■ Traveling

1. Students must submit a travel application form by 2:00 PM on Friday.
2. Students with a weekly attendance rate below 80% or with rule violations are ineligible for travel. (Although some students may be concerned about potential losses if they cannot travel after booking flights or hotels in advance, they must manage their plans, keeping in mind the restrictions due to attendance and rule violations.)
3. Travel is permitted only on weekends and holidays. Weekday travel is not allowed.
4. During the final week of the course, weekday travel may be possible, based on the student's preference.

### ■ Holiday

1. The Philippine government may declare holidays suddenly.
2. In such cases, the school and students must comply with the government's decision.

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### ■ Curfew

1. Curfew is at 10:00 PM on the day before a regular class day and midnight on the day before a holiday.
2. School entry is not allowed after curfew. Students must enter at 6:00 AM the following day.
3. First violation: A warning is issued and posted on the bulletin board.
4. Second violation: The student must submit a memo regarding the violation. Failure to submit will result in expulsion.
5. Third violation: A final warning is given, along with a two-week ban on leaving the premises. Violators face immediate expulsion.
6. No refunds will be provided for expulsions due to curfew violations.

### ★ Caution

1. Avoid entertainment areas and casinos where foreigners are at greater risk, and refrain from walking at night.
2. To reduce incidents caused by excessive drinking, please limit alcohol consumption in the Philippines.
3. To avoid theft, refrain from wearing flashy clothing and carrying large amounts of cash.
4. Be cautious of crimes disguised as begging and always check your bags and belongings.
5. Be careful with unfamiliar locals offering beverages, and do not drink any that may contain drugs.
6. Respect the pride of the Filipino people, and be mindful of your language and attitude.
7. Use taxis, Uber, or Grab instead of jeepneys, and inform your acquaintances of your travel information.
8. Ensure safety during water sports and swimming activities by following pool rules and supervising minors.
9. Be mindful of hygiene, use restaurants with strict sanitation management, and take precautions against mosquito bites.
10. If you need information, consult verified experts or institutions. Much of the information available may not be accurate.

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Address : Maroo Building, 888 Paseo Saturnino, Cebu City, Cebu, 6000

(When using a taxi: **Please take me to Maru Restaurant near Banilad Maria Luisa entrance.**)

Tel: 032 340 4923 / Globe 09674583459 / Smart 09602820356

Emergency contact number

Yoyo (Chinese): 0966 820 4107 / Celine (Vietnamese): 0966 820 4128

Rica (Japanese): 0966 820 4129 / Jin (Korean): 0966 820 4130

**If you cannot speak English, please tell us**

**(I am [name], a student from Avon. I need help right now.) We will help you.**