Cebu International Academy



CIA Course Guidelines

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CIA Courses



- ESL
- Business English
- Working Holiday
- IELTS Program
- Immersion (IAU/CNU)
- TOEIC Program

- Direct Method

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Mission, Vision, and Core Values

Vision

As a language institution, Cebu International Academy aspires to be the best in the industry in the Queen City of the South, Cebu, and in Asia.

Mission

Devoted to providing professional and high-quality service to our students/clients/guests by creating "learner-centered" opportunities that will enable them to become independent and proficient English language users, as well as establishing a cultural channel between Korea, the Philippines, and other Asian countries

Values

The values that Cebu International Academy believes in:

1. We value Service, Truth, Honesty, Peace, Love, Respect, kindness, Friendliness, Integrity, Sincerity, and Good Deeds.
2. We value good relationships within and outside the community.
3. We value equal relationships of every individual regardless of race, culture, and status in life.
4. We value the best quality service for our guests/clients/students.
5. We value our role as a cultural channel between Korea, the Philippines, and other Asian countries.

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Teacher's Role in Learner-Centered Design

Learning Outcomes

The teacher determines what the learner will do and can do at the end of the lesson.



Student Success



Learning Activities

The teacher designs and selects strategies, appropriate materials, and procedures to ensure active learning in a safe environment.

Assessment

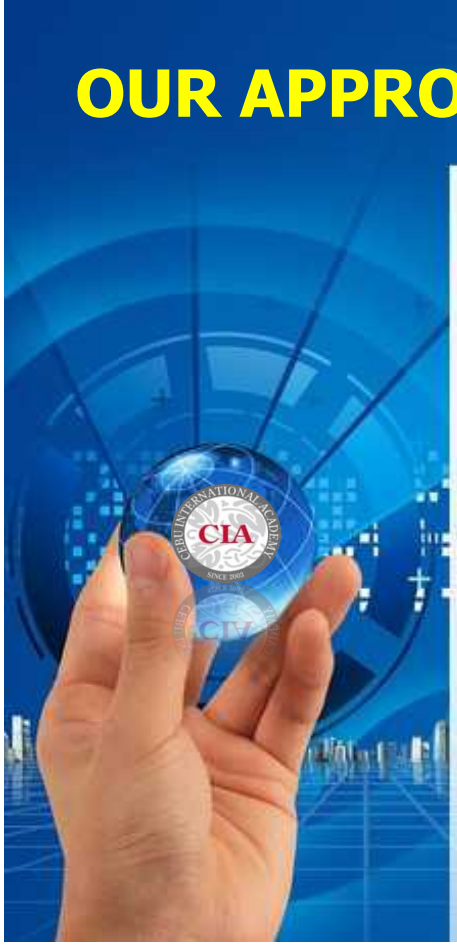
The teacher constantly measures the outcome, gives feedback, and modifies teaching strategies if necessary to achieve a goal.

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OUR APPROACH





Learner-Centered Approach

- Diagnoses student's specific language needs
- Allows students to display prior knowledge/skills about a certain topic/content
- Uses appropriate materials and strategies to drive instruction
- Provides correct language usage through modeling
- Allows students to practice language and skills through strategic questioning
- Reinforces higher order thinking through a series of activities
- Practical/Meaningful application of learning

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Characteristics of Learner-Centered Approach



Learner-Centered Approach

- Teachers incorporate various approaches and English Language Learning strategies to cater to different learning styles.
- Emphasizes deep learning or learning for life, ensuring students gain meaningful and lasting knowledge.
- Teachers accommodate differences in students' learning styles, background knowledge, and interests.
- Encourages students to learn skills that foster responsibility for their own learning..
- Focuses on the WHY and HOW of learning, helping students appreciate the value of the learning process.
- Teachers act as facilitators, guides, and coaches, making students actively involved in their learning journey.

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CIA Course Guide Summary

A. GENERAL ESL COURSES

Course	Sub-Course	Target Students	Curriculum	Man-to-Man	Group Classes							Tests			Teacher Training
					SG	MG	BG	EC	SW	SS	FREE	ENTRANCE	DAILY TEST	LEVEL TEST	
Pre-Cambridge ESL	Budget ESL	For adult students who wish to study General English but prefer a less demanding study load.	Cambridge (KEY, PET, FCE) + General English Books	•••	•	•		•	•	•	•••	•	•	•	1-2 weeks + Coaching Mini-Training
	Regular ESL	For adult students who wish to study General English but prefer a well-balanced combination of personalized instruction (1:1) and a group interaction		••••	•	•	•	•	•	•	•	•	•	•	
	Intensive ESL	For adult students who wish to study General English but prefer more personalized intruction (1:1) with some group interaction		•••••	•	•		•	•	•	•	•	•	•	
	Power Intensive ESL	For adult students who wish to study General English but prefer concentrated personalized instruction (1:1) with a few group interaction		••••••	•			•	•	•	•	•	•	•	
	Teens	Teens Curriculum is provided to students below 18 years old and NOT part of the Family Program.	Cambridge (KEY, PET, FCE) + General English Books	••••	•	•	•	•	•	•	•	•	•	•	
Light ESL	Budget Light	For adult students 35 years of age and above who wish to acquire General English without stringent rules	Cambridge (KEY, PET, FCE) + General English Books	•••	•	•		•	•	•	•	•	Optional	Optional	
	Regular Light	For adult students 35 years of age and above who wish to acquire General English with stringent rules		••••	•	•	•	•	•	•	•	•	Optional	Optional	

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CIA Course Guide Summary

B. SPECIAL AND TEST PREPARATION COURSES

Course	Sub-Course	Target Students	Curriculum	Man-to-Man	Group Classes			Self-Study/Writing/Reading/FT				Tests			Teacher Training
					SG	MG	EC	SW	SS	SR	FREE	ENTRANCE	DAILY TEST	MOCK TEST	
IELTS	**Pre-IELTS**	For teenage and adult students who wish to acquire Academic English and IELTS preparation skills but in an accommodated manner and with less rigorous testing. This is ideal for students with a band score below 3.5.	Cambridge, Kaplan, Oxford	••••	•	••	•	•	•		•	•	•	•	6 Saturdays / 3-4 weeks half-day training / 1 month 2 hours a day
	Regular (5.5, 6.0, 6.5)	For teenage and adult students who wish to acquire Academic English and IELTS preparation skills. This is ideal for students with band 4.0 and above and for those who may not have a target band score.		••••	•	••	•	•	•		•	•	•	•	
	Guarantee (5.5, 6.0, 6.5)	For teenage and adult students who wish to acquire Academic English and IELTS preparation skills. This is ideal for students with band 4.0 and above, and who have a target band score within 12 weeks.		••••	•	••	•	•	•		•	•	•	•	
	Intensive Regular/Guarantee	For teenage and adult students who wish to acquire Academic English and IELTS preparation skills in a more personalized manner. This is ideal for students with band 4.0 and above and who may have/not have a certain target band score.		•••••	•	••	•	•	•		•	•	•	•	
TOEIC	**Pre-TOEIC**	For teenage and adult students who wish to acquire Academic English and TOEIC preparation skills but in an accommodated manner and with less rigorous testing. This is ideal for students with a 395 score and below.	ETS, Barrons, Longman	••••	•	••	•		•	•	•	•	•	•	6 Saturdays / 3-4 week half-day training
	Regular (600, 700, 800, 900)	For teenage and adult students who wish to acquire Academic English and TOEIC preparation skills. This is ideal for students with a score of 400 and above and those who may not have a target score.		••••	•	••	•		•	•	•	•	•	•	
	Guarantee (600, 700, 800, 900)	For teenage and adult students who wish to acquire Academic English and TOEIC preparation skills. This is ideal for students with a score of 400 and above and who have a target score within 12 weeks.		••••	•	••	•		•	•	•	•	•	•	
	Intensive Regular/Guarantee	For teenage and adult students who wish to acquire Academic English and TOEIC preparation skills in a more personalized manner. This is ideal for students with a score of 400 and above and who may have/not have a target score.		•••••	•	••	•		•	•	•	•	•	•	



CIA Course Guide Summary

C. SPECIAL AND TEST PREPARATION COURSES

Course	Sub-Course	Target Students	Curriculum	Man-to-Man	Group Classes				Self-Study / Writing / FT			Tests			Teacher Training
					SG	MG	BG	EC	SW	SS	FREE	ENTRANCE	DAILY TEST	PRACTICAL	
Business English	Business Beginner	For business and professional students seeking to improve their overall Business English skills. This is ideal for students at the early stages of General English acquisition equivalent to CIA's L1-L3 students.	Oxford, Cambridge, Longman	•••••	•	•		•	•	•	•	•	•	•	6 Saturdays / 3-4 weeks half-day training / 1 month 2 hours a day
	Business Intermediate	For business and professional students seeking to improve their overall Business English skills. This is ideal for students at the later stages of General English acquisition or equivalent to CIA's L4-up students.		•••••	•	•		•	•	•	•	•	•	•	
Working Holiday	Australia	For students preparing to go on a Working Holiday visa for Australia. They are provided with Australi's cultural and linguistic background while improving their overall English skills.	General Working Holiday Guidelines	••••	•	•	•	•	•	•	•	•	•		1 Day Overview
Callan	Callan	For students who want to learn to speak quickly and effectively a new language, focusing on fluency and confidence. It uses a fast-paced, interactive approach with lots of speaking and listening practice, making it ideal for those who want to improve their conversational skills, prepare for language exams, or need a structured learning environment.	R.K.T Callan	•••••	•	•		•	•	•	•	•	•		6 Saturdays / 3-4 weeks half-day training / 1 month 2 hours a day

Elective Classes Academic

IELTS Open Class

(except IELTS students)

TOEIC Open Class

(except TOEIC students)

These classes prepare students for standardized English proficiency tests. In these preparation sessions, students can learn a variety of skills and strategies to excel in these exams. Both classes aim to enhance overall English proficiency and equip students with the necessary skills to achieve high scores.

Business English Open Class

(except Business English students)

This course equips students with essential communication skills for various business contexts, including meetings, presentations, and professional writing, like emails and reports. Students also develop listening skills to navigate diverse accents and build confidence in business interactions.

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Elective Classes Academic

Direct Method

This class benefits students by rapidly improving speaking fluency through intensive, repetition-based question-and-answer drills, which also enhance listening skills and boost confidence. The method includes immediate practice of new vocabulary and grammar, systematic review to ensure retention, and a focus on practical, everyday language and common phrases.

Conversation Club

This class provides a relaxed environment for students to practice speaking English with peers. Through activities like icebreakers, discussions, role-playing, debates, and cultural exchanges, students enhance their speaking, listening, and communication skills while engaging in meaningful conversations.

Public Speaking

This class helps students build confidence and proficiency in delivering speeches and presentations in English. It focuses on overcoming fear, crafting and delivering speeches, engaging audiences, impromptu speaking, and critical thinking. These skills strengthen communication, enhancing success in both personal and professional settings.

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Elective Classes Academic

Business and Economic Affairs

This class prepares students to discuss business topics and interpret global economic news confidently. Learners will analyze problems, propose solutions, and present ideas clearly and logically. By connecting international business events to their own country, students gain both global awareness and local relevance. The class builds critical thinking, communication, and analytical skills essential for navigating today's interconnected economy.

Native Class

In this class, students experience lessons that emphasize natural fluency, authentic pronunciation, and everyday expressions. The teacher brings cultural insights, weaving in real-world contexts that make learning more engaging. Students are encouraged to speak confidently, participate in interactive activities like role-plays and discussions, and enjoy a lively, communicative style of teaching. Overall, the atmosphere feels authentic and motivating, offering learners both language skills and cultural understanding in a dynamic way.

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Elective Classes Non-Academic



HELLO POPS

Students learn English through songs, which helps improve pronunciation and expand vocabulary while making learning enjoyable. Key benefits include enhanced vocabulary, better pronunciation, improved listening skills, boosted memory, and increased social interaction. Overall, incorporating songs makes learning English more engaging and dynamic.



CINEMA FOCUS

In this class, students explore film as an art form while developing critical skills such as analysis, visual literacy, cultural awareness, storytelling, and technical expertise. These areas of focus enrich their appreciation of cinema and enhance their analytical, creative, and communication abilities.



REEL ENGLISH

Discover the art of storytelling through vlogs and reels while enhancing your English communication skills! "Reel English" is a dynamic and interactive class designed for students who want to bring their daily life experiences to life through engaging video content. Whether you're a budding content creator or simply someone who enjoys sharing moments with the world, this class is your ultimate guide to mastering vlogging and reel creation.



DANCE CLASS

The class focuses on teaching various dance styles and enhancing physical fitness, coordination, and balance. Additionally, students improve their English language skills, as the class is conducted in English.



UKULELE CLASS

The class aims to develop technical proficiency and a deep appreciation for music. Students learn to play instruments, read music, and explore theory while building skills like listening, creativity, discipline, and performance. Beyond music, it fosters cultural awareness, cognitive growth, and emotional intelligence, shaping well-rounded individuals.



GUITAR CLASS

Where language meets rhythm! In this hands-on class, students explore English through music – building vocabulary, confidence, and community one chord at a time. Whether you're a beginner or just love to jam, come strum, sing, and speak your way to fluency!

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Elective Class Regulations

Duration of Enrollment

- Students may join Elective classes for a maximum of 8 weeks.

Attendance Policy

- Regular attendance is mandatory. Students who *accumulate three (3) without permission absences* during the study period will be automatically withdrawn from the class.

Enrollment Process

- New students will receive a form during their Entrance Test to select Elective class options. They are required to check at least three options to ensure an alternative in case their first choice is full. For existing students, Elective class selection is available during class change periods. Students may replace one of their free time slots with an Elective class. Enrollment is on a first-come, first-served basis, subject to class availability.

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ESL

By CAMBRIDGE Program

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Pre-Cambridge ESL Courses





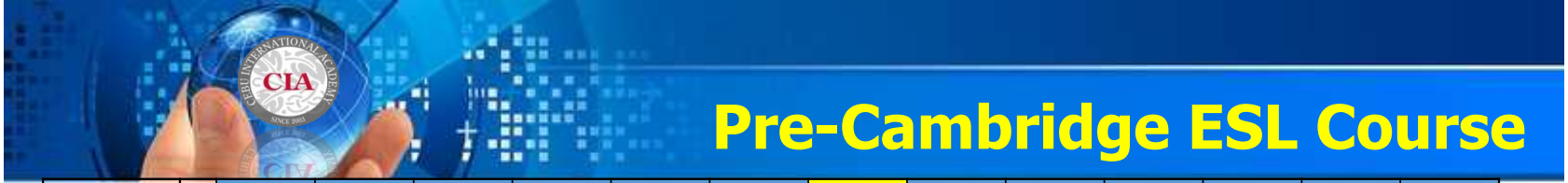


Budget ESL

Power Intensive ESL

Intensive ESL

Regular ESL



Pre-Cambridge ESL Course

Course		Daily Test	1st Class	2nd Class	3rd Class	4th Class	5th Class	LUNCH	6th Class	7th Class	8th Class	9th Class	10th Class	11th Class
Monday-Thursday		07:20 - 08:00	08:00 - 08:45	08:50 - 09:35	09:40 - 10:25	10:30 - 11:15	11:20 - 12:05	12:05 - 01:05	01:05 - 01:50	01:55 - 02:40	02:45 - 03:30	03:35 - 04:20	04:25 - 05:10	05:15 - 06:00
Budget ESL		Daily Test	1:1 Class	1:1 Class	1:1 Class	SG	MG		EC	SELF	SELF	FREE	FREE	BG
		ESL Daily Test	Cambridge Prep 1	Speaking / Listening	Reading / Writing	Integrated / Conversation	World News / Grammar / Pronunciation / Vocab / Conversation		Integrated	ESL Writing	Self-Study	Freetime	Freetime	
		Speaking, Reading, and Prep 1, are given to students on the first week. The Reading teacher evaluates the student's Daily Self-Writing. However, a week later in the course, students may change their man-to-man to any of the four skills. Cambridge Prep class can not be removed.												
Regular ESL	BREAKFAST (06:30 - 08:00)	Daily Test	1:1 Class	1:1 Class	1:1 Class	1:1 Class	SG	LUNCH	MG	EC	SELF	SELF	FREE	BG
		ESL Daily Test	Cambridge Prep 1	Cambridge Prep 2	Speaking / Listening	Reading / Writing	Conversation		World News / Grammar / Pronunciation / Vocab / Conversation	Integrated	ESL Writing	Self-Study	Freetime	Integrated
Intensive ESL		Daily Test	1:1 Class	1:1 Class	1:1 Class	1:1 Class	1:1 Class		SG	MG	EC	SELF	SELF	BG
		ESL Daily Test	Cambridge Prep 1	Cambridge Prep 2	Speaking	Reading / Writing	Listening		Conversation / Integrated	World News / Grammar / Pronunciation / Vocab / Conversation	Integrated	ESL Writing	Self-Study	
Power ESL		Daily Test	1:1 Class	1:1 Class	1:1 Class	1:1 Class	1:1 Class		1:1 Class	SG	EC	SELF	SELF	MG/BG
		ESL Daily Test	Cambridge Prep 1	Cambridge Prep 2	Speaking	Reading	Listening		Writing	Conversation / Integrated	Integrated	ESL Writing	Self-Study	
Friday		Daily Test	1st Class	2nd Class	3rd Class	4th Class	5th Class	6th Class	LUNCH	7th Class	8th Class	9th Class	10th Class	11th Class
		N/A	08:00 - 08:40	08:45 - 09:25	09:30 - 10:10	10:15 - 10:55	11:00 -:1140	11:45 - 12:25	12:25 - 01:30	01:30 - 02:10	02:15 - 02:55	03:00 - 03:40	03:45 - 04:25	04:30 - 05:10

Note: New market students (Russian, Thai, French, and others from European countries) can still enroll in the Budget ESL course. / Non-Power ESL students can add up to 2 man-to-man classes depending on teachers' availability.

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LIGHT ESL PROGRAM

	ESL	LIGHT ESL
DAILY TEST (ESL, TOIEC, IELTS)	The student is permitted to go out the following weekend, provided he completes attendance at all daily tests, has no record of cheating, and/or reaches the required passing scores. Failure to meet such prerequisites prohibits him from leaving the campus premises on the next weekend. Relatively, the existing rule applies to regular weekdays.	If a student misses taking the daily test twice, it is canceled and resumed after two weeks. Other existing requirements, similar to Regular ESL, still apply. NOTE: Daily Test and Self-Writing for Light ESL is optional.
ABSENCES	**WITH PERMISSION** Students must register through the Linktree at least 10 minutes before class starts. An absence can be requested twice per week at the most. Schedule of application: 7:20 – 7:50 AM ; 12:05nn – 12:55pm (Monday-Thursday) ; 7:20 – 7:50 AM ; 12:30nn – 1:20pm (Friday)	
	WITHOUT PERMISSION Students with five or more absences from the preceding week are not granted permission to go out on the next weekend.	
	ATTENDANCE A minimum of 70% of the total attendance should be maintained for the student to receive a Certificate of Completion.	
TRAVEL	**WEEKEND and HOLIDAY** Students can apply for the travel form before 5:00 p.m. Monday to Friday. Students can't get a Travel Form on holidays.	



LIGHT ESL PROGRAM



	ESL	LIGHT ESL
TEST	**Students staying 1-6 weeks** The 4th week progress test serves as their graduation test.	**Students staying 1-6 weeks** The entrance exam serves as their graduation test.
	Students staying over 4 weeks Students should take the Entrance exam and Progress test	**Students staying over 6 weeks** Students should take the Entrance Exam and one (1) more additional test upon request.
COURSE CHANGE	If a student changes to LIGHT ESL, he/she will pay a charge of **$200 (2 weeks after arrival)**	Existing rule for Course Change
CLASS CANCELLATIONS	**Existing rules should be applied**	The students can request class cancellations, and classes will resume if they reapply after 2 weeks. *They can drop a maximum of 4 classes.*
SPECIAL GOING OUT	**Existing rule should be applied**	**MANAGER APPROVAL** The students can go out if the manager confirms and approves the reason. All absences count except for doctor's notes and air tickets.

LIGHT ESL

COURSE VIOLATIONS	
Broke Curfew	1 warning
Came inside CIA after the curfew time (12mn to 6am) on weekdays/weekends	1 warning
Drinking alcohol inside the school, fighting with other students and/or staff, or having sexual intercourse	1 warning
All other penalty points	1 warning

APPLICATION

- ✔ Students who are business owners or leaders in the business world.
- ✔ Students who are public figures, such as influencers, social media personalities, politicians, celebrities, or individuals with a notable social position.

Procedures for New Students

Monday, 8:00 AM
- Assembly at the testing area (IDP Center)

Monday, 8:10 AM
- Student Information Orientation

Monday, 8:40AM 10:40 AM
- Entrance Test by Course (IELTS test takes longer)

Monday, 10:40 AM - 11:20 AM
- Registration of Biometrics and Picture Taking for IDs.

Monday, 11:20 AM – 12:30 PM
- Break / Lunch

Monday, 12:30 PM
- First Meeting with the AAs in IDP

Monday, 1:05 PM
New Student Orientation with the **International Managers**

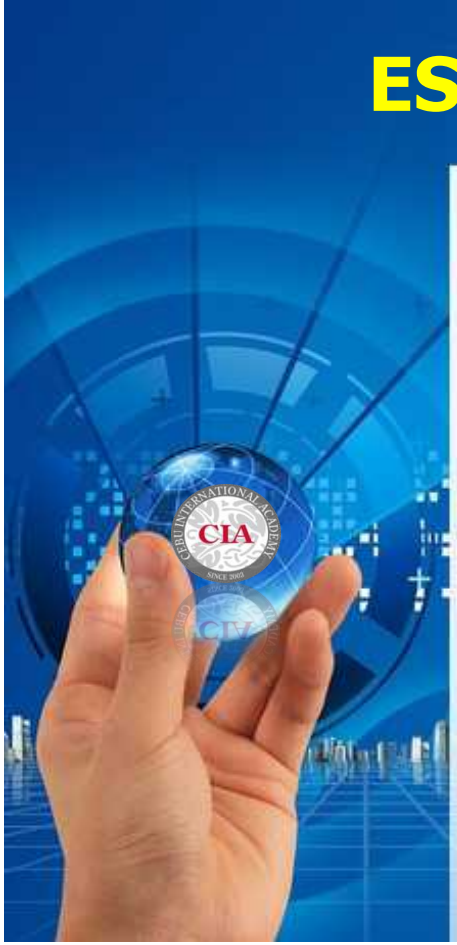
MONDAY
1st batch: 6 PM
2nd batch: 7 PM
3rd batch: 8 PM
TUESDAY
4th batch: 7:30 AM
- Distribution of schedule and books

Tuesday, 7:30AM 8-:00AM
- Meeting with AAs

Wednesday, 7:20AM 8-:00AM
- First Daily Test

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ESL by Cambridge Class Overview



Self- Writing

Man-to-Man

Small Group
up to 6 students
(Integrated and Conversation)

Medium Group
up to 12 students
(World News, Grammar, Vocabulary, Speaking, Pronunciation)

Big Group
up to 20 students
(Integrated)

Elective
up to 20 students
(Academic/Non-Academic)

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Man-to-Man Skills



Speaking

The focus is on improving pronunciation, fluency, vocabulary, and grammar. Students practice through conversations, role-plays, and discussions to build confidence and enhance their listening skills. The goal is to help them communicate more effectively in real-life situations.



Cambridge Prep. 2

The focus is understanding the context and details of various short, fact-based reading texts.

Listening

The focus is on improving comprehension skills by listening for the main idea, and specific details, and making inferences. Students practice note-taking, get exposed to different accents, and engage in interactive listening activities like dialogues and podcasts.

Vocabulary, Grammar, Pronunciation
(Embedded in all skills)

Cambridge Prep. 1

Students should be able to satisfy their basic communicative needs in a range of everyday situations with both native and non-native speakers of English.

Reading

Students gain an authentic reading experience through thematic and controlled texts. They engage in texts of varied genres, extensive vocabulary development, and meaning-focused exercises that help build critical thinking skills.



Writing

The instruction supports the gradual development of essential writing techniques and rigor, enabling students to harness fundamental abilities and prepare for academic writing. The focus is on the student's use of correct and appropriate grammatical structures, vocabulary, and rhetorical modes in writing.



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Small Group Classes

Integrated Class

- Integrates the macro-skills of listening, speaking, reading, and writing with embedded grammar and vocabulary lessons that are proven to encourage active participation in learning.
- The materials used in this class give direction and purpose, ensuring students know what they are learning, why they are learning it, and how they will be able to use the language outside of the classroom.

Conversation Class

- Engage students in dialogues that simulate real-world situations, equipping them with practical conversational skills.
- Students learn about specific real-life conversations and gain confidence in various aspects of communication.

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Medium Group Classes



Pronunciation

Focuses on helping students improve their ability to produce the sounds of a language correctly. This includes practicing the articulation of vowels and consonants, mastering intonation and stress patterns, and developing an awareness of rhythm and fluency in speech. The goal is to enhance clarity and confidence in verbal communication.



World News

Focuses on keeping students informed about current global events and issues. It covers topics such as international politics, economics, social issues, and cultural developments. The goal is to develop students' understanding of global affairs, critical thinking skills, and ability to analyze news from various perspectives.



Grammar

Focuses on the rules and principles that govern the structure of sentences in a language. This includes understanding parts of speech (like nouns, verbs, adjectives), sentence structure, punctuation, and syntax. The goal is to help students write and speak more clearly and correctly by applying these rules effectively.



Vocabulary

Focuses on expanding students' understanding and use of words. It covers learning word meanings, exploring relationships between words, practicing usage in context, and employing strategies to infer meanings. Interactive activities like word games make the learning process engaging and effective.



Conversation

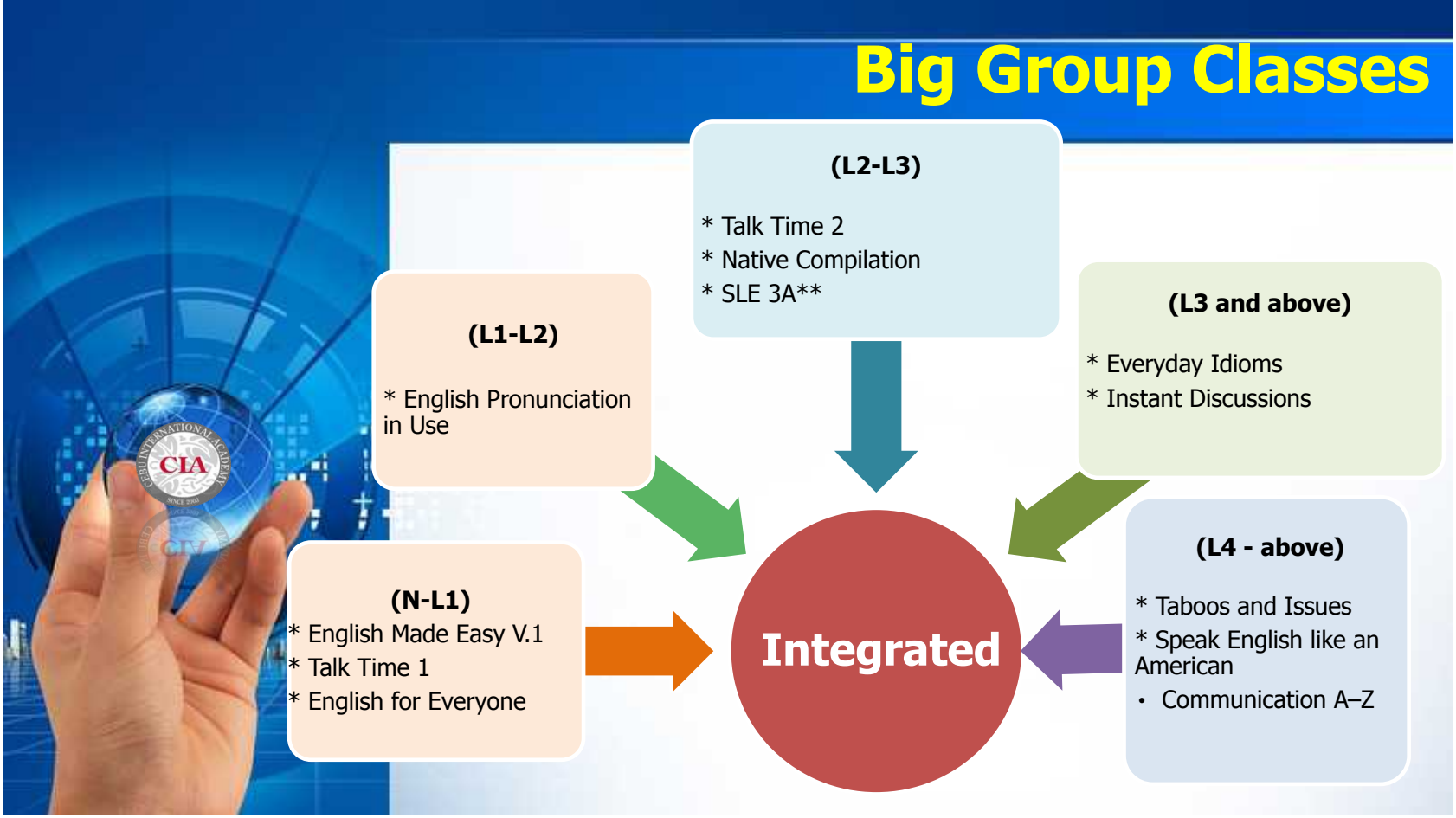
Classes focus on improving conversational ability while emphasizing listening comprehension skills, the proper use of English grammar, vocabulary development, common idiom usage, and practice in pronunciation and intonation.

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CLASS CHANGE PROCESS

STEP 1

CLICK THE LINK BELOW

https://linktr.ee/CEBUINTERNATIONALACADEMY

OR SCAN THE QR CODE

TO PROCEED TO CLASS CHANGE FORM.

STEP 2

CHOOSE AND CLICK YOUR CLASS CHANGE

FORM:

ESL - (RE, IE, PE, WH, CALLAN)

SPECIAL COURSE - (IELTS, TOEIC, BUSINESS ENGLISH)

STEP 3

CLICK THE NEW LINK TO PROCEED WITH FILLING OUT THE FORM FOR THE CLASS CHANGE.

STEP 4

FILL OUT IMPORTANT INFORMATION: YOUR STUDENT ID NUMBER, EMAIL, NAME, AND OTHER INFORMATION.

STEP 5

EACH REGISTRATION STUDENTS ALLOW TO CHANGE ALL CLASSES.

WRITE DOWN YOUR WISHLIST TEACHER IF YOU HAVE, AND WE WILL DO OUR BEST TO MAKE IT HAPPEN.

STEP 6

IMPORTANT REMINDER:

IF YOU CHOOSE

NO – NO NEED TO SEE SCHEDULER

YES – NEED TO SEE SCHEDULER

(ALWAYS CHECK THE EMAIL YOU PROVIDED)



STUDENT ONLINE FORM











STEP 7

AFTER THE SCHEDULER ADJUSTS THE CLASSES, YOU WILL RECEIVE YOUR UPDATED TIMETABLE VIA CIA APP OR YOU MAY VISIT AT THE ACADEMIC OFFICE TO REQUEST A PRINTED COPY.

CIA

CIA APP



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ESL Class Change Schedule

ON REGULAR DAYS			
WEDNESDAYS	NEW STUDENTS	8 AM TO 3 PM	WITH NOON BREAK
THURSDAYS	PERFECT ATTENDANCE	8 AM TO 3 PM	WITH NOON BREAK
FRIDAYS	ALL STUDENTS	8 AM TO 3 PM	WITH NOON BREAK
DURING HOLIDAYS			
We may change the schedule due to holidays, so stay updated for any changes by checking the system or bulletin boards.			

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Schedule Change Notes

- No student is allowed to change classes for another student. However, a student's manager may do so on his/her behalf.
- Students with teachers resigning or leaving with immediate effectivity will be called in and given a chance to choose their new teachers.
- The effective date of class changes done on a Wednesday will be on Thursday. However, it may change due to holidays.
- The effective date of class changes made on Thursday and Friday will be on Monday of the coming week.
- After making the class change, the student may be advised to wait for their copy or view their schedule in the STUDENT APP.

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Class Change / Additional Class Price Table

ESL Additional Tuition Fee		
Change from	**Change to**	**4 weeks**
Self-Study	Man-to-Man	7,000php
Self-Study	S-Group	4,000php
Self-Study	M-Group	3,000php
Self-Study	B-Group / Elective	3,000php
S-Group	B-Group (Native)	2,000php
S-Group	M-Group	No need to pay
S-Group	Man-to-Man	5,000php
M-Group	Man-to-Man	5,000php
M-Group	S-Group	2,000php
M-Group	B-Group (Native)	2,000php
B-Group	M-Group	2,000php
B-Group	S-Group	2,000php
B-Group	Man-to-Man	5,000php
M-Group	B-Group (Not Native)	No need to pay
S-Group	B-Group (Not Native)	No need to pay
Man-to-Man	S-Group	No need to pay
Man-to-Man	M-Group	No need to pay
Man-to-Man	B-Group	No need to pay

SC Additional Tuition Fee		
Change from	**Change to**	**4 weeks**
Self-Study	Man-to-Man (SC)	8,000php
Self-Study	Man-to-Man (ESL)	Not allowed
Self-Study	S-Group (SC)	Not allowed
Self-Study	S-Group (ESL)	Not allowed
Self-Study	M-Group (SC)	Not allowed
Self-Study	M-Group (ESL)	Not allowed
Self-Study	B-Group (ESL)	Not allowed

Test Schedule and Certificate Issuance Guidelines

Week	Entrance Test	Progress Test	Progress Report	Completion Certificate	Recognition
1st week	Yes	No	No	Yes (upon request)	No
2nd week	Yes	No	No	Yes (upon request)	No
3rd week	Yes	No	No	Yes (upon request)	No
4th week	Yes	(4th) Optional	Yes	Yes	Yes (must pass the criteria)
5th week	Yes	(4th)	Yes	Yes	Yes (must pass the criteria)
6th week	Yes	(4th)	Yes	Yes	Yes (must pass the criteria)
7th week	Yes	(4th,7th)	Yes	Yes	Yes (must pass the criteria)
8th week	Yes	(4th, 7th)	Yes	Yes	Yes (must pass the criteria)

NOTE SUGGESTION: Only the students who qualify are issued a "Recognition Certificate" upon request.

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Test Schedule and Certificate Issuance Guidelines

Week	Entrance Test	Progress Test	Progress Report	Completion Certificate	Recognition
9th week	Yes	(4th, 8th)	Yes	Yes	Yes (must pass the criteria)
10th week	Yes	(4th, 8th)	Yes	Yes	Yes (must pass the criteria)
11th week	Yes	(4th, 8th, 11th)	Yes	Yes	Yes (must pass the criteria)
12th week	Yes	(4th, 8th, 11th)	Yes	Yes	Yes (must pass the criteria)
13th week	Yes	(4th, 8th, 12th)	Yes	Yes	Yes (must pass the criteria)
14th week	Yes	(4th, 8th, 12th)	Yes	Yes	Yes (must pass the criteria)
15th week	Yes	(4th, 8th, 12th, 15th)	Yes	Yes	Yes (must pass the criteria)
16th week	Yes	(4th, 8th, 12th, 15th)	Yes	Yes	Yes (must pass the criteria)

Test Schedule and Certificate Issuance Guidelines

Week	Entrance Test	Progress Test	Progress Report	Completion Certificate	Recognition
17th week	Yes	(4th, 8th, 12th, 16th)	Yes	Yes	Yes (must pass the criteria)
18th week	Yes	(4th, 8th, 12th, 16th)	Yes	Yes	Yes (must pass the criteria)
19th week	Yes	(4th, 8th, 12th, 16th, 19th)	Yes	Yes	Yes (must pass the criteria)
20th week	Yes	(4th, 8th, 12th, 16th, 19th)	Yes	Yes	Yes (must pass the criteria)
21st week	Yes	(4th, 8th, 12th, 16th, 20th)	Yes	Yes	Yes (must pass the criteria)
22nd week	Yes	(4th, 8th, 12th, 16th, 20th)	Yes	Yes	Yes (must pass the criteria)
23rd week	Yes	(4th, 8th, 12th, 16th, 20th, 23rd)	Yes	Yes	Yes (must pass the criteria)
24th week	Yes	(4th, 8th, 12th, 16th, 20th, 23rd)	Yes	Yes	Yes (must pass the criteria)

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Test Schedule and Certificate Issuance Guidelines

Week	Entrance Test	Progress Test	Progress Report	Completion Certificate	Recognition
25-week	Yes	(4^{th}, 8^{th}, 12^{th}, 16^{th}, 20^{th}, 24^{th})	Yes	Yes	Yes (must pass the criteria)
26-week	Yes	(4^{th}, 8^{th}, 12^{th}, 16^{th}, 20^{th}, 24^{th})	Yes	Yes	Yes (must pass the criteria)
27-week	Yes	(4^{th}, 8^{th}, 12^{th}, 16^{th}, 20^{th}, 24^{th}, 27^{th})	Yes	Yes	Yes (must pass the criteria)
28-week	Yes	(4^{th}, 8^{th}, 12^{th}, 16^{th}, 20^{th}, 24^{th}, 27^{th})	Yes	Yes	Yes (must pass the criteria)
29-week	Yes	(4^{th}, 8^{th}, 12^{th}, 16^{th}, 20^{th}, 24^{th}, 28^{th})	Yes	Yes	Yes (must pass the criteria)
30-week	Yes	(4^{th}, 8^{th}, 12^{th}, 16^{th}, 20^{th}, 24^{th}, 28^{th})	Yes	Yes	Yes (must pass the criteria)
31-week	Yes	(4^{th}, 8^{th}, 12^{th}, 16^{th}, 20^{th}, 24^{th}, 28^{th}, 31^{st})	Yes	Yes	Yes (must pass the criteria)
32-week	Yes	(4^{th}, 8^{th}, 12^{th}, 16^{th}, 20^{th}, 24^{th}, 28^{th}, 31^{st})	Yes	Yes	Yes (must pass the criteria)

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Cambridge Course Test Schedule

COURSE	Entrance Test	Level Test	Progress Report	Completion Certificate	Recognition
KET	Yes (PET test)	Every 4th Week (Tuesday 1:05 PM)	Thursday Afternoon (same week)	Given During Graduation Ceremony	Given During Graduation Ceremony
PET	Yes (PET test)	Every 4th Week (Wednesday-1:05 PM)	Friday Afternoon (same week)	Given During Graduation Ceremony	Given During Graduation Ceremony
FCE	Yes (PET test)	Every 4th Week (Thursday-1:05 PM)	Monday Afternoon (the forthcoming week)	Given During Graduation Ceremony	Given During Graduation Ceremony
CAE	Yes (PET test)	Every 4th Week (Thursday-1:05 PM)	Monday Afternoon (the forthcoming week)	Given During Graduation Ceremony	Given During Graduation Ceremony

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How to Qualify for Recognition Certificate



- Must have taken the Graduation Test (last progress test)
- Must have taken all Progress Tests
- Demerit points not exceeding 50%
- 90% Overall Attendance (Checked on Thursday before checkout)
- Successfully participated in a Friday activity (Speech, 1-Minute Speech, Reading Challenge, Spelling Bee)

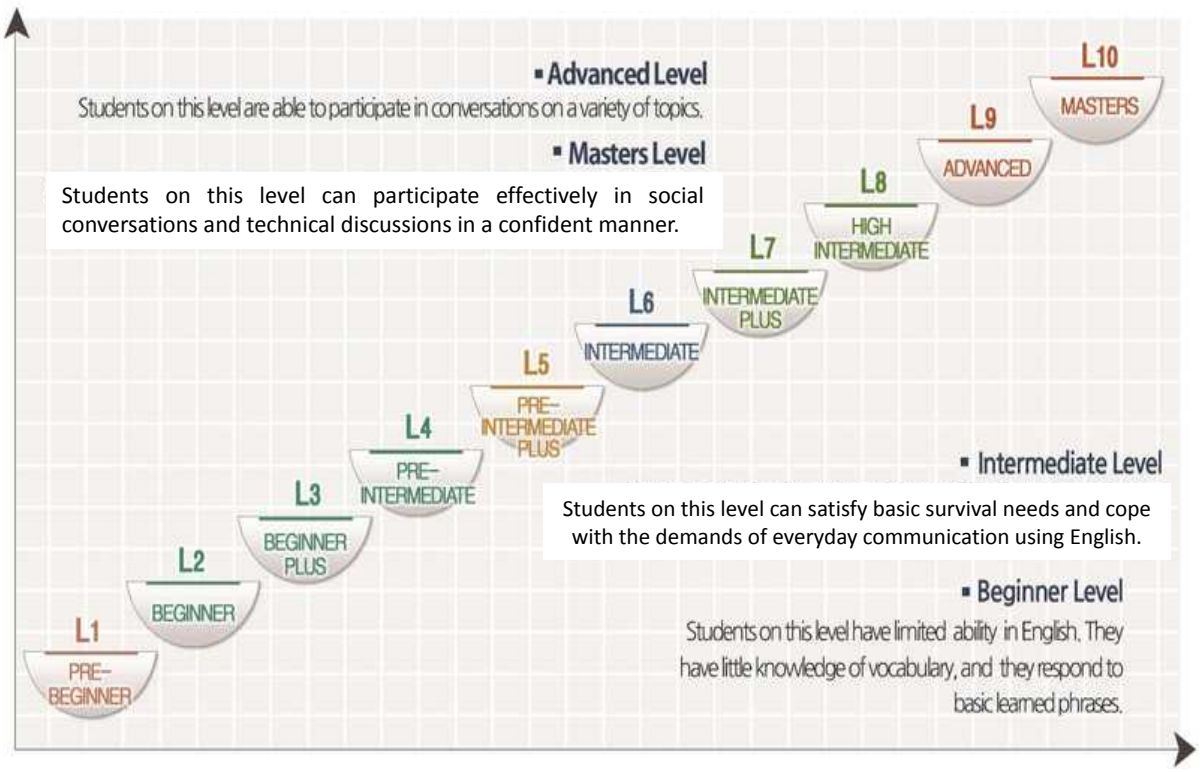
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CIA Leveling System

CEFR	Cambridge Course	Score Bracket
C2	Proficiency (CPE)	200-230
C1	Advanced (CAE)	180-199
B2	First (FCE)	160-179
B1	Preliminary (PET)	140-159
A2	Key (KET)	120-139
A1	Novice 2	100 -119
Pre-A1	Novice 1	80 - 99



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ESL by Cambridge Requirements

Entrance Test
(First day)

- This test measures the student's proficiency in Reading, Vocabulary and Grammar, Listening, Speaking, and Writing. Students returning 6 months or more after their previous study are required to take the Entrance Test. Students returning in less than 6 months do not need to retake the test.

Daily Test
(Monday – Thursday)

- 1 topic daily: 10 Vocabulary and 1 Mini-Grammar Lesson
- 0 or cheating – students are not permitted to go out that day
- 3 Point Daily Minimum – permitted to go out that day
- **16 Points for Novice / > 16 but perfect attendance** – approved to go out for the next weekend

Attendance
(Weekly)

- Students are encouraged to attend all classes, including Self-Writing
- **More than 5 class absences (weekly)** result in the loss of going out for the following weekend privilege.

Daily Self-Writing
(Daily)

- Students must comply with Daily Self-Writing Tasks to be counted as **complete or present.**
- Students take completed writing to their Writing Teacher or Reading teacher for Budget students, Prep 2 for regular students

Progress Test
(Every 4-week term)

- This test is mandatory for all students staying a minimum of 5 weeks
- Failure to take the progress test results in the loss of going out for the weekend access

Graduation
(4th Week and above)

- Students staying 5 weeks or more must take this test to receive a Progress Report and/or Completion Certificate (No more than 50% Demerit Points)

ESL by Cambridge Required Test Procedures

TEST	TEST DAY	TEST RESULTS ISSUANCE	DATE OF ISSUANCE
Entrance Tests	Student's first day	AA	Wednesday 2 PM
ESL Daily Test	Mondays to Thursdays	Bulletin Board	(Daily) Mondays to Thursdays
Progress Tests	**Tuesdays: 1**:05 pm for KET **Wednesdays:** 1:05 pm for PET **Thursday: 1**:05 pm for FCE	AA	**Thursdays: 2 PM** for KET (same week) **Fridays: 2 PM** for PET (same week) **Mondays: 2 PM** for FCE (the next week)
Last Progress Tests	**Tuesdays: 1**:05 pm for KET **Wednesdays:** 1:05 pm for PET **Thursday: 1**:05 pm for FCE	Graduation Ceremony (IDP)	Graduation Ceremony (IDP)

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ESL by CAMBRIDGE Scheduled Tests Information Dissemination

Test/Activity	Day	Information Dissemination	
		Step 1	Step 2
Progress Test	**Tuesdays: 1**:05 pm for KET **Wednesdays:** 1:05 pm for PET **Thursdays: 1**:05 pm for FCE	**Tuesday AM**- a week before the scheduled tests	(Signature) Tuesday to Friday the week before the scheduled tests
Graduation Ceremony	**Fridays:** 1:05 pm	**Tuesday AM**- on the same week of the scheduled activity	(Signature) Tuesday to Thursday on the same week of the scheduled activity

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ESL by CAMBRIDGE Required Test Procedures

- For students scheduled for Progress Tests and Graduation Ceremony

a.) The list is posted on the bulletin board

b.) Then, checkers inform the students individually.

- Signatures from each student are collected for confirmation.
- Any student who fails to take the progress test on their scheduled test date is prohibited from going out the following weekend.
- Only sick students, those traveling abroad, or those with friends and family visiting from their home country are excused.
- Absent forms are available at the nurse station for illness-related absences and must be signed by the student, nurse, manager, and ESL Academic Leader. For absences unrelated to illnesses, the forms must be obtained from the Academic Office and signed by the student, manager, and Academic Leader. See the Absence Form on the following slide.

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Any student unable to take the progress/mock test must complete this form to be excused.



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TEST ABSENCE FORM

Name: _____ Date File: _____
Date of Absence: _____ Period: _____

Reason:

_____

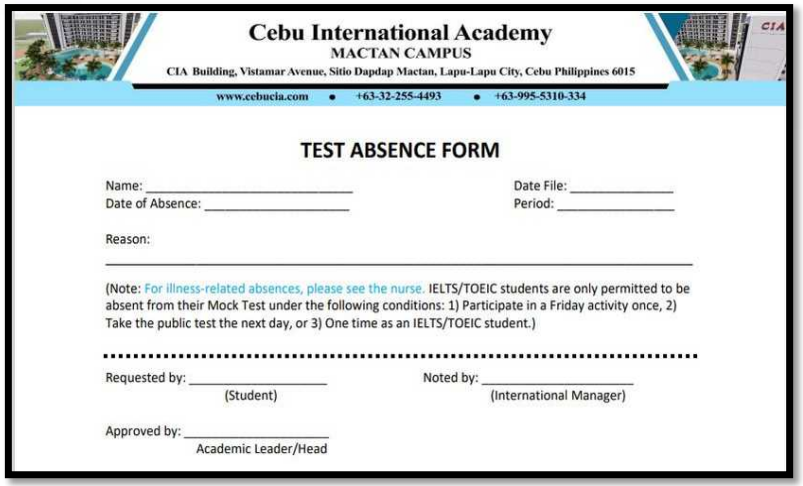
(Note: Only extreme circumstances, such as serious illness and hospitalization, are acceptable reasons for skipping the Mock/Progress Test. Reasons unrelated to illness should be addressed at the Academic Office.)

Requested by: _____ Noted by: _____
(Student) (Company Nurse)

Approved by: _____ Approved by: _____
International Manager Academic Leader/Head

Nurse's Copy

Academic's Copy



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TEST ABSENCE FORM

Name: _____ Date File: _____
Date of Absence: _____ Period: _____

Reason:

_____

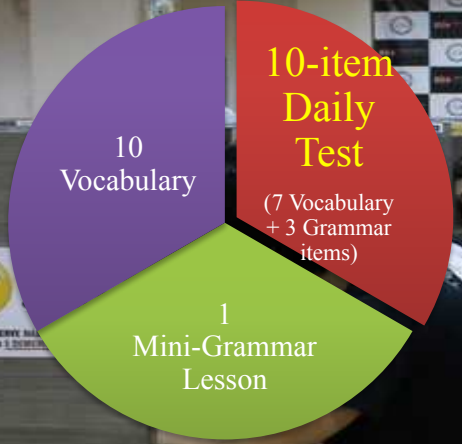
(Note: For illness-related absences, please see the nurse. IELTS/TOEIC students are only permitted to be absent from their Mock Test under the following conditions: 1) Participate in a Friday activity once, 2) Take the public test the next day, or 3) One time as an IELTS/TOEIC student.)

Requested by: _____ Noted by: _____
(Student) (International Manager)

Approved by: _____
Academic Leader/Head

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Daily Test Guidelines



Daily Test Rules

1) Test will start (7:20 AM) and end (8:00 AM) on time
2) Test papers are distributed until 7:55 AM only. Any student requesting test papers beyond 7:55 AM will be denied.
3) No electronic devices are allowed inside the testing venue. An automatic sanction of zero points will be given to anyone caught by the examiner taking the test with gadgets or any electronic media in possession.
4) Chit-chatting and cheating are strictly prohibited while the test is ongoing.
5) Test materials must not be taken outside of the testing venue.
6) Student must take the assigned test of their level.

Note: *If you're seen to have electronic devices (e.g., cell phone, smartwatch, iWatch) during the test, caught cheating, forgot to write down your name, and took the wrong test, you will automatically receive a ZERO.*

Course	Total Number of Test Items	New Student's Orientation Day Score	Minimum Score to be allowed to go out for the day	Daily Minimum Score to reach the Weekly Passing Score	Automatic score during Holidays	Weekly Passing score
ESL Novice	10 items	10	3	4	6	16
ESL Beginner (KET/PET)	10 items	10	3	6	6	24
ESL Intermediate (FCE)	10 items	10	3	6	6	24

Note: Students can still go out on the following weekend even if they do not reach the weekly passing score, as long as they attend the daily test every day.

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Self-Writing Guidelines

The student refers to the Self-Writing Schedule for the day

The student completes the task for the day by responding to ONE of the prompts.

The student presents the completed writing task to the ESL SSR in charge on his/her designated Self-Writing Period.

The teacher marks the student present for completed tasks; while absent for incomplete tasks.

The student must then present the completed task to his/her Prep 2 teacher for revision and editing.

Self-Writing Requirements

ESL Level	Novice	KET/PET (Beginner) Daily Test Writing Book	FCE/CAE (Intermediate) Daily Test Writing Book
Required # of Words for Daily Self-Writing	30 words	60 words	120 words

Note: The Prep 2 teachers of the students check their Self-Writing. Writing teachers check if there are no Prep 2 teachers.

Note: ESL Students must get their Self-writing tasks checked by the SSR teachers 10 minutes before the end of the period to give the teachers adequate time to evaluate their work.

Below is the guide:

Class	Monday to Thursday Schedule	Deadline for Checking
1st Period	8:00AM-8:45AM	8:35AM
2nd Period	8:50AM-9:35AM	9:25AM
3rd Period	9:40AM-10:25AM	10:15AM
4th Period	10:30AM-11:15AM	11:05AM
5th Period	11:20AM-12:05PM	11:55AM
6th Period	1:05PM-1:50PM	1:40PM
7th Period	1:55PM-2:40PM	2:30PM
8th Period	2:45PM-3:30PM	3:20PM
9th Period	3:35PM-4:20PM	4:10PM
10th Period	4:25PM-5:10PM	5:00PM
11th Period	5:15PM-6:00PM	5:50PM

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IELTS Program

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IELTS Courses

IELTS Guarantee

This intensive course prepares students for both the general and academic modules of the IELTS Test. With a target band score in mind, students attend classes on reading, writing, speaking, listening, grammar, and vocabulary for at least twelve weeks to develop competence and confidence in taking the test.

IELTS Regular

Similar to the IELTS Guarantee, this course prepares students for the IELTS Test modules. Without a target band score, the students can fully take advantage of the flexible study time, such as taking classes on reading, writing, speaking, listening, grammar, and vocabulary with no minimum weeks required.

Pre-IELTS

This is a preparatory course for the IELTS Regular and Guarantee. By taking IELTS and ESL classes, students are equipped for the challenges of the Regular or Guarantee course.

Important Reminder:
Students can pre-enroll in Intensive IELTS.
Existing students can add up to 2 man-to-man classes, subject to teachers' availability.

IELTS Pre-Requisites

Course	IELTS Entrance Level	Minimum Length of Stay	Daily Test Handouts and Test Materials	Self-Writing Materials	Required Tests
Pre-IELTS	Below 3.0	1 week	IELTS Daily Test Handouts/Test	IELTS Daily Self-Writing	Entrance Test and Bi-monthly Mock Tests
IELTS 5.5 Guarantee	IELTS 3.5	12 weeks	IELTS Daily Test Handouts/Test	IELTS Daily Self-Writing	Entrance and Weekly Mock Tests
IELTS 6.0 Guarantee	IELTS 5.0	12 weeks	IELTS Daily Test Handouts/Test	IELTS Daily Self-Writing	Entrance and Weekly Mock Tests
IELTS 6.5 Guarantee	IELTS 6.0	12 weeks	IELTS Daily Test Handouts/Test	IELTS Daily Self-Writing	Entrance and Weekly Mock Tests
IELTS 7.0 Guarantee	IELTS 6.5	12 weeks	IELTS Daily Test Handouts/Test	IELTS Daily Self-Writing	Entrance and Weekly Mock Tests
IELTS Regular	IELTS 3.5	1 week	IELTS Daily Test Handouts/Test	IELTS Daily Self-Writing	Entrance and Weekly Mock Tests

Note: Pre-IELTS students can take the Mock Test weekly upon request. Once a Pre-IELTS student reaches 3.5, he/she will be automatically moved to Regular IELTS.

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IELTS Class Schedule

Course	1st Class	2nd Class	3rd Class	4th Class	5th Class	6th Class	7th class	8th class	9th class	10th class	11th class	12th class
Pre-IELTS	1:1 Class	1:1 Class	1:1 Class	1:1 Class	S-Group	Elective	Self	Self	FREE	M- Group	M- Group	
	IELTS Speaking	IELTS Listening	IELTS Reading	IELTS Writing	ESL Conversation	Academic / Non-Academic (Except IELTS Open Class)	Writing	Study	FREETIME	IELTS Clinic / Activity (L/S)	IELTS Clinic / Activity (R/W)	
IELTS Regular	1:1 Class	1:1 Class	1:1 Class	1:1 Class	S-Group	Elective	Self	Self	FREE	M- Group	M- Group	
	IELTS Speaking	IELTS Listening	IELTS Reading	IELTS Writing	IELTS Grammar / Speaking	Academic / Non-Academic (Except IELTS Open Class)	Writing	Study	FREETIME	IELTS Clinic / Activity (L/S	IELTS Clinic / Activity (R/W)	
IELTS Intensive	1:1 Class	1:1 Class	1:1 Class	1:1 Class	1:1 Class	Elective	Self	Self	FREE	M- Group	M- Group	
	IELTS Speaking	IELTS Listening	IELTS Reading	IELTS Writing	IELTS Speaking 2 or any skill requested	Academic / Non-Academic (Except IELTS Open Class)	Writing	Study	FREETIME	IELTS Clinic / Activity (L/S	IELTS Clinic / Activity (R/W)	
IELTS Guarantee	1:1 Class	1:1 Class	1:1 Class	1:1 Class	S-Group	Elective	Self	Self	FREE	M- Group	M- Group	Night Class
	IELTS Speaking	IELTS Listening	IELTS Reading	IELTS Writing	IELTS Grammar / Speaking	Academic / Non-Academic (Except IELTS Open Class)	Writing	Study	FREETIME	IELTS Clinic / Activity (L/S	IELTS Clinic / Activity (R/W)	All Skills

Reminder:

- **Japanese and Korean students who give up the course get a POWER INTENSIVE ESL as a default schedule. The rest of the nationalities only get Intensive ESL.**

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IELTS Man-to-Man Classes



Academic	General
Academic Reading	General Reading
Academic Writing	General Writing
Listening	Listening
Speaking	Speaking

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IELTS Small Group Classes





Grammar

Vocabulary





Speaking

Useful Expressions

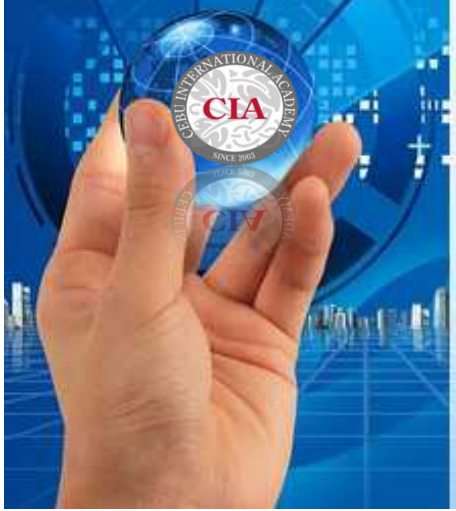


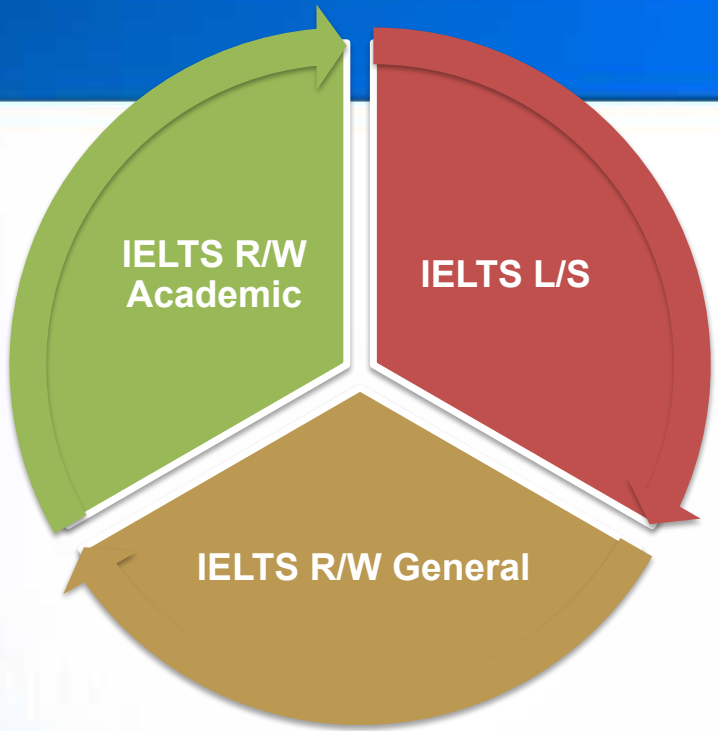
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IELTS Clinic Classes / Activity Classes





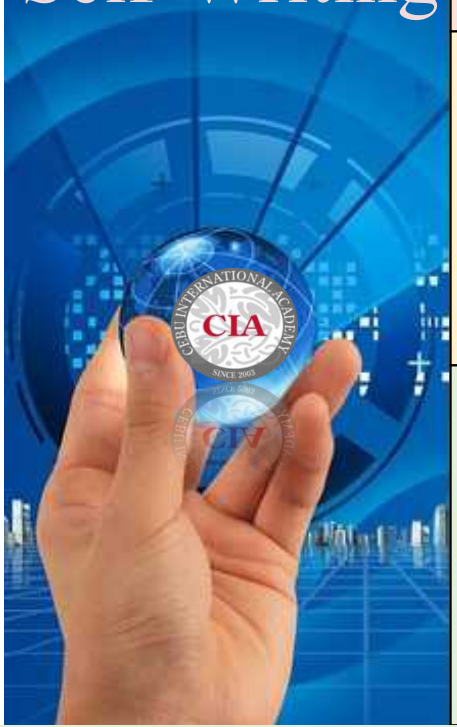
Note:
The student can choose to study an IELTS Activity Class instead of a Clinic Class. IELTS Medium Group Classes are available from the 9th to 11th periods only.

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IELTS Self-Writing



IELTS Self-Writing Guidelines

Course	Number of Writing Tasks	Required Words	
Pre-IELTS	1 Writing Task (Task 1) to be completed for 2 days	*Task 1*	*Day 1 – 80 words*
		Task 1	*Day 2 – 100 words*
	1 Writing Task (Task 2) to be completed for 2 days	*Task 2*	*Day 3 – 150 words*
		Task 2	*Day 4 – 200 words*
IELTS Regular/ Guarantee	1 Writing Task (Task 1) to be completed for 2 days	*Task 1*	*Day 1 – 100 words*
		Task 1	*Day 2 – 150 words*
	1 Writing Task (Task 2) to be completed for 2 days	*Task 2*	*Day 3 – 200 words*
		Task 2	*Day 4 – 250 words*

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IELTS ENTRY PROCEDURES
for New Arrivals

Time: 8:20AM – 12:00NN
Day: Monday
Location: Flexible (Conference 2)
Facilitator: IELTS Academic Leader / Team Leaders

Orientation and Entrance Test Schedule	
Time	Activity
8:20 – 8:40 AM	ORIENTATION
8:40 – 9:20 AM	LISTENING
9:20 – 10:20 AM	READING
10:20 – 11:20 AM	WRITING
11:20 – 12:00 NN	SPEAKING

Note: ***Students attend the orientation with their managers in the afternoon and start joining their classes the next day.***

Entrance Test and Results Distribution Timeline (New Arrivals)

Flow of Activities	Listening	Reading	Writing	Speaking
Test	8:40 Monday	9:20AM Monday	10:20AM Monday	11:20AM Monday
Checking	Monday PM	Monday PM	Monday PM	Monday PM
Collating and Recording of Score	Monday PM	Monday PM	Monday PM	Monday PM
Book Preparation (Book Specialist)	Monday PM (Schedules are forwarded to the Book Specialist for Book Preparation)			
Distribution of Results and Schedule	Monday from 5 PM in Window 3 – Distribution of Schedules and Books conducted by Book Specialist			

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IELTS Entry Procedures for New Students from Different Courses (A)

Time: 3:35 PM – 6:40 PM
Day: Thursday (Mock Test)
Facilitators: Clinic Teachers

Orientation and Entrance Test Schedule		
Time	**Activity**	**Location**
3:50 PM – 4:30 PM	LISTENING TEST	IDP
4:30 PM – 5:30 PM	READING TEST	
5:30 PM – 6:30 PM	WRITING TEST	

Notes:
✓ Orientation is organized the moment the student inquires about the course or together with the new students.
✓ The speaking test is conducted from Monday to Thursday the same week as the test or on Monday the following week with the new students' entrance test.

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IELTS Entry Procedures for New Students from Different Courses (B)

Time: 7:00 PM – 10:00 PM
Day: Every Other Wednesday (Open Test)
Facilitators: Assigned Teachers

Orientation and Entrance Test Schedule		
Time	**Activity**	**Location**
7:15 PM – 7:55 PM	LISTENING TEST	IDP
7:55 PM – 8:55 PM	READING TEST	
8:55 PM – 9:55 PM	WRITING TEST	
9:55 PM – 10:10 PM	SPEAKING TEST	

Notes:
✓ Orientation is organized the moment the student inquires about the course or together with the new students.

Entrance Test and Results Distribution Timeline (Mock Test as Entry Test)

Flow of Activities	Orientation	Speaking	Listening	Reading	Writing
Test	Upon Inquiry	As scheduled by the AL	3:50 PM	4:30 PM	5:30 PM
Checking	On the test day while students are doing the writing tasks				Friday and Monday
Collating and Recording of Score	Tuesday PM				
Generating of Schedule	Thursday PM				
Book Preparation (Book Specialist)	Friday				
Schedule, Entrance, Test Results, and Book Distribution (Book Specialist)	Friday (The week before the course starts)				

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IELTS Open Test Rules and Guidelines

General Guidelines

1) This test is similar to the IELTS Mock Test format, not the official Public Test.
2) CIA's Open Test is available to all students currently excluded from the IELTS or TOEIC program.
3) This test is provided for students interested in knowing their IELTS scores. Joining the course is at the discretion of the test-taker and is NOT mandatory.
4) This test is also for students who are preparing to enter the IELTS course in the future.
5) Slots are limited to twenty-five students only.
6) Once registration reaches the maximum number of examinees, a 'waitlist' is provided to accommodate other aspirants.
7) The Open test is scheduled on the first and third Wednesdays of the month.

During the Test

1) Test participants are required to follow all the rules and regulations mandated by the test facilitators.
2) The test will commence at precisely 7 PM on the scheduled date. Latecomers are not allowed to participate or given any rescheduling or special testing afterward.
3) Examinees are required to complete all components of the test. The IELTS (both Academic and General) consists of 40 items for Listening (approx. 40 mins.), 40 items for Reading (1 hour), and two tasks for Writing (1 hour).
4) Failure to complete the test facets results in the withholding of scores.
5) Cheating or related malicious acts are strictly forbidden and are not tolerated during the examination.

Registration Guidelines

1. Registration is first come, first served.
2. Look for the receptionist in the Academic Office to register.
3. Registration is only done with the assigned people incharge. Teachers are not allowed to accept registration.
4. In case of cancellation, the student must inform the office 3 days before the test.
5. Wait list students may take over canceled slots. However, it's not guaranteed.
6. Once a slot opens, the incharge confirms the schedule with the student.

After the Test

1. Scores will be available for pick up from the academic office on Tuesday afternoon of the following week.
2. Open Test and IELTS Entrance test are different. However, Open Test scores may be used as entrance test scores to enter the IELTS program as long as it's less than a month from the test date.
3. Any student who is unable to take the scheduled Open Test yet desires to join the IELTS Program must take the scheduled Entrance Test during the Friday Mock Test schedule.
4. Taking the Open Test and getting the required minimum IELTS entry score (3.5) is just one step, proper course change procedures are still to be followed.

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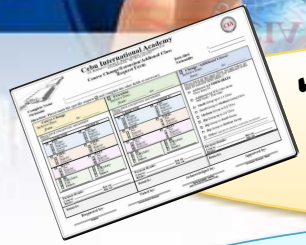
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Open Test and Results Distribution Timeline

Flow of Activities	Listening	Reading	Writing	Speaking
Test (Wednesday)	7:10 PM	7:50 PM	8:50 PM	Between 7:50 to 9:10 PM
Checking	Wednesday	Wednesday	Thursday and Friday	Thursday and Friday
Collating and Recording of Score	Monday - Tuesday			
Distribution of Results	Tuesday 2 PM			

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Entrance Test and Open Test Rules



✔ Any student planning to enter the IELTS course from another course (ESL/TOEIC/Business/Working Holiday/et cetera) must complete the course change at least two weeks prior and coordinate with the IELTS Academic leader for the procedures of entering the course.

✔ At the time of registration, the IELTS Academic Leader will explain the details of the Entrance test, Open Test schedule, or both, including dates and venues.





✔ Any student signing up for the IELTS Entrance or Open Test should be at the designated testing area at the scheduled time. Failure to do so will eventually result in nonattendance and a corresponding penalty – not being allowed to go out the following weekend.

✔ Students who received the penalty will have their names posted on the list on Tuesdays, with possible updates on Fridays.



IELTS Requirements while in the Course

Entrance Test

- Students joining the IELTS course must take the entrance test. Students getting below 3.5 are automatically enrolled as Pre-IELTS.

Daily Test
(Monday – Thursday)

- 1 Topic for 2 days; Daily passing score is **7 out of 10 items**
- **4 points for Pre-IELTS and 7 Points for the rest (daily)** –allowed to go out for the day
- **16 for Pre-IELTS and 26 points for Regular and Guarantee (weekly)** – allowed to go out for the weekend

Attendance
(Weekly)

- Students are encouraged to attend all classes, including Self-Writing
- More than five class absences (weekly) result in the loss of going out for the weekend privilege

Daily Self-Writing
(Daily)

- Students must comply with Daily Self-Writing task requirements to be counted as complete or present.

Mock Test
(Weekly and Bi-Monthly)

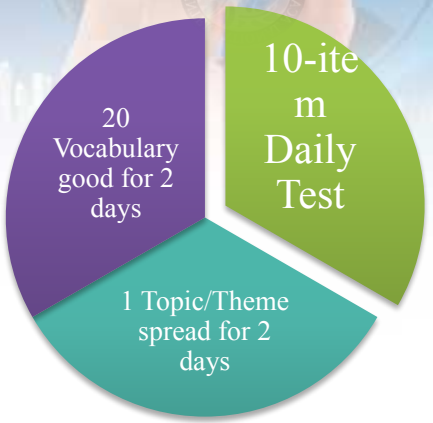
- This test is mandatory for all IELTS Guarantee and Regular (weekly) and Pre-IELTS (bi-monthly)
- Failure to take ANY PART of the test results in losing the privilege of going out on the following weekend.

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IELTS Daily Test Guidelines



Daily Test Rules

1)The test starts at (7:20 AM) and ends at (8:00 AM) on time
2)Test papers are distributed until 7:55 AM only. Examination papers requested later than the allotted time are not honored.
3) No electronic devices are allowed inside the testing venue. An automatic sanction of zero points is given to anyone caught by the examiner taking the test with gadgets or any electronic media in possession.
4) Chit-chatting and cheating are strictly prohibited while the test is ongoing.
5) Test materials must remain inside the testing venue and should not be brought outside under any circumstances.
6) Students are required to take the assigned test at their level.

Note: *If a student is seen to have an electronic device (e.g. cell phone, smartwatch, iWatch) during the test and/or caught cheating and/or taking the wrong test, the teacher will NOT call his attention. He will automatically receive a ZERO.*

Course	Total Number of Test Items	New Student's 1st Day in CIA score	Minimum Score to be able allowed to go out for the day	Minimum Daily Score to reach the Weekly Passing Score	Automatic score during Holidays	Weekly Passing score
Pre-IELTS	10 items	**10**	**4**	**4**	**7**	**16**
IELTS	10 items	**10**	**7**	**7**	**7**	**26**

Note: Students can still go out on the weekend even if they do not reach the weekly passing score, as long as they attend the daily test every day.

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IELTS Daily Self-Writing Guidelines

Refer to the schedule for the writing prompt/task for the day. Then, complete the assignment with the required number of words.

Students may approach the IELTS teacher in SSR for assistance with the writing assignment. Please limit consultation to 5-7 minutes to give a chance to other students.

Students must present their daily writing book to the IELTS SSR teacher in charge for checking. Any student who fails to do so will be considered ABSENT for the Self-Writing Period, which may result in a loss of going out for the weekend privilege.

Special exemptions are granted to low-level or students with unique cases. Respective managers will give permission and affix their signature on the cover of the student's Daily Writing Book once the situation is validated.

The students must present the first writing draft to their respective IELTS Writing Teacher for revision. They must rewrite it on the Revised Draft Sheet together with the teacher's suggestions for the second day's task. On the following day, the students must follow step 3 and repeat the same process.

Week	Day	Writing Task	IELTS Course	Required Number of Words
1	1	Writing 1: **First Draft of Task 1**	Pre-IELTS	Minimum of 80 Words
			Regular/Guarantee	Minimum of 100 Words
	2	Writing 1: **Revised Draft of Task 1**	Pre-IELTS	Minimum of 100 Words
			Regular/Guarantee	Minimum of 150 Words
	3	Writing 2: **First Draft of Task 1**	Pre-IELTS	Minimum of 80 Words
			Regular/Guarantee	Minimum of 100 Words
	4	Writing 2:**Revised Draft of Task 1**	Pre-IELTS	Minimum of 100 Words
			Regular/Guarantee	Minimum of 150 Words
2	1	Writing 1: **First Draft of Task 2**	Pre-IELTS	Minimum of 150 Words
			Regular/Guarantee	Minimum of 200 Words
	2	Writing 1: **Revised Draft of Task 2**	Pre-IELTS	Minimum of 200 Words
			Regular/Guarantee	Minimum of 250 Words
	3	Writing 2: **First Draft of Task 2**	Pre-IELTS	Minimum of 150 Words
			Regular/Guarantee	Minimum of 200 Words
	4	Writing 2: **Revised Draft of Task 2**	Pre-IELTS	Minimum of 200 Words
			Regular/Guarantee	Minimum of 250 Words

Note: IELTS Students must get their Self-writing tasks checked by the IELTS SSR teachers 10 minutes before the end of the period. This is to give the SSR Teacher adequate time to check student's work. Below is the guide:

Class	Monday to Thursday Schedule	Deadline for Checking
1st Period	8:00 AM - 8:45 AM	**8:40 AM**
2nd Period	8:50 AM - 9:35 AM	**9:35 AM**
3rd Period	9:40 AM - 10:25 AM	**10:30 AM**
4th Period	10:30 AM - 11:15 AM	**11:25 AM**
5th Period	11:20 AM - 12:05 PM	**12:20 AM**
6th Period	1:05 PM - 1:50 PM	**2:10 PM**
7th Period	1:55 PM - 2:40 PM	**3:05 PM**
8th Period	2:45 PM - 3:30 PM	**4:00 PM**
9th Period	3:35 PM - 4:20 PM	**4:55 PM**
10th Period	4:25 PM - 5:10 PM	**5:50 PM**

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IELTS Mock Test

a.) **Schedule –** Mock test is conducted weekly on Thursdays for Regular and Guarantee students and bi-monthly for Pre-IELTS. Below is the schedule:

IELTS Skill	Time	Location
Speaking Test	Schedules are given to students (Monday to Thursday)	Speaking Examiners' Classrooms
Listening Test	3:50 PM – 4:30 PM	IDP
Reading Test *(Academic and General)*	4:30 PM- 5:30 PM	IDP
Writing Test *(Academic and General)*	5:30 PM – 6:30 PM	IDP

Note: *Pre-IELTS students can take the test weekly by request. When Pre-IELTS students reach 3.5, they can move to regular IELTS by changing their schedule on Wednesday, and the new schedule is effective the next day (Thursday).*

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IELTS Mock Test

b.) Test Policies - This test is mandatory for all IELTS students, including those in the Pre-IELTS sub-course. Failure to take ANY PART of the test results in losing the privilege of going out on the following weekend. In the event of missed skill/s, the student receives a zero, which affects the overall band score. See the example below.

IELTS **INTERNATIONAL ENGLISH LANGUAGE TESTING SYSTEM (SCORE BOARD)**

STUDENTS NAME	NICKNAME	ENTRANCE	1ST WEEKLY TEST				
		BAND SCORE	LISTENING	READING	WRITING	SPEAKING	BAND SCORE
Lee Min Ho	John	3.5	4.5	3.5	0	4	3

c.) Test Absence – If a student misses the Mock Test due to illness or any extenuating circumstance concerning school-related activity, a student may file for absence. The Absent Form must be completed and signed by the nurse, international manager, and academic leader to validate the student's exclusion from the test for illnesses-related absences. For absences unrelated to illness, the forms must be obtained from the Academic Office and signed by the student, manager, and Academic Leader. However, the student may not retake the said test as per policy.

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IELTS Mock Test

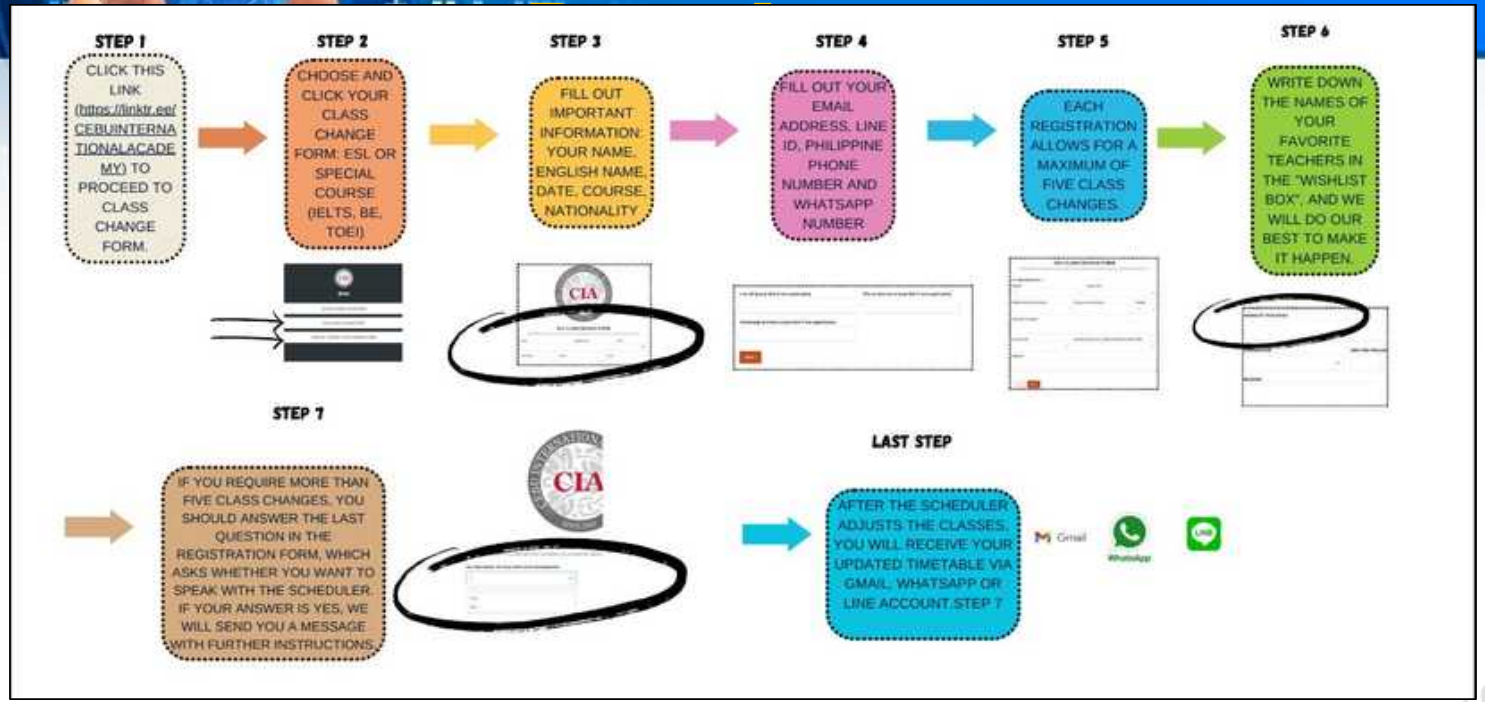
d.) Mock Test Results – See below guidelines for the flow of the activities from the test to the feed-backing.

Flow of Activities	Listening	Reading	Writing	Speaking
Test	3:50 PM Thursday	4:30 PM Thursday	5:30 PM Thursday	Monday to Thursday
Checking	Thursday PM after the test	Thursday PM after the test	Friday to Monday	Friday to Monday
Collating and Recording of Score	Monday	Monday	Tuesday	Tuesday
Distribution of Results to teachers	Monday	Monday	Tuesday	Tuesday
Feed-backing by Man-to-Man Teachers	Tuesday	Tuesday	Wednesday	Wednesday

Note:
The Speaking Mock test is conducted by the IELTS Speaking examiners. Schedules are distributed on Thursday or Friday, the week before the test. The Computer-Delivered Test is conducted twice a month at the moment. Pre-IELTS students who wish to take the test not on their schedule must inform a week ahead to get a slot in the Speaking Test. Pre-IELTS students who reach 3.5 can change classes on Wednesday and start the new schedule on Thursday. They have to take the Mock Test that week, too.

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IELTS Class Change



Note: Class change on Wednesday is for new students, Thursday is for perfect attendance, and Friday is for the rest of the students.
The new schedule is effective on Thursday for new students and the following week for the rest of the students.

Guarantee

Students in this program are guaranteed to achieve their target band scores, provided they adhere to the following:

1.) Minimum attendance of 95% or above.
2.) 100% participation in the weekly Mock Test (except on the test before the Public Test and a one-time valid absence)
3.) Must take the Public Test during the study period (9^{th} or 10^{th} week)
4.) Subject to the same point deduction system as regular students according to school rules.
5.) Will lose guarantee benefit eligibility if the study period is shortened.

Note:

- Failure to comply with the terms will result in the student's termination from the guarantee course, although the student may remain an IELTS student.
- If students achieve the target score in the Public Test, they will be reimbursed for the test fee, provided proof of receipt and the target score achieved are submitted.
- *If students fail to achieve the target score in the Public Test during their study period, they will still be reimbursed for the test fee, provided proof of receipt, and provided with a 4-week free tuition fee. Other expenses are not covered.*

Reminder: In cases where no test schedule is available at our location, transportation services will be provided to ensure that our guaranteed students can travel to and from the testing venue.

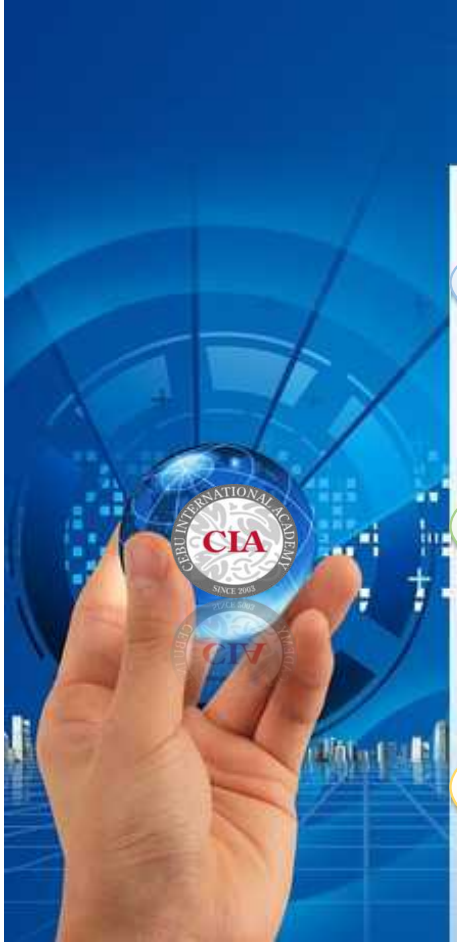


Important Considerations

Guarantee Course Considerations

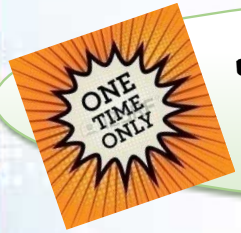
- Students must complete a minimum of 9 mock tests to be recommended for the Public Test. The last or the 12th mock test is optional.
- For long-term students (i.e. more than 12 weeks of stay), the guarantee period will commence in the last 12 weeks or as stated in the student's enrollment. The last mock test before the start of the last 12 weeks will be considered the student's entrance test.
- A Public Test score may be accepted as an entrance test valid for 6 months from the public test date.
- Students must join the Guarantee Night class from Mondays to Wednesdays, 7:00 PM to 8:30 PM.

IELTS Guarantee Course Benefits





✔ If the student meets the four requirements, CIA will provide the student with a guarantee certificate valid for six months from the completion of the Guarantee course.



✔ CIA provides the student with a ONE-TIME reimbursement of the Public Test fee after copies of the payment receipt and results are received.

✔ If the student fails to meet their target score yet complies with the Guarantee Requirements, CIA will provide a ONE-TIME 4-week free tuition. It excludes flight arrangements, visa extensions, and other dormitory fees.



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How to Qualify for IELTS Recognition Certificate

Mock Test Top Scorer (at least once)

100% Mock Test Participation

Demerit Points of no more than 50%

95% Overall Attendance (Checked on Thursday before checkout)



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TOEIC

Program

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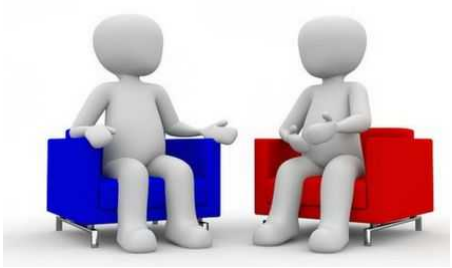
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TOEIC Overview

(Test of English for International Communicatio

The TOEIC program aims to prepare the students for the TOEIC (Test of English for International Communication) for business and academic purposes. Facilitated by specially-trained teachers using up-to-date materials, the course focuses on the comprehensive function of English for global communication. Through daily and weekly mock tests, students can enhance their speaking, listening, reading, writing, and test-taking abilities; similarly, they can develop their time management skills and increase their information proces[illegible] efficiency.



Test

Section I: Listening

- Part 1: Photographs
- Part 2: Question-Response
- Part 3: Conversations
- Part 4: Short Talks

Section II: Reading

The test takers read a variety of materials and respond at their own pace (100 items total).

- Part 5: Incomplete Sentences
- Part 6: Error Recognition or Text Completion
- Part 7: Reading Comprehension

Test Length

The test takes approximately 2 hours, with:

- 45 minutes for Section I
- 75 minutes for Section II
- Approximately 30 minutes to answer biographical questions

Content

Updated version of the TOEIC test [illegible] 2018		
Part	Name of each part	No. of questions
Listening Section (approx. 45 minutes)		
1	Photographs	6
2	Question-Response	25
3	Conversations (with and without a visual image)	39 (3 x 13)
4	Talks (with and without a visual image)	30 (3 x 10)
Reading Section (75 minutes)		
5	Incomplete Sentences	30
6	Text Completion	16 (4 x 4)
7	- Single Passages - Multiple Passages	29 25

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TOEIC Courses



TOEIC Guarantee

This 12-week course prepares the students for the TOEIC Test for business and academic purposes.

TOEIC Regular

Similar to the TOEIC Guarantee, this course prepares students for the TOEIC Test. With no required target score, the students can fully take advantage of the flexible study period, including enrollment in the course without minimum weeks required.

PRE-TOEIC

This is a preparatory course for the TOEIC Regular and Guarantee courses. By taking TOEIC and ESL classes, students will have sufficient preparation for the challenges of the Regular or Guarantee course.

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TOEIC Course Guide

Course	TOEIC Entrance Level	Minimum Length of Stay	Daily Test Handout/Test	Daily Task Writing/Reading Task	Required Tests
PRE-TOEIC	Any Level below 400	1 week	TOEIC Daily Test	TOEIC Self-Reading	Entrance Test and Bi-monthly Mock Test
TOEIC 600 Guarantee	TOEIC 400	12 weeks	TOEIC Daily Test	TOEIC Self-Reading	Entrance and Weekly Mock Tests
TOEIC 700 Guarantee	TOEIC 500	12 weeks	TOEIC Daily Test	TOEIC Self-Reading	Entrance and Weekly Mock Tests
TOEIC 800 Guarantee	TOEIC 650	12 weeks	TOEIC Daily Test	TOEIC Self-Reading	Entrance and Weekly Mock Tests
TOEIC 900 Guarantee	TOEIC 790	12 weeks	TOEIC Daily Test	TOEIC Self-Reading	Entrance and Weekly Mock Tests
Regular TOEIC	TOEIC 400	1 week	TOEIC Daily Test	TOEIC Self-Reading	Entrance and Weekly Mock Tests

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TOEIC Class Schedule

Course	1st Class	2nd Class	3rd Class	4th Class	5th Class	6th Class	7th class	8th class	9th class	10th class	11th class	12th class
Pre-TOEIC	1:1 Class	1:1 Class	1:1 Class	1:1 Class	S-Group	Elective	M- Group	M- Group	Self	Self	Free	
	TOEIC Speaking	TOEIC Listening	TOEIC Reading Part 5 and 6	TOEIC Reading Part 7	ESL Conversation / Integrated	Academic / Non-Academic (Except TOEIC Open Class)	TOEIC Clinic	TOEIC Clinic	Study	Reading	Free time	
TOEIC Regular	1:1 Class	1:1 Class	1:1 Class	1:1 Class	S-Group	Elective	M- Group	M- Group	Self	Self	Free	
	TOEIC Speaking	TOEIC Listening	TOEIC Reading Part 5 and 6	TOEIC Reading Part 7	TOEIC Grammar / Vocabulary	Academic / Non-Academic (Except TOEIC Open Class)	TOEIC Clinic	TOEIC Clinic	Study	Reading	Free time	
TOEIC Intensive	1:1 Class	1:1 Class	1:1 Class	1:1 Class	1:1 Class	Elective	M- Group	M- Group	Self	Self	Free	
	TOEIC Speaking	TOEIC Listening 1	TOEIC Reading Part 5 and 6	TOEIC Reading Part 7	TOEIC Listening 2	Academic / Non-Academic (Except TOEIC Open Class)	TOEIC Clinic	TOEIC Clinic	Study	Reading	Free time	
TOEIC Guarantee	1:1 Class	1:1 Class	1:1 Class	1:1 Class	S-Group	Elective	M- Group	M- Group	Self	Self	Free	Night Class
	TOEIC Speaking	TOEIC Listening	TOEIC Reading Part 5 and 6	TOEIC Reading Part 7	TOEIC Grammar / Vocabulary	Academic / Non-Academic (Except TOEIC Open Class)	TOEIC Clinic	TOEIC Clinic	Study	Reading	Free time	All Skills

Reminder:
* Japanese and Korean students who give up the course get a POWER INTENSIVE ESL as a default schedule. The rest of the nationalities only get Intensive ESL.
* TOEIC Clinic classes cannot be converted to man-to-man.

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New Students Orientation and Entrance Test Guide

Time: 8:20 – 10:40 AM
Day: Monday
Location: GC34
Facilitator: TOEIC Academic Leader

Orientation and Entrance Test Schedule	
Time	Activity
8:20 – 8:40 AM	Orientation
8:40- 9:25 AM	Listening Test
9:25-10:40 AM	Reading Test

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Entrance Test and Results Distribution Timeline (New Arrivals)

Flow of Activities	Listening	Reading
Test	8:40 AM Monday	9:25 AM Monday
Checking	Monday AM	Monday AM
Collating and Recording of Score	Monday AM	Monday AM
Book Preparation	Monday PM	Monday PM
Distribution of Results and Schedule	Monday PM	Monday PM

Note: Existing students with course changes get their new schedule on Friday, the week before they start the new course.

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TOEIC Open Test Rules and Guidelines

General Guidelines

1) This test is similar to the TOEIC Mock Test format, not the official Public Test.
2) CIA's Open Test is available to all students currently excluded from the TOEIC program.
3) This test is provided for students interested in knowing their TOEIC scores. Joining the course is at the discretion of the test-taker and is NOT mandatory.
4) This test is also for students preparing to enter the TOEIC course in the future.
5) Slots are limited to thirty students only.
6) Once registration reaches the maximum number of examinees, a 'waitlist' is provided to accommodate other participants.

During the Test

1) Any student participating in the test must follow all the rules set by the test facilitators.
2) Test will start at exactly 7 PM on the scheduled date. Any student coming late will be automatically dropped from the test. No reschedule is allowed.
3) All students must finish the whole components of the test. For TOEIC, 100 items for Listening (45 minutes) and 100 items for Reading (1 hour).
4) In case a student fails to complete the test, no score will be released.
5) Cheating is not allowed and will not be tolerated.

Registration Guidelines

1. Registration is on a first-come, first-serve basis.
2. To sign up, students can approach the receptionists or the Academic Leader in the Academic Office for proper assistance and onboarding.
3. It is imperative to arrange registration with authorized people only. Teachers or other staff are not allowed to accept registration on behalf of the assigned personnel.
4. In case of cancellation, the student must inform the office at least three days prior.
5. Wait-list students may take over canceled slots. However, assurance is not guaranteed unless confirmed.

After the Test

1) Scores are available for pick up from the Academic Office two days later or on Friday of the same week.
2) The Open Test and TOEIC Entrance tests are different. However, Open Test scores may be used as entrance test qualification to enter the TOEIC program, provided it's within the one-month validity period from the test date.
3) Any student unable to take the scheduled Open Test yet interested in joining the TOEIC Program must take the scheduled Entrance Test held every week.
4) Taking the Open Test and getting the required minimum TOEIC entry score

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Open Test and Results Distribution Timeline

Flow of Activities	Listening	Reading
Test	7:00 PM	7:45PM
Checking	Thursday	Thursday
Collating and Recording of Score	Thursday	Thursday
Distribution of Results	Friday PM (same week)	Friday PM (same week)

Test Schedule: Every other Wednesday of the month

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Remedial Action

Entrance Test Band Score	Number of Weeks in ESL	Weekly
10 -225	4 weeks in Intensive ESL	The students take the mock test on their last week in ESL and must receive 400 to qualify for the TOEIC course again.
230-300	3 weeks in Intensive ESL	
305-395	2 weeks in Intensive ESL	

Note: Students may take Intensive ESL or PRE-TOEIC until they reach 400 total scores.

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TOEIC Requirements while in the Course

Entrance Test

- Students joining the TOEIC course must take the entrance test. Students unable to get the minimum score for Regular TOEIC admission will go to Pre-TOEIC.

Attendance
(Weekly)

- Students are encouraged to attend all classes, including Self-Reading.
- **More than five class absences** every week result in the loss of going out for the weekend privilege.

Daily Self-Reading
(Daily)

- Students must comply with the Daily Self-Reading task requirements to count as **complete or present**.
- **Minimum scores are 7/15 for Pre-TOEIC and 10/15 for Regular and Guarantee.**

Mock Test
(Weekly)

- This test is mandatory for all TOEIC students including Pre-TOEIC.
- Failure to take ANY PART of the test results in losing the privilege of going out on the following weekend.

Daily Test
(Monday – Thursday)

- 10-Item Daily Test
- **4 Points for Pre-TOEIC & 7 Points Daily for Regular and Guarantee** – to be allowed to go out for the day
- **16 Points for Pre-TOEIC & 26 Points Weekly for Regular and Guarantee** – to be allowed to go out for the weekend

TOEIC Self-Reading Guidelines

Students refer to the schedule for the self-reading task of the day and then complete the assignment before the end of the self-reading period.

Students must present their completed daily self-reading tasks to the SSR staff for checking. Any student who fails to complete the required assignment with the respective score of at least 7 or 10 points will be considered ABSENT for the Self-Reading Period. Incomplete tasks will result in demerit points and loss of certain privileges.

If the students receive a score of 7 or 10 on the first attempt, they must retake the task until they achieve the required minimum points. SSR teachers on duty are strictly discouraged from providing answers or other forms of coaching. Therefore, students must complete the task earnestly and independently.

The students may request their TOEIC Reading Teacher to discuss the completed task for necessary explanations or clarifications. Teachers may not assist the students with their upcoming assignments.

Note: TOEIC students must get their Self-Reading tasks checked by the SSR teachers 10 minutes before the end of the period to give the teachers adequate time to check students' work. Below is the guide:

Class	Monday to Thursday Schedule	Deadline for Checking
1st Period	8:00AM-8:45AM	8:35AM
2nd Period	8:50AM-9:35AM	9:25AM
3rd Period	9:40AM-10:25AM	10:15AM
4th Period	10:30AM-11:15AM	11:05AM
5th Period	11:20AM-12:05PM	11:55AM
6th Period	1:05PM-1:50PM	1:40PM
7th Period	1:55PM-2:40PM	2:30PM
8th Period	2:45PM-3:30PM	3:20PM
9th Period	3:35PM-4:20PM	4:10PM
10th Period	4:25PM-5:10PM	5:00PM
11th Period	5:15PM-6:00PM	5:50PM

	Total number of Items	Minimum Daily Self-Reading Score
Pre-TOEIC	15	7 points
Regular and Guarantee	15	10 points

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TOEIC Mock Test

a.) Schedule– The Mock Test is conducted weekly (Regular and Guarantee) and bi-monthly (Pre-TOEIC) on Thursdays. Below is the schedule:

TOEIC Skill	Time	Location
Listening Test	3:45 PM – 4:30 PM	Conference 1 and 2
Reading Test	4:30 PM – 5:30 PM	Conference 1 and 2

b.) Test Policies -This test is mandatory for all TOEIC students including Pre-TOEIC students. Failure to take **ANY PART** of the test will result in losing the privilege of going out on the following weekend. In the event of missed skill/s, the student will receive a mark of zero which affects the overall score. See the example below.

TOEIC Test of English for International Communication Score Board

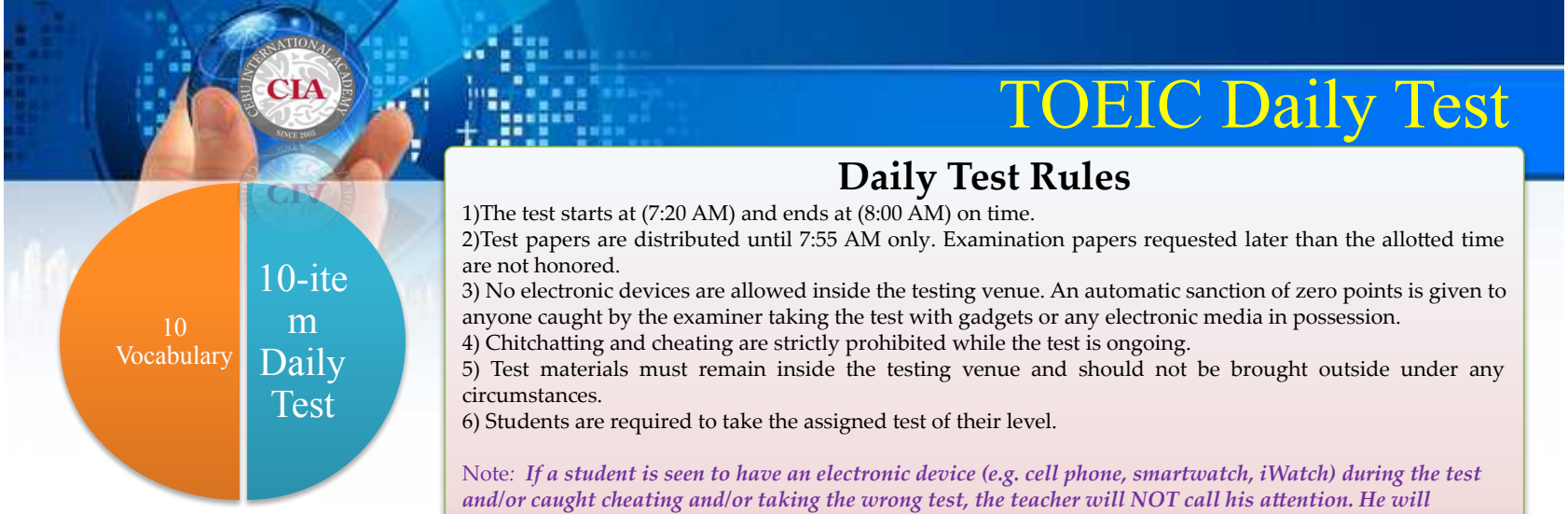
STUDENTS NAME	NICKNAME	ENTRANCE Overall SCORE		LISTENING	READING	Overall Score
Lee Min Ho	John	670		68	0	365
				365	0	

c.) Test Absence– If a student misses the Mock Test due to illness or any extenuating circumstance concerning school-related activity, a student may file for absence. The form must be completed and signed by the nurse, international manager, and academic leader for the student to be excused from the test for illnesses-related absences. For absences unrelated to illness, the forms must be obtained from the Academic Office and signed by the student, manager, and Academic Leader. However, the student may not take the missed test.

Note: Refer to slide 47 for the Test Absence Form

d.) Mock Test Results – This report is given to the students on Monday the following week. The reading and listening test papers are given through their Clinic teachers during their Clinic classes on Monday for review. The Clinic teachers will also provide students with further explanations of the mock test and how they could improve their scores for the upcoming tests.

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TOEIC Daily Test

Daily Test Rules

1)The test starts at (7:20 AM) and ends at (8:00 AM) on time.
2)Test papers are distributed until 7:55 AM only. Examination papers requested later than the allotted time are not honored.
3) No electronic devices are allowed inside the testing venue. An automatic sanction of zero points is given to anyone caught by the examiner taking the test with gadgets or any electronic media in possession.
4) Chitchatting and cheating are strictly prohibited while the test is ongoing.
5) Test materials must remain inside the testing venue and should not be brought outside under any circumstances.
6) Students are required to take the assigned test of their level.

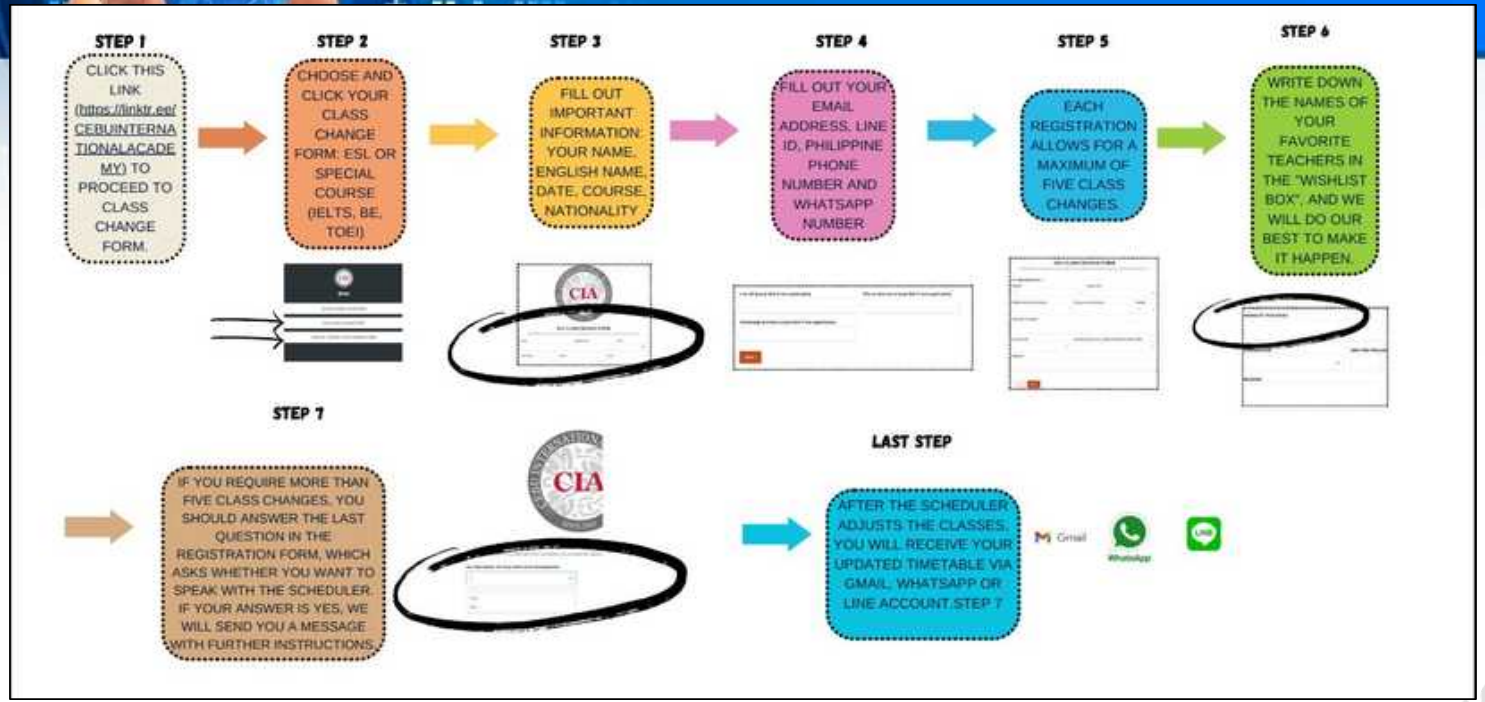
Note: *If a student is seen to have an electronic device (e.g. cell phone, smartwatch, iWatch) during the test and/or caught cheating and/or taking the wrong test, the teacher will NOT call his attention. He will automatically receive a ZERO.*

Course	Total Number of Test Items	New Student's 1st Day in CIA score	Minimum Score to be able allowed to go out for the day	Minimum Daily Score to reach the Weekly Passing Score	Automatic score during Holidays	Weekly Passing score
Pre-TOEIC	10 items	10	4	4	4	16
TOEIC Regular and Guarantee	10 items	10	7	7	7	26

Note: Students can still go out on the weekend even if they do not reach the weekly passing score, as long as they attend the daily test every day.

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TOEIC Class Change



Note: Class change on Wednesday is for new students, Thursday is for perfect attendance, and Friday is for the rest of the students
The new schedule is effective on Thursday for new students and the following week for the rest of the students.

Guarantee Requirements

Students in this program are guaranteed to achieve their target band scores, granting adherence to the following:

1.) Minimum attendance of 95% or above
2.) 100% participation in the weekly Mock Test ***(except one valid absence)***
3.) No Warning Notice of more than two times.
4.) Must have reached the target score ***(Mock Test)***

Note: Failure to comply with the terms will result in the student's termination from the guarantee course, although the student may remain a TOEIC student.

A student qualifies for a free test reimbursement, if all terms are met and he/she has no Mock Test scores regression of more than 2 times.



CERTIFICATE OF RECOGNITION

Cebu International Academy

presents this certificate to you,

Sawamura Maiko

CONGRATULATIONS!

for taking a total of ____ mock tests and for reaching a progressive score of up to _____, as well as for achieving an average attendance of ___%, and for accumulating minimal demerit points of ____ throughout the IELTS Guarantee Course. For your outstanding academic performance, you are qualified for

TOEIC Public Test Reimbursement

(Copies of receipt and test results are required.)

Given this 28th day of July 2017, Cebu City, Philippines.
This certificate is valid for 2 months from completion of the Guarantee Course.

TOEIC Team Leader

Education Director

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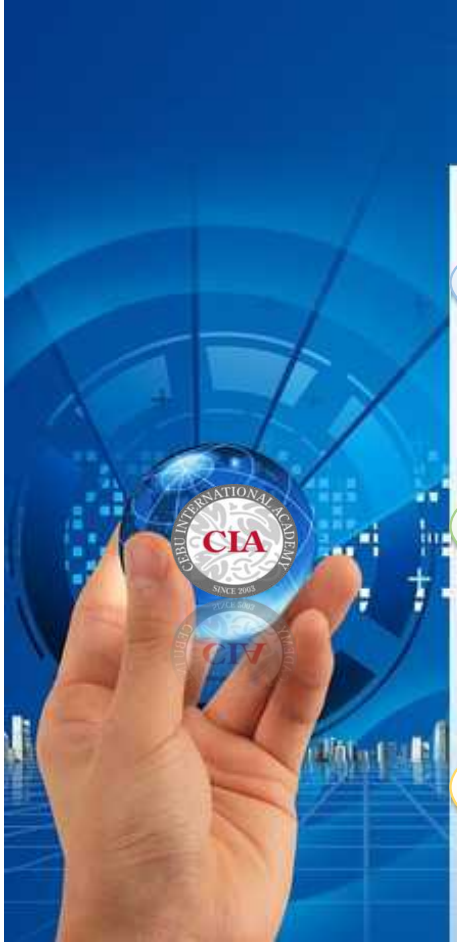


Important Considerations

Guarantee Course Considerations

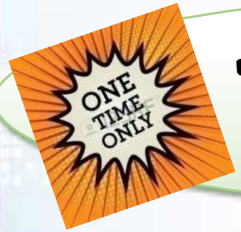
- Students may be allowed to skip one mock test without penalty provided that absence is valid (participation in school-related activities, a trip abroad, or when family and friends from their home country visit, or due to illness). However, an absent form must be submitted. No special test will be provided.
- For long term students (i.e. more than 12 weeks of stay), the guarantee period will commence in the last 12 weeks or as stated of the student's enrollment. The last mock test before the start of the last 12 weeks will be considered the student's entrance test.
- A Public Test score may be accepted as an entrance test valid for 6 months from the public test date.
- Students must join the Guarantee Night class from Mondays to Wednesdays from 7:00pm to 8:30pm.

TOEIC Guarantee Course Benefits



✔ If the student meets the four requirements, CIA will provide the student with a guarantee certificate valid for six months from the completion of the Guarantee course.





✔ CIA provides the student with a ONE-TIME reimbursement of the Public Test fee after copies of the payment receipt and results are received.

✔ If the student fails to meet their target score in the Public Test yet complies with the Guarantee Requirements, CIA will provide a ONE-TIME 4-week free tuition. It excludes flight arrangements, visa extensions, and other dormitory fees.



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How to Qualify for TOEIC Recognition Certificate

Mock Test Top Scorer (at least once)

100% Mock Test Participation

Demerit points not exceeding 50%

90% Overall Attendance (Checked on Thursday before checkout)



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Business English Program



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What is Business English?

Business English is a part of English for specific purposes and can be considered a specialism within English language learning and teaching. Many non-native English speakers study the subject to do business with English-speaking countries, or with companies located outside the English-speaking world but which nonetheless use English as a shared language.

In the Business English course, you learn specific vocabulary and perform tasks to practice applying those using English. These include preparing for presentations, conducting negotiations and meetings, understanding job profiles and marketing, and corresponding through writing proposals and emails. Furthermore, students are also given a chance to boost their communicative confidence by strengthening their general skills needed to meet the challenges of using English in the business world.



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Business English Objectives



- Learn vocabulary and perform tasks, such as preparing for presentations, conducting negotiations and meetings, analyzing job profiles and marketing, and corresponding
- Participate in expanded speaking activities in which they can share their experiences, express their opinions, and relate to the business world.
- Enhance their skills in writing effective and persuasive e-mails in English with a specific purpose (e.g., to give information, to make requests, to arrange meetings, and to check understanding).
- Boost their communicative confidence by strengthening their general skills in using English in the business world.
- Focuses on the students' language skills in giving presentations, telephoning, and conducting meetings and negotiations.
- Work on fluency tasks, read case studies about real companies, discuss product-related situations and issues, participating in simulations of business meetings, and more activities in using the target language.
- Enhance their skills in formatting a business letter, drafting a memorandum and an endorsement letter, and making resumes and job application letters in an interactive way.
- Apply business-related vocabulary ,such as terms relating to people, organizations, production, marketing, finance, and economics are taught.
- Simulate the use of core vocabulary and grammatical concepts related to the unit theme, as well as the practical aspects of everyday communication and key functional expressions, are taught.

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Business English Courses



Beginner



Intermediate



Business English Class Overview

Business Vocabulary

Business Grammar

Business Writing

Business Communication

Business Basics

S: Business English Integrated

M: World News/Grammar/Vocabulary/Conversation

B: Market Leader / Native

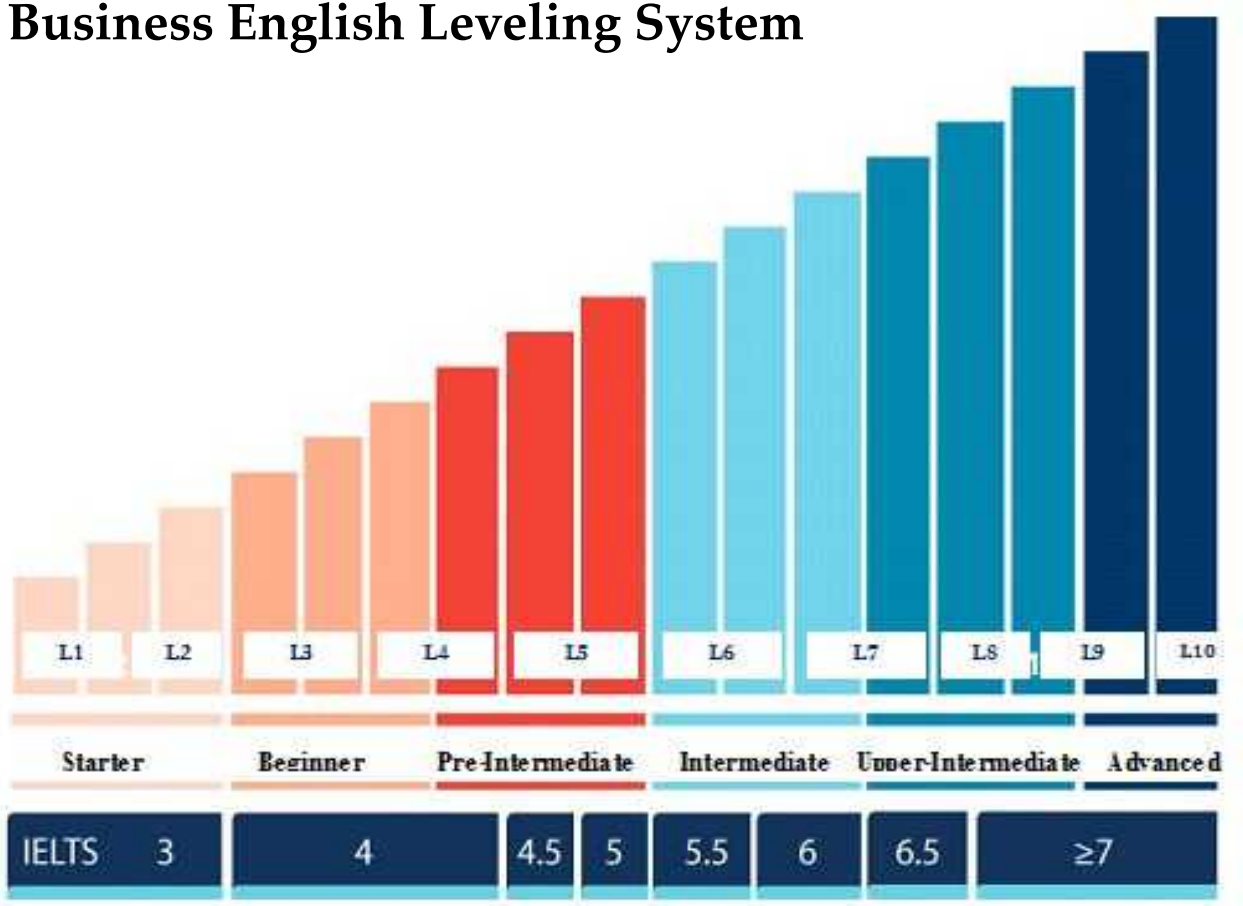
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Business English Leveling System



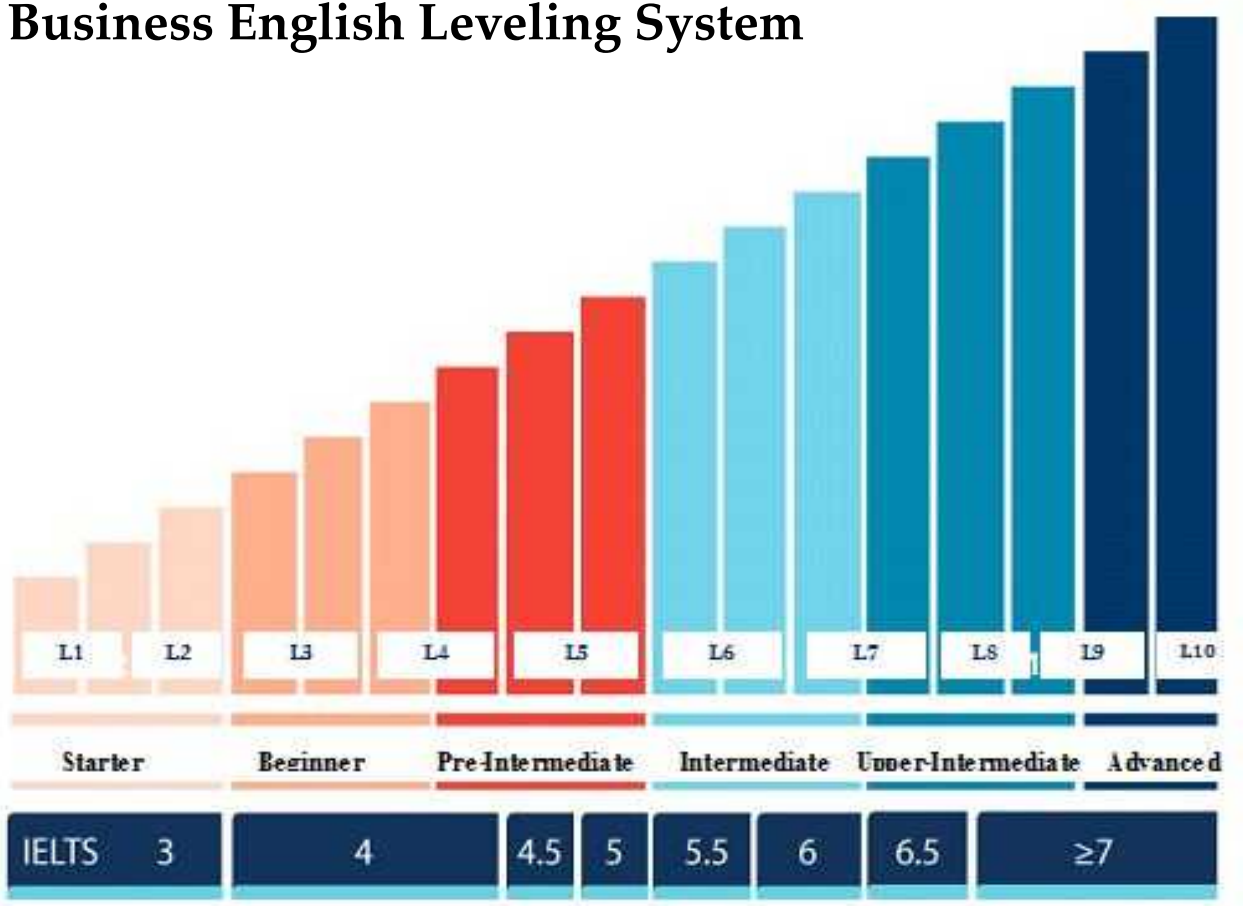
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Business English Pre-Requisites

Course	General English Level (L1-10)	IELTS Entrance Level	TOEIC Entrance Level	Minimum Length of Stay	Daily Test Handout/ Test	Daily Task Writing / Reading Task	Required Test
Business Beginner / Light Beginner	Level 3 and below	IELTS below 3.5	TOEIC below 400	4 weeks	Business English Daily Test	Business English Self-Writing	Entrance and Progress/ Graduation
Business Intermediate / Light Intermediate	Level 4 and above	IELTS 5.0	TOEIC 500	4 weeks	Business English Daily Test	Business English Self-Writing	Entrance and Progress/ Graduation

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Business English Class Schedule and Curriculum

Course	1st Class	2nd Class	3rd Class	4th Class	5th Class	6th Class	7th Class	8th Class	9th Class	10th Class	11th Class
Business Beginner	**1:1 Class**	**1:1 Class**	**1:1 Class**	**1:1 Class**	**1:1 Class**	**S-Group**	**M- Group**	**Elective Class**	**Self**	**Self**	FREETIME
	Business Vocabulary	Business Communication	Business Basics	Business Grammar	Business Writing	Business Group	World News / Grammar / Vocab / Conversation	Elective	Study	Writing	FREE
Book	Business Vocabulary Use Elem – Pre Inter	Business Result Elem	English for Socializing	Collins English for Business Grammar and Practice Pre-Intermediate	English for Email	Business Plus 2 / English for Business Communication	World News / Grammar / Vocab / Conversation	Academic / Non-Academic *(except Business English Open Class)*	Study	Business English Writing	
Business Intermediate	**1:1 Class**	**1:1 Class**	**1:1 Class**	**1:1 Class**	**1:1 Class**	**S-Group**	**M- Group**	**Elective Class**	**Self**	**Self**	FREETIME
	Vocabulary	Business Communication	Business Basics	Business Grammar	Business Writing	Business Group	World News / Grammar / Vocab / Conversation	Elective	Study	Writing	FREE
Book	Business Vocabulary in Use Intermediate	Business Result Intermediate	Collins English for Business Speaking	Collins English for Business Grammar and Practice Intermediate	English for Email	Get Ready for International Business B1/English for Business Communication	World News / Grammar / Vocab / Conversation	Academic / Non-Academic *(except Business English Open Class)*	Study	Business English Writing	

Note: New market students (from Russian, Thai, French, and other European countries) can transition to Light Business English. Light Business English follows the same conditions as Light ESL.

REMINDER: STUDENTS MUST BRING THEIR OWN LAPTOP IF THEY WISH TO JOIN THE BUSINESS COURSE.

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Course Requirements



Entrance Test

- Students joining Business English course must take the Business entrance test. Through the level results, we determine the most appropriate course and curriculum.

Attendance (Weekly)

- Students are encouraged to attend all classes including Self-Writing
- **More than 5 class absences (weekly)** will result in the loss of going out for the weekend privilege

Daily Self-Writing (Daily)

- Students must comply with Business English Self-Writing tasks to be counted **complete or present.**
- **Self-Writing: Beginner 60 words/ Intermediate 120 words**

Progress Test (every 4 weeks)

- This test is mandatory for all Business English students
- Failure to take ANY PART of the test will result in losing the privilege of going out on the following weekend.

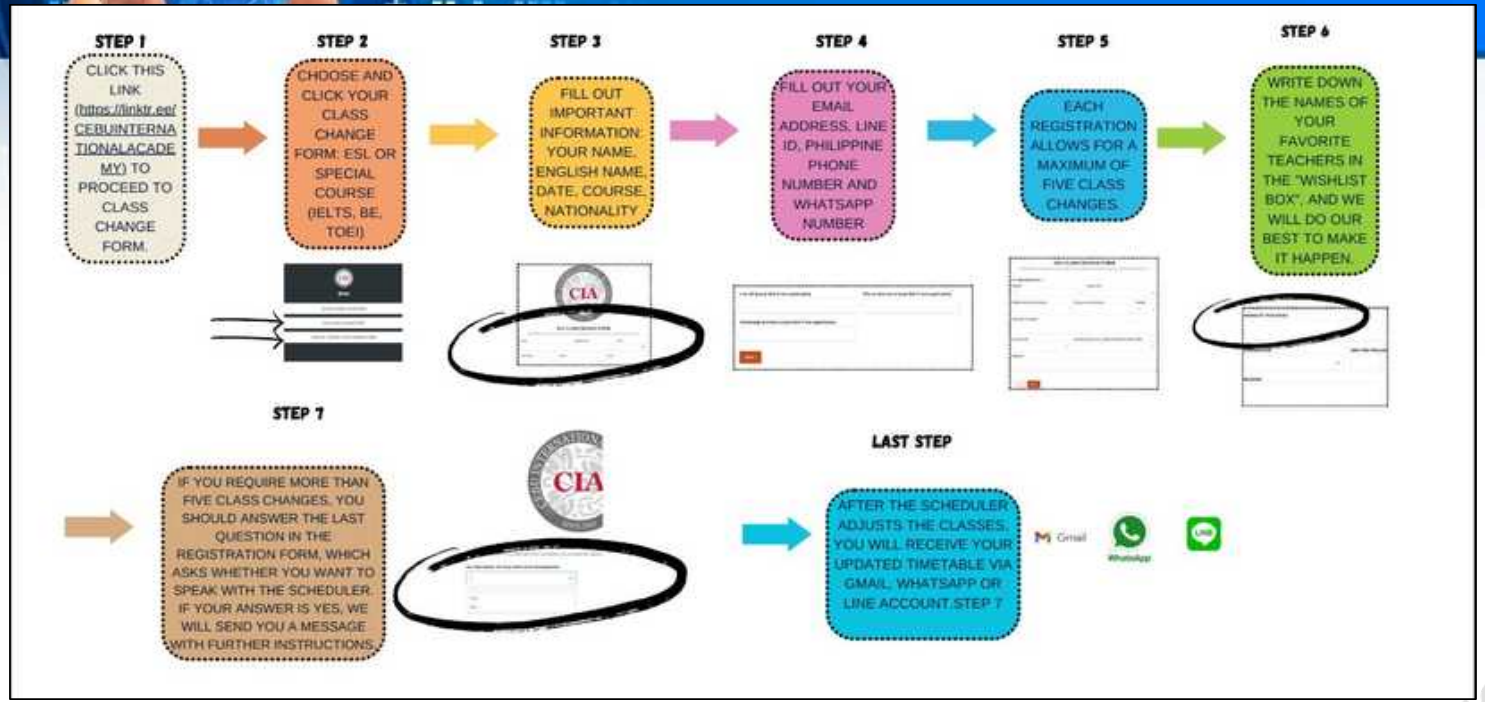
Daily Test (Monday – Thursday)

- Business English Daily Test - 10 items
- **Beginner:** 4 Points Daily– to be allowed to go out for the day
  16 Points Weekly– to be allowed to go out for the weekend
- **Intermediate:** 7 Points Daily– to be allowed to go out for the day
  26 Points Weekly– to be allowed to go out for the weekend

Final Presentation

- Students must prepare and present a Business Presentation on any chosen topic
- Presentation is scheduled on the student's last week
- Failure to comply with the requirement results in losing their Php2,500 deposit.

Business English Class Change



Note: Class change on Wednesday is for new students, Thursday is for perfect attendance, and Friday is for the rest of the students
The new schedule is effective on Thursday for new students and the following week for the rest of the students..

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Business English Test and Certificate Issuance Guidelines

Week #	Business English Entrance Test	Business English Progress Test	Progress Report	Completion Certificate	Recognition
1- week	Yes	No	No	Yes	No
2 -week	Yes	No	No	Yes	No
3-week	Yes	No	No	Yes	No
4- week	Yes	Yes (4th Week)	Yes	Yes	Yes (must pass the criteria)
5- week	Yes	Yes (4th Week)	Yes	Yes	Yes (must pass the criteria)
6-week	Yes	Yes (4th Week)	Yes	Yes	Yes (must pass the criteria)
7-week	Yes	Yes (4th and 7th Week)	Yes	Yes	Yes (must pass the criteria)
8-week	Yes	Yes (4th and 7th Week)	Yes	Yes	Yes (must pass the criteria)
9-week	Yes	Yes (4th and 8th Week)	Yes	Yes	Yes (must pass the criteria)
10-week	Yes	Yes (4th and 8th Week)	Yes	Yes	Yes (must pass the criteria)
11-week	Yes	Yes (4th and 8th and 11th Week)	Yes	Yes	Yes (must pass the criteria)
12-week	Yes	Yes (4th and 8th and 11th Week)	Yes	Yes	Yes (must pass the criteria)

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Overview

This program aims to prepare students who wish to acquire a Working Holiday Program (WHP) visa for Australia for academic and professional purposes. The course has intensive training for Australian accents, culture, and lifestyle, enabling the students to acquire interview and conversational skills and create an impressive résumé or curriculum vitae. Enrollment is open to students of any level.



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Working Holiday Pre-Requisites

Course	General English Level (L1-10)	IELTS Entrance Level	TOEIC Entrance Level	Minimum Length of Stay	Daily Test Handout/ Test	Daily Task Writing/Reading Task	Required Test
Working Holiday	Any Level	Any Level	Any Level	4 weeks	ESL Daily Test	ESL Self-Writing	Entrance and Progress/ Graduation



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Working Holiday Class Schedule

New Working Holiday	1:1 Class	1:1 Class	1:1 Class	1:1 Class	S-Group	Elective	M- Group	B- Group	Self	Self
	ESL SPEAKING / LISTENING	PREP 2	*Understanding Everyday Australian	**Culture/ Job Preparation	Conversation / Integrated	Academic / Non-Academic	World News / Grammar / Conversation / Vocabulary	Integrated	Study	ESL Writing

*Understanding Everyday Australian

This explains contemporary Australian language and they are enjoyable and easy to use. They incorporate widely used everyday Australian expressions, pronunciation and practical hints for general conversation.

It is also for those teaching English grammar, pronunciation, speaking and listening skills.

** Culture

Before immersing into a new country, it is important to be familiar with what's acceptable in a certain group of people. Therefore, this class provides students with the do's and don'ts of Australian/Canadian culture.

*** Job Preparation

Learn the basics skills to obtain an employment in Australia and Canada. Students will be coached to create impressive resumes and CV's, and succeed in your next job interviews.

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Course Requirements



Entrance Test

- Students joining the Working Holiday course must take the ESL entrance test. CIA determines the most appropriate program and curriculum through the general English-level results.

Attendance (Weekly)

- Students are encouraged to attend all classes including Self-Writing
- **More than 5 class absences** (weekly) result in the loss of going out for the weekend privilege.

Daily Self-Writing (Daily)

- Students must comply with ESL Daily Self-Writing Tasks to be counted **complete or present – This is to be checked by Job Preparation Teacher.**
- **Level 1 to 4 students write at least 60 words; while Level 5 and above write at least 120 words.**

Progress Test (every 4 weeks)

- This test is mandatory to all Working Holiday students
- Failure of taking ANY PART of the test will result in losing the privilege of going out on the forthcoming weekend.

Daily Test (Monday – Thursday)

- (ESL) 10 Items Daily – 7 Vocabulary and 3 Grammar items
- **7 Points Minimum Daily**– to be allowed to go out for the day
- **26 Points Weekly**– to be allowed to go out for the weekend

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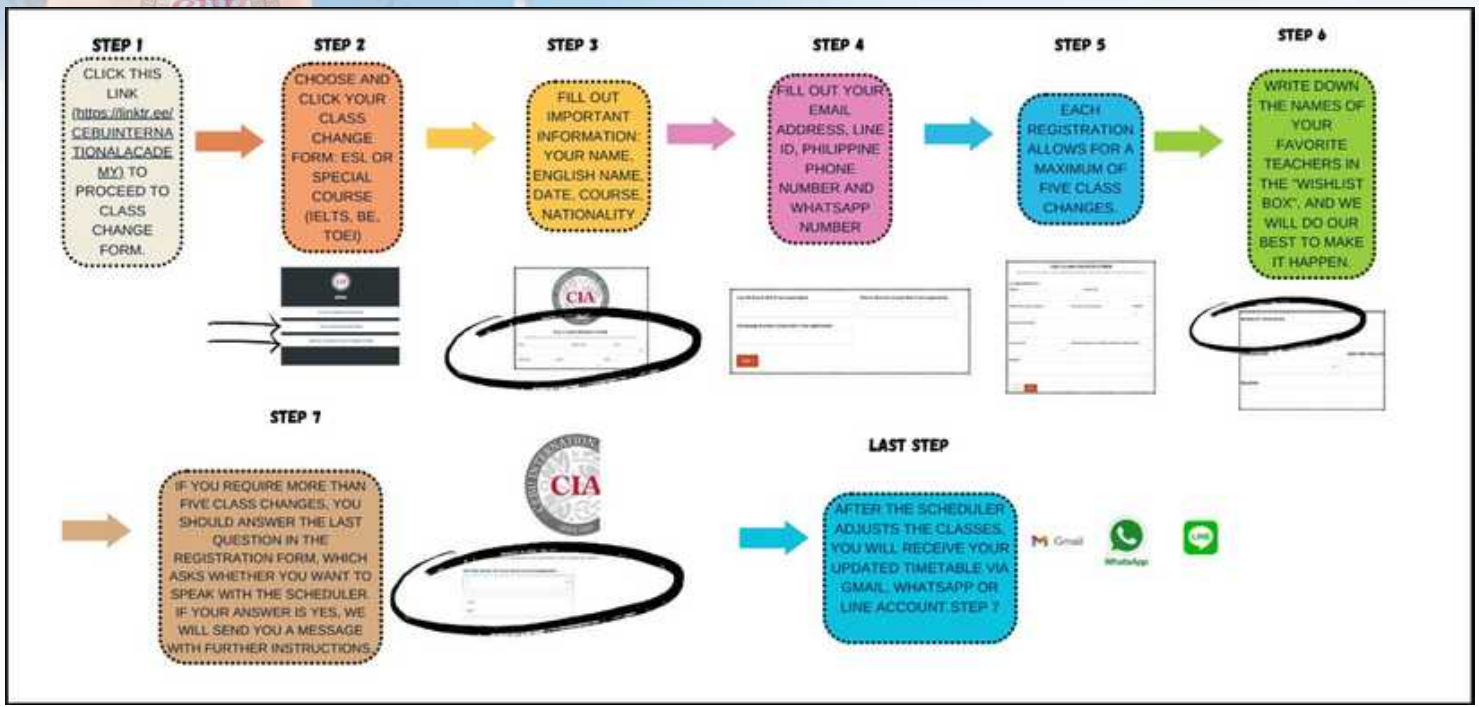
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How do we determine the student's Self-Study Book Level

Students from	Determiner	Level Brackets	Self-Study Book Level
Home Country (New Arrivals)	ESL Entrance Test	Level 0 - 1	Novice
		Level 2 - 4	Beginner
		Level 5 and above	Intermediate
ESL	Last Entrance or Level Test Level	Level 0 - 1	Novice
		Level 2 - 4	Beginner
		Level 5 and above	Intermediate
TOEIC	Highest TOEIC Mock Test Level	300-450	Beginner
		455 and above	Intermediate
IELTS	Highest IELTS Mock Test Level	4.5 and below	Beginner
		5.0 and above	Intermediate
Business	Previous Business Course (L4)	(CIA Level 4 and above) Note: Pre-business students take ESL Tests	Intermediate only

Working Holiday Class/Teacher Change Procedure



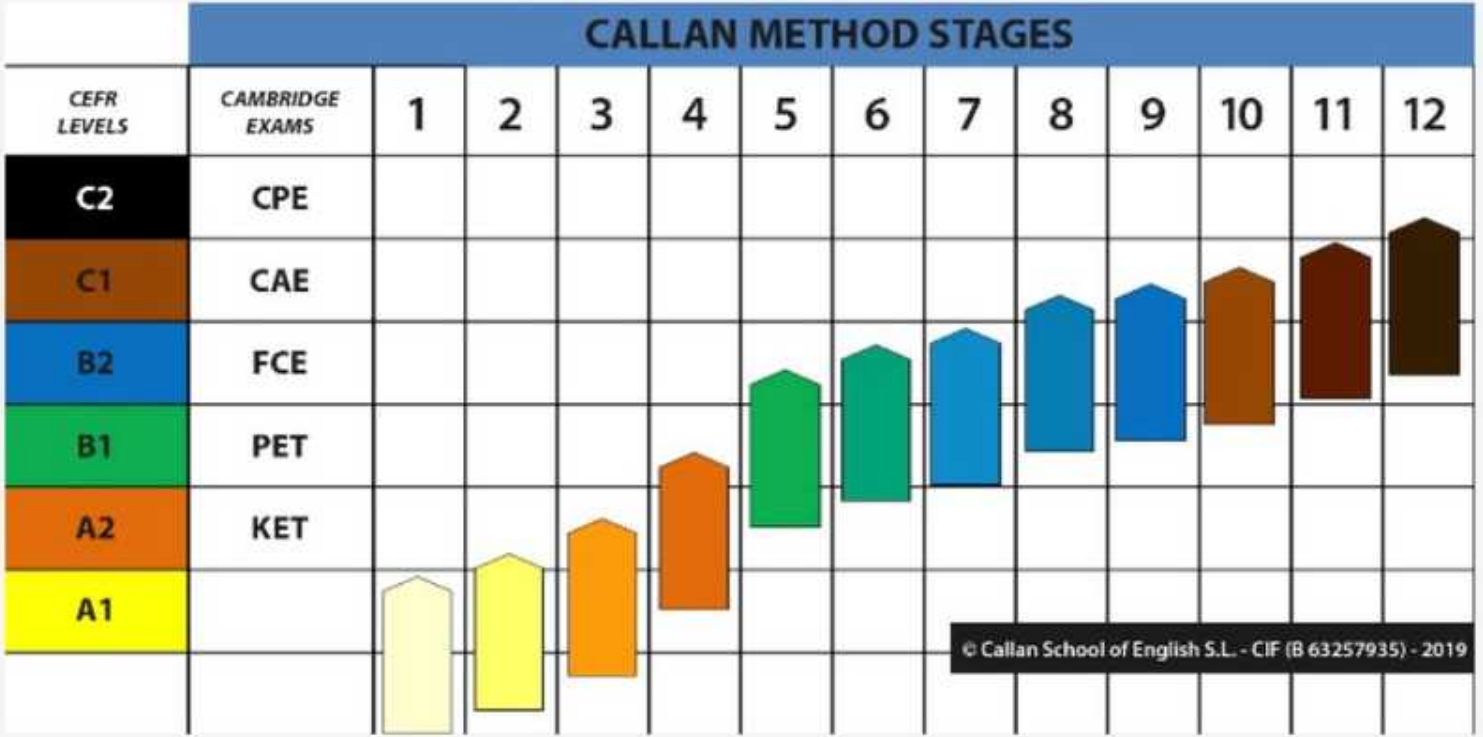
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Callan Method

		1st Period	2nd Period	3rd Period	4th Period	5th Period		6th Period	7th Period	8th Period	9th Period	10th Period	11th Period
Intensive Callan	Daily Test ESL (7:20 – 8:00)	1:1 Class	1:1 Class	1:1 Class	1:1 Class	1:1 Class	LUNCH	Elective	SG	MG	SELF	SELF	FREE
		Callan	Callan	Callan	Cambridge Prep1	Cambridge Prep2		Academic / Non-Academic	ESL Integrated	World News / Voca / Conversation / Grammar	ESL Writing	Self-Study	Freetime

The Callan PROVA or level check test will be conducted by the Callan teacher every Tuesday or on the second day of the student's class. This test is designed to assess the student's language proficiency and will determine what stage of the book he/she will use.

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Immersion

Program



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Immersion Programs
Pre-requisites

Course	General English Level (L1-10)	IELTS Entrance Level	TOEIC Entrance Level	Minimum Length of Stay	Daily Test Handout/ Test	Required Test
Immersion	Any Level	Any Level	Any Level	4 weeks	ESL Daily Test	Entrance and Progress/ Graduation





Note: Immersion students get the Regular ESL schedule.

AFFILIATED UNIVERSITIES

INDIANA AEROSPACE UNIVERSITY



AVAILABLE CLASSES WHERE IMMERSION STUDENTS CAN JOIN

- Tourism Management
- Hospitality Management
- Elementary and Secondary Education
- Airline Management
- Aviation Technology
- Aerospace Engineering
- Aircraft Maintenance Technology
- Avionics

Note: A $50 registration fee will be collected upon enrollment and $30 per observation period, which can be 2 to 3 sessions in 4 weeks with at least 3 classes to attend.

AFFILIATED UNIVERSITIES

CEBU NORMAL UNIVERSITY



AVAILABLE CLASSES WHERE IMMERSION STUDENTS CAN JOIN

- COLLEGE OF TEACHER EDUCATION ENGLISH SUBJECTS
- COLLEGE OF CULTURE, ARTS AND SPORTS ENGLISH SUBJECTS

Note: A $70 registration fee will be collected upon enrollment which is good for 2 observation periods ever 4 weeks.



Sit-In Class Integration Program

A Collaborative Initiative Between
Cebu Normal University & Cebu International Academy

Objective

Fostering cross-cultural understanding through **cultural immersion, classroom exposure, and academic observation** in English class subjects at CNU

Program Process

- Conducted **bi-monthly** (twice a month)
- Foreign students observe English classes at CNU
- Facilitated by CNU & CIA
- Max of **5 students per class**

Fee Structure

- **$70 per student** (Non-refundable)
- Covers two class visits per month

Why Join?

- Immerse in Philippine academic culture
- Enhance cross-cultural communication
- Gain firsthand classroom experience

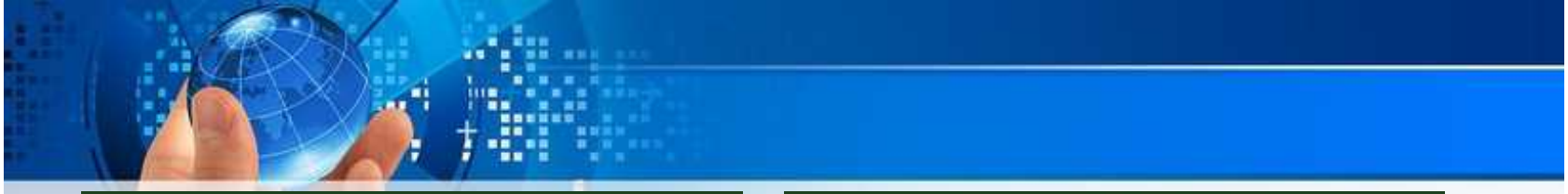
- EM 4: Principles and Theories of Language Acquisition
- EM 5: Language Programs and Policies in Multilingual Societies
- EM 6: Technology for Secondary Language Education
- EM 10: Speech and Theater Arts
- EM 11: Children and Adolescent Literature

- Lit2 - Literatures of the World
- GE3 - Purposive Communication

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CLASS SCHEDULES

SUBJECT	DAY	TIME
EM 4: **Principles and Theories of Language Acquisition**	Mon & Tues	3:00 PM - 4:30 PM
	Wed & Thurs	1:30 PM - 3:00 PM
EM 5: **Language Programs and Policies in Multilingual Societies**	Mon & Tues	12:00 PM - 1:30 PM
	Mon & Tues	3:00 PM - 4:30 PM
EM 6: **Technology for Secondary Language Education**	Wed & Thurs	10:30 AM - 12:00 PM
	Wed & Thurs	1:30 PM - 3:00 PM
EM 10: **Speech and Theater Arts**	Mon & Tues	9:00 AM - 10:30 PM
	Wed & Thurs	3:00 PM - 4:30 PM
EM 11: **Children and Adolescent Literature**	Mon & Tues	1:30 PM - 3:00 PM
	Mon & Tues	4:30 PM - 6:00 PM
	Mon & Tues	9:00 AM - 10:30 AM

CLASS SCHEDULES

SUBJECT	DAY	TIME
Lit 2: **Literatures of the World**	Mon & Tues	9:00 AM - 10:30 AM
	Mon & Tues	10:30 AM - 12:00 PM
	Mon & Tues	10:30 AM - 12:00 PM
	Wed & Thurs	9:00 AM - 10:30 AM
	Wed & Thurs	9:00 AM - 10:30 AM
	Wed & Thurs	4:30 AM - 6:00 PM
GE 3: **Purposive Communication**	Mon & Tues	12:00 PM - 1:30 PM
	Mon & Tues	12:00 PM - 1:30 PM
	Mon & Tues	3:00 PM - 4:30 PM
	Mon & Tues	4:30 PM - 6:00 PM
	Mon & Tues	4:30 PM - 6:00 PM
	Wed & Thurs	9:00 AM - 10:30 AM
	Wed & Thurs	10:30 AM - 12:00 PM
	Wed & Thurs	10:30 AM - 12:00 PM
	Wed & Thurs	1:30 PM - 3:00 PM
	Wed & Thurs	1:30 PM - 3:00 PM
	Wed & Thurs	3:00 PM - 4:30 PM
	Wed & Thurs	3:00 PM - 4:30 PM
	Wed & Thurs	4:30 PM - 6:00 PM

Note: Similar time slots on the same day indicate different classes held in separate classrooms or buildings.

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Sit-In Class Integration Program

DO'S

- **Be Punctual** – Arrive on time for classes and scheduled activities.
- **Wear Proper Attire** – Follow CNU's dress code and maintain a neat and professional appearance.
- **Embrace Cultural Exchange** – Interact with CNU students and faculty to learn about local culture and academic practices.
- **Ask Questions** – Seek clarification from professors and classmates when needed.
- **Use English as Much as Possible** – Practice language skills while also being open to learning Filipino or Bisaya.

DON'TS

- **Be Disruptive** – Avoid talking loudly, using mobile phones, or interrupting lectures unnecessarily.
- **Disrespect Faculty or Peers** – Do not use offensive language or disregard cultural sensitivities.
- **Eat or Drink Inside Classrooms** – Unless permitted, avoid consuming food and drinks in learning areas.
- **Be Afraid to Interact** – Take the opportunity to engage with local students and professors.
- **Use Gadgets Excessively** – Minimize phone usage and be present on classroom learning.



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- Scholarships and grants: what you qualify for and how to apply

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