

HLA BROCHURE 2024

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# TABLE OF CONTENT

<b>1</b>	<b>INTRODUCTION - GOAL - PROSPECT</b>	<b>1</b>
<b>2</b>	<b>WHY DID HAPPY LEARNING CHOOSE THE PHILIPPINES?</b>	<b>2 - 3</b>
<b>3</b>	<b>WHY SHOULD YOU CHOOSE TO STUDY ENGLISH IN HLA?</b>	<b>4 - 5</b>
<b>4</b>	<b>HLA ENGLISH COURSES</b>	
	GENERAL ENGLISH	<b>6</b>
	LIGHT GENERAL ENGLISH	<b>7</b>
	BUSINESS ENGLISH	<b>8</b>
	MEDICAL ENGLISH	<b>9</b>
	AVIATION ENGLISH	<b>10</b>
	IT ENGLISH	<b>11</b>
	POLICE ENGLISH	<b>12</b>
	FAMILY COURSE	<b>13</b>
	TOEIC COURSE	<b>14</b>
	IELTS COURSE	<b>15</b>
	ENGLISH WINTER CAMP	<b>16</b>
	ENGLISH SUMMER CAMP	<b>17</b>
<b>5</b>	<b>TUITION FEES TABLE</b>	<b>18 - 19</b>
<b>6</b>	<b>SERVICES &amp; UTILITIES</b>	<b>20 - 21</b>
<b>7</b>	<b>IMPORTANT CONSIDERATIONS</b>	<b>22 - 23</b>
	<b>GENERAL PROVISIONS</b>	<b>24 - 25</b>
<b>8</b>	<b>HLA 'S DORMITORY</b>	<b>26 - 32</b>
<b>9</b>	<b>HLA 'S FACILITIES</b>	<b>33 - 36</b>
<b>10</b>	<b>HLA 'S STUDENT</b>	<b>37 - 39</b>
<b>11</b>	<b>PHILIPPINES HOLIDAY 2024</b>	<b>40</b>
<b>12</b>	<b>HLA MAP</b>	<b>41</b>

# 01




## WELCOME TO HLA



Happy Learning Academy (HLA) has been invested and developed since 2022 and we will officially welcome international students from March 2023. We believe that our school can bring high quality courses and services to our future students.



### HLA'S GOLD & PROSPECTS


Happy Learning Academy - HLA is the first English school in the Philippines that was built and developed by Vietnamese. Considering the fact that English is not the dominant language in Vietnam, many people find it difficult to learn this language in their home country, as there is no environment to practice. Therefore, HLA wishes to bring an effective English learning place which is suitable for students from non-native English speaking countries in general and especially from Vietnam. In addition, learning English in the Philippines is also a setting to practice a communal lifestyle, to be independent from family and have more social relationships with international friends all over the world. This is also a good foundation for students who plan to study abroad or immigrate to other foreign countries.


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# 02

## Why did HLA CHOOSE THE PHILIPPINES?

This magnificent country with thousands of islands was formerly a colony of the United States; during American administration, English was incorporated in the educational curriculum, and this language is today widely spoken throughout the country. Although not being a mother tongue, English has become the Philippines' second most common language, used at all educational levels. The Philippines is indeed a country that offers 1-to-1 classes at an affordable price; the tuition fee includes food, accommodation, laundry, and cleaning. As a result, international students can fully focus on learning English.

Furthermore, this is also a favorite destination of tourists with many scenic landscapes, friendly people and delicious cuisine. These are also the main reasons why this country has become an effective English language learning place for students from many countries from Japan, Korea, China, Taiwan, Vietnam, Thailand, Arab, and Mongolian. With many years of working experience with a big English school in the Philippines and expertised in this field, HLA was founded with the goal of creating a new system of English teaching and learning that adheres to the global standards while implementing changes that are more friendly to Vietnamese and students from all over the world.



**“A favorite destination of tourists with many scenic landscapes, friendly people and delicious cuisine”**

# 02

# Why did HLA CHOOSE THE PHILIPPINES?

## INFRASTRUCTURE

· HLA is located in Liloan (16km from the center of Cebu, 9km from the airport). Our campus is 11,800 square meters, surrounded by a large green space with trees and flowers. This is an ideal location for students to concentrate on their studies without being distracted by the city's dust and noise. Not only that, it has a cool and pleasant atmosphere when HLA is less than 800m from the beach. Students can go swimming or have a walk by the seashore after their classes.

· School facilities include 01 standard basketball court, 02 swimming pools, outdoor sports equipment, mini-golf practice area, H cafe, convenience store, table tennis, badminton court, jogging and cycling track. Thus, students can live comfortably and pleasantly when they stay inside our school campus.



## EDUCATION

· HLA believes in the Cambridge training program, which is acknowledged by the most well-known academic institutions and is a top-rated education system. Cambridge English can provide a straightforward and logical pathway for future HLA students.

· HLA uses Cambridge's curriculum in learning and teaching methods. In order to be able to synchronize with the curriculum, our teachers are professionally trained by Cambridge. In addition, HLA teachers regularly participate in testing and evaluation according to Cambridge standards to maintain teaching quality.

# 03

## Why you choose to STUDY ENGLISH IN HLA?

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01

HLA has been established right after the COVID-19, when it is a safe time for students to experience studying English in a foreign country. HLA affirms that the school has all the facilities, teachers, and curriculum standards that exceed the requirements of the Ministry of Industry and Trade, the Department of Immigration, the Department of Education of Cebu and the Philippines. HLA is licensed for full and qualified SSP and TESDA certificates to ensure that it is allowed to welcome international students from many countries around the world.

HLA is filled with youth, passion, and eager effort. Following the path from various English academies in the Philippines, HLA always aims to improve and develop its training program to become better day-by-day.



02

HLA's school managing board and staff are all diligent people with more than 10 years experience in this field. Understanding the diversity and cultural variations that exist across Asian nations such as Korea, Vietnam, China, and Mongolia. We are trying our best to create an ideal learning environment for our international students without any cultural conflicts.



03



04

HLA's teachers are carefully chosen based on the admission exams, the results of the international English proficiency tests and their university major. HLA in particular not only considers the teachers' English skills, but also values their teaching experiences and methodologies.

Understanding the culinary differences between each country, HLA provides a daily buffet so that students can have a variety of choices as well as enjoy the taste of their classmates' traditional dishes. In addition, HLA also has an outdoor self-cooking area. On the weekends, students can freely cook hot pot or barbecue,... in their own styles.



05



06

The total area of HLA is up to 11,800m2 surrounding the mountains and the beach but only used for less than 200 students so the space is completely airy, not too humid like the weather in the Philippines as people think. Our infrastructure includes basketball court, swimming pool, cycling belt, jogging track, mini-golf, convenience store, teahouse, sports area and prayer room. In the future, we will continue to add more, so that our students will have the most comfortable time studying with us.

Our tuition fee includes accommodation and meals which is so much lower compared to other schools. Besides, Filipinos are very hospitable and friendly so students will not take too much time to adapt. At this moment, people from every country can come to the Philippines to study with visa-free program (except for China). As a result, it is really easy for international students to join us.



07

# 04

# HLA ENGLISH COURSES



HLA's General English course gives the learner a solid foundation of the English language aspects such as speaking, listening, reading, and writing skills with a particular focus on using English naturally, as well as developing grammar and vocabulary.

### 1:1 CLASS

4 classes (50 mins per class)

### GROUP CLASS

4 classes (50 mins per class)

### OPTIONAL CLASS

1 Essay Writing or Music Class

## LEARNING GOALS

- To convey natural responses in basic English conversations with accuracy and fluency.
- To enhance the ability to express views and opinions with confidence.
- To improve pronunciation & intonation through practice and immersion in and out of class as this is an international school where people from different nationalities learn and improve together.
- To develop English vocabulary and grammatically correct sentence structure.
- To demonstrate a wide range of expressions to cope with future study or with life in the workplace.

## RECOMMENDED FOR

- A 4-week General English study to improve comprehensive English skills with confidence.
- Students from non-English speaking countries who want to obtain good communication skills and use them effectively in any given situation.
- People who work internationally, about to enroll in international colleges and universities, and who often travel abroad and value international experience.
- Non-English speakers who want to start learning English or continue their deeper understanding of the English Language.

HLA LEVEL	CEFR LEVEL	DESCRIPTION
10	C2	Proficient
9	C1	Advanced
8	B2+	Upper Intermediate
7	B2	Upper Intermediate
6	B1+	Intermediate
5	B1	Intermediate
4	A2+	Pre-Intermediate
3	A2	Elementary
2	A1+	Elementary
1	A1	High Beginner
0.5	PA+	Middle Beginner
0	PA	Low Beginner

PERIOD	TIME	CLASS TYPE	SUBJECT
	7:45 - 8:05	Vocabulary Test	
1st	8:10 - 9:00	One to One	Speaking
2nd	9:05 - 9:55	Group Class	General Skills
3rd	10:05 - 10:55	One to One	Writing
4th	11:00 - 11:50	Group Class	Listening
	11:50 - 13:00	Lunch time	
5th	13:00 - 13:50	One to One	Reading
6th	13:55 - 14:45	Group Class	Pronunciation
7th	14:50 - 15:40	One to One	General Skills
8th	15:45 - 16:35	Group Class	Grammar
9th	16:40 - 17:30	Optional Class	Essay Writing/ Music Class



# 04

# HLA ENGLISH COURSES



Light General English course aims to enable students to develop fluency, accuracy, and confidence in listening, speaking, reading, and writing in English in everyday situations. This course is designed for students to have equal opportunities for both leisure and study without pressure.

**1:1 CLASS**  
3 classes (50 mins per class)

**GROUP CLASS**  
3 classes (50 mins per class)

**OPTIONAL CLASS**  
1 Essay Writing or Music Class

## LEARNING GOALS

- To immerse in an English-speaking environment that promotes social and practical communication skills.
- To improve English language skills while fully enjoying the benefit of being in a fun and engaging community.
- To be confident in using the English language as part of communication.

## RECOMMENDED FOR

- A 4-week light course that opens opportunities for enrollees to improve practical English communication.
- Non-English speakers who enjoy learning English while having ample time to explore the Philippines for leisure.
- Learners from Asian countries who want to acquire and improve their English language skills.
- Students from different countries seek to study English to a certain degree without the pressure of studying full-time.

HLA LEVEL	CEFR LEVEL	DESCRIPTION
10	C2	Proficient
9	C1	Advanced
8	B2+	Upper Intermediate
7	B2	Upper Intermediate
6	B1+	Intermediate
5	B1	Intermediate
4	A2+	Pre-Intermediate
3	A2	Elementary
2	A1+	Elementary
1	A1	High Beginner
0.5	PA+	Middle Beginner
0	PA	Low Beginner

PERIOD	TIME	CLASS TYPE	SUBJECT
	7:45 - 8:05	Vocabulary Test	
1st	8:10 - 9:00	One to One	Speaking
2nd	9:05 - 9:55	One to One	Writing
3rd	10:05 - 10:55	Group Class	Listening
4th	11:00 - 11:50	Free Period	
	11:50 - 13:00	Lunch time	
5th	13:00 - 13:50	Free Period	
6th	13:55 - 14:45	Group Class	Pronunciation
7th	14:50 - 15:40	One to One	Reading
8th	15:45 - 16:35	Group Class	Grammar
9th	16:40 - 17:30	Optional Class	Essay Writing/ Music Class

# 04

# HLA ENGLISH COURSES



Business English in HLA is designed to meet specific, individual, and professional needs as a category of English communication that includes the language skills used at work. These language skills include the English communication used in presentations, negotiations, meetings, small talk, socializing, correspondence, report writing, etc.

**1:1 CLASS**  
4 classes (50 mins per class)

**GROUP CLASS**  
4 classes (50 mins per class)

**OPTIONAL CLASS**  
1 Essay Writing or Music Class

## LEARNING GOALS

- To develop and enhance students' confidence to take control of any communication opportunity and proactively convey their topic or standpoint.
- To be capable of using English to handle tasks such as drafting contracts, writing emails for customers and partners, negotiating contracts
- To cultivate natural and fluent English speaking abilities, such as the ability to convey emotions as well as behavior in line with various cultures through tone or body language.

## RECOMMENDED FOR

- An 8-week extensive course to help students grow into business professionals acquiring essential English skills necessary for job applications or the workplace.
- Business professionals and aspiring business people who seek to improve and expand their business language competency in English both oral and written communication.

COMMON EUROPEAN FRAMEWORK OF REFERENCE (CEFR)		
HLA LEVEL	CEFR LV	BEC (Cambridge English Scale Score)
Basic User	A1	Advised to join General English
Basic User	A2	
Independent	B1	140-159 (Preliminary)
Independent	B2	160-179 (Vantage)
Proficient	C1	180-199 (Higher)
Proficient	C2	200 up

· Classes will be available for all students with a scale score of 140 on the Entrance Test.  
 · Failure to reach a scale score of 140 is advised to study a General English Course or to have group classes together with General English Course students.

PERIOD	TIME	CLASS TYPE	SUBJECT
	7:45 - 8:05	Vocabulary Test	
1st	8:10 - 9:00	One to One	Business Focus
2nd	9:05 - 9:55	Group Class	General Skills
3rd	10:05 - 10:55	One to One	Business Presentation
4th	11:00 - 11:50	Group Class	Listening
	11:50 - 13:00	Lunch time	
5th	13:00 - 13:50	One to One	General Business
6th	13:55 - 14:45	Group Class	Pronunciation
7th	14:50 - 15:40	One to One	Speaking
8th	15:45 - 16:35	Group Class	Business Vocabulary
9th	16:40 - 17:30	Optional Class	Essay Writing/ Music Class

# 04

# HLA ENGLISH COURSES



This class is for non-native English medical students and medical professionals who seek to learn English in relation to their chosen careers where they learn terminologies needed in the medical field. Moreover, mastering the medical English vocabulary allows students to easily apply for scholarships to study medicine or be admitted to prominent medical institutions.

**1:1 CLASS**  
3 classes (50 mins per class)

**GROUP CLASS**  
3 classes (50 mins per class)

**OPTIONAL CLASS**  
1 Essay Writing or Music Class

## LEARNING GOALS

- To know specific medical terms when writing reports in English.
- To demonstrate proficiency in English in the medical field.
- To master an array of technical terminologies in healthcare that will help students attain greater achievement in their chosen careers.
- To comprehend healthcare seminars, workshops, and conferences that use English as a medium of communication.
- To interact confidently with fellow healthcare professionals in an international environment.

## RECOMMENDED FOR

- An 8-week in-depth study of the course where medical students learn English utilized in the healthcare field.
- Non-native English aspiring medical students or medical professionals who seek to enrich their vocabulary in Medical English and confidently use the language in actual settings.
- Non-native English healthcare professionals and aspirants who strive to master the English language as part of communication and importance in their field of study.

HLA LEVEL	CEFR LV	OET GRADE	OET SCORE
Basic User	A1		
Basic User	A2	E	0 - 90
Independent	B1	D	100 - 190
Independent	B2	C	200 - 290
Proficient	C1	C+	300 - 340
Proficient	C1+	B	350 - 440
Proficient	C2	A	450 - 500

• Classes will be available for all students with an OET score of 100 on the Entrance Test.  
 • Failure to reach an OET score of 100 is advised to study a General English Course or to have group classes together with General English Course students.

PERIOD	TIME	CLASS TYPE	SUBJECT
	7:45 - 8:05	Vocabulary Test	
1st	8:10 - 9:00	One to One	Career Focus
2nd	9:05 - 9:55	Group Class	General Skills
3rd	10:05 - 10:55	One to One	OET Writing
4th	11:00 - 11:50	Group Class	OET Listening
	11:50 - 13:00	Lunch time	
5th	13:00 - 13:50	One to One	OET Reading
6th	13:55 - 14:45	Group Class	Pronunciation
7th	14:50 - 15:40	One to One	OET Speaking
8th	15:45 - 16:35	Group Class	Vocabulary
9th	16:40 - 17:30	Optional Class	Essay Writing/ Music Class

# 04

# HLA ENGLISH COURSES



HLA offers any aviation professionals or cabin crew a chance to improve their skills in ICAO phraseology, ATC terminology, and navigation terms, while also meeting the ICAO language proficiency standards required for aviation personnel. With our experienced tutors, we'll help you become confident in communicating with air traffic control, interpreting aircraft performance terms, and understanding aviation instruments and systems.

**1:1 CLASS**  
4 classes (50 mins per class)

**GROUP CLASS**  
4 classes (50 mins per class)

**OPTIONAL CLASS**  
1 Essay Writing or Music Class

## LEARNING GOALS

- To communicate clearly, directly, and with authority but also politely, even when dealing with different situations as cabin crew or pilots.
- To avoid confusion over numbers, use of non-standard phraseology, and misunderstandings over technical vocabulary and jargon.
- To be knowledgeable on the terms related to aircraft performance, navigation, weather, and various aviation systems and instruments.
- To enhance English language proficiency in four macro skills and the usage of English in both oral and written communication.

HLA LEVEL	CEFR LEVEL	DESCRIPTION
10	C2	Proficient
9	C1	Advanced
8	B2+	Upper Intermediate
7	B2	Upper Intermediate
6	B1+	Intermediate
5	B1	Intermediate
4	A2+	Pre-Intermediate
3	A2	Elementary
2	A1+	Elementary
1	A1	High Beginner
0.5	PA+	Middle Beginner
0	PA	Low Beginner

## RECOMMENDED FOR

- An 8-week thorough program that enhances students' English language proficiency as a vital component in aviation.
- Aspiring aviation students or professionals who understand the importance of effective communication in this industry.
- Students who are interested to learn about aviation.

PERIOD	TIME	CLASS TYPE	SUBJECT
	7:45 - 8:05	Vocabulary Test	
1st	8:10 - 9:00	One to One	Career Focus
2nd	9:05 - 9:55	Group Class	General Skills
3rd	10:05 - 10:55	One to One	Writing
4th	11:00 - 11:50	Group Class	Listening
	11:50 - 13:00	Lunch time	
5th	13:00 - 13:50	One to One	Reading
6th	13:55 - 14:45	Group Class	Pronunciation
7th	14:50 - 15:40	One to One	Speaking
8th	15:45 - 16:35	Group Class	Vocabulary
9th	16:40 - 17:30	Optional Class	Essay Writing/ Music Class

# 04

# HLA ENGLISH COURSES



With the advancement of the IT industry, innovations are always updated. HLA's IT English course focuses on building excellent English language proficiency in Information Technology (IT), Computer Science (CS), or any IT-related field. This course will further enhance one's ability to understand oral and written English in the IT field.

### 1:1 CLASS

3 classes (50 mins per class)

### GROUP CLASS

3 classes (50 mins per class)

### OPTIONAL CLASS

1 Essay Writing or Music Class

## LEARNING GOALS

- To learn English efficiently and achieve the industry's requirements.
- To enhance English proficiency not only in communication but also in this field of study.
- To increase vocabulary power in information technology, or in any IT-related profession.

## RECOMMENDED FOR

- An 8-week in-depth study program that enhances students' language proficiency in English as a principal component in Information Technology, Computer Science, or Programming.
- Aspiring IT students or professionals who understand the importance of effective communication in this industry.
- Students who are interested in learning about English used in the IT field of study.

HLA LEVEL	CEFR LEVEL	DESCRIPTION
10	C2	Proficient
9	C1	Advanced
8	B2+	Upper Intermediate
7	B2	Upper Intermediate
6	B1+	Intermediate
5	B1	Intermediate
4	A2+	Pre-Intermediate
3	A2	Elementary
2	A1+	Elementary
1	A1	High Beginner
0.5	PA+	Middle Beginner
0	PA	Low Beginner

PERIOD	TIME	CLASS TYPE	SUBJECT
	7:45 - 8:05	Vocabulary Test	
1st	8:10 - 9:00	One to One	Career Focus
2nd	9:05 - 9:55	Group Class	General Skills
3rd	10:05 - 10:55	One to One	Writing
4th	11:00 - 11:50	Group Class	Listening
	11:50 - 13:00	Lunch time	
5th	13:00 - 13:50	One to One	Reading
6th	13:55 - 14:45	Group Class	Pronunciation
7th	14:50 - 15:40	One to One	Speaking
8th	15:45 - 16:35	Group Class	Vocabulary
9th	16:40 - 17:30	Optional Class	Essay Writing/ Music Class

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# 04

# HLA ENGLISH COURSES



This Police English course is designed to equip law enforcement professionals with the linguistic tools necessary to navigate the complexities of their roles, ensuring effective communication in a variety of policing scenarios.

4 weeks and up in-depth study program that enhances students' language proficiency in English as a principal component.

**1:1 CLASS**  
4 classes (50 mins per class)

**GROUP CLASS**  
4 classes (50 mins per class)

**OPTIONAL CLASS**  
1 Essay Writing or Music Class

## LEARNING GOALS

- To develop clear and precise verbal and written communication skills essential for conveying information accurately in diverse policing scenarios.
- To equip detectives and investigators with the language skills necessary for conducting interviews, interrogations, and documenting findings during criminal investigations.
- To promote positive interactions with the community by providing the tools to build trust, address concerns, and engage in community policing initiatives effectively.

HLA LEVEL	CEFR LEVEL	DESCRIPTION
10	C2	Proficient
9	C1	Advanced
8	B2+	Upper Intermediate
7	B2	Upper Intermediate
6	B1+	Intermediate
5	B1	Intermediate
4	A2+	Pre-Intermediate
3	A2	Elementary
2	A1+	Elementary
1	A1	High Beginner
0.5	PA+	Middle Beginner
0	PA	Low Beginner

## RECOMMENDED FOR

- Law enforcement professionals who want to enhance their English language proficiency to better communicate in various policing contexts. For better results, an 8-week course is highly recommended.
- Aspiring police and professional police for whom English is not their first language and who seek to improve their language skills to perform their law enforcement duties more effectively.
- Non-English speakers undergoing initial training or entering the law enforcement field who can benefit from foundational language skills tailored to the demands of policing.

PERIOD	TIME	CLASS TYPE	SUBJECT
	7:45 - 8:05	Vocabulary Test	
1st	8:10 - 9:00	One to One	Career Focus
2nd	9:05 - 9:55	Group Class	General Skills
3rd	10:05 - 10:55	One to One	Writing
4th	11:00 - 11:50	Group Class	Listening
	11:50 - 13:00	Lunch time	
5th	13:00 - 13:50	One to One	Reading
6th	13:55 - 14:45	Group Class	Pronunciation
7th	14:50 - 15:40	One to One	Speaking
8th	15:45 - 16:35	Group Class	Vocabulary
9th	16:40 - 17:30	Optional Class	Essay Writing/ Music Class

# 04

# HLA ENGLISH COURSES



Family Course is designed for parents and children aged 5 to 16 come to study in a non peak season. The course is a fantastic opportunity for parents and their children to bond, learn a new skill, make new friends from all over the world and visit a country that they have possibly never been to before.

### 1:1 CLASS

3 classes (50 mins per class)

### GROUP CLASS

3 classes (50 mins per class)

### OPTIONAL CLASS

1 Essay Writing or Music Class

### LEARNING GOALS

- To satisfy student's curiosity in English as a second language.
- To draw out maximum potential of the students in four macro-skills and usage of English in order to confidently use the language in both oral and written communication.

### RECOMMENDED FOR

- A minimum of 1 week English study program for both the parents and their children to learn together and be able to grasp the complexity of the English language.

- Children who have breaks between semesters, especially those who attend international schools to improve their English skills and to experience an independent life.
  - Children accompanied by their parents, want to feel secure and comfortable to study and have fun where they can improve their English and keep a lot of memories with their children.
- Parents get in touch and choose suitable courses for their children not only in summer but all throughout the year as well.
- Spend more time traveling to Cebu after classes.

HLA LEVEL	CEFR LEVEL	DESCRIPTION
10	C2	Proficient
9	C1	Advanced
8	B2+	Upper Intermediate
7	B2	Upper Intermediate
6	B1+	Intermediate
5	B1	Intermediate
4	A2+	Pre-Intermediate
3	A2	Elementary
2	A1+	Elementary
1	A1	High Beginner
0.5	PA+	Middle Beginner
0	PA	Low Beginner

PERIOD	TIME	CLASS TYPE	SUBJECT
	7:45 - 8:05	Vocabulary Test	
1st	8:10 - 9:00	One to One	Speaking
2nd	9:05 - 9:55	One to One	Writing
3rd	10:05 - 10:55	Group Class	Listening
4th	11:00 - 11:50	Free Period	
	11:50 - 13:00	Lunch time	
5th	13:00 - 13:50	Free Period	
6th	13:55 - 14:45	Group Class	Pronunciation
7th	14:50 - 15:40	One to One	Reading
8th	15:45 - 16:35	Group Class	General Skills
9th	16:40 - 17:30	Optional Class	Essay Writing/ Music Class

# 04

# HLA ENGLISH COURSES



TOEIC Course is designed to make students become familiar with the TOEIC format and achieve their desired score through training, classes, and an array of sample tests. Students are taught common vocabulary and sentence patterns used in the official TOEIC examinations. Additionally, students are also equipped with test-taking strategies for each language skill, especially on time management while taking the test.

**1:1 CLASS**  
4 classes (50 mins per class)

**GROUP CLASS**  
4 classes (50 mins per class)

**OPTIONAL CLASS**  
1 Essay Writing or Music Class

## LEARNING GOALS

- To master eloquence and foster confidence in English both oral and written communication.
- To develop test-taking strategies that aid in achieving the student's target score.
- To give students a chance to systematically practice the skills to be successful in the TOEIC test and improve the overall knowledge not only of four macro skills but also the usage of English.

## RECOMMENDED FOR

- Students who want to enter universities or work internationally that require a specific TOEIC score.
- Job seekers who are targeting positions in high-ranking companies, as well as workers who aim for a job promotion.
- Students who intend to master their English language abilities in a professional environment.

HLA LEVEL	CEFR LEVEL	DESCRIPTION
10	C2	
9	C1	945 - 900
8	B2+	785 - 935
7	B2	
6	B1+	550 - 775
5	B1	
4	A2+	225 - 540
3	A2	
2	A1+	120 - 215 Advised to study General English Course
1	A1	
0.5	PA+	Advised to study General English Course
0	PA	

PERIOD	TIME	CLASS TYPE	SUBJECT
	7:45 - 8:05		Vocabulary Test
1st	8:10 - 9:00	Group Class	TOEIC Listening
2nd	9:05 - 9:55	One to One	Listening Analysis
3rd	10:05 - 10:55	One to One	TOEIC Reading
4th	11:00 - 11:50	One to One	Reading Analysis
	11:50 - 13:00		Lunch time
5th	13:00 - 13:50	Group Class	TOEIC Vocabulary
6th	13:55 - 14:45	Group Class	Pronunciation
7th	14:50 - 15:40	Group Class	General Skills
8th	15:45 - 16:35	One to One	TOEIC Grammar
9th	16:40 - 17:30	Optional Class	Essay Writing/ Music Class

- Failure to reach 400 will not be able to study the TOEIC course but can be enrolled in the TOEIC preparatory course which has 05 one-to-one TOEIC classes and 03 General English group classes.
- When students get 400 scaled scores for two consecutive Mock Tests, they will automatically join TOEIC group classes.



# 04

# HLA ENGLISH COURSES



International English Language Testing System – is a certificate necessary for people planning to study abroad at the undergraduate and postgraduate levels in an English-only program or to settle abroad. IELTS preparation course at HLA with equal understanding of all four IELTS exam skills: listening, speaking, reading, and writing. Furthermore, the course provides students with grammar exercises and vocabulary expansion, which are co-applied in daily conversation so that students may use English confidently and fluently in life, study, and work.

**1:1 CLASS**  
3 classes (50 mins per class)

**GROUP CLASS**  
3 classes (50 mins per class)

**OPTIONAL CLASS**  
1 Essay Writing or Music Class

## LEARNING GOALS

- To ensure students have visible improvement in IELTS.
- To enhance test-taking abilities, especially on time management.
- To learn the fundamental strategies for all macro skills to achieve the target band score in IELTS.

## RECOMMENDED FOR

- A 12-week comprehensive study program to achieve students' target band score.
- Non-native English speakers who want to polish their IELTS test
- Learners from different parts of Asia who wish to study or work abroad.

COMMON EUROPEAN FRAMEWORK OF REFERENCE (CEFR)		
HLA LEVEL	CEFR LV	IELTS BAND SCORE
Basic User	A1	
Basic User	A2	3 - 3.5
Independent	B1	4.0 - 4.5 - 5.0
Independent	B2	5.5 - 6.0 - 6.5
Proficient	C1	7.0 - 7.5 - 8.0
Proficient	C2	8.5 - 9.0

PERIOD	TIME	CLASS TYPE	SUBJECT
	7:45 - 8:05	Vocabulary Test	
1st	8:10 - 9:00	One to One	IELTS Reading
2nd	9:05 - 9:55	Group Class	IELTS Listening
3rd	10:05 - 10:55	One to One	IELTS Speaking
4th	11:00 - 11:50	Group Class	General Skills
	11:50 - 13:00	Lunch time	
5th	13:00 - 13:50	One to One	IELTS Writing
6th	13:55 - 14:45	One to One	IELTS Grammar
7th	14:50 - 15:40	One to One	General Skills
8th	15:45 - 16:35	Group Class	IELTS Vocabulary
9th	16:40 - 17:30	Optional Class	Essay Writing/ Music Class

- Classes will be available for all students with a band score of 4.0 on the Entrance Test.
- Failure to reach a band score of 4.0 will not be able to study the REGULAR IELTS Course.
- If the student really wanted to pursue studying IELTS but failed to reach an average band score of 4, a Pre-IELTS course is available if the student gets at least an average band score of 3.5 where group classes are joined with the General English Course students.

# 04

# HLA ENGLISH COURSES

## WINTER CAMP

The Winter camp program at HLA English School is usually held every winter, from December to January, with students from many countries, such as Mongolia, China, Taiwan, and Russia.

Happy Learning Academy was established with the goal of teaching English to students from different countries in Cebu, Philippines to study, exchange cultures and explore this beautiful island. A friendly, fun and comfortable environment has always been something that HLA aims for and maintains.

In winter camp 2023, HLA offers a short-term English learning program that includes fun and travel for children. Children will learn how to live in a collective environment, as well as how to adjust to varied cultures, lifestyles and personalities. Through that, children can become more autonomous while simultaneously enjoying time with their families.

1 <sup>st</sup> WEEK						
SUN	MON	TUE	WED	THU	FRI	SAT
Arrival at School 	Entrance test/ Orientation 	Welcome Party 	1:1 Class 	Swimming Class 	Group Class 	Jpark/Solea Resort 
2 <sup>nd</sup> WEEK						
SUN	MON	TUE	WED	THU	FRI	SAT
Sport Competition 	1:1 Class 	Group Class 	Table Tennis 	Zumba Class 	Group Class 	Cebu Safari 
3 <sup>rd</sup> WEEK						
SUN	MON	TUE	WED	THU	FRI	SAT
Hygiene Check 	1:1 Class 	Group Class 	Music Class 	Sport Class 	Group Class 	Oslob Island 
4 <sup>th</sup> WEEK						
SUN	MON	TUE	WED	THU	FRI	SAT
Shopping 	Speech Training 	Group Class 	1:1 Class 	Group Class 	Graduation Ceremony 	Go Home 

# 04

# HLA ENGLISH COURSES

## SUMMER CAMP

The Summer camp program at HLA English School is usually held every summer from May to August with students from countries such as Vietnam, Mongolia, China, Taiwan, Omani, and Russia.

Our mission at HLA Summer Camp is simple yet profound to create an environment where children aged 6 to 16 not only study English but also thrive, build friendships, and experience the joys of summer camp in a safe and supportive setting.

With highly qualified teachers, a wide range of language programs, and a vibrant cultural setting, it is an ideal destination for language learners. Beyond the classroom, students can explore the rich history, diverse culture, and natural beauty of the Philippines. Whether for academic, professional, or personal growth, studying English in the Philippines promises a transformative and enjoyable journey.

1 <sup>st</sup> WEEK						
SUN	MON	TUE	WED	THU	FRI	SAT
Arrival at School 	Entrance test/ Orientation 	Welcome Party 	1:1 Class 	Swimming Class 	Group Class 	Jpark/Solea Resort 
2 <sup>nd</sup> WEEK						
SUN	MON	TUE	WED	THU	FRI	SAT
Sport Competition 	1:1 Class 	Group Class 	Table Tennis 	Zumba Class 	Group Class 	Cebu Safari 
3 <sup>rd</sup> WEEK						
SUN	MON	TUE	WED	THU	FRI	SAT
Hygiene Check 	1:1 Class 	Group Class 	Music Class 	Sport Class 	Group Class 	Oslob Island 
4 <sup>th</sup> WEEK						
SUN	MON	TUE	WED	THU	FRI	SAT
Shopping 	Speech Training 	Group Class 	1:1 Class 	Group Class 	Graduation Ceremony 	Go Home 

Happy Learning Academy | [www.hla.asia](http://www.hla.asia) **17**

**LanguageCourse<sup>net</sup>** Book at worldwide lowest price at: <https://www.languagecourse.net/school-happy-learning-academy-cebu-city.php3>

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# 05

# TUITION FEE TABLE 2024

## A. HAPPY LEARNING ACADEMY TUITION FEE 2024

Unit: Us Dollar

COURSE	Room Type	Dormitory Fee	Tuition Fee	4 weeks	8 weeks	12 weeks	16 weeks	20 weeks	24 weeks
LIGHT GENERAL ENGLISH	Single	1,300	800	2,100	4,200	6,300	8,400	10,500	12,600
	Single/Deluxe Double	1,100		1,900	3,800	5,700	7,600	9,500	11,400
	Double	950		1,750	3,500	5,250	7,000	8,750	10,500
	Triple	800		1,600	3,200	4,800	6,400	8,000	9,600
	Deluxe Quad/Family	900		1,700	3,400	5,100	6,800	8,500	10,200
	Quad	700		1,500	3,000	4,500	6,000	7,500	9,000
	Sixth	650		1,450	2,900	4,350	5,800	7,250	8,700
GENERAL ENGLISH	Single	1,300	900	2,200	4,400	6,600	8,800	11,000	13,200
	Single/Deluxe Double	1,100		2,000	4,000	6,000	8,000	10,000	12,000
	Double	950		1,850	3,700	5,550	7,400	9,250	11,100
	Triple	800		1,700	3,400	5,100	6,800	8,500	10,200
	Deluxe Quad/Family	900		1,800	3,600	5,400	7,200	9,000	10,800
	Quad	700		1,600	3,200	4,800	6,400	8,000	9,600
	Sixth	650		1,550	3,100	4,650	6,200	7,750	9,300
CAREERS ENGLISH • IT • AVIATION • BUSINESS • MEDICAL • POLICE	Single	1,300	950	2,250	4,500	6,750	9,000	11,250	13,500
	Single/Deluxe Double	1,100		2,050	4,100	6,150	8,200	10,250	12,300
	Double	950		1,900	3,800	5,700	7,600	9,500	11,400
	Triple	800		1,750	3,500	5,250	7,000	8,750	10,500
	Deluxe Quad/Family	900		1,850	3,700	5,550	7,400	9,250	11,100
	Quad	700		1,650	3,300	4,950	6,600	8,250	9,900
	Sixth	650		1,600	3,200	4,800	6,400	8,000	9,600
IELTS TOEIC	Single	1,300	1,020	2,320	4,640	6,960	9,280	11,600	13,920
	Single/Deluxe Double	1,100		2,120	4,240	6,360	8,480	10,600	12,720
	Double	950		1,970	3,940	5,910	7,880	9,850	11,820
	Triple	800		1,820	3,640	5,460	7,280	9,100	10,920
	Deluxe Quad/Family	900		1,920	3,840	5,760	7,680	9,600	11,520
	Quad	700		1,720	3,440	5,160	6,880	8,600	10,320
	Sixth	650		1,670	3,340	5,010	6,680	8,350	10,020
FAMILY	2 pax with Double room		1,000	3,900	7,800	11,700	<b>NOTE:</b> - Children below 15 years old. - 3 one-to-one classes, 3 group classes, 1 music or essay writing. - Enrollment, Local and Activity fees are not included. - Additional 100USD per 4 weeks with IELTS course.		
	3 pax with Triple room			5,400	10,800	16,200			
	4 pax with Quad room			6,800	13,600	20,400			
	5 pax with Sixth room			8,250	16,500	24,750			

👉 Enrollment Fee: 100\$.

\* Students aged 16+ to 18 will be charged 100 USD/ 4 weeks for minor care charge (Pay at school).

# 05

# TUITION FEE TABLE 2024

## B. ESTIMATED LOCAL PAYMENTS

Unit: Philippine Peso

			4 weeks	8 weeks	12 weeks	16 weeks	20 weeks	24 weeks
Visa	x	x	none	4,130	9,530	12,960	16,390	19,820
SSP	6,800	Valid for 6 months	6,800	6,800	6,800	6,800	6,800	6,800
I-CARD	3,500	Stay more than 59 days"	none	none	3,500	3,500	3,500	3,500
Water Fee	1,000	4 weeks	1,000	2,000	3,000	4,000	5,000	6,000
Picture & Student ID	300	1 time	300	300	300	300	300	300
Deposite	2,000	Refundable	2,000	2,000	2,000	2,000	2,000	2,000
Service Charge	3,000	4 weeks	3,000	6,000	9,000	12,000	15,000	18,000
Books (7 books)	x	x	3,000	3,000	3,000	3,000	3,000	3,000
<b>TOTAL</b>			<b>16,100</b>	<b>24,230</b>	<b>37,130</b>	<b>44,560</b>	<b>51,990</b>	<b>59,420</b>

\* Additional books depend on the price.

\* Local Payments (not including the electricity fee) can be changed immediately depending on the government announcement.

## C. ELECTRICITY FEES

Unit: Philippine Peso

ROOM TYPE	Quad Room	Sixth Room	Deluxe Quad/ Family/ Triple Room	Double Room	Deluxe Double Room	Single
Electricity Fee	2,000	2,500	3,000	4,000	4,500	5,000

\* Electricity costs will be calculated based on the type of room that the student registers per 4 weeks. Over using will be charged 19 PHP/kWh.

## D. OTHER VISA FEES

Unit: Philippine Peso

Our visa extension fee regulation for Hongkonger, Chinese and Taiwanese who need to extend their visa as follows:

PERIOD	1st - 7 days	2nd - 29 days	3rd - 30 days
Extension Fee	4,130	4,130	8,640 (including I-CARD)

\* For Taiwanese with 30 days E-VISA | 59 days VISA, the first extension is 5,140PHP and I-CARD 3,500PHP.

## E. ADDITIONAL CHARGES

Unit: Philippine Peso

Students are required to notify in advance if they plan to stay at the school or if they want to travel after checking out. The cost of staying includes meals, which are priced at:

ROOM TYPE	Triple/Quad/Sixth Room	Deluxe Quad/ Double/Family Room	Deluxe Double Room	Single Room
Person/Night	1,500	2,000	2,500	3,000

\* Students are responsible for keeping track of their visa expiration dates and paying the visa extension fees (if applicable).

# 06

## SERVICES & FACILITIES

HLA strives to provide a variety of services and amenities at the school in order for learners to focus on their studies while also appreciating their time in the Philippines.

### HLA SUPPORTING STAFF

Staff that serves a vital role at HLA; monitors, maintains, and repairs dormitory equipment regularly and when students require assistance. Filipino staff in the school to guide and help children whenever they need assistance.



01



02

### 24/24 SECURITY

Safety is one of the top priorities of HLA for the student's and staff, thus 24/24 security is provided by the school.

### AIRPORT PICK UP

HLA will connect with students and pick up students free at the airport provided that students provide information about a 2-week advance flight for school. This reduces sensation anxiety, stress for students before flying. Pick up students according to the school's schedule with trusted staff in charge.



03



04

### SELF-COOKING AREA

HLA has developed a place where students may cook home-flavored meals to introduce to friends from other countries or just want to gather with friends without having to go far. However, students need to register first with the staff in-charge in order to be listed and assisted when needed.

### LAUNDRY AND CLEANING

Students' clothes are washed free of charge by HLA staff. The school also provides washing machines for students to use on their own and staff will be available to assist students in drying the clothes. Students' rooms are cleaned according to the school's weekly schedule. However, students are encouraged to observe common cleanliness most especially those who are in shared dormitories.



05

# 06

## SERVICES & FACILITIES

### H-MART

H Mart is a convenience store inside the campus selling essential products such as shampoo, shower gel, snacks, and more. Students can also find their favorite snacks: dried mango, shrimp noodles, chocolate, and more. Students can enjoy the variety of snacks and beverages that our H-Mart can offer.



06



07

### H-CARE 24/7

A support system wherein a crew of staff is operating diligently 24/7 inside the school to help students with all of their needs such as damage in the room, going to the hospital, assisting in receiving parcels and the like.

### H-CAFÉ

With the academy's natural advantage, HLA has designed an alfresco cafe where students can buy popular drinks such as coffee, smoothies, juices, ice cream, and more.



08



09

### H-SPORT

HLA is a large campus with several integrated facilities: swimming pool, basketball court, outdoor gym area, and mini golf where students can relax mentally and physically. Students' are free to utilize the facilities as long as they comply with each facility's guidelines.

### BORROWING BICYCLES

HLA provides free bicycles for students who want to ride or do exercise after studying time. It helps students to strengthen their health during studying in HLA. Students must register with HLA guard if they want to borrow bicycles and return them after using.



10

# 07

# IMPORTANT CONSIDERATIONS



## 01

### AIRLINE SELECTION

Currently, there is no direct flight from Vietnam to Cebu, students need to transit in Manila and take a connecting flight to Cebu, both routes do not exceed 5 hours air travel. Students are free to select their airline as there are several airlines available, including Cebu Pacific, Philippine Airlines, Airasia, EVA, Scoot, and TigerAir; Cebu Pacific and Philippine Airlines offer various routes to Cebu with flexible time frames.

## 02

### WHAT DAY SHOULD STUDENTS COME TO SCHOOL?

HLA's courses all begin on Monday and end on Friday, hence it is most reasonable for students to plan their schedules and travel tickets to come on Sunday and leave on Saturday, since this does not affect the amount of visa extension days (if any).

## 03

### INTERNATIONAL INSURANCE

International insurance costs from 35-55 USD / month, but the benefits of medical treatment abroad are quite high. In case of medical intervention, students will avoid financial pressures because medical costs in the Philippines for foreigners are very expensive.

## 04

### PHP CURRENCY - PESO

The Philippine currency is peso. Students should not be concerned since, being a tourist location, commercial establishments can easily convert foreign cash. The current exchange rate is 1 Peso = 422.17 VND and 1 Peso = 0.018 USD.

## 05

### CULTURE AND RELIGION

Having been a Spanish and American colony for a long time, the culture of the Philippines has the intersection of East and West. Cebu in particular is considered an important cultural center of the Philippines, imprinted with Spanish and Roman Catholic imprints. More than 85% of people are Catholic Protestantism and Protestantism, about 15% are Muslim. You can visit, admire a lot of churches in Cebu with hundreds of years of history and unique ancient architecture.

## 06

### CUISINE

The Philippines is located in Southeast Asia, so rice is the main staple food of the country. Most of the food is processed with heavy fats which reduces the sweet side that makes it difficult for vegetarians and those who follow a special diet (Eat clean, Low Carb...) Furthermore, Cebuano food is diversified if you enjoy local cuisine and are not afraid to try new dishes. Try the greatest Cebuano foods, such as lechon (roasted pig), sisig (made from head meat, ears, and pig's tongue), and sinigang (seafood sour soup). There are also a wide array of international restaurants in the streets for you to choose from (Korean, Japanese and Western cuisines).



**07****PACKING**

- Documents: Passport valid for more than 6 months | Admission Letter | Tuition notice letter
- Save in phone: Roundtrip airfare | Philippine Medical Declaration English - Vietnamese Dictionary | Covid-19 vaccination confirmation.
- Clothing: Since the temperature in the Philippines is hot all year, please dress in cool, comfortable, and absorbent clothing. If you are prone to being cold from the air conditioners, bring a jacket to wear on the plane or in the classroom. HLA encourages students to bring swimwear and take advantage of the marine activities available in Cebu, such as surfing, scuba diving to see corals, waterfall jumping, and so on. This is an experience you will just not experience elsewhere.
- Medicine: Bring specific medications if you have a chronic illness, such as a couple common medicines for fever, stomachache, headache, and diarrhea. Given that in the Philippines, you must have a doctor's prescription if you wish to buy medicines.
- Others: hats, brushes, toothpaste, shower gel, shampoo (if luggage is limited in weight, you can buy at the school convenience store; towels, water bottles, pens, notebooks (1-2 books).

**08****TRANSPORTATION**

- Jeepney: Jeepney is the most common mode of transportation in the island. This brightly decorated vehicle became the symbol of the Philippines. You can catch a jeepney at a cheap fare (from Php 8.00-20.00) for short trips. This is a convenient means of transportation that is worth experiencing. Moreover, when traveling by public transport, you should always pay attention with your bags and personal belongings.
- Tricycle: This is a type of three-wheeled motorbike that is specifically built to transport baggage or passengers. A tricycle can transport 5-6 persons for 10-20 pesos per leg. Like the Tuktuk automobile that people in Thailand still hear while walking around the corner.
- Buses: Buses are becoming increasingly popular for long-distance travel in the Philippines. There is air conditioning and numerous routes that operate constantly, making this a cost-effective (45 to 80 pesos) and student-friendly choice.
- Taxi: There are two types of taxis: yellow and white. Yellow cabs have higher fees and are less popular. White cabs start at 40 pesos, while yellow taxis start at 70 pesos. Apart from that, always ride with a meter and pay attention if there is an anomaly.

**09****INTERNET IN THE PHILIPPINES**

The internet speed in the Philippines is poor, and the cost is not cheap. HLA has a wifi system however, when lots of people access it so the connectivity will be limited. Consequently, only a few places in the Philippines have wifi; students can opt to buy a SIM card from Globe or Smart and load the card. Students are advised to register for internet service packages that are faster than wifi and more convenient. A one (1) month subscription ranges from Php 400 or more depending on the students' needs.

**10****CLIMATE IN CEBU: RANGES FROM 24 TO 34°C**

Cebu experiences high temperatures all year round. The rainy season lasts from 6-12 months. The dry season lasts from January-May. Dubbed as the Southern Queen of the Philippines, Cebu is less affected by tropical storms with relatively stable weather. During the rainy season, the temperature and air are somewhat more sultry due to the rains falling quickly with intensity, then the sun reappears. In the dry season the temperature drops 2-3 degrees below the average temperature, there will still be rain but not much.

**11****TIME ZONE DIFFERENCE: GMT+8**

Vietnam and the Philippines are one hour ahead of each other; if it is 9 a.m. in Vietnam, it is 10 a.m. in the Philippines. This difference does not really affect students' biological clocks too much, helping them quickly adapt to learning and activities at school.

**12****LANGUAGE**

English is the Philippines' second language, and it is utilized in their educational system, institutions, government, and media, which helps the country sustain its use. This country has about 170 different dialects, with Tagalog and Cebuano being the most generally spoken in casual communication. Both Filipino and English are used in formal situations and education.

# 07

# GENERAL PROVISIONS

01

## GENERAL PROVISIONS

1. It is strictly forbidden to use and carry alcoholic beverages, banned substances (drugs, ecstasy...), weapons (knives, guns, swords...) causing fire or any hazardous objects entering the school.
2. Theft, vandalism, racism, color, and violence are strictly prohibited.
3. Respect each person's personal differences, personal life, avoid asking and participating in discussions of delicate issues.
4. Do not bring friends, relatives or any guests into the school without the consent of the management.
5. If you lose your room key, immediately notify the staff in charge and pay for the new one.
6. Students are not allowed to bring cafeteria utensils, Hmart (spoons, forks, spoons, bowls...) out of this area.
7. In addition to electrical appliances in the room, students are prohibited from bringing in and using other electrical appliances (rice cookers, electric stove...). Students will be responsible if there is a fire, the costs of using it that exceed the amount of electricity.
8. Always be punctual in all classrooms so as not to disturb teachers and classmates.
9. Always respect the teacher and classmates, adhere to the arrangement of the classroom teacher.
10. Smoking at the right place prescribed by HLA, cases of smoking outside the specified area are fined (2000 pesos per visit).
11. Students are not allowed to arbitrarily change or move furniture and equipment in dorm rooms.
12. Students stay in the prescribed room, do not arbitrarily change rooms without the consent of the manager.
13. It is strictly forbidden for other friends to enter the room regardless of whether they are of the same or opposite sex.
14. Students are responsible for their own safety and responsibility for their personal property.
15. Keep quiet from 23h, after 00:00 MN students are prohibited to leave from their room (except in case of emergency), and shall not gather or work making noise in all areas of the school.
16. Students are not allowed to leave the school during the class period (07:45 - 17:30). Except for emergencies issued or for a good reason (visa interview, hospital visit...)
17. School curfew is 00:00 MN.
18. Students are allowed to leave school after class if they complete the vocabulary test every morning and must return to school before the 00:00 MN curfew.
19. Students are allowed to stay off campus on Friday, Saturday and public holidays if there is no class the next day. Students must fill out an application to travel and take responsibility for what happens during their time outside the school. This application must be submitted to the officer in charge by 17:00 on Friday. Once the

- student has completed the travel application form, students must observe the school's curfew and not return to school between 00:00 MN to 6:00 the next day.
20. It is strictly forbidden to run, dive and take dangerous actions at the pool. All students are required to wear swimwear when using the pool.
21. It is strictly forbidden to climb school gates, fences, balconies, roofs or other dangerous acts
22. Please notify immediately to be isolated if you have infectious diseases: covid, chickenpox, measles.
23. In case of emergency, HLA has the authority to notify parents and study abroad consulting firms on the student's learning situation.
24. HLA staff, management and security guards will regularly go for inspections to ensure the safety of all areas at the school, when caught in case of violation, employees have the right to take photos (photos)/videos/recordings as evidence.
25. Students must comply with the laws of the Philippines.
26. The cafeteria serves a buffet model, so students should note that they get enough meals for themselves, students will be fined 100 pesos per time if more than 300 grams of food is left behind.



## 02

### COURSE CHANGE RULES

1. Students have the right to request to change courses during their time at HLA.
2. Please notify academic staff during office hours and fill out a course change form.
3. After the student confirms the course change, the academic department staff will announce the entrance exam schedule. For IELTS, TOEIC, TOEFL courses, students need to achieve a certain entry score to be able to successfully change courses.
4. After passing the entrance exam, students will be enrolled in the waiting list and asked to pay the difference between the 2 courses (if any).
5. HLA does not refund the difference between 2 courses if the new course has a lower tuition fee than the old course.
6. HLA does not commit to a timeout to change the courses.

## 03

### REGULATIONS WHEN REGISTERING, REFUNDING AND CANCELING THE COURSE

1. Students are allowed to change classes only if they can provide valid justification.
2. Students who've already changed classes are unable to return to their previous classrooms or teachers.
3. If students wish to change classes, students must inform the staff in charge and be placed on a waiting list; the new class schedule will be announced and effective as of Monday of the following week.

#### \*IN CASE OF CANCELLATION OF THE COURSE BEFORE ADMISSION:

- 4 weeks before admission date: Full tuition and dormitory fees, except registration fee.
- 3 weeks before admission date: 90% refund of tuition and dormitory fees, except registration fee.
- 2 weeks before admission date: 80% refund of tuition and dormitory fees, except registration fee.

#### \*IN CASE OF CANCELLATION OF THE COURSE AFTER ADMISSION:

- When students have completed 25% of the total course: 60% refund of tuition and dormitory fees.
- When students have completed 26% to 50% of the course: Refund 50% of tuition and dormitory fees.
- When students have completed 51% of the course: Tuition and dormitory fees are non-refundable.

\*NOTE: HLA refunds the remaining course tuition fee based on units divisible by 4.

- Students who register for 4 weeks will not refund tuition fees after admission.
- Local fees are 100% refundable based on the time the student leaves the school.
- Students who change courses after admission will not refund the difference between 2 courses.

## 04

### PUBLIC HOLIDAYS IN THE PHILIPPINES

1. School holidays and public holidays will follow the Philippine government's public holiday schedule.
2. On these days there will be no classes and there will be no compensatory classes.

## 05

### ATTENDANCE REGULATIONS

1. Students who are absent from 20% or more of the total course will not receive a certificate of completion.
2. Students who are absent from 50% or more will be expelled without refund.
3. For students who need to be isolated because of infectious diseases such as red eye, chickenpox ... HLA will not pursue points attendance.

## 06

### REGULATIONS FOR CLASS CHANGE

1. Students are allowed to change classes only if they can provide valid justification.
2. Students who've already changed classes are unable to return to their previous classrooms or teachers.
3. If students wish to change classes, students must inform the staff in charge and be placed on a waiting list; the new class schedule will be announced and effective as of Monday of the following week.

## 07

### SERIOUS VIOLATIONS RESULT IN NON-REFUNDABLE EXPULSION

1. Conduct against the regulations and with HLA employees.
2. Spreading false rumors that affect HLA's reputation, slandering, fabricating, enticing other practitioners protests.
3. Intentionally destroying the property of HLA and other students, committing any acts that affect other staff and students.
4. Quarrels, fights, or acts of physical and emotional violence against HLA staff, teachers, and students.
5. Organizing and participating in betting and gambling in all forms.
6. Use of banned substances on school campuses.
7. It is strictly forbidden to have sex in the school (unless students register to share a room before admission).
8. Students violate HLA regulations repeatedly.

## 08

### LAUNDRY REGULATIONS

1. HLA does free laundry for students. Students also can use the school's washing machine for washing.
2. HLA has a fixed bedding change schedule every two weeks, in case students get dirty or want to change earlier. Students will be fined an additional fee of Php 200 per change, if the laundry is not clean, the student will need to compensate for the product (for example, until the period of menstruation or pouring ink on bedsheets)

## 09

### HOUSEKEEPING RULES

1. HLA has a housekeeping schedule once a week.
2. Housekeeping staff will not clean personal cabinets, students' desks
3. Tell the housekeeping staff if you do not want to change the bed sheets or want to change them sooner as needed individually.
4. Ask students to preserve their own personal property.

# 08

## HLA'S DORMITORY

# SINGLE ROOM

**CAPACITY** 01 person

Note: This single room can be used as a couple room for couples (2 people).

**DESCRIBE**

The room includes:



01 King bed



01 closet



01 desk



01 separated toilet and bathroom



Suitable for one person or a couple

# 08

# HLA'S DORMITORY

## DOUBLE ROOM

**CAPACITY** 02 persons

### DESCRIBE

The room includes:



02 single beds



02 closets



01 big desk for  
02 persons



01 separated toilet  
and bathroom



Suitable for  
two persons

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 +48 223 988 072

# 08

## HLA'S DORMITORY

# DELUXE DOUBLE

**CAPACITY** 02 persons

The master room includes 02 single rooms and 01 shared toilet/ bathroom.

**DESCRIBE**

Each room includes



01 single bed



01 closet



01 desk



shared 01 separated toilet and bathroom together



Suitable for two persons

# 08

# HLA'S DORMITORY

## TRIPLE ROOM

**CAPACITY** 03 persons

**DESCRIBE**

The room includes:



03 single beds



03 closets



01 big desk for  
03 persons



01 separated toilet  
and bathroom



Suitable for  
three persons

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# 08

# HLA'S DORMITORY

## QUAD ROOM

**CAPACITY** 04 persons

### DESCRIBE

The room includes



02 bunk beds



04 closets



02 big desks for 04 persons



shared 01 separated toilet and bathroom together



Suitable for four persons



# 08

# HLA'S DORMITORY

## DELUXE QUAD

**CAPACITY** 04 persons

The master room includes 02 double rooms and 01 shared toilet/ bathroom.

**DESCRIBE**

Each room includes



02 single beds



01 closet



01 desk



02 single rooms shared 01 separated toilet and bathroom together



Suitable for four persons

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# 08

# HLA'S DORMITORY

## SIXTH ROOM

**CAPACITY** 06 persons

The master room includes 02 triple rooms and 01 shared toilet/bathroom.

**DESCRIBE**

Each room includes



03 single beds



03 closets



02 big desks outside for 06 persons



02 triple rooms shared 01 separated toilet and bathroom together



Suitable for six persons

# 09

# HLA'S FACILITIES



# 09

## HLA'S FACILITIES



# 09

# HLA'S FACILITIES



# 09

# HLA'S FACILITIES



# 10

# HLA'S STUDENT



# 10

# HLA'S STUDENT





# 10

# HLA'S STUDENT



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# PHILIPPINES HOLIDAY 2024

January						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- JAN** Jan 1 New Year's Day
- FEB** Feb 10 Chinese New Year
- FEB** Feb 25 EDSA Revolution Anniversary
- MAR** Mar 28 Maundy Thursday
- MAR** Mar 29 Good Friday
- MAR** Mar 30 Easter Saturday
- MAR** Mar 31 Easter Sunday
- APR** Apr 9 Day of Valor
- APR** Apr 10 End of Ramadan (Eid al-Fitr)
- MAY** May 1 Labour Day
- JUN** Jun 12 Independence Day
- JUN** Jun 16 Feast of the Sacrifice (Eid al Adha)
- AUG** Aug 21 Ninoy Aquino Day
- AUG** Aug 26 National Heroes' Day
- NOV** Nov 1 All Saints' Day
- NOV** Nov 30 Bonifacio Day
- DEC** Dec 8 Feast of the Immaculate Conception of the Blessed Virgin Mary
- DEC** Dec 24 Christmas Eve
- DEC** Dec 25 Christmas Day
- DEC** Dec 30 Rizal Day
- DEC** Dec 31 New Year's Eve

12



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