

# Student Handbook



**Paradise English  
Language Institute**

# ***Welcome to Paradise English!***

## ***The Best English Language Program on the Best Beach!***

***We look forward to welcoming you to Paradise English on Boracay Island. Please read this handbook, which contains important information regarding your stay on Boracay.***

### **Paradise English Location**

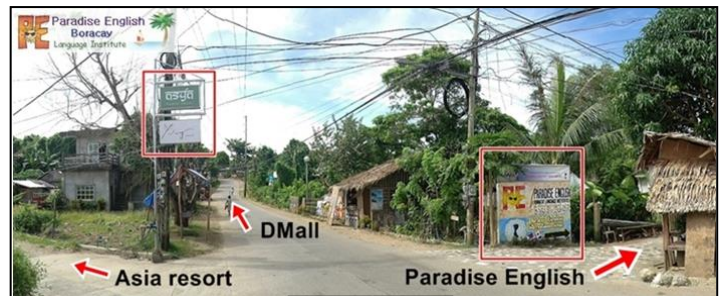
**Cagban Manocmanoc Boracay Island  
Malay Aklan, 5608 Philippines**

**Website: [www.ParadiseEnglish.com](http://www.ParadiseEnglish.com)**

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**We are located on the same Campus as the Boracay European International school on the Southern part of the island called Cagban, Manocmanoc. It takes only a few minutes to get to our campus by tricycle or multi-cab from the jetty port where you will arrive by boat from Caticlan. At the jetty port (boat station) take a tricycle or multi-cab to our campus, stopping across the road of the Helicopter Port. Turn right at our signage and go to the top of the hill. You will see our entrance on the left side of the road.**

**From our Campus you can walk to White Beach in 5 minutes and get to the center or D'Mall of Boracay in 15 minutes by tricycle.**

### **Our Mission**

***Paradise English will enhance your language skills and prepare you for an exciting adventurous life by achieving fluency in English. We will assist you in achieving your goals and reaching your full potential.***

## **Arriving From Manila Airport**

After your arrival proceed through Customs and enter the Arrival Lobby. Outside the Arrival Lobby take a yellow taxi to either your hotel or the domestic airport. Please let the driver know which airline you will be flying with so he can bring you to the correct domestic terminal.

There are 2 airport terminals for domestic flights. It does change sometimes but it is usually Terminal 4 and 3.

## **First Day at Paradise English**

New students can start their courses any Monday. On your first Monday, PE will give you a Level Test to determine your correct level and which classes to enrol the student into. Please arrive at 8:45 am for registration and introduction to our school. The Level Test has a written and speaking component. After you have completed the Level Test you will be assigned your classes and course materials. Please settle any balance owed after the level test.

**If Monday is a holiday, your first course day will be Tuesday.**

The school is open from 8:30 am until 5:00 pm Monday to Friday

## **PE Policies**

**English Only Policy.** Students are encouraged to only speak English on Campus.

**Visa and Immigration.** Visas can be arranged by the administration office every Monday and Tuesday. The Tourist Visa is given for free at arrival lasting 29 days. It then needs to be renewed to 2 months and every 60 days thereafter up to 1 year. The cost of the Visa Extension is approximately \$90. There is an Immigration office on Boracay and visitors do not need to leave Boracay. If visitors stay longer than 60 days they also need to get an I-Card which lasts up to a year and is approximately \$200.

**Late Policy.** If students are more than 10 minutes late the classroom doors will be closed and students will not be allowed into the classroom.

**Absentee Students.** If students miss 3 - 1 on 1 classes in a week they are taken off the 1on1 schedule until the next week and must register their 1on1 classes again with the administration.

**Internet.** Parts of the Campus has WIFI and is free of charge.

**Smoking Policy.** PE is a **smoke free zone**. There is a designated area, **THE SMOKING HUT**, below the cafeteria.

**Littering.** All students are responsible for depositing their garbage into garbage cans located all around the campus.

**Emergency Numbers.** Ambulance/Fire/Police: **288-3066 or 166**, Paradise English—Emergency: number **09264395916 or 09073760413**.

### **Learning English at Paradise English**

Paradise English believes that the best way to learn English is to surround oneself with it. Our Mission at Paradise English is to enhance your language skills and prepare you for an exciting adventurous life by achieving fluency in English. We will assist you in achieving your goals and reaching your full potential. Boracay Island is the perfect place for one to encounter a diverse cultural exchange while immersing oneself in a language program designed to rapidly improve spoken and written language skills. Meet people from all parts of the world in one of the most unique places in the world.

We will focus on oral and written expression as well as listening and reading comprehension. Your conversation skills will improve; you will increase your vocabulary and enhance your fluency with proper pronunciation. Our multi-level program ensures that you will have new challenges and fast results in your English ability.

### **Paradise English Certificate**

At the end of your studies Paradise English will give you a certificate attesting the participation in your course if you have attended at least 80% of the classes.

### **Free Time**

There are many activities available on Boracay. Paradise English usually organizes activities every Saturday. Outdoor activities will let you practice your English with the local people and experience the wonders of Boracay and the Philippines.

Activities available are visiting major tourist attractions on Boracay and the surrounding Islands. Also beach days, sea kayaking, hiking, beach volleyball, sailing, beach soccer, horseback riding, snorkelling, Island touring, glass bottom boat, tennis, fishing, badminton, shuffleboard, golf, rock climbing, parasailing, jet skiing, diving, many water sports and more.

## Accommodation Guidelines

There are several options for accommodation on Boracay while studying with Paradise English. Our Cagban Dorm is close to our campus, Home-stays are mainly at Tambisaan House and there are several options for hotel stays.

Whatever option you have chosen please be aware of the Guidelines explained below.

### Rooms

- Rooms will be cleaned by staff. You are expected to keep your room neat and free from garbage at all times.
- Rooms will not be cleaned if residents are inside the rooms.
- Eating is not allowed in the rooms due to insect problems.
- Bedding will be changed once a week. Bedding damaged by students will be charged at P1000 per set.
- Dorm does not provide towels, toiletries, toilet paper or other personal hygiene products.
- **DO NOT** flush paper and personal hygiene items down the toilet. Use garbage cans for toilet paper.
- **DO NOT** smoke in the rooms.
- Turn air conditioner off when leaving the room.
- **LOCK** your doors when you leave the room.
- Only residents are allowed in the rooms. No outsiders allowed unless approved by management or homeowner.
- Only sick residents are allowed to stay in the rooms during school hours.

### Dorm and Home Stay Kitchen

- Refrigerators are shared, label your food and do not take other students' food.
- Kitchen has basic utensils, wash and store away after use.
- Do not leave dirty dishes in the sink.
- Do not push food down the drain.
- Segregate your garbage in provided garbage cans. P2500 penalty for mixed garbage.
- Please do not leave faucets running when you are finished using them. We live on an island with limited fresh water supplies.
- Do not smoke in the kitchen

### Dorm and Home Stay Laundry

- Laundry is done at your expense at several laundromats around the campus.
- Paradise English is not responsible for any damage done to clothing items. We Advise you **NOT** to send expensive or delicate clothing to the laundry shop as they use very strong detergents. Laundromats will **NOT** pay for any damages so be aware of expensive clothing.

## General Areas

- Keep noise levels to a minimum -- especially after 10:00 p.m. Do not speak excessively or loudly in the hallways, bathrooms, and kitchens. Noise from slammed doors, loud telephone conversations, radios, and televisions can also be overheard from neighboring dormitory rooms.
- Do not smoke in the common areas.

## Dormitory Curfew

**Sunday to Thursday the gate will be locked at 10pm. Residents who miss the curfew will not be allowed into the dormitory. There is no curfew for Friday and Saturday.**

## Others

- We recommend that your free time is spent studying and practising your English skills.
- Drunken disorderly conduct in or outside of the premises will not be tolerated.
- Passports and other valuables can be stored at your cost in a safety deposit box at the tourist centre. (Paradise English will not be responsible for any losses)
- We ask that you keep an open mind, enjoy your new experiences, and embrace the Western and Filipino cultures.
- **Students will be held accountable for any damage caused to their accommodation and will be held responsible for the cost of repair and additional charges. A student is required to report any damage that he caused (accidentally or purposely). Failure to do so will incur additional charges.**
- Residents who do not follow the above guidelines will be expelled from their accommodation and no refund given.

**Please smoke in designated areas only!**

**Paradise English voted Best Language School in the Philippines!**

***BORACAY #1 - Voted the world's best beach by*** the Sun Herald, Australia and Harper's. Boracay Island is the perfect place for one to encounter a diverse cultural exchange while immersing oneself in a language program designed to rapidly improve spoken and written language skills. Meet people from all parts of the world in one of the most unique places in the world.

# Map of Boracay Island



## *Useful Tips*

**Boracay Island** is a tropical Island in the Philippines with a 4km stretch of powdery white sand considered to be among the top ten best beaches in the world. A 100% English Environment and very safe!

**Getting to Boracay** is very easy with over 50 flights coming from Manila every day. Landing in Caticlan you take a tricycle to the jetty port which only takes 5 minutes, then off to Boracay via a short outrigger boat ride. Kalibo airport is an alternate airport and is a 1.5 hour bus ride away.

**For many** certified sun-worshippers paradise goes by the name Boracay. For indeed, many visitors have come back to Boracay year after year. Boracay has managed to pack its thousand-hectare area with all the elements of a tropical paradise--crystal blue waters, powder white sand, liberal doses of tropical palms and a healthy marine life underneath the seas. Not surprisingly, the culinary fare on Boracay is as diverse as the nationalities of its visitors.

**What To Bring** You need very few clothes. Beach clothes/towels can be bought on the island. Sweatpants and tops are useful if you visit during winter as it can get cool at night.

**Money. The currency** in the Philippines is the Peso (PhP) and the Centavo. 100 centavos = P1. Coin denominations are: 1, 5, 10, and 25 centavos, P1, and P5. Bill denominations are: 10, 20, 50, 100, 500 and 1, 000 pesos. Change some money at Manila International Airport where the rate is better than on Boracay. Credit cards are accepted in some locations on Boracay. There are many ATM machines on the island which accept foreign bank and credit cards.

**Extras You Must Not Forget** Sunglasses, a hat, a flashlight, a good pair of beach sandals and your camera.

**Business Hours** Most businesses are open from 8:00 AM to 5:00 PM weekdays and 8:00 AM till noon Saturdays. Banks are open from 9:00 AM till 4:00 PM Mondays through Fridays. When banking in the Philippines, it is advisable to have your passport with you for identification.

**Language** English is one of the official languages of the Philippines and there are no communication problems in English.

**Health & Education** For Medical Services there are a number of clinics on the island, e.g. The Boracay Medical Clinic tel: **288 3147** is open round the clock.

**Tap Water** on Boracay is not suitable for drinking. Nearly every store carries drinking water in plastic bottles! This is 100% safe.

***Every Teacher at Paradise English is dedicated to helping students succeed.***

***Thank You for Enrolling with us and being a part of our exciting language experience on our beautiful island!***