

We have always endeavoured to keep the rules to a minimum, but for the sake of a good learning environment, the following rules must apply:

Rules of our College

Registration

After filling out the application form, send it to Theodolite Training. Please make the \$ 100 application/deposit fee through PayPal, or as our site instructs. Or you can fax the application if preferred . We recommend early registration because the courses usually fill up quickly.

Confirming your Application and Paying Tuition

After receiving the application and the fee, the application form will be emailed to you so that you can correct any errors and apply your signature.

You must pay your tuition and accommodation fee before you arrive in the Philippines to begin your studies with us.

Starting the course

You must arrive at Theodolite Training at least 1 day before your course begins

Attending classes

When a student is absent or late for a class twice, he/she will get a written warning with an assignment. Once the assignment is completed, the warning will be lifted.

When a student is absent or late for a class three times, he/she will receive a written warning, and there will be another assignment set. Once the assignment is completed, the warning will be lifted.

When a student is absent or late for more than 4 times, Theodolite Training will expel the student.

Notice

When a student is expelled or asks for a refund, Theodolite Training will contact the student's parents or guardians to discuss the issues.

Warning

Students cannot ask for a refund when they receive a warning.

Application and General Rules

Application

After filing out the application form, send it to Theodolite Training together with the US\$100 application fee.

The amount is not refundable.

Please apply at least 6 weeks before your intended date of departure.

Confirming Your Application and Paying Your Tuition

A week after THEODOLITE TRAINING receives your application and the application fee, we will send you a letter confirming your acceptance to our school.

You should pay your college fee at least two weeks before the first day of class.

Airport Service

A representative from THEODOLITE TRAINING will meet you at the airport and bring you to the school.

Please let us know at least one week before you intend to arrive in the Philippines.

Refund Policy

If you want to cancel your application, you have to notify the school informing us of the reasons, before the first day of class. We cannot refund your application fee.

When you cancel your application at least 21 days before your departure, you can receive a full refund of all the tuition fees that you have paid.

When you cancel your application between 3 to 14 days before your departure, you can receive a 50% refund of your college fee.

Once you have arrived at THEODOLITE TRAINING, if you are expelled from the School, or you want to cancel the rest of your classes, you must write a letter to THEODOLITE TRAINING giving a valid reason for the cancelation so that a refund can be considered.

If you cancel while you are already taking up classes at THEODOLITE TRAINING, these are the refund rates:

If you have attended 25% or less of your scheduled classes - 50% of college fees will be refunded.

If you have attended more than 25% of your scheduled classes - there will be no refund given on the college fees.

If at any time during your stay at THEODOLITE TRAINING, you, or any member of your family becomes ill, and you have to cancel the rest of your classes, you can receive a refund of 50% of the cost of your remaining classes.

In order to take advantage of the refund in this case, we need a medical certificate issued by your doctor.

If at any time during your classes you receive a warning, this will not be a valid reason for requesting a refund.

All refunds will be given within 30 days by THEODOLITE TRAINING.

Delayed Arrival or No Show

If you come later than the expected date of arrival, there is no refund payable.

Extending

It is possible to extend your stay as long as you inform your tutor at least 1 week before your last day of class.

In this case you will have to pay the additional tuition fees at least 2 weeks before your last day of class.

Extra Service

You are responsible for the payment of any additional fees for medical expenses, phone bills, and room changes.

Special Circumstances

In the case of any business strikes, delayed flights, natural calamities such as typhoons, earthquakes, etc., and other circumstances beyond our control, it is understood that THEODOLITE TRAINING does not accept any responsibility.

THEODOLITE TRAINING will not be liable for any loss of life, money or property during unauthorized field trips.

Holidays

During official Philippine Holidays, there will be no classes and some facilities will not be available for use.

There is no refund for classes not held during the holidays.

Changes of Fees Charged

THEODOLITE TRAINING reserves the right to change the fees it charges at any time because of changes in the exchange rate, tax increases or government regulation changes.

Program Change

THEODOLITE TRAINING has the right to change the program, curriculum and the first day of class at any time whenever necessary.

Certificates

When students attend more than 90% of classes. They will receive certificates from THEODOLITE TRAINING.

When students attend less than 90% of classes, there will be no certificate from THEODOLITE TRAINING.

Accommodation Rules

General Information

Students cannot visit other student's rooms whatever the reason. When you break this rule, THEODOLITE TRAINING can dismiss you without a warning and there will be no refund.

All guests should meet you at the lobby.

Guest's visiting hours are only from 8:00AM to 5:00PM every-day.

We have set these rules because we want to:

- prevent disturbing students who are sleeping and resting;
- prevent all kinds of crime (stealing, etc.);
- to prevent disturbing other students who are studying;
- to prevent discomfort of roommates with visitors.

Curfew

Sundays thru Thursdays - 11:00 PM

Fridays and Saturdays - 01:00 AM

Bringing any kind of alcoholic beverages inside THEODOLITE TRAINING is strongly prohibited .

When you drink alcoholic beverages in the room, THEODOLITE TRAINING has the right to present you with a warning or even a dismissal from the school and there will be no refund offered.

If after drinking too much, you cause a public disturbance such as fighting, yelling, hitting or bothering other students, you will be dismissed from THEODOLITE TRAINING without any warning.

Smoking policy

There is a no-smoking policy whilst within the college.

Using candles, electric coffee pots, stoves, matches and other kinds of electric devices that may cause fires are strictly prohibited.

Quiet hours are everyday from 10:00PM to 6:00AM the next morning. Please be quiet for other students.

When students have problems regarding dismissal, refund or any other matters, THEODOLITE TRAINING will inform the student's home of the full details of the problem.

Keys

When you lose your keys and duplicate it without informing the office, you will be charged PHP1,000 (US\$20).

Room cleaning will be carried out once a week and your bed sheets will be changed once every two weeks.

If you want to change your sheets earlier you will have to pay 100 Philippine Pesos which currently is about US\$2.

If you want to change your room, this cannot be arranged right away, but we will do our very best to comply with your wishes.

If you have any problems regarding the dormitory facilities, you may talk to the Guidance Counsellor.

Sometimes even though you have chosen a two person or three person room, you may not have a roommate.

A student will have 6 hours study session a day from Monday to Thursday, and 4 hours on Friday morning.

We promise to provide you with an excellent safe, fun, and enjoyable learning experience during your stay with us. For any concerns or enquiries, please email Peter at peter@theodolite-training.com

Peter Thwaites Principal

Theodolite Training Group Incorporated, Rm 2001, 20th Floor, Golden Peak Hotel, Gorordo Avenue, Cebu City, Cebu 6000, Philippines

Tel: +44 (0)1273 252804; +63 32 4146081 **Fax:** +44 (0)8701 349750

Email: admin@theodolite-training.com