



# NO.1

1on1 Native English  
School in the  
Philippines

# OVERVIEW OF CLARK



Clark City is located about 3.5 hours from Hong Kong, Taiwan, Singapore, Japan, Korea etc. by air. It is almost the same size as Singapore and was once the largest US overseas airbase. It is a special economic zone which is directly managed by the President of the Philippines. Security, communication, water and sewage are all managed independently.

## 1 Safe and Convenient

The safety of our students is our Number 1 concern. Because of its reputation for safety, the Clark/Angeles Area has the highest number of foreign residents in the Philippines. There are also many modern conveniences not far from CIP, including three major malls with bowling alleys, cinemas, and hundreds of shops, services and restaurants. The wide roads mean that Clark/Angeles does not have the traffic and pollution problems usually experienced by major cities.

## 2 Great location for Travel and Activities

Clark International Airport is 20 minutes by car from CIP, and students can travel both internationally and locally at lower prices than from other airports in the Philippines. Beaches, mountains, nature reserves and historic sites can all be found 1 to 2 hours from CIP, allowing students to enjoy island hopping, scuba-diving, paragliding, hiking, camping and other activities.

## 3 An International Hub

With its international airport and Special Economic Zone status, Clark/Angeles is a popular choice for major international conferences such as APEC and ASEAN. The luxury hotels, resorts, golf clubs, sports centres and entertainment venues make this a world-class business and leisure venue.

## 4 A Multi-National Environment

Clark/Angeles' international outlook makes it an ideal place to learn English. There are thousands of American, Australian and European residents, in addition to people from many other countries. CIP students are provided with opportunities to engage with Clark's international community through outreach activities and internship programs.



# WELCOME TO CIP

Since 2007, CIP (Clark Institute of the Philippines Foundation, Inc.) has been the number one native English school in the Philippines. Students can have Native 1:1 class without going to the USA, Canada, Australia or the UK where prices are much higher compared to the Philippines

Official IELTS Review Center: accredited by IDP Australia in 2012

- English Credit Program Affiliated with a College: MOU with Central Luzon College of Science and Technology
- TESOL education center: accredited by TESOL ASIA
- Accredited by the Philippine government (TESDA, BOI, SEC, EIBP)
- Recognized by the DOT (Department of Tourism) as an Education Institute
- Official representative education center, accredited by

Missouri State University (USA)

University of Montana (USA)

Fox Valley Technical College (USA)

Tacoma Community College (USA)

Whatcom Community College (USA)

Stenberg College (Canada)

Centre for Arts and Technology College (Canada)

Business Hotel Management School (Switzerland)



**Missouri State**  
UNIVERSITY



**Fox Valley**  
TECHNICAL COLLEGE  
*Knowledge That Works*



**STENBERG**  
COLLEGE



**B.H.M.S.**  
Business & Hotel Management School

## View of Clark and Angeles



### LEGEND

-  COFFEE SHOP
-  FRUIT MARKET
-  RESTAURANT
-  SHOPPING MALL
-  AIRPORT
-  SPORTS CENTER
-  SUPERMARKET
-  MASSAGE SHOP
-  WATERPARK & RESORT

### CIP Shuttle Service

DAY	DEPARTURE	DESTINATION	PICKUP TIME	DEADLINE
Monday	18:30	Nepe Mall	20:00	Monday until 16:00
Friday	18:30	Friendship	NONE	Friday until 16:00
Saturday	13:30	SM Mall	17:00	Friday until 16:00





# CIP CAMPUS MAP



## DIRECTORY

<b>1. OFFICE BUILDING</b> • STUDENT SERVICE CENTER • ACADEMIC OFFICE	<b>4. STUDY HALL</b>	<b>8. DORMITORY 3</b> • ROOMS 300-310 • ROOM 130
<b>2. MAIN BUILDING</b> • MAIN OFFICE • ROOMS (A-1) • GROUP CLASS (1-4)	<b>5. GAZEBO</b>	<b>9. GYM</b>
<b>3. J ROOM AND K ROOM</b> • GROUP CLASS (5-6) • TRAINING ROOM • COMFORT ROOMS	<b>6. DORMITORY 1</b> • ROOMS 101-117	<b>10. GROUP CLASS 7</b>
	<b>7. DORMITORY 2</b> • 1ST FLOOR: ROOMS 118-129 • 2ND FLOOR: ROOMS 201-212	<b>11. CAFETERIA</b>
		<b>12. ONLINE CLASS AND KINDERGAARTEN</b>

## DIRECTORY KEY

- ENTRANCE/EXIT
- COMFORT ROOMS
- TRASH BIN
- WASHING AREA
- DRYING AREA
- WIFI ZONE
- CAFE
- PHOTO AREA
- SMOKING

## VEHICLE PARKING

- BICYCLE
- MOTORCYCLE
- CAR/VAN
- CIP BUS





# CIP FACILITIES



OFFICE BUILDING

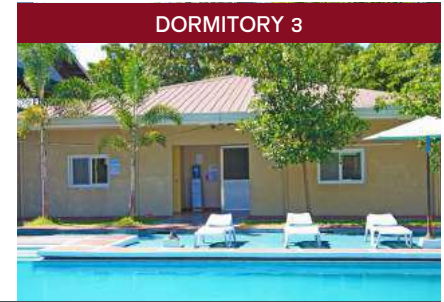


STUDENT SERVICE CENTER



DORMITORY 2

RESORT VILLA - STYLE CAMPUS



DORMITORY 3



SINGLE BED



DOUBLE BED



TRIPLE BED



SCHOOL CLINIC



DORMITORY 1



GARDEN



STUDY HALL



1 ON 1 CLASSROOM



GROUP CLASSROOM



ONLINE CLASSROOM



GYM



GAZEBO



SNACKBAR



CAFETERIA



BOOK CAFE



SWIMMING POOL

# STRENGTHS: ONLY AT CIP IN THE PHILIPPINES

## 1 Best value in the world for Native 1-to-1 classes

CIP has Native English teachers from the U.S, U.K, Canada, etc., who are well-trained and qualified for teaching in English education. Students here have a great opportunity to improve their speaking and writing skills with native teachers at the most reasonable prices in the world.

## 2 Expert British Academic Director + everyday training system for teachers

Unlike other language schools in the Philippines, CIP has an expert British Academic Director who has more than 20 years' experience as a teacher, teacher trainer and director. Teacher training is CIP's greatest strength: teachers have training every day, planned by the director. We also constantly evaluate our teachers to check their performance and help them improve their teaching skills. CIP uses the best coursebooks from international publishers, and also has an R&D team to make tests and other English content for students' needs.

## 3 80 hours TESOL training for new teachers

CIP gives all newly hired teachers TESOL training for two weeks before they teach students. We use the Cambridge TESOL syllabus, organized by our British Academic Director.

## 4 Multinational students and surroundings

CIP accepts students from many different countries such as Japan, Korea, Taiwan, Vietnam, Thai, China, Mongolia, Myanmar, Hong Kong, Indonesia, Turkey and so on. This makes it easy and natural for CIP students to interact with each other in the English language, and helps them develop their confidence in English communication.

## 5 Sparta Exam Courses

CIP students under IELTS/TOEIC Sparta curriculums have been getting excellent results for many years. They can focus on learning the strategies and techniques needed for improving their scores, and enjoy life at CIP at the same time. Excellent results mean you will have many choices for your future.

## 6 Study from Monday + individual progress test schedule

Students can take our placement test before arriving at the school so that they can study from Monday. Students are individually scheduled for a Progress Test after four weeks.



# CEFR + TIME TABLE

CIP Level	CEFR Level	Description	IELTS Band Score	TOEIC Score	TOEFL IBT Score
11	C2	Proficiency	8.5-9		118-120
10	C1	Advanced	7-8	945-990	110-117
9	B2+	Upper Intermediate	5.5-6.5	785-935	87-109
8	B2				
7	B1+	Intermediate	4-5	550-775	57-86
6	B1				
5	A2+	Pre-Intermediate	3-3.5	225-540	32-56
4	A2		2-2.5		
3	A1+	Elementary	1.5-2	120-215	19-31
2	A1	Beginner	1		
1	PA				

TIME	CLASS	SUBJECT
7:30 - 8:00	Breakfast	
7:55 - 8:25	Morning Optional Class	
8:30 - 9:15	1st Class	ESL Group class listening & discussion
9:20 - 10:05	2nd Class	ESL Group class general skills
10:15 - 11:00	3rd Class	Vacant period
11:05 - 11:50	4th Class	1:1 class grammar & speaking
11:55 - 12:40	5th Class	1:1 class writing & speaking
12:40 - 13:40	Lunch time	
13:40 - 14:25	6th Class	1:1 class reading & discussion
14:30 - 15:15	7th Class	1:1 class vocabulary & speaking
15:25 - 16:10	8th Class	1:1 class listening & speaking
16:15 - 17:00	9th Class	Vacant period
17:30 - 18:50	Dinner Time	
18:30 - 19:15	Evening Optional Class	

## Level Test

- Entrance Online Test (moodle.cipenglishschool.com)
- Weekly Mock Test: TOEIC, TOEFL, IELTS
- Weekly Vocabulary Test
- Progress Test: every 4th week from the date of arrival

## What is CEFR?

The Common European Framework Reference for Language (CEFR) is an internationally recognized framework that describes 6 levels of language ability. CEFR is used by organizations all over the world as a reliable benchmark of language ability



## ESL COURSES

Course	Native 1:1	Filipino 1:1	Native Group	Filipino Group	Total
ESL Native Premium	4	0	1	1	6
ESL Power Review	1	3	1	1	6
ESL Standard	1	4	1	1	7
ESL Starter	0	5	1	1	7
ESL Lite	0	3	1	1	5
Rapid course 30/60	2	3	1	0	6
Premium YLE (Young Learners English)	2	3	1	0	6
Intensive YLE (Young Learners English)	1	4	1	0	6

- For all levels
- Minimum Duration: 1 week (YLE: 2 Weeks)

## Subjects for ESL

Subject	Class Size	Class Type	Details
General Skills	1:1	Native or Filipino	Studying Listening, Reading, Speaking and Writing skills for more natural, integrated practice.
Speaking + Grammar	1:1	Native or Filipino	Students learn how to use their grammar knowledge by practicing it in spoken English.
Writing + Grammar	1:1	Native or Filipino	Focus on improving writing skills by studying grammar and applying it to essays, letter and reports.
Speaking + Listening	1:1	Native or Filipino	Guides students in speaking better English by using listening samples, and also improving listening comprehension.
Reading + Vocabulary	1:1	Native or Filipino	Develops reading techniques at the same time as expanding the student's knowledge of vocabulary.
Reading + Writing	1:1	Native or Filipino	Improves Reading and Writing by focusing on the main ideas and paraphrasing them to better understand structure of passages.
Power Review	1:1	Native	Make own English book using the language and skills learned in other classes (ESL Power Review course only).
Listening + Discussion	1:6~8	Filipino	Develops listening techniques by understanding the main points and then developing use of language through discussions.
Pattern English	1:6~8	Filipino	Learn patterns and the structure of sentences, and practice these with students' own sentences in different situations.
Speaking + Vocabulary	1:8~12	Native	Students learn vocabulary with a native who also shows students how to use it in real-life speaking situations.

- For 1 to 1 classes, students can choose all different subjects or they can have two classes for one subject

## Subjects for Young Learners English (YLE)

Subject	Class Size	Class Type	Details
General Skills	1:1	Native or Filipino	Studying Listening, Reading, Speaking and Writing skills for more natural, integrated practice.
Speaking + Grammar	1:1	Native or Filipino	Students learn how to use their grammar knowledge by practicing it in spoken English.
Reading + Vocabulary	1:1	Native or Filipino	Develops reading techniques at the same time as expanding the student's knowledge of vocabulary.
Speaking + Vocabulary	1:1	Native or Filipino	Students learn vocabulary and are then shown how to use it in real-life speaking situations.
Writing + Grammar	1:1	Native or Filipino	Develops young learners' general writing skills by improving their use of grammar and sentence structure.
Phonics	1:1	Native or Filipino	Develops young learners' ability to read and write, and to recognize sounds. (for Starter level only).
Speaking + Listening	1:6-8	Native	Guides students in speaking better English by using listening samples, and also improving listening comprehension.

- For ages 7-15 years old only.
- Native Group class can be changed to Non-native 1:1 if student's level is very low.

## Subjects for Rapid Course 30/60

Subject	Class Type	Class Size	Details
General Skills	Native or Filipino	1:1	Studying Listening, Reading, Speaking and Writing skills for more natural, integrated practice.
Speaking + Grammar	Native or Filipino	1:1	Students learn how to use their grammar knowledge by practicing it in spoken English.
Writing + Grammar	Native or Filipino	1:1	Focus on improving writing skills by studying grammar and applying it to essays, letters and reports.
Speaking + Listening	Native or Filipino	1:1	Guides students in speaking better English by using listening samples, and also improving listening comprehension.
Reading + Vocabulary	Native or Filipino	1:1	Develops reading techniques at the same time as expanding the student's knowledge of vocabulary.
Reading + Writing	Native or Filipino	1:1	Improves Reading and Writing by focusing on the main ideas and paraphrasing them to better understand structure of passages.
Listening + Discussion	Filipino	1:6-8	Develops listening techniques by understanding the main points and then developing use of language through discussions.
Pattern English	Filipino	1:6-8	Learn patterns and structure of the sentences, and practice these in students' own sentences in different situations.
Speaking + Vocabulary	Native	1:8-12	Students learn vocabulary with a native who also shows students how to use it in real-life speaking situations.

- Rapid course (1, 2 weeks): Assured of 30 sessions / 60 sessions during period.
- Must take on-line level test before arrival.
- Minimum 16 years old.
- Sub-classes will be provided on weekdays (not on holidays).



## IELTS

Course	Minimum Duration	Native 1:1	Filipino 1:1	Native Group	Filipino Group	Total
IELTS Standard	1 week	0	4	1	1	6
IELTS Sparta	1 week	0	4	1	1	6
IELTS Guarantee	12 weeks	0	4	1	1	6
IELTS Guarantee Special	12 weeks	1	3	0	1	5

- IELTS Sparta & Guarantee (special)  
Extra classes: 8 classes a week for mock test  
4 classes a week for review class  
Others: weekly vocab test  
one FREE official IELTS test
- IELTS standard: 4 classes a week for mock test

- Entry requirements for Guarantee (special)  
IELTS 5.5: Each Subject 3.5  
IELTS 6.0: IELTS Score 5.0  
IELTS 6.5: IELTS Score 6.0  
IELTS 7: IELTS Score 6.5

## TOEIC

Course	Minimum Duration	Native 1:1	Filipino 1:1	Native Group	Filipino Group	Total
TOEIC Standard	1 week	0	4	1	1	6
TOEIC Sparta	1 week	0	4	1	1	6
TOEIC Guarantee	12 weeks	0	4	1	1	6

- TOEIC Sparta & Guarantee  
Extra classes: 8 classes a week for mock test  
Other: weekly vocabulary test
- TOEIC Standard: 2 classes a week for mock test

- Entry requirements for Guarantee  
Score 700: Each subject 250 above  
Score 800: Each subject 300 above  
Score 900: Each subject 350 above

## TOEFL

Course	Minimum Duration	Native 1:1	Filipino 1:1	Native Group	Filipino Group	Total
TOEFL Standard	1 week	0	5	0	0	5
TOEFL Guarantee	12 weeks	0	5	0	0	5

- TOEFL Standard & Guarantee  
Extra classes: 4 classes a week for mock test  
Other: weekly vocabulary test

- Entry requirements for Guarantee  
Score 75: Each subject 12 above  
Score 85: Each subject 15 above  
Score 100: Each subject 20 above

## English for Business (EFB)

Course	Minimum Duration	Native 1:1	Filipino 1:1	Native Group	Filipino Group	Total
English for Business	8 weeks	1	3	1	0	5

- Entry requirements: A2+ (pre-intermediate)  
minimum 20 years old

## Weekly Schedule

Course	Mon	Tue	Wed	Thu	Fri	Sat
TOEIC (Standard)			* Mock test L/R (19:00-21:00)		Weekly vocab test (8:05-8:20)	
TOEIC (Sparta/Guarantee)	* Mock TEST L/R (8:05-10:05)	* Mock TEST L/R (8:05-10:05)	* Mock TEST L/R (8:05-10:05)	* Mock TEST L/R (8:05-10:05)		
IELTS (Standard)				IELTS speaking test(17:00~)		Mock test (L/R/W) ( 9:00-12:00)
IELTS (Sparta/Guarantee)	*Mock test Reading (11:55-12:55)	* Mock test Listening (11:55-12:55)	* Mock test Reading (11:55-12:55)	* Mock test Listening (11:55-12:55) * IELTS speaking test: 15mins per person. (Between 17:15-18:15)		Mock test (L/R/W) (9:00-12:00)
	* Review class (15:25-16:10)	* Review class (15:25-16:10)	* Review class (15:25-16:10)	* Review class (15:25-16:10)		Mock test (L/R/W) (9:00-12:00)
TOEFL (Standard/Guarantee)			* Mock test L/R (19:00-21:00)	* Mock test S/W (19:00-21:00)		



## Subjects for IELTS

Subject	Class Type	Class Size	Details
IELTS Reading/Speaking/Writing	Filipino	1:1	Focus on improving test-taking skills and comprehension for each subject. (One class for each subject)
IELTS General skills	Filipino	1:1	Focus on improving retention and use of vocabulary and grammar by intensive, integrated practice in all four skills.
IELTS Listening	Filipino	1:6-8	Focus on improving test-taking skills and listening comprehension.
IELTS [Speaking and Writing]	Native	1:6-8	Focus on review and fixing common errors that students make in writing and speaking.
IELTS [Speaking or Writing]	Native	1:1	Focus on improving test-taking skills and how to organize speaking or writing. (IELTS Guarantee Special only)

- IELTS Sparta: Standard + Mandatory nighttime study (20:00-22:00)
- IELTS Guarantee: Sparta + Guarantee score (8 weeks FREE tuition if students don't get their target score)
- IELTS Guarantee Special: Same as Guarantee, but with Native 1:1 class for Speaking or Writing

## Subjects for TOEIC

Subject	Class Type	Class Size	Details
TOEIC Reading 1,2	Filipino	1:1	Focus on improving test-taking skills and reading comprehension Parts 5, 6, 7 (2 classes)
TOEIC Listening 1,2	Filipino	1:1	Focus on improving test-taking skills and listening comprehension Parts 1, 2, 3, 4 (2 classes)
Listening + Discussion	Filipino	1:6-8	Develops listening techniques by understanding the main points and then developing use of language through discussions
Speaking + Vocabulary	Native	1:6-8	Students learn vocabulary with a native who also shows students how to use it in real-life speaking situations

- TOEIC Sparta: Standard + Mandatory nighttime study (20:00-22:00)
- TOEIC Guarantee: Sparta + Guarantee score  
(8 weeks FREE tuition if students don't get their target score)

## Subjects for TOEFL

Subject	Class Type	Class Size	Details
TOEFL Reading/Listening/ Speaking/Writing	Filipino	1:1	Focus on improving test-taking skills and comprehension for each subject. (4 classes)
TOEFL open subject	Filipino	1:1	Focus on students' specific needs.

- TOEFL Guarantee: Guarantee score + Mandatory night-study (20:00-22:00)  
(8 weeks FREE tuition if students don't get their target score)

## Subjects for English For Business (EFB)

Subject	Class Type	Class Size	Details
General Business English, English for Emails, Marketing & Advertising, Meetings, Presentations, Telephoning, Tourism etc.	3 Filipino 1 Native	1:1	Focus on specific areas of English for business and careers. (4 classes)
Pattern English	Filipino	1:6-8	Learn patterns and the structure of sentences, and practice these in students' own sentences in different situations
Speaking + Vocabulary	Native	1:8-12	Students learn vocabulary with a native who also shows students how to use it in real-life speaking situations

## Pathway Course

Subject		Minimum Duration	Native 1:1	Filipino 1:1	Native Big Group	Filipino Group	Total
IFG 20 (Guarantee)	IFG	20 weeks	0	4	1	1	6
IFG 32 (Guarantee)	ESL	12 weeks	1	3	1	1	6
	IFG	20 weeks	0	4	1	1	6
Stenberg 20	Stenberg	20 weeks	0	4	1	1	6
Stenberg 32	ESL	12 weeks	1	3	1	1	6
	Stenberg	20 weeks	0	4	1	1	6
BHMS (Guarantee)	BHMS	12 weeks	0	4	1	1	6

### • IFG & Stenberg

Extra classes: 8 classes a week for mock test, 4 classes a week for review class  
Others: weekly vocabulary test  
one (20 week course) or two (32 week course) FREE official tests

### • Entry requirements for Guarantee (special)

20 weeks: IELTS overall 4.0  
32 weeks: CEFR level A2 (elementary)

### ★ Optional Native Classes (for all students)

Subject: Survival English: Tuesday, Wednesday and Thursday (7:55 - 8:25)  
Pronunciation: Tuesday, Wednesday and Thursday (6:30 - 7:15)  
Vocabulary and Idioms: Sunday (10:00 - 11:30)

### • BHMS

Extra classes: 8 classes a week for mock test  
4 classes a week for review class  
Other: weekly vocabulary test

### • Entry requirements for Guarantee (special)

IELTS 5.5: Each Subject 3.5  
IELTS 6.0: IELTS Score 5.0  
IELTS 6.5: IELTS Score 6.0



# ENJOY YOUR LIFE AT CIP



1 EOP Challenge Program



2 Orphanage Volunteer



3 Swimming Activity  
(Young Learners)



4 Baguio Trip



5 Go go Dance Activity



6 AETA Volunteer



7 Spelling Bee Activity  
(Young Learners)



8 Puning Hot Spring



9 Hundred Island Tour



10 Singing Activity  
(Young Learners)



11 Amazing Race  
(Young Learners)



12 Minalungao Tour



13 Sports Activity



14 Art Activity  
(Young Learners)



15 Manila Tour



16 Hot Air Balloon

# CIP STUDENT AFFAIRS SERVICES



1

## Shuttle Bus Service (3 times a week)

- NEPO mall, SM mall, Korea town



3

## Laundry & Cleaning Service + Free use of laundry machines

- Free laundry service + Free extra laundry machines for self- laundry
- Free room cleaning service



5

## Buddy and counseling system

- Each student has a buddy teacher who counsels them



2

## Medical Service

- A medical doctor is available every 2nd and 4th Friday of the month



4

## Resource support

- We provide videos and MP3 files for studying English



6

## CIP Nurse

- In-house Nurse to assist and check on students who need medical assistance

# RULES AND REGULATIONS

## ENROLLMENT CONDITIONS

- All applications must be submitted to CIP before the start of each course with the documents required:
  - Duly Completed Application Form
  - Scanned copy of Passport
  - Application Fee (\$100, Non-Refundable)
  - The Application Fee (\$100) will not be refunded after confirmation of enrollment.
- A Letter of Acceptance (LOA) will be issued after payment of application fee.
- Fees (Tuition and Accommodation) have to be paid within 14 days after registration
- Young Learner students applying for a YLE course need to study with a parent or guardian.
- Students are not allowed to delegate their classes to other students.
- Students whose class attendance is below 90% cannot get a certificate upon completion of the course.
- Students must inform the school on specific matters or health conditions (e.g. allergy, sickness, disease, physical disabilities).

## EXEMPTIONS AND RIGHTS

- CIP cannot be held responsible in cases of natural disasters, wars, unexpected events, airline delays or cancellations and so on.
- The school has the right to change subject, course, syllabus, start date and programs at any time due to unforeseen circumstances and as the school deems necessary.
- CIP is not responsible for incidents happening outside the school premises due to circumstances beyond CIP's reasonable control, such as accidents, diseases, loss or damage of property and so on.
- Regular services such as optional classes or activities can be changed or terminated due to local situations affecting the school; there is no refund in such circumstances.



## REFUND POLICY

- Any student who wishes to obtain a refund should fill in the 'Refund Request Form' from the General Manager. The refund will be given to the student within 30 days of applying for the refund request form.
- For short-term courses (below 4 weeks): No refund.
- In case of disease, accident or death in the immediate family (parents, siblings, spouse or child), 60% of the Tuition and Accommodation Fee for the remaining period will be refunded but medical document(s) or other evidence must be provided.
- Students can only put their course on hold one time, and must resume within 6 months of the suspension taking effect. After 6 months, his/her suspension of study will be invalid and shall not be refunded or compensated.
- There is no refund if the student is delayed in arriving at the school or if the student doesn't show up on the designated date of arrival.
- Students are expelled without refund for violation of school rules and regulations.
- There are no regular classes and no refunds for holidays in the Philippines.

DEPARTURE	COURSE START	APPLICATION FEE	TUITION + ACCOMODATION FEE
Before course starts	Within 14 days of registration	No refund	100% refund
	More than 14 days after registration	No refund	70% refund
After course starts	Less than 50% of the course completed	No refund	50% refund
	More than 50% of the course completed	No refund	No refund

\*students must pay all tuition and dormitory fees before coming to the school