



Boracay COCO

English Academy



Boracay COCO
ENGLISH ACADEMY & RESORT



Perfect collaboration of studying English, Relax, and Vacation

Boracay Coco English Academy



Why Boracay ?

01. World famous White Beach

02. Very Safe Place

03. Can meet people from all over the world

04. Various Activities

05. Warm and good weather



Why Coco English Academy?

SKILLED TEACHERS

All teachers hold university degrees, and many have received advanced degrees in TEFL/TESOL or related fields. Strong professional skills together with warm and caring attitude set our faculty apart from others.

QUALITY TEACHING METHOD

Our level system is based on International language standards, which is so-called CEFR (Common European Framework of Reference). We use books and materials which enable our students learn English faster and efficiently.

MULTI-LEVEL PLACEMENT

Our method of placement testing allows students to be placed into the most appropriate level for each skill area. We have 6 level scales and most students belong to level between 2 to 5.

FLEXIBILITY

With a number of different course options, durations and start dates every Monday, we are sure to have a program that meets your learning needs and language goals.

GREAT LOCATION

COCO is located in the southern part of Boracay. Unlike other tourist spots, the surroundings are quiet and peaceful, the neighbors are friendly, and the view from the school is fantastic – overlooking the whole Boracay island because we are located on top of the hill. Moreover, it is only 900 meters away from White Beach!

RESORT STYLE CAMPUS & ROOMS

Our campus is very beautiful, as you can see from our photos. We have 50 rooms for students and can accommodate up to 140 students. The rooms are clean and spacious. We are sure that the quality of the rooms and the campus is almost similar to other 3-star resorts.

WIDE STUDENT DIVERSITY

COCO welcomes numerous students from over 20 countries. You can easily make friends from all over the world.

SERVICE

As a COCO student, you will find we have all of the support services in place to make your study in Boracay pleasant, effective and worry-free. Whether it is extra assistance with your homework or finding a fitness center for exercising after class, COCO staff and teachers are ready to help!



School View





Class rooms





Coco English Accommodation



Deluxe Single



Deluxe Twin



Family Triple / Quad



**Deluxe Triple
(1 Queen & 1 Single bed)**



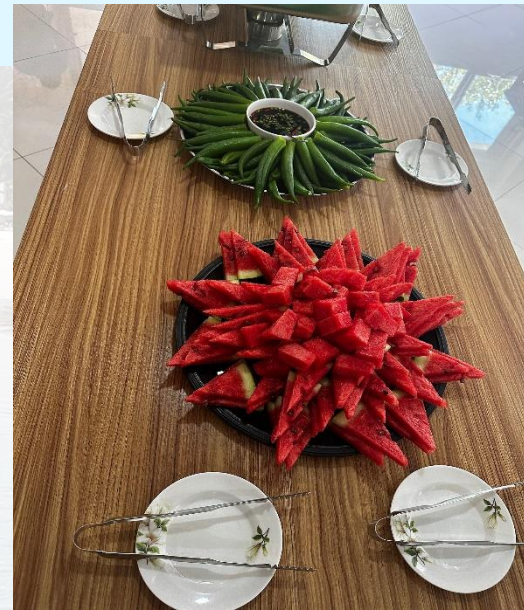
**Deluxe Triple
(3 Single beds)**



Private Bathroom



Food





School Pictures





School Pictures



Boracay Coco English
FREE SHUTTLE SCHEDULE

Weekdays (Mon-Fri)	Weekends (Sat,Sun)
COCO → D'mall (Jollibee)	COCO → D'mall (Jollibee)
1 ST : 1:00 pm	1 ST : 9:00 am
2 ND : 4:00 pm	2 ND : 11:00 am
3 RD : 6:00 pm	3 RD : 11:20 am
4 TH : 6:20 pm	4 TH : 5:20 pm
	5 TH : 5:40 pm

Special trip (One way)
D'mall area : Php300
Cagban / Tambisaan port : Php500
Citymall / Rot : Php500
Crimson / Movenpick Hotel : Php500
Shangri-la Hotel : Php1,000

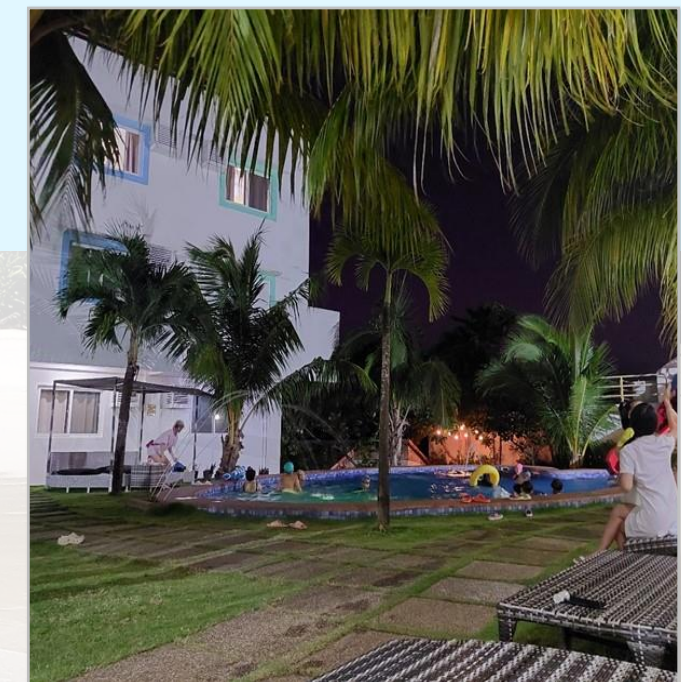
ADDRESS : Bantud, ManocManoc, Boracay, Malay, Aklan
LANDMARK : Ayurveda Spa / Beth Shalom Academy

POOL HOURS
Mon-Fri : 4:30pm – 8:30pm / Sat,Sun : 8am – 8:30pm

- No lifeguard on duty. Use pool at your own risk
- Children under 13 require adult supervision

Laundry Collection : Monday & Thursday from 12pm to 1pm

WI-FI PASSWORD : @Coco87654321





Boracay Island



Course Info

For Adults



General ESL

1:1 Class : 3 times
Small Group Class : 2 times
Self Study Class : 2 times



Business Course

1:1 Class : 4 times
Small Group Class : 2 times
Self Study Class : 2 times



IELTS Course

1:1 Class : 5 times
Small Group Class : 2 times
Self Study Class : 2 times



Lite ESL

1:1 Class : 3 times
Recommended to Seniors or Parents

For Kids



Kinder Course

For Kindergarten Kids (Age 4~7)
1:1 Class : 2 times
Activity Class : 5 times



Junior Course

For Kids (From 7 to 14 years old)
1:1 Class : 3 times
Small Group Class : 3 times
Activity Class : 2 times

Sample Schedule

General ESL

No	Time	Class	Topic
0	07:30 – 08:00	Free Time	
1	08:00 – 08:45	Free Time	
2	08:50 – 09:35	1:1 Class	Reading
3	09:40 – 10:25	1:1 Class	Speaking
4	10:30 – 11:15	1:1 Class	Conversation
5	11:20 – 12:05	Self Study Class	Study
6	13:05 – 13:50	Self Study Class	Study
7	13:55 – 14:40	Small Group Class	Listening
8	14:45 – 15:30	Small Group Class	General English
9	15:35 – 16:20	Free Time	
10	16:25 – 17:10	Free Time	
11	17:15 – 18:00	Optional Activity	Zumba, Games, Etc.
12	18:05 – 18:50	Free Time	

Business Course

No	Time	Class	Topic
0	07:30 – 08:00	Free Time	
1	08:00 – 08:45	Free Time	
2	08:50 – 09:35	1:1 Class	Business Vocabulary
3	09:40 – 10:25	1:1 Class	Business Speaking
4	10:30 – 11:15	1:1 Class	Business Conversation
5	11:20 – 12:05	Self Study Class	Study
6	13:05 – 13:50	1:1 Class	Business Writing
7	13:55 – 14:40	Small Group Class	Listening
8	14:45 – 15:30	Small Group Class	General English
9	15:35 – 16:20	Self Study Class	Study
10	16:25 – 17:10	Free Time	
11	17:15 – 18:00	Optional Activity	Zumba, Games, Etc.
12	18:05 – 18:50	Free Time	

IELTS Course

No	Time	Class	Topic
0	07:30 – 08:00	Free Time	
1	08:00 – 08:45	Free Time	
2	08:50 – 09:35	1:1 Class	IELTS Reading
3	09:40 – 10:25	1:1 Class	IELTS Speaking
4	10:30 – 11:15	1:1 Class	IELTS Vocabulary
5	11:20 – 12:05	Self Study Class	Study
6	13:05 – 13:50	1:1 Class	IELTS Writing
7	13:55 – 14:40	Small Group Class	Listening
8	14:45 – 15:30	Small Group Class	General English
9	15:35 – 16:20	Self Study Class	Study
10	16:25 – 17:10	1:1 Class	IELTS Listening
11	17:15 – 18:00	Optional Activity	Zumba, Games, Etc.
12	18:05 – 18:50	Free Time	

This schedule is for sampling purposes only and is subject to change

Sample Schedule

Lite ESL

No	Time	Class	Topic
0	07:30 – 08:00	Free Time	
1	08:00 – 08:45	Free Time	
2	08:50 – 09:35	1:1 Class	Listening
3	09:40 – 10:25	1:1 Class	Speaking
4	10:30 – 11:15	1:1 Class	Conversation
5	11:20 – 12:05	Free Time	
6	13:05 – 13:50	Free Time	
7	13:55 – 14:40	Free Time	
8	14:45 – 15:30	Free Time	
9	15:35 – 16:20	Free Time	
10	16:25 – 17:10	Free Time	
11	17:15 – 18:00	Optional Activity	Zumba, Games, Etc.
12	18:05 – 18:50	Free Time	

Kinder Course

No	Time	Class	Topic
0	07:30 – 08:00	Free Time	
1	08:00 – 08:45	Free Time	
2	08:50 – 09:35	1:1 Class	Conversation
3	09:40 – 10:25	1:1 Class	Speaking
4	10:30 – 11:15	Activity Class	Arts & Crafts
5	11:20 – 12:05	Activity Class	Music
6	13:05 – 13:50	Activity Class	Cooking
7	13:55 – 14:40	Activity Class	Science
8	14:45 – 15:30	Activity Class	English Games
9	15:35 – 16:20	Free Time	
10	16:25 – 17:10	Free Time	
11	17:15 – 18:00	Optional Activity	Outdoor Games, Etc.
12	18:05 – 18:50	Free Time	

Junior Course

No	Time	Class	Topic
0	07:30 – 08:00	Free Time	
1	08:00 – 08:45	Free Time	
2	08:50 – 09:35	1:1 Class	Vocabulary
3	09:40 – 10:25	1:1 Class	Conversation
4	10:30 – 11:15	1:1 Class	Speaking
5	11:20 – 12:05	Small Group Class	Grammar
6	13:05 – 13:50	Small Group Class	Reading
7	13:55 – 14:40	Small Group Class	Writing
8	14:45 – 15:30	Activity Class	Arts / Cooking
9	15:35 – 16:20	Activity Class	English Games
10	16:25 – 17:10	Free Time	
11	17:15 – 18:00	Optional Activity	Outdoor Games, Etc.
12	18:05 – 18:50	Free Time	

This schedule is for sampling purposes only and is subject to change



Weekly Schedule (Example of 4 weeks)



	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1 st week	Level Test Orientation	Regular Classes	Regular Classes	Regular Classes	Regular Classes	Free time	Free time
2 nd week	Regular Classes	Regular Classes	Regular Classes	Regular Classes	Regular Classes	Free time	Free time
3 rd week	Regular Classes	Regular Classes	Regular Classes	Regular Classes	Regular Classes	Free time	Free time
4 th week	Regular Classes	Regular Classes	Regular Classes	Regular Classes	Regular Classes / Graduation	Check out	

Pricing



Tuition Fee							Dormitory Fee		
Course Name	Student's Age	4 weeks USD (\$)	1:1 Class	Small Group Class	Activity Class	Self Study Class	Room Type		4 weeks (USD\$)
General ESL	Adult (15+)	800	3	2		2	Deluxe	Single	1,380
Business Course		900	4	2		2		Twin	880
IELTS Course		1,000	5	2		2		Triple	720
Lite ESL	Adult (15+) Parents or Seniors	700	3				Family	Triple	880
Kinder Course	Kids (4~7)	1,160	2		5			Quad	760
Junior Course	Kids (7~14)	1,380	3	3	2				
※ Registration fee : \$100							Short-term pricing		
							1 week	2 weeks	3 weeks
							40% of 4 weeks	60% of 4 weeks	80% of 4 weeks

- ※ In Small Group Class and Activity Class, there are 5 to 7 students per teacher.
- ※ Kids Activity class : Music, Arts & Crafts, Cooking, English Games.
- ※ Dormitory fee includes 3 meals a day except weekend lunch & dinner.

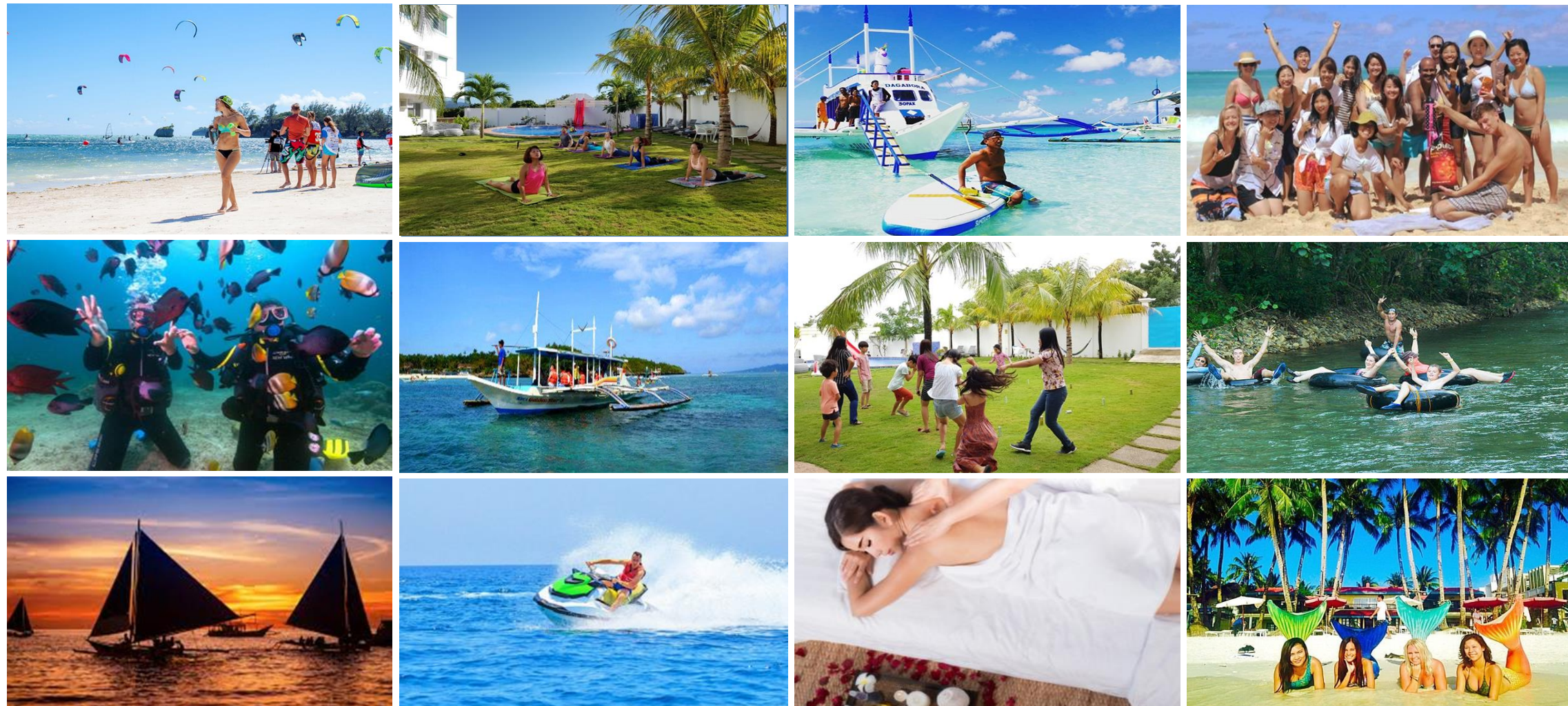
Additional Costs (Payable at the school)

ITEM	AMOUNT (PHP)	DESCRIPTION
SSP	6,800	Special Study Permit
Textbooks	300~500 / book	Depends on your course and level
Service Fee	800 / week	General Utlity, Maintenance
Electricity & Water Bill	500 600 800 1,200 / week	Quad Triple Twin Single room
	20 / Kwh	Overuse of electricity will be charged an additional fee
Pick-up Service	Free	Airport transport service from airport (Kalibo, Caticlan) to the school
Deposit	3,000	Refundable upon check-out if no damages
Laundry	300 / Load	Maximum 8kg per Load
Visa Extension	4,000 / 9,300 / 12,600 / 15,900 / 19,200	If staying in the Philippines more than 30 / 59 / 89 / 119 / 149 days (Subject to change according to Visa type)
ACR I-Card	3,500	Only applicable if staying in the Philippines more than 59 days
Additional 1:1 Class	1,500 / week	Additional 1:1 class per week (5 times) , Minimum 2 weeks
Additional Stay	2,000 / night	Additional stay for students in the same room. (Single room : 3,500 / night)
	2,500 / night	Additional stay for a visitor(must be parents) in the same room

School Features

Boracay Activity

Students can do some activities such as Yoga, Island hopping, Mainland tour, Sunset sailing, etc. on weekends



School Policy

Refund policy

A written notice should be submitted when canceling the course.
The registration fee cannot be refunded under any circumstances.

When to request a refund		Refund Amount
Before Departure	4 weeks before departure	All fees except registration fee
	2 weeks before departure	All fees except 2 weeks of dormitory fees
	1 week before departure	All fees except 4 weeks of dormitory fees
	Less than a week before departure	All fees except 4 weeks of tuition and dormitory fees
After Departure	Registered 4 weeks or less	No refund regardless of time of request
	Within 25% of course period	50% of remaining period of tuition and dormitory fees
	Within 50% of course period	20% of remaining period of tuition and dormitory fees
	More than 50% of course period	No refund
Extension	2 weeks before extended class starts	All fees except 2 weeks of dormitory fees
	1 week before extended class starts	All fees except 4 weeks of dormitory fees
	Less than a week before extended class starts	All fees except 4 weeks of tuition and dormitory fees

- Remaining study period or class is not transferable to other students or even to family members.
- In case of inevitable circumstances such as student's illness which cannot be treated in the Philippines (must present medical certificate from the hospital) or immediate family's death (parents, siblings, spouse and children only ; grandparents and married siblings are not included). School will refund 50% of the remaining tuition and dormitory fees counting from the next week of notice date.
In this case, student need submit the Doctor's document within 2weeks from departure. If this circumstance happens prior to departure, it will belong to Pre-departure regulation on the table.
- Notification time : If a student requests a refund after departure, notification should be made in writing, 2 weeks before the requested refund period.
In case of violation of notification time, Refund is applied excluding 1 week from the refund period, and the refund period is calculated from Monday of the next week based on the notification date.
- Postponement of study before the registered start date is permitted only once after registration. To request a postponement, a request must be submitted at least 4 weeks before the intended study period. Failure to meet this deadline will result in the application of the Pre-departure refund policy.

Regulations

[Clause 1] Classes & Attendance

1. All regular classes last 45 minutes, followed by a 5-minute break.
2. Class schedules and teacher assignment are within the exclusive authority of the school and students must fully follow them. Class start/end times may vary depending on the student, and since free class time is essential for efficient management of the school, students must follow the schedule set by the school.
3. Classes may be changed or canceled due to reasons such as the health of the teachers in charge, resignation, personal circumstances, etc., or the school itself. If a class is canceled, make-up classes will be held within a week. However, if a student is absent for personal reasons, no supplementary classes will be held.
4. If a student is late for more than 10 minutes, he or she will be considered absent even if attended class.
5. If a student needs to be absent due to illness or other unavoidable reasons, he or she must submit an absence request form to the office before class begins. If acknowledged by the school, it will not be considered an absence.
6. If a student needs help with a personal problem, such as visiting a hospital or police station, he or she must apply to the office and receive permission. A fee of 3,000 pesos is charged for accompanying a manager or staff, and transportation and meal expenses are separate. (up to 4 hours per session)
7. Class schedule adjustments and teacher changes can be requested every Thursday from 1:00 PM to 5:00 PM. Only those who request it can apply from the following week after consulting with their teacher on Friday. If identical requests are made, priority will be given to students with higher attendance. However, it is not possible to designate a teacher.
8. When requesting a course downgrade, a refund of the difference is not possible. Course upgrades can be requested every Thursday from 1:00 to 5:00 and can be applied starting the following week after consulting with the teacher on Friday.

[Clause 2] Philippines Holidays

1. New Year's Day - January 1	11. National Heroes Day - August 26
2. Chines New Year – irregular date	12. All Saints' Day – November 1
3. Maundy Thursday - irregular date	13. All Souls' Day - November 2
4. Good Friday - irregular date	14. Bonifacio Day - November 30
5. Day of Valor - April 9	15. Feast of Imma. – December 8
6. Labor Day - May 1	16. Christmas Eve - December 24
7. Eidul Fitr - irregular date	17. Christmas Day - December 25
8. Independence Day - June 12	18. Rizal Day - December 30
9. Eidul Adha - Irregular date	19. Last Year Day - December 31
10. Ninoy Aquino Day - August 21	

School Policy

Regulations

1. Class schedules are subject to Philippine National Holidays: regular or special. During these holidays there are no classes at Coco. Also, no makeup classes will be held. The following are school holidays:
2. Religious holidays, which have irregular dates, are determined by religious calendar. Also, special holidays, which are declared by the Philippine government, have irregular dates. Students are then advised to check the bulletin board for announcements concerning those holidays.

[Clause 3] Dormitory Check-in & Check-out

1. Check-in : From Saturday 3:00PM or later OR Sunday Anytime
2. Check-out : By Saturday 12:00PM
3. Airport sending fee : P1,000 (Kalibo or Caticlan airport). Students can request it from 3 to 14 days before your scheduled return date.
4. Additional cost will apply if the standard check-in/check-out schedule is not met.

[Clause 4] Indemnity and Rights

1. The school is not responsible for any damages caused by natural disasters, unexpected events, flight delays or cancellations.
2. The school is not responsible for incidents or accidents that occur outside of the school.
3. The school is not responsible for any damage or loss of clothing that occurs during the laundry service.
4. The school is not obligated to provide supplementary classes on public holidays in the Philippines.
5. The school reserves the right to change course courses, schedule changes, dormitory changes, etc.
6. The school is not responsible for accidents caused by student negligence. We recommend that you sign up for travel insurance to receive financial assistance in the event of an accident.

[Clause 5] Issuance of graduation certificate

A graduation certificate will be issued to students who meet the requirements below.

1. Attendance rate of 90% or higher (Attendance rate will be checked on Thursday of the week scheduled for graduation).
2. Less than 50 penalty points

[Clause 6] Grounds for Expulsion

* Students will be expelled immediately if any of the following situations occur, and any remaining training fees will not be refunded.

1. If a fire occurs due to use of unapproved heating appliances or cooking utensils in the dormitory.
2. If you make loud noises, fight or argue, damage items while drunk, act violently, use profanity, or create an atmosphere of fears to others.
3. In case of inappropriate behavior such as bullying other students.
4. If you hold or participate in an unauthorized assembly, or if you defame the school without any basis and spread disparaging rumors or rumors about the school. In case of inciting other students to hold an unauthorized assembly. In some cases, this may result in a lawsuit being filed against the student for legal damages.
5. If you meet privately outside the school and drink alcohol together. (The employee in question was also fired)
6. In case of financial transactions or dating with a school employee. (The employee involved in this case was also fired)
7. Entering another person's dormitory without permission.
8. Entering a room of the opposite sex.
9. In case of drug use or criminal activity.
10. Disclosure of tuition fees paid (discounts, conditions, etc.)
11. Drinking alcohol with others in a public place within the school.
12. If a similar situation occurs and the school is deemed necessary.

[Clause 7] Warning

* The following actions are absolutely prohibited, and if the warning is violated three or more times, you will be immediately expelled.

1. Smoking in a non-designated area. (A fine of 10,000 pesos is imposed immediately)
2. If an outsider is brought to the school without permission
3. If school supplies are taken outside.
4. If other students file complaints about noise being made between 10:00PM and 7:00AM
5. If a fight or accident occurs due to lack of guardian supervision when a child uses the swimming pool.
6. In case of non-compliance with swimming pool usage hours and attire.
7. Failure to report damage to academy property.
8. If a similar situation occurs and the school is deemed necessary.

School Permit

 REPUBLIC OF THE PHILIPPINES
SECURITIES AND EXCHANGE COMMISSION
SEC Building, EDSA, Greenhills
City of Mandaluyong, Metro Manila

COMPANY REG. NO. CS201507493
COMPANY TIN 009-011-167

CERTIFICATE OF INCORPORATION

KNOW ALL PERSONS BY THESE PRESENTS:

This is to certify that the Articles of Incorporation and By-Laws of

BORACAY COCO ENGLISH CORPORATION

were duly approved by the Commission on this date upon the issuance of this Certificate of Incorporation in accordance with the Corporation Code of the Philippines (Batas Pambansa Blg.68), and copies of said Articles and By-Laws are hereto attached.


This Certificate grants juridical personality to the corporation but does not authorize it to undertake business activities requiring a Secondary License from this Commission such as, but not limited to acting as: broker or dealer in securities, government securities eligible dealer (GSED), investment adviser of an investment company, close-end or open-end investment company, investment house, transfer agent, commodity/financial futures exchange/broker/merchant, financing company, pre-need plan issuer, general agent in pre-need plans and time shares/club shares/membership certificates issuers or selling agents thereof. Neither does this Certificate constitute as permit to undertake activities for which other government agencies require a license or permit.

As a registered corporation, it shall submit annually to this Commission the reports indicated at the back of this certificate.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of this Commission to be affixed at Mandaluyong City, Metro Manila, Philippines, this 20th day of April, Twenty Fifteen.

 **FERDINAND B. SALES**
Director
Company Registration and Monitoring Department

SEC Certificate

 REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF JUSTICE
BUREAU OF IMMIGRATION
MAGALLANES DRIVE, INTRAMUROS
1002 MANILA

BORACAY COCO ENGLISH CORPORATION AAFS NO. 2024-TVET-ESL-T643
Bantud, ManocManoc, Malay, Aklan Petition for Authority to Accept Foreign Students

Petitioner
X-----X

ORDER

On 05 October 2023, the Petitioner filed a petition for authority to accept foreign students under the 25 October 2000 BI Office Memorandum Order No. RBR-00-57.

Petitioner submitted the following documents:

1. SEC Registration;
2. CIPR No. 201906040013;
3. Cert. No. TMC24060401000763;
4. Information Bulletin;
5. Faculty Profile; and
6. Pictures of buildings, laboratories, libraries and other credentials.

Having substantially complied with accreditation requirements, we grant **BORACAY COCO ENGLISH CORPORATION** **TEMPORARY** authority to accept foreign students with respect to its **ENGLISH LANGUAGE PROFICIENCY - 120 Hours**.

This **TEMPORARY ACCREDITATION** is valid from **01 February 2024 until 31 January 2029**. Subject for re-application as soon as the institution has acquired a new valid Trainers Methodology Certificate Level I from TESDA.

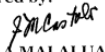
This authority may be revoked for cause and the school is hereby mandated to comply with all the existing rules and regulations imposed or which hereafter may be imposed by the Bureau of Immigration. This authority to accept foreign students does not extend to any branch of the said school, whether located in the same municipality or city or in other municipalities or cities.


Further, **BORACAY COCO ENGLISH CORPORATION** shall: (i) Establish a Foreign Student Unit (FSU) within its organization; (ii) Designate an employee of the school as liaison officer or school representative who shall exclusively assist or represent the school's foreign students in all transactions with the Bureau of Immigration; (iii) Submit within 30 days from commencement of classes a comprehensive enrollment report of foreign students; and (iv) Submit a monthly status report which includes, among others, students who transferred, dropped from the rolls, with derogatory records, or went missing.

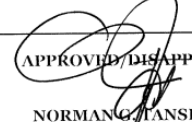
Failure to comply with the foregoing will cause the cancellation/revocation of this authority to accept foreign students.

Further, this Order is based on the facts and representations of the Petitioner and should it be found that the same are erroneous and false, this approval shall be deemed null and void.

Let a copy of this Order be furnished the (i) Petitioner; (ii) TESDA; (iii) Office of the Commissioner; and (iv) Student Visa Section of this Bureau.

Prepared by: 
SHEILA MALALUAN-CASTOLO
Administrative Assistant I (JO)
Date Signed: 06 February 2024


Recommending Approval: 
ANTHONY M. CABRERA
Acting Chief, Student Visa Section
Date Signed: 07 February 2024

APPROVED/DISAPPROVED

NORMAN G. TANSINGCO
Commissioner
Date Signed: **13 FEB 2024**

OR No. M21368015088 P 50, 010100 01 January 2021
E232368003991 P 506100 03 October 2023

PATRIOTISM • INTEGRITY • PROFESSIONALISM

Immigration SSP

 Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
Region VI
This

Certificate of TVET Program Registration
No. **201906040013**

is hereby granted to

BORACAY COCO ENGLISH CORPORATION
Brgy. Manoc-Manoc, Boracay Island, Malay, Aklan

to offer a program in

English Language Proficiency
with a duration of **120 Hours**

The program covers the following units of competency:

COMPETENCIES

Read and write simple information
Read and write simple documents and materials
Read and write complex documents and materials
Apply basic oral communication skills
Conduct routine oral communication
Use effective oral communication techniques

Trainer/s of the Program:
Marcus Aurelius N. Llanos
TMC I No. 190604010000015

By the Authority of the TESDA Director General:
SEC. HIDRO J. LAPENA, PhD., CSEE

GASPAR S. GAVONA, Ph.D., Ed.D., CSO III
Regional Director

SN NTR -0987
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TESDA Certificate



Thank you



+63 939 793 3377



admin@boracayenglish.com



<https://boracayenglish.com>



Bantud, ManocManoc, Boracay Island, Malay,
Aklan, Philippines. 5608