



Dormitory Handbook

2025-2026



SONGDO

INTERNATIONAL

ACADEMY



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Welcome to the Songdo International Academy Dormitory! This service is provided to give our students an extra chance to attend SIA even though they live outside the area. I hope your student finds life in the dormitory comfortable and uses his/her time well while studying here. We will do our best to keep the students safe and productive while they live away from home. We appreciate your trust, and look forward to helping these students grow and mature as they progress through school.

God Bless,

Chris Yoon



Important Dates

Date	Event
August 1	Dormitory applications due
August 30	Move-in
October 3-10	Chuseok Holiday
December 1	Notice for change of status
December 19	Last day of the semester
January 11	Welcome back!
February 16-20	Lunar New Year
April 13-17	Spring Break
June 26	Last day of the semester

Dormitory Staff

Dormitory Coordinator		
Maintenance Office		
Vice-Principal	Jason Tull	032-890-7900

Daily Schedule

07:00 a.m. Wake-up

08:00 a.m. Breakfast

08:55 a.m. Class Starts

05:30 p.m. Dinner

10:00 p.m. Students check-in

10:00 p.m. In your rooms

12:00 a.m. Light's Out





Weekends & Holidays

Students are expected to leave the dormitory on days when there is no school. Parents can pick up their children Friday afternoon and return them to the dormitory on Sunday afternoon. Students are not allowed in the dormitory on holidays and days with no school such as spring break, Chuseok, and the Lunar New Year. On Children's Day (May 5), and Election Day (June 3) students are allowed to stay in the dormitory, and the coordinator will remain on-site as well.



Medical Emergencies

Songdo IA has a school nurse who is available from 9:00 to 5:00 during weekdays. If there is an emergency after hours, please contact the dormitory coordinator. Nasaret Hospital is approximately six kilometers from the school. Their phone number is 032-899-9999.



Personal Belongings

Students are strongly recommended to bring a few select electronics to school. They should take care to keep their possessions safe when traveling home for the weekend. Students are allowed to bring devices such as smart phones, laptops, tablets, and AirPods to school. Televisions, computer monitors, gaming systems (Xbox, PS5), microwaves, hot pots, toasters, refrigerators, coffee pots, matches, lighters, candles, electric blankets, heaters, tobacco, and alcohol are not allowed. Handheld games such as a Nintendo DS are allowed. Students are further recommended to leave valuables such as passports, expensive jewelry, and large amounts of cash at home. SIA will not take responsibility for missing possessions. The dormitory is also a pet-free building.

The dormitory provides a bed (including sheets), a wardrobe, and a desk to each student. Students need to bring their own towels, clothes, and toiletries (toothpaste, shampoo, toilet paper). They are allowed to bring some comforts from home such as an alarm clock or wall decorations. Please remember that students will pay for damages to the room when they move out.



Laundry

There are two laundry rooms on the third floor. Students are allowed to use the machines after downloading the appropriate application on their phones. Students will also need to bring their own laundry soap.



Food Delivery

Students are allowed to have food delivered to the dormitory, but orders must be placed before 9:00 p.m. Students must be sure to clean up after themselves and dispose of all the garbage in the appropriate place.



Roommate Disputes

If two students are having trouble getting along, they are encouraged to bring the dispute to the dormitory coordinator for mediation. Students can be permitted to change rooms during the semester, but only at the coordinator's discretion. As a last resort, students are allowed to move out of the dormitory before the semester ends. However, they are still obligated to pay for remaining weeks until the semester ends.



Mail and Packages

Students are allowed to receive mail and packages. They will be dropped off in the security office, and students can pick them up there.



Visitors

Students are allowed to have visitors in the common areas of the dormitory, but they are not allowed in the rooms themselves. Parents who are visiting their children are welcome, but they must notify the dormitory coordinator if they are still in the building after 9:00 p.m. All guests must sign in when they enter the dormitory with the security guard on the first floor.



Dormitory Rates (breakfast and dinner included)

Date	Fee (Won)	Notes
August 1	6,000,000	Full semester fee
August 1	3,150,000	Students who pay in installments are required to pay extra for the semester.
November 1	3,150,000	
January 15	6,000,000	Full semester fee
January 15	3,150,000	Students who pay in installments are required to pay extra for the semester.
March 1	3,150,000	



Parental Code of Conduct

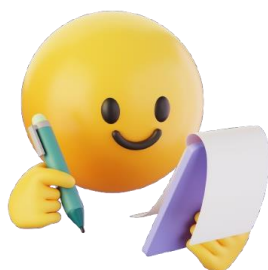
Parents are expected to refrain from these behaviors in regards to the dormitory.

1. Verbal or physical abuse of a member of staff or a student.
2. Intimidating, chastising or threatening a member of staff or a student,
3. Non-compliance with requests made by staff in the line of their duties or application of policy.
4. Disregard for site access rules and requests.
5. Refusal, or excessive delay, in engagement and communication with the school regarding issues of concern.
6. Applying pressure on staff members to alter reports or any other records related to his or her child.
7. Recording meetings or telephone calls without the prior consent of those involved.
8. Failure to disclose or share information required to allow the school to secure the welfare of his or her child, or that of others (e.g. medical information).
9. Actions that bring the school into disrepute.



Campus Leave

Dormitory students are responsible for telling the coordinator if they want to leave campus after school. They are expected to be back on campus for dinner unless they have extenuating circumstances. All students are required to be back on campus by 10:00 unless permission is given by a parent. Students who violate this rule may have the privilege suspended or revoked. If a student returns late for reasons beyond their control, they must provide evidence excusing them.



Room Checks

The dormitory coordinator will check all the students' rooms on Friday to make sure the students are keeping their rooms clean. If there is a problem, the students will be required to clean their rooms before school starts the following week. In addition, the coordinator will look inside drawers and closets to make sure there is nothing violating school policies. The coordinator has the right to confiscate all prohibited items.



Evening Programs

The school will provide evening classes from Monday to Thursday for all students who want to attend. The study café will remain open until 9:30 p.m. There will also be optional classes and sports programs that students can sign-up for throughout the semester.



Other Dormitory Rules

1. Students are responsible for waking themselves up in the morning and going to bed at night. Silence should be maintained after lights out.
2. Students should not enter another person's bedroom without permission.
3. Students are only allowed to cook in the community kitchen. They are allowed to eat in their rooms.
4. No age-restricted films are to be watched by underage students.
5. Personal music in bedrooms must be listened to through the use of headphones or AirPods.
6. After lights out, no student is permitted to leave the dormitory unless they receive permission by the dormitory coordinator or in the event of a fire.
7. Tampering with smoke alarms, fire alarms, and fire equipment is strictly prohibited.
8. Nobody is to use the sports facilities or creative arts facilities unless supervised by a member of staff.
9. Any form of tobacco and alcohol are restricted from being brought into the dormitory.
10. Weapons and other dangerous items such as fireworks are also restricted.



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