

**ENGLISH LANGUAGE &
TRAINING CENTRE**

TUITION FEES 2023

GENERAL INFORMATION

Bournemouth City College is an English language & training centre situated in the beautiful seaside resort of Bournemouth, on the south coast of England. We offer English language courses for all language levels and work with a mixture of international students from all backgrounds – students, business professionals, young learners and senior citizens. We offer English language courses with a varying number of lessons per week, to suit our students' language needs and world requirements for a high standard of English language knowledge for a general English level or professional level.

- All course fees are valid from **1st January 2023 to 31st December 2023**.
- The minimum age for students to study at BCC is **18 years** for the majority of our programmes.
- The minimum age for students to study on our **Summer Vacation programmes** is **16 years**.
- BCC courses run from 1 week to 44 weeks (up to 11 months).
- A maximum class size of 12 students, however the average class size in off-peak seasons is lower.
- Classes may be in the mornings or the afternoons during busy periods.
- Students with special needs are assessed on a case-by-case basis.

VISA REQUIREMENTS

- Students can study any English language course with a **Standard Visitor Visa** for **up to six (6) months**.
- Students who wish to study **longer than 6 months** must apply for a **Short-term Student Visa and can study up to 11 months**.
- Students arriving in the UK on a Short-term Student Visa must complete at least 15 hours of study per week.
More details about the visa can be found on: www.gov.uk/apply-to-come-to-the-uk.

TUITION FEES & DATES

- **Majority of our tuition fees are calculated per week** (except enrolment fee & course book fees).
- **Courses start on any Monday (unless a Public Bank Holiday) in which case it starts on Tuesday.**
- BCC courses do not run on UK Public Bank Holidays.
- Group rates & additional services are negotiable based on individual requirements.
- Extra costs may apply to tuition fees to cover any additional materials, trips, excursions etc. This cost will be advised on application.
- The tuition fees include language tuition, free access to online materials, free access to Wi-Fi at school, first day placement test and interview, welcome pack, tutorial sessions with the class teacher, homework, progress tests, end of course report (on request) and a final certificate.

COURSE BOOKS

- Students must have a course book in order to proceed with a quality education.
- For students studying less than 4 weeks, course books may be borrowed.
- Books are available to purchase / borrow from the school Office Manager.
- Students must buy / borrow a new book if they move to a different course or level.
- Course book prices may vary due to changes in publishers' prices.
- Our course books are accompanied by free online additional learning materials.

CONTACT DETAILS

Victoria Chambers, 27 Fir Vale Road

Bournemouth, BH1 2JN, United Kingdom



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+44-7879 466 983



www.bournemouthcitycollege.com



info@bournemouthcitycollege.com

General English Language Courses

		1 to 12 weeks	13+ weeks
Standard General English	20 lessons (15 hours)	£ 200	£ 180
Extended General English	25 lessons (18.75 hours)	£ 220	£ 200
Intensive General English	30 lessons (22.5 hours)	£ 250	£ 220
Super Intensive General English	40 lessons (30 hours)	£ 350	£ 320
Individual Tuition (45 minutes lesson)		£ 50	

- **All tuition fees are calculated per week**
- Each lesson is 45 minutes
- The standard length for a General English course – one level - is normally completed in 12 weeks.
- Individual tuition can also be combined with standard, extended or intensive courses.
- Students can study all levels from **Beginner/Elementary (A0/A1) to Advanced (C1)**.
- We use course books: **LIFE 2nd edition** by National Geographic Learning and **EMPOWER** by Cambridge English

SCHOOL TIMETABLE (sample)

SESSION 1 (Lessons 1 & 2) 9.00 – 10.30	BREAK 10.30- 10.45	SESSION 2 (Lessons 3 & 4) 10.45 – 12.15	LUNCH 12.15- 13.00	SESSION 3 (Lessons 5 & 6) 13.00- 14.30	BREAK 14.30- 14.45	SESSION 4 (Lessons 7 & 8) 14.45 – 16.15
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Online Group English courses

Students who would like to participate in any online course need:

- **Internet access to the lessons via a PC, laptop, tablet or smartphone with functioning camera.**
- **A Zoom account** (free to download and instructions provided on completion of enrolment).
- **Complete online entry placement test** prior to your first day & access to the lesson instructions.
- **Online fee is calculated per week**

ONLINE GROUP ENGLISH COURSES		1 to 4 weeks	4+ weeks
General English Course	10 lessons (7.5 hours)	£ 150	£ 120
IELTS Examination Preparation Course	10 lessons (7.5 hours)	£ 150	£ 120
Business English Course	10 lessons (7.5 hours)	£ 150	£ 120

ADDITIONAL CHARGES

ENROLMENT FEE (non-refundable, payable once only)	£ 100
COURSE BOOKS (one course book for one level)	£ 60

Academic year programme

The Academic year programme offers structured and longer-term course options for all students who need high standards of English language tuition to achieve their professional career or further preparation for entry to higher education or just to develop a high level of English language skills and English language knowledge.

The Academic year programme is available for the period of 24 or 44 weeks depending on your initial level of English language, your desired English language level you wish to achieve after completion of your course. With our intensive option (programme B) you will get the best possible preparation for the next stage of your academic or professional career.

The packaged prices for the Academic year programme benefit from specially reduced fees to help you to achieve your academic or professional aims and they are offered with optional accommodation facilities in our BCC residences and additional services which you might benefit whilst studying.

Academic year programme	24 weeks	44 weeks
<p>PROGRAMME A - General English tuition 20 lessons per week (15 hours) The programme A package also includes: - two (2) airport transfers & course books & enrolment fee</p> <p>Programme A suits students of all English levels.</p>	£ 3580	£ 5880
<p>PROGRAMME A with accommodation in our BCC residence (Accommodation is offered in our BCC residences in en suite double room for single occupancy)</p>	£ 7580	£ 12990
<p>PROGRAMME B - General English tuition 20 lessons + 10 lessons of any exam preparation course or Business English - 30 lessons in total per week (22.5 hours) The programme B package also includes - two (2) examination fees & course books & enrolment fee</p> <p>Minimum English language level for the Programme B is Intermediate (B1)</p>	£ 5080	£ 8680
<p>PROGRAMME B with accommodation in our BCC residence (Accommodation is offered in our BCC residences in a double room en suite for single occupancy)</p>	£ 9280	£ 14999



BCC Summer Vacation Programme (age 16+)

Available: 2nd July – 26th August 2023 | Start dates: 2nd, 16th, 30th of July and 13th August | Course duration: 2 weeks

- The summer programme usually runs during the summer months **July and August** and it is designed as a **two-week minimum stay package for learners, age 16 years and older.**

Our Summer Vacation General English programme for 2 weeks includes:

- **40 Interactive Group General English language lessons** from Monday to Friday (30 hours of English language tuition for 2 weeks). Each lesson is 45 minutes.
- **Accommodation in our BCC residences**, only a short walking distance from the BCC school and town centre (accommodation is offered **in en suite shared twin rooms** (for the same group members and of the same sex) or **en suite single rooms** (please be aware of limited number of single rooms available).
- **The Parental permission form (for all students aged 16 & 17 and signed by the parent)** and next of kin details must be completed and provided to us prior to the students' course start date.
- **Full board** (breakfast, lunch and evening meal), with special dietary options available in our own restaurant
- **After school activities** with our BCC Activities Staff, with full safeguarding supervision, **one full day excursion** (on Saturday) & **two half-day trips per week** (usually on Wednesdays)
- Multilingual staff available & student well-being support person available 24/7.
- Students will receive a final certificate.
- Two week period starts on Sunday prior to the course start date (1st week of stay) and finishes on Saturday (2nd week of stay).

Optional facilities to buy and to include in your summer package (additional charges apply)

- **A mobile phone SIM card** with pre-paid credit (30 days validation)
- An **airport individual transfer** to & from Bournemouth to any London airport, provided by our partner company for a special reduced price for our Summer Vacation programme.
- Any **additional week** to the advertised two-week package will be arranged for an additional charge. (Refer to brochure for Summer Offer on our website www.bournemouthcitycollege.com)

Please enquire at time of booking or contact us: info@bournemouthcitycollege.com

Summer Vacation Programme - 2 weeks	Individual Airport Transfer Fee (return journey)	Mobile SIM Card	Additional Week
£ 1575.00	£ 300.00	£ 25.00	£ 755.00



Professional English Examination course

IELTS		1 to 12 weeks	12+ weeks
IELTS A (Intensive)	20 lessons (15 hours)	£ 200	£ 180
IELTS B (Basic)	10 lessons (7.5 hours)	£ 150	£ 120
IELTS B & General English 20 <i>A combination programme with General English</i>	30 lessons (22.5 hours)	£ 250	£ 220

- **All tuition fees are calculated per week.**
- The IELTS Preparation course must have at least 5 students to run the course.
- The minimum level required for IELTS is **Intermediate (B1)**.
- The IELTS A Preparation course runs for a **minimum of 4 weeks**.
- The IELTS B Preparation course runs for a **minimum of 8 weeks**.
- We use **MINDSET FOR IELTS Level 2 Student's book with online modules** by Cambridge University Press.

General English Examination courses (B2 First, CAE)

CAMBRIDGE B2 FIRST (formally FCE)		1 to 12 weeks	12+ weeks
CAMBRIDGE C1 ADVANCED (CAE)			
Intensive option - A	20 lessons (15 hours)	£ 200	£ 180
Basic option – B	10 lessons (7.5 hours)	£ 150	£ 120
Examination Course B & General English 20 <i>A combination programme with General English</i>	30 lessons (22.5 hours)	£ 250	£ 220

- **All tuition fees are calculated per week.**
- The B2First (FCE) and Cambridge Advanced (CAE) courses must have at least 5 students to run the course.
- The minimum level required for **Cambridge B2 First (FCE)** is **Intermediate (B1+)**.
- The minimum level required for **Cambridge Advanced English (CAE)** is **Advanced (C1)**.
- Any **Intensive course** option runs for a **minimum of 4 weeks**.
- Any **Basic course** option runs for a **minimum of 8 weeks**.
- We use **COMPLETE FIRST 2nd edition** and **COMPLETE ADVANCED 2nd edition** by Cambridge University Press.

ADDITIONAL CHARGES FOR ANY EXAMINATION PREPARATION COURSES	
EXAMINATION STUDENT'S COURSE BOOK (<i>compulsory to buy</i>)	£ 50
EXTERNAL EXAMINATION FEES (<i>subject to change and provided as a guide only</i>)	
B2 FIRST (FCE)	£ 225
C1 ADVANCED (CAE)	£ 225
IELTS	£ 245

Specialized English courses

CAMBRIDGE BUSINESS ENGLISH COURSE		1 to 12 weeks	12+ weeks
Business English – A	20 lessons (15 hours)	£ 200	£ 180
Business English – B	10 lessons (7.5 hours)	£ 150	£ 120
Business English B & General English 20 <i>A combination programme with General English</i>	30 lessons (22.5 hours)	£ 250	£ 220

- *The standard length for Cambridge Business English is usually 12 weeks.*
- *Minimum level required for **Cambridge Business English Courses** is **Pre-Intermediate (A2)**.*
- *Group rates & additional services are negotiable based on individual requirements.*
- ***Business Benchmark** and **Business Preliminary** by **Cambridge English Press** (Pre-intermediate to Upper - intermediate levels) are used for our Business English course.*

Skills & Development courses

ESOL SKILLS FOR LIFE & BILDUNGSURLAUB	<i>See our special offer flyers</i>
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- *Any Skills & Development course must have at least 5 students for to run it.*
- *Minimum English language level required for any Skills & Development course will be specified in offer flyer together with number of lessons/hours offered.*



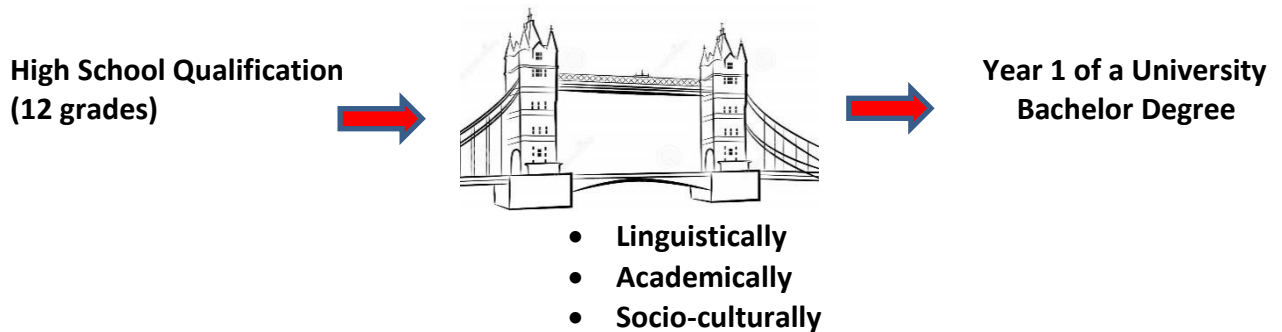
Higher Education – Pathways to University

Level 3 International Foundation Diploma Autumn / Summer 2023 intakes

A BRIDGE TO A DEGREE

The British school system has 13 grades. Many international students complete 12 years of education in their own countries, therefore the UK Universities will require a foundation or access course.

LEVEL 3 INTERNATIONAL FOUNDATION DIPLOMA
bridges the gap:



The **Level 3 International Foundation Diploma** offers to all our students a one-year of pre-university qualification which is designed to prepare you for entry to higher education to UK or overseas universities. The Level 3 International Foundation Diploma **is available for the period of 36 up to 44 weeks.**

The packaged price for the **Level 3 International Foundation Diploma** benefit from specially reduced fees to help you to achieve your academic aims and they are offered with optional accommodation facilities in our BCC residences and additional services which you might benefit whilst studying.

LEVEL 3 INTERNATIONAL FOUNDATION DIPLOMA FOR HIGHER EDUCATION STUDIES	36-44 weeks
Level 3 International Foundation Diploma for Higher Education Studies 30 lessons (22.5 hours) - Business stream	£ 11900
Level 3 International Foundation Diploma for Higher Education Studies 30 lessons (22.5 hours) - Computing stream	£ 11900

- The pre-university programme is provided in an accreditation partnership **with NCC Education.**
- Students studying from 36 weeks up to 44 weeks will have to purchase a full tuition package in advance.
- The minimum English language level for the **programmes (September 2023)** is **UKVI IELTS 4.5.**
- Students need to apply for a **Short-term Student Visa.**
- Accommodation is not included, but can be arranged at our BCC Residences for an additional charge.

Accommodation fees

BCC RESIDENTIAL FEES

<i>Single room</i>	<i>Twin room</i> <small>2 people shared occupancy</small>	<i>Double room</i> <small>with single occupancy</small>
£ 160	£ 220	£ 180



- *BCC accommodation fees are valid from **1st January 2023 until 31st December 2023.***
- ***Residential fees are per person and per week for the room** (from Sunday until Sunday).*
- *The minimum age of students to live in BCC Residences is 18 years.*
- *The minimum age of students to live in BCC Residence is 16 + years old only for the Summer Vacation programme and after confirmation approval in Parental Consent Form (for students age 16 & 17 years old).*
- *Our BCC residences are located within a walking distance from the BCC school.*
- *All residences are self-catering with shared kitchens/dining rooms, basic utensils and cookers, including ovens and microwaves.*
- *Each residence has its own laundry facilities (washing machines and tumble dryers).*
- *Singles, doubles and twin rooms are available, each en suite (private shower/bath and toilet).*
- *Single rooms are only in a limited number, twin rooms are available to book only for a pre-booked pair or couple or two people from the same group, otherwise the price will be charged as for a double room with single occupancy.*
- *Rooms are comfortably furnished with a bed, bedside cabinet, wardrobe, study desk and chair, TV and a small fridge.*
- *Bedding and towels are provided on request.*

COURSE DATES 2023

January						
Su	M	Tu	W	Th	F	Sa
1						
8						
15						
22						
29						

February						
Su	M	Tu	W	Th	F	Sa
5						
12						
19						
26						

March						
Su	M	Tu	W	Th	F	Sa
5						
12						
19						
26						

April						
Su	M	Tu	W	Th	F	Sa
2						
9						
16						
23						
30						

May						
Su	M	Tu	W	Th	F	Sa
7						
14						
21						
28						

June						
Su	M	Tu	W	Th	F	Sa
4						
11						
18						
25						

July						
Su	M	Tu	W	Th	F	Sa
2						
9						
16						
23						
30						

August						
Su	M	Tu	W	Th	F	Sa
6						
13						
20						
27						

September						
Su	M	Tu	W	Th	F	Sa
3						
10						
17						
24						

October						
Su	M	Tu	W	Th	F	Sa
1						
8						
15						
22						
29						

November						
Su	M	Tu	W	Th	F	Sa
5						
12						
19						
26						

December						
Su	M	Tu	W	Th	F	Sa
3						
10						
17						
24						
31						

 BCC closed for teaching

Private Airport Transfers

AIRPORT	Price per student – one way	
	1 student	2+ students
LONDON Heathrow	£ 190	£ 100
LONDON Gatwick	£ 190	£ 100
LONDON Luton	£ 210	£ 110
LONDON Stansted	£ 240	£ 110
SOUTHAMPTON	£ 90	£ 50
BOURNEMOUTH	£ 50	£ 30

All Airport transfers to & from Bournemouth are provided by our partners companies ATH & Andy P Travel.

Things to do in Bournemouth

BCC School Activities (Free)	Discover Dorset (approx. prices from our partner company)	Individual Activities (approx. prices)
Football	Half Day Trip £ 40	Paddle Boarding - £ 70
Volleyball		Gym - £ 17
Quiz Night	Full Day Trip £ 60	Bike Ride - £ 10
Conversation Club		Bowling - £ 10

GENERAL TERMS AND CONDITIONS OF ENROLMENT

General Terms & Conditions of Enrolment - all enrolments are subject to these General Terms and Conditions, which are legally binding upon confirmation and student acceptance by Bournemouth City College (**BCC**). The student must follow and complete the course of study at BCC and declare to accept all current UK laws, including returning to their native country at the end of their studies.

Enrolment – is the process of enrolling a student onto a language course at BCC. By accepting these Terms and Conditions of Enrolment, the student confirms that he/she understands the BCC Terms and Conditions and he/she is happy to proceed with the application. The application is fully accepted when the **enrolment fee of £100 is received by BCC**. This is a non-refundable fee. BCC reserves the right to withhold a student's application if false information has been provided by the student.

Fees– for any purchase of a language course from BCC, the full course fees including any additional services will be required to be settled no later than **4 weeks before the course is due to begin**. The student is fully enrolled on the course, once the full payment for the course and other services is received. BCC reserves the right to cancel the course package, accommodation and all other services if this payment condition is not met. For any additional week to the advertised course package will be arranged for an additional charge.

The fees for language courses and additional facilities offered by BCC are valid **from 1st January to 31st December** each year and are reviewed yearly. Course fees are calculated in complete weeks and any partial week is counted as a full week. BCC will not refund any fees in the event that:

- *Services pre-booked and arranged in the application form are not used.*
- *Late entry to the course or periods of absence without any notification and explanation from the student.*
- *Days when the school is closed due to public or official holidays.*
- *The student decides to leave the course early.*
- *The student is dismissed for misconduct or inappropriate behaviour before or during the course period.*

Course payment – can be made by different methods: bank transfer, by UK cheque payable to **Bournemouth City College Ltd.**, cash, debit or credit card (at the office of BCC). Bank details for bank transfers are as follows: Bournemouth City College Ltd., HSBC Bank, 59 Old Christchurch Road, Bournemouth, BH1 1EH, UK

Account number: **92093111**

Sort Code: **401307**

IBAN: **GB69HBUK40130792093111**

SWIFT code: **HBUKGB4102T**

Transport Fee - payment for a pre-arranged transfer from a UK airport is required to be paid and arranged at least **4 weeks in advance together with a full payment for the course**. Any cancellation of transfer from a UK airport within a 4 weeks period prior to the student's course start date will be reviewed at the discretion of the Managing Director.

School holidays –BCC is closed on public holidays. The bank holiday calendar can be found on: www.uk-bankholidays.co.uk. You can only take additional holidays during the course, if you tell us in advance and they are approved by the Managing Director. We will not give any refunds or extend your stay if you take time off during the course.

Language course – BCC is committed to providing you with quality English courses, full attention to individual student's needs, interaction during the lesson and an effective teaching approach. Your course will finish as requested in your application form. BCC will issue each student an end of course report (on request), together with an End of Course Certificate. Courses are not transferable to other people.

Change of course - Students have the right to change the course. All course changes must be in writing, posted or emailed to the BCC office. The notification period for a change of course is **2 weeks prior to the date the course is due to begin**. No refund will be made back to the student, if there is credit available due to this change, it can be used for any course extension or purchase of a new course within a 12-month period.

Cancellation – if a student wants to cancel the course, the cancellation notification needs to be in writing, sent by post or email to info@bournemouthcitycollege.com at **least 4 weeks prior to the date the course is due to begin**. Each cancellation request will be reviewed solely by the Managing Director and any refunds (if applicable) will be given at the sole discretion of the Managing Director. If a student **wishes to cancel an enrolment less than 28 days before the date the course is due to begin, two (2) weeks tuition and accommodation fees are payable to BCC. No refund** will be issued if the course cancellation is made **once a student has started his/her course**. If you are unable to complete the course because of serious illness or family bereavement, documentary evidence may be requested. Cancellation due to COVID-19 infection will be reviewed individually and assessed on the individual circumstances of each student. Refunds cannot be processed until BCC has been paid in full for all services booked.

Agency/Representative bookings – when booking through an agency, the terms and conditions of that agency also apply and students must contact the agency if they want to request any changes to the booking.

Visa application - each student has to apply for an appropriate visa to study at BCC. Information about visas can be found at: www.gov.uk/check-uk-visa. If a visa application is rejected and we receive written evidence at least 28 days prior to arrival, **we will refund the fees received in full, less an enrolment fee of £100**. Where we receive this evidence, the refund will be paid to you within 14 days of providing us with bank details and a signed authorisation that the refund should be paid to that account.

If written evidence of a refusal is received less than 28 days prior to arrival then the refund will be paid less the enrolment fee and following non-refundable payment of two (2) weeks tuition and accommodation fees.

Expulsion – you could be expelled (asked to leave the school) for the following reasons: **poor attendance** (80% or less), **poor behaviour** (bullying, harassment, bad behaviour), **stealing, or damaging the name and reputation of BCC**. In the cases of expulsion from school, no refund will be given and no certificate will be issued.

Accommodation – is provided in the BCC Residences. The accommodation fee is calculated per week and partially used weeks will be charged as a full week. Any request to change or cancel the accommodation must be in writing, posted or emailed to the BCC at **least 4 weeks before a requested change or cancellation**. If a student **wishes to cancel an enrolment less than 28 days before the date the course is due to begin, two (2) weeks accommodation fee will be charged**. **No refund** will be issued if the cancellation is made **less than 28 days before a student's course start day or if the student is already on the course with BCC**. An administration fee of £30.00 will be charged for each request to change accommodation. In special circumstances, a refund for accommodation will be agreed by the Managing Director.

Liability and Insurance – BCC will not take any responsibility for courses which are not running due to public disturbances, industrial action, natural disasters or epidemics. Each student is advised to arrange private insurance to cover medical and health problems or damage or loss of private possessions. Should a student have a specific health issue, they should inform BCC at the time of enrolment and clearly state in the application form. BCC is not liable for any loss or damage or personal belongings at the BCC Residences and students are strongly advised to arrange personal contents insurance for this reason. Any damage to BCC property, whether intentional or not, must be paid by students in full.

Complaints – if you have any problems with your course, accommodation or a member of staff or student, you should always talk to your classroom teacher or another member of the BCC Staff. BCC will always do their best to resolve any problems as quickly as possible.

Data protection – To ensure that your course at BCC meets your requirements we and, if appropriate, the BCC Agent in your own country will need to use the information you provide in order to process your enrolment. We may ask for your personal data to book your course and additional services before you arrive. When you book your course with us, we might need to share your information with third parties e.g. transport companies, examination bodies or the UK Home Office if they ask for it. Please note that where your information is held by the BCC Agent, it will be subject to your Agent's own data protection policy and their country's national law.

Student Support and Medical assistance – BCC will assist with any arrangement of emergency medical or dental treatment as provided by the NHS.

Validity of General Terms and Conditions – the BCC General T & C of Enrolment and Additional conditions for Vacation General English course programme are valid **from 1st January to 31st December** each year and are reviewed yearly. They are subject to English law. The English language version is legally binding in all cases. At the same time, BCC reserves the right to waive or adjust the specifications of a course, which may include age limits, without prior notification.

ADDITIONAL CONDITIONS FOR SUMMER VACATION GENERAL ENGLISH COURSE

School regulations – BCC school regulations are designed to ensure that the courses function smoothly. Acceptance and compliance with BCC regulations are contractual obligations on the part of the parent, guardian or other person arranging the student's enrolment with BCC. It is essential that your son/daughter understands that he/she must accept the regulations concerning "Student Code of Conduct" and "Student Discipline" and "Permission to go out without Supervision" as agreed by the Parent/Guardian. Failure to observe and accept the requirements of "Student Code of Conduct" may result in the student being returned home before the end of the course, without compensation. In this particular case, BCC reserves the right to alter the student's travel arrangements.

It is the responsibility of the parent/guardian to arrange for an adult to meet the student on arrival and at the time specified by BCC.

Liability and Insurance – if a course is curtailed after commencement, no refund can be given. Parents/ Guardians must arrange insurance against inability to attend or continue a course for medical or compassionate reasons.

Accommodation - it is essential that your son/daughter understands that:

- *Accommodation will be provided in our own BCC residences, with another students age 18+ and safeguarding support will be offered at all times.*
- *He/she must observe the accepted standards of courtesy and consideration towards others, accommodation rules*
- *He/she will be expected to make his/her own bed, help to keep the room clean and tidy and leave bathroom and toilets clean*
- *He/she must observe the bedtime stated and agreed by Parents/guardians in their Parental Consent form – normally not later than 22pm.*

Parental Consent Form for students 16 and 17 years of age enrolled on Vacation General English Courses – if your son/daughter will be 16 or 17 years of age at the time of the course, BCC must receive a completed and signed Parental Consent Form before course commencement. This form provides essential emergency contact information. In the absence of this form, if an emergency situation arises, BCC will make the best judgement on any action which needs to be taken on professional advice available at the time of the emergency.

Parental Consent Form must be sent to BCC directly or to BCC Agent in your own country no later than 10 days before the date of course commencement.

Student Support – BCC closely monitors students under 18 years of age and any unauthorised absence is followed up by our designated safeguarding staff. BCC Support and Safeguarding Officer meets with new students under 18 years of age on Adult Courses to ensure that they are aware of the BCC Guidelines for students under 18.

Supervision for students 16-17 years of age – Safeguarding supervision by BCC member of staff will be offered at the school hours – tuition hours, afternoon & weekend activities provided and organized by BCC (*clearly stated and specified time of supervision in the Parental Consent Form*) and 24/7 emergency contact person, residing at the BCC Residence. If the additional supervision outside school hours, not covering the supervision provided by BCC, is requested in the Parental Consent Form by Parent/Guardian, BCC can arrange this service for student for an additional fee.