

BBSI Dates & Fees 2016

Term Dates 2015/2016

(each academic term is 8 weeks)

2015

1 Sep – 23 Oct 2015
26 Oct – 18 Dec 2015

2016

4 Jan – 26 Feb 2016
29 Feb – 22 Apr 2016
3 May – 24 Jun 2016
27 Jun – 19 Aug 2016
30 Aug – 21 Oct 2016
24 Oct – 16 Dec 2016

General English courses run year-round, with the exception of a two week Christmas break.

The following days in 2015/16 are UK public holidays:

1 Jan, 3 & 6 Apr,
4 & 25 May, 31 Aug,
25 & 28 Dec 2015

1 Jan, 25 & 28 Mar,
2 & 30 May, 29 Aug,
26 & 27 Dec 2016

Supplementary Fees

Course enrolment fee: £90.00

Deposit on enrolment: £500.00

Course materials: English, Business English & Summer:

£35.00 per 8 week term/part term; Specialised: £70.00

per 8 week term/part term

Tier 4 visa (CAS) fee: £21.00

External examinations: See BBSI website

Airport Transfers

London Heathrow: £155.00

London Gatwick: £175.00

London Stansted: £228.00

Southampton: £87.00

Bournemouth: £50.00

Additional driver-waiting time will apply after one hour (£15.00 per hour).

Weekly Accommodation Fees

Standard Homestay:	Sep-June	Jul-Aug
Part Board	£115.00	£140.00
Self Catering	£88.00	£113.00
Bed & Breakfast	£94.00	£119.00

Executive Homestay:

Part Board	£205.00	£230.00
Self Catering	£150.00	£175.00
Bed & Breakfast	£160.00	£185.00

Residential: See BBSI website

Homestay change fee: £25.00

Holiday supplements:

£40.00 per week (standard)

£50.00 per week (executive)

Courses			Weekly Tuition Fees (all lessons 45 minutes' duration)			Entry / Duration	
ENGLISH LANGUAGE COURSES	Course code	Weekly lessons (hours)	1-8 weeks	9-16 weeks	17-32 weeks	33-50 weeks	Year-round †
General English	GE 20 GE 24 GE 30 GE 40	20 (15) 24 (18) 30 (22.5) 40 (30)	£220.00 £240.00 £275.00 £335.00	£210.00 £220.00 £255.00 £320.00	£190.00 £205.00 £240.00 £305.00	£185.00 £200.00 £230.00 £295.00	1-50 weeks
English & IELTS	EIP 30	30 (22.5)	£275.00	£255.00	£240.00	£230.00	4-50 weeks
BUSINESS ENGLISH COURSES	Course code	Weekly lessons (hours)	1-8 weeks	9-16 weeks	17-24 weeks		Year-round
Communication & Business Skills	CBS	30 (22.5)	£365.00	–	–	–	4-8 weeks*
English for Business	EFB 30 EFB 40	30 (22.5) 40 (30)	£275.00 £335.00	£255.00 £320.00	£240.00 £305.00	– –	1-24 weeks
SPECIALISED VOCATIONAL COURSES	Course code	Weekly lessons (hours)	4-15 weeks (Certificate)	16-23 weeks (Higher Certificate)	24 weeks (Diploma)	28-50 weeks (Extended Diploma)	Year-round
Management, Leadership & Human Resources [^] Marketing, Advertising & Public Relations Finance & Financial Services Legal Studies Hospitality Management & Tourism Science, Mathematics & IT	VMB VMP VFS VLS VHT VMT	30 (22.5)	8 weeks (1 term) £2920.00 (£365.00 per week)	16 weeks (2 terms) £5600.00 (£350.00 per week)	24 weeks (3 terms) £7920.00 (£330.00 per week)	28-50 weeks (4-5 terms) (£315.00 per week)	Year-round
SPECIALISED UNIVERSITY FOUNDATION COURSES	Course code	Weekly lessons (hours)			24 weeks (Diploma)	28-50 weeks (Extended Diploma)	Year-round
Management, Leadership & Human Resources [^] Marketing, Advertising & Public Relations Finance & Financial Services Legal Studies Hospitality Management & Tourism Science, Mathematics & IT	UMB UMP UFS ULS UHT UMT	30 (22.5)			24 weeks (3 terms) £7920.00 (£330.00 per week)	28-50 weeks (4-5 terms) (£315.00 per week)	Year-round
SPECIALISED PRE-MASTERS COURSES	Course code	Weekly lessons (hours)	8-15 weeks (Certificate)	16-23 weeks (Higher Certificate)	24 weeks (Diploma)	28-50 weeks (Extended Diploma)	Year-round
Management, Leadership & Human Resources [^] Marketing, Advertising & Public Relations Finance & Financial Services Legal Studies Hospitality Management & Tourism Science, Mathematics & IT	PMB PMP PFS PLS PHT PMT	30 (22.5)	8 weeks (1 term) £2920.00 (£365.00 per week)	16 weeks (2 terms) £5600.00 (£350.00 per week)	24 weeks (3 terms) £7920.00 (£330.00 per week)	28-50 weeks (4-5 terms) (£315.00 per week)	Year-round
CORPORATE TRAINING			By arrangement				By arrangement
INDIVIDUAL TUITION	OTO		By arrangement from £50.00 per lesson (general English) or £70.00 per lesson (specialised)				1 week minimum
SUMMER COURSES	Course code	Weekly lessons (hours)	1-8 weeks				27 Jun – 19 Aug 2016
English for Business (20)	EFB 20	20 (15)	£220.00				Every Monday
English for Business (30)	EFB 30	30 (22.5)	£275.00				
Management (20)	MAN	20 (15)	£280.00				Every Monday
Management & Business Skills (30)	MBS	30 (22.5)	£325.00				
Marketing (20)	MKT	20 (15)	£280.00				Every Monday
Marketing & Business Skills (30)	MKS	30 (22.5)	£325.00				
Finance (20)	FIN	20 (15)	£280.00				Every Monday
Finance & Business Skills (30)	FBS	30 (22.5)	£325.00				
Legal Studies (20)	LAW	20 (15)	£280.00				Every Monday
Legal Studies & Business Skills (30)	LBS	30 (22.5)	£325.00				
Hospitality & Tourism (20)	HSP	20 (15)	£280.00				Every Monday
Hospitality, Tourism & Business Skills (30)	HBS	30 (22.5)	£325.00				
Science, Mathematics & IT (20)	SMT	20 (15)	£280.00				Every Monday
Science, Mathematics, IT & Business Skills (30)	SMS	30 (22.5)	£325.00				

† Entry every Monday, except in the event of UK Public Holidays, when the school will be closed and courses will start the following day.

* For optimum benefit, CBS course entry recommended during Weeks 1-5 of 8-week course. ^ Institute of Leadership and Management Parchment Fee (optional): £60.00

BBSI reserves the right to make necessary changes to fees, dates, or course content at any time. The above fees are valid until 26 Aug 2016.

BBSI Terms & Conditions

Enrolment

To enrol on a course at BBSI, you must send a completed enrolment form, a copy of your passport, and a non-refundable deposit of £500.00, or full fees. You must sign the enrolment form to confirm your acceptance of these Terms & Conditions (if booking online you must also confirm acceptance of our Online Booking Policy). You can send your enrolment form to BBSI by e-mail, fax, post or courier, or online via the BBSI website. If your application is successful, BBSI will send a confirmation of your enrolment and an invoice for the total fees due.

BBSI will accept your enrolment on the understanding that you will study for the duration of stay that you declare when you enrol. It is your responsibility to ensure that you receive full information before enrolment on the course(s) you choose. BBSI reserves the right to make changes to the dates, fees and content of courses, without notice.

Travel Documents

It is your responsibility to ensure that you have valid travel documents (ie valid passport, national ID card, travel permit or visa, as applicable).

If you need a visa to study in the UK, BBSI will send you the following documents to support your visa application: Confirmation of Enrolment (visa letter to support applications for a 6 month or 11 month* Short-Term Study Visa; or Confirmation of Acceptance for Studies (CAS) to support applications for a Tier 4 (General) Student Visa.

**The 11-month Short-Term Study Visa is only valid for the BBSI General English, English & IELTS [Academic] Preparation, or English for Business courses.*

BBSI reserves the right to request payment in full before issuing any visa documentation.

Student Visa Holders

Before you arrive for your course, you must provide BBSI with your UK address, telephone number and emergency contact details, and must notify Reception immediately if there are any changes to this information during your stay. During your course you must maintain satisfactory attendance and academic progress. BBSI is required to share information on student visa holders with the Home Office, UK Visas & Immigration (UKVI), including personal contact details, enrolment details and course changes, attendance records, and any suspected or confirmed breaches of visa conditions.

Courier Charges

If you request original copies of your enrolment documents, these will be sent by standard airmail post. If you need the documents sent by courier service (eg DHL), you must request and pay for this in advance.

Payment of Fees

Full payment of fees is due four weeks before the start of your course. You can pay either by telegraphic transfer, bankers draft, cheque (drawn on a UK bank), debit card or credit card (a 3% handling charge applies to credit card payments). When making a telegraphic transfer, you will need to provide the bank with your name, address and BBSI invoice number as a reference. All bank charges must be paid by you. BBSI reserves the right not to issue a course certificate if full fees have not been received by BBSI.

Minimum Age

BBSI accepts students aged 18 and above for all its courses, with the exception of pre-Masters courses where the minimum age is 20.

Language Levels

Should you wish to check that your English language level is sufficient for a particular course, you are recommended to undertake the BBSI online English test at www.bbsi.co.uk and submit the results to BBSI.

Please note, however, that BBSI will make the final decision regarding suitability for any chosen course after the entry test on your first day. If your language level is too low for the course you booked, BBSI will recommend an alternative course and tell you how much additional study time you may need to reach the required level. In this case BBSI cannot guarantee that the alternative course will have the same number of lessons, and no refund will be provided if the alternative course is of lower value.

Academic Timetables

Lessons are timetabled daily in blocks of two 45-minute lessons, within the study periods detailed in the BBSI publicity. You will receive a personal timetable when you start your course, and class times/alterations are published weekly within the school.

Classes

All classes have a maximum of 14 students. Classes may be withdrawn on occasions, for example due to start/end of term procedures, first day inductions, examinations, excursions, or other unavoidable circumstances. No refunds or substitutions will be made for such class withdrawals.

Examination Fees

The fees for external examinations are not included in the course fees. However, for those BBSI courses accredited by NCFE, a certificate from NCFE is included in the course fee. For details of external examination fees please see our website.

Course Books & Materials

We make a standard charge for course materials, which will be shown on your invoice. Course materials include course books (core reading texts) and teaching resources. You will be given your course materials in your class.

Social Programme Fees

Some events and activities may be free of charge. Fees will be charged where entry fees or transport costs apply. A detailed BBSI social programme, including fees, is published monthly in advance on the BBSI website and in the school.

Extending or Changing a Course

You can extend and pay for your course at any time during your stay. If you wish to change your course you must give a minimum of one week's notice. BBSI cannot guarantee to agree to your requests. The decision whether to grant an extension or change will depend on many factors, such as your language level, academic progress and attendance record, the terms of your visa, and payment of any additional fees due. We will charge you at the standard published fees at the time. If you decide to change to a course of lower value, we will not refund any course fees paid.

Holidays & Absences

If you decide to take a holiday and be absent from your course, you cannot claim a refund or compensation, and you will be marked absent. Certain courses have holiday breaks built into them and changes cannot be made to these dates. The school will normally be closed on UK public holidays. Term dates and public holiday dates are published every year in the BBSI Dates & Fees and on the website. We will not refund or compensate you for missed classes falling on public holidays.

BBSI Terms & Conditions *continued*

Attendance & Discipline

You must attend all your lessons on time and not be absent. If you arrive late for a class you may be refused entry. If you are sick you must get a doctor's certificate for the period of your sickness, or your absence will not be authorised. You must tell the school immediately if you are ill and cannot attend your lessons. If your attendance falls below 80 per cent, your final certificate may be affected.

BBSI reserves the right to dismiss you for unsatisfactory work, poor attendance, misconduct, failure to follow school rules and policies, committing a criminal offence, failure to pay fees due, or breaking the terms of your visa. In these cases, we will not refund fees or provide you with a course certificate.

Complaints Policy

BBSI aims to deal with all complaints efficiently and fairly. If you have a complaint to make about anything relating to your course, ie classes, facilities, accommodation, administration, other students, etc, you should speak to the Administration Manager, who will ensure that your complaint is dealt with in accordance with BBSI policy.

Accommodation

Homestay accommodation is selected according to *Accreditation UK* guidelines. For all other types of accommodation (such as hotel or residence), BBSI acts as an intermediary and any arrangements you make with them will be subject to their terms and conditions. Requests to change or leave accommodation which has been booked for you must be made at least one week in advance. If you give less than one week's notice, you will be charged for the week's accommodation. An administration fee of £25.00 will also apply if you change your accommodation. Accommodation fees can only be paid for complete weeks. During holiday periods, or when the school is closed, you must make your own arrangements with your host. If you decide to be absent from your homestay (eg for a holiday), you must pay a retainer fee of £40.00 weekly to keep your room, or £50.00 weekly in an executive homestay. If you have to leave your accommodation because you failed to follow the rules and policies of the provider, BBSI will not be responsible for providing alternative accommodation.

Health Declaration

You must advise BBSI in writing at the time of enrolment if you have any mental or physical illness, allergy, disability, learning difficulties or other condition that may affect your studies, or the health or wellbeing of any other student, host or staff member. BBSI reserves the right to reject an enrolment or end your course if there is a risk to your health and safety, or the health and safety of other students or staff members. In such cases, any refund of fees will be strictly at the discretion of the BBSI directors.

Refund Policy

A minimum of four weeks' notice is required if you wish to cancel a course before your course start date. In such cases, BBSI will pay a refund of fees paid, less the £90.00 enrolment fee and any other expenses, eg credit card charges, DHL delivery fees, etc.

If you request a course cancellation within the four weeks leading up to your course start date, BBSI will refund full accommodation fees and tuition fees paid, less the £500.00 deposit and any other expenses, eg credit card charges, DHL delivery fees, etc.

If BBSI has provided you with original visa documents, you must return these before any refund is made.

If you request cancellation of your course after it has started, BBSI will make no refund.

If your visa is refused, and you have sent us the original Visa Refusal Notice, then provided you have followed Home Office, UK Visas & Immigration (UKVI) criteria, BBSI may refund the fees paid, less the £90.00 enrolment fee and any other expenses, eg credit card charges, DHL delivery fees, etc. This decision is at the discretion of BBSI directors.

If you have made a false declaration or broken the terms of your visa, BBSI is required to send a report to the UKVI, withdraw sponsorship, and dismiss you from your course. In such cases, you have no right to refund or compensation.

If your visa expires before the end of your course, and you are not able to secure a new visa, or if the BBSI sponsorship licence is withdrawn, you will not be allowed to continue your course, and will have no right to refund or compensation. If the UKVI makes changes to their regulations that affect the BBSI sponsorship licence and its ability to provide the course you have booked, you will have no right to refund or compensation.

In any of the above circumstances, your final certificate may be affected.

Insurance

BBSI will not refund fees in the following events: late arrival for a course; a change of course; school closure; early departure; being dismissed from a course. You are therefore strongly advised to obtain travel and health insurance before travelling to the UK. It is your responsibility to arrange personal insurance in case you are unable to attend or continue a course due to illness or injury. We recommend you consider cover for the following:

- medical expenses
- personal effects & money
- personal accident
- loss of 'Leave to Remain' (visa)
- cancellation/curtailment
- personal liability

Data Protection

BBSI keeps a record of your personal details, and holds this information in accordance with the UK Data Protection Act 1998. BBSI will not disclose personal information to any unauthorised person or organisation, except (if appropriate) to student sponsors, ETOs, the police, UKVI, other official authorities, relevant members of staff, or to homestay providers. BBSI may give personal data to relevant authorities in connection with the prevention or detection of fraud or other crimes.

Photographs, Videos & DVDs

BBSI sometimes takes photographs and videos within the school, for use in future publicity material, or for student sponsors or ETOs. On request, BBSI may need to share such images with the police, UKVI, or other official authorities. If you do not want to appear in any BBSI publicity, you must tell us in writing at the start of your course.

Liability

BBSI and its representatives will not be liable for any loss, damage, illness or injury to persons or property, however caused, except where such liability is imposed by English law.

Force Majeure

Neither BBSI, nor its representatives, are liable in the event of the school being unable to supply services to which it is contractually bound, ie in the event of labour disputes, or other causes outside the control of BBSI, including changes in UK legislation.

August 2015