

BCC ENROLMENT PROCEDURES

This table below explains the enrolment process.

<p>Step 1 FIRST ENQUIRY</p>	<p>Enquiry sent by student to BCC via email info@bournemouthcitycollege.com, BCC website or direct contact via company's mobile phone 0044-7879466983. BCC has a duty of care and will endeavour to reply within 2 working days to enquire further regarding student's requirements. Enquiry form or application form can be found on our BCC website: www.bournemouthcitycollege.com.</p> <p>Please use the BCC email address as a first contact option and during the whole enrolment process.</p>
<p>Step 2 STUDENT BOOKING</p>	<p>Upon confirmation of receipt from student, BCC prepares a student's offer letter and confirms selected English language course, the course starts date and the length of the course, additional optional services and agreed price.</p> <p>Enrolment fee (£100.00) is requested to be paid, if course package meets student's expectation and student is happy to proceed with his/her course choice.</p> <p>If the course is due to begin in less than 4 weeks, full course payment is required at this stage. Booking of the course is confirmed after the enrolment fee/full payment is received by BCC. Enrolment fee is non-refundable. <i>(please see BCC Terms and conditions)</i>.</p> <p>Terms and conditions will be sent to student at this stage.</p>
<p>Step 3 PAYMENT OPTIONS and ENROLMENT CONFIRMATION</p>	<p>For any purchase of language course with BCC, full payment for the course is required to be paid no later than 4 weeks before the course is due to begin.</p> <p>Payment can be made via:</p> <ol style="list-style-type: none"> 1) Bank transfer – see details below 2) By debit or credit cards – in the office or over the phone 3) Cash (at the office of BCC) 4) FLYWIRE – online payment – https://bournemouthcitycollege.com/online_pay/ <p>Bournemouth City College bank details:</p> <p>Account number: 92093111 Sort Code: 401307 IBAN: GB69HBUK40130792093111 Swift code: HBUKGB4102T</p> <p>Bank address: 62 Commercial Road, Bournemouth, BH2 5LN, UK</p> <p>Once any payment is received by BCC, BCC will issue an acknowledgement letter to the student. Upon confirmation of enrolment fee payment or full payment for the course <i>(depending on the course start date)</i>. BCC issues a student enrolment confirmation, which will be student's support document for visa application. Should the application for visa be refused, BCC will refund tuition fees <i>(if paid in full)</i> less an enrolment fee of £100, if you send us a copy of refusal letter.</p>

<p>Step 4 SPECIAL NEEDS</p>	<p>Students may have special needs which must be discussed before his/her arrival.</p>
<p>Step 5 VISA APPLICATION</p>	<p>Check the visa requirement on www.gov.uk/apply-to-come-to-the-uk. to see what visa and requirements you need to study in the UK. Some international students only need to apply for ETA = Electronic Travel Authorisation and will receive a share code to prove entry to the UK.</p> <ul style="list-style-type: none"> • British Council Accredited centres are eligible to enrol students on short-term study visas, allowing to study: <ul style="list-style-type: none"> ○ Up to 11 months for students aged 18 and over (English language only).
<p>Step 6 COURSE CANCELLATION</p>	<p>The cancellation notification needs to be in writing and sent by post or by email to: info@bournemouthcitycollege.com.</p> <p>No refund: BCC will not refund any course fee once a student has started his/her course</p> <p>Full refund: BCC will refund full amount of the course fee if the cancellation is made more than 4 weeks prior to the course start date and student paid his/her course fees in advance or due to visa application refusal</p> <p>Partial refund: BCC will refund amount of the course fees, less 2 weeks of tuition and accommodation fees, if the cancellation is less than 4 weeks before the date the course is due to begin.</p>
<p>Step 7 PRE-ARRIVAL INFORMATION</p>	<p>Once visa application for English language course is successful, BCC will forward Pre-arrival information to the student, including all important information for you to check. Information includes your travel arrangements, including the travel insurance, accommodation arrangement, and information for your travel to the UK.</p>
<p>Step 8 STUDENT ARRIVAL</p>	<p>All students, who arranged the accommodation with BCC, in the Artisan residence, will be welcomed by our staff member on their first day in Bournemouth, usually outside of the residence on the day of your arrival and placed at the BCC accommodation (<i>if pre-booked as a part of course package</i>).</p>
<p>Step 9 FIRST DAY AT SCHOOL</p>	<p>On the first day at school, all students will meet at 8.45 am at BCC school. (<i>Your first day will be a Monday, unless there is a bank holiday on the Monday, in which case your first day will be Tuesday</i>).</p> <p>Students will receive a welcome pack together with student guide, notepad, school information, emergency numbers and student card.</p> <p>Student will undertake a placement test to determine the level of their English and will be placed into classrooms. Member of BCC staff will be available to speak to each student during their first day and there will be a welcome tour around the Bournemouth town centre.</p>