



BBSI



General Information Dates & Fees 2013/14 Terms & Conditions Enrolment Form

Bournemouth Business School
International

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in Quality



Cambridge English
Language Assessment

Exam Preparation Centre



International Association
of Language Centres

ENGLISHUK
member

BUSINESS
ENGLISHUK

Accommodation

BBSI provides both homestay (family) and residential accommodation, that complies with *AccreditationUK* guidelines. We inspect all accommodation regularly, to ensure that standards are met and maintained. Students will not be placed in a homestay where there is another student of their nationality or mother-tongue. Students can expect to spend 2-15 minutes travelling from residences to the school, or 15-45 minutes travelling from homestay accommodation to the school.

Standard Homestay

The standard homestay option provides a single bedroom/study which is available on a part board basis (breakfast and evening meal Monday-Friday and all meals at weekends), on a bed & breakfast basis, or on a self-catering basis. Many rooms have internet.

Executive Homestay

The executive homestay option provides a more luxurious standard of bedroom/study with ensuite or private bathroom and internet connection. Executive homestay is available on a part board basis (breakfast and evening meal Monday-Friday and all meals at weekends), on a bed & breakfast basis, or on a self-catering basis.

Residential Accommodation

BBSI organises both student-style self-catering residential stays and hotel-style residential stays all year round. Hotel-style residences can be booked on a room-only basis. Breakfast and dinner can also be booked as an option. Fees vary according to the location and room type, and are published on the BBSI website.

Social Facilities

BBSI has a social programme which is organised in consultation with students and which is designed to match the tastes of different types of student. Activities include student parties, excursions, film and conversation clubs, lectures and a variety of sports. We make a charge for those activities which incur transportation or entry fees, while others are provided free of charge. Our social programme is published on the BBSI website and on our Facebook page.

Student Welfare & Support

Welfare staff are on hand throughout normal school opening hours, and emergency staff are contactable at weekends and overnight to deal with emergencies.



Travel Times

London Heathrow-Bournemouth
(express coach): 2 hours 24 minutes
London Gatwick-Bournemouth
(express coach): 3 hours 30 minutes
London Stansted-Bournemouth
(express coach): 4 hours
London Waterloo-Bournemouth
(train): 1 hour 40 minutes
London Heathrow-Bournemouth
(BBSI taxi transfer): 1 hour 30 minutes
London Gatwick-Bournemouth
(BBSI taxi transfer): 2 hours
Southampton Airport-Bournemouth
(BBSI taxi transfer): 30 minutes
Bournemouth Airport-Bournemouth
(BBSI taxi transfer): 15 minutes
Portsmouth Ferry Terminal-Bournemouth
(express coach): 1 hour 20 minutes
Southampton Airport-Bournemouth
(train): 38 minutes

Induction

On their first morning at BBSI, students take an English entry test and receive a full introduction to the school. This includes academic and welfare inductions, information about timetables, the IT system, library, transport, safety, social programme, local points of interest in Bournemouth, and cultural aspects of living in Britain.

Visas & Police Registration

BBSI holds Highly Trusted Status (HTS) under the Home Office (UK Border Agency) Tier 4 Points Based System. Our Sponsor Licence number is **H0KMT5TH3**. The administration team provides all necessary help with visa issues and police registration for non-EEA students.

BBSI Dates & Fees 2013/14

Term Dates 2013/14 (each academic term is 8 weeks) 2 Sep - 25 Oct, 2013 28 Oct - 20 Dec, 2013 6 Jan - 28 Feb, 2014 3 Mar - 25 Apr, 2014 6 May - 27 Jun, 2014 30 Jun - 22 Aug, 2014 1 Sep - 24 Oct, 2014 27 Oct - 19 Dec, 2014 <i>General English courses run year-round, with the exception of a 2-week Christmas break.</i> <i>The following days in 2013/14 are UK public holidays:</i> 1 Jan, 29 Mar, 1 Apr, 6 & 27 May, 26 Aug, 25 & 26 Dec 2013 1 Jan, 18 & 21 Apr, 5 & 26 May, 25 Aug, 25 & 26 Dec 2014			Supplementary Fees Course enrolment fee: £90.00 Deposit on enrolment: £500.00 †Course book fee: £35.00 per term/part term Tier 4 visa (CAS) fee: £14.00 External examinations: see BBSI website Airport Transfers London Heathrow: £130.00 London Gatwick: £140.00 London Stansted: £180.00 Southampton: £70.00 Bournemouth: £45.00 <i>Additional driver-waiting time will apply after one hour (£15.00 per hour).</i>			Weekly Accommodation Fees Standard Homestay Part Board: £110.00 £135.00 Self-Catering: £83.00 £108.00 Bed & Breakfast: £89.00 £114.00 Executive Homestay Part Board: £200.00 £225.00 Self-Catering: £145.00 £170.00 Bed & Breakfast: £155.00 £180.00 Residential accommodation: See BBSI website Homestay change fee: £25.00 Holiday supplements: £40.00 weekly (standard) £50.00 weekly (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	20 (15)	£195.00	£190.00	£185.00	£175.00	1-50 weeks ‡	
	GE 24	24 (18)	£210.00	£205.00	£200.00	£190.00		
	GE 30	30 (22.5)	£250.00	£245.00	£240.00	£228.00		
	GE 40	40 (30)	£315.00	£307.00	£300.00	£292.00		
English & IELTS [Academic] Preparation	EIP 30	30 (22.5)	£250.00	£245.00	£240.00	£228.00	4-50 weeks ‡	
	EIP 40	40 (30)	£315.00	£307.00	£300.00	£292.00		
BUSINESS ENGLISH COURSES	Course Code	Weekly Lessons (hours)	1-8 weeks	9-16 weeks			year-round	
Communication & Business Skills	CBS	34 (25.5)	£335.00			4-8 weeks * ‡		
English for Business	EFB	30 (22.5)	£295.00	£290.00			1-16 weeks ‡	
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 & Business Administration ‡ Marketing, Advertising & Public Relations Finance & Financial Services Hospitality Management & Tourism Legal Studies Science, Mathematics & IT	VMB	34 (25.5)	8 weeks (1 term)	16 weeks (2 terms)	24 weeks (3 terms)	40 weeks (5 terms)	year-round	
	VMP		£2680.00	£4880.00	£6960.00	£11000.00		
	VFS							
	VHT							
	VLS		£335.00 per week	£305.00 per week	£290.00 per week	£275.00 per week		
	VMT							
UNIVERSITY FOUNDATION COURSES †	Course Code	Weekly Lessons (hours)			24 weeks (Diploma)	28-50 weeks (Extended Diploma)	year-round	
Management & Business Administration ‡ Marketing, Advertising & Public Relations Finance & Financial Services Hospitality Management & Tourism Legal Studies Science, Mathematics & IT	UMB	34 (25.5)			24 weeks (3 terms)	40 weeks (5 terms)	year-round	
	UMP				£6960.00	£11000.00		
	UFS							
	UHT							
	ULS			£290.00 per week	£275.00 per week			
	UMT							
PRE-MASTERS 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 & Business Administration ‡ Marketing, Advertising & Public Relations Finance & Financial Services Hospitality Management & Tourism Legal Studies Science, Mathematics & IT	PMB	34 (25.5)	8 weeks (1 term)	16 weeks (2 terms)	24 weeks (3 terms)	40 weeks (5 terms)	year-round	
	PMP		£2680.00	£4880.00	£6960.00	£11000.00		
	PFS							
	PHT							
	PLS		£335.00 per week	£305.00 per week	£290.00 per week	£275.00 per week		
	PMT							
CORPORATE TRAINING	by arrangement						by arrangement	
INDIVIDUAL TUITION	OTO	by arrangement from £60.00 per lesson					1 week minimum	
SUMMER COURSES	Course Code	Weekly Lessons (hours)	1-8 weeks	30 Jun - 22 Aug 2014				
English for Business (20) English for Business (30)	EFB20	20 (15)	£250.00				every Monday ‡	
	EFB30	30 (22.5)	£295.00					
Management ‡ Management & Business Skills ‡	MAN	20 (15)	£250.00				every Monday ‡	
	MBS	30 (22.5)	£295.00					
Marketing Marketing & Business Skills	MKT	20 (15)	£250.00				every Monday ‡	
	MKS	30 (22.5)	£295.00					
Finance Finance & Business Skills	FIN	20 (15)	£250.00				every Monday ‡	
	FBS	30 (22.5)	£295.00					
Hospitality & Tourism Hospitality, Tourism & Business Skills	HSP	20 (15)	£250.00				every Monday ‡	
	HBS	30 (22.5)	£295.00					
Legal Studies Legal Studies & Business Skills	LAW	20 (15)	£250.00				every Monday ‡	
	LBS	30 (22.5)	£295.00					
Science, Mathematics & IT Science, Mathematics, IT & Business Skills	SMT	20 (15)	£250.00				every Monday ‡	
	SMS	30 (22.5)	£295.00					

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

* For optimum benefit, CBS course entry recommended during weeks 1-5 of the 8-week course.

† Course Book fees apply only to the Vocational, University Foundation and Pre-Masters courses, otherwise course book fees are included.

* Chartered Management Institute Student Membership & Accreditation Fee (optional): £160.00

BBSI reserves the right to make necessary changes to fees, dates, or course content at any time. The above fees are valid until 29 Aug 2014.

BBSI Enrolment Form

PERSONAL DETAILS

Family Name (as on Passport): Title (Mr, Mrs, Miss, other):
First Name: Date of Birth (DD/MM/YY):
City & Country of Birth: Nationality:
Passport No (copy must be supplied): Passport Expiry Date:
First Language: Profession/Occupation:
Home Address (full postal address):
Tel no: Fax no: e-mail:
Name of Educational Tour Operator (ETO):
(if you have arranged your course through a company)

VISA & DELIVERY DETAILS

Do you require a visa to study in the UK?: Yes ☐ (if yes, please specify visa type below) No ☐
☐ Student Visitor Visa, 6 month (SVV) ☐ Extended Student Visitor Visa, 11 month (ESVV) [English courses only - GE, EIP, EFB]
☐ General Student Visa (GSV) (if applying for a GSV proof of your current English language level must be provided)
Original Documents Required: ☐ No (PDF scans only) ☐ Yes (by airmail post) ☐ Yes (by DHL express courier at £50.00)

COURSE DETAILS

First Course: Code: Start Date: End Date: No of Weeks:
Second Course: Code: Start Date: End Date: No of Weeks:
English Language Study Option (select from one of the following if applicable for your chosen course):
FCE ☐ CAE ☐ BEC ☐ English Language Workshop ☐

Supplementary BBSI Workshops

BBSI study workshops can be booked as supplementary lessons to any BBSI training programme, with the exception of the GE 40 and EIP 40.
Please select from one of the following:
Writing Skills Workshop (4 lessons, £25.00 weekly) ☐ IELTS Examination Practice Workshop (6 lessons, £35.00 weekly) ☐

ACCOMMODATION

Do you require BBSI to arrange accommodation on your behalf? No ☐ (if no, please provide your UK address):
Yes ☐ (If yes, what type of accommodation do you require?)
Standard Homestay. Part Board ☐ Self-Catering ☐ Bed & Breakfast ☐
Executive Homestay. Part Board ☐ Self-Catering ☐ Bed & Breakfast ☐
Residential Accommodation. Self-Catering ☐ Room Only ☐
Single Room ☐ Double Room (single occupancy) ☐ Twin Room (2 sharing only, travelling together) ☐

What date will you arrive at your accommodation? No of weeks accommodation required:
Do you smoke? Yes ☐ No ☐ Do you object to being accommodated in a smoking household? Yes ☐ No ☐
Do you object to pets? Yes ☐ No ☐ If yes, please give details:
Do you have any special dietary needs or allergies? Yes ☐ No ☐ If yes, please give details:

TRAVEL DETAILS

Do you wish to be met on your arrival in the UK? Yes ☐ No ☐ Do you require a departure transfer? Yes ☐ No ☐
Arrival date: Time of arrival: Flight no: Airline: Airport:
Student's Mobile Telephone Number (for contact on arrival at airport if necessary):

PAYMENT DETAILS

I enclose: Full fees (full fees required if course starts less than 4 weeks from booking date) ☐ £500.00 deposit ☐
Bank transfers should be paid directly to: HSBC Bank, 59 Old Christchurch Road, Bournemouth, Dorset, BH1 1EH, UK
GBP Bank Sort Code 40-13-07; IBAN Code: GB82MIDL40130771327712; Swift Code: MIDLGB22
GBP Account: Bournemouth Business School International Ltd; Account number 71327712 (GBP)
US Dollar bank account details are available on request

Credit Card Payment: (BBSI does not accept American Express) Visa ☐ Mastercard ☐ JCB ☐ Switch ☐
Debit Card Payment: Visa ☐ Other ☐
Cardholder Name: Card Number: Expiry Date:
Security Number: (the last 3 numbers beside your signature on the back of your card)
Amount: (a 3% handling charge applies to credit card payments)

DECLARATION

I confirm that I have read and understood, and accept the BBSI Terms and Conditions printed overleaf

Signed: Date:

BBSI Enrolment Check-List

Before submitting your enrolment to BBSI, use the following check-list to ensure you have completed all the necessary steps, below:

- Have you completed all sections of the enrolment form? ☐
- If you are a non-EEA student, have you provided details of the type of visa you will be applying for, or evidence of your visa/permission to study in the UK? ☐
- Have you filled in the course code and title for each course that you wish to study? ☐
- Have you checked that your English level is high enough for your chosen course? If you are not sure, please take the BBSI online English test at **www.bbsi.co.uk**. ☐
- Have you confirmed how you wish to receive your enrolment documents (eg by PDF, airmail or courier)? ☐
- Have you provided details of any dietary needs or allergies that your homestay needs to be aware of? ☐
- Have you signed the Enrolment Form? ☐
- Have you organised payment, either by bank transfer, debit card or credit card, or provided a copy of your sponsorship confirmation letter (if applicable)? ☐
- Have you prepared a copy of your passport to send with your enrolment? We require a copy of the photo page, information page and the expiry date. ☐

Once you have fully completed and signed your Enrolment Form, please forward the form to BBSI with a copy of your passport and any other relevant documents.

By post/courier: BBSI
26 St Peter's Road
Bournemouth BH1 2LW
England

By e-mail: info@bbsi.co.uk

By fax: +44 (0) 1202 780888

BBSI Terms & Conditions

Enrolment

To enrol on a course at BBSI, students must forward a completed enrolment form and a copy of their passport, together with a non-refundable deposit of £500.00. Alternatively they may forward their full fees to BBSI with their enrolment form and passport. Students must sign the enrolment form to confirm their acceptance of these Terms and Conditions. Completed enrolment forms may be forwarded to BBSI by fax, e-mail, courier or post, or completed online via the BBSI website. If an application is successful, BBSI will confirm the booking and invoice for the total fees due.

Enrolments are accepted on the understanding that students will study for the duration of stay declared at the time of enrolment. The onus is on clients to ensure that they receive full information on the course they require prior to enrolment. BBSI reserves the right to make changes to the dates, fees and content of courses, without notice.

Travel Documents

It is the responsibility of all students to ensure they have valid travel documentation (ie a valid passport, National ID card, travel permit or visa, as applicable).

Students who require a visa to study in the UK will be issued, on successful enrolment, with the following documentation from BBSI to support their visa application: Confirmation of Enrolment (a Visa Letter to support applications for a Student Visitor Visa); Confirmation of Enrolment (a Visa Letter to support applications for an Extended Student Visitor Visa)*; or Confirmation of Acceptance for Studies (CAS) for Tier 4 General Student Visa applicants.

** Extended Student Visitor Visa applications are valid only 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

Student visa holders must provide BBSI with their current UK address, telephone number and emergency contact details as well as any changes to this information during their course. Students must maintain satisfactory attendance and academic progress throughout the course of their studies. BBSI is required to share information on student visa holders with the Home Office (UK Border Agency), including personal contact details, enrolment details and course changes, attendance records, and any suspected or confirmed breaches of visa conditions.

Courier Charges

Where original copies of enrolment documents are required, these will be sent by standard airmail post. Should students wish the documents to be sent by courier service (eg DHL), they must request and pay for this in advance.

Payment of Fees

Full payment of fees is due 4 weeks before the start of a course. Payment may be made either by telegraphic transfer, bankers draft, cheque (drawn on a UK bank), debit card or credit card (a 3 per cent handling charge applies to credit card payments). When making a telegraphic transfer, clients will need to provide the bank with their name, address and BBSI invoice number. All bank charges must be met by the client. BBSI reserves the right to withhold course certification in the event of outstanding fees, or for reasons related to attendance.

Minimum Age

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

Language Levels

Should students wish to check their English language levels are sufficient for a particular course, they are recommended to undertake

the BBSI on-line English test at www.bbsi.co.uk and submit the results to BBSI. Please note, however, that the final decision regarding suitability for any chosen course will be made following the entry-level assessment on arrival at BBSI. Should a student's language level prove too low for the course selected, BBSI will recommend an alternative course and advise as to how much additional study time will be needed to reach the required level. In the above circumstances, BBSI reserves the right to place the student on an appropriate alternative programme, which may have fewer lessons.

Academic Timetables

Lessons are timetabled daily in blocks of two, 45-minute lessons, within the study periods detailed in the BBSI brochure 'Academic Summary', Page 6, and on the BBSI website. Students receive a personal timetable on arrival at BBSI, and class times/alterations are published weekly within the school.

Classes

All classes have a maximum of 14 participants. For classes missed due to first day inductions, end of term/start of term procedures, examinations, excursions or other unavoidable circumstances, no refunds or substitutions will be made.

Examination Fees

The fees for external examinations are not included in the BBSI course fees. However, the award of NCFE certificates in relation to those courses that have NCFE accreditation, is included within the BBSI course fees. Details of the fees for external examinations are available on the BBSI website, or can be forwarded by BBSI on request.

Course Books & Materials

All books and course materials will be supplied to students during their course. Course materials and books for English language, Business English or Summer Courses are included within the course fees. For Vocational, University Foundation and Pre-Masters courses, where further specialised books and resources are needed, a fee will be charged in this respect and will be shown on the invoice as a book fee. Details of book fees can be found in the BBSI Dates & Fees document and also at www.bbsi.co.uk.

Social Programme Fees

For activities that incur entry fees and transportation costs, a charge will be made. Other events and activities may be free of charge. A detailed BBSI social programme, including fees, is published monthly in advance on the BBSI website, whilst details are regularly made available to students in the school.

Extending or Changing a Course

A course can be extended at BBSI at any time during study. However, students must pay the full course fees before commencing an extended study programme. Students wishing to change their course after arrival at BBSI must complete a course change form (available from school Reception). A minimum of one week's notice is required for any course change requests, and BBSI is not obliged to fulfil such requests. Any course extensions or changes are strictly subject to availability, the terms of a student's visa, a student's language level, academic progress and attendance record, and payment of any additional fees due. Course changes will be charged at the standard published fees at the time of the request. In the event that a student requests to change to a course of lesser value, no refund will be payable on the initial course fees paid.

Holidays & Absences

Should a student decide to take a holiday and be absent from their course, he or she will forfeit the period of holiday taken, with no right to refund or compensation. Holiday dates are built into long-term specialised course programmes and students cannot make changes to these dates. Breaks taken at other times will be marked as periods of absence. The school will normally be closed on UK public holidays. Term dates and public holiday dates are published annually within the BBSI Dates & Fees document. Compensation will not be made for missed classes falling on public holidays.

BBSI Terms & Conditions (*continued*)

Attendance & Discipline

Students must attend all lessons on time and are not permitted to be absent, other than during scheduled school holiday breaks. Students arriving late for a class may be refused entry. Absence due to sickness must be covered by a doctor's certificate for the whole period. The school must be informed immediately of all illnesses that result in a student's absence from lessons. In the event of a student's attendance being below 80 per cent, a student's final certification may be affected.

The school reserves the right to dismiss a student for unsatisfactory work, poor attendance, misconduct, failure to adhere to school rules and policies, committing a criminal offence, failure to pay fees due, or breaking the terms of their visa. In such circumstances, fees will not be refunded and no final course certification or awards will be awarded.

Complaints Policy

The school aims to deal with all complaints efficiently and fairly. If a student has a complaint to make about any matter relating to their course at BBSI, ie classes, facilities, accommodation, administration, other students etc, they are advised to speak to the Administration Manager, who will then ensure that the complaint is dealt with in accordance with school policy.

Accommodation

Homestay accommodation is selected in accordance with *AccreditationUK* guidelines. For all other types of accommodation, BBSI acts as an intermediary and any arrangements made with third party providers will be subject to the terms and conditions of that provider. Requests to change or leave previously allocated accommodation must be made in advance. Notice periods for vacating accommodation are as follows: one week for homestay; 2 weeks for residential accommodation; or full payment in lieu. A fee of £25.00 will be charged to students who request a change in accommodation. Where accommodation is required for a part-week only, that week's fee is payable in full. During holiday periods, between terms, or when the school is closed, students must make their own arrangements with their respective hosts. Should a student be absent during a school break, a retainer of £40.00 weekly would be payable for a standard homestay, or £50.00 weekly for an executive homestay. In the event of a student being required to leave their accommodation due to their failure to adhere to the rules and policies of the provider, BBSI will not be responsible for providing alternative accommodation.

Health Declaration

Students must advise BBSI separately in writing at the time of enrolment of any mental or physical illness, allergy, disability or condition that may affect their studies or impact the health or wellbeing of any other student, host or staff member. BBSI reserves the right to reject an enrolment or terminate a student's course in the event that continued participation would represent a risk to the student's health and safety, or the health and safety of other students or staff members. In such circumstances, the refund of fees will be strictly at the discretion of the BBSI directors.

Refund Policy

A minimum of 4 weeks' notice is required should a student wish to cancel a course before the scheduled course start date. In such an event, BBSI will pay a refund less the £90.00 enrolment fee and any additional expenses incurred by the company, eg credit card charges, DHL delivery fees etc. If BBSI has provided original visa documentation to the student, a refund will be paid only on return of the original BBSI documentation.

Should a student request a course cancellation within the 4 weeks leading up to the scheduled course start date, BBSI will refund full accommodation fees and tuition fees, less the £500.00 deposit and any additional expenses incurred by BBSI, eg credit card charges, DHL delivery fees etc. If original visa documentation has been provided to the student, a refund will be made only on return to BBSI of the original documentation.

Should a student request cancellation of their course after the scheduled start date, BBSI will make no refund.

In the case of a student visa refusal, at the discretion of the BBSI directors, and only on production of an original Visa Refusal Notice and provided that the student concerned has met full Home Office (UK Border Agency) criteria, BBSI will refund the fees paid less the £90.00 BBSI enrolment fee and any additional expenses incurred by BBSI, eg credit card charges, DHL delivery fees etc.

In the event of a student making a false declaration or breaking the terms of their visa, BBSI would be required to submit a report to the Home Office (UK Border Agency), withdraw sponsorship, and dismiss the student. In such circumstances, the student would have no right to refund or compensation.

In the event of expiry of a student's visa, failure to secure a new visa, or withdrawal of the BBSI sponsorship licence, a student will not be allowed to continue their studies, and will have no right to refund or compensation. Moreover, in the event of changes to Home Office (UK Border Agency) regulations that affect the BBSI sponsorship licence to the extent that it would not be possible for a student to continue their studies, that student would have no right to refund or compensation.

In the event of any of the above circumstances, a student's final certification may be in question.

Insurance

BBSI will make no refund to a student in the event of: late arrival for a course; a change of course; school closure; or, should a student leave BBSI early, or be dismissed from BBSI before the course completion date. Students are therefore strongly advised to obtain travel and health insurance before travelling to the UK. It is each student's responsibility to take out personal insurance cover against all such risks, including the inability to attend or continue a course due to illness or injury. Cover should be arranged for the following:

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

Data Protection

A student's personal information will be held by BBSI in accordance with the UK Data Protection Act 1998. BBSI will not disclose personal information to any unauthorised person or body, except where appropriate to student sponsors, ETOs, the police, the Home Office (UK Border Agency), relevant members of staff, homestay providers or to other official authorities. BBSI may, however, disclose personal data to appropriate authorities in connection with the prevention, or detection, of fraud or other crimes.

Photographs, Videos & DVDs

BBSI sometimes takes photographs and video footage within the school, some of which might be incorporated in our future publicity material, or be forwarded to student sponsors. On request, BBSI might forward such footage to the police, the Home Office (UK Border Agency), or other official authorities. Should individuals not wish to appear in any BBSI promotional media, they must advise BBSI in writing.

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 2013