

BOURNEMOUTH ACADEMY

College of English and Computing

YOUR SCHOOL - YOUR CHOICE



Accredited by the
 BRITISH
COUNCIL

English for everyone at Bournemouth Academy

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- Located in Bournemouth, one of the most popular towns for foreign students in the UK.
- We are situated in the town centre, only five minutes' walk from the famous sea front and beaches.
- Students attend Bournemouth Academy from places as varied as Brazil, Colombia, Venezuela, the Middle East, Central Asia and mainland Europe.

- Studying at Bournemouth Academy is an opportunity to communicate in English with students from all over the World.
- Bournemouth Academy has been designed to offer students everything they need for successful study of the English language. The school offers comfortable classrooms, private study areas, free internet access as well as academic and non-academic support and advice.

“A multi-cultural learning environment from across 5 continents.”

“Learn English language and study skills successfully.”

“A high level of individual support for students.”



Bournemouth is the main town in Dorset county, situated on the south coast of England, two hours south west of London. The area is one of outstanding natural beauty with many kilometres of sandy beaches, cliffs, forest, attracting visitors from around the World. There are a wide variety of shops, cinemas, clubs, pubs and restaurants.



Being a university town, Bournemouth also offers various internationally recognised postgraduate and undergraduate courses.

Close to Bournemouth there is Poole Harbour and the Dorset coastal path (which is a World Heritage Site). Further places to see include the following: the Isle of Wight, Salisbury and Stonehenge, the city of Winchester, as well as the New Forest National Park.





To enrol at Bournemouth Academy students must be 16 years of age or over. Upon arrival at the College, you will be given a level test before being able to select the hours of study and course duration. You will study in a mixed nationality class with students of a similar level as yours. English is the only language used in the classroom, thus students are immersed in the English language. The goal is to develop confidence in speaking, listening, reading, writing and other aspects of English.

- CELTA qualified, dedicated and highly experienced language teachers.
- Free unlimited internet access.
- Additional study room for quiet study.
- Individual consultation with your teacher.
- Maximum 17 students per class.
- Classes are from 15 hours per week.
- We also provide classes for those students who wish to study for the European Computer Driving Licence ECDL advanced and 2 and 3 dimensional CAD classes. These courses are designed for students who wish to improve computer skills needed for their careers or academic work at University.

Sample School Timetable

School opens at 08:30 am

Monday to Fridays

3 hours per day plus 10 minutes break

Morning class from 08:45 am to 11:55 am

Afternoon class 1 from 12:30 pm to 15:40 pm

Afternoon class 2 from 12:45 pm to 15:55 pm

English Courses

Intensive English classes are run at all levels, and consist of 15 to 20 hours per week tuition. The courses are designed to improve and practice five core elements of the English language: reading, writing, listening, speaking and grammar. Each level of the course is designed to be completed in approximately 180 hours of teaching.

Bournemouth Academy has developed English language courses, with the emphasis on our students' individual needs:

- Short and long-term courses, including Internationally recognized examinations.
- General English courses for all levels from Beginner to Proficiency.
- Cambridge exam courses, including FCE and CAE. (First certificate in English, Cambridge Advanced English)
- I.E.L.T.S (International English Language Testing System) exam courses for university entrance.

I.E.L.T.S and Cambridge classes

I.E.L.T.S exam preparation courses are designed for students wishing to go on to university in the UK.

We at Bournemouth Academy have an excellent track record, students attaining the required level for University entrance within six months. Bournemouth Academy offers the following Cambridge exams courses:

First Certificate, Advanced and Proficiency. These courses are designed to run for 16 weeks.

All aspects of the Cambridge exams are covered: Speaking, Reading, Writing, English in Use and Listening.

We at Bournemouth Academy are proud of our success rate for students taking Cambridge examinations and we compare favourably with other schools in the area.

Examination courses require students to be at least at intermediate level. Students can be advised by our experienced teachers on which exam is most suitable for them. Cambridge First Certificate in English is a general proficiency examination at level B2 according to the Common European Framework. It has widespread recognition in commerce and industry, e.g. for public contact or secretarial jobs in banking, airlines, catering etc. It is also recognised as fulfilling English Language entry requirement by many higher education Institutions.



English levels according to Common European Framework

Basic User: A1 and A2 Independent
Independent User: B1 and B2
Proficient User: C1 and C2
Global Scale

PROFICIENCY	C2	Can understand with ease virtually everything heard or read. Can summarise information from different spoken and written sources, reconstructing arguments and accounts in a coherent presentation. Can express him/herself spontaneously, very fluently and precisely, differentiating finer shades of meaning even in more complex situations.
	C1	Can understand a wide range of demanding, longer texts, and recognise implicit meaning. Can express him/herself fluently and spontaneously without much obvious searching for expressions. Can use language flexibly and effectively for social, academic and professional purposes. Can produce clear, well-structured, detailed text on complex subjects, showing controlled use of organisational patterns, connectors and cohesive devices.
UPPER-INTERMEDIATE	B2	Can understand the main ideas of complex text on both concrete and abstract topics, including technical discussions in his/her field of specialisation. Can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible without strain for either party. Can produce clear, detailed text on a wide range of subjects and explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.
	B1	Can understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc. Can deal with most situations likely to arise whilst travelling in an area where the language is spoken. Can produce simple connected text on topics which are familiar or of personal interest. Can describe experiences and events, dreams, hopes & ambitions and briefly give reasons and explanations for opinions and plans.
PRE-INTERMEDIATE	A2	Can understand sentences and frequently used expressions related to areas of most immediate relevance (e.g. very basic personal and family information, shopping, local geography, employment). Can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters. Can describe in simple terms aspects of his/her background, immediate environment and matters in areas of immediate need.

Computer and IT skills course offers:

The IT course enables participants to acquire computing and IT skills.

The courses are designed for those with an intermediate level of computer knowledge and above. The maximum class size of 16 students.

Courses run for a period of 24 or 48 weeks. Students are tested and interviewed on arrival at Bournemouth Academy and placed in a class to suit their needs.

Lessons include tutor guided project work and the use of a variety of basic and advanced IT computer software packages. Participants can also acquire the European Computer Driving Licence Advanced (ECDL) qualification.

Bournemouth Academy also offers 2 and 3 dimension CAD aided design IT courses. However, it is recommended that those wishing to complete the ECDL syllabus should join the course at commencement of one of the academic terms in January, April, July or October.

Course objectives

- Develop an overview of the Microsoft operating system.
- Competence in the use of Microsoft Internet Explorer and other browsers.
- Competence in the use of Microsoft Outlook Express and other email software.
- Develop word-processing skills using Microsoft Word.
- Ability to create spreadsheets, tables, graphs and charts using Microsoft Excel.
- Develop basic/advanced presentation skills using Microsoft Powerpoint.
- Acquire the ECDL.



At the end of the course upon completion of the required course work and final test, each student will receive from Bournemouth Academy a certificate with a full account of their progress.

Those students who take Cambridge exams, such as Cambridge First Certificate Advanced or Proficiency Certificate and I.E.L.T.S will receive a certificate issued by University of Cambridge E.S.O.L. (part of U.C.L.E.S), provided they pass the exam.

Accommodation & Student Welfare

Homestay.

Bournemouth Academy can arrange for students to be placed in specially selected families in homes positioned along the extensive bus network that serves the Bournemouth area. Bournemouth Academy staff ensure suitability and quality and regularly inspect all our families. Many students feel that this is an excellent option as it allows them to continue to practice their English in a more natural environment.

Private Accommodation.

For those students who feel that they would benefit from this type of accommodation, there is an endless supply available, ranging from single room (bed-sits) to large multi-roomed houses for students to choose from.

Student Welfare.

From the moment you arrive at Bournemouth Academy we are dedicated to providing students with friendly advice 24 hours a day, if and when it is required. If you are in need of assistance or simply a reassuring confidential chat, members of our team will be more than happy to help to make your stay at Bournemouth Academy a successful and happy one.



Sports

There are a wide variety of sports on offer for all tastes, either through the College or independently.

- There are a large number of local sport centres that offer special student rates and include such activities as fitness training, squash, badminton and swimming.
- Bournemouth has a number of highly regarded golf courses that are open to the public, where equipment can be hired or purchased.
- Horse riding is available in the New Forest, whilst in the town centre ten-pin bowling is always popular as an evening activity.

Leisure

As one of the country's most popular holiday destinations, Bournemouth has all the facilities that one would expect of a seaside holiday resort. A wide choice of music is available, including internationally famous club DJs, the Bournemouth Symphony Orchestra and live concerts with artists from both the UK and world music stage. Furthermore, in Bournemouth our students can find cinemas and theatres, the latter offering quality performances by well-known artists. Aside from entertainment, the town boasts a wide choice of pubs, clubs and restaurants.



Excursions

Bournemouth Academy uses the following local student travel companies for our excursions:

UK Study Tours www.ukstudytours.com

Discover Dorset Tours www.discoverdorset.co.uk



We also organise trips to local tourist attractions such as, Corfe Castle, Durdle Door, the New Forest, Swanage, etc.



Can I enrol at University in the UK?

The simple answer is yes, provided you meet the entry requirements of the relevant university and that you passed the required examinations.

I.E.L.T.S exam with the required score.

We at Bournemouth Academy are available to offer advice regarding your entry into Higher Education.

Is Bournemouth a safe town?

Both Bournemouth and Poole are residential towns which do become extremely busy during the tourist season. They are host to some 30,000 foreign students each year who come to study either at language schools, the university or Colleges. Despite these large numbers, incidence involving international students are very rare.

Can I work while I study?

According to UK law, foreign students are currently permitted to work 10 hours per week during term time.

Are there any extra-curricular activities?

Bournemouth Academy runs a full and varied programme of activities depending on the season; we use these activities for students to practice their newly acquired language ability and to encourage cultural integration between nationalities.

What if I feel that I am not progressing with my studies as I had hoped?

We will regularly check and monitor your progress during your course, if at any time you feel that you need to speak to your teacher regarding your progress they will be more than happy to help you. After which, advice and solutions will be given, which may take the form of extra tuition or changing the type of course that you are following.

Testimonials

"Bournemouth Academy Teachers are always friendly, they are more than happy to answer any questions."

CHEN JIAN ZHU (CHINESE)

"We made fantastic progress and our lessons were so enjoyable."

"In my short time I learned so much, Thanks."

IVAN ANTONIO ROJAS (VENEZUELAN)

"Would recommend Bournemouth Academy to all my friends."

"The staff and teachers are really professional."

AHMED SAHOUB (LIBYAN)

Enrolment and Tuition Fees

1. Students must be 16 years of age or over.
2. All fees must be paid in full and in advance before an acceptance letter will be issued. (£100 non-refundable)
3. Tuition fees do not include: transfers, travel, accommodation, food, medical costs, social programme, external examination fees or health insurance.
4. Fees are not transferable to another student under any circumstances.

Course Booking

1. It is the responsibility of the student/agent to book the course sufficiently in advance (we recommend 3 months), in order to complete the necessary visa requirements. No extension of the course booking or refunds will be given if formalities are not completed in time. Please note that bank transfers can take up to 10 days, and letters can only be issued after Bournemouth Academy has confirmation from the bank.
2. Courses will not be extended for any unauthorised absence or illness.
3. Holidays must be booked at least 4 weeks in advance.
4. The maximum authorised holidays are: Less than 8 weeks (no holiday)
8 -12 weeks(1 week) 12 – 24 weeks (2 weeks) 24 – 35 weeks (4 weeks)
36 + weeks (6 weeks)
5. All class changes must be requested by telling the management in person. Please note that a student may only change their class if space is available in the alternative class.
6. If the student fails to start on the commencement date or leaves the course prior to its completion, the respective student's name will be struck off the class register. In this case there will be no refund and no place in another class will be offered.
7. Bournemouth Academy can not guarantee that a student will always be placed in a class taking place at the times they request. However, every attempt is made to place a student in a class at their requested times.
8. Bournemouth Academy reserves the right to change teacher, class time, room, combine classes if necessary, and transfer students to another building, should the need arise.
9. Start dates may occasionally be altered prior to start of course.

Accommodation

1. Accommodation is only valid for the person and dates specified. Students forfeit accommodation fees for the dates involved if they arrive late, are absent, or leave before their accommodation ends.
2. Accommodation paid for, is non-transferable and non-changeable.
3. In a few cases, where the student and the family are incompatible, Bournemouth Academy is prepared to move the student (2 weeks notice is required).
If a student should become unreasonably demanding or has extreme difficulty adjusting to his or her new environment, the student may be given a choice of alternative accommodation.
4. Accommodation may be terminated at any time without notice by the accommodation provider for gross misconduct. In the case of gross misconduct Bournemouth Academy can not be held responsible for finding alternative accommodation and no refund for unused accommodation will be offered.

Travel / Medical Insurance and Health Declaration

All students are required to take out medical insurance. Any allergy illness or disability must be reported at time of booking. Any change in a student's health may result in their being sent home at their own expense.

Airport Transfer Service

1. Airport transfer service charges are non-refundable and non-changeable.
2. A maximum 2 hour waiting time is included in the transfer service charges. Additional waiting time is charged at a rate of £15 per hour.
3. It is the student's and agent's responsibility to ensure that Bournemouth Academy has the correct arrival dates. If incorrect arrival dates are given and the student is not met, no refund will be given

Cancellation and Refund Policy

All refunds will be made to the student's bank account within 30 days of written confirmation having been received by Bournemouth Academy (please note all bank charges will be paid by the respective student). Once the course started school fees cannot be refunded.

In the event of Bournemouth Academy cancelling or terminating a course, a refund of unused fees will be made.

In cases where cancellations are made more than 14 days before the first day of the course, 100 % of tuition and accommodation fees will be refunded.

For cancellations made less than 14 days before the first course date, tuition will be refunded less one month's tuition fees and one week's accommodation fees. Prior to any refunds under this policy being made, Bournemouth Academy requires that all original documents issued by the school be returned to the school.

A full refund for tuition and accommodation, less £100 non-refundable, will be made in the event of a visa being rejected, on receipt of the original refusal letter from the embassy, together with relevant original supporting documentation issued by Bournemouth Academy. Students whose visa was refused and they were given CAS statement will receive refund upon school receiving replacement CAS number from The Home Office. Once a visa of any kind has been issued no refund can be made.

For students who do not require a visa, cancellations should be made a minimum of two weeks before the start of the course in order to be eligible for full refund.

Examination Fees

1- Bournemouth Academy normally enrolls students for examinations at their request or after students have studied an examination class for a minimum of three months.

2-Entry for examination classes is subject to passing an entry test. Students who do not pass this test will be placed in another suitable class until the appropriate language level has been attained.

3-Bournemouth Academy reserves the right not to enrol a student for an examination if the student has not reached the appropriate standard. The student may discuss this matter with the Director of Studies, whose decision will be final.

Attendance and Time-Keeping

1. Students are expected to attend all classes. Any absence should normally only be for illness or holidays. Students with visa requirements are reminded that the Home Office requirements stipulate that their attendance directly affects their right to stay in the UK. Bournemouth Academy is obliged to and will inform the Home Office should any student's attendance fall below an acceptable level (80%)

2. It is the student's responsibility to inform the school of any illness or any other reason for absence.

3. If the student is absent from the class or their attendance falls below 80% without a doctor's certificate or a justified reason he or she may be expelled from Bournemouth Academy. No refunds will be made.

4. Students are encouraged to be punctual. Late arrival at the start of class or after a break is disruptive to the class. Late entry to the class will only be permitted in exceptional circumstances and at the discretion of Bournemouth Academy.

5. Bournemouth Academy will offer a certificate of achievement only if satisfactory progress has been made and a satisfactory level of attendance has been maintained.

Discipline

1. If a student breaks the rules (see student handbook) of Bournemouth Academy or the laws of the country, Bournemouth Academy has the right to expel the student. If the student is expelled no refund will be given.

2. Verbal or physical attacks on Bournemouth Academy staff are unacceptable. Bournemouth Academy will also not tolerate damage to its property, and students will be expected to pay for any repairs.

General

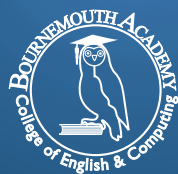
1. Students, staff and visitors are reminded that the College operates a non-smoking policy. Anyone caught smoking will be severely reprimanded.

2. Students and staff may from time to time be photographed, the photographs of which may be used in the Bournemouth Academy promotional/publicity material. Bournemouth Academy reserves the right to all photographs which may be used in any way Bournemouth Academy sees appropriate in promoting itself.

3. It is the policy of Bournemouth Academy not to disclose personal details of students to a 3rd party, other than the appropriate authorities, without prior written consent of the students currently or previously enrolled at Bournemouth Academy.

4. Bournemouth Academy does not accept any responsibility for lost property or damages.

NB Please note that English law covers all disputes.



British Council Accreditation is the quality assurance scheme for English language courses



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