

How to book with BCC

The table below explains the policy and procedure of booking and payment at **BCC**. Please read it carefully before making any booking.

<p>Step 1 Enquiry</p>	<p>Fill in BCC application form or BCC Group Booking Form and then send it to our email address: info@bournemouthcitycollege.com or fax to: 00 44 1202 554 004</p>
<p>Step 2 Provisional booking</p>	<p>On receipt of your provisional booking we will contact you to confirm the availability of our courses and the accommodation. This confirms whether BCC is able to arrange course and accommodation for you or no. We usually confirm this by emailing you. BCC can not guarantee any booking without receiving the deposit 30%.</p>
<p>Step 3 Deposit procedure</p>	<p>Deposit procedure: For any booking, BCC requires 30% and this must be made <u>10 weeks</u> before arrival. Payment method:</p> <ul style="list-style-type: none"> • Direct Bank Transfer. • By UK bank Cheque made out to Bournemouth City College Ltd. <p>Bournemouth City College Ltd Account No: 92093111 Sort Code: 401307 Swift code: MIDLGB2102T IBAN code: GB32MIDL40130792093111 HSBC Bank 136 Old Christchurch Road, Bournemouth BH1 1NL, United Kingdom</p>
<p>Step 4 Full payment procedure</p>	<p>The balance of fees (70%) must be made <u>4 weeks</u> before arrival.</p>
<p>Step 5 Cancellation procedure</p>	<p>No refund: BCC will not refund if cancellation is made only <u>4 weeks</u> before arrival. Half refund: BCC will only refund half of the deposit if the cancellation is made <u>5 weeks</u> prior to arrival. Full refund: BCC will refund the deposit in full in case the cancellation is made <u>8 weeks</u> prior to arrival.</p>
<p>Step 6 Arrangement</p>	<p>Upon receipt your deposit we can allocate host families accommodation and /or rooms in the BCC residence. The earlier the booking, the better, to ensure matching students' regarding distance from the school and other considerations.</p>
<p>Step 8 Revision & Confirmation</p>	<p>After proceeding all the bookings and confirm them we have time to correct any misunderstanding and make the necessary changes Eg: allergies, special diet, twin room instead of single etc. BCC will send you final confirmation report and acceptance letters.</p>
<p>Step 9 Meeting and greeting</p>	<p>All students are provided with teaching materials, ring files, refill pads, student cards, information pack about Bournemouth's transport facilities, excursions, other extra-curricular activities and they can join BCC's Social Programme at any time. Programmes are available now, please ask for details. We look forward to seeing you at BCC!</p>