Please make your proposal by completing this form, considering the following points. Proposals that do not follow these instructions will lose points during the shortlisting process:

* You can add in images to accompany your proposal (although avoid adding visual branding of your institution, as some calls require a blind selection process).
* DO NOT SEND ANY SEPARATE ATTACHMENTS, as this filled form will be the only source of information for shortlisting.

|  |
| --- |
| **1. Which Call for Proposal are you answering?**  (please state the dates this proposal relates to, if multiple are mentioned in the call) |
|  |

|  |  |
| --- | --- |
| **2. Institution details** | |
| Institution name | |
|  | |
| Institution email and telephone number | |
| Tel: | Email: |
| Institution address (campus/site where proposed course will take place) | |
|  | |
| Contact name (managing this proposal) | |
|  | |
| Contact details | |
| Tel: | Email: |

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| **3. Course proposal** |
| 3.1. General and specific objectives of the course |
|  |
| 3.2. Teaching methodology and course components |
|  |
| 3.3. Details of classroom hours/schedules.  Please, include a timetable sample with course + extra activities. |
|  |
| 3.4. Materials to be used |
|  |
| 3.5. Is the course assessed? Yes  No |
| If so, what is the assessment system? Is a certification issued? |

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| **4. Proposal for cultural/extra-curricular programme** |
| At this stage, please include an outline of possible activities, with outline schedule.  *Our client is looking for their students to undertake subject specific activities around the General-English-Language course.*  *These could be:*   * *An ESP course/classes (these should be detailed above)* * *Lectures/classes on a university campus* * *Visits to relevant institutions, museums, sites* * *Weekend full day excursions* |
| **Weekday Activities** |
|  |
| **Weekend Activities – Full day trips** |
|  |
| **Additional Benefits**  **(Such as access to library, gym, among others)** |
|  |

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| **5. Breakdown of costs/budget**  **Important disclaimer**:  We are looking for the best prices for our clients, and instead of commission, we simply charge an administration fee to our local clients, which covers our costs and provides additional services such as 1-1 visa checks, pre-departure briefings, flight bookings etc. With this in mind, please **give us all your prices at Net level**, having discounted any commission you may have paid the British Council. |
| **Please detail costs as follows:** |

*Specify individual costs in the column “Price per Student” for the total number of weeks requested in the call. If the cost of an item is included in tuition costs or does not apply, write £0.*

***5.1 Summary of costs:***

|  |  |
| --- | --- |
| **Total per student** for course duration | £ |
| **Total per group -** total number of students stated in the Call for Proposals | £ |
| **Additional cost for a chaperone** – please, include all costs a chaperone would incur. If they are included free, please put £0.  First chaperone  Second chaperone | £  £ |

***5.2 Detail of costs included the “Total per student” price:***

| **Item** | **Details** | **Total price per student** |
| --- | --- | --- |
| Tuition | *(Add course details here)*  Registration fee (if any) | £  (for X weeks)  £ |
| Placement test cost | *Testing upon arrival and departure and final student report/certification if extra* | £ |
| Extra-curricular and/or subject specific activities included in course schedule | *(Add details here for any extra-curricular activities and the costs involved.)* | £  £  £  £ |
| Accommodation | **Type**  Residence  Homestay   *(Details of accommodation here)*  Accommodation placement fee (if any)  **Please mention if there is any damage deposit taken upon arrival?** | £  (for X weeks)  £  £ |
| Meals | (All proposals should include breakfast, lunch and dinner, and evening snacks. Provide details in case of stipend.  **Are meals included with accommodation?**  Yes  No  **If no, please provide details of any lunch/meal cards, or stipend provided and the daily value.**  **Please mention if there is any additional charge for special dietary requirements** | £ allowance per day  £ total per student for X weeks  £ per day |
| Course Materials | **Are they included in tuition fee?**  Yes  No | £ |
| Airport Transfers | From/To Airport (specify airport and cost for Round Trip) | £ |
| International health and travel insurance (if provided) | Provide details if necessary  **Does it cover repatriation expenses?**  Yes  No | £  (for X weeks) |
| Local transport (if applicable) | Provide details if necessary | £ |
| Additional costs (if any) not included above | Provide details if necessary | £ |
| Any discounts, or special offers which you are applying to this proposal | Provide details if necessary | £ |

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| ***5.3 Details of costs NOT included the “Total per student” price:*** |
| |  |  |  | | --- | --- | --- | | **Item** | **Details** | **Price per Student** | | Optional activities not included in course schedule | Optional Activity 1  Optional Activity 2    Optional Activity 3    Optional Activity 4 | £  £  £  £ |  |  | | --- | | **5.4. Payment policy?**  (Please detail your payment policy, including time frames and other relevant information) | |  | | **5.5. Cancellation policy?**  (Please detail the cancellation policy to be considered for this proposal) | |  | |

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| **6. About your Institution**  Here we want you to explain what sets your institution apart. What can it offer students that will enhance their experience in the UK? |
| **Institution type**  (e.g. Private Language School, University, FE college etc.) |
|  |
| **Institution/course setting**  (Campus-based, city, rural, cultural sites, accommodation setting etc. you can include up to 3 photos as part of this submission). |
|  |
| **In less than 100 words, please describe why we should choose your proposal.** |
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| **Please detail the Child Protection Policies in place within your institution** |
|  |
| **Please briefly detail your institution’s EDI policy (Equality, Diversity and Inclusion)** |
|  |