Please make your proposal by completing this form, considering the following points:

* Completed, the proposal should not exceed more than 12 pages.
* Please complete using Arial size 12 font.
* 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).
* Please save and submit your proposal as a single PDF file and make sure it does not exceed 10 MB
* DO NOT SEND SEPARATE ATTACHMENTS, as this filled form will be the only source of information for shortlisting.

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| **1. Which Call for Proposal are you answering?**  (please state the dates this proposal relates to, if multiple are mentioned in the call) |
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| --- | --- |
| **2. Institution details** | |
| Institution name | |
|  | |
| Institution email and telephone number | |
| Tel: | Email: |
| Institution address (campus/site where proposed course will take place) | |
|  | |
| Campus/site email and telephone number (if different from the provided above) | |
| Tel: | Email: |
| 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 |
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| 3.2. Teaching methodology and course component |
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| 3.3. Details of classroom hours/schedules (Timetable sample with course + extra activities, average student age) |
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| 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. (Detail prices in the table above).  *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* |
| **Weekday Activities** |
|  |
| **Weekend Activities – Full day trips** |
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| **5. Breakdown of costs/budget**  **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. |
| **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.*

| **Item** | **Details** | **Price per Student** |
| --- | --- | --- |
| Tuition | (specify number of lessons/hours per week, open/closed groups, and any split between General English and ESP elements of the course)  Registration fee (if any) | £  £ |
| Cost for placement test upon arrival and departure and final student report/certification if extra |  | £ |
| Extra-curricular and/or subject specific activities | (Replace by Activity 1 Name and estimated duration)  (Replace by Activity 2 Name and estimated duration) (Replace by Activity 3 Name and estimated duration) (Replace by Activity 4 Name and estimated duration)  Add more if necessary | £  £  £  £ |
| Accommodation | **Type**  Residence  Homestay   (Please briefly detail here what does it include, e.g. laundry, shared/private bathroom, use of kitchen facilities, housekeeping…)  Accommodation placement fee (if any)  **Please mention if there is any damage deposit taken upon arrival?** | £  £  £ |
| Meals | (Proposals should include breakfast, lunch and dinner, and evening snacks. Include a description of sample menus offered, including warm meals). Provide details in case of stipend.  **Are they 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  £ per day/week |
| 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 | £ |
| 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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| --- | --- |
| **Total per student** | £ |
| **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, or if they would be included | £ |

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| |  |  |  | | --- | --- | --- | | **Item** | **Details** | **Price per student** | | Optional activities not included in course schedule | (Replace by Activity 1 Name and estimated duration)  (Replace by Activity 2 Name and estimated duration)  (Replace by Activity 3 Name and estimated duration)  (Replace by Activity 4 Name and estimated duration) | £   £   £  £ | |

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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.) |
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| **Institution/course setting**  (Campus-based, city, rural, cultural sites, accommodation setting etc. you can include up to 3 photos as part of this submission). |
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| **Please briefly detail the Child Protection Policies in place within your institution** |
|  |
| **Please briefly detail your institution’s EDI policy (Equality, Diversity and Inclusion)** |
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