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 Ariel 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.

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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 address (primary) | |
|  | |
| Institution email and telephone number | |
| Tel: | Email: |
| Institution address 2 (campus/site where proposed course will take place, if different from the primary address given above) | |
|  | |
| Campus/site email and telephone number | |
| Tel: | Email: |
| Contact name (managing this proposal) | |
|  | |
| Contact details | |
| Tel: | Email: |

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| **3. Course proposal** |
| Please give course details. Include:   * General and specific objectives of the course * Teaching methodology and course component * Details of classroom hours/schedules * Materials to be used   *Include here the details for both the General-English-Language course, and the subject-specific course/classes specified in the Call for Proposals (if you are able to provide).* |
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| Initial and Final placement test administrated? Internal or external test? |
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| Is the course assessed? 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 we would like 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* |
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| **5. Breakdown of costs/budget**  **Disclaimer**: If your proposal is successful, the British Council will seek to sign an Agents agreement with your institution and agree a % commission on the course fees. Please bare this in mind while completing your costs below.  For transparency and fairness, as the commission level will not play a part in the client’s decision, we will not approach you for this until after you have been shortlisted. Shortlisting takes place within British Council offices – a minimum of three proposals will be shortlisted for the client to select from. |
| **Total cost for proposal (Gross cost)** |
|  |
| **Tuition costs (course fees)**  Please give total figure (gross) for length of course and for total number of students stated in the Call for Proposals  *If there is an additional cost for the ESP course/classes, please detail here separately.* |
|  |
| **Cost for extra-curricular/subject specific activities**  Please give costs as best you can for each activity, giving the cost per student. |
|  |
| **Cost for accommodation**  Please state accommodation type, and give cost per student for length of the course. |
|  |
| **Cost for meals**  Cost should include breakfast, lunch and dinner, and evening snacks. Please give cost per student and a general description of sample menus offered (including warm meals) |
|  |
| **Cost for placement test upon arrival and departure (and final student report/certification if extra)**  Please give cost per student. |
|  |
| **Cost for course materials**  Please give cost per student. |
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| **Cost for airport transfers** |
|  |
| **Cost for international health and travel insurance (if provided)** |
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| **Any other costs that make up your proposal** |
|  |
| **Any discounts, or special offers which you are applying to 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 Language school) |
|  |
| **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 100 words or less, what sets your institution and this proposal apart? Why should our client choose your proposal?** |
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| **Please detail the Child Protection Policies in place within your institution** |
|  |
| **Please detail your institution’s EDI policy (Equality, Discrimination and Inclusion)** |
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