



Bedfordshire College
Connaught House
15-17 Upper George Street
Luton LU1 2RD
United Kingdom
Tel: +44 (0) 1582 420 320
Fax: +44 (0) 1582 740 004
Email: info@bedfordshirecollege.co.uk

Student Hand Book

Information could also be obtained from our website:
www.bedfordshirecollege.co.uk

Please remember this handout is not written in legislative form, so please do not try to read it as if it were. It is intended simply as an outline guide. Bedfordshire College reserves the right to change the contents of the handbook at any time that may be deemed necessary.

College Profile

Bedfordshire College is an independent college which empowers students to achieve professional and personal success in dynamic careers and in a diversified global society by providing a comprehensive and supportive educational experience, fostering academic integrity and encouraging life-long learning.

Bedfordshire College draws its strength from balancing academic preparation, professional training, and hands-on experience. Since its inception, the College has evolved and expanded to be recognized as a premier educator in preparing men and women for careers in business and IT.

Bedfordshire College's commitment to excellence constitutes the primary objective of the College. Small classes, individualized advisement and counselling, and the development of the student's creative and analytical skills support this commitment. Because Bedfordshire College believes that teaching should encompass both a conceptual and practical perspective, the faculty is selected for both their academic credentials and professional experience. Their experience in business brings an added intellectual reality to the classroom, resulting in a challenging and stimulating learning environment.

Bedfordshire College prides itself on its strong connection to the business community, a partnership that has been fostered and cultivated from the very beginning. This relationship, along with Bedfordshire College's exceptional reputation, attracts a wide variety of employers. These business and IT experts help design the College's programs to ensure that the professional skills students learn are those that are in demand today. Degree programs include formal internships, providing students with invaluable work experience within their career field, a network of business connections for the future, and assistance in defraying college costs.



Principal's Message

Welcome to Bedfordshire College – School of Vocational Studies, Computing and Business Studies.

Bedfordshire College would like to welcome you into our institution and hope you have a wonderful and fulfilling experience during your course with us. Bedfordshire College is a specialist private sector educational establishment based in Luton. We specialize in the field of Vocational Studies, Business Management and Information Technology. Our expertise in these fields enables us to deliver a highly structured, in-depth and quality education. At Bedfordshire College, all our Diploma and degree programmes have been carefully designed to take account of the needs and requirements modern business and industry as well as our students. They are innovative, international in outlook, rigorous and competitive.

At Bedfordshire College, we recognize that international competitiveness now depends on skilful and well-trained managers who can shape the direction and success of the organization. With the wealth of knowledge, expertise and resources at our disposal, no other institute is better placed than Bedfordshire College in making and shaping the managers and business leaders of today and tomorrow.

We are an international institution and work in partnership with universities and Awarding bodies throughout the world. The Bedfordshire College is a recognized campus for IAM, OTHM, IMIS, ACCA and many of our management programmes are run in conjunction with and accredited by the same institution.

We are developing and expanding our international and academic networks all time and are in process of setting up overseas campuses.

Have a happy education.

Sincerely,

M A Uddin

Bsc, MBA, Msc (Luton University)

Principal



Bedfordshire College Philosophy

Bedfordshire College philosophy is to provide individuals with the skills and certifications required to successfully compete in today's competitive technical job market. Bedfordshire College's specific objectives are to:

- *Serve the community by graduating students in specialized courses and meet the employment needs of business, industry and government.
- *Maintain the faculty, administration, management, equipment and the physical plant at high standards at all times.
- *Provide academic and career advisement to students at all times with an open door policy.
- *Develop the student's positive sense of attitude, motivation, responsibility, loyalty and productivity to his/her employer and the community as a whole.
- *Provide specialized training for students without distinction or discrimination due to race, colour, sex, religion, age, national origin or physical disability.
- *Offer flexible program scheduling. (Any changes, which are deemed necessary to meet the requisites for employment opportunities, can be made immediately.)
- *Furnish, at no charge, one year of highly effective employment assistance to the graduate.



Facilities:

Class Rooms

Depending on your course the class sizes will vary. Bedfordshire College has several classrooms of different sizes to cater for all our students needs. Students are strongly advised to be well mannered in classroom at all times. Students should not litter or write on tables or vandalize any Bedfordshire College property, any students who are caught committing any of these offences will be reprimanded harshly and might get expelled.

Computer Lab

Bedfordshire College has one computer labs where students will have access to carry out work on assignments and will have the opportunity to browse the Internet. Students are advised to take care in computer labs and are requested not to take food and drink into them. Students are also advised not to browse any explicit websites or to tamper with the system configuration. Students who are caught breaking these rules will be dealt with severely.

Library

Bedfordshire College has a library, which students can use to carry out research on their subject and will get the opportunity to take books out on short-term basis. Bedfordshire College has books on all the courses, which we provide. Students are advised to be very careful with books and should not damage them in any way. Students who are caught intentionally damaging books will be asked to pay for the damages. Students taking books without permission will be asked to leave the college and your registration will be terminated.

Photocopy and Printing facilities

Students will be given lecture notes by their teachers, if students want to print personal or materials other than lecture notes you can use our printing services with the cost of 10p per page or 3p per photocopy. This also includes printing from the Internet a charge of 10p will be made for every copy.



Building Security

Will all students please note: -

- Please do note that wondering around the building: - if you are attending class, please confine yourself to the downstairs classroom or upstairs boardroom.
- Only call in at the administration office by appointment.
- The building management will carry out checks from time to time and if you are seen wondering around you will be stopped.
- The whole building has CCTV in full operation.

Notice to Overseas Students

Visa Requirements

All our full time-courses are acceptable by Home Office for overseas students Visa.

Many of you will be aware of the importance of regular attendance at lectures so as to meet the requirements of the Home Office and thus the prospects for renewal of your visa at the appropriate time.

In connection with this I must stress that you do attend regularly and of course, sign the register.

The Home Office frequently contacts the college when considering for visa extension and in replying to the authority we can only be guided by your attendance records.

IN YOUR OWN INTERESTS ENSURE THAT YOU ATTEND ALL YOUR CLASSES ON A CONSISTENT BASIS.

To stay in this country as a student:

- You must be enrolled on a full-time course or a least 16hrs of daytime study each week at a private, a college or a university
- You must attend your course regularly.



- You must have enough money to look after yourself and your dependents without receiving public funds.
- You must intend to leave this country when your studies are finished.

Bedfordshire College Administration office, Connaught house, 15-17 Upper George street, Luton, LU1 2RD

Will assist all students with any of the following problems:

- To open a Bank Account
- To get registration with GP
- To obtain a National Insurance Number
- To extend visa
- Anything, which concerns Bedfordshire College.

Bank Account Details

Will all students note that the requirements to open a bank account will vary from bank to bank. These details are from the Alliance & Leicester.

- Passport or letter from the Home Office stating that the passport has been
- submitted to the Home Office for a visa.
- Letter from Bedfordshire College confirming student status.
- £10.00 deposit.
- A document, which has your name and address on – it, must be tenancy agreement or a utility bill.

Leisure and Entertainment

Bedfordshire College is located perfectly if you love entertainment and the nightlife, or if you prefer something quieter; there is something for everyone in and around Luton.

Sports and Leisure

The recently opened Luton Leisure Centres are the most modern and well equipped sports facilities in the UK and is situated very close to our institution. The centre boasts all modern sporting facilities including a state-of-the-art gymnasium. Students



preferring a little bit more tranquillity can visit the Warden Park, one of the largest and most beautiful parks in Luton, which is situated within walking distance of College.

Shopping and Entertainment

Students who like to shop have several options; you can either shop locally in Luton market or Dunstable market. If you prefer something more contemporary then Milton Keynes are a few miles.

For entertainment you have The Luton Cinemas, a very popular nightclub in Luton. If you want something more lively then the world famous London is easily accessible by train.

Official Procedures

Opening Hours

Please make note that the office hours of Bedfordshire College are from:

Monday to Friday – 9:00 a.m. to 5.00 p.m.

In order to obtain any paperwork the student must complete a letter request form and hand it into the administration office, you are required to give at least three days before you can collect the paperwork you request.

Students who have completed their course and need their certificate will have to complete a Certificate Request Form. Students are required to allow Bedfordshire College 14 to 21 days before they can collect their certificate.

Payment Details

All foreign students will have to pay their tuition fees in full at the beginning of the semester before classes commence.

If home students are unable to pay full fees then an instalment schedule will be prepared for the student by the Bedfordshire College Administration and the student will have to abide by the agreement. Students will be given a breakdown of the payment schedule as a receipt, which you must keep and present to Bedfordshire College administration if requested to.

Students must keep up payment at all times and failure to pay any due instalments will be treated very harshly. If students fail to pay due instalments no paperwork will



be given and examination results will be withheld. If at the end have the course the total fees are not cleared then Bedfordshire College will not award you the Certificate.

Examination

Examinations are held during the last week of the semester (please see semester structure for precise date). The examinations are held according to your class times (please check your class routines). All examinations will be 3 Hours long.

In order to get a Certificate students have to pass all their modules, the grade point system is as follows:

Grade and Point System

Grade	Marks	Grade Points	Assessment
A+	85-100	4.00	Outstanding
A	80-84	3.75	Excellent
B+	75-79	3.50	Very good
B	70-74	3.00	Good
C+	65-69	2.75	Above Average
C	60-64	2.50	Satisfactory
D	50-59	2.00	Pass
F	Below 50	Below 2.00	Fail
I			Incomplete
W			Withdrawn

Students who fail their units come under two categories:

F1 – Students who fail by 5-10 marks will be allowed to re-seat the examination in the beginning of the next semester, if students fail this re-seat they have to retake the whole unit again.

F2 – Students who fail the unit by more than 10 marks will have to retake the whole unit again.



School of Administrative Management



The Institute of Administrative Management (IAM)

Academic Chart for IAM

- ✓ *Introductory Award in Administrative Management*
- ✓ *Certificate in Administrative Management*
- ✓ *Diploma in Administrative Management*
- ✓ *Advanced Diploma in Administrative Management*
- ✓ *Bachelor of Arts (Hons) Degree in Strategic Administrative Management*
- ✓ *Diploma in Administration for Executive Assistants*
- ✓ *IAM Qualifications in ICT*
- ✓ *International Diploma in Financial Administration*
- ✓ *Certificate in Educational Administration*





INTRODUCTORY AWARD IN ADMINISTRATIVE MANAGEMENT

Entry Criteria

The Introductory Award is open to all candidates (irrespective of previous experience) interested in a basic introduction to Administration, as an initial starting point for getting (back) in to formal education or work, or improving performance at work.

Programme Aim

The aim of the Introductory Award is to introduce students to administration and the management of administration in the workplace. It also aims to provide a basis from which more advanced administrative skills and knowledge can be developed.

Units

Unit 1 Skills for Administrators

Unit 2 Individuals Within Organisations

Unit 3 Organisational Skills

Assessment

Assessment of this qualification is in two parts:

1. Multiple Choice Examination
2. 2. Creation of a Learning Diary that records evidence of skills for employment as well as academic achievements

Progression

[Certificate in Administrative Management](#)





CERTIFICATE IN ADMINISTRATIVE MANAGEMENT

Entry Criteria

The Certificate is “open access” to all candidates interested in a starting point for further learning and / or development at work, in the field of Administration. However, students with no prior work experience may prefer to start with the [IAM Level 2 Introductory Award](#).

Programme Aim

The aim of the Certificate is to provide an in depth introduction to the field of Administrative Management and serve as a precursor to moving on the [IAM Diploma](#) and beyond.

Units

Unit 1: Inside Organisations
Unit 2: Working with People
Unit 3: Administrative Practice

Assessment

There are two parts to the assessment for this qualification:

1. Creation of a reflective learning diary related to the learning outcomes of each Unit that records evidence of skills for employment as well as academic achievements
2. Project Report of between 2000 and 2500 which must evidence application of learning from the programme syllabus and achievement of the overall Award learning outcomes

Time for completion

From 3 months to 12 months

Progression

[Diploma in Administrative Management](#)





DIPLOMA IN ADMINISTRATIVE MANAGEMENT

Entry Criteria

- [IAM Certificate](#) or
- 2 years relevant experience or
- GCSEs/A levels or
- NVQ Level 3 or
- Equivalent Qualifications

Programme Aim

The aim of the Diploma in Administrative Management is to develop an appreciation of the people management functions within the organisation. It provides a general introduction to the relevance of the systems approach. It also asks candidates to consider administration in its wider organisational context. Candidates are introduced to some of the key concerns of administrative managers within a rapidly changing environment. It also develops candidate's appreciation of the need to manage information.

Units

- Unit 1: People in Organisations
- Unit 2: Administrative Systems and Processes
- Unit 3: Professional Administration
- Unit 4: Information for Decision Making
- Unit 5: Case Study or Project Report

Assessment

The units are assessed by a three hour unseen written paper comprising two sections A and B. Section A has eight compulsory short answer questions designed to test candidates' knowledge and understanding of concepts and terminology.

The project report is assessed through a 3,000 - 4,000 word report to a senior manager.

Time for completion

From 6 months to 3 years

Progression : [Advanced Diploma in Administrative Management](#)





ADVANCED DIPLOMA IN ADMINISTRATIVE MANAGEMENT

Entry Criteria

- [IAM Diploma](#) / [IAM DAEA](#) or
- Associate of the IAM or
- NVQ Level 4 (in a related subject) or
- A levels or
- UK Degree / HNC/ HND or
- Equivalent International Qualifications

Programme Aim

The aim of this programme is to provide a framework and tools for applying the systems approach to managing systems as an integrative activity. Candidates develop knowledge and understanding of the key principles involved in managing organisational resources and to provide an appreciation of the tools and techniques associated with managing finance, projects and facilities.

Units

- Unit 1 Administrative Systems in the Organisation
- Unit 2 Strategic Issues in Administration
- Unit 3 Administrative Management of Resources
- Unit 4 Human Resource Management and Practice
- Unit 5 Case Study 2 or Project Report 2

Assessment

The units are assessed by a 3 hour closed book examination. The paper comprises of a choice of 4 questions from 8, designed to assess the depth and breadth of candidates' knowledge of the unit.

Time for completion

From 6 months to 3 years

Progression: [BA \(Hons\) Strategic Administrative Management](#)





BACHELOR OF ARTS (HONS) DEGREE IN STRATEGIC ADMINISTRATIVE MANAGEMENT

Entry Criteria

Entrance to the BA SAM is designed for those who:

- Hold the IAM Advanced Diploma in Administrative Management and
- Are current members of the IAM in the appropriate grade for the qualification held - MInstAM(AdvDip) or FInst AM (AdvDip). Information on reinstatement of membership or upgrading to these membership grades is available from the IAM Head Office.

Content

The degree programme has five elements - three compulsory modules, one optional module and a final dissertation:

Degree module one: Personal Effectiveness

Degree module two: Administrative management in Context

Degree module three: Strategic Management

Degree option - module four: Culture and Change Management

Degree option - module five: International Marketing

Dissertation: a major piece of independent work on a subject of the student's own choosing

Preparatory Unit

The purpose of this module is to develop the skills students will require for completion of the BA in Strategic Administrative Management and to give students a greater understanding and knowledge of learning through critical reflection and analysis.

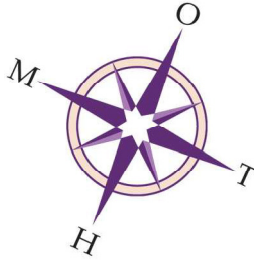
Assessment Methodology

Students will submit one assignment per module for learning and feedback purposes and then sit an examination for each module – exams are held in June and December. There is also a dissertation - the final submission will be 11,700 - 13,000 words.

Time for completion

The programme is designed to be completed in around 15 to 18 months dependent on the amount of time you can devote to your studies – although up to 4 years is available should you wish to take a little longer





THE ORGANISATION FOR TOURISM AND HOSPITALITY MANAGEMENT (OTHM)

OTHM provides a track of professional qualifications that are designed for Student Members to develop progressively the skills and knowledge that they will need to help them in their careers. **OTHM** qualifications enable students to develop the skills that are essential to their progress within the industry:

- **Understanding of the operations, structure and culture of the industry**
- **Understanding of contemporary issues in the industry**
- **Information technology skills**
- **Customer relations skills**

OTHM offers qualifications at four levels:

- [OTHM Professional Introductory Certificate](#)
- [OTHM Professional Certificate](#)
- [OTHM Professional Diploma](#)
- [OTHM Professional Higher Diploma](#)
- [OTHM Individual Certificates](#)

Certificate OTHM Introductory

Qualification: IntroCert OTHM

Who is this suitable for?

The OTHM Introductory Certificate is suitable for Student Members who are at the beginning of their careers. The Introductory Certificate course allows candidates to acquire useful basic knowledge as a preparation for a career in the industry.

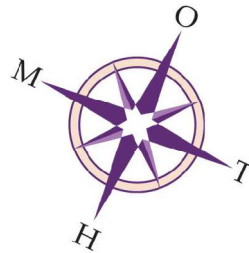
Marks allocated:

60% Project, 30% On-line examination, 10% Attendance

Project

The project will cover a practical working situation in travel, tourism or hospitality. Students are expected to undertake some research and to draw on their current work experience. Assessment of the [Introductory Certificate Project](#). On-Line Exam





OTHM Certificate

Qualification: Cert OTHM

Who is this suitable for?

The **OTHM** Certificate is suitable for students who have already gained an **OTHM** Introductory Certificate or who have qualifications at the level of GCE/GCSE or equivalent. It is also suitable for mature students with at least 5 years relevant experience. This qualification will help team leaders and supervisors and those who want to rise to the first tier of management.

Work Experience

Although it is desirable that Certificate students have some experience in the industry, no minimum is required.

Modules

The **OTHM** Certificate consists of 4 modules:

- [1. Introduction to Travel, Tourism and Hospitality](#)
- [2. Introduction to the Business Environment](#)
- [3. Introduction to Business Communication and Customer Care](#)
- [4. Introduction to Business and Finance](#)

Each module requires 45 hours of classroom teaching.

Assessment

Each module is assessed by a [three hour written examination](#).

Progression

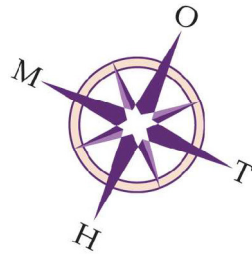
On passing the OTHM Certificate Members will be eligible to be considered for [OTHM Diploma](#) course. Assessment

Each module is assessed by a [three hour written examination](#).

Progression

On passing the OTHM Diploma Members will be eligible to be considered for [OTHM Higher Diploma](#) course.





OTHM Diploma

Qualification: Dip OTHM

Who is this suitable for?

The **OTHM** Diploma is suitable for people who have passed the **OTHM** Certificate (or equivalent) or who are already working at supervisory or management level.

Work Experience

Diploma students are expected to either have work experience in the industry before joining the course or be working part-time in the industry during the course or both. Candidates should note that if they intend to study for further professional qualifications in the industry a certain amount of industrial experience will probably be required.

Modules:

Part 1

1. [Tourism Marketing and Management](#)
2. [Hospitality Marketing and Management](#)
3. [Human Resource Management](#)

Part II

4. [Tourism and Hospitality Operations Management](#)
5. [Financial Management and Information Systems](#)
6. [Customer Relations and the Business Environment](#)

Each module requires 45 hours of classroom teaching.

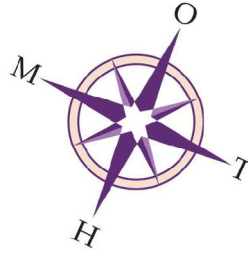
Assessment

Each module is assessed by a [three hour written examination](#).

Progression

On passing the OTHM Diploma Members will be eligible to be considered for [OTHM Higher Diploma](#) course.





OTHM Higher Diploma

Qualification: HDip OTHM

Who is this suitable for?

The **OTHM** Higher Diploma is suitable for people who work in the Tourism and Hospitality Industry and who have already gained an **OTHM** Diploma, or other qualifications at a suitable level. This qualification is appropriate for middle and senior managers. On completion of the **OTHM** Higher Diploma, you can also be put forward for election as a Full Member of **OTHM**.

Work Experience

Higher Diploma students are expected to either have work experience in the industry before joining the course or be working part-time in the industry during the course or both. Candidates should note that if they intend to study for further professional qualifications in the industry a certain amount of industrial experience will probably be required.

Modules:

Part 1

1. [Marketing Communications for Tourism and Hospitality](#)
2. [International Tourism & Hospitality Business Environment](#)
3. [Corporate Business Strategy and Finance](#)

Part II

4. [Management Information Systems](#)
5. [Strategic Human Resource Management](#)
6. [Project: Operations Management in the Business Environment](#)

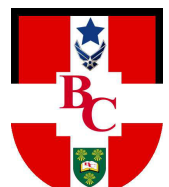
Each module requires 45 hours of classroom teaching.

Assessment

Each of modules 1 to 5 is assessed by a [three hour written examination](#). Module 6 is assessed by a [project](#).

Progression

On passing the OTHM Higher Diploma Members will be eligible to be considered for various courses in recognised colleges and universities in the UK and around the world.





IMIS

Institute for the Management of Information System

Course Title : Foundation Diploma in IMIS

Awarding Body : **IMIS (Institute for the Management of Information System)**

Duration & hours : 1 year & 18 hrs a week at least

Sessions : Jan/Apr/Jul/Oct

Entry Requirements

In order to satisfy the entrance requirements for the Foundation Diploma in **IMIS**.

Applicants must be at least 18 years of age at the time of registration

Student must have IELTS 5.5 or equivalent to qualify for this course.

Course Overview

This leads to **IMIS** Practitioner Grade. It was introduced to provide a route for candidates to gain entry to our Diploma Course examination. This course is also suitable for young people who want to work with computers and need some entry level 3 education. All modules defined within the course structure may be taken individually or collectively to form a Foundation Diploma. Each module is designed to introduce the student to the basic elements of information systems practices.

Modules

The Foundation Diploma in IMIS has six units:

F01: Communication Skills

F02: Arithmetic

F03: Computer Awareness

F04: Computer Packages

F05: Book Keeping

F06: Office Practice

Assessment : Written examination & Project/coursework



Important

Please contact the **IMIS** for Membership Details
Institute for the Management of Information Systems

5 Kingfisher House
New Mill Road
Orpington
Kent BR5 3QG
Tel +44 (0)700 00 23456
Fax +44 (0)700 00 23023
E-mail: central@imis.org.uk

Course Title : Diploma in IMIS

Awarding Body : **IMIS (Institute for the Management of Information System)**
Duration & hours : 1 year & 18 hrs a week at least
Sessions : Jan/Apr/Jul/Oct

Entry Requirements

In order to satisfy the entrance requirements for the Foundation Diploma in **IMIS**. Applicants must be at least 18 years of age at the time of registration Student must have IELTS 5.5 or equivalent to qualify for this course. Candidate must have finished certification of ACP or equivalent. 6: Office Practice

Course Overview

This leads to **IMIS** Licentiate Grade. It continues on from the Foundation Diploma level although access at this level is also available to candidates who comply with the entrance requirements. Completion of these examinations awards a Diploma Certificate and the general standard equates to the National (ONC) Certificate. Candidates having completed the Diploma Course are working at the equivalent level of early entry analysts.

Modules

Each candidate has to sit for six exams,
D01: Information Technology 1
D02: Business Communications
D04: Information Technology 2
D05: Programming Project
D07: Financial and Quantitative Methods
D08: Microcomputers and Networked Systems



Assessment : Written examination & Project/coursework

Important

Please contact the **IMIS** for Membership Details

Institute for the Management of Information Systems

5 Kingfisher House
New Mill Road
Orpington
Kent BR5 3QG

Tel +44 (0)700 00 23456

Fax +44 (0)700 00 23023

E-mail: central@imis.org.uk

Course Title : Higher Diploma in IMIS

Awarding Body : **IMIS (Institute for the Management of Information System)**

Duration & hours : 1 year & 18 hrs a week at least

Sessions : Jan/Apr/Jul/Oct

Entry Requirements

In order to satisfy the entrance requirements for the Foundation Diploma in IMIS, Applicants must be at least 18 years of age at the time of registration Student must have IELTS 5.5 or equivalent to qualify for this course. Candidate must have finished Diploma of ACP or equivalent.

Course Overview

This leads to IMIS Associate Grade. It extends and complements the Diploma Course to give students a comprehensive knowledge of the entire field of operations, programming, systems analysis and design, and computer management. A Higher Diploma award equates to the Higher National Certificate/Diploma (HNC/HND) and prepares candidates for work at the equivalent level of analyst/team leader.

Modules

Candidates are required to sit for three written exams and a practical component comprising an individual project and a programming project. H13: Systems Analysis and Design

H14: Applications Development

H15: Networking

H16: Software Engineering

H17: Management of Information Systems

H18: Business Information Technology

Assessment : Written examination & Project/coursework



Important

Please contact the IMIS for Membership Details
Institute for the Management of Information Systems

5 Kingfisher House
New Mill Road
Orpington
Kent BR5 3QG

Tel +44 (0)700 00 23456
Fax +44 (0)700 00 23023
E-mail: central@imis.org.uk



Bachelor of Law (Hons)

The LLB is offered to external students of the prestigious University of London, which is delivered by lecturing staff at Bedfordshire College and examined externally by the University of London. Bachelor of Law

By **University of London**
(External Programme)

Course Title : Bachelor of Law

Award : LLB

Faculty : Law

Duration : 3 years full time

Course Structure

1st year

- Criminal Law
- Constitutional Law
- English Legal System
- Elements of the Law of Contract

2nd year

- Law of Tort
- Law of Trusts
- Land Law
- Labour Law

3rd year

- Jurisprudence and Legal Theory
- Commercial Law
- EU Law
- Company Law

Other Modules are available as listed in the University of London LLB course guide.



ENGLISH LANGUAGE COURSE

Bedfordshire College also offers you efficient English Foundation Course for different levels. This course will enable candidates to develop understanding and basic skills in reading, writing, speaking and listening.

Healthcare HEMMT HEALTH CARE

Homeopathic short courses for qualified staffs as like doctor, dentist, nurses, Physiotherapist.

Lectures for CPD Certificates
For patient Homeopathic clinical every
Saturday 9am to 7pm

Tuition Fees

Tuition fees are payable each year of your course. All students should apply to the relevant funding agency to have their tuition fees paid. International students who are not from the EU should contact the international office.

Departments/Courses	Duration	seas* (pa)	Home* (pa)
English Language	3 months 6 months 1 year	£500.00 £800.00 £1400.00	£500.00 £800.00 £1400.00
Accounting Studies ACCA	2-3 years 3-5 years	£2100.00 £3000.00	£1300.00 £1700.00
Diploma Studies All Diploma Courses Undergraduate Courses	1 year	£3000.00	£1500.00
Undergraduate Studies All Undergraduate Courses	3 year	£3500.00	£2100.00
Law Studies LLB	3 year	£3500.00	£2100.00



Students need to register themselves with ACCA authority and University of London as an External student at their own expenses and in addition the need to pay the examination fees to the institutions and university every time they sit for.

Part-Time Evening Courses

These Courses are designed for the busy person who has very little time either because he has a full-time job or does not want a long duration course but would like to be competent in information technology nevertheless. Our tutors are trained in the following software packages to equip the student with the proper competence to handle the various packages in use in business.

Course	Start Date	No. Of Sessions	Cost
Computer Essentials	First week, Every month	8	£90.00
Introduction to the Microsoft Office Suite	First week, Every month	8	£90.00
Word Introduction/ Intermediate	Second week, Every month	8	£90.00
Excel Introduction/ Intermediate	Third week, Every month	8	£90.00
PowerPoint Introduction/ Intermediate	Third week, Every month	8	£90.00
Access Introduction/ Intermediate	Fourth week, Every month	8	£90.00
Using Graphics In Microsoft Office	Second week, Every month	8	£90.00
Web Page Design Front Page – Introduction	Fourth week, Every month	8	£90.00
Introduction to the Internet	Second week, Every month	8	£90.00
Keyboard Skills	First week, Every month	8	£90.00



Revision Courses

Whether you are BEDFORDSHIRE COLLEGE student or have studies with another provider we have the flexibility to enhance your chances of consolidating your knowledge in a package to make you pass your exams in confidence.

Bedfordshire College you will receive:

- A condensed review of key topic areas
- Practice in applying this knowledge to real exam questions
- Advice on planning answers and managing your exams-room time
- Easy access to tutors to explain nagging problems.
- A Mock exam to stimulate exam conditions returned for marking.



Bedfordshire College Administration

Letter request form

Please note that your letter will be issued after three days from your request date

Date of request _____ Date of issue: _____

Please attach a passport size photograph if you are requesting for a student ID card.

Section 1

Title ____ Last Name: _____ First Name(s): _____ ID _____

Present Address

Permanent Address:

Date of Birth:

Telephone No:

Section 2

Course Title: _____

Course Starting Date: ____/____/____/ Course Completion Date: ____/____/____

Section 3

Purpose of the Letter:

3.1 a) Travel destination (please complete if you are travelling)

b) Duration _____

c) Date of travel _____



Section 4

(Please complete this section if you are requesting for a visa extension letter)

a) Nationality	
b) Passport No.	
c) Visa expiring date	

Section 5

(Please describe below for any other type of letter)



Bedfordshire College Administration

Certificate & Transcript request from

Date of request _____ Date of issue: _____

Section 1

(Please write your full name exactly the way you want to see it on the Certificate)

Name of the Student: _____ ID _____

Date of Birth: _____

Present Address: _____

Telephone No: _____

Section 2:

Course Title: _____

Specialisation: _____

Course Starting Date: ____/____/____ / Course Completion Date: - ____/____/____/

Subject details with Grade:

SI.NO.	Name of the Subject	Grade	Official Grade
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			

Signature of the student _____



PAYMENT OF FEES

Please note that all foreign students should pay their fees in full or half of 1st year tuition before course Commences. We permit home students to pay by instalments. However, the responsibility to pay the outstanding balance is yours. Fees are refundable if students cancel registration before course commences; however registration fee is not refundable.

THE FEE FOR ALL COURSES VARIES; PLEASE CONTACT THE REGISTRAR FOR MORE INFORMATION.

Admission Procedures :

Now that you have selected the course that you feel is ideal for you and know about Bedfordshire College and living in Luton, the next step is to complete an application form and return it to the college with the following information:

1. Photocopies of all your academic qualifications
2. Four passport size photographs
3. Any other documents that you think may support your application e.g. academic reference, employer's references.

If your application is successful you will receive an acceptance letter for the course you have selected. This will include details of your tuition fees and potential living expenses. The college sends out an enrolment letter after the tuition fees have been paid. It should be noted that applicants from some overseas countries are required to obtain an enrolment letter for their visa application to be accepted.

Methods of Payment

Tuition fees should be paid directly to the College by cheque, credit card, bankers-draft or telegraphic transfer. Bankers drafts should be made payable to Bedfordshire College and sent by courier or registered post to ensure security. When sending funds by telegraphic transfer, the sending bank will require the following bank details:

Account Name: BEDFORDSHIRE COLLEGE
Bank Address: HSBC BANK
63 George Street
Luton, LU1 2AP, UK

Account No: 42154250
Sort Code: 40-30-32

Following a confirmation of eligibility, the Bedfordshire College issues the student with a **Confirmation of Acceptance for Studies (CAS)** unique number. CAS num-



bers are non-transferable. Therefore, following its issue, should an applicant does not attend the college for whatsoever reason the college will not be able to replace that student , meaning wastage of a CAS number. Consequently, allocation of CAS has an important bearing on the College Refund Policy.

Registration fees are non-refundable.

In order to claim a refund of **tuition fees** the student must make an application to the college in writing along with all College property and all original documentation issued by the college (e.g. acceptance / enrolment letter, receipts etc).

A full refund is only available under the following circumstances:

- **Cancellation of admissions on the request of the student:**
- **Prior to allocation of CAS number:** If the Bedfordshire College Refund Request Form is received by us 14 days or more before the commencement of the course - a full refund less Registration fee.
- **After an allocation of CAS number:** It is very important to note that a full refund is not at all possible if a student change his mind and does not want to continue with the course after an allocation of CAS number.
- **Visa Refusal:** Students must provide proof of rejection of student visa (a letter issued by the British Embassy / High Commission or British Immigration Authorities, confirming the refusal of visa / entry) and photocopies of all the pages of passport. Refund will be made only when students fail to gain 30 points of visa letter or CAS statement.
- **Illness:** Students must prove that they are unable to follow the course because of illness. Verifiable evidence of illness which forbids him to follow the course has to be submitted.
- **Cancellation of the course or Discontinuation:** • Where courses are cancelled before commencement, discontinued or changed significantly by the College prior to or after the commencement date and no suitable replacement is available.

No refunds are made in following circumstances:

- Where a student decides to leave the College for any reason -other than the reasons detailed in the above section- after an extension of a student visa has been obtained through College facilitation.
- Where Visa is refused because of funding (10 points) but 30 points for visa letter or CAS statement have been secured,
- Where fraudulent documents have been used in the visa application, the College reserves the right to cancel CAS and no refund at all.
- Where Students fails to enter in to the UK because false representation has been proved or they have been reasonably suspected on ability, qualifications and any other relevant documents at immigration, the College reserves the right to cancel CAS and no refund at all.
- Where a Student requires leaving UK because of poor attendance, over work or other breach of immigration rules or condition of leave or any other reasons.



- Where a Student stops attending or leave the course before its completion or they are suspended by the College owing to non-attendance, misconduct etc.
- When Relevant documents for making refund request are not submitted.
- In all other cases Bedfordshire College retains the right to make a refund at its sole discretion.

Refunds will be made to the person or organization that initially made the payment. A minimum of 4 weeks is needed for the processing of refunds.

Outstanding Liabilities and refund:

However, if a student owes any fees (e.g. tuition fees) or is yet to replace, or reimburse the College for any property lost or damaged by her/him, admission to the course will be refused after informal notice until the debt is discharged in full.

The College reserves the right to initiate process for recovery of all outstanding fees or property at the earliest practicable date after the liability has incurred. Should the student decide to leave the college during the course, the balance of the tuition fee becomes payable immediately.

Once the college decides to make a refund it can only be made after adjusting any outstanding debt /liability, which the student owes to the college.

