The British International School Policies

Student Admission & English Language Requirements

BIS welcomes students from diverse educational and cultural backgrounds. To maintain academic standards, students must meet the following:

English Language Requirements:

- All students are assessed before arrival and on the first day of lessons for English language ability.
- Students are placed into classes according to their level (CEFR A1–C1).
- Students must demonstrate willingness to participate actively in lessons and activities.

Academic Requirements:

- No formal entry qualifications are required for short courses.
- Students must be between the ages of 14–17 (young learners) or 18+ (adults).
- Students must provide accurate application documents, including medical and emergency contact information.
- Students are expected to respect BIS's academic integrity, plagiarism, and discipline policies.

Equal Opportunities in relation to student selection

BIS is committed to promoting equal opportunities and fostering an inclusive learning environment where all students are treated with dignity, respect, and fairness. We do not tolerate discrimination, harassment, or victimisation on the grounds of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, or pregnancy and maternity. All students are entitled to equal access to learning, support, participation in activities, and progression opportunities, regardless of background or personal circumstances. BIS actively works to remove barriers to learning and ensure reasonable adjustments are made where required, enabling every learner to achieve their full potential in a safe, supportive, and respectful environment.

Procedure for Processing Applications

The BIS admissions process begins when a school, agent, or individual student expresses interest in a programme. BIS provides comprehensive course information, fees, requirements, and policies. Partner schools and agents may then promote the programme to their students.

Applications can be submitted either directly by individual students or as group lists provided by the partner school. BIS reviews each application to ensure that all required documents are complete and that applicants meet programme requirements, including age suitability, course level, and any essential health or welfare information.

Once applications are verified and accepted, BIS issues a booking confirmation subject to receipt of the required deposit. When the deposit is received, enrolment is confirmed, and BIS collects final pre-arrival details such as travel information, rooming preferences, dietary requirements, medical information, and any additional notes necessary to prepare for the student's stay.

BIS operates in accordance with its published visa policy for any students requiring supporting documentation.

Prior to the start of the programme, BIS provides confirmed participants and partner schools with final schedules, arrival instructions, and key contact information. Upon arrival, students are registered and welcomed into the programme. At the end of their stay, they receive certificates of participation and any relevant documentation. All student records are stored securely in compliance with current data-protection regulations.

Fees and Living Costs in London

Per Student, Per Week and Based on a group of 15 students:

- Course: £100
- Accommodation (Half Board, Host Family): £300
- Accommodation (Full Board, Host Family): £330
- Accommodation (Half Board, Hotel): £350
- Accommodation (Full Board, Hotel): £430

Per Student:

- Airport Transfer (t/f): £40 (group rate) – £200 (individual transfer)

Important Note:

The above prices refer to London, which is known for having a high cost of living compared with other UK and international destinations. Fees for programmes in other BIS locations (e.g., Cambridge, Edinburgh, Dublin, or international campuses) may therefore vary.

Payment Terms

Upon confirmation, a 30% non-refundable deposit is required to secure the reservation.

The remaining balance must be settled no later than 30 days before the departure date.

Cancellation Policy

If cancellation insurance is not purchased, or if reimbursement under the insurance policy is not applicable (for example, if the student decides not to travel without a valid medical certificate), BIS applies the following refund terms:

1. Flights (when booked by BIS) are non-refundable.
2. The remaining package cost is refundable up to 45 days before departure.
3. After 45 days before departure, no refund is possible.

If the student opts for cancellation insurance, it is possible to cancel the trip up to one day before departure for health reasons, provided that the cancellation is documented by a valid medical certificate. In this case, a full refund is provided according to the insurance policy terms, excluding any applicable excess.

The cancellation insurance coverage does not apply in cases of cancellation due to a “fear of travelling.”

Accommodation Options

BIS offers a range of accommodation options to suit different preferences and budgets:

Hotel Accommodation: Reputable 3- and 4-star hotels such as Premier Inn and Travelodge, located in or near the city centre across various BIS destinations.

Host Family Accommodation: Carefully selected and regularly inspected host families, located in safe residential areas no more than one hour from the city centre and the school. Host families provide a welcoming and supportive home environment, with half- or full-board meal options.

University Campuses / Residences (Summer): Available during the summer period, offering a vibrant student atmosphere with on-site facilities and convenient access to classrooms and social activities.

Disability Access & Inclusive Support Strategy (informed by UKCISA guidance):

BIS is committed to providing an inclusive, accessible learning environment for all learners, including those with disabilities, specific learning differences, medical conditions, or mental health needs. In line with UKCISA advice, learners are encouraged to disclose any disability or additional support requirements at the point of enrolment or as early as possible so that reasonable adjustments can be planned proactively. BIS will work collaboratively with learners to identify appropriate support measures, which may include adapted teaching methods, additional time, accessible materials, physical access arrangements, support during excursions, or individual behaviour and learning plans where required. All adjustments will respect dignity, confidentiality, and equality, ensuring learners are not disadvantaged, stigmatised, or excluded from participation. Staff will receive guidance on inclusive practice and safeguarding to support diverse needs effectively, and any behavioural concerns linked to disability will be managed sensitively, fairly, and in accordance with equality legislation and best practice as outlined by UKCISA.

Child Protection & Safeguarding – Learners Under 16:

BIS recognises that learners under the age of 16 are particularly vulnerable and therefore require enhanced safeguarding and supervision. We are committed to protecting all children under 16 from harm, abuse, neglect, exploitation, bullying, and unsafe situations, whether on-site, online, or during external excursions. All staff working with under-16 learners undergo enhanced safeguarding training and appropriate background checks, and strict supervision ratios are maintained at all times. Parental or guardian consent is required for enrolment and participation in all activities, including off-site visits. Any safeguarding concern, disclosure, or observed risk involving a child under 16 must be reported immediately to the Designated Safeguarding Lead (DSL), who will follow statutory safeguarding procedures and liaise with relevant authorities where necessary. BIS prioritises the child's welfare above all other considerations and ensures that safeguarding measures remain proactive, preventative, and child-centred at all times.