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BURMA STUDY CENTER

BSC Student Policies

Term 1/2024

Term 1/2024 will be a total of 20 weeks from 5 February – 28 June with a break from 13 – 21 April. The following policies will be in effect for all BSC students during Term 1/2024:

1. **Class fees** for all students accepted to study at BSC are **1,000 baht** per **5-month term**. Every student who successfully completes the full term with an attendance rate of **90% or higher** (ie., no more than 10% classes missed during the term) will receive a **50% refund** of their class fees (500 baht) at the end of the term.
 - A. Full class fees are due during the first week of the term.
 - B. Students unable to pay the full 1,000 baht fee during the first week of the term may choose to pay 500 baht in the first week, and 500 baht at the beginning of the second month of the term.
 - C. Students unable to pay the class fees can apply for a scholarship by speaking with BSC Director Garrett or BSC Teacher Beam. Students approved to receive a scholarship will be required to maintain an attendance rate of 90% or higher.
 - D. There are no additional fees for classroom materials, workbooks, etc. Optional student activities and supplemental classes may have additional fees.
 - E. *Monthly incentives*: For every student who maintains perfect attendance (no absences) during one month of classes, 100 baht will be added to the BSC Student Activity Fund. For every student who misses only 1 or 2 classes per month, 50 baht will be added to the BSC Student Activity Fund.
2. If you will be **absent or more than 15 minutes late** to class, you must **notify your teacher by Facebook message**. Messages about being absent or late to class should be sent before 5:45 pm (1:15 pm for afternoon students) and sent to your teacher only, not your entire Facebook group. No message is necessary if you will be less than 15 minutes late.
3. Students who arrive **more than 15 minutes late** for classes may **not be admitted to class** if the student has not sent a message to notify their teacher of the reason for their tardiness prior to the start of the class.
4. Students who arrive more than 15 minutes **late 4 or more times per month** (regardless of notification) will be put **on probation**, meaning they will be required to meet with the BSC Director and/or their teacher to discuss their attendance and seek solutions for their difficulties in attending classes regularly prior to being allowed to continue studying the next month.
5. Students who are **absent from class 4 or more times per month** without exceptional circumstances (ie., personal accident or illness, required travel outside of Chiang Mai, etc.) will be put **on probation**, meaning they will be required to meet with the BSC Director and/or their teacher to discuss their attendance and seek solutions for their difficulties in attending classes regularly prior to being allowed to continue studying the next month.
6. Students who are **absent** and/or more than 15 minutes **late** for class a total of **16 times or more per term** without exceptional circumstances will **not be allowed to continue studying** during the current term. Such students will be welcome to apply again to study in the next term.

7. The wearing of face masks is a personal decision. However, at this time students are encouraged **not** to wear **face masks** while studying at BSC as masks make communication more difficult and impede language learning, especially pronunciation and conversation. If you are sick or concerned you may be sick, we ask that you notify your teacher and take a break from class.
8. BSC encourages all students to freely share their **comments, opinions, and suggestions** with their teacher and/or the BSC Director at any time. All students are asked to promptly share any **concerns** about any situations at BSC that make you uncomfortable or interfere with your learning. If you would like to share your comments and concerns anonymously, please use the **BSC Student Comment Box**. You do not need to put your name on your comment.
9. Students are expected to **dress appropriately and politely** during all BSC classes and activities. Tank tops, mini-skirts, 'short shorts', and clothing with images of alcohol, cigarettes, cannabis, or sexual themes are not allowed to be worn by students at BSC or during any BSC activities.
10. **'English-Only Classrooms'**: As BSC's objective is to support students' development of English-language skills effectively and efficiently, we seek to foster an English-language environment as much as possible. English should be the primary language of communication for teachers and students during all classes according to the following schedule:
 - Level 1: after the first 2 months of class (starting 1 April 2024)
 - Level 1.5 after the first 2 months of class (starting 1 April 2024)
 - Level 2: starting the first day of class (starting 5 February 2024)
 - Level 3: starting the first day of class (starting 5 February 2024)

If students have questions or concerns to discuss with teachers outside of class time, they are welcome to use whichever language is most comfortable for them.

11. **Parking**: BSC is located in a high-density neighborhood with many businesses, offices, and private residences. There is very limited parking availability in the area around BSC. In order to maintain positive relationships with our neighbors, avoid problems with the police, and ensure there is as much parking space available as possible for everyone in the area, BSC students are not allowed to drive to BSC in cars/trucks that need to be parked in the vicinity of BSC. Motorbikes and bicycles are acceptable forms of transportation, as are taxis and motorbike taxis. Any student who drives to BSC in a car or truck will be asked to leave and return in the future with a different form of transportation.

Policies for BSC Facebook Groups

1. All students must download and learn to use Facebook Messenger for receiving and sharing messages, information, and files related to your class.
2. Every student is a member of the Facebook group for their class. It's important to stay updated with class messages.
3. Do not send any messages to your BSC Facebook group between the hours of 10 pm to 8 am.
4. Messages about being late or absent from class should be sent to your teacher directly, not to your entire Facebook group.
5. If you have a personal concern, question, or something to discuss with your teacher, please send a message directly to your teacher, not your entire Facebook group.
6. Do not invite or add anyone else to your BSC Facebook group.
7. No advertising or trying to sell anything in BSC Facebook groups.
8. No sharing personal photos, videos, or websites that are not related to your class in BSC Facebook groups.
9. Level 1 and 1.5 students should use as much English as possible in their BSC Facebook groups.
10. Level 2 and 3 students should only use English in their BSC Facebook groups.

Policies for BSC Online Classes (Level 3 only)

1. All students must download and learn to use Zoom to access online classes.
2. All students must join online classes on a device with a working camera and microphone.
3. If a student does not have access to a device with working camera, microphone, and strong internet access, they are welcome to come to BSC to connect to BSC wi-fi and borrow a device if necessary.
4. All students must keep their **cameras ON** and **FACES VISIBLE** during online classes. Students whose face is not visible will be reminded once and then removed from the class if their camera is not turned on.
5. Students should keep themselves MUTED during online classes, but be prepared to UNMUTE quickly to speak or answer a question.
6. Students should be comfortable! It's okay to eat or drink during online classes.

BSC Academic Calendar: Term 1/2024

Monday 5 February	First Day of Term 1/2024
Monday 26 February	Makha Bucha holiday (NO CLASSES)
13–21 April	Songkran/Term Break (NO CLASSES)
Wednesday 22 May	Visakha Bucha holiday (NO CLASSES)
Friday 28 June	Last Day of Term 2/2023

Note: BSC does not observe most Thai holidays, but does observe Buddhist, Shan, and Burmese holidays

BSC Community Activities Schedule*

Sunday 25 February 2024	9:30 am–3:30 pm	Wat Pa Lad hike; lunch and games at Huay Kaew fitness park
Sunday 17 March 2024	9:30 am–3:30 pm	Mae Sa Waterfall (Mae Rim), hiking and lunch
Friday 5 April 2024	5:30 pm–9 pm	Movie at MAYA
Sunday 26 May 2024	11 am–4 pm	Huay Tueng Tao lunch and waterfall hike
Friday 28 June 2024	6–8 pm	End of Term Party

* schedule may change due to air pollution and/or scheduling conflicts