



မြန်မာ့ရေးရာစင်တာ

**BURMA STUDY CENTER**

## **BSC Student Policies**

Term 2/2023

Term 2/2023 will be from 7 August – 29 December with a break from 13 – 22 October.

The following policies will be in effect for all BSC students during Term 2/2023:

1. **Class fees** for all students accepted to study at BSC for on-site classes will be **1,000 baht deposit 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 **100% refund of their class fees** 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 deposit 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 deposit can apply for a scholarship by speaking with Sai Mike, BSC Office Manager. Students approved to receive a scholarship for class fees will be required to maintain an attendance rate of 90% or higher.
  - D. Monthly incentives: For every student who maintains perfect attendance (no absences) during one month of classes, 100 baht will be contributed to the BSC Student Activity Fund. For every student who misses only 1 or 2 classes per month, 50 baht will be contributed to the BSC Student Activity Fund.
  - E. There will be no additional fees for classroom materials, workbooks, etc. Optional student activities and supplemental classes may have additional fees.
  - F. There will be no class fees for students studying in online classes.
2. If you will be **absent or more than 15 minutes late** to class, you should **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 on-site or online classes will **not be admitted to class** unless the student has 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 5 or more times per month** (regardless of notification) will be put **on probation**, meaning they will be required to meet with the BSC office manager and/or BSC director 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 5 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 office manager and/or BSC director 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 from more than 20 classes 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. If you are concerned about getting sick from others, you may prefer to study online rather than on-site.
8. BSC encourages all students to freely share their **comments, opinions, and suggestions** with their teacher, the BSC office manager, and/or the BSC director. All students are asked to 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.
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 will be the only 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 9 October 2023)
  - Level 1.5 after the first 2 months of class (starting 9 October 2023)
  - Level 2: after the first month of class (starting 4 September 2023)
  - Level 3: starting the first day of class (starting 8 August 2023)

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.

## **Policies for BSC Facebook Groups**

1. All students must download and learn to use Facebook Messenger for receiving and sharing messages, information, and files.
2. Every student is a member of the Facebook group for their class. It's important to read messages every day.
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, you can send them a message directly.
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

1. All students must join online classes with a device with working camera and microphone.
2. 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.
3. All students must download and learn to use Zoom to access online classes.
4. All students must keep their cameras ON and FACES VISIBLE during all 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 2/2023

Monday, August 7, 2023	First Day of Term 2/2023
October 13–22, 2023	Term Break (NO CLASSES)
Tuesday, November 28, 2023	Loy Krathong Activity (NO CLASSES)
Monday, December 11, 2023	Thai Constitution Day (NO CLASSES)
Tuesday, December 12, 2023	Shan New Year Holiday (NO CLASSES)
Friday, December 29, 2023	Last Day of Term 2/2023 End of Term/New Year's Celebration

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