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BURMA STUDY CENTER

BSC Student Policies

Term 2/2024

Term 2/2024 is a total of 18 weeks from **14 October 2024 – 28 February 2025** with a break from **28 December 2024 – 12 January 2025**. The following policies will be in effect for all BSC students:

1. **Class fees** for all students accepted to study at BSC are **1,000 baht per 5-month term**.
 - A. **Returning** students: Upon confirmation of acceptance, full class fees are due no later than 6 pm, 4 October 2024.
 - B. **New** Students: Following confirmation of acceptance, full class fees are due during the first week of the term (no later than 6 pm, 17 October 2024).
 - C. Students unable to pay full class fees (1,000 baht) during the first week of the term may choose to pay 500 baht during the first week of the term, and 500 baht at the beginning of the second month of the term.
 - D. 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.
 - E. There are no additional fees for classroom materials, workbooks, etc. Optional student activities and supplemental classes may have additional fees.
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 class 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. **Evening** students who are **absent** and/or more than 15 minutes **late** for class a total of **15 times or more per term** without exceptional circumstances will **not be allowed to continue studying** in the current term. Such students will be welcome to apply again to study in the next term.
7. **Afternoon** students who are **absent** and/or more than 15 minutes **late** for class a total of **11 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.

8. The wearing of face masks is a personal decision. However, 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.
9. 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.
10. 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.
11. **'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 as much as possible!

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.

12. **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 parking available 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. If any student drives a car or truck to BSC, you must find parking on a nearby street or lane — not on the same lane as 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 be able 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 2 students should use as much English as possible in their BSC Facebook groups.
10. Level 3 and 4 students should only use English in their BSC Facebook groups.

BSC Academic Calendar: Term 2/2024

Monday 14 October 2024	First Day of Term 2/2024
28 December 2024– 12 January 2025	New Year holiday (NO CLASSES)
Wednesday 12 February 2025	Makha Bucha holiday (NO CLASSES)
Friday 28 February 2025	Last Day of Term 2/2024

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

BSC Community Activities Schedule*

Sat. 26 October 2024	9:30 am–3:30 pm	Huay Tung Tao lunch and hiking
Sat. 9 November 2024	9 am–12:30 pm	Ang Kaew CMU jogging and coffee break
Sat. 23 November 2024	9:30 am–3:30 pm	Wat Pa Lad hike; lunch and games at Huay Kaew fitness park
Mon. 2 December 2024	6 pm–8:30 pm	Dinner Night (evening classes)
Sat. 28 December 2024	5 pm–9 pm	BSC 15th Anniversary and New Year Party
Wed. 22 January 2025	1:30–3 pm; 6–8 pm	Safer Sex workshop (M-Plus)
Sat. 1 February 2025	9:30 am–3:30 pm	Mae Sa Waterfall (Mae Rim), hiking and lunch
Wed. 5 February 2025	1:30–3 pm; 6–8 pm	Reproductive Health workshop (Planned Parenthood Association of Thailand)
Fri. 28 February 2025	1–3:30 pm; 6–8 pm	End-of-Term Celebration

* schedule is tentative; updates will be provided as details are confirmed

Policies for BSC Online Classes (Level 4 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 join online classes in locations without distractions (not in public areas).
6. Students should keep themselves MUTED during online classes, but be prepared to UNMUTE quickly to speak or answer a question.
7. Students should be comfortable! It's okay to eat or drink during online classes.