



**Higher Educational Institute
with a Distinct Identity**
Since 1990



BACHELOR DEGREE
Registration Information

Academic Year 2019.2020

www.bbi-edu.eu

admission@bbi-edu.eu

**BBI-LUXEMBOURG ASBL
Non profit association - R.C.S. Luxembourg – N° F 8.818
Château de Wiltz – L-9516 Wiltz, Luxembourg
Head Office: Tel: + 352 27 9112 92**

WELCOME TO THE WORLD OF BBI



Dear Applicant,

Thank you for requesting information about BBI-Luxembourg. The objective of our professional oriented undergraduate programme is to educate young people in the essential disciplines of the hospitality and tourism industry for their future careers as managers and heads of departments in hotels and other related enterprises.

Our programme rigorously balances hands-on training with the supervisory and business knowledge students need to become effective decision-makers within a complex hospitality organisation. Once you have graduated from BBI, you will be equipped to take on meaningful responsibilities early on in your career, and be a productive team member, as from your first day on the job.

Classes reflect our desire to infuse real expertise into the field of hospitality management, and to adapt to the requirements of the industry. They focus on theoretical and practical learning, acquiring methodologies and languages, an introduction to basic and practical research, and, thanks to our partnerships with companies, real-life case studies.

In order to do this, we ensure that our classes are in line with what is happening in the industry. Every year, professional placements are included in the training programme, enabling our students to develop in an atmosphere as close as possible to the daily reality of life in a company and the world of business.

One of BBI's main characteristics is the team spirit, which reflects daily life in the service industry. The organization, teaching philosophy and relationship between teachers and students are built on dialogue. This favours open discussions, and contributes to and strengthens the strong cohesion needed for team work.

Besides, the hospitality background of its former students has become more and more valued in other areas of economic life, and BBI graduates can be found not only in management positions in the greater hotels all over the world, but also in management consultancies, and in marketing, sales or HR positions in companies which are not directly linked to hospitality. Finally, BBI's close relationship with the national and international hotel chains enables our students to begin their professional careers very quickly. Many of our students have already found employment before they obtain their degree.

We look forward to hearing from you in the very near future and we hope to welcome you as a BBI student.
Yours sincerely,

Hans DE MEYER
Director of Marketing & Business Development - Admissions

Data Protection Policy Regulation

As registered student at BBI, you have to provide some personal information in order to enable the provision of administrative services. By supplying this information, you are giving your consent to the Institute holding and using it for the purposes for which it was provided. The **EU General Data Protection Regulation** replaces the Data Protection Act of 2 August 2002 of Luxembourg:

- Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) (OJ L 119, 4.5.2016, p. 1) - as of 25 May 2018.

The GDPR reforms the European Data Protection Rules by **increasing protection of personal data of individual persons**. The development of this legal framework is to protect the freedom and fundamental rights of individuals, especially their private life, in relation to the processing of their personal data.

The GDPR reassures individuals that their personal data is processed in accordance with the Data Protection Policy, which stipulates that their personal data is at all times secure from unauthorized access, alteration, misuse or loss.

International Certification



UNITED NATIONS WORLD TOURISM ORGANIZATION

The UNWTO.TedQual Certification is issued by the World Tourism Organization, a specialized agency of the United Nations, to support the quality improvement of hospitality and tourism education and training programmes around the world.

The UNWTO.TedQual Certification is based on the understanding that quality of hospitality and tourism education and training should be seen as a comprehensive and continuous process.

Since 2008, the institute (through its Brussels campus) has been awarded by the UNWTO.TedQual (Tourism Education Quality) certification and is under renewal process. This certification is the international hallmark of excellence in hospitality and tourism management education. The aim of the certification is to contribute to quality and efficiency, and represents one of the highest standards of achievement for tourism & hospitality schools worldwide.

The “TedQual” is a Quality Assurance for higher education is available to all teaching institutions, public or private, from any country in the world. Due to its quality assurance system requirements, the TedQual certification issued to an institution, fully integrates all the criteria required for INTERNATIONAL ACCREDITATION, in terms of the institution's management, structure, organisation and its educational programmes. The certification is awarded for Bachelor and Master Programmes of study and a key requirement is that the programme meets the needs of the key beneficiaries (students, employers, faculty and civil society). A vital consideration is that for a programme to be awarded the UNWTO.TedQual Certification, it must follow an ethical approach according to which all actors must “do things right at all times and meet legitimate expectations of consumers/tourists.

Double Degree (DD) – Validation of Programmes

SAVONIA STATE UNIVERSITY OF APPLIED SCIENCES Tourism & Hospitality Department Kuopio/Finland
And EUROAULA – STATE UNIVERSITY OF GIRONA Escola Universitària in Barcelona/Spain

Double Degrees (DD) is part of the Bologna process towards a harmonised European Higher Education Area (EHEA). BBI-Lux - SAVONIA - EUROAULA decided to collaborate further through a “bilateral agreement” established **in 2005**, based on exchange of students and professors.

With the objective to develop further international opportunities for their students and to strengthen the international ties between them, the three institutions have entered into specific agreements for the establishment of their respective Bachelor programme's VALIDATION for DOUBLE DEGREE.

This combination leads to a VALIDATED degree of Bachelor at both higher education institutions. DD requires that each programme offered by the two institutions are compatible between them, and so be VALIDATED by both parties. The recommendations for higher education institutions in the ENQA report (Standards and Guidelines for Quality Assurance in the European Higher Education Area,) is used for quality assurance.

This agreement permits students of BBI-Lux - SAVONIA - EUROAULA, upon **successful fulfilment of the requested conditions**, the opportunity of receiving both the academic degree of the home institution and the legal effects of the corresponding academic degree of the partner institution.

General Admission Requirements

BBI seeks to recruit students who have a true desire for practical career preparation in their chosen field as well as the ability to achieve academic success.

- Candidates must be at least 18 years old.
- Students must have successfully completed their secondary education (High School Diploma – Six years minimum).
- Candidates must have a good knowledge of English, as it is the language of teaching. The candidate should mention to BBI if he/she is in possession of a TOEFL 550 for paper based, 213 for computer based and 79-80 for internet based or the equivalent in TOIC, IELTS, or a CAMBRIDGE certificate (Copy of the certificate).
- Candidates accept and approve the content of the rules and regulation of the institute, and agree to support the administration in upholding the rules and regulations and maintaining high standards in all phases.

Admission scheme for candidate following the undergraduate



* STUDENTS coming from other institutions can enter either year 2 or year 3 if they have sufficient ECTS CREDITS in the same field

Previous Studies in the Field of Hospitality

All prospective students studying at another institute, having completed one or several years of higher education, may request study dispensations or study credits in advance of their studies at BBI. Such requests may be made with respect to one or several courses or even for one complete year of study and must be formalised in a letter addressed to the pedagogic board, prior to the student's enrolment at the institute.

Previous Studies in other Fields

All prospective students may request to be exempt from one or several specific courses, if they have completed one or several years of higher education. This request must be put in writing and addressed to the pedagogic board prior to the student's enrolment at the institute. Candidate must attach to their letter all documents attesting to their success in the subject matter or courses from which they have requested to be exempt.

Registration Procedures

APPLICATION REQUIREMENTS

Prior the admission, the candidate must submit a signed application: **“Dossier for Admission” (Ref. N° 114)** to the Admission Committee, with the following documents:

- Four recent passport-type photos.
- A certified copy of his/her Identity Card (ID) and/or Passport (Depending of the country).
- A certified copy of the official test results, attesting his/her knowledge of English.
- A certified copy of his/her Higher Secondary Education Diploma or Graduation Certificate permitting the access to a higher educational programme of study. Official transcripts covering each year of his/her previous studies. The transcript must show all courses taken, the degree awarded (if any), the awarded date, and it must have the official seal of the school or university.
- If the transcripts are not issuing in English, German or French language a certified English translation is necessary with the documents.
- **A “Personal Essay” explaining his/her motivation for entering BBI and specifically for pursuing the International Hospitality Management programme in view of his/her formal education and career aspirations. Describe his/her strengths and weaknesses, and expectations regarding the program (with a minimum of 1000 words and a maximum of 1500 words, typed (not hand-written), in English, signed and dated.**

ADMISSION REQUIREMENTS

To decide the acceptance of the candidate the Admissions Committee examines the **“Dossier of Admission” with all pertaining attachments**. BBI will not take in consideration student’s application without the requested abovementioned documents.

- When considering a candidate for admission, the Admissions Committee looks at his/her entire profile. A student’s motivation and interest in succeeding in his/her chosen career as well as previous academic qualifications demonstrated in his/her **“Personal Essay”** and references (academic and/or professional) **are of utmost importance**.
- The candidate will be invited for an individual interview to assess his/her knowledge in English language and/or general education and intelligence; capacity to analyse, summarize and express oneself. This individual interview is held at the institute or by video conference (e.g. SKYPE)

The admission’s office will then provide a **“Pre-acceptance Letter”** certifying that the candidate is officially eligible to follow the undergraduate programme.

When accepted the candidate has to ensure admittance by completing the following:

- The Registration Form (**Ref. n° 117**)
- The Code of Conduct Form (**Ref. n° 123**)
- And to settle the registration fee of **1.950 EURO**

The student will noticed that enrolment is limited in number (small classes) to guaranty a qualitative education and candidates are encouraged to submit the required documents as early as possible. Prior to presenting their admission dossier, candidates who request so may:

- Have an interview with a member of the pedagogic board or a tutor of his/her choice and look over the course syllabi
- Observe a class of his/her choice in order to evaluate the qualitative content of the course and level of teaching

STUDENT REQUESTING ACCOMMODATION

The lodging for students is situated at the student residence building **“BEAU SEJOUR”**, which is in the immediate vicinity of the castle, where the courses are given. The owner of the student residence is the City of Wiltz and its administration is in charge of the lodging management.

A lodging contract will be established for the duration of the academic year. All rooms have a private bathroom (and toilet). The rental per month is € 400 for a single room, including service charges, insurance, safety & security and a deposit of one month's rent for warranty. This includes electricity, heating, water & WIFI the use of the sharing commodities kitchen, living room, dining room, study room, rest room, laundry room, access to the garden etc. The details for lodging reservations will be provided at the end of your admission process.

STUDENT RESIDENCE PERMIT - (European Union Countries)

Students from the E.U. and other Western European countries **do not need a student visa** to study in Luxembourg. However, they must register with the municipal authorities (City Hall). E.U. citizens have a right to reside if they present the following documents to the municipal authorities:

- A valid passport or identity card.
- A letter certifying that the student has been officially registered at BBI
- Proof of sufficient financial support for the duration of the studies.

STUDENT VISA & RESIDENCE PERMIT (International)



The international candidate must strictly follow the instructions mentioned in the document 130. REG/NR – STUDYING IN LUXEMBURG



International applicants should be aware that there are often unavoidable delays in receiving the visa and authorisation to stay delivered by the Ministry of Foreign Affairs of Luxembourg. Experience has shown us that the prescribed period is at least 6 months. International applicants are therefore strongly advised to begin the admission process as early as possible, to allow for those delays.



Prior to the entry in the territory, for and acquisition of an authorisation to stay, as a student must be initiated without fail and be approved by the competent minister before you enter the territory of Luxembourg. Any such application made on the territory will be declared inadmissible and the student will be required to leave the territory. As mentioned in the document 130. REG/NR STUDYING IN LUXEMBOURG – Procedure for International Students – to have access to the territory student has the obligation to proof that he/she has sufficient financial resources during the course of his/her studies to cover all residence and return expenses. In order to guarantee these resources, the student, through his/her GUARANTOR must make a SECURITY DEPOSIT

Health Insurance – Social Security in Luxembourg

The institute does not cover health insurance; therefore, the student will have to submit to the Luxembourgish legislation in terms of health insurance and benefits.

LUXEMBOURGISH SOCIAL SECURITY AGENCIES FOR STUDENTS:

1. CCSS – CENTRE COMMUN DE LA SÉCURITÉ SOCIALE
This centre manages the social security administration and provides fee calculations as well as social security cards and certificates.
2. CNS – CAISSE NATIONALE DE SANTE
This entity provides the actual reimbursements for any incurred medical or related expenses.

WHO NEEDS TO REGISTER WITH THE CCSS AND/OR CNS?

All persons older than 18 years, residing permanently or temporarily in Luxembourg, must be affiliated with the CCSS and will pay a yearly fee in order to receive Luxembourgish health insurance and benefits.

Please note that some exceptions apply:

GROUP 1: Luxembourgish nationals or permanent residents (more than 5 years) who are co-insured with their family are automatically affiliated with the CCSS and covered for all medical expenses. No extra

GROUP 2: Foreign nationals from EU member states, the European Economic Area or Switzerland, entitled to health benefits in the aforementioned countries, ***can receive in-kind benefits in Luxembourg*** by applying for the European health insurance card from their social security agency in their country of residence.

They can register directly with the CNS, if they would wish to receive these benefits. In case of absence of a European health insurance card, an S-1 form or the E109 form can be submitted.

GROUP 3: Foreign nationals entitled to health benefits from states that have signed a social security agreement with Luxembourg, must provide documentation proving they are covered by the social security system in their country of origin in order ***to receive in-kind health insurance benefits in Luxembourg***. Afterwards they can register with the CNS, if they would wish to receive these benefits. Depending on the country, the relevant form from the institution in the country of origin will be required.

The following countries fall under this rule:

Albania, Argentina, Bosnia-Herzegovina, Brazil, Bulgaria, Canada, Cape Verde, Chili, China, Croatia, India, Iceland, Japan, Macedonia, Morocco, Moldavia, Montenegro, Philippines, Québec, Serbia, Tunisia, Turkey, Uruguay, USA

WHAT DOES IT COVER?

Considering all services have been provided within Luxembourg, the CNS reimburses costs related to medical care, dental care, medication and hospitalisation.

HOW MUCH DOES IT COST?

The amount of the monthly fee is calculated based on the social minimum salary in Luxembourg. The lump sum for students has been set to 40,50 EUR* per month or 486,00 EUR* per year.

** This reduced fee is only available to students up to 30 years old and considering you are not part of group 1, 2 or 3.*

WHAT TO DO?

As educational institute, the institute is responsible by law, to ensure all its students register with the CCSS and/or CNS and payment of the fee, if applicable, is processed. The following procedures will have to be followed by all registered students, with exception of Luxembourg nationals or permanent residents:

- A. You are part of group 2 or 3 and wish to receive reimbursements and benefits in Luxembourg. Please follow the steps below:**

STEP 1

Send the following documents to the Secretary Office by post or by email:

- A certified colour copy of your European health insurance card. If not available, the appropriate form from the adequate institute in your home country.
- A certified colour copy of your passport
- A social security registration form – signed and dated

STEP 2

Upon receipt of the required documents, the institute will submit your registration directly at the CCSS/CNS for further processing.

NOTE: Your enrolment and school registration has to be finalised before this step can be completed.

STEP 3

The CCSS will confirm your registration and indicate the start of the insurance as well as the monthly cost. You will equally receive a social security card to be used for any medical interventions, purchase of medication or hospitalisation.

B. You do not belong to any of the aforementioned groups. Please follow the steps below:

STEP 1

Send the following documents to the Secretary Office by express service (DHL/FEDEX/UPS/...) or by email:

- A certified colour copy of your passport
- A social security registration form – signed and dated

STEP 2

As part of your registration or renewal, you will be asked to pay the annual fee for the social security. This amount is set to 486 EUR and is payable to BBI Luxembourg as follows:

- **BIL – Banque International de Luxembourg**
- **IBAN code: LU04 0024 1100 2573 6500 – BIC/SWIFT Code : BILLLULL**
All amounts are net and bank transfer charges are borne by the student.

STEP 3

Upon receipt of the payment and all the required documents, BBI Luxembourg will submit your registration and payment directly at the CCSS/CNS for further processing.

NOTE: Your enrolment and school registration has to be finalised before this step can be completed.

STEP 4

The CCSS will confirm your registration and indicate the start of the insurance as well as the monthly cost. You will equally receive a social security card to be used for any medical interventions, purchase of medication or hospitalisation.

Programme

CURRICULUM and DURATION OF STUDIES

The content of the programme is described page 7. Please note that the curriculum offered is continuously developed and improved to suit changing needs. Consequently, the institute may, from time to time modify the content of the programme, the allocation of periods or the sequence in which they are taught.

The programme of Bachelor in International Hospitality & Tourism Management/180 CREDITS

First Year	1620 hours of study including a basic operational internship of 12 weeks
Second Year	1620 hours of study including an advanced operational internship of 12 weeks
Third Year	1620 hours of study including a management internship of 12 weeks

ECTS – EUROPEAN TRANSFER CREDIT SYSTEM

The number of hours per year based on the ECTS criteria in the form of a numerical value allocated to each course unit. They reflect the quantity of work each course unit requires in relation to the total quantity of work necessary to complete a full year of academic study at the institution, that is, lectures, practical work, seminars, tutorials, fieldwork (internships), private study – in the library or at home – and examinations or other assessment activities.

The applied grading system reflects the adequacy between the BBI grading system and the ECTS promoted by the **European Community** (Bologna Process).

It is a means of improving academic recognition for cooperation between higher institutes and/or universities. ECTS is applicable to all public and private European higher institutes and universities. In itself, ECTS in no way regulates the content, structure or equivalence of study programmes; these are quality issues, which have to be determined by the higher education institution itself when establishing a satisfactory basis for cooperation agreements, bilaterally or multilaterally.

LANGUAGE MODULES

Language modules are a transversal competency service offered to students, with the objective to improve their skills and thus facilitate their access to internships in different European countries. The BA curriculum provides language courses in French and Spanish. They are mandatory, and integrated in TS5001/5002/5003 modules for a value of three ECTS. They follow a specific schedule. Further support for these courses, but not compulsory, is the E-learning system by "ALTISSIA International", which in addition of the two languages of the BA curriculum offers to the student to learn English, German and Dutch languages. Access to this platform is also available for students registered for Master Degree.

Internship

The duration of the internships is 12/13 weeks/each year (3 Months). Internships are mandatory and can be provided:

- a) Within Hospitality & Tourism organisations, knowing that it should be taken in the wider sense, as defined by WTO, which is to say including hotels, resort, SPA, condominium, restaurants, catering, sport & leisure recreation, travel, senior retirement home etc
- b) Within all other service sector if the internship is related to Marketing, Finance, Human Resources or International management.

They are an indispensable complement to the formal teaching and are an integral part of the study programmes. The internships value is 16 ECTS credits for the undergraduate programme. They are structured around a progress and supervision plan established by the institute, entitled TRAINEE MANUAL. This contains a progress-guide, allowing an objective evaluation of the work carried out by the student during the internship. In this way, students remain in constant contact with the institute and inform it on the results of their work plan and progression. At the end of the training period the students establish also a report to show how they have developed.

The institute helps each student to select the most appropriate internship, through:

1. Hospitality Career Days

Hospitality Career Days are held annually and bring hospitality companies from various European countries to the institute. Representatives from these companies participate in several functions designed to give both companies and students, faculty and staff a chance to meet informally and talk about the directions being charted by the companies, how these directions mesh with student's educational and professional goals, and the institute's educational mission. They also afford students the opportunity to learn about internships, student jobs and permanent career opportunities offered.

2. HOSCO Platform

As part of the internship this platform is the match between education and the professional world. This is an innovative tool that allows students to pursue excellence in their careers, but also for companies to select the best candidates for the positions they offer. Through a single point of contact, students from selected hotel schools use HOSCO to access leading hospitality companies and their available positions on a global market basis. This platform allows students to select and make informed choices about their internship, but also gives direct and easy access to all relevant information relating to social legislation, living conditions, etc., for each country. Similarly, with this unique platform, hotel companies that are members have real-time access to the largest number of highly qualified candidates for internships. Through this "community", employers have a visual for the recruitment of young talent that best meet the values of their company.

Undergraduate Curriculum – Bachelor

Module BA YEAR 1 Curriculum (60 ECTS)			Credit
1	BA 1010	Revenue Management	4
2	BA 1011	Marketing Principles (I)	3
3	BA 1012	Accounting (I) – Workbook & Applied Mathematics	3
4	BA 1013	Food & Beverage Operations & Oenology	3
5	WS 1014	Computer (I) – Property Management System “OPERA”	3
6	BA 1015	Front Office Operations	4
7	CS 1001	Case Study – Student Personal Development Plan	3
8	BA 1017	Computer Technology (II) & EXCEL Practice for Hospitality	3
9	BA 1018	Housekeeping Operations	3
10	CS 1000	Research Case Study – Lodging Management	5
11	AS 1094	FWP I - Final Work Paper Revenue & Yield Management “Optimising Pricing Strategies”	10
12	TS 5001	Basic Operational Internship of 12 Weeks (3 Months)	16
Module BA YEAR 2 Curriculum (60 ECTS)			Credit
1	BA 2019	Food & Beverage Planning & Control	5
2	BA 2020	Marketing (II) – Destination Management (HOTS System)	4
3	BA 2021	Hotels Organisation & Administration	3
4	BA 2022	Accounting (II) – Workbook & Applied Mathematics	4
5	BA 2023	Food & Beverage Service	3
6	CS 2001	Integrated Case Study in Food and Beverage	
7	BA 2024	Resort, Leisure & Condominium Development	3
8	WS 2025	Food Production & Culinary Art + Food Safety & Sanitation (HACCP)	3
9	BA 2026	Procurement & Purchasing Management	4
10	CS 2000	Research Study – Global Hospitality Management	5
11	AS 2094	FWP II - Final Work Paper Menu Planning and Costing “Menu Engineering”	10
12	TS 5002	Advanced Operational Internship of 12 Weeks (3 Months)	16
Module BA YEAR 3 Curriculum (60 ECTS)			Credit
1	BA 3028	Marketing (III) – Sales and Advertising (HOTS System)	4
2	BA 3029	Human Resources (I) – Supervision Process & Management	4
3	WS 3026	Integrated WS – International and European Hospitality Law	
4	CS 3001	Case Study – Marketing and Events Strategies	4
5	BA 3031	Accounting (III) – Workbook & Applied Statistics	4
6	BA 3032	Group Business and Convention Management	3
7	BA 3033	International Perspectives – Hotels Development & Management	4
8	BA 3034	Design, Facilities and Engineering	3
9	WS 3037	Hospitality Organisation, Techniques & Strategies (HOTS)	3
10	CS 3000	Research Case Study – General and Strategic Management	5
11	AS 3094	FWP III - Final Work Paper Marketing Plan – “Strategy Development & Budget Analysis”	10
12	TS 5003	Management Internship of 12 Weeks (3 Months)	16

Bachelor Degree School Fee

The board of governors fixes the school fee on an annual basis. The annual school fee is related to the cost of living index of Luxembourg and as such can be increased each year. School fees already paid cannot be reimbursed under any circumstances. School fees and instalments for European students including EEA citizens* and international students are different. The following countries are members of the EEA (European Economic Area):

Austria, Belgium, Bulgaria, Cyprus, Croatia, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, The Netherlands, Poland, Portugal, Romania, Slovak Republic, Slovenia, Spain, Sweden, United Kingdom, Liechtenstein, Norway and Switzerland. The last three afore-mentioned countries are in the EEA but they are not members of the European Union (EU). Switzerland is not a member of the EEA neither of the EU, but does have similar rights.

SCHOOL FEE - EUROPEAN STUDENTS INCLUDING EEA CITIZENS

School fee for the academic year 2019.2020: **€ 9.945,00 / current year**

Annual school fee is net, and are to be paid as follows:

- One initial down payment of **€ 1.950,00** at registration to ensure admittance
- And a remaining payment of **€ 7.995,00** by 15th of September at the latest

SCHOOL FEE INSTALMENTS - EUROPEAN STUDENTS INCLUDING EEA CITIZENS

The remaining school fee of € 7.995 can be paid in three instalments after the initial down payment.

To this effect, the student must introduce a written and motivated request to the Board of Governors (BG). **If the BG accepts** the student's request, a specific document for acknowledgement of debts will be established by the school administration.

SCHOOL FEE – INTERNATIONAL STUDENTS



School fee for the academic year 2019.2020: **€ 10.950,00 / current year**

Annual school fee is net, and are to be paid as follows:

- One initial down payment of **€ 1.950,00** at registration to ensure admittance
- And a remaining payment of **€ 9.000,00** by 15th of September at the latest

School fee instalments for international students is only accessible in the second year of the BA programme under the same conditions.

Payment to:

BIL – BANQUE INTERNATIONALE DE LUXEMBOURG
Code IBAN: LU04 0024 1100 2573 6500 - Code BIC/SWIFT: BILLULL

All amounts are net and bank transfer charges are borne by the student.

SCHOOL FEE INCLUDES

- Admission, tuitions, coaching, tutoring, Internship service and career placement
- Syllabi, handouts and power points
- Intermediary tests and final examinations (except for some additional Retake examination)
- Language courses through e learning platform – ALTISSIA International system
- Participation in professional “workshops” and “seminars” in the country
- Individual insurance covering “Accident” & “Public Liability” during all activities organised by BBI
- IT Services (Internet/e-mail) + Library Services (Books and Videos)
- Alumni Club Network HOSCO International Platform for Internship & Job Placement
- Certificate of competence awarded on completion of course examination obtained with a B grade

Every effort has been made to ensure the accuracy of the information contained in this brochure. However, the content presented is for information only and in no way constitutes a contract between candidates, students or third parties and BBI. The institute reserves the right to change any rules and regulations or requirements, courses or curricula at any time by official action of the board of governors.