



# 北京国际汉语研修学 院课程手册

Beijing International Chinese  
College (BICC)  
Chinese Language Programme  
Introduction

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# 简介

## Introduction

欢迎您来到北京国际汉语研修学院

Welcome to Beijing International Chinese College

北京国际汉语研修学院成立于2005年9月，是经北京市教育委员会批准、北京市民政局注册登记的一所专门从事汉语国际推广工作的民办非学历高等教育机构。建院至今，累计有来自160多个国家和地区的9万余名学员在学院学习汉语。目前，学院已取得组织外国汉语教师来华研修、实施国家援外人力资源培训、承办汉语水平等级考试等办学资质，并在尼泊尔和白俄罗斯建立了孔子课堂。

为了更好地提升留学生的汉语水平，帮助学生更深入的了解中国文化，学院专门选派了优秀的教师团队，安排了丰富、实效的汉语及中国文化体验课程。在将要开始的学习和生活中，您有什么建议，请及时反馈给我们。希望在北京国际汉语研修学院学习的经历，能给您留下难忘和美好的记忆！

Established in September 2005, Beijing International Chinese College (BICC) is a non-academic higher education institution specializing in the international promotion of the Chinese language, approved by the Beijing Municipal Education Commission and registered by the Beijing Civil Affairs Bureau. Since its establishment, more than 90,000 students from more than 160 countries and regions have studied Chinese at our institute. Until now, the institute has obtained the qualification of organizing training for foreign Chinese teachers to come to China, implemented national

In order to improve the Chinese language proficiency of international students and help them understand Chinese culture more deeply, the college has specially selected a team of excellent teachers to arrange rich and effective Chinese language and Chinese culture experience courses. If you have any suggestions for us in the coming study and life, please give us your feedback. We hope that your experience at BICC will leave you with unforgettable and wonderful memories!

## 一、课程介绍 Class Introduction

### VIP 课程: VIP Class

根据每位学生的具体需求和中文水平，量身定制个人学习计划，确保每个学生都能在自己的节奏下有效学习。课程注重实用性，通过模拟真实场景的练习和角色扮演，增强学生的口语交流能力。课程不仅教授语言，还包括中国文化、历史、传统节日等内容，使学生能更全面地了解 and 体验中华文化。为了适应不同学生的时间安排，提供灵活的上课时间，方便学生根据自己的日程进行学习。

Based on each student's specific needs and Chinese language proficiency, tailor-made personal learning plans are developed to ensure effective learning at their own pace. The courses focus on practicality, enhancing students' oral communication skills through simulated real-life scenarios and role-playing. The curriculum not only teaches the language but also includes Chinese culture, history, and traditional festivals, allowing students to gain a comprehensive understanding and experience of Chinese culture. To accommodate different students' schedules, flexible class times are offered, making it convenient for students to learn according to their own agendas.

#### 课程内容 Course Content:

- 基础中文: 汉字、词汇、语法
- 进阶交流: 日常会话、商务中文
- 文化深度: 中国历史、传统节日、文学作品
- Basic Chinese: Characters, Vocabulary, Grammar
- Advanced Communication: Everyday Conversations, Business Chinese
- Cultural Depth: Chinese History, Traditional Festivals, Literary Works

#### 教学方式 Teaching Methods:

- 互动课堂
- 角色扮演和情景模拟
- 实时反馈和个别指导
- Interactive Classroom
- Role-playing and Scenario Simulation
- Real-time Feedback and Individual Guidance

#### 课程结果 Course Outcomes:

- 完成课程后，学生有机会获得毕业证书
- 通过对应级别的HSK考试
- Upon completion of the course, students have the opportunity to receive a graduation certificate.
- Ability to pass the corresponding level of the HSK (Chinese Proficiency Test).

1 on 1 Class	Number of courses	Price	Time
All Time	20 lessons	150/lesson	50mins
All Time	50 lessons	130/lesson	50mins
1 on 2 Class	Number of courses	Price	Time
All Time	20 lessons	80/lesson/per	50mins
All Time	50 lessons	70/lesson/per	50mins

\*Discount: There is a discount for more than 50 classes at one time.

\*If a student needs a teacher to go out for a lesson, Student will need to pay the teacher's travelling expenses, which are 30 RMB within the 5th ring road and 100 RMB outside the 5th ring road.

## 小组课: Group Class

小组课程鼓励学生之间的交流和互动，这不仅增进了学习的乐趣，还能提高语言实际应用能力。通过小组讨论和项目，学生可以相互学习，分享不同的见解和学习方法，促进了更深层次的理解。班级规模适中，既保证了教师能够关注到每个学生，又提供了足够的同伴互动机会。

Group courses foster communication and interaction among students, not only enhancing the enjoyment of learning but also improving practical language application skills. Through group discussions and projects, students can learn from each other, sharing different viewpoints and learning methods, leading to a deeper understanding. The class size is moderate, ensuring that teachers can pay attention to each student while providing ample opportunities for peer interaction.

### 课程内容 Course Content:

- 实用中文: 日常对话、实用词汇和语法
- 文化交流: 中国文化、传统节日和习俗
- 语言实践: 角色扮演、小组讨论、学习演示
- Practical Chinese: Daily conversations, practical vocabulary, and grammar.
- Cultural Exchange: Chinese culture, traditional festivals, and customs.
- Language Practice: Role-playing, group discussions, project presentations.

### 教学方法 Teaching Methods:

- 互动课堂
- 小组合作
- 情景模拟
- Interactive Classroom.
- Group Collaboration.
- Scenario Simulation.

### 课程成果 Course Outcomes:

- 明显提升中文沟通能力，更深入了解中国文化
- 完成课程后，学生有机会获得毕业证书
- 通过对应级别的HSK考试

- Significant improvement in Chinese communication skills and deeper understanding of Chinese culture.
- Upon completion of the course, students have the opportunity to receive a graduation certificate.
- Ability to pass the corresponding level of the HSK (Chinese Proficiency Test).

Group lesson	Number of courses	Price	Time
All Levels	20 lessons	70/lesson	45mins
All Levels	50 lessons	60/lesson	45mins

\*The Chinese group classes are scheduled for weekends. The specific time slots will be arranged reasonably according to the enrolled students for the current term.

\*If families or several individuals enroll together, the enrolled students can choose their class times based on their own circumstances.

## 在线课程: Online Class

随时随地通过互联网学习，适应不同学生的日程安排。通过视频会议软件进行实时互动，提高学习效率。根据学生的水平和兴趣定制课程

Learn anytime, anywhere through the internet, tailored to the schedules of different students. Interactive real-time learning via video conferencing software enhances study efficiency. Courses are customized based on the students' levels and interests.

### 课程目标Course Objectives:

- 在线学习中文，提高听说读写能力
- 灵活的学习时间，适合各种日程安排
- Online Chinese learning to improve listening, speaking, reading, and writing skills.
- Flexible learning times, suitable for various schedules.

### 适合人群Suitable for:

- 忙碌的职场人士
- 家庭主妇或家庭主夫
- 学生和自由职业者
- 对中文和中国文化感兴趣的任何人
- Busy professionals.
- Housewives or househusbands.
- Students and freelancers.
- Anyone interested in Chinese language and culture.

### 课程内容Course Content:

- 基础汉语：发音、基础词汇、日常用语
- 进阶学习：语法结构、会话练习
- 文化了解：中国文化、历史和社会现象
- Basic Mandarin: Pronunciation, basic vocabulary, everyday expressions.
- Advanced Learning: Grammar structures, conversational practice.

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- Cultural Understanding: Chinese culture, history, and social phenomena.

1 on 1 online Class	Number of courses	Price	Time
All Time	20 lessons	150/lesson	50mins
All Time	50 lessons	130/lesson	50mins
1 on 2 online Class	Number of courses	Price	Time
All Time	20 lessons	80/lesson/per	50mins
All Time	50 lessons	70/lesson/per	50mins

## 集中学习课程: Intensive Class

**课程结构 Course Structure:** 小组课+一对一课程 Group Classes + One-on-One Sessions

上午小组课-与同水平的学生一起学习, 促进通过交流和合作加深理解。

下午一对一课-针对学生个人需求和进度提供定制化辅导, 加强个人弱点的攻克。

上课时间为周一到周五上午9:00-12:00, 下午13:30-15:20.

Morning Group Classes: Study with students of the same level, promoting deeper understanding through communication and collaboration.

Afternoon One-on-One Classes: Customized tutoring based on individual student's needs and progress, focusing on overcoming personal weaknesses.

Course are held from Monday to Friday from 9:00am to 12:00pm and 13:30pm to 15:20pm.

### 课程优势 Course Advantages:

- 结合小组互动和个人专注, 全方位提升技能
- 密集的课程安排, 使学习更加高效和集中
- 满足喜欢团队学习和需要个别指导的学生
- Combines group interaction and individual focus for an all-round skill enhancement.
- Intensive course schedule for more efficient and focused learning.
- Meets the needs of those who prefer team learning as well as those requiring individual guidance.

### 适合人群 Suitable for:

- 快速提升技能或知识的学习者
- 需要个性化学习计划的学生
- 时间有限但求学习效率的人士
- Learners looking to quickly improve their skills or knowledge.

- Students needing personalized learning plans.
- Individuals with limited time seeking efficient learning outcomes.

Intensive Class	1 week	2 weeks	3 weeks	4 weeks
Morning Group	900RMB	1800RMB	2700RMB	3600RMB
Afternoon One-on-One	1300RMB	2600RMB	3900RMB	5200RMB
Total	2200RMB	4400RMB	6600RMB	8800RMB

## 留学生课程：International Student Program

我们的留学生中文课程专为国际学生设计，学生来自世界各地。丰富多彩的文化课程。面、高效的中文学习，给你带来不同的学习体验。课程内容从基础到高级，覆盖HSK1至HSK6各个水平，通过HSK的考试，学生可以申请奖学金和夏令营等免费学习机会。

Our Chinese language course for international students is designed specifically for students from around the world, offering a diverse and culturally rich curriculum. This course provides an effective and unique learning experience in Chinese, ranging from beginner to advanced levels, covering HSK1 to HSK6. By passing the HSK exams, students can apply for scholarships and free learning opportunities like summer camps.

### 课程特点Course Features:

全年滚动招生--灵活的招生政策，使学生能够在任何时候根据自己的日程安排加入课程。

多级别班课设置---根据HSK标准，提供从初级到高级的多个级别，以适应学生的中文水平。

个性化学习路径--根据学生的中文能力和学习目标，安排进入相应的小组或一对一课程。

文化深度体验--课程不仅着重语言学习，还包含丰富的中国文化和历史内容，让学生更全面地理解中华文化。

Rolling Admission All Year Round---Flexible admission policy allows students to join the course at any time according to their schedule.

Multi-Level Class Setup---Offers various levels from beginner to advanced, based on HSK standards, to meet the Chinese proficiency of students.

Personalized Learning Path---Students are placed in appropriate groups or one-on-one courses based on their Chinese language abilities and learning goals.

Cultural Immersion---The course not only focuses on language learning but also includes rich content on Chinese culture and history, enabling students to gain a comprehensive understanding of Chinese culture.

## 签证支持 Visa Support:

-对于符合条件的留学生，我们提供办理学习签证的支持，确保国际学生能够顺利在我院学习。包括小组课和一对一课程

-For eligible international students, we provide support in obtaining a study visa to ensure that international students are able to study successfully at our college. Includes group and one-to-one lessons

## 报名流程 Enrollment Process:

-联系招生老师，根据自身情况填报入学申请。

-学院辅助办理学生签证。

-进行语言水平评估。

-根据评估结果选择合适的课程级别。

-Contact the admissions officer and fill out the enrollment application based on personal circumstances.

-The college assists with the student visa application process.

-Undertake a language proficiency assessment.

-Choose the appropriate course level based on the assessment results.

Group class	4 week	12 weeks	1 semester	1 year
Number of courses	80 lessons	240 lessons	480 lessons	880 lessons
Regular	60 RMB	60 RMB	55 RMB	50 RMB
Price	3600 RMB	10800 RMB	19800 RMB	33000 RMB
VIP class	4 weeks	6 weeks	8 weeks	10 weeks
Number of courses	40 lessons	60 lessons	80 lessons	100 lessons
Regular	130RMB	130RMB	130RMB	130RMB
Price	5200 RMB	7800 RMB	10400 RMB	13000 RMB

\*Visa processing fee is 600RMB per person.

\*Classes are held from Monday to Friday 9:00-12:00am.

\*Contact the Admissions Teacher in advance for student visa processing

## 二、课程时间 Lesson Time

一对一课程和一对二课程：每课时 50 分钟，建议每次 1.5 课时或 2 课时。

1-on-1 class and 1-on-2 class: 50 mins per class, 1.5 or 2 classes per session are recommended.

小组课：每课时 45 分钟，每次至少两课时。

Group class: 45 minutes per lesson, At least 2 classes each time.



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集中学习课程：每天 6 课时，每周 30 课时。

Intensive learning classes: 6 classes a day, 30 classes a week.

在线课程：每课时 50 分钟，每次课程数量学生自由决定。

Online class: 50 minutes per classes. Students can choose how many classes each time

上课时间为北京时间周一到周五 9:00-18:00，在线课程没有时间限制。

Class time: 9:00-18:00 Beijing time, Monday to Friday. There is no time limit for online courses.

### 三、学院课程特点 Course Features

#### 课程研发团队Course Development Team:

我院具有一支专业性强、经验丰富的课程研发团队，擅长从授课对象特点出发，开展课程策划与研发工作。

- 1、注重通过沉浸、体验的模式来展示中国文化的魅力。
- 2、注重通过深挖中国优秀文化内涵，来激发留学生对中国文化认同感。
- 3、注重在中西文化交流中，通过不同文化的对比，感受中国文化。

Our college has a professional and experienced course development team, skilled in designing and developing courses based on the characteristics of the students.

1、Focus on showcasing the charm of Chinese culture through immersive and experiential modes.

2、Emphasize stimulating international students' identification with Chinese culture by delving deep into the essence of China's excellent cultural heritage.

3、Concentrate on feeling Chinese culture through the comparison of Chinese and Western cultures in cross-cultural exchanges.

#### 授课教师团队Teaching Staff Team:

学院拥有一支多语种、专业化教师团队。

- 1、90%以上的教师具有研究生及以上学历。
- 2、具有丰富的教学经验和海外教学经历，了解不同国家学生学习特点。
- 3、具备较高的跨文化交际与外事能力，具有较高的国际文化素养。

Our college boasts a multilingual and professional team of teachers.

1、Over 90% of the teachers have postgraduate degrees or higher.

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2、They possess extensive teaching experience and have taught overseas, understanding the learning characteristics of students from different countries.

3、They are skilled in cross-cultural communication and foreign affairs, with a high level of international cultural literacy.

### **教师教学经验Teacher Teaching Experience::**

1、学院常年承办国家部委涉外项目，并多次赴外执行长、短期汉语和中国文化国际传播任务。

2、学院分别于2011年、2018年在尼泊尔、白俄罗斯设立了孔子课堂。

3、学院2012年至2019年，连续8年举办了驻华使馆外交官汉语课堂，累计培训了105个国家的约1800位驻华外交官。

1、The college annually hosts foreign-related projects for national ministries and commissions and has frequently been sent abroad to carry out long and short-term missions for teaching Chinese and spreading Chinese culture internationally.

2、In 2011 and 2018, the college established Confucius Classrooms in Nepal and Belarus, respectively.

3、From 2012 to 2019, the college consecutively organized Chinese language courses for diplomats stationed in China for eight years, cumulatively training about 1800 diplomats from 105 countries.

### **学习资源和设施Learning Resources and Facilities:**

1、学院内设有，图书馆、特色学习教室、文化学习教室、HSK汉考教室、篮球场、卫生室、咖啡馆等设施。保证留学生拥有一个良好的学习空间。

2、学院共有留学生宿舍82间，包含单人间，双人间与套间。宿舍楼内设有食堂、健身房、洗衣房与学生厨房。公寓卫生有专业人员打扫，床上用品每天更换。

3、休闲区内有冰箱、自助贩卖机、微波炉、饮水机等生活设施。

4、在学院周边1-2公里内，饭馆、超市、打印店、公园等生活配套设施一应俱全。

1、The college is equipped with facilities such as a library, specialized study classrooms, cultural learning classrooms, HSK test classrooms, a basketball court, a health center, and a cafe, ensuring international students have a conducive learning environment.

2、The college has a total of 82 dormitory rooms for international students, including single rooms, double rooms, and suites. The dormitory building is equipped with a dining hall, gym, laundry room, and student kitchen. Professional staff maintain the cleanliness of the apartments, and bedding is changed daily.

3、The leisure area is equipped with a refrigerator, vending machines, microwave oven, water dispenser, and other living facilities.

4、Within 1-2 kilometers around the college, there are restaurants, supermarkets, print shops, parks, and other living facilities readily available.

### **学生支持和服务Student Support and Services:**

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学院在留学生学习期间，可以为学生提供多种支持服务，如在线学习平台指导、签证办理与续签服务、名牌大学推荐、中外语言交流、寄宿家庭推荐、奖学金、冬夏令营活动、中文角、中国传统文化课等。帮助学生可以更好更快的适应在中国的生活与学习。

During the period of study for international students, the college offers a variety of support services, including guidance on online learning platforms, visa application and renewal services, recommendations to prestigious universities, Chinese and foreign language exchange programs, host family recommendations, scholarships, winter and summer camp activities, Chinese corner for language practice, and courses on Chinese traditional culture. These services aim to help students adapt more quickly and effectively to life and study in China.

### **入学要求和报名流程Admission Requirements and Application Process:**

1、学生入学前需与招生老师提前确认所报名课程种类，并根据个人的实际情况填写完善的入学申请。

2、如需办理签证学生需要注意签证办理时间及流程。办理长短期签证一共有3个步骤，约3-4周时间。

第一步，填写申请和提供护照首页照片。学校会根据学生信息在中国教育部申请长期留学JW202表，审核时间大概是7-10天。

第二步，学校收到审核通过的信息后给学生制作录取通知书，把相关文件快递到学生所在国家。相关文件必须是原件或高清扫描件。快递时间根据不同国家的距离大概7-10天。

第三步，学生在拿到快递后去中国大使馆或者领事馆申请中国留学签证。签证办理时间大概7-10天。

短期签证申请在第一步只需要3天，其他流程时间不变。

1、Students need to confirm the type of course they are enrolling in with the admissions officer in advance and fill out the complete admission application according to their actual situation before enrollment.

2、Students who need to apply for a visa should be aware of the visa processing time and procedures. There are three steps to applying for both short-term and long-term visas, taking about 3-4 weeks in total.

- Step one involves filling out the application and providing a photo of the passport's front page. The school will apply for the long-term study JW202 form from the Chinese Ministry of Education based on the student's information, with a review time of approximately 7-10 days.

- In step two, after receiving the approved information, the school will create an admission notice for the student and courier the relevant documents to the student's country. The documents must be original or high-resolution scanned copies. Courier time varies by country but generally takes about 7-10 days.

- Step three, after receiving the courier, the student should apply for a Chinese study visa at the Chinese embassy or consulate. The visa processing time is approximately 7-10 days.

For short-term visa applications, the first step only requires 3 days, while the timing for the other steps remains unchanged.

## 四、课程种类 Types of Courses

序号	课程Courses	使用教材Books	课程级别Level
1	汉语综合课 Integrated Chinese Language Programme	《体验汉语基础教程》、 《体验汉语中级教程》、 《体验汉语高级教程》 Experiencing Chinese Basic Course, Experiencing Chinese Intermediate Course, Experiencing Chinese Advanced Course	初级Beginner
			中级Intermediate
			高级Advanced
2	口语课 Speaking lesson	《汉语口语速成》（入门 篇、基础篇）、《生活体 验汉语（修订版）》 Speaking Chinese Quickly (Introductory and Basic), Life Experience Chinese (Revised Edition)	初级Beginner
			中级Intermediate
			高级Advanced
3	听力课 Listening lesson	《发展汉语初级听力》、 《发展汉语中级听力》、 《发展汉语高级听力》、 《快乐中国人：中高级汉 语视听说教程》 Developing Elementary Chinese Listening, Developing Intermediate Chinese Listening, Developing Advanced Chinese Listening, Happy Chinese: Intermediate and Advanced Chinese Audio- Visual Speaking Tutorials	初级Beginner
			中级Intermediate
			高级Advanced
4	阅读课 Reading lesson	《读报纸，学中文》 "Reading Newspapers, Learning Chinese	中高级 Intermediate&Advanced
5	HSK常规课程 HSK Regular Course	HSK标准教程及练习册 HSK Standard Tutorial and Practice Book	1-6级 HSK 1-6
6	HSK考前辅导 HSK Pre-test Counselling	《新汉语水平考试大纲》 、《HSK考试辅导教程》、 《内部讲义》 New Chinese Proficiency Test Syllabus, HSK Test Counselling Tutorial, Internal Handouts	1-6级 HSK 1-6

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## 五、特色学生活动与奖学金政策 Distinctive Student Activities and Scholarship Policies

### 中文角与文化课程Chinese Corner and Cultural Courses:

每周举办中文角活动和文化课程，这是一个学习和实践中文的绝佳机会，同时也让学生深入了解中国文化。定期组织学生外出参观和旅游，访问著名的旅游景点，让学生亲身体验中国的历史、文化和自然美景。

We organize Chinese Corner activities and cultural courses every week. This is an excellent opportunity to learn and practice Chinese and to gain a deeper understanding of Chinese culture. We regularly organize outings and trips for students to famous tourist attractions, allowing students to experience China's history, culture, and natural beauty firsthand.

### 集体生日会Group Birthday Parties:

每月的第一个星期，为留学生举办集体生日会，加强学生之间的交流与友谊，创造家一样的氛围。

On the first week of each month, we hold group birthday parties for international students to strengthen communication and friendship among them, creating a home-like atmosphere.

### 奖学金政策Scholarship Policy:

我们提供半年至一年的奖学金给符合条件的学生。这些奖学金旨在支持和奖励那些学习成绩优异、积极参与学校活动的学生。

We offer scholarships ranging from half a year to a year for students who meet the criteria. These scholarships are designed to support and reward students who excel academically and actively participate in school activities.

## 六、学院信息 College Information

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## 常见问题解答 FAQ

### 1.每节课多长时间？How long is each lesson?

一对一课每节课 50 分钟，小组课每节课 45 分钟。课间休息时间为 5 分钟。通常我们建议的学习时间是每次 2 课时，因为随着学生学习时间的增加，学生很快会需要更长的时间练习和复习以前学习过的内容，所以多年的教学经验告诉我每次 2 课是多数人的选择。因每个学生的要求不一样，所以你可以和老师商量在课程中间是否需要休息。

Each one-on-one lesson is 50 minutes, and each group lesson is 45 minutes. There are 5-minute breaks in between the lessons. Usually our recommended study time is 2 lessons at a time, because as students study longer, they will often need more time to practice and review what they have learned, and years of teaching experience have shown that 2 lessons at a time is the choice for most students. Since the requirements of each student are different, you can discuss with the teacher if you need a break in the middle of the lesson.

### 2.每节课多少钱？是否有优惠？How much is each lesson? Are there any discounts?

一对一课程学费是每课 150 元。如果一次购买 50 课，可以优惠到 130 元每课。

一对二课程学费是每人每课 80 元，如果一次购买 50 课，可以优惠到 70 元每课。

小组课课程学费是每人每课 60 元。

集中学习课程学费是每人每课 130 元。

Tuition for one-on-one lessons is 150 yuan per lesson. If you purchase 50 lessons at a time, you can get a discount of 130 yuan per lesson.

Tuition for one-on-two lessons is 80 yuan per person per lesson, or 70 yuan per lesson if you purchase 50 lessons at once.

Group classes are 60 yuan per person per class.

Intensive courses are 130 yuan per person per lesson.

### 3.我可以按次付学费吗？Can I pay the tuition fee each time?

不建议按次付学费，最佳的交费方式为一次性购买 20 或 50 课时。在课程结束前教务老师提醒学生缴纳下一阶段的学费。

We suggest not to pay each time. The best way for students to pay is to pay for 20 or 50 lessons together. Students will be reminded by the administration teacher to pay the next instalment of tuition before the end of the course.

### 4.报名流程 Enrolment process

- ① 确认好想报名的课程种类
- ② 和老师商量上课的时间，参加试讲课
- ③ 对课程满意后与老师确定上课时间
- ④ 填写入学申请、取消与退费规定、学生安全责任书
- ⑤ 交学费、建立学习微信群、发送排课单
- ⑥ 上课

**\*一般在学生交费 3 天后安排上课。**

- ① Confirm the type of course you wish to enroll in
- ② Discuss with the teacher the time of having lessons and attend a trial class
- ③ Confirm the class time with the teacher when you are satisfied with the course

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④ Fill in the enrolment application, cancellation and refund rules, and student safety responsibility letter

⑤ Pay the tuition fee, set up a study group, send class schedule

⑥ Start lessons

\*Classes are usually scheduled 3 days after the student pays the fee.

## 5. 学习中需要注意什么 What to watch out for in your studies

取消课程与更换上课时间请联系教务管理老师或在学习群中商量。请勿自行与老师确定。

学院会提前一周安排老师的课程，如学生希望同一老师继续上课。请在课程结束前，提前3-4课时续费。如学生未能及时续费或一个月以上未能上课，学院不能保证同一老师继续授课。

如需取消课程，请提前6个小时通知教务管理老师。此种取消为正常取消如少于6个小时取消，学生仍会支付此次上课的学费。但学生每个月有一次特殊原因可以正常取消课程。如老师生病我院也会提前告知学生，由学生选择取消课程或者临时更换老师。

Please contact the course administrator or discuss in the study group if you want to cancel or change the time of your course. Please do not confirm with the

teacher personally.

BICC will arrange the teacher's classes one week in advance. Please renew your course 3-4 lessons in advance of the end of the course. If students fail to renew their fees in time or fail to attend classes for more than a month, BICC

cannot promise that the same teacher will continue to teach.

If you need to cancel a course, please inform the course administrator 6 hours in advance. This is a normal cancellation and no tuition fee will be charged. If the cancellation is less than 6 hours, the student will still pay the tuition fee for that class. However, Students have one special reason per month to cancel a class for normal reasons. If the teacher is ill, the teacher will inform the student in advance and the student can choose to cancel the class or change the teacher.

## 6. 我需要考试吗？ Do I need to take an exam?

为了保证学生的学习质量，学生学习一段时间后进行测试，或参加 HSK 考试。通过 HSK 考试的学生，我院将按照通过 HSK 考试的不同级别推荐学生不同的奖学金项目。关于奖学金项目可咨询老师。

In order to ensure the quality of learning, students are tested after a period of study or take the HSK exam. If you pass the HSK test, we will recommend different scholarship programmes according to the level of the HSK test. Please ask your teacher about the scholarship programmes.

## 7. 我对老师不满意，可以退费 and 换老师吗？ If I am not satisfied with my teacher, can I get a refund and change my teacher?

退费细节请查看【取消与退费规定】，收到退费确认书后一周内，学费将退回原交费账号。

如果学生对学院安排的老师不满意，学生可以向学院提出更换老师，但只限于一对一与一对二课程，班课不能更换老师。学院原则上可为学生更换2次老师。如由于老师个人原因不能上课，学院会更换新的老师。

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If a student is not satisfied with the teacher assigned by BICC, the student can propose to BICC to change a new teacher, but only for 1-on-1 or 1-on-2 class, not for group class. In principle, BICC can change the teacher for the student 2 times. If the teacher is unable to take a lesson due to personal reasons, BICC will change a new teacher.

**8. 在学院学习有假期吗？ When are the school holidays?**

每年在元旦、春节、清明节、国际劳动节、端午节、中秋节、国庆节等中国法定节日，学院将执行中国政府统一的放假安排，原则上不安排上课。如学生有本国节日或宗教节日要请假，请提前 6 个小时通知教务管理老师。

BICC implements the uniform holiday arrangements of the Chinese government for New Year's Day, Chinese New Year, Ching Ming Festival, International Labour Day, Dragon Boat Festival, Mid-Autumn Festival and National Day. In principle, lessons will not be scheduled during the national holidays. If a student has a national or religious holiday, please inform the academic management 6 hours in advance.

**9. 小组课我可以随时报名随时上课吗？ Can I sign up for a group class whenever I want?**

每个小组课需要至少 3 人报名后才能开始上课。没有足够的学生不能开始课程。具体上课时间和所需的中文水平请先咨询老师。

Each group class requires a minimum of 3 people to sign up before the class can begin. Classes cannot begin without enough students. Please consult with your teacher first for specific class times and required Chinese ability.

选择我们的课程，不仅意味着接受高质量的语言教育，还意味着成为一个充满活力和支持的学习群体的一部分。留学生活动和奖学金政策是我们对学生全面发展的承诺，旨在提供一个促进学习、文化交流和个人成长的环境。

Choosing our courses means not only receiving high-quality language education but also becoming part of a vibrant and supportive learning community. Our student activities and scholarship policies are a commitment to the comprehensive development of students, aimed at providing an environment that promotes learning, cultural exchange, and personal growth.

**加入我们，开启你的中文学习之旅**

**Join Us to Embark on Your Chinese Learning Journey**