



Colbourne College

Thank You for choosing Colbourne College. We are always looking for extraordinary people who want to excel and have a life changing experience. We assist our students to learn, share, be enriched, advance, and succeed.

12 WEEKS TRAVEL COURSES

Study **100% ONLINE OR INCLASS** with Colbourne College

ENTRY REQUIREMENTS:

High School Education Is Required. No CXC/GCE/SAT Subjects Are Required For Entry. However, ***Students without basic high school subjects are strongly encouraged to take the One (1) Year Pre- University Program as the Job market is unfriendly to job seekers without subjects.***

Select The Areas Of Study

- Airline Operations: Cabin Crew Training For Flight Attendants (**COMPULSORY**)
- Airline Operations: Applied Customer Service (with Basic Ticketing, Make-Up And Grooming)
- Airline Operations: Conversational Spanish For Flight Attendants
- Airline Operations: Conversational French For Flight Attendants
- Travel And Tourism Management
- Tour Operations
- Sustainable Tourism Development
- Hospitality Marketing
- Event Planning And Management



New Skills You Will Learn

The purpose of this course is to ensure learners develop the knowledge and understanding relating to working as a cabin crew, including the duties carried out by cabin crew in the crew room:

- ❖ Working as Cabin Crew
- ❖ Airline Health, Safety and Security
- ❖ Aircraft emergency situations
- ❖ Dealing with Passengers on board an aircraft
- ❖ Cabin Service - Selling techniques
- ❖ Making Passenger Announcements on-board an aircraft

Working as cabin crew is often seen as an exciting and glamorous career without having a full appreciation of the role and responsibilities of the job. Air cabin crew are highly trained and are the main point of contact for passengers whilst in the air. They are responsible for passenger safety and are trained to deal with security and emergency situations. These responsibilities start with ensuring that all emergency equipment is in working order before take-off and demonstrating safety procedures and equipment to passengers. Air cabin crew are responsible for ensuring that passengers are comfortable throughout the flight and that the flying experience is a pleasant one. They attend to passenger needs and provide a high level of customer service throughout the flight which will include serving refreshments and selling duty-free/tax-free goods.

This course enables learners to gain knowledge of the roles and responsibilities of air cabin crew, the chain of command on an aircraft and the ground staff they interact with. Learners will gain a knowledge of the terminology associated with the job such as IATA three letter city/airport and country codes, industry terms associated with international time and terms relating to air cabin crew duty days, rosters and stand-bys. The key part of the role of air cabin crew is carried out on the aircraft but essential duties are also undertaken in the crew room both before and after the flight. Pre- and post-flight briefings are vital to the safety and security of the flight and learners will take part in a pre-flight briefing within a simulated (or real) crew room.

You will gain understanding of the importance of maintaining industry standards. They will come to appreciate the need for good timekeeping, perfection in grooming and uniform and the importance of personal presentation both on and off duty. Air cabin crew have a wide range of tasks to perform pre-flight, on the aircraft and post-flight and it is essential that learners gain an understanding of how tasks should be prioritized. Last but by no means least, air cabin crew have to provide excellent customer service and learners will gain an understanding of the importance of customer service to the role, the airline and the industry.

TUITION AND FEES

Select How You Will Be Paying Your Tuition For The L5 Or L7 For The New Semester?

Tuition For ONE COURSE = US\$340

- Application Fee: US\$ 30.00
- Service Fee: US\$ 60.00
- Course Fee: US\$ 250.00

SELECT THE CABIN CREW TRAINING ONLY [] tick to select

Tuition For TWO COURSES = US\$440

- Application Fee: US\$ 30.00
- Service Fee: US\$ 60.00
- Holding Fee: US\$250.00
- Add 1 More Course: US\$100.00

SELECT THE CABIN CREW TRAINING AND ONE OTHER MODULE [] tick to select

List the Name of the next course selected from the list here:

2.

Tuition For THREE COURSES = US\$540

- Application Fee: US\$ 30.00
- Service Fee: US\$ 60.00
- Holding Fee: US\$250.00
- Add 2 More Courses: US\$160.00

SELECT THE CABIN CREW TRAINING AND TWO OTHER MODULES [] tick to select

List the Name of the TWO OTHER course selected from the list here:

1.

2.

REFUND POLICY: Application and Service Fees are nonrefundable portions of the tuition and fees structure. Tuition becomes non-refundable after the class has started. Refund requests by students are considered received by Colbourne only when the online electronic refund request is submitted to the Bursar's Office. Students must ensure they verify with the Office that the request is received. All refunds in Jamaica are in local dollar irrespective of the currency that the student paid in. This Refund is at the same rate of exchange as at the date of payment. Refund requested by the student living outside of Jamaica is in US\$ Currency. Refund Payments for International Students will incur all the charges of their preferred methods of refund. Refunds take 30 days from the written request is received by the Bursar's Office to be processed. Actual date of receipt of the amount by the student depends on the media they choose to accept the refund.

DOCUMENTATION AND PAYMENT

To accept the offer of a place to study In-class, 100% Online or distant learning at Colbourne College you must meet the following requirements and payment deadline:

1. Students paying directly to Colbourne College make the payment within 12-30 days of receiving this Offer Letter.
2. Email or fax **ALL** your payment receipts to the office to confirm the payment and to update your record. Email Payment Receipt to: webhosting@colbournecollege.com or Fax Payment Receipt to: **876-906-8401**. Confirm with your Admission Advisor that your payment is received by the office.
3. Read, sign and submit to Colbourne College the signed Enrolment and Financial Agreement attached to this letter. Email or Fax with the signed agreement with your Holding Fee Receipt. This payment is non-refundable. If you wish to apply for the student loan, this fee will be paid over to Sagicor Bank when the loan is approved.
4. After you have submitted the two above requirements you will be accepted. Organize all of the following documents and submit them. Here are all the required documents for the degree programs:
 - (i) Copy of the national ID or passport with picture and ID number visible.
 - (ii) One References from either School, Employer, J.P or Minister Of Religion.
 - (iii) Boarding Application (if residence is required)
 - (iv) Proof of the minimum qualification required for entering the program if available at time of submitting. These must be submitted prior to commencing classes.
 - (v) **All the above documents [should be uploaded here](#).**

After the above four (4) requirements are fully met you will take **the next big steps – Induction and commencement.**

Here are the Payment Details:

- **Pay Online:** Use Credit Card to Pay at www.uscollegesandmore.org. Page Password is: **admin@col123**
 - **Pay with A Bank Draft from anywhere. You will need to give your bank ALL the following:**
 - **USA Bank Name and Address:** Bank of America, 100 SE 2ND ST., Miami, Florida, 33131
 - **Swift Code:** BOFAUS3N
 - **ABA#:** 026009593
 - **Receiving Bank:** SAGICOR JAMAICA LTD.
 - **Bank Account#:** 1901152022
 - **Bank Address:** 56 Great George's Street, Savannalamar, Westmoreland, Jamaica
 - **Customer Account Name:** Advanced Educational Services
 - **Customer Account #:** 0081700014559
 - **Western Union:** Olive Reid c/o Colbourne College, 6 Hillview Avenue, Kingston 10.
 - **Pay to Sagicor Bank (RBC), Jamaica:** Bank Ac#: 0081700014559
Bank Ac. Name: Advanced Educational Services.
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If you have any questions concerning the admission or any aspect of this offer or acceptance, please do not hesitate to contact your Admission Counselor. On behalf of our staff and faculty, I congratulate you on your promising academic future, and I hope you will be able to accept our offer and join our program. Welcome New Colbournite.

Sincerely,
Olive Reid
Administrator,
Colbourne Bursary and Registry

ACCEPTANCE OF THE FINANCIAL AGREEMENT & TERMS OF REGISTRATION 2015/16

I agree to abide by the conditions of this financial enrollment and all other published rules and regulations in the Student Handbook in printed or electronic forms that the college supplies. The payments of the required fees and tuition is a clear indication of my acceptance of all terms of admission and enrolment including withdrawal and refund conditions as are described in the Financial Agreement.

I, the undersigned student/parent/guardian/financier, request enrollment of the above named student into Colbourne College. In consideration of such enrollment, I agree to abide by the conditions of the Financial Policy for this and all other academic periods covering my/his/her tenure at Colbourne College. I agree to read and act on all college correspondences directed to my/our attention whether delivered by email, notice board, notice board, online or by the Office.

1. I AGREE TO PAY ANNUAL TUITION AS FOLLOWS: (please tick a payment and the semester you are starting)

_____ One course in the amount of **US\$340** starting classes in January () May () September ()

_____ Two courses in the amount of **US\$440** starting classes in January () May () September ()

_____ Three courses in the amount of **US\$540** starting classes in January () May () September ()

2. I Will Be Studying: On-campus in Jamaica () Online () Distant Learning ().

3. I will be Requiring On-Campus Boarding at Cost of US\$570/JM\$65, 000? Yes () No ()

4. I, the authorized student/parent/guardian/financier, request enrollment of the named student into Colbourne College for the academic year. In consideration of such enrollment, I understand that the college and its faculty and administration will, to the best of their ability, provide a programme of studies that will meet the educational need of the named student.

5. This contract is entered into on this day _____ of the year _____ with knowledge of the Refund Policy. Any request for a Tuition Refund on my part must be received by the Office in writing before the start of the third week of the semester. Hence, the final date for Refund Requests for this semester is _____.

Student (Name) Student (Signature) Date

Parent/ Guardian (Name) Parent/ Guardian (Signature) Date

Financier (Name) Financier (Signature) Date

Admission Staff Date