



Colbourne College

6 Hillview Avenue
Kingston 10
Jamaica W.I.

Phone:
(876) 906-8085
(876) 906-0918
Fax:
(876) 906-8401
Email:
admission@colbournecollege.com
Website:
www.colbournecollege.com

Registered by Ministry of
Education, Youth, and
Culture

SHORT PROFESSIONAL DEVELOPMENT COURSES

Launching A New Venture in
Events Management: Wedding
And Party Planning with Menu
Development, Business
Logistics and Venue Design

Launching a New Venture in
Digital Marketing, Website
Design, And Social Media
Content Development

Handling Air Passengers:
Track For Flight Attendants
and Airport Terminal
Passenger
Service Agents

Certificate In Starting And
Managing A Successful Travel,
Transportation And Tourism
Company

Professional Practice
Certificate In Conversational
Spanish: For International
Business, Travel And Tourism



Certificate In Handling Air Passengers

PROGRAM OF STUDY	Professional Practice Certificate In Handling Air Passengers: Track for Flight Attendants and Airport Terminal Passenger Service Agents
PROGRAM DURATION	Sixteen (16) Weeks consisting of 12 weeks of lessons and assignments and 4 weeks of assignments only
OFFICIAL CLASS START DATE	September 7, 2020
DESCRIPTION OF CERTIFICATE	Short Course Certificate Of Participation and Completion
AIM OF THIS SHORT COURSE	This course is designed to offer practical and theoretical knowledge of passenger handling during preboarding and post-boarding. To aim is to introduce students to commercial aviation, and airline and airport operations and passenger services.
LEVEL OF CERTIFICATION	Technical / Job Skills only No College Credits
MODE OF STUDY	100% Online OR Blended Study (mix of online and scheduled on-campus workshops in Kingston and Fort Lauderdale)
TRANSFERABILITY	Students earning a pass grade or higher may progress to undergraduate studies at AIM University Group. Exemptions are offered for Units 19 and 22 on the International Travel and Tourism Management (Aviation) Program
FURTHER OPPORTUNITIES FOR CERTIFICATION (Additional Cost)	Unit Certificate from Business Technical and Education Council (BTEC, UK) This fee is not included in the fees quoted in this document
TUITION AND CERTIFICATION FEES	\$500 (See the Tuition Schedule for different payment schedule)
REFUND AND WITHDRAWAL	Full refund for this class is available within five working days of paying, signing, and returning this Offer Letter. After the five days and no later than two weeks of the official class starting, \$250 Holding fee is non-refundable. No refund can be offered for this class after week two of the official class start date.
LEARNING ACTIVITIES	The assessment program is designed with tests, vlogs, blogs, logbooks, production diaries, oral presentations, forums, role play, and production of visual or audio materials.
PASSING THE COURSE	Students must achieve a pass grade or higher to achieve the certification. Pass grade is 60%. Higher grades such as merit and distinction are also awarded. Students who fail to achieve the passing grade will resit the unit at US\$15 per resit/activity. A student can only resit the said assignment criteria once. If you fail to pass the program within 12-months of starting, you'll have to reapply and retake the course at full cost.
NAME OF YOUR ADVISER	Sheena James admission@colbournecollege.com

STEPS IN THE ADMISSION PROCESS

ADMISSION APPLICATION

1. Completing the admission application form
 - Paying the admission application fee of \$30.00. You can pay online or through the bank.
 - Pay to Sagicor Bank, Ac# **550 051 2708** or
 - Pay Online using PayPal: <https://colbournecollege.weebly.com/where-to-pay1.html>
2. Email the payment receipt and signed document to Admission@ColbourneCollege.Com.
3. Undertaking the online entry test. The entry test has: 1) a personal essay and 2) critical thinking test
4. The Offer Of A Place will be made to you, upon successful completing the entry test

ACCEPTANCE

The next critical step after you receive the offer is for you to accept. To accept, you will make a deposit of \$250.00 on your tuition fee. You will pay the Holding Fee within the next 14-days of receiving the Offer Of A Place as we have several planned activities in the Enrollment Stages before you start formal classes. This is a Placement Holding Fee to confirm that you will be starting this exciting journey with us. The Holding Fee is not an additional cost to you. It is included in the tuition quoted and help us to undertake the cost of planning for your smooth entry on the semester. You must pay the Holding Fee within the allotted time as we usually have a waitlist of students to allocate any unaccepted spot.

Choose Any Of The Following Options To Pay The Holding Fee

- Pay to Sagicor Bank, Ac# **550 051 2708**.
- Use this link to pay online using PayPal: <https://colbournecollege.weebly.com/where-to-pay1.html>
- Email the payment receipt and signed document to Admission@ColbourneCollege.com.

INDUCTION

After submitting the Holding Fee, your next step is to begin the induction module. The induction module is a mandatory pre-class exercise. It consists of a set of online lessons and activities on writing, researching, using referencing tools, and plagiarism reporting.

ADMISSION DISCLOSURE

This disclosure is related to the cost, credit value, terms of refund and withdrawal, transferability and other information that is necessary for me to make an educated decision.

Welcome, new Colbournite!

Best Regards,
Sheena James

Student Support Officer
Professional Development Center at Colbourne College
P: 876-906-8085

A: 6 Hillview Avenue, Kingston 10, Jamaica

W: www.ColbourneCollege.com

E: admission@colbournecollege.com

