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**SPECIAL PROGRAM – INQUIRY REQUEST FORM**

Contact Person’s First Name and Last Name: **Click here to enter text.**

Country of Origin (where do students come from): Click here to enter text.

Reliable Email Address: Click here to enter text.

Telephone Number (US# only): Click here to enter text.

**Please provide the following information in order to have a sample calendar and costing from Bellevue College (BC):**

Starting and Ending date of your group: Click here to enter a date.

Group size: Click here to enter text. Age Group: Click here to enter text.

Gender: Click here to enter text. Number of Chaperone(s): Click here to enter text.

Housing:  Homestay OR  Hotel

Targeted learning outcomes of the program:

Click here to enter text.

*\*\*\* Once this form is completed,* ***please email this form to Ms. Kazumi Hada****, Director of IE department, at* [*Kazumi.Hada@bellevuecollege.edu*](mailto:Kazumi.Hada@bellevuecollege.edu)*. Please allow approximately 4 weeks for a sample calendar and costing based on your request. \*\*\**

**IMPORTANT NOTES:**

* BC requires an adult chaperone to accompany the program, (at least for the first several days until the students settle in).
* An adult guardian is required if students are below 18 years of age. All underage students’ parents must complete the Underage release forms.
* Weekly ESL instructional hours must be kept under 18 hours.
* This is a closed program. The customized group students will not be mixing with other BC students.
* There is no agency referral fee paid to the organizing agency.
* BC strongly recommends that the organizer plan a program at least six (6) months or a year in advance. We may decline your request if there is not enough preparation time.
* Per the Customized program contract, BC requires a verbal commitment on the 90th day before the program commencement date, 50 percent down-payment by the 60th day prior to program start date, and balance due by the 30th day, or cancellation confirmation.
* BC reserves the right to withhold 20 percent of the down payment or the amount of the expenses already incurred in preparation for the program prior to the cancellation date, whichever amount is higher.