

Pre-Application

Step 1

Greeting

1. Greeting
2. Educate parents on application procedure
3. Explain on Britannia service/ school coverage
4. Explain on UK Education system
5. Arrange appointment
6. Relationship Building
7. Suggest / imply when parent should engage if they would like to make a formal application
8. Arrange meeting for prom applicant, to invite to seminar for early applicant

1. Greeting Email + Softcopy Application Kit
 - a. UKiset/ application procedure
 - b. How Britannia Help with your application
 - c. Boarding School 101
 - d. How to choose a suitable school for your child
 - e. Education System, main entry point
 - f. Public exam timeline (compared with HK)
2. Greeting Message
 - a. Name Card

1. Provide Student Information
 - a. Name
 - b. Entry Year
 - c. Age
 - d. Interests
 - e. Subject interested
 - f. Goals to achieve
 - g. expectation from UK boarding education
2. Preference on school selection
 - a. location
 - b. Budget
 - c. Academic Results
 - d. Boarding Ratio
 - e. International student ratio

Application

Step 2

Meeting

1. Advise family on study path (which entry year)
2. Advise school recommendation
3. Explain individual application timeline
4. Set expectation for parents on when to do what (e.g. acceptance deposit equals 1 term fee is required by school upon acceptance of offer)

1. Hardcopy Application Kit
 - a. School Recommendation List
 - b. Application Timeline
 - c. Service Coverage
 - d. Boarding School 101
 - e. UKiset/ application procedure
 - f. How Britannia Help with your application
 - g. How to choose a suitable school for your child
 - h. Education System, main entry point
 - i. Public exam timeline (compared with HK)
2. Name Card

1. School Report
2. Documents related to application
 - a. Passport copy
 - b. academic results/certs
 - c. Application request and fee for UKiset
 - d. School application Form & Fee
 - e. Confirm School Choices

Step 3

Application

1. Send enquiry & application to schools
2. Assurance to parents on Exam & Interview Arrangement
3. Update parents up-to-date on changes of plans/ risk (e.g. need to apply 2 more schools if student find exam papers too hard?)

1. Confirmation E-mail/ Whatsapp/ Phone on Exam & Interview Arrangement
2. Softcopy/Record with school/customer conversation (delivey base on needs)
3. Regular Updates on Plans, Case Status, Exceptional, Changes or Risk Handling
4. Past Paper/Sample Paper

1. Comply with consultant's arrangement
 - a. updated application documents (if any)
 - b. preparation on school interview/contacts (e.g. some schools will contact current school direct for reference upon parents' approval)

Step 4

Enrolment

1. Send decisions from school to parents
2. Arrange Pre-Departure Preparation

1. Softcopy/Confirmation on Offer documents
2. Soft Copy of Pre-departure Kit
 - a. Pre-departure preparation timeline
 - b. Warm Up Class
 - c. Flight
 - d. Guardian's List
 - e. Visa document List
 - f. Contact list (who to look for if they have specific question)
 - g. Suggested packing list
 - h. Pre-Departure FAQ (List of questions to ask parents to help them understand what they need/ do not need to prepare)
 - i. Joining documents (from school)

1. Arrange acceptance documents & deposit

Pre-Departure

Step 5

Pre-Departure

1. Advise what/ how to prepare for studying in the UK
2. Explain clearly who to look for if they have specific question
3. Offer Visa advice & assist with application (TBC)
4. Arrange Airport Pick-up
5. Recommend Guardian

1. Hard Copy of Pre-departure Kit
 - a. Pre-departure preparation timeline
 - b. Warm Up Class
 - c. Flight
 - d. Guardian's List
 - e. Visa document List
 - f. Contact list (who to look for if they have specific question)
 - g. Suggested packing list
 - h. Pre-Departure FAQ (List of questions to ask parents to help them understand what they need/ do not need to prepare)
 - i. Joining documents (from school)

1. Supply all relevant documents for enrolment of school / different services