

BRITZIUS TUTORIAL COLLEGE

MEMORANDUM OF SPONSORED NATIVE
EDUCATION.

With a view to enabling Non-Europeans to obtain higher educational and/or professional qualifications, Britzius College is pleased to submit the following information regarding its complete range of courses leading to the Matric., Matric Equivalent or Senior Certificate examinations, and, thereafter, to various post-Matriculation Commercial and Professional courses.

GENERAL
EDUCATIONAL
POLICY

Students commencing courses of study with Britzius College must have passed at least Std. V, and the courses offered comprise Std. VI, Std. VII, Std. VIII (i.e. J.C.), and Std. IX/X (i.e. Matric). While the course for Std. VI includes general educational subjects only, the courses for Std. VII, VIII and IX/X permit of the inclusion of commercial subjects, if desired; the range of subjects available for Std. X, amounts to no fewer than eighteen, of which six or seven must be chosen.

All courses for Stds. VI, VII and VIII consolidate the work of the previous standard in the subject concerned, to ensure a sound foundation; notwithstanding this fact, however, it is usually inadvisable for students to skip a standard, and, apart from exceptionally gifted students, the College does not recommend such skipping. In the case of the Matric. courses, the work of Stds. IX and X is covered in the one course, as there is no recognised Std. IX syllabus.

TRAINING

The tuition offered to Non-Europeans is identical with the well-known Britzius standards of tuition for Europeans, and is designed to give each student a thorough knowledge of the subjects studied at the level desired. This object is achieved by the quality of the instruction given, and the volume of reading and written practice prescribed; these far exceed the quantity usually offered in correspondence courses, but experience proves that this volume is necessary if satisfactory results are to be obtained.

INDIVIDUAL
PLANNING

Every course is planned to suit the requirements of the individual student and, through personal interview at the College if possible, or else through the completion of a Personal Information Form, a careful assessment of the present knowledge of each subject is made in order to ensure that the most suitable course of study is undertaken, and that the requisite foundation is not lacking.

STUDY /...

STUDY
NOTES

The Study Notes issued by the College are well produced and properly bound, and have been prepared by fully qualified Tutors, who, through more than 20 years' experience, have gained invaluable familiarity with student reaction and the difficulties commonly encountered.

TEST
PAPERS

The value of written work in the development of proficiency, confidence and speed cannot be too strongly emphasised, and the volume required by the Britzius College courses is reflected by the number of Test papers which have to be submitted; for example, a full six subject Matriculation Course comprises upwards of 100 three-hour Test Papers, the actual number depending upon the subjects taken. These tests are sent to the College, are carefully marked and constructively criticised by qualified Tutors, and are then returned to the student for his guidance. The student is thus always aware of the progress he is making, and can concentrate his efforts on, or ask for assistance in, any subject which may be weak. The College is also fully aware of his progress, as a complete record of every student's work is maintained.

QUERY
SERVICE

A unique query service is available to all Britzius students: if at any time a student is in difficulties with his studies, he is invited to make an appointment to visit the College for a personal explanation of his queries. This query service is unlimited, and no extra charge is made.

REMINDER
LETTERS

Every student's record is reviewed at least once a month, and a suitable letter is addressed to him if he falls behind schedule, if his work is not maintained at a satisfactory level, or if in any other way he needs to be "pulled up". Conversely, where the student is making good progress, a letter of encouragement is sent.

REPORTS

In order to achieve the maximum degree of co-operation between the student, the Sponsor and the College, quarterly reports will be sent by the College to the Sponsor, if desired, detailing the progress made by each student. Appropriate control can thus be exercised by the Sponsor.

PRIVATE
TUITION

Should it be found desirable for one or more students to receive oral instruction in any particular subject, arrangements can be made for the students to attend the College at convenient times, for hourly private lessons from one of the College Tutors.

EXAMINATION ASSISTANCE

Immediately prior to all examinations, a pre-examination hints letter is sent to all students. This letter helps considerably in avoiding the mistakes which many students make regarding the correct procedure to be adopted in the examination room, and the planning of examination answers.

FEES

The fees payable cover the whole cost of the tuition (excluding text books and any Private Tuition arranged) irrespective of the period which may be required for the completion of the course; providing the student works to the programme arranged, his tuition will be continued without further charge, in the event of failure in the examination. Such failure is, however, unlikely if he works satisfactorily through the course, as nothing is left to chance, and the whole syllabus in each subject is fully covered.

EXTENSIONS

Should a student, through illness or other unavoidable cause, be compelled temporarily to discontinue his studies, the course can be rearranged and a new timetable prepared, at a nominal cost of 10/6d.

**CREDIT
TRANSFERS**

Should a student decide to abandon his studies, the credit for the unfinished portion of the course can be transferred to any other student selected by the Sponsor, subject to a nominal charge.

Full particulars of the subjects available in the different educational courses conducted by the College are given on page 12-19 of the Prospectus which accompanies this memorandum, while details of tuition fees, and the approximate cost of books, etc., will be found in the leaflet inserted therein. Any further information desired will be readily supplied on request.

PRINCIPAL

OB/AvdW.

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