



English Studies

COURSE INFORMATION



TABLE OF CONTENTS

Course Information.....	1
<i>Tuition Fees</i>	
<i>Course Starting Dates</i>	
<i>Public Holidays</i>	
<i>OSHC (Overseas Student Health Cover)</i>	
<i>Student Accommodation</i>	
<i>Excursions</i>	
<i>Sample Student Timetable</i>	
General English.....	3
Business English.....	4
Cambridge Certificate Preparation.....	5
Preparation for IELTS.....	6
Placement Levels.....	6
Terms and Conditions of Enrolment.....	7
Student Application Form.....	8
Contact Details.....	

2012 Course Information

English Language Studies

All fees are Australian Dollars

COURSE	TERMS	DURATION	Fee
Cambridge Certificate Preparation First Certificate in English (FCE) Certificate in Advanced English (CAE)	12 March 2012 - 8 June 2012 3 Sept 2012 – 30 Nov 2012	12 weeks	\$3 100
Business English Intensive General English Preparation for IELTS	Term 2: 2 April – 15 June	11 weeks	\$2 500
	Term 3: 2 July – 14 September	11 weeks	\$2 500
	Term 4: 1 October – 14 December	11 weeks	\$2 500
	Term 1: 14 January – 22 March 2013	10 Weeks	\$2 500
	Under 9 Weeks \$250 per week If you apply for under 9 weeks you can start any Monday (Tuesday if Monday is a Public Holiday)		
Textbook hire and material will be \$10 per week			

2012 COURSE STARTING DATES

16 Jan	6 Feb	5 Mar	2 Apr	8 May	4 June	2 July	6 Aug	3 Sept	1 Oct	5 Nov	3 Dec
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2012 PUBLIC HOLIDAYS

2 Jan	26 Jan	6 Apr	7 Apr	9 Apr	25 April	7 May	11 June	15 Aug	25 Dec	26 Dec
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ACADEMIC CALENDER

TERM	TERM DATES	HOLIDAY PERIOD
Term 1 2011	16 January 2012 – 16 March 2012	26 March 2012 – 3 April 2012
Term 2 2011	2 April 2012 – 15 June 2012	16 June 2012 – 1 July 2012
Term 3 2011	2 July 2011 – 14 September 2012	15 September 2011 – 30 September 2012
Term 4 2011	1 October 2012 – 14 December 2012	15 December 2011 – 13 January 2013

OVERSEAS STUDENT HEALTH COVER

Length of policy	Single	Family
Up to 3 months	\$99.99	\$250.14
Up to 6 months	\$199.98	\$500.28
Up to 9 months	\$299.97	\$750.42
Up to 12 months	\$399.96	\$1,000.56

Health Cover is provided by Bupa OSHC. All premiums include GST, are in Australian dollars and may be subject to change.

ACCOMMODATION

TYPE	PRICE (\$AU)	PROVIDED
Homestay	\$230 p/wk	3 Meals/day & Utilities
Share Accommodation	\$150-250 p/wk	Price includes an estimation of food and utilities costs.

Accommodation requires a \$100 placement fee and additional nights for home-stay accommodation is \$30 per night.

EXCURSIONS (optional)

Optional excursions to different locations around the Brisbane area available fortnightly on Saturdays.

COST: Approx. \$50 (this price may vary depending on destination)

SAMPLE TIMETABLE*

DAY/TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:30am – 10:00am	ENGLISH	ENGLISH	ENGLISH	ENGLISH	ENGLISH
10:00am – 10:15am					
10:15am – 11:30am	ENGLISH	ENGLISH	ENGLISH	ENGLISH	ENGLISH
11:30am – 11:45am					
11:45am – 1:00pm	ENGLISH	ENGLISH	ENGLISH	ENGLISH	ENGLISH

*The sample timetable is subject to change

Students studying ELICOS courses in Australia on a student visa are required by law to attend 80% of all classes. It is **mandatory that students attend 20 hours of lessons per week.**

BC is under an obligation to report to the **Department of Immigration and Citizenship (DIAC)** any students who do not attend the required number of lessons without a reasonable explanation. Exemptions can be made for sickness where a Doctor's certificate is provided

GENERAL ENGLISH



Elementary Level

Course Length: 4 - 12 weeks

Students in the Elementary Level have studied English before, but they need more practice and more confidence. Students entering this course usually do so with the general goal of improving their reading, writing, listening and speaking skills for use in daily life. You will finish this level with a strong, basic English ability.

Pre-Intermediate Level

Course Length: 4 - 12 weeks

The Pre-Intermediate Level class focuses on participation in many class activities where you practice new language structures in real life situations. Students entering this course usually do so with the general goal of improving their reading, writing, listening and speaking skills for use in daily life. Students will improve their competency where all skills are combined. This course also contains a wide range of genres for students to practice, and therefore students will understand how English is used in a multitude of social contexts.

Intermediate Level

Course Length: 4 - 12 weeks

Intermediate Level students take a significant step up in the level of language that they learn. This level is very challenging, and a strong grasp of basic communication skills, grammar and vocabulary is very important. Students entering this course usually do so with the general goal of improving their reading, writing, listening and speaking skills for use in daily life. Students will be able to read and write more complex texts from a wide range of contexts.

Upper-Intermediate Level

Course Length: 4 - 12 weeks

The Upper Intermediate Level involves a significant change in the communication skills, grammar and vocabulary learned at the Intermediate Level. Here, students are challenged through the practical application of advanced language structures. This will involve active participation in classroom discussions of various topics as well as the opportunity for students to extend the use of their language skills beyond everyday conversations.

Advanced Level

Course Length: 4 - 12 weeks

The Advanced Level follows on from the language learned at the Upper Intermediate Level. With extra attention focused on polishing your mastery and fluency of higher level language structures. At the Advanced Level, students language skills are tested in real life work situations. Students entering this course usually do so with the general goal of improving their presentation skills, thinking and problem solving skills.

Intermediate

Course Length: 4 - 24 weeks

Description

The Intermediate level Business English course is suited to students who wish to improve their English skills for working in a business environment. The course gives students practice in reading and writing business correspondence, and also challenges students' problem solving and communication skills in a business context. During the course students will develop their skills in dealing with figures, starting presentations, taking part in meetings, managing meetings, negotiating, making arrangements on the telephone, socialising - introduction and networking, social English, problem-solving, decision making and presentation techniques.

Entry Requirement

The pre-requisite for entering this course is either the satisfactory completion of General English at Intermediate (GE3) or an IELTS practice test score of above 4.5 or undergo the BCE placement test.

Upper-Intermediate

Course Length: 4 - 24 weeks

Description

The Business English - Upper Intermediate course is suited to students who wish to improve their professional Business English skills. The course gives students advanced practice in reading and writing business correspondence, and also demands a high level of problem solving and communication skills in a business context. During the course students will develop their skills in problem solving on the phone, brainstorming, networking, negotiating, handling difficult situations, reaching agreement, making presentations, summarising in presentations, resolving conflict, active listening, asking and answering difficult questions, and putting people at ease.

Entry Requirement

The pre-requisite for entering this course is either the satisfactory completion of General English at Upper Intermediate (GE4) or an IELTS practice test score of above 5.0 or undergo the BCE placement test.

About Cambridge Examinations

Cambridge exams are a set of papers based on real life situations, which test how well the person sitting the exam uses the English language. Each test is returned to the University of Cambridge for marking and assessment, except for the speaking exam, which is conducted by locally based examiners. There are 4 levels of Cambridge exams, these are; the Preliminary English Test (PET), First Certificate in English (FCE), Certificate in Advanced English (CAE) and Certificate of Proficiency in English (CPE). They vary in difficulty level from intermediate (PET) to very advanced (CPE). The certificates awarded for successful completion of these exams are recognised around the world as proof of the person's level of English.

Cambridge First Certificate in English (FCE) Preparation

Course Length: 12 weeks

Description

The Cambridge First Certificate in English (FCE) is an upper intermediate level exam, which is recognised by employers and many universities and educational institutions throughout the world as proof of intermediate level English skills, and accepted as meeting part of their entrance requirements.

The course is designed to prepare students to sit the Cambridge FCE exam, and will focus on each of the 5 areas that make up the exam, these are reading, writing, use of English, listening, and speaking. The outcomes of the course for the learner include; advanced vocabulary usage, pronunciation and grammar skills, spontaneous conversation skills in a wide range of contexts, reading complex texts and understanding the writing purpose for every-day contexts. The pre-requisite for entering this course is either the satisfactory completion of General English Intermediate (GE3), an IELTS score of 4.5 or undergo the BCE placement test.

Cambridge Certificate in Advanced English (CAE) Preparation

Course Length: 12 weeks

Description

The Cambridge Certificate in Advanced English is an advanced level exam. This certificate is recognised throughout the world and seen by many institutions of higher education as proof of adequate language skills for courses taught and assessed in English.

The course is designed to prepare students to sit the Cambridge CAE exam, focusing on each of the 5 areas that make up the exam, these are reading, writing, use of English, listening, and speaking. The outcomes of the course for the learner include; advanced vocabulary usage, pronunciation and grammar skills, spontaneous conversation skills at an advanced level, understanding the writing purpose for everyday contexts and the ability to read advanced and complex texts. The pre-requisite for entering this course is either the satisfactory completion of General English Upper Intermediate (GE4), an IELTS practice test score of 5.0 (or above) or undergo the BCE placement test.

Preparation for IELTS



Course Length: 4 - 24 weeks

Description

Students entering this course usually do so with the general goal of improving their reading, writing, listening and speaking skills for academic purposes, and to reach an appropriate IELTS score for the purposes of entering a university in Australia, or immigration to an English speaking country.

Entry Requirement

The pre-requisite for entering this course is either the satisfactory completion of General English at Intermediate (GE3) or an IELTS practice test score of above 4.5. A score of above 4.5 has been set to allow students unfamiliar with IELTS or of a lower-level English ability the opportunity to increase their competence and reach a band level of 6.5 or above.

Placement Levels

Your placement in the below levels is determined by a paper test and oral interview when you enter the school. Level placement is based on your knowledge of English and on your ability to communicate. These scores below are approximate:

Level	TOEIC	IELTS Scores	TOEFL	(CBT)
Advanced	750 – 900	6 – 9	580 – 680	250 - 300
Upper Intermediate	650 – 750	5 – 6	525 – 580	195 - 250
Intermediate	600 – 650	4 – 5	475 – 525	150 – 195
Pre Intermediate	500 – 600	3 – 4	425 – 475	113 – 150
Elementary	300 – 500	N/A	300 – 425	40 – 113

All Students must read this document carefully before signing the student agreement

REFUND POLICY

1. All requests for cancellations, transfers and refunds must be made in writing and require the presentation of relevant supporting documentation.
2. Upon approval the application will be refunded in accordance with the ESOS regulations.
3. No refunds will be given to students who are expelled for unacceptable behaviour or non-compliance with visa conditions.
4. If, after the full payment of fees a student withdraws an application the following will apply:
 - 4.1 If written notice is received by BC for more than 28 days before the commencing of the course a cancellation fee of 15% will be deducted from the fees received.
 - 4.2 If written notice is received by BC up to 28 days, but more than 14 days prior to the course commencing a cancellation fee of 20% will be deducted from fees received.
 - 4.3 If a student withdraws within 14 days of the commencement of the course, no refund will be made.
 - 4.4 No refund will be made for that portion of the tuition fee that is payable as counselling fees to the students appointed agent.
5. If the visa is refused by the Australian Authority an administration fee will be deducted and a refund of the tuition fee will be given.
6. If the course has not commenced and BC cannot deliver the course, BC will refund your full tuition fee (including your enrolment fee).
7. If the course has commenced and BC can no longer deliver the course, BC will refund the tuition fees for the portion of the course that has not yet been delivered.
8. The registered provider's dispute resolution processes do not circumscribe the student's right to pursue other legal remedies.
9. This agreement does not remove the right to take action under Australia's consumer protection laws.
10. BC may provide student information, including enrolment details, visa-related information, academic performance and attendance records, to Australian Commonwealth and State agencies and to the managers of the ESOS Assurance Fund.
11. In the case of a student returning home any refund will only be made after the student ID card is returned and immigration notified.

GUARANTEE OF TRAINING/ASSESSMENT

Once a student has successfully enrolled and paid for an entire course, BC is under obligation to deliver the training and assessment for that entire course. In the event that BC is unable to deliver the training and assessment for that course, a refund will be given in accordance with BC's Refund Policy.

ATTENDANCE OBLIGATIONS

Students studying courses in Australia on a student visa are required by law to attend 80% of all classes. It is mandatory to attend 20 hours of lessons per week. BC is under obligation to report to the Department of Immigration and Citizenship if this requirement is not met.

TRANSFERS

Transfer to another educational institution

1. Under Student Visa Regulations it is not possible to transfer to another education institution for the duration of any preliminary course and/or the first six months of the principal course, except where:
 - 1.1 The college has ceased to be registered or the course in which the student is enrolled has ceased to be registered.
 - 1.2 A written letter of release has been provided by the College.
 - 1.3 A sanction has been imposed on the College's registration by the Queensland or Australian Government that prevents the student from continuing the principal course.
- 1.3 Any government sponsor of the student considers the change to be in the student's best interest and has provided written support for that change.
2. Requests for transfer must be made to the Administration Office in writing and be accompanied by a letter of offer from the receiving institution. Evidence of exceptional and/or extenuating circumstances is also required.
3. If approved, any money transferred will be in accordance with BC's Refund Policy.

Transfer to another course at BC

- 1 All applications to transfer to another course at BC should be made on the 'Request for Internal Transfer' form available at the Administration Office in consultation with the relevant teaching departments.
- 2 Where a transfer is granted students must pay an administration fee of AU\$100 plus any additional tuition fees applicable to the new course before starting the new course.

**ACCOMMODATION AND AIRPORT TRANSFER FEE
REFUND POLICY**

1. If the student's application for enrolment or visa is denied, a full refund is given.
2. Except for in the above instance, the Accommodation Placement and Airport transfer fees are non-refundable.
3. If at least 28 days notice is given for cancellation of accommodation, a full refund will be given. If less than 28 days notice is given, a cancellation equal to 2 weeks rent is incurred. After accommodation has commenced, 2 weeks notice must be given, otherwise the above cancellation charge is incurred.
4. If the College is not notified of any change in flight details at least 48 hours before arrival, another Airport transfer fee may be incurred.

ACCOMMODATION FEES

Placement Fees:	\$100
Home-stay (at least 4 wks):	\$230 p/wk
Additional Nights:	\$30 per night
<i>(Includes all meals throughout your stay)</i>	

Brisbane College of Australia

Application Form

PERSONAL INFORMATION

Family Name _____
 Given Name/s _____
 Date of Birth (d/m/y) / / Sex: F M
 Nationality _____
 Language _____
 Passport Number _____
 Home Address _____

Current Address _____

Note: You must notify BC of a change in address while enrolled in a course.

Telephone _____
 E-mail Address _____
 Do you have any special needs that may affect or prevent you from completing any of the course requirements? _____

VISA STATUS IN AUSTRALIA

Student Holiday Visitor Other

STUDENT'S ENGLISH LEVEL

Elementary Pre-Intermediate
 Intermediate Upper Intermediate
 Pre-Advanced Advanced
 (Your level will be officially assessed when you enter the school)

Program Selection English Programs

Business English General English IELTS

Term 1: 16 Jan – 14 Mar Term 2: 2 Apr – 15 Jun

Term 3: 2 Jul – 14 Sep Term 4: 1 Oct – 14 Dec

Less than 9 weeks start date: ___/___/___

CAE

FCE

Term 1: 12 Mar – 8 Jun Term 2: 3 Sep – 30 Nov

Vocational Education and Training Course

Please write the name of the course you are applying for _____

Note: Please attach a passport copy for enrolment into any course. If enrolling in a certificate or diploma course please attach English test results and certified copies of your highest level of education.

Recognition of Prior Learning

I wish to apply for recognition of prior learning (domestic student only)

ACCOMMODATION

BC accommodation placement fee AU\$ 100

I prefer BCE home-stay for weeks

I will make my own living arrangements.

Course Start Date: ___/___/___ Weeks: ___

AIRPORT TRANSFER FEES

Transfer form airport to accommodation AU\$100

Do you require Airport Transfer service? Yes No

HEALTH INSURANCE

Do you require OSHC? Single Family No

Student Visa Students must have Overseas Student Health Cover (OSHC).

Month	3	6	12	18	24
Single	\$99.99	\$199.98	\$399.96	\$599.94	\$799.92
Family	\$250.14	\$500.28	\$1000.56	\$1650.33	\$2200.44

AGREEMENT

I certify that the information provided on this form, including attachments is true and correct. I have read, understand and agree to the terms and conditions of enrolment as set out overleaf (pages one and two).

_____/_____/_____
 Signature Date

UNDER 18 APPLICANTS

Will you be accompanied by a guardian? Yes No

If no, College Guardian fee is \$750.00

If the student is under the age of 18, a parent or guardian's signature is required:

_____/_____/_____
 Signature Date

AGENT DETAILS

Please complete this section if your application is being submitted by an approved education agent.

Name of Consultant _____

Business Name of Agent _____

Where to send your application:

Brisbane College of Australia
PO Box 10704 Adelaide Street
Brisbane Qld Australia 4000
Email: study@bc.edu.au

How did you hear about us?

Our Website Friend/Family Agency
 Advertisement School Other _____



BRISBANE COLLEGE OF ENGLISH

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