



BRISBANE COLLEGE OF AUSTRALIA

National Provider No. 31315 | CRICOS No. 02615G

2013/2014 INTERNATIONAL STUDENT COURSE INFORMATION

All fees are Australian Dollars

ACCELERATED COURSES	COURSE	FULL TIME	DURATION	TEXTBOOK	
	ACCOUNTING STUDIES				
	Certificate III in Accounts Administration (Accelerated)	\$2 500	12 weeks	\$400	
	Certificate IV in Accounting (Accelerated)	\$3 200	12 weeks	\$400	
	Diploma of Accounting (Accelerated) (prerequisite Certificate IV in Accounting)	\$3 750	12 weeks	\$400	
	Diploma of Accounting (Accelerated) (Including Prerequisite Certificate IV in Accounting)	\$5 500	24 weeks	\$500	
	BUSINESS STUDIES				
	Certificate IV in Business (Accelerated)	\$2 700	12 weeks	\$400	
	Diploma of Business (Accelerated)	\$3 200	12 weeks	\$400	
	Diploma of Business (Accelerated) (Including Certificate IV in Business)	\$5 200	24 weeks	\$500	
CHILDREN'S SERVICES STUDIES					
Certificate III in Children's Services (Accelerated)	\$3 750	20 weeks	\$400		
Diploma of Children's Services (Accelerated) (Prerequisite Certificate III in Children's Services)	\$5 250	32 weeks	\$400		
Diploma of Children's Services (Accelerated) (Including Prerequisite Certificate III in Children's Services)	\$7 750	52 weeks	\$600		
Advanced Diploma of Children's Services (Accelerated) (prerequisite Certificate III & Diploma of Children's Services)	\$5 500	24 weeks	\$400		
COMMUNITY SERVICES STUDIES					
Diploma of Community Services Work (Accelerated)	\$8 250	52 weeks	\$400		
TESOL STUDIES (Teaching English to Speakers of Other Languages)					
Certificate IV in TESOL	\$1 750	8 weeks	\$150		

FULL-LENGTH COURSES	ACCOUNTING STUDIES			
	Certificate IV in Accounting	\$4 250	24 weeks	\$400
	Diploma of Accounting (prerequisite Certificate IV in Accounting)	\$5 250	32 weeks	\$400
	Diploma of Accounting (Including Prerequisite Certificate IV in Accounting)	\$8 500	52 weeks	\$500
	BUSINESS STUDIES			
	Certificate IV in Business	\$3 700	24 weeks	\$400
	Diploma of Business	\$4 250	24 weeks	\$400
	Diploma of Business (Including Certificate IV in Business)	\$7 500	52 weeks	\$500
	CHILDREN'S SERVICES STUDIES			
	Certificate III in Children's Services	\$5 250	32 weeks	\$400
Diploma of Children's Services (Prerequisite Certificate III in Children's Services)	\$6 750	52 weeks	\$400	
Diploma of Children's Services (Including Prerequisite Certificate III in Children's Services)	\$14 250	104 weeks	\$600	
Advanced Diploma of Children's Services (prerequisite Certificate III & Diploma of Children's Services)	\$7 500	52 weeks	\$400	
COMMUNITY SERVICES STUDIES				
Diploma of Community Services Work	\$9 250	76 weeks	\$400	
TESOL STUDIES (Teaching English to Speakers of Other Languages)				
Certificate IV in TESOL	\$2 500	13 weeks	\$150	

2013 COURSE STARTING DATES								2014 COURSE STARTING DATES							
29 Jan	4 Mar	22 Apr	20 May	15 July	19 Aug	8 Oct	11 Nov	28 Jan	3 Mar	22 Apr	2 Jun	14 July	18 Aug	7 Oct	10 Nov
2013 TERM DATES AND HOLIDAYS								2014 TERM DATES AND HOLIDAYS							
Term	Term Dates	Holidays						Term Dates	Holidays						
Term 1	29 January – 05 April	05 April – 21 April						28 January – 04 April	5 April – 21 April						
Term 2	22 April – 28 June	29 June – 14 July						22 April – 27 June	28 June – 13 July						
Term 3	15 July – 20 September	21 September – 7 October						14 July – 19 September	20 September – 6 October						
Term 4	8 October – 13 December	14 December – 27 January 2014						7 October – 12 December	13 December – 27 January 2015						

BRISBANE COLLEGE OF AUSTRALIA - BRISBANE COLLEGE OF ENGLISH - AUSTRALIAN INSTITUTE OF TESOL

Brisbane Campus 160 Edward St, Brisbane QLD 4000 | Blackstone Campus 14 Hill St, Blackstone QLD 4304

Postal Address PO BOX 10704 Adelaide St, Brisbane QLD 4000

T: (+617) 3221 0005 | E: study@bc.edu.au | W: www.bc.edu.au

BRISBANE COLLEGE OF AUSTRALIA

TERMS AND CONDITIONS OF ENROLMENT

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

REFUND POLICY

1. The enrolment fee is not refundable in any circumstance.
2. All requests for cancellations, transfers and refunds must be made in writing and require the presentation of relevant supporting documentation.
3. Upon approval the application will be refunded in accordance with the ESOS regulations.
4. No refunds will be given to students who are expelled for unacceptable behaviour or non-compliance with visa conditions.
5. If, after the full payment of fees a student withdraws an application the following will apply:
 - 5.1 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.
 - 5.2 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.
 - 5.3 If a student withdraws within 14 days of the commencement of the course, no refund will be made.
 - 5.4 No refund will be made for that portion of the tuition fee that is payable as counselling fees to the students appointed agent.
6. 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.
 - 6.1 The administration fee will be no more than the lesser of \$250 and 5% of the total amount of course money that BC received in respect of the student for the course before the default date.
7. If the course has not commenced and BC cannot deliver the course, BC will refund your full tuition fee (including your enrolment fee).
8. If the course has commenced and BC can no longer deliver the course, BC will give a full refund of the tuition fees for all course money paid.
9. The registered provider's dispute resolution processes do not circumscribe the student's right to pursue other legal remedies.
10. This agreement does not remove the right to take action under Australia's consumer protection laws.
11. 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.
12. 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.
 - 1.4 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:	\$33 per night

(includes all meals throughout your stay)

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APPLICATION FORM

PERSONAL INFORMATION

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

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

Do you have any special needs that may affect or prevent you from competing in any of the course requirements?

VISA STATUS IN AUSTRALIA

Student Holiday Visitor Other
Student Visa holders must have Overseas Student Health Cover (OSHC).

HEALTH INSURANCE

Do you require OSHC? Single Family No

Month	3	6	12	18	24
Single	\$110	\$220	\$440	\$676	\$901
Family	\$358	\$715	\$1,430	\$2,532	\$3,376

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

Campus location:
 Brisbane City Blackstone Distance Learning

*Student Visa applicants can only enrol in Brisbane City Campus

VOCATIONAL COURSES

Accelerated Course Full Length Course

Please write the name of the course you are applying for

Course Start Date: ____/____/____ Weeks: ____

Note: Please attach a passport copy for enrolment into any course.

If enrolling in a Certificate or Diploma Course please attach:

- English test results
- Certified copies of your highest level of education.

ACCOMMODATION

BC accommodation placement fee AU\$100

- I prefer BCE home-stay for ____ weeks
 I will make my own living arrangements.

AIRPORT TRANSFER FEES

Transfer from airport to accommodation AU\$100
Do you require Airport Transfer Service? Yes No

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 _____
Agency Name _____

SURVEY

How did you hear about us?

Our Website Friend/Family
Agency Advertisement
School Facebook

Other: _____

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

Application forms must be signed and complete.

**Where to send your application:
Brisbane College of Australia
PO Box 10704 Adelaide Street
Brisbane Qld Australia 4000
Email: study@bc.edu.au**