



Brisbane College of Australia

2010 Course Information

ENROLMENT FEE

All courses require an enrolment fee of \$100.00

English Language Studies

All fees are Australian Dollars

COURSE	FULL TIME TUITION FEE	DURATION	TEXT BOOKS
General English	4-12 Weeks duration \$295 per week	Courses start every Monday (Tuesday if Monday is a Public Holiday) For preferred starting dates, please see the Course Starting Dates below.	\$10 per week
Preparation for IELTS	13-24 Weeks duration \$280 per week		
	25-36 Weeks duration \$265 per week		
Business English	37-48 Weeks duration \$255 per week 49 + Weeks duration \$245 per week		
Cambridge Certificate Preparation	First Certificate in English (FCE) \$3 100 Certificate in Advanced English (CAE) \$3 100	<u>12 weeks</u> 11 Jan 2010 – 5 Mar 2010 22 Mar 2010 – 11 Jun 2010 13 Sep 2010 – 3 Dec 2010	\$250

TESOL (Teaching English to Speakers of Other Languages)

Certificate IV in TESOL	\$2 500	8 weeks	\$250
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BUSINESS STUDIES

Diploma of Business (Marketing)	\$9 500	1 year	\$400
Diploma of Business (International Business)	\$9 500	1 year	\$400
Diploma of Business	\$9 500	1 year	\$400
Certificate IV in Business	\$4 750	½ year	\$400

CHILDREN'S SERVICES STUDIES

Advanced Diploma of Children's Services	\$26 500	3 years	\$400
Diploma of Children's Services	\$18 500	2 years	\$400
Certificate III in Children's Services	\$8 000	8 months	\$400

COMING SOON...

Diploma of Accounting	Certificate III in Financial Services (Accounts Clerical)
Diploma of Community Services Work	Certificate IV in Community Services Work

School Term and Holidays

TERM	TERM DATES	HOLIDAY PERIOD
Term 3 2010	5 July 2010 – 24 September 2010	25 September 2010 – 3 October 2010
Term 4 2010	4 October 2010 – 24 December 2010	25 December 2010 – 9 January 2011 / 23 January 2011*
Term 1 2011	10 January 2011 – 25 March 2011	26 March 2011 – 3 April 2011
Term 2 2011	4 April 2011 – 24 June 2011	25 June 2011 – 3 July 2011

*Applies to certificate and diploma courses

All courses commence on the below dates.

2010/2011 COURSE STARTING DATES

2 Aug	6 Sep	5 Oct	1 Nov	6 Dec	10 Jan	7 Feb	7 Mar	4 Apr	3 May	6 June	4 July
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2010/2011 PUBLIC HOLIDAYS

11 Aug	27 Dec	28 Dec	3 Jan	26 Jan	22 Apr	23 Apr	25 Apr	2 May	13 June
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Brisbane College of Australia

Terms and Conditions of Enrolment

REFUND POLICY

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

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 College cannot deliver the course then we will refund your full tuition fee (including your enrolment fee).
7. The registered provider's dispute resolution processes do not circumscribe the student's right to pursue other legal remedies.
8. This agreement does not remove the right to take action under Australia's consumer protection laws.
9. 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.
10. In the case of a student returning home any refund will only be made after the student ID card is returned and immigration notified.

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, without permission from BC.
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):	\$210 p/wk
Additional Nights:	\$30 per night

(Includes all meals throughout your stay)

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? _____

AIRPORT TRANSFER FEES

Transfer from airport to accommodation AU\$100

Do you require Airport Transfer service?

On Arrival? Yes No

On Departure? Yes No

Please provide your arrival/departure details, if known,

Arrival Date: _____ Time: _____

Flight Number: _____ Airport: _____

Departure Date: _____ Time: _____

Flight Number: _____ Airport: _____

VISA STATUS IN AUSTRALIA

Working Holiday Visitor Student

Other (specify) _____

HEALTH INSURANCE

Do you require OSHC? Single Family No

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

ACCOMMODATION

BC accommodation placement fee AU\$ 100

I prefer BCE home-stay for weeks

I will make my own living arrangements.

STUDENT'S ENGLISH LEVEL

Elementary Pre-Intermediate

Intermediate Upper Intermediate

Pre-Advanced Advanced

(Your level will be officially assessed when you enter school)

Program Selection

English Programs

General English* IELTS Preparation*

Business English* FCE* CAE*

Certificate Programs

Please write the name of the course you are applying for

Diploma Programs

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

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

AGREEMENT

I certify that the information provided on this form, including attachments is true and correct. I agree to the terms and conditions of enrolment and transfer and have read and understood the refund policy as set out overleaf.

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**

Fax: +617-3221-0002

Email: study@bc.edu.au