



Brisbane College of Australia

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2012 Domestic Student Course Information

Vocational Education and Training Studies

COURSE	FULL TIME	DURATION	TEXTBOOK
ACCOUNTING STUDIES			
Certificate III in Accounts Administration	\$3 500	4 months	\$400
Certificate IV in Accounting	\$3 750	½ year	\$400
Diploma of Accounting (Accelerated)	\$7 500	1 year	\$400
Diploma of Accounting	\$9 750	1 ½ years	\$400
BUSINESS STUDIES			
Certificate IV in Business	\$3 750	½ year	\$400
Diploma of Business	\$4 150	½ year	\$400
CHILDREN'S SERVICES STUDIES			
Certificate III in Children's Services	\$4 750	8 months	\$400
Diploma of Children's Services (Accelerated)	\$8 500	1 years	\$400
Diploma of Children's Services	\$11 500	1 ½ years	\$400
Advanced Diploma of Children's Services	\$7 500	1 years	\$400
COMMUNITY SERVICES STUDIES			
Certificate IV in Community Services Work	\$4 500	8 months	\$400
Diploma of Community Services Work (Accelerated)	\$8 000	1 year	\$400
Diploma of Community Services Work	\$11 500	1 ½ years	\$400
TESOL STUDIES (Teaching English to Speakers of Other Languages)			
Certificate IV in TESOL	\$1 950	8 weeks	\$150

TERM	DATES	HOLIDAY
Term 1 2012	16 January 2012 – 16 March 2012	17 March 2012 – 1 April 2012
Term 2 2012	2 April 2012 – 15 June 2012	16 June 2012 – 1 July 2012
Term 3 2012	2 July 2012 – 14 September 2012	15 September 2012 – 30 September 2012
Term 4 2012	1 October 2012 – 14 December 2012	15 December 2012 – 13 January 2013

All courses commence on the below dates:

2012 COURSE STARTING DATES											
16 Jan	6 Feb	5 Mar	2 Apr	8 May	4 Jun	2 Jul	6 Aug	3 Sept	1 Oct	5 Nov	3 Dec

2012 PUBLIC HOLIDAYS											
2 Jan	26 Jan	6 Apr	7 Apr	9 Apr	25 Apr	7 May	11 Jun	15 Aug	25 Dec	26 Dec	

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.
 - 5.1 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.
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:	\$33 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? Yes No

VISA STATUS IN AUSTRALIA

Student Holiday Visitor Other

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

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 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

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

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

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