Brisbane College of Australia

Accounting Courses
Business Courses
Children’s Services Work
Community Services Work
TESOL Courses (AIT)
Training and Assessment

Australian Institute of TESOL

TESOL Courses

Brisbane College of English

Business English
Intensive General English
Preparation for IELTS
English for Academic Purpose
Table of contents

Intensive General English Course ........................................................................................................... 8
Business English Course ......................................................................................................................... 10
English For Academic Purpose ................................................................................................................. 11
Preparation For IELTS .............................................................................................................................. 12
Visa Requirements ...................................................................................................................................... 13
Terms And Conditions Of Enrolment ......................................................................................................... 14
Learning English gives you a chance to study abroad and make new friends. Not only will immersing yourself in a country where they speak English improve your communication skills, it will provide you with the opportunity to further advance your career.

Brisbane College of English offers a wide variety of English programs including Intensive General English, Business English – specialising in Intermediate and Upper Intermediate Levels, English for Academic purpose, Preparation for IELTS (Achieve score 5.5 -10 weeks) and Preparation for IELTS (Achieve score 6.0 and over – 10 weeks).

Want to know what our past students have said about our courses? Check out the following link.

http://bc.edu.au/testimonials.htm
Our Services

We organise a range of fun social activities for our English students.

STUDENT COUNSELLOR

BC offer a counselling and welfare staff member to help you to deal with any difficulties you might face concerning your studies or personal life. The counsellor is highly trained with appropriate experience and academic credentials. All matters will be dealt with in strict confidence.

The BC Counsellor can assist students with:
- BC course enquiries.
- Choosing tertiary courses for further study.
- Any difficulties they may face during their stay in Australia.
- Applying to Universities or TAFE Colleges.
- Student Visa
- Finding employment, if necessary.
- Provide IELTS, TOEIC and TESOL practice test materials.
EMPLOYMENT ASSISTANCE

We have dedicated employment officers with a range of resources to assist our students with gaining employment. All Students receive our Careers and Employment Pack upon commencing their chosen course at BC which has been developed to equip Students with their search for employment. It is also a good guide for International Students to assist them with how to lay out a resume and cover letter when looking for employment in Australia.

ACCOMMODATION

HOMESTAY

Staying in Homestay is the best way to make new friends and adjust to the new surroundings. Not only does it save the trouble of spending time looking for appropriate accommodation, Homestay families can help students to understand Australian culture, find places to shop, and help students to familiarise themselves with public transport, and generally understand important things about living in Brisbane.

Most importantly, you will be able to improve your English language skills by speaking with your Homestay family on a daily basis.

APARTMENT AND HOUSES

Should students choose to find accommodation by themselves, BC is able to provide information about Real Estate Agents, Government Bodies, rights and responsibilities, etc. One Bedroom apartments or one bedroom houses range from A$140 to A$400 per week or two bedrooms are from A$150 to A$500 per week depending upon size and location.
Want to improve your English level?

Study the Intensive General English Course at Elementary, Pre-Intermediate, Intermediate, Upper-Intermediate and Advanced levels and target the areas that you need to strengthen such as vocabulary, listening, speaking, reading or writing.

Elementary Level

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

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.

ENTRY REQUIREMENTS

No specific entry requirements.

COURSE COST AND DURATION

Please refer to our tuition page or application forms for latest course cost and duration.

http://bc.edu.au/tuition

COURSE DELIVERY

Internal - Brisbane City Campus

APPLY

Download our application form at our website: http://www.bc.edu.au/forms.htm

Send your application with the required documents to: study@bc.edu.au
Intermediate Level

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

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

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.
Want to be an effective communicator in the workplace?

Our Business English courses are targeted towards Intermediate and Upper-Intermediate level of English. These courses prepare students and those who are working with the essential skills of communicating and socialising in the business context.

**Intermediate**

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.

**Upper-Intermediate**

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. presentation techniques.

**ENTRY REQUIREMENTS**

**INTERMEDIATE**

- 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**

- 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.

**COURSE COST AND DURATION**

Please refer to our tuition page or application forms for latest course cost and duration.


**COURSE DELIVERY**

Internal - Brisbane City Campus

**APPLY**

Download our application form at our website:

[http://www.bc.edu.au/forms.htm](http://www.bc.edu.au/forms.htm)

Send your application with the required documents to:

study@bc.edu.au
About English for Academic Purpose

This course is designed for English in the academic environment and will equip you with the skills needed to study in Australia. It includes vocabulary and language skills, essay and report writing, academic listening and reading, note taking, presentation, academic research, critical analysis, discussion and referencing.

ENTRY REQUIREMENTS

CAMBRIDGE FIRST CERTIFICATE IN ENGLISH (FCE PREPARATION)

- Satisfactory completion of General English at Intermediate (GE3) or an IELTS practice test score of above 4.5 or undergo the BCE placement Test.

COURSE COST AND DURATION

Please refer to our tuition page or application forms for latest course cost and duration.

http://bc.edu.au/tuition

COURSE DELIVERY

Internal - Brisbane City Campus

APPLY

Download our application form at our website:

http://www.bc.edu.au/forms.htm

Send your application with the required documents to:

study@bc.edu.au
PREPARATION FOR IELTS

If you are looking to study in Australia, our IELTS courses will prepare you for vocational education and university.

We offer targeted preparation for IELTS courses at Intermediate – Upper Intermediate and Upper Intermediate – Advance levels.

About preparation for IELTS

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.

We offer two IELTS courses at those who want to achieve a score of 5.5 and those who want to achieve score 6.0 and over. Our specially targeted courses will equip you with achieving your academic goals.

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:

<table>
<thead>
<tr>
<th>LEVEL</th>
<th>IELTS Scores</th>
<th>TOEFL</th>
<th>(CBT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced</td>
<td>6 – 9</td>
<td>580 – 680</td>
<td>250 - 300</td>
</tr>
<tr>
<td>Upper Intermediate</td>
<td>5 – 6</td>
<td>525 – 580</td>
<td>195 - 250</td>
</tr>
<tr>
<td>Intermediate</td>
<td>4 – 5</td>
<td>475 – 525</td>
<td>150 – 195</td>
</tr>
<tr>
<td>Pre Intermediate</td>
<td>3 – 4</td>
<td>425 – 475</td>
<td>113 – 150</td>
</tr>
<tr>
<td>Elementary</td>
<td>N/A</td>
<td>300 – 425</td>
<td>40 – 113</td>
</tr>
</tbody>
</table>

ENTRY REQUIREMENTS

- Satisfactory completion of General English at Intermediate (GE3) or an IELTS practice test score of above 4.5.

A score of 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.

COURSE COST AND DURATION

Please refer to our tuition page or application forms for latest course cost and duration.

http://bc.edu.au/tuition

COURSE DELIVERY

Internal - Brisbane City Campus

APPLY

Download our application form at our website: http://www.bc.edu.au/forms.htm

Send your application with the required documents to: study@bc.edu.au
Prior to submitting your application form, ensure that you have all the supporting documents by completing the application checklist below.

Application Requirements

☐ Application Form
☐ Copy of Passport

BC recommends all that applicants visit the Department of Immigration and Multicultural Affairs website at: www.immi.gov.au to find out more details on visa requirements applicable to each applicant.

However, before applying to the Australian Embassy for an Australian visa, students are advised to have:

☐ Applied to the College
☐ Paid Course fees
☐ Obtained Electronic Confirmation of Enrolment (COE) from the College
☐ Health check
☐ Paid Overseas Student Health Cover
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 under any circumstances.
2. All requests for cancellations, transfers and refunds must be made in writing using 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:
   A cancellation fee of the lesser of $250 or 5% of the total tuition fees received will be deducted from the refund.
   5.1 If written notice is received by BC more than 28 days before the commencement of the course a cancellation fee of 30% will be deducted from the fees received.
   5.2 If written notice is received by BC less than 28 days before commencement, no refund will be made.
   5.3 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.
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. Refunds will be payable only to the person or organisation who entered into the agreement with the College. Refunds will not be made to third parties.
10. All bank charges incurred by Brisbane College are to be met by the student.
11. The registered provider’s dispute resolution processes do not circumscribe the student’s right to pursue other legal remedies.
12. This agreement does not remove the right to take action under Australia’s Consumer Protection Laws.
13. 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.
14. 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.

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.
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)