BUSINESS COURSES
2016 COURSE INFORMATION
BRISBANE COLLEGE

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

_Accelerated Business Courses_ .................................................................................................................. 5  
BSB40215 Certificate IV In Business ........................................................................................................ 6  
BSB50215 Diploma Of Business ................................................................................................................. 8  
BSB60215 Advanced Diploma Of Business ............................................................................................... 11  
BSB61015 Advanced Diploma Of Leadership and Management .................................................................. 13  
Distance Study ........................................................................................................................................... 15  
Application Checklist .................................................................................................................................. 18  
Visa Requirements ....................................................................................................................................... 18  
Terms And Conditions Of Enrolment ......................................................................................................... 19
About our Business Courses

Businesses are continually evolving through creative innovation and technological advances. Kick start your career and grasp these business fundamentals with our Certificate and Diploma course.

Our qualifications in business are nationally recognised and will equip you with new skills to become a leader in your field.

Graduates of our business courses are equipped with a range of employability skills including communication, teamwork, problem-solving, initiative and enterprise, planning and organising, self-management, learning and technology.

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

http://bc.edu.au/testimonials.htm
About our *accelerated* courses

Our accelerated courses are shorter intensive courses that cover the same course content as our full-length courses. They have been designed for students wishing to obtain their qualification in shorter time frame. All courses are nationally accredited and recognised.

Course Information

Please refer to the course information on the following pages for the course outline, learning outcomes and units of competency. This page is only a reference for course duration and costs for accelerated courses.

*Accelerated Course Cost*

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

About this course
This qualification is aimed at people wishing to obtain a lower to medium level business position or wanting to expand on their Certificate III qualification and is ideally suited to people who wish to gain knowledge and theory in some depth, across a range of business areas.

Students will be required to complete a core unit in Occupational Health and Safety and their choice of electives from Customer Service, Administration, Team Work, Communication, Learning and Development, Writing and various Management fields.

Career and study pathway
Students who successfully complete this course may find employment in lower to medium level business positions, such as an Administrator or Project Officer or continue on to further business study such as Diploma of Business or University Degree Programs.

Learning Outcomes
Upon completion of this course, a Certificate IV in Business will be issued. Students will gain the following skill sets for employability: communication, teamwork, problem-solving, imitative and enterprise, planning and organising, self-management, learning and technology. Students may continue on to the Diploma of Business or gain employment.

Program Structure
All units of competency are to be taught separately due to the wide range of possible combinations available. This allows for students to choose units which do not overlap with other units they have chosen, or have already completed.

ENTRY REQUIREMENTS
INTERNATIONAL STUDENTS
The pre-requisite for entering this course is:
- IELTS score of 5.5 with no band less than 5.0 (or equivalent)
- High school certificate OR copy of highest level of qualification.

DOMESTIC STUDENTS
The pre-requisite for entering this course is:
- High school certificate OR
- Copy of highest level of qualification

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
Internal - Blackstone Campus
External – Correspondence/Distance Learning (Domestic Students)

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
Units of Competency
This qualification requires students to complete 10 units of competency. It allows for 1 specific core unit, then a further 9 elective units may be chosen from any of the fields listed below. The elective units must be relevant to the work outcome and local industry requirements.

Students who have already completed any Certificate IV in Business units may apply for Recognition of Prior Learning towards the qualification (More information on appropriate units that may be credited towards this qualification is available upon request).

The units of competency that will be offered have been listed below grouped by field.

Core Units
BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements

Elective Units
BSBADM405 Organise meetings
BSBADM409 Coordinate business resources
BSBCMM401 Make a presentation
BSBCUS401 Coordinate implementation of customer service strategies
BSBCUS402 Address customer needs
BSBCUS403 Implement customer service standards
BSBCON401 Work effectively in a business continuity context
BSBEBU401 Review and maintain a website
BSBFIA402 Report on financial activity
BSBINN301 Promote innovation in a team environment
BSBIPR401 Use and respect copyright
BSBIPR402 Protect and use new inventions and innovations
BSBIPR403 Protect and use brands and business identity
BSBIPR404 Protect and use innovative designs
BSBIPR405 Protect and use intangible assets in small business
BSBITA401 Design databases
BSBITS401 Maintain business technology
BSBITU401 Design and develop complex text documents
BSBITU402 Develop and use complex spreadsheets
BSBITU404 Produce complex desktop published documents
BSBLED401 Develop teams and individuals
BSBMKG413 Promote products and services
BSBMKG414 Undertake marketing activities
BSBPMG522 Undertake project work
BSBRKG402 Provide information from and about records
BSBREL401 Establish networks
BSBRES401 Analyse and present research information
BSBRSK401 Identify risk and apply risk management processes
BSBSUS301 Implement and monitor environmentally sustainable work practices
BSBWRT401 Write complex documents
BSB50215 DIPLOMA OF BUSINESS

About this course
This course is ideal for those wishing to enter the middle to upper echelons of business, or those wishing to expand on their previous Certificate IV qualification. Students will gain an extensive depth of understanding across a broad range of business areas. The Diploma of Business is suited to students with substantial experience in a range of settings and who are seeking to further develop their skills across a wide range of business functions.

Students will select units from Advertising, Business Administration, Human Resources, Marketing, Public Relations, and various Management fields.

Career and study pathway
Upon successful completion of this course students may gain employment in middle to upper business as an Executive Officer, Program Consultant or Coordinator, may use this qualification to gain credit for a the first year of University Degree in Business.

Learning Outcomes
Upon completion of this course, a Diploma of Business will be issued. Students will gain a wide variety of knowledge in business and management. This qualification will equip students with the following employability skills: communication, teamwork, problem-solving, initiative and enterprise, planning and organising, self-management, learning and technology.

Program Structure
All units of competency are to be taught separately due to the wide range of possible combinations available. This allows for students to choose units which do not overlap with other units they have chosen, or have already completed.

ENTRY REQUIREMENTS
INTERNATIONAL STUDENTS
The pre-requisite for entering this course is:
- IELTS score of 5.5 with no band less than 5.0 (or equivalent)
- High school certificate

DOMESTIC STUDENTS
The pre-requisite for entering this course is:
- High school certificate OR
- Copy of highest level of qualification

COURSE DELIVERY
Internal - Brisbane City Campus
Internal - Blackstone Campus
External – Correspondence/Distance Learning (Domestic Students)

COST AND DURATION
Please refer to our tuition page or application forms for latest course cost and duration.
http://bc.edu.au/tuition

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
Units of Competency

This qualification requires students to complete 8 units of competency. It allows for 8 units to be selected from any of the units listed below. No more than 3 may be selected from any one area. The units must be relevant to the work outcome and local industry requirements.

Students who have already completed any Diploma of Business units may apply for Recognition of Prior Learning towards the qualification (More information on appropriate units that may be credited towards this qualification is available upon request).

The units of competency that will be offered have been listed below grouped by field.

Group A
- BSBADV503 Coordinate advertising research
- BSBADV507 Develop a media plan
- BSBADV509 Create mass print media advertisements
- BSBADV510 Create mass electronic media advertisements
- BSBMKG523 Design and develop an integrated marketing communication plan
- BSBWRT501 Write persuasive copy

Group B
- BSBADM502 Manage meetings
- BSBADM503 Plan and manage conferences
- BSBADM504 Plan and implement administrative systems
- BSBADM506 Manage business document design and development
- BSBEBU501 Investigate and design e-business solutions
- BSBFIM502 Manage payroll
- BSBITB501 Establish and maintain a workgroup computer network

Group C
- BSBHRM501 Manage human resources services
- BSBHRM502 Manage human resources management information systems
- BSBHRM513 Manage workforce planning
- BSBHRM505 Manage remuneration and employee benefits
- BSBHRM506 Manage recruitment, selection and induction processes
- BSBHRM507 Manage separation or termination
- BSBHRM509 Manage rehabilitation or return-to-work programs
- BSBLED502 Manage programs that promote personal effectiveness

Group D
- BSBMKG501 Identify and evaluate marketing opportunities
- BSBMKG502 Establish and adjust the marketing mix
- BSBMKG506 Plan market research
- BSBMKG507 Interpret market trends and developments
- BSBMKG508 Plan direct marketing activities
- BSBMKG509 Implement and monitor direct marketing activities
- BSBMKG510 Plan e-marketing communications
- BSBMKG514 Implement and monitor marketing activities
- BSBMKG515 Conduct a marketing audit
- BSBPUB501 Manage the public relations publication process
- BSBPUB502 Develop and manage complex public relations campaigns
- BSBPUB503 Manage fundraising and sponsorship activities
- BSBPUB504 Develop and implement crisis management plans
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCON601</td>
<td>Develop and maintain business continuity plans</td>
</tr>
<tr>
<td>BSBINM501</td>
<td>Manage an information or knowledge management system</td>
</tr>
<tr>
<td>BSBINN501</td>
<td>Establish systems that support innovation</td>
</tr>
<tr>
<td>BSBINN502</td>
<td>Build and sustain an innovative work environment</td>
</tr>
<tr>
<td>BSBIPR501</td>
<td>Manage intellectual property to protect and grow business</td>
</tr>
<tr>
<td>BSBMGT403</td>
<td>Implement continuous improvement</td>
</tr>
<tr>
<td>BSBPMG522</td>
<td>Undertake project work</td>
</tr>
<tr>
<td>BSBRSK501</td>
<td>Manage risk</td>
</tr>
<tr>
<td>BSBSUS501</td>
<td>Develop workplace policy and procedures for sustainability</td>
</tr>
<tr>
<td>BSBWOR501</td>
<td>Manage personal work priorities and professional development</td>
</tr>
</tbody>
</table>
About this course
This qualification is aimed at people wishing to obtain an upper level business position or wanting to expand on their Diploma qualification and is ideally suited to people who are seeking to develop expertise across a wider range of business functions.

Students will complete units in Advertising, Marketing, Human Resources and Management.

Career and study pathway
Students who successfully complete this course may find employment in higher business positions, such as a Program Consultant or Coordinator, Senior Executive or Administrator or continue on to further business study such as a Bachelor of Business or other University Degree Programs.

Learning Outcomes
Upon completion of this course, an Advanced Diploma of Business will be issued. Students will gain employability skills such as: problem-solving, planning and organising, initiative, self-management, learning and technology. Students may continue on to a Bachelor of Business or gain employment.

Program Structure
All units of competency are to be taught separately due to the wide range of possible combinations available. This allows for students to choose units which do not overlap with other units they have chosen, or have already completed.

ENTRY REQUIREMENTS

INTERNATIONAL STUDENTS
The pre-requisite for entering this course is:
- IELTS score of 5.5 with no band less than 5.0 (or equivalent).
- High school certificate OR copy of highest level of qualification.
- BSB50215 Diploma of Business

DOMESTIC STUDENTS
The pre-requisite for entering this course is:
- High school certificate OR
- Copy of highest level of qualification
- BSB50215 Diploma of Business.

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
Internal - Blackstone Campus
External – Correspondence/Distance Learning (Domestic Students)

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
Units of Competency

This qualification requires students to complete 8 units of competency. It allows for 8 units to be selected from any of the units listed below. No more than 3 may be selected from any one area. The elective units must be relevant to the work outcome and local industry requirements.

Students who have already completed any Advanced Diploma of Business units may apply for Recognition of Prior Learning towards the qualification (More information on appropriate units that may be credited towards this qualification is available upon request).

The units of competency that will be offered have been listed below grouped by field.

Group A
BSBADV602 Develop an advertising campaign
BSBADV603 Manage advertising production
BSBADV604 Execute an advertising campaign
BSBADV605 Evaluate campaign effectiveness

Group B
BSBHRM602 Manage human resources strategic planning
BSBINM601 Manage knowledge and information
BSBINN601 Lead and manage organisational change
BSBMMGT615 Contribute to organisation development

Group C
BSBMKG603 Manage the marketing process
BSBMKG605 Evaluate international marketing opportunities
BSBMKG606 Manage international marketing programs
BSBMKG607 Manage market research
BSBMKG608 Develop organisational marketing objectives
BSBMKG609 Develop a marketing plan

Group D
BSBCON801 Establish and review the business continuity management framework and strategies
BSBFIM601 Manage finances
BSBINM601 Manage knowledge and information
BSBIPR601 Develop and implement strategies for intellectual property management
BSBSUS501 Develop workplace policy and procedures for sustainability
BSB61015 ADVANCED DIPLOMA OF LEADERSHIP AND MANAGEMENT

About this course
This qualification is aimed at people wishing to obtain a leadership or management position or wanting to expand on their qualifications. This course is ideally suited to people who are seeking to develop expertise in leadership and management across a wider range of enterprise and industry contexts.

Students will be required to complete core units in Managing Finances, Managing Organisational Change, Leadership and Implementing a Business Plan. Students also have a choice of electives such as Customer Service, Human Resources, Business Innovation and Strategic Planning.

Career and study pathway
Students who successfully complete this course may find employment in leadership and management positions, such as a Team Leader, Operation Manager, Department Manager or Senior Executive or continue on to further business study such as a Bachelor of Business or other University Degree Programs.

Learning Outcomes
Upon completion of this course, an Advanced Diploma of Leadership and Management will be issued. Students will gain employability skills such as: leadership, planning and organising, initiative, self-management, communication and how to effectively respond to problems. Students may continue on to a Bachelor of Business or gain employment.

Program Structure
All units of competency are to be taught separately due to the wide range of possible combinations available. This allows for students to choose units which do not overlap with other units they have chosen, or have already completed.

ENTRY REQUIREMENTS

INTERNATIONAL STUDENTS
The pre-requisite for entering this course is:
- IELTS score of 5.5 with no band less than 5.0 (or equivalent).
- High school certificate OR copy of highest level of qualification.
- BSB50215 Diploma of Business or prior vocational experience in management.

DOMESTIC STUDENTS
The pre-requisite for entering this course is:
- High school certificate OR
- Copy of highest level of qualification
- BSB50215 Diploma of Business or prior vocational experience in management.

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
Internal - Blackstone Campus
External – Correspondence/Distance Learning (Domestic Students)

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
Units of Competency
This qualification requires students to complete 12 units of competency. It allows for 4 specific core units, then a further 8 elective units may be chosen from any of the fields listed below. The elective units must be relevant to the work outcome and local industry requirements.

The units of competency that will be offered have been listed below grouped by field.

Core Units
- BSBFIM601 Manage finances
- BSBINN601 Lead and manage organisational change
- BSBMGT605 Provide leadership across the organisation
- BSBMGT617 Develop and implement a business plan

Electives
- BSBCE601 Optimise customer engagement operations
- BSBCE602 Manage customer engagement information
- BSBCE603 Design and launch new customer engagement facilities
- BSBCE604 Develop and maintain a service level strategy
- BSBCE605 Develop and maintain a customer engagement marketing strategy
- BSBCE606 Forecast and plan using customer engagement traffic information analysis
- BSBCE607 Manage customer engagement centre staffing
- BSBCE608 Manage customer engagement operational costs
- BSBCOM603 Plan and establish compliance management systems
- BSDIV601 Develop and implement diversity policy
- BSBIHRM602 Manage human resources strategic planning
- BSBIHRM604 Manage employee relations
- BSBINM601 Manage knowledge and information
- BSBIPR601 Develop and implement strategies for intellectual property management
- BSBMGT608 Manage innovation and continuous improvement
- BSBMGT615 Contribute to organisation development
- BSBMGT616 Develop and implement strategic plans
- BSBMGT619 Identify and implement business innovation
- BSBMGT621 Design and manage the enterprise quality management system
- BSBMGT622 Manage resources
- BSBMGT623 Monitor corporate governance activities
- BSBMGT624 Practice corporate social responsibility
- SBSMK609 Develop a marketing plan
- SBSRKG601 Define recordkeeping framework
- SBSRSK501 Manage risk
- BSBUS501 Develop workplace policy and procedures for sustainability
- BSBWS605 Develop, implement and maintain WHS management systems
- PSPGOV602B Establish and maintain strategic networks
Distance Study

Distance study mode is available for all the Business Courses. Distance study is done by completing your course work externally. You can even complete the work at home or anywhere else in the world.

Who is distance study for?

The distance study option is for those who are looking to study while working full time or looking for a flexible option for studying. It also gives you the opportunity to study and learn at your own pace.

Is support still available while I study?

There is still study support available for this mode of study through a designated Trainer who will respond to any questions or queries you have during your studies. Correspondence is generally through email.

How does distance study work?

There is a maximum duration set for each course where the Assessment requirements for each Unit of Competency must be submitted and marked competent within the maximum time frame to complete the course. This requires prioritising your time so that you can complete all the Units within the maximum time frame. If you need more time to complete your studies, we can look at options to extend your course end date.

What happens when I complete my course?

Once you complete the course requirements and have confirmation from the College that you have completed your course requirements, you will be sent a Course Completion Form. Once that Form has been filled out and returned to the College, you will be issued your Certificate and Academic Transcript up to 14 days from the date we finish processing your Form.
## 2016 COURSE STARTING DATES

<table>
<thead>
<tr>
<th>Date</th>
<th>Course Starting Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Feb 16</td>
<td>Term 2 2016: 11 April 2016 – 17 June 2016</td>
</tr>
<tr>
<td>7 Mar 16</td>
<td>Term 3 2016: 11 July 2016 – 16 September 2016</td>
</tr>
<tr>
<td>11 Apr 16</td>
<td>Term 4 2016: 4 October 2016 – 9 December 2016</td>
</tr>
<tr>
<td>2 May 16</td>
<td>11 Apr 16 – 17 June 2016</td>
</tr>
<tr>
<td>6 Jun 16</td>
<td>11 July 2016 – 16 September 2016</td>
</tr>
<tr>
<td>11 Jul 16</td>
<td>4 October 2016 – 9 December 2016</td>
</tr>
<tr>
<td>1 Aug 16</td>
<td>25 January 2016 – 24 March 2016</td>
</tr>
<tr>
<td>5 Sep 16</td>
<td>11 April 2016 – 17 June 2016</td>
</tr>
<tr>
<td>4 Oct 16</td>
<td>11 July 2016 – 16 September 2016</td>
</tr>
<tr>
<td>1 Nov 16</td>
<td>4 October 2016 – 9 December 2016</td>
</tr>
</tbody>
</table>

## ACADEMIC CALENDAR

<table>
<thead>
<tr>
<th>TERM</th>
<th>DATES</th>
<th>HOLIDAY</th>
</tr>
</thead>
</table>

## INTERNATIONAL STUDENT INFORMATION

### OVERSEAS STUDENT HEALTH COVER

<table>
<thead>
<tr>
<th>LENGTH OF POLICY</th>
<th>SINGLE</th>
<th>COUPLES</th>
<th>FAMILY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 3 months</td>
<td>$146</td>
<td>$414</td>
<td>$598</td>
</tr>
<tr>
<td>Up to 6 months</td>
<td>$292</td>
<td>$690</td>
<td>$1195</td>
</tr>
<tr>
<td>Up to 9 months</td>
<td>$437</td>
<td>$1241</td>
<td>$1792</td>
</tr>
<tr>
<td>Up to 12 months</td>
<td>$583</td>
<td>$1654</td>
<td>$2390</td>
</tr>
</tbody>
</table>

### ACCOMMODATION

<table>
<thead>
<tr>
<th>TYPE</th>
<th>PRICE ($AU)</th>
<th>PROVIDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Placement Fees</td>
<td>$100</td>
<td>N/A</td>
</tr>
<tr>
<td>Homestay (4 weeks min)</td>
<td>$240 p/wk</td>
<td>3 Meals/day &amp; Utilities</td>
</tr>
<tr>
<td>Additional Nights</td>
<td>$34 per night</td>
<td>3 Meals/day &amp; Utilities</td>
</tr>
</tbody>
</table>

### SAMPLE TIMETABLE*

<table>
<thead>
<tr>
<th>DAY/TIME</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00am - 10:20am</td>
<td></td>
<td>BUSINESS</td>
<td></td>
<td>BUSINESS</td>
<td>BUSINESS</td>
</tr>
<tr>
<td>10:30am – 10:45am</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:45am – 12:15pm</td>
<td></td>
<td></td>
<td></td>
<td>BUSINESS</td>
<td>BUSINESS</td>
</tr>
<tr>
<td>12:15pm – 1:15pm</td>
<td></td>
<td></td>
<td>Lunch</td>
<td>BUSINESS</td>
<td></td>
</tr>
<tr>
<td>1:15pm – 3:15pm</td>
<td></td>
<td></td>
<td></td>
<td>BUSINESS</td>
<td></td>
</tr>
</tbody>
</table>

*The sample timetable is subject to change 2016
Enrolment procedure

International Students

Student emails or posts application to Brisbane College

Application is assessed within 1 working day

Letter of offer is sent to the student

Pay course fee

Student Visa

BC will send confirmation of enrolment (COE)

Apply for student visa to Australian Embassy

Student arrives in Brisbane

Student begins course

Working holiday & travel visa

Pay course fee

Student begins course

Domestic Students

Student emails or posts application to Brisbane College

Application is assessed within 1 working day

Letter of offer is sent to the student

Pay course fee

Student begins course
Prior to submitting your application form, ensure that you have all the supporting documents by completing the application checklist below.

### International Students
- Application Form
- Copy of Passport
- IELTS Test Results
- Copy of High School Certificate or highest level of qualification
- Check for course prerequisites

### Domestic Students
- Application Form
- Copy of Passport
- Copy of High School Certificate or highest level of qualification
- Check for course prerequisites

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

<table>
<thead>
<tr>
<th>REFUND POLICY</th>
<th>TRANSFERS</th>
</tr>
</thead>
</table>
| 1. The enrolment fee is not refundable under any circumstances. | **Transfer to another educational institution**
| 2. All requests for cancellations, transfers and refunds must be made in writing using and require the presentation of relevant supporting documentation. | 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:
| 3. Upon approval the application will be refunded in accordance with the ESOS regulations. | 1.1 The college has ceased to be registered or the course in which the student is enrolled has ceased to be registered.
| 4. No refunds will be given to students who are expelled for unacceptable behaviour or non-compliance with visa conditions. | 1.2 A written letter of release has been provided by the College.
| 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. | 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.
| 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. | 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.
| 5.2 If written notice is received by BC less than 28 days before commencement, no refund will be made. | 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.
| 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. | 3. If approved, any money transferred will be in accordance with BC’s Refund Policy.
| 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. | **TRANSFER TO ANOTHER COURSE AT BC**
| 7. If the course has not commenced and BC cannot deliver the course, BC will refund your full tuition fee (including your enrolment fee). | 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.
| 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. | 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.
| 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. | **ACCOMMODATION AND AIRPORT TRANSFER FEE**
| 10. All bank charges incurred by Brisbane College are to be met by the student. | **REFUND POLICY**
| 11. The registered provider’s dispute resolution processes do not circumscribe the student’s right to pursue other legal remedies. | 1. If the student’s application for enrolment or visa is denied, a full refund is given.
| 12. This agreement does not remove the right to take action under Australia’s Consumer Protection Laws. | 2. Except for in the above instance, the Accommodation Placement and Airport transfer fees are non-refundable.
| 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. | 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.
| 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. | 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.

## 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.

## ACCOMMODATION FEES

<table>
<thead>
<tr>
<th>Placement Fees:</th>
<th>$100</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home-stay (at least 4 wks):</td>
<td>$240 p/wk</td>
</tr>
<tr>
<td>Additional Nights:</td>
<td>$35 per night</td>
</tr>
</tbody>
</table>

*(includes all meals throughout your stay)*

Version 2.3: 1 January 2016