



BRISBANE COLLEGE OF ENGLISH

National Provider No. 31315 | CRICOS No. 02615G

2015 APPLICATION FORM

COURSE INFORMATION

Intensive General English 4 weeks to 12 months

This General English Course is designed for adults and young adults based on a communicative approach that combines current methodology with special new features designed to make learning and teaching easier. It is for Students who want to communicate effectively. Vocabulary and grammar are given equal importance and there is a strong focus on listening and speaking in social situations. Preparation for higher education at a vocational training or university level.

Business English 4 weeks to 6 months

Business English Course will greatly improve your ability to communicate in English in a wide range of business situations. This course includes developing essential business communication skills such as making presentations, taking part in meetings, negotiating, telephoning, and using English in social situations. There are also a number of case studies that will be examined to give you the opportunity to practise your speaking skills in realistic business situations.

English for Academic purpose 10 weeks

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.

Preparation for IELTS Achieve Score above 5.5 10 weeks

The IELTS Preparation Course is for students at an intermediate to upper intermediate level offering short practice activities, builds confidence by showing how to approach authentic test level tasks, familiarises students with every part of the test in regular IELTS Test practice sections, increases students' chance of test success by showing them how to maximise their band score.

Preparation for IELTS Achieve Score above 6.5 10 weeks

The IELTS Preparation Course is for students at an upper intermediate to advanced level offering short practice activities, builds confidence by showing how to approach authentic test level tasks, familiarises students with every part of the test in regular IELTS Test practice sections, increases students' chance of test success by showing them how to maximise their band score.

All fees are Australian Dollars

DURATION AND TUITION FEES

Session	Duration	Tuition Fee	Textbook hire and material will be \$10 per week.
Per week	Under 10 weeks	\$350	
Summer Session	27 January 2015 - 2 April 2015	1 session \$3200	
Autumn Session	20 April 2015 – 26 June 2015	2 sessions \$5500	
Winter Session	13 July 2015 -18 Sep 2015	3 sessions \$8500	
Spring Session	6 October 2015 – 11 Dec 2015	4 sessions \$11500	

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

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Postal Address PO BOX 10704 Adelaide St, Brisbane QLD 4000

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

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.
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 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 give a full refund of the tuition fees for all course money paid.
 8. 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.
 9. All bank charges incurred by Brisbane College are to be met by the student.
 10. The registered provider's dispute resolution processes do not circumscribe the student's right to pursue other legal remedies.
 11. This agreement does not remove the right to take action under Australia's Consumer Protection Laws.
 12. 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.
 13. 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 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 (2014 prices, subject to change in 2015)

Do you require OSHC? Single Family No

Month	3	6	12	18	24
Single	\$124	\$248	\$495	\$758	\$1,010
Family	\$447	\$894	\$1,788	\$3,167	\$4,222

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
*Student Visa applicants can only enrol in Brisbane City Campus

ENGLISH COURSES

* Students holding students visas are required to study full-time
 Full-Time Part-Time

Business English General English IELTS
English for Academic purpose

2015 Course Dates

Summer Session Autumn Session
Winter Session Spring Session

Number of weeks study (if under 10 weeks): _____

Course start date: ____/____/____

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**