## Full Time

<table>
<thead>
<tr>
<th>COURSE</th>
<th>Accelerated</th>
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<th></th>
<th></th>
<th>Distance</th>
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<th>Textbook</th>
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<tbody>
<tr>
<td></td>
<td>Tuition Fee</td>
<td>Duration</td>
<td>Tuition Fee</td>
<td>Duration</td>
<td>Tuition Fee</td>
<td>Duration</td>
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<tr>
<td><strong>ACCOUNTING STUDIES</strong></td>
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</tr>
<tr>
<td>Certificate III in Accounts Administration</td>
<td>$1 500</td>
<td>12 – 24 weeks</td>
<td>$250</td>
<td></td>
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<tr>
<td>Certificate IV in Accounting</td>
<td>$4 200</td>
<td>14 weeks</td>
<td>$4 500</td>
<td>24 weeks</td>
<td>$3 200</td>
<td>12 – 24 weeks</td>
<td>$250</td>
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</tr>
<tr>
<td>Diploma of Accounting (prerequisite Certificate IV in Accounting)</td>
<td>$4 500</td>
<td>12 weeks</td>
<td>$5 200</td>
<td>32 weeks</td>
<td>$4 200</td>
<td>12 – 32 weeks</td>
<td>$250</td>
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<tr>
<td>Diploma of Accounting (including Prerequisite Certificate IV in Accounting)</td>
<td>$7 500</td>
<td>24 weeks</td>
<td>$9 150</td>
<td>52 weeks</td>
<td>$5 500</td>
<td>32 – 52 weeks</td>
<td>$450</td>
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</tr>
<tr>
<td>Advanced Diploma of Accounting (prerequisite Diploma of Accounting)</td>
<td>$5 200</td>
<td>24 weeks</td>
<td>$5 200</td>
<td>24 weeks</td>
<td>$3 200</td>
<td>12 – 24 weeks</td>
<td>$300</td>
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<tr>
<td>Advanced Diploma of Accounting (incl. Cert IV &amp; Diploma)</td>
<td>$12 000</td>
<td>52 weeks</td>
<td>$14 000</td>
<td>72 weeks</td>
<td>$650</td>
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<tr>
<td><strong>BUSINESS STUDIES</strong></td>
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<tr>
<td>Certificate IV in Business</td>
<td>$3 500</td>
<td>14 weeks</td>
<td>$4 200</td>
<td>24 weeks</td>
<td>$3 200</td>
<td>12 – 24 weeks</td>
<td>$250</td>
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<tr>
<td>Diploma of Business</td>
<td>$4 200</td>
<td>12 weeks</td>
<td>$4 500</td>
<td>24 weeks</td>
<td>$3 500</td>
<td>12 – 24 weeks</td>
<td>$250</td>
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</tr>
<tr>
<td>Diploma of Business (including Certificate IV in Business)</td>
<td>$6 750</td>
<td>24 weeks</td>
<td>$8 500</td>
<td>52 weeks</td>
<td>$5 200</td>
<td>32 – 52 weeks</td>
<td>$450</td>
<td></td>
</tr>
<tr>
<td>Advanced Diploma of Business (prerequisite Diploma of Business)</td>
<td>$5 200</td>
<td>24 weeks</td>
<td>$5 200</td>
<td>24 weeks</td>
<td></td>
<td></td>
<td></td>
<td>$300</td>
</tr>
<tr>
<td>Advanced Diploma of Business (incl. Cert IV &amp; Diploma)</td>
<td>$11 000</td>
<td>52 weeks</td>
<td>$13 000</td>
<td>72 weeks</td>
<td>$650</td>
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<tr>
<td><strong>MANAGEMENT STUDIES</strong></td>
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<tr>
<td>Advanced Diploma of Management (Prerequisite Diploma of Business or prior vocational experience in management)</td>
<td>$5 200</td>
<td>24 weeks</td>
<td>$5 200</td>
<td>24 weeks</td>
<td>$3 200</td>
<td>12 – 14 weeks</td>
<td>$300</td>
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<tr>
<td><strong>CHILDREN’S SERVICES STUDIES</strong></td>
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<tr>
<td>Certificate III in Early Childhood Education and Care</td>
<td>$4 500</td>
<td>24 weeks</td>
<td>$6 500</td>
<td>32 weeks</td>
<td>$3 500</td>
<td>12 – 32 weeks</td>
<td>$300</td>
<td></td>
</tr>
<tr>
<td>Diploma of Early Childhood Education and Care</td>
<td>$6 500</td>
<td>32 weeks</td>
<td>$8 500</td>
<td>52 weeks</td>
<td>$4 500</td>
<td>24 – 32 weeks</td>
<td>$450</td>
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</tr>
<tr>
<td>Diploma of Early Childhood Education and Care (including Certificate III in Early Childhood Education and Care)</td>
<td>$12 500</td>
<td>52 weeks</td>
<td>$14 500</td>
<td>72 weeks</td>
<td>$6 500</td>
<td>32 – 52 weeks</td>
<td>$600</td>
<td></td>
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<tr>
<td><strong>COMMUNITY SERVICES STUDIES</strong></td>
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<tr>
<td>Certificate IV in Community Services Work</td>
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<td></td>
</tr>
<tr>
<td>Diploma of Community Services Work</td>
<td>$9 500</td>
<td>52 weeks</td>
<td>$11 750</td>
<td>72 weeks</td>
<td></td>
<td></td>
<td></td>
<td>$450</td>
</tr>
<tr>
<td><strong>TEACHING AND TRAINING</strong></td>
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<tr>
<td>Certificate IV in TESOL (Teaching English to Speakers of Other Languages)</td>
<td>$1 750</td>
<td>8 weeks</td>
<td>$2 500</td>
<td>13 weeks</td>
<td>$1 500</td>
<td>8 – 15 weeks</td>
<td>$150</td>
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</tr>
<tr>
<td>Certificate IV in Training and Assessment</td>
<td>$1 500</td>
<td>8 weeks</td>
<td>$2 200</td>
<td>13 weeks</td>
<td>$1 200</td>
<td>8 – 15 weeks</td>
<td>$150</td>
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</tr>
</tbody>
</table>

## 2015 COURSE STARTING DATES

<table>
<thead>
<tr>
<th>Date</th>
<th>27 Jan</th>
<th>2 Feb</th>
<th>2 Mar</th>
<th>20 Apr</th>
<th>4 May</th>
<th>1 Jun</th>
<th>13 July</th>
<th>3 Aug</th>
<th>6 Oct</th>
<th>2 Nov</th>
</tr>
</thead>
</table>

## 2015 TERM DATES AND HOLIDAYS

<table>
<thead>
<tr>
<th>Term Dates</th>
<th>Holidays</th>
</tr>
</thead>
</table>
BRISBANE COLLEGE OF AUSTRALIA
TERMS AND CONDITIONS OF ENROLMENT

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

REFUND POLICY

1. The enrolment fee of $100 is not refundable in any circumstance.
2. All requests for cancellations, transfers and refunds must be made in writing 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:
   5.1 The administration fee will be deducted from the tuition fee.
   5.2 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.
   5.3 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.
   5.4 If a student withdraws within 14 days of the commencement of the course, no refund will be made.
   5.5 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.
   6.1 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.
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. The registered provider’s dispute resolution processes do not circumscribe the student’s right to pursue other legal remedies.
10. This agreement does not remove the right to take action under Australia’s consumer protection laws.
11. 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.
12. 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.
2. 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.
3. Requests for transfer must be made to the Administration Office in writing and be accompanied by a letter of offer from the receiving institution.
4. Evidence of exceptional and/or extenuating circumstances is also required.

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 AUS$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
Passport Number
Home Address

Telephone
E-mail Address

Do you have any special needs that may affect or prevent you from competing any of the course requirements?

_________________________________________________

EDUCATION

Highest Level of School Completed
Year 10 □ Year 12 □ Year completed

Highest Qualification Year completed

CAMPUS LOCATION

□ Brisbane City   □ Blackstone   □ Distance Learning

VOCATIONAL EDUCATION AND TRAINING COURSE

Please write the name of the course you are applying for

_________________________________________________

Course Start Date: ___/___/_____  Weeks: ______

Note: Please attach the following documents your application form:

• documentation showing proof of ID such as birth certificate, passport or drivers licence
• certified copies of your highest level of education.

RECOGNITION OF PRIOR LEARNING

□ I wish to apply for recognition of prior learning

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

How did you hear about us?

Our Website □  Friend/Family □
Agency □  Advertisement □
School □  Facebook □

Other: _______________________________________

Version 1.3: 18 February 2015