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

CHC32015 Certificate III In Community Services ................................................................. 6
CHC52015 Diploma Of Community Services ...................................................................... 10
Distance Study ..................................................................................................................... 13
Application Checklist .......................................................................................................... 16
Visa Requirements ................................................................................................................. 16
Terms And Conditions Of Enrolment .................................................................................... 17
About Community Services Work

Do roles such as community services worker, family support worker, outreach officer, group facilitator, client services assessor, early intervention officer sound of interest to you?

Are you interested in areas of settlement work, domestic and family violence, working with people with disabilities, working with children and young people, community development, working with people with alcohol and other drug issues?

These are some of the many areas our nationally accredited and recognised Certificate and Diploma Courses in Community Services Work provide graduates with a broad range of skills in. Our course gives students hands on industry experience integrating both work placement and theoretical knowledge during their studies.

The broad depth of the course also allows entry level students to explore the community services work sector and choose an area to pursue.

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.
CHC32015 CERTIFICATE III IN COMMUNITY SERVICES

About this course
This qualification is aimed at both new entrants to the Community Services sector. This qualification reflects the role of entry level community services workers who support individuals through the provision of person-centred services. Work may include day-to-day support of individuals in community settings or support the implementation of specific community-based programs.

The course consists of 12 units of competency ranging from case work, client services, community work, working with children and young people, working with people with alcohol and other drug issues, working with older people, working with people with disabilities and more.

Career and study pathway
Successful completion of this qualification may lead to further study such as the Diploma of Community Services, or employment in the community services sector such as a disability support worker, care worker, community services worker, community support worker, welfare worker, welfare support worker or family support worker.

Learning Outcomes
Upon completion of this course, a Certificate III in Community Services will be issued. Students will gain knowledge of a variety of services and interventions in a range of contexts. Students may continue on to the Diploma of Community Services or gain a position as a support, services or welfare worker.

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.

Forms of assessment may include: written tasks, multiple choice tests, projects/assignments/reports, feedback given and response, role plays and questioning/interview/discussion. This may vary per unit of competency.

ENTRY REQUIREMENTS
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
Students must complete the 5 compulsory units plus a further 7 electives chosen from the list below. Students who have previously completed any units of competency from the lists below, or any other eligible units may have them credited towards this qualification via the Recognition of Prior Learning Process (RPL).

Core Units

CHCCCS016  Respond to client needs
CHCCOM005  Communicate and work in health or community services
CHCDIV001  Work with diverse people
HLTWHS002  Follow safe work practices for direct client care
HLTWHS006  Manage personal stressors in the work environment

Elective Units

CHCADV001  Facilitate the interests and rights of clients
CHCAGE001  Facilitate the empowerment of older people
CHCAOD001  Work in an alcohol and drugs context
CHCAOD002  Work with clients who are intoxicated
CHCAOD003  Provide needle and syringe services
CHCCCS005  Conduct individual assessments
CHCCCS009  Facilitate responsible behaviour
CHCCCS015  Provide individualised support
CHCCCS017  Provide loss and grief support
CHCCCS019  Recognise and respond to crisis situations
CHCCCS023  Support independence and wellbeing
CHCCCS028  Provide client-centred support to people in crisis
CHCCDE001  Support participative planning processes
CHCCDE003  Work within a community development framework
CHCCDE004  Implement participation and engagement strategies
CHCCOM001  Provide first point of contact
CHCDFV001  Recognise and respond appropriately to domestic and family violence
CHCDIS007  Facilitate the empowerment of people with disability
CHCDIV002  Promote Aboriginal and/or Torres Strait Islander cultural safety
CHCEDU003  Provide sexual and reproductive health information to clients
CHCEDU005  Work with clients to identify financial literacy education needs
CHCEDU009  Provide parenting, health and well-being education
CHCRP001  Support group activities
CHCMHS001  Work with people with mental health issues
CHCPOL001  Contribute to the review and development of policies
CHCPRP001  Develop and maintain networks and collaborative partnerships
CHCPRR001  Identify and respond to children and young people at risk
CHCSET001  Work with forced migrants
CHCSET002  Undertake bicultural work with forced migrants in Australia
CHCSOH001 Work with people experiencing or at risk of homelessness
CHCVOL001 Be an effective volunteer
CHCYTH001 Engage respectfully with young people
CHCYTH003 Support young people to create opportunities in their lives
HLTAID003 Provide first aid
HLTAID005 Provide first aid in remote situations
BSBINM301 Organise workplace information
BSBWOR301 Organise personal work priorities and development
CUECOR01C Manage own work and learning
TAEDEL301A Provide work skill instruction
**About this course**

This qualification is aimed at those seeking to build on their qualifications and experience and gain a community services role involving service delivery, direct client work, community education or development projects. It is ideally suited to people who wish to gain knowledge and theory in substantial depth. Workers at this level operate at an advanced skill level and may have responsibility for the supervision of other staff and volunteers.

The course consists of 16 units of competency in areas such as case management, social housing, working with people with disabilities, working with children and young people, community development, working with people with alcohol and other drug issues and working with people with mental health issues.

**Career and study pathway**

After completing the Diploma of Community Services students may gain employment as an assessor, case coordinator, case worker or manager, client service assessor, community services worker, community worker, coordinator, coordinator family services, early intervention worker, family support worker, group facility/coordinator, pastoral care counselor, pastoral care manager, program coordinator or manager, senior youth officer/chaplain, social welfare worker, support facilitator, welfare worker or gain credit towards a university degree such as Bachelor of Human Services.

**Learning Outcomes**

Upon completion of this course, a Diploma of Community Services will be issued. Students will gain a substantial knowledge and depth in a variety of community services areas. Students may continue on to the Advanced Diploma of Community Sector Management or gain a position as a coordinator, manager or worker.

**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.

Work placement of 160 hours is integrated into the Course structure. This ensures that those studying the Course are gaining industry experience and the opportunity to practice theory and learning outcomes.
Units of Competency

Students must complete the 8 core units plus a further 8 electives from the list below. Students who have completed any eligible units of competency may credit those units towards this qualification.

Core Units
- CHCCCS007 Develop and implement service programs
- CHCCOM003 Develop workplace communication strategies
- CHCDEV002 Analyse impacts of sociological factors on clients in community work and services
- CHCDIV003 Manage and promote diversity
- CHCLEG003 Manage legal and ethical compliance
- CHCMGT005 Facilitate workplace debriefing and support processes
- CHCPRP003 Reflect on and improve own professional practice
- HLTWHS004 Manage work health and safety

Electives

Group A electives – CASE MANAGEMENT specialisation
- CHCCCS004 Assess co-existing needs
- CHCCSM004 Coordinate complex case requirements
- CHCCSM005 Develop, facilitate and review all aspects of case management
- CHCCSM006 Provide case management supervision
- CHCCSM007 Undertake case management in a child protection framework

Group B electives – SOCIAL HOUSING specialisation
- CHCADV004 Represent organisation in court or tribunal
- CHCSOH002 Manage and maintain tenancy agreements and services
- CHCSOH008 Manage head lease
- CHCSOH009 Develop quality systems in line with registration standards
- CHCSOH011 Develop social housing enterprise opportunities
- CHCSOH012 Acquire properties by purchase or transfer
- CPPDSM5005A Contribute to a detailed property feasibility study
- CPPDSM5013A Develop a tenancy mix strategy
- CPPDSM5022A Implement asset management plan
- CPPDSM5026A Manage a consultant property project team
- CPPDSM5034A Monitor performance of property or facility portfolio
- CPPDSM6007A Develop lifecycle asset management plan

Other electives
- CHCADV002 Provide advocacy and representation services
- CHCADV003 Represent clients in court
- CHCADV005 Provide systems advocacy services
- CHCAGE001 Facilitate the empowerment of older people
- CHCAOD004 Assess needs of client with alcohol and other drugs issues
- CHCAOD005 Provide alcohol and other drug withdrawal services
- CHCAOD007 Develop strategies for alcohol and other drugs relapse prevention and management
- CHCAOD008 Provide advanced interventions to meet the needs of clients with alcohol and other drugs
- CHCAOD009 Develop and review individual alcohol and other drugs treatment plans
- CHCCCS003 Increase the safety of individuals at risk of suicide
- CHCCCS009 Facilitate responsible behaviour
- CHCCCS019 Recognise and respond to crisis situations
- CHCCCS024 Support individuals with autism spectrum disorder
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCDE007</td>
<td>Develop and provide community projects</td>
</tr>
<tr>
<td>CHCCDE008</td>
<td>Support community action</td>
</tr>
<tr>
<td>CHCCDE009</td>
<td>Develop and Support community leadership</td>
</tr>
<tr>
<td>CHCCDE010</td>
<td>Develop and lead community engagement strategies to enhance participation</td>
</tr>
<tr>
<td>CHCCDE012</td>
<td>Work within organisation and government structures to enable community development</td>
</tr>
<tr>
<td>CHCCDE015</td>
<td>Develop and implement a community renewal plan</td>
</tr>
<tr>
<td>CHCOM004</td>
<td>Present information to stakeholder groups</td>
</tr>
<tr>
<td>CHCCSL002</td>
<td>Apply specialist interpersonal and counselling interview skills</td>
</tr>
<tr>
<td>CHCCSL003</td>
<td>Facilitate the counselling relationship and process</td>
</tr>
<tr>
<td>CHCCSL007</td>
<td>Support counselling clients in decision-making processes</td>
</tr>
<tr>
<td>CHCDEV003</td>
<td>Analyse client information for service planning and delivery</td>
</tr>
<tr>
<td>CHCDFV006</td>
<td>Counsel clients affected by domestic and family violence</td>
</tr>
<tr>
<td>CHCDFV007</td>
<td>Work with users of violence to effect change</td>
</tr>
<tr>
<td>CHCDIS005</td>
<td>Develop and provide person-centered service responses</td>
</tr>
<tr>
<td>CHCDIS006</td>
<td>Develop and promote positive person-centered behaviour supports</td>
</tr>
<tr>
<td>CHCDIS008</td>
<td>Facilitate community participation and social inclusion</td>
</tr>
<tr>
<td>CHCDIS010</td>
<td>Provide person-centered services to people with disability with complex needs</td>
</tr>
<tr>
<td>CHCDIV002</td>
<td>Promote Aboriginal and/or Torres Strait Islander cultural safety</td>
</tr>
<tr>
<td>CHCEDU002</td>
<td>Plan health promotion and community intervention</td>
</tr>
<tr>
<td>CHCEDU003</td>
<td>Provide sexual and reproductive health information to clients</td>
</tr>
<tr>
<td>CHCEDU004</td>
<td>Develop, implement and review sexual and reproductive health education programs</td>
</tr>
<tr>
<td>CHCEDU009</td>
<td>Provide parenting, health and well-being education</td>
</tr>
<tr>
<td>CHCFAM001</td>
<td>Operate in a family law environment</td>
</tr>
<tr>
<td>CHCFAM003</td>
<td>Support people to improve relationships</td>
</tr>
<tr>
<td>CHCFAM004</td>
<td>Facilitate changeovers</td>
</tr>
<tr>
<td>CHCFAM005</td>
<td>Facilitate and monitor contact</td>
</tr>
<tr>
<td>CHCFAM006</td>
<td>Assist families to self-manage contact</td>
</tr>
<tr>
<td>CHCGRP002</td>
<td>Plan and conduct group activities</td>
</tr>
<tr>
<td>CHCINM001</td>
<td>Meet statutory and organisation information requirements</td>
</tr>
<tr>
<td>CHCLLN001</td>
<td>Respond to client language, literacy and numeracy needs</td>
</tr>
<tr>
<td>CHCMGT001</td>
<td>Develop, implement and review quality framework</td>
</tr>
<tr>
<td>CHCMGT002</td>
<td>Manage partnership agreements with service providers</td>
</tr>
<tr>
<td>CHCMGT003</td>
<td>Lead the work team</td>
</tr>
<tr>
<td>CHCMGT004</td>
<td>Secure and manage funding</td>
</tr>
<tr>
<td>CHCMGT006</td>
<td>Coordinate client directed services</td>
</tr>
<tr>
<td>CHCMHS001</td>
<td>Work with people with mental health issues</td>
</tr>
<tr>
<td>CHCMHS002</td>
<td>Establish a self-directed recovery relationship</td>
</tr>
<tr>
<td>CHCMHS003</td>
<td>Provide recovery oriented mental health services</td>
</tr>
<tr>
<td>CHCMHS004</td>
<td>Work collaboratively with the care network and other services</td>
</tr>
<tr>
<td>CHCMHS005</td>
<td>Provide services to people with co-existing mental health and alcohol and other drugs issues</td>
</tr>
<tr>
<td>CHCMHS006</td>
<td>Facilitate the recovery process with the person, family and carers</td>
</tr>
<tr>
<td>CHCMHS008</td>
<td>Promote and facilitate self advocacy</td>
</tr>
<tr>
<td>CHCMHS011</td>
<td>Assess and promote social, emotional and physical wellbeing</td>
</tr>
<tr>
<td>CHCPOL002</td>
<td>Develop and implement policy</td>
</tr>
<tr>
<td>CHCPOL003</td>
<td>Research and apply evidence to practice</td>
</tr>
<tr>
<td>CHCPRP001</td>
<td>Develop and maintain networks and collaborative partnerships</td>
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</table>
CHCPRP003 Reflect on and improve own professional practice
CHCPRP004 Promote and represent the service
CHCPRP005 Engage with health professionals and the health system
CHCPT002 Support the rights and safety of children and young people
CHCPRT008 Provide supervision in a secure system
CHCSET001 Work with forced migrants
CHCSET002 Undertake bicultural work with forced migrants in Australia
CHCSOH001 Work with people experiencing or at risk of homelessness
CHCYTH001 Engage respectfully with young people
CHCYTH004 Respond to critical situations
CHCYTH005 Develop and implement procedures to enable young people to address their needs
CHCYTH010 Provide services for young people appropriate to their needs and circumstances
CHCYTH012 Manage service response to young people in crisis
HLTAID006 Provide advanced first aid
BSBATSIW51 Secure funding
BSBFIM501 Manage budgets and financial plans
BSBHHRM506 Manage recruitment selection and induction processes
BSBHHRM513 Manage workforce planning
BSBINN601 Lead and manage organisational change
BSBMGT404 Lead and facilitate off-site staff
BSBMGT502 Manage people performance
BSBMGT516 Facilitate continuous improvement
BSBMGT605 Provide leadership across the organisation
BSBPMG511 Manage project scope
BSBPMG512 Manage project time
BSBPMG513 Manage project quality
BSBPMG514 Manage project cost
BSBPMG515 Manage project human resources
BSBPMG516 Manage project information and communication
BSBPMG519 Manage project stakeholder engagement
BSBPMG522 Undertake project work
BSBPUB504 Develop and implement crisis management plans
BSBRSK501 Manage risk
BSBWOR403 Manage stress in the workplace
BSBWOR502 Lead and manage team effectiveness
CPPSEC3013A Control person using empty hand techniques
PSPGOV506A Support workplace coaching and mentoring
TAEDEL502A Provide advanced facilitation practice
Distance Study

Distance study mode is available for all the Community Services 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.
Key dates and information

2016 COURSE STARTING DATES

<table>
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<tr>
<th>Date</th>
<th>Term</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
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<tbody>
<tr>
<td>1 Feb 16</td>
<td>2</td>
<td>11 April 2016</td>
<td>17 June 2016</td>
</tr>
<tr>
<td>7 Mar 16</td>
<td>3</td>
<td>11 July 2016</td>
<td>16 September 2016</td>
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<tr>
<td>11 Apr 16</td>
<td>4</td>
<td>4 October 2016</td>
<td>9 December 2016</td>
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<tr>
<td>2 May 16</td>
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<td>15 Aug 16</td>
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<td>4 Oct 16</td>
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<tr>
<td>7 Nov 16</td>
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ACADEMIC CALENDAR

<table>
<thead>
<tr>
<th>TERM</th>
<th>DATES</th>
<th>HOLIDAY</th>
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INTERNATIONAL STUDENT INFORMATION

OVERSEAS STUDENT HEALTH COVER

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<tr>
<th>LENGTH OF POLICY</th>
<th>SINGLE</th>
<th>COUPLES</th>
<th>FAMILY</th>
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<tbody>
<tr>
<td>Up to 3 months</td>
<td>$146</td>
<td>$414</td>
<td>$598</td>
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<tr>
<td>Up to 6 months</td>
<td>$292</td>
<td>$827</td>
<td>$1195</td>
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<tr>
<td>Up to 9 months</td>
<td>$437</td>
<td>$1241</td>
<td>$1792</td>
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<tr>
<td>Up to 12 months</td>
<td>$583</td>
<td>$1654</td>
<td>$2390</td>
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ACCOMMODATION

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<tr>
<th>TYPE</th>
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<tr>
<td>Placement Fees</td>
<td>$100</td>
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<tr>
<td>Homestay (4 weeks min)</td>
<td>$240 p/wk</td>
<td>3 Meals/day &amp; Utilities</td>
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<tr>
<td>Additional Nights</td>
<td>$35 per night</td>
<td>3 Meals/day &amp; Utilities</td>
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SAMPLE TIMETABLE*

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

*The sample timetable is subject to change
Enrolment procedure

**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**

**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 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](http://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
- Paid Overseas Student Health Cover
- Obtained Electronic Confirmation of Enrolment (COE) from the College
- Health check
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.
   - 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.
   - If written notice is received by BC less than 28 days before commencement, no refund will be made.
   - 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.

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:
   - The college has ceased to be registered or the course in which the student is enrolled has ceased to be registered.
   - A written letter of release has been provided by the College.
   - 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.
   - 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): $240 p/wk
Additional Nights: $35 per night

(includes all meals throughout your stay)