BRISBANE COLLEGE OF AUSTRALIA
ACCOUNTING STUDIES
COURSE INFORMATION
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Dear Potential Student,

Thank you for your interest in studying Accounting at the Brisbane College of Australia.

This document contains our Accounting Course information. There are two different Accounting courses available at our college:

- Certificate III in Financial Services (Accounts Clerical)
- Diploma of Accounting

Brisbane College of Australia is located in the prime position of Brisbane’s Central Business District surrounded by many shops, cafes, entertainment and public transport.

We have an experienced, dedicated teaching team and excellent materials. As an insight into our well-equipped facilities, we offer Counselling Services and Social Activities. Our college has a kitchen, lunchroom, computer room, printing and photocopying facilities and library available to all students. The library has a range of books, CDs and journals to assist our students in their learning experience.

Information regarding the course details, duration and entry requirements can be found in the pages to follow.

We hope this information is useful and look forward receiving your application.

Yours Sincerely

Administration Team
## 2011 Course Information

### ENROLMENT FEE

All courses require an enrolment fee of $100.00

All fees are Australian Dollars

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FULL TIME TUITION FEE</th>
<th>DURATION</th>
<th>TEXTBOOKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate III in Financial Services (Accounts Clerical)</td>
<td>$5 500</td>
<td>½ Year</td>
<td>$400</td>
</tr>
<tr>
<td>Diploma of Accounting</td>
<td>$11 000</td>
<td>1 Year</td>
<td>$450</td>
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</table>

### 2011 COURSE STARTING DATES

<table>
<thead>
<tr>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 Jan</td>
</tr>
<tr>
<td>7 Feb</td>
</tr>
<tr>
<td>7 Mar</td>
</tr>
<tr>
<td>4 Apr</td>
</tr>
<tr>
<td>3 May</td>
</tr>
<tr>
<td>6 June</td>
</tr>
<tr>
<td>11 July</td>
</tr>
<tr>
<td>1 Aug</td>
</tr>
<tr>
<td>5 Sept</td>
</tr>
<tr>
<td>3 Oct</td>
</tr>
<tr>
<td>7 Nov</td>
</tr>
<tr>
<td>5 Dec</td>
</tr>
</tbody>
</table>

### 2011 PUBLIC HOLIDAYS

<table>
<thead>
<tr>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Jan</td>
</tr>
<tr>
<td>26 Jan</td>
</tr>
<tr>
<td>22 Apr</td>
</tr>
<tr>
<td>23 Apr</td>
</tr>
<tr>
<td>25 Apr</td>
</tr>
<tr>
<td>2 May</td>
</tr>
<tr>
<td>13 June</td>
</tr>
<tr>
<td>17 Aug</td>
</tr>
<tr>
<td>26 Dec</td>
</tr>
<tr>
<td>27 Dec</td>
</tr>
</tbody>
</table>

### ACADEMIC CALENDAR

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

### OVERSEAS STUDENT HEALTH COVER

<table>
<thead>
<tr>
<th>Length of policy</th>
<th>Single</th>
<th>Family</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 3 months</td>
<td>$105.00</td>
<td>$210.00</td>
</tr>
<tr>
<td>Up to 6 months</td>
<td>$210.00</td>
<td>$420.00</td>
</tr>
<tr>
<td>Up to 9 months</td>
<td>$315.00</td>
<td>$630.00</td>
</tr>
<tr>
<td>Up to 12 months</td>
<td>$420.00</td>
<td>$840.00</td>
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</tbody>
</table>

Health Cover is provided by Bupa OSHC. All premiums include GST, are in Australian dollars and may be subject to change.

### ACCOMMODATION

<table>
<thead>
<tr>
<th>TYPE</th>
<th>PRICE ($AU)</th>
<th>PROVIDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homestay</td>
<td>$210 p/wk</td>
<td>3 Meals/day &amp; Utilities</td>
</tr>
<tr>
<td>Share Accommodation</td>
<td>$150-250 p/wk</td>
<td>Price includes an estimation of food and utilities costs.</td>
</tr>
</tbody>
</table>

Accommodation requires a $100 placement fee and additional nights for home-stay accommodation is $30 per night.

### 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 – 10:30am</td>
<td>Accounting</td>
<td>Accounting</td>
<td>Accounting</td>
<td>Accounting</td>
<td>Accounting</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>Accounting</td>
<td>Accounting</td>
<td>Accounting</td>
<td>Accounting</td>
<td>Accounting</td>
</tr>
<tr>
<td>12:15pm –1:15pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1:15pm –3:15pm</td>
<td>Accounting</td>
<td>Accounting</td>
<td>Accounting</td>
<td>Accounting</td>
<td>Accounting</td>
</tr>
</tbody>
</table>

*The sample timetable is subject to change
Certificate III in Financial Services (Accounts Clerical)

**FNS30304**

This qualification is aimed at new entrants to the Accounting Industry. It is ideally suited to those wishing to gain a basic and variety of knowledge of Accounts Clerical duties.

The course consists of 13 Units of Competency across a variety of areas including Financial Reports, Workplace Communication, Accounts Payable, Accounts Receivable, Payroll and Spreadsheets.

**Entry Requirement**
For International Students, the pre-requisite for entering this course is an IELTS score of 5.5 with no band less than 5.0 (or equivalent). A high school certificate is also required for entry to this course.

**Career and study pathway**
Successful completion of this qualification may lead to further study such as the Diploma of Accounting or employment in the Financial Services sector as an entry-level accounts clerk. The areas of employment for an entry-level employee may include: accounts payable/accounts receivable, payroll, cashier, bookkeeping, preparation of financial reports, purchases and sales and EFT/e-business.

**Learning Outcomes**
Upon completion of this course, a Certificate III in Financial Services (Accounts Clerical) will be issued. Students will gain a basic and variety of knowledge of Accounts Clerical duties. Students may continue on to the Diploma of Accounting of gain a position as an entry-level accounts clerk.

**Units of Competency**
Students must complete the 4 Industry Core and 5 Sectoral Core Units listed. They may also select 4 Elective Units 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).

**Industry Core Units**
FNSICIND301B Work in the financial services industry
FNSICGEN301B Communicate in the workplace
FNSICGEN302B Use technology in the workplace
FNSICGEN304B Apply health and safety practices in the workplace

**Sectoral Core Units**
FNSICACC304B Prepare and bank receipts
FNSICACC306B Process journal entries
FNSICGEN305B Maintain daily financial/business records
BSBCMN308A Maintain financial records
BSBADM408A Prepare financial reports

**Elective Units**
FNSICACC302B Administer financial accounts
FNSICACC301B Administer accounts payable
FNSICACC303B Prepare, match and process receipts
FNSICACC305B Process payment documentation
FNSICACC307B Reconcile and monitor accounts receivable
FNSACCT407B Set up and operate a computerised accounting system*
BSBADM308A Process payroll
BSBCMN214A Create and use simple spreadsheets

*This unit is a pre-requisite for the Diploma of Accounting. Students continuing on to the Diploma of Accounting are required to complete this unit.

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.

The duration of this course will only be offered as full time for a total of ½ year. The mode of delivery is internal on Brisbane City campus only.
Diploma of Accounting

FNS50204

Description
This qualification is aimed at those seeking to build on their Certificate III and IV qualifications and experience and gain an accounting assistant role involving: introducing and maintaining accounting systems, maintaining internal control systems, preparing tax returns and financial statements, reporting and developing business plans.

The course consists of 12 units of competency in areas such as workplace communication, financial reporting, accounting systems, professional development, budgets and forecasts, tax returns and internal control procedures.

Entry Requirement
For International Students, the pre-requisite for entering this course is an IELTS score of 5.5 with no band less than 5.0 (or equivalent). A high school certificate and the successful completion of Certificate III in Financial Services (Accounts Clerical) is also required.

Career and study pathway
After completing the Diploma of Accounting students may gain employment as an assistant accountant or accounting employee performing duties such as: preparing tax returns, maintaining accounting and internal control systems, preparing financial statements, managing small teams and developing business plans. Students may choose to go onto further study such as the Advanced Diploma of Accounting or gain credit towards a university degree such as Bachelor of Accounting.

Learning Outcomes
Upon completion of this course, a Diploma of Accounting will be issued. Students will gain a wide variety of knowledge in accounting duties. Students may continue on to the Advanced Diploma of Accounting or Bachelor of Accounting or gain a position as an assistant accountant.

Units of Competency
Students must complete the 4 Industry Core Units and 5 Sectoral Core Units listed below. 3 Elective Units are to be chosen from the listed below. Students who have completed any eligible units of competency may credit those units towards this qualification via the Recognition of Prior Learning Process (RPL).

Industry Core Units
FNSICGEN301B Communicate in the workplace
FNSICGEN302B Use technology in the workplace
FNSICGEN304B Apply health and safety practices in the workplace
FNSICIND401B Apply principles of professional practice to work in the financial services industry

Sectoral Core Units
FNSACCT502B Prepare income tax returns
FNSACCT503B Manage budgets and forecasts
FNSACCT504B Prepare financial reports for a reporting entity
FNSACCT506B Implement and maintain internal control procedures
FNSACCT507B Provide management accounting information

Electives
FNSACCT501B Provide financial and business performance information
FNSACCT505B Establish and maintain accounting information systems
FNSACCT607B Evaluate business performance
FNSICACC401B Evaluate and authorise payment requests
FNSICORG509B Maintain integrity of financial systems
FNSICORG510B Manage own professional development
FNSICORG516B Prepare financial reports to meet statutory requirements
FNSICORG517B Prepare financial forecasts and projections
FNSICORG608B Control a budget
FNSICORG609B Development and manage financial systems
FNSICADV501B  Provide appropriate services, advice and products to clients
FNSICADV502B  Provide appropriate and timely information and advice to clients

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.

The duration of this course will only be offered as full time for a total of 1 year. The mode of delivery is internal on Brisbane City campus only.
All Students must read this document carefully before signing the student agreement

**REFUND POLICY**

1. All requests for cancellations, transfers and refunds must be made in writing and require the presentation of relevant supporting documentation.
2. Upon approval the application will be refunded in accordance with the ESOS regulations.
3. No refunds will be given to students who are expelled for unacceptable behaviour or non-compliance with visa conditions.
4. If, after the full payment of fees a student withdraws an application the following will apply:
   4.1 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.
   4.2 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.
   4.3 If a student withdraws within 14 days of the commencement of the course, no refund will be made.
   4.4 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 College cannot deliver the course then we will refund your full tuition fee (including your enrolment fee).
7. The registered provider’s dispute resolution processes do not circumscribe the student’s right to pursue other legal remedies.
8. This agreement does not remove the right to take action under Australia’s consumer protection laws.
9. 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.
10. In the case of a student returning home any refund will only be made after the student ID card is returned and immigration notified.

**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.
   1.3 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 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): $210/wk
- Additional Nights: $30 per night

*(Includes all meals throughout your stay)*
Brisbane College of Australia
Application Form

PERSONAL INFORMATION

Family Name ________________________________
Given Name/s ________________________________
Date of Birth (d/m/y) ________ Sex: F □ M □
Nationality ________________________________
Language ________________________________
Passport Number ________________________________
Home Address __________________________________________________
________________________________________________
Current Address __________________________________________________
________________________________________________
________________________________________________

Note: You must notify BC of a change in address while enrolled in a course.

Telephone ________________________________
E-mail Address ________________________________

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

AIRPORT TRANSFER FEES

Transfer from airport to accommodation AU$100

Do you require Airport Transfer service?

On Arrival? Yes □ No □
On Departure? Yes □ No □

Please provide your arrival/departure details, if known, Arrival Date: __________ Time: __________
Flight Number: __________ Airport: __________
Departure Date: __________ Time: __________
Flight Number: __________ Airport: __________

VISA STATUS IN AUSTRALIA

Working Holiday □ Visitor □ Student □
Other (specify) □

Note: Please attach a passport copy for enrolment into any course. If enrolling in a certificate or diploma course please attach English test results and certified copies of your highest level of education.

RECOGNITION OF PRIOR LEARNING

I wish to apply for recognition of prior learning

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

AGREEMENT

I certify that the information provided on this form, including attachments is true and correct. I agree to the terms and conditions of enrolment and transfer and have read and understood the refund policy as set out overleaf.

__________________________________
Signature Date

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 ________________________________
Business Name of Agent ________________________________

Where to send your Application
Brisbane College of Australia
PO Box 10704 Adelaide Street
Brisbane, QLD, Australia 4000
Fax: +617-3221-0002
Email: study@bc.edu.au