



BRISBANE COLLEGE OF AUSTRALIA

COMMUNITY SERVICES COURSE INFORMATION



BRISBANE COLLEGE



Brisbane College of Australia

Accounting Courses
Business Courses
Children's Services Work
Community Services Work
TESOL Courses



Brisbane College of English

Business English
Intensive General English
Preparation for IELTS

www.bc.edu.au

Table of contents

Welcome to BC	4
About BC	5
Where are we?	6
Student benefits	7
Online community	7
Key dates and information	8
Course Starting Dates	8
Public Holidays	8
Academic Calendar	8
OSHC (Overseas Student Health Cover)	8
Student Accommodation	8
Sample Timetable	8
Enrolment Procedure	
International Students	9
Domestic Students	10
Community Services Courses	
Accelerated Courses	11
Certificate IV in Community Services Work (Domestic)	12
Diploma of Community Services Work	15
Application Checklist	20
Visa Requirements	20
Terms and Conditions of Enrolment	21
Student Application Form	22
Contact Details	23

Welcome to BC



Brisbane College of Australia and Brisbane College of English are integrated into the one campus at Brisbane College. Brisbane College offers a wide range of VET and English Courses.

Our aim is for you to excel in BC's professional yet comfortable and encouraging environment, so you can optimise learning, acquire the confidence to communicate effectively in everyday situations and be able to go on and complete further education.

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.

About BC

BC is a well-equipped college with a friendly, relaxed atmosphere conducive to optimal learning and personal growth. We provide courses tailored to meet the needs of our students and incorporate interactive learning through the use of technology and other platforms.

Our classrooms are modern, well-lit and spacious. Students have access to wireless internet as well as the computer lab.

We provide exceptional student services and provide counseling and student welfare services to our students to help you to deal with any difficulties you might face concerning your studies or personal life.

Our counsellor is highly trained with appropriate experience and academic credentials. All matters will be dealt with in strict confidence. The counsellor is available for consultation Monday – Friday.

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.

Where are we?

Brisbane College is located in the heart of Brisbane city, surrounded by cafes, shops and entertainment Venues. It is at the centre of the main shopping and business district and connected to Brisbane's impressive network of public transport, consisting of buses, trains and ferries. These different modes of transport connect the city centre to the neighboring areas such as Southbank, Spring Hill, Fortitude Valley and Kangaroo Point and outer suburbs.



BRISBANE COLLEGE 160 EDWARD ST, BRISBANE, QLD, 4000

Student benefits

Transport



Students receive discounted fares on public transport systems including the train, bus and ferry.

You can purchase Go Cards from Queensland Rail stations, some busway stations, selected newsagents and 7-Eleven stores where you see the 'buy' symbol. You can top up/recharge your Go Card at more than 1000 locations including many Queensland Rail stations, some busway stations, selected newsagents and 7-Eleven stores where you see the 'top up' symbol.

Student Prices

You can also get student prices at the cinema, tickets for events and festivals.

There are also student discounts and things to do around Brisbane and surrounding areas which are updated on our Facebook pages.

Online community

You can also join our online community by liking our pages on Facebook to keep up to date with the latest College information and events. This is also a platform for students to connect and engage in conversation.



Brisbane College of Australia



Brisbane College of English



@Brisbane College

Employment Assistance

We have a range of resources to assist our students gain employment. Email the Administration Team with your queries regarding employment and they will be able to assist you.

study@bc.edu.au

Key dates and information

2013 COURSE STARTING DATES

29 Jan	4 Mar	22 Apr	20 May	15 Jul	19 Aug	8 Oct	11 Nov
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2013 PUBLIC HOLIDAYS

1 Jan	28 Jan	29 Mar	31 Mar	1 Apr	25 Apr	6 May	14 Aug	7 Oct	25 Dec	26 Dec
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ACADEMIC CALENDER

TERM	DATES	HOLIDAY
Term 1 2013	29 January 2013 – 05 April 2013	05 April 2013 – 21 April 2013
Term 2 2013	22 April 2013 – 28 June 2013	29 June 2013 – 14 July 2013
Term 3 2013	15 July 2013 – 20 September 2013	21 September 2013 – 7 October 2013
Term 4 2013	08 October 2013 – 13 December 2013	14 December 2013 – 13 January 2014

OVERSEAS STUDENT HEALTH COVER

LEGNTH OF POLICY	SINGLE	FAMILY
Up to 3 months	\$110	\$358
Up to 6 months	\$220	\$715
Up to 9 months	\$330	\$1,073
Up to 12 months	\$440	\$1,430

ACCOMMODATION

TYPE	PRICE (\$AU)	PROVIDED
Placement Fees	\$100	N/A
Homestay (4 weeks min)	\$230 p/wk	3 Meals/day & Utilities
Additional Nights	\$33 per night	3 Meals/day & Utilities

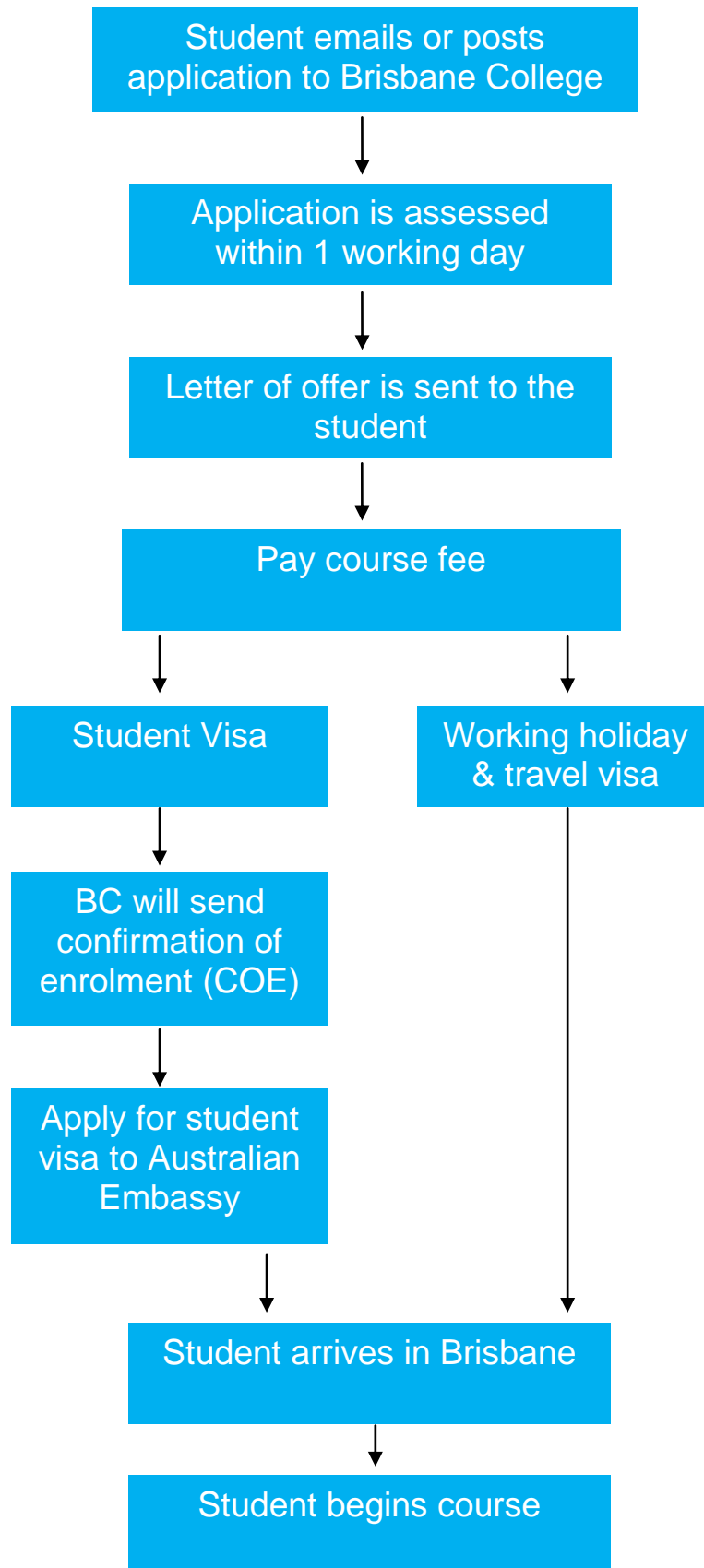
SAMPLE TIMETABLE*

DAY/TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00am -10:20am		Accounting	Accounting	Accounting	Accounting
10:30am – 10:45am	<i>Morning Break</i>				
10:45am – 12:15pm		Accounting	Accounting	Accounting	Accounting
12:15pm – 1:15pm	<i>Lunch</i>				
1:15pm – 3:15pm		Accounting	Accounting	Accounting	Accounting

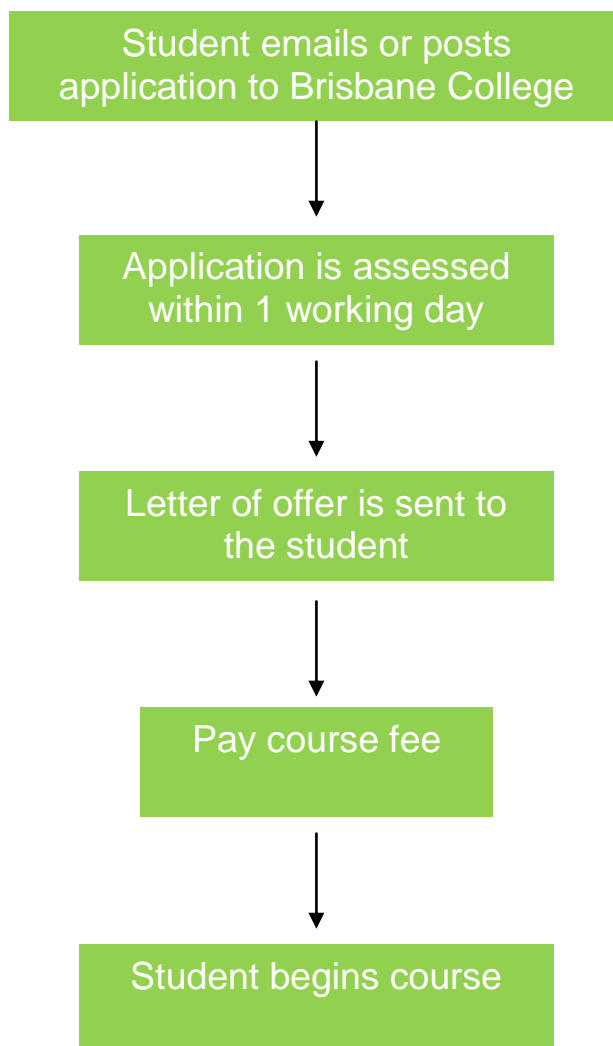
*The sample timetable is subject to change

Enrolment procedure

International Students



Enrolment procedure



Domestic
Students

ACCELERATED COMMUNITY SERVICES WORK COURSES

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.

Accelerated Course Cost

INTERNATIONAL STUDENTS

COURSE	PRICE	DURATION	TEXTBOOK
Diploma of Community Services (<i>Accelerated</i>)	\$8 500	52 weeks	\$400

CERTIFICATE IV IN COMMUNITY SERVICES WORK (DOMESTIC) CHC40708

About this course

This qualification is aimed at both new entrants to the Community Services Work sector and those seeking to build on their industry knowledge and experience or those wishing to gain the prerequisite units for the Diploma of Community Services Work. This qualification is ideally suited to those wishing to provide a range of services and interventions to clients in a range of contexts such as community based organisations, residential rehabilitation services and outreach services.

The course consists of 14 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 Work, or employment in the community services sector such as a case 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 IV in Community Services Work 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 work 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.



NATIONALLY RECOGNISED
TRAINING

ENTRY REQUIREMENTS

DOMESTIC STUDENTS

The pre-requisite for entering this course is:

- High school certificate
- Copy of highest level of qualification

COURSE DURATION

24 weeks

COURSE COST

DOMESTIC STUDENTS

Full time - \$4 250
Textbooks - \$400

COURSE DELIVERY

Internal - Brisbane City Campus

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 9 compulsory units plus a further 4 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

CHCCD412B	Work within a community development framework
CHCCHILD401B	Identify and respond to children and young people at risk
CHCCOM403A	Use targeted communication skills to build relationships
CHCCS400C	Work within a relevant legal and ethical framework
CHCCS411C	Work effectively in the community sector
CHCCS412E	Deliver and develop client services
CHCCS422B	Respond holistically to client issues and refer appropriately
CHCORG405E	Maintain an effective work environment
HLTHIR403C	Work effectively with culturally diverse clients and co-workers

Elective Units

Group A WHS electives – one unit must be selected

HLTWHS300A	Contribute to WHS processes
HLTWHS401A	Maintain workplace WHS processes

Group B elective recommended for culturally aware and respectful practice

CHCCD420B	Work to empower Aboriginal and/or Torres Strait Islander communities
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Case work and case management electives

CHCCM401D	Undertake case management
CHCCM402E	Establish and monitor a case plan
CHCCM404A	Undertake case management for clients with complex needs
CHCCM503C	Develop, facilitate and monitor all aspects of case management

Administration electives

BSBWOR204A	Use business technology
CHCADMIN305F	Work within the administration protocols of the organization
CHCADMIN403D	Undertake administrative work
CHCPOL402C	Contribute to policy development
CHCPOL403C	Undertake research activities

Advocacy electives

CHCAD401D	Advocate for clients
CHCAD402D	Support the interests, rights and needs of clients within duty of care Requirements
CHCNET301D	Participate in networks
CHCNET404B	Facilitate links with other services

Client service electives

CHCCS401C	Facilitate responsible behaviour
CHCCS403C	Provide brief intervention
CHCCS404B	Facilitate family intervention strategies
CHCCS407C	Operate referral procedures
CHCCS414A	Provide education and support on parenting, health and well being
CHCCS427B	Facilitate adult learning and development
CHCCS503B	Develop, implement and review services and programs to meet client needs
CHCCS506A	Promote and respond to workplace diversity
CHCCS521B	Assess and respond to individuals at risk of suicide
CHCCS604B	Manage the delivery of quality services to clients
CHCLLN403A	Identify clients with language, literacy and numeracy needs and respond effectively
CHCPROT409E	Provide primary residential care
CHCPROT411C	Provide for care and protection of clients in specific need
CHCRF402B	Provide intervention support to children and families
HLTCS306D	Respond effectively to behaviours of concern
HLTHIR404D	Work effectively with Aboriginal and/or Torres Strait Islander people

Community work electives

CHCCD307D	Support community resources
CHCCD401E	Support community participation
CHCCD404E	Develop and implement community programs
CHCCD413E	Work within specific communities
CHCCD420B	Work to empower Aboriginal and/or Torres Strait Islander communities
CHCCED311A	Provide sexual and reproductive health information to clients
CHCCED511A	Develop, implement and review sexual and reproductive health education programs
CHCCS421B	Undertake community sector work within own community
CHCGROUP403D	Plan and conduct group activities
CHCINF407D	Meet information needs of the community
CHCPROM502B	Implement health promotion and community intervention

Domestic and family violence

CHCDFV301A	Recognise and respond appropriately to domestic and family violence
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Settlement work

CHCCH427B	Work effectively with people experiencing or at risk of homelessness
CHCCS421B	Undertake community sector work within own community
CHCSW401A	Work effectively with forced migrants
CHCSW402B	Undertake bicultural work with forced migrants in Australia
TAEDEL402A	Plan, organise and facilitate learning in the workplace

Working with children and young people

CHCCHILD404B	Support the rights and safety of children and young people
CHCYTH301E	Work effectively with young people
CHCYTH402C	Work effectively with young people in the youth work context
CHCYTH404E	Support young people in crisis (Note pre-requisite: CHCYTH301E)
CHCYTH511B	Work effectively with young people and their families

Working with people with alcohol and other drug issues

CHCAOD402B	Work effectively in the alcohol and other drugs sector
CHCAOD407E	Provide needle and syringe services
CHCAOD408B	Assess needs of clients with alcohol and/or other drugs issues
CHCAOD409E	Provide alcohol and/or other drug withdrawal services
HLTFA311A	Apply first aid
HLTFA412A	Apply advanced first aid (Note pre-requisite: HLTFA311A)

Working with older people

CHCAC416A	Facilitate support responsive to the specific nature of dementia
CHCAC417A	Implement interventions with older people at risk of falls
CHCPA402B	Plan for and provide care services using a palliative approach

Working with people with disabilities

CHCCS413B	Support individuals with autism spectrum disorder
CHCDIS301C	Work effectively with people with a disability
CHCDIS410A	Facilitate community participation and inclusion
CHCDIS411A	Communicate using augmentative and alternative communication strategies

Working with people with mental health issues

CHCMH402B	Apply understanding of mental health issues and recovery processes
CHCMH411A	Work with people with mental health issues

Team coordination and supervision

CHCCS417B	Provide support and care relating to suicide bereavement
CHCCS426B	Provide support and care relating to loss and grief
CHCORG406C	Supervise work
CHCORG423C	Maintain quality service delivery

Social housing work

CHCCH301C	Work effectively in social housing
CHCCH410B	Manage and maintain tenancy agreements and services
CHCCS416B	Assess and provide services for clients with complex needs

Homelessness support

CHCCH301C	Work effectively in social housing
CHCCH427B	Work effectively with people experiencing or at risk of homelessness
CHCCS416B	Assess and provide services for clients with complex needs

Financial literacy education

CHCFLE301A	Work with clients needing financial literacy education
CHCFLE302A	Educate clients in fundamental financial literacy skills
CHCFLE303A	Educate clients to understand debt and consumer credit

Oral health

CHCOHC401A	Inform and encourage clients and groups to understand and achieve good oral health
CHCOHC402A	Support clients and groups to learn practical aspects of oral health care

DIPLOMA OF COMMUNITY SERVICES WORK

CHC50612



About this course

This qualification is aimed those seeking to build on their Certificate IV 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 18 units of competency in areas such as 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 and working with people with mental health issues.

Career and study pathway

After completing the Diploma of Community Services work 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 Work 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.

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
- CHCCS411A Work effectively in the community sector (Cert IV)
- HLTHIR403B Work effectively with culturally diverse clients and co-workers (Cert IV)

*If students have not completed the above two units or equivalent, they will be completed prior to the commencement of the Diploma Course.

DOMESTIC STUDENTS

The pre-requisite for entering this course is:

- High school certificate
- Copy of highest level of qualification
- CHC40708 Certificate IV Community Services Work

COURSE DURATION

INTERNATIONAL STUDENTS

1.5 years

DOMESTIC STUDENTS

52 weeks

COURSE COST

INTERNATIONAL STUDENTS

Full time - \$12 500
Textbooks - \$400

DOMESTIC STUDENTS

Full time - \$8 500
Textbooks - \$400

COURSE DELIVERY

Internal - Brisbane City Campus

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 11 core units plus a further 7 electives from the list below. Students who have completed any eligible units of competency may credit those units towards this qualification.

Core Units

CHCCD514B	Implement community development strategies
CHCCM503C	Develop, facilitate and monitor all aspects of case management
CHCCOM504B	Develop, implement and promote effective workplace communication
CHCCS500B	Conduct complex assessment and referral
CHCCSL501A	Work within a structured counselling framework
CHCCW503A	Work intensively with clients
CHCGROUP403D	Plan and conduct group activities
CHCLD415A	Confirm client developmental status
CHCLD514B	Analyse impacts of sociological factors on clients in community work and Services
CHCORG428A	Reflect on and improve own professional practice
HLTWHS300B	Contribute to OHS processes

Electives

Group A electives – one unit must be selected

CHCAD504A	Provide advocacy and representation services
CHCAD603B	Provide systems advocacy services

Group B electives – one unit must be selected

CHCCS502C	Maintain legal and ethical work practices
CHCCS522B	Address complex legal and ethical issues in professional practice (Note pre-requisite CHCCS400B)
CHCCSL508B	Apply legal and ethical responsibilities in counselling practice

Group C electives – elective recommended for culturally aware and respectful practice

HLTHIR404D	Work effectively with Aboriginal and/or Torres Strait Islander people
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Domestic and family violence electives

CHCDFV402C	Manage own professional development in responding to domestic and family violence
CHCDFV404C	Promote community awareness of domestic and family violence
CHCDFV505C	Counsel clients affected by domestic and family violence
CHCDFV509D	Work with users of violence to effect change
CHCDFV510D	Facilitate workplace debriefing and support processes

Settlement work electives

CHCAD401D	Advocate for clients
CHCCM402E	Establish and monitor a case plan
CHCCS421B	Undertake community sector work within own community
CHCCS607E	Coordinate in-service assessment and response to address client needs
CHCSW401A	Work effectively with forced migrants
CHCSW402B	Undertake bicultural work with forced migrants in Australia

Counseling and pastoral care electives

CHCCSL502A	Apply specialist interpersonal and counselling interview skills
CHCCSL503B	Facilitate the counselling relationship
CHCCSL507B	Support clients in decision-making processes
CHCCSL509A	Reflect and improve upon counselling skills (Note pre-requisites CHCCSL501A, CHCCSL503B, CHCCSL507B)
PUADEFCH001B	Provide pastoral care
PUADEFCH002C	Provide ethical and pastoral advice

Working with people with disabilities

CHCDIS301C	Work effectively with people with a disability
CHCDIS302A	Maintain an environment to empower people with disabilities
CHCDIS322A	Support community participation and inclusion
CHCDIS400C	Provide care and support
CHCDIS404C	Design procedures for support
CHCDIS507C	Design and adapt surroundings to group requirements
CHCDIS509E	Maximise participation in work by people with disabilities
CHCDIS511A	Coordinate services for people with disabilities

Working with children and young people

CHCCHILD401B	Identify and respond to children and young people at risk
CHCCS521B	Assess and respond to individuals at risk of suicide
CHCYTH301E	Work effectively with young people
CHCYTH404E	Support young people in crisis (Note pre-requisite: CHCYTH301E)
CHCYTH506B	Provide services for young people appropriate to their needs and Circumstances
CHCYTH608D	Manage service response to young people in crisis

Working with people with mental health issues

CHCCS521B	Assess and respond to individuals at risk of suicide
CHCMH408C	Provide interventions to meet the needs of consumers with mental health and AOD issues
CHCMH409A	Facilitate consumer, family and carer participation in the recovery process
CHCMH411A	Work with people with mental health issues
CHCMH504E	Provide a range of services to people with mental health issues

Working with people with alcohol and other drug issues

CHCAOD408B	Assess needs of clients with alcohol and/or other drugs issues
CHCAOD409E	Provide alcohol and/or other drug withdrawal services
HLTFA311A	Apply first aid
HLTFA412A	Apply advanced first aid (Note pre-requisite: HLTFA301C)

Social housing electives

CHCCH427B	Work effectively with people experiencing or at risk of homelessness
CHCCH428B	Work effectively within the Australian housing system
CHCCH522B	Undertake outreach work

Administration and coordination electives

CHCADMIN508B	Manage limited budgets and financial accountabilities
CHCADMIN604B	Manage the finances, accounts and resources of an organisation
CHCCD516B	Work within organisation and government structures to enable community development outcomes
CHCCS400C	Work within a relevant legal and ethical framework
CHCINF505D	Meet statutory and organisation information requirements
CHCORG506E	Coordinate the work environment
CHCORG525D	Recruit and coordinate volunteers
CHCPOL504B	Develop and implement policy
PSPMNGT605B	Manage diversity

Evidence and research based practice

CHCPOL403C	Undertake research activities
CHCPOL501A	Access evidence and apply in practice

Community development electives

CHCCD505E	Develop community resources
CHCCD508D	Support community action
CHCCD509C	Support community leadership
CHCCD606C	Establish and develop community organisations
CHCCD615A	Develop and implement community development strategies
CHCPOL505B	Manage research activities

Community education electives

CHCCD402B	Develop and provide community education projects
CHCCED311A	Provide sexual and reproductive health information to clients
CHCCED511A	Develop, implement and review sexual and reproductive health education programs
CHCCS414A	Provide education and support on parenting, health and well being
CHCPROM502B	Implement health promotion and community intervention

Financial, language, literacy and numeracy electives

CHCFLE301A	Work with clients needing financial literacy education
CHCFLE302A	Educate clients in fundamental financial literacy skills
CHCFLE303A	Educate clients to understand debt and consumer credit
CHCLLN403A	Identify clients with language, literacy and numeracy needs and respond effectively

Oral health

CHCOHC401A	Inform and encourage clients and groups to understand and achieve good oral health
CHCOHC402A	Support and encourage clients and groups to learn practical aspects of oral health care

APPLICATION CHECKLIST

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 and highest level of qualification
- Check for course prerequisites

Domestic Students

- Application Form
- Copy of Passport
- Copy of High School Certificate and highest level of qualification
- Check for course prerequisites

VISA REQUIREMENTS

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 medical insurance at Medibank Private

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 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:
 - 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.
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.
 - 5.1 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.

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)

BRISBANE COLLEGE OF AUSTRALIA

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 _____
 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

Do you require OSHC? Single Family No

Month	3	6	12	18	24
Single	\$110	\$220	\$440	\$676	\$901
Family	\$358	\$715	\$1,430	\$2,532	\$3,376

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

ENGLISH COURSES

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

Business English General English IELTS

Term 1: 29 Jan – 5 Apr Term 2: 22 Apr – 28 Jun

Term 3: 15 Jul – 20 Sep Term 4: 8 Oct – 13 Dec

Less than 9 weeks start date: ____/____/____

VOCATIONAL COURSES

Please write the name of the course you are applying for

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

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.

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

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

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 _____

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: _____



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