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
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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 optimize 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.
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 exception 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.
**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.

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**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.

- [Facebook](#) Brisbane College of Australia
- [Facebook](#) Brisbane College of English
- [Twitter](#) @Brisbane College

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**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

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan</td>
<td>29 Jan</td>
</tr>
<tr>
<td>Mar</td>
<td>4 Mar</td>
</tr>
<tr>
<td>Apr</td>
<td>22 Apr</td>
</tr>
<tr>
<td>May</td>
<td>20 May</td>
</tr>
<tr>
<td>Jul</td>
<td>15 Jul</td>
</tr>
<tr>
<td>Aug</td>
<td>19 Aug</td>
</tr>
<tr>
<td>Oct</td>
<td>8 Oct</td>
</tr>
<tr>
<td>Nov</td>
<td>11 Nov</td>
</tr>
</tbody>
</table>

2013 PUBLIC HOLIDAYS

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan</td>
<td>1 Jan</td>
</tr>
<tr>
<td>Jan</td>
<td>28 Jan</td>
</tr>
<tr>
<td>Mar</td>
<td>29 Mar</td>
</tr>
<tr>
<td>Mar</td>
<td>31 Mar</td>
</tr>
<tr>
<td>Apr</td>
<td>1 Apr</td>
</tr>
<tr>
<td>Apr</td>
<td>25 Apr</td>
</tr>
<tr>
<td>May</td>
<td>6 May</td>
</tr>
<tr>
<td>Aug</td>
<td>14 Aug</td>
</tr>
<tr>
<td>Oct</td>
<td>7 Oct</td>
</tr>
<tr>
<td>Dec</td>
<td>25 Dec</td>
</tr>
<tr>
<td>Dec</td>
<td>26 Dec</td>
</tr>
</tbody>
</table>

ACADEMIC CALENDAR

<table>
<thead>
<tr>
<th>TERM</th>
<th>DATES</th>
<th>HOLIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1 2013</td>
<td>29 January 2013 – 05 April 2013</td>
<td>05 April 2013 – 21 April 2013</td>
</tr>
</tbody>
</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>$110</td>
<td>$358</td>
</tr>
<tr>
<td>Up to 6 months</td>
<td>$220</td>
<td>$715</td>
</tr>
<tr>
<td>Up to 9 months</td>
<td>$330</td>
<td>$1,073</td>
</tr>
<tr>
<td>Up to 12 months</td>
<td>$440</td>
<td>$1,430</td>
</tr>
</tbody>
</table>

ACCOMMODATION

<table>
<thead>
<tr>
<th>TYPE</th>
<th>PRICE ($AU)</th>
<th>PROVIDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Placement Fees</td>
<td>$100</td>
<td>N/A</td>
</tr>
<tr>
<td>Homestay (4 weeks min)</td>
<td>$230 p/wk</td>
<td>3 Meals/day &amp; Utilities</td>
</tr>
<tr>
<td>Additional Nights</td>
<td>$33 per night</td>
<td>3 Meals/day &amp; Utilities</td>
</tr>
</tbody>
</table>

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 - 10:20am</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><strong>Morning Break</strong></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><strong>Lunch</strong></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
Enrolment procedure

1. Student emails or posts application to Brisbane College
2. Application is assessed within 1 working day
3. Letter of offer is sent to the student
4. Pay course fee
5. BC will send confirmation of enrolment (COE)
6. Apply for student visa to Australian Embassy
7. Student arrives in Brisbane
8. Student begins course

International Students

- Student Visa
- Working holiday & travel visa
Enrolment procedure

1. Student emails or posts application to Brisbane College
2. Application is assessed within 1 working day
3. Letter of offer is sent to the student
4. Pay course fee
5. Student begins course
Elementary Level

Students in the Elementary Level have studied English before, but they need more practice and more confidence. Students entering this course usually do so with the general goal of improving their reading, writing, listening and speaking skills for use in daily life. You will finish this level with a strong, basic English ability.

Pre-Intermediate Level

The Pre-Intermediate Level class focuses on participation in many class activities where you practice new language structures in real life situations. Students entering this course usually do so with the general goal of improving their reading, writing, listening and speaking skills for use in daily life. Students will improve their competency where all skills are combined. This course also contains a wide range of genres for students to practice, and therefore students will understand how English is used in a multitude of social contexts.

Intermediate Level

Intermediate Level students take a significant step up in the level of language that they learn. This level is very challenging, and a strong grasp of basic communication skills, grammar and vocabulary is very important. Students entering this course usually do so with the general goal of improving their reading, writing, listening and speaking skills for use in daily life. Students will be able to read and write more complex texts from a wide range of contexts.

Upper-Intermediate Level

The Upper Intermediate Level involves a significant change in the communication skills, grammar and vocabulary learned at the Intermediate Level. Here, students are challenged through the practical application of advanced language structures. This will involve active participation in classroom discussions of various topics as well as the opportunity for students to extend the use of their language skills beyond everyday conversations.

ENTRY REQUIREMENTS

No entry requirements.

COURSE COST

FULL TIME (20 hours per week)
Minimum 2 weeks | Maximum 52 weeks
Duration - Over 10 weeks
Cost - $245 per week
Textbook + Material - $10 per week

Duration - Under 10 weeks
Cost - $250 per week
Textbook + Material - $10 per week

PART TIME (15 hours per week)
Minimum 2 weeks | Maximum 52 weeks
Duration - Over 10 weeks
Cost - $185 per week
Textbook + Material - $10 per week

Duration - Under 9 weeks
Cost - $190 per week
Textbook + Material - $10 per week

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
Advanced Level
Course Length: 4 - 12 weeks

The Advanced Level follows on from the language learned at the Upper Intermediate Level. With extra attention focused on polishing your mastery and fluency of higher level language structures. At the Advanced Level, students language skills are tested in real life work situations. Students entering this course usually do so with the general goal of improving their presentation skills, thinking and problem solving skills.
Intermediate
Course Length: 4 - 24 weeks

**Description**
The Intermediate level Business English course is suited to students who wish to improve their English skills for working in a business environment. The course gives students practice in reading and writing business correspondence, and also challenges students’ problem solving and communication skills in a business context. During the course students will develop their skills in dealing with figures, starting presentations, taking part in meetings, managing meetings, negotiating, making arrangements on the telephone, socialising - introduction and networking, social English, problem-solving, decision making and presentation techniques.

Upper-Intermediate
Course Length: 4 - 24 weeks

**Description**
The Business English - Upper Intermediate course is suited to students who wish to improve their professional Business English skills. The course gives students advanced practice in reading and writing business correspondence, and also demands a high level of problem solving and communication skills in a business context. During the course students will develop their skills in problem solving on the phone, brainstorming, networking, negotiating, handling difficult situations, reaching agreement, making presentations, summarising in presentations, resolving conflict, active listening, asking and answering difficult questions, and putting people at ease.presentation techniques.
About Cambridge Examinations

Cambridge exams are a set of papers based on real life situations, which test how well the person sitting the exam uses the English language. Each test is returned to the University of Cambridge for marking and assessment, except for the speaking exam, which is conducted by locally based examiners. There are 4 levels of Cambridge exams, these are; the Preliminary English Test (PET), First Certificate in English (FCE), Certificate in Advanced English (CAE) and Certificate of Proficiency in English (CPE). They vary in difficulty level from intermediate (PTE) to very advanced (CPE). The certificates awarded for successful completion of these exams are recognised around the world as proof of the person’s level of English.

Cambridge First Certificate in English (FCE) Preparation

Course Length: 12 weeks

Description
The Cambridge First Certificate in English (FCE) is an upper intermediate level exam, which is recognised by employers and many universities and educational institutions throughout the world as proof of intermediate level English skills, and accepted as meeting part of their entrance requirements.

The course is designed to prepare students to sit the Cambridge FCE exam, and will focus on each of the 5 areas that make up the exam; these are reading, writing, use of English, listening, and speaking. The outcomes of the course for the learner include; advanced vocabulary usage, pronunciation and grammar skills, spontaneous conversation skills in a wide range of contexts, reading complex texts and understanding the writing purpose for every-day contexts.

ENTRY REQUIREMENTS

CAMBRIDGE FIRST CERTIFICATE IN ENGLISH (FCE PREPARATION)

- Satisfactory completion of General English at Intermediate (GE3) or an IELTS practice test score of above 4.5 or undergo the BCE placement Test.

COURSE COST

DURATION - 12 weeks
COST - $2 950
Textbook + Material - $10 per week

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
Cambridge Certificate in Advanced English (CAE) Preparation

Course Length: 12 weeks

Description
The Cambridge Certificate in Advanced English is an advanced level exam. This certificate is recognised throughout the world and seen by many institutions of higher education as proof of adequate languages skills for courses taught and assessed in English.

The course is designed to prepare students to sit the Cambridge CAE exam, focusing on each of the 5 areas that make up the exam, these are reading, writing, use of English, listening, and speaking. The outcomes of the course for the learner include; advanced vocabulary usage, pronunciation and grammar skills, spontaneous conversation skills at an advanced level, understanding the writing purpose for everyday contexts and the ability to read advanced and complex texts.

ENTRY REQUIREMENTS
CAMBRIDGE CERTIFICATE IN ADVANCED ENGLISH (CAE) PREPARATION

- Satisfactory completion of General English at Upper-intermediate (GE4) or an IELTS practice test score of above 5.0 or undergo the BCE placement Test.

COURSE COST

| DURATION | - 12 weeks |
| COST     | - $2 950   |
| Textbook + Material | - $10 per week |

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
About preparation for IELTS

Course Length: 4 - 24 weeks

Description
Students entering this course usually do so with the general goal of improving their reading, writing, listening and speaking skills for academic purposes, and to reach an appropriate IELTS score for the purposes of entering a university in Australia, or immigration to an English speaking country.

Placement Levels

Your placement in the below levels is determined by a paper test and oral interview when you enter the school. Level placement is based on your knowledge of English and on your ability to communicate. These scores below are approximate:

<table>
<thead>
<tr>
<th>LEVEL</th>
<th>TOEIC</th>
<th>IELTS Scores</th>
<th>TOEFL</th>
<th>(CBT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced</td>
<td>750 – 900</td>
<td>6 – 9</td>
<td>580 – 680</td>
<td>250 - 300</td>
</tr>
<tr>
<td>Upper Intermediate</td>
<td>650 – 750</td>
<td>5 – 6</td>
<td>525 – 580</td>
<td>195 - 250</td>
</tr>
<tr>
<td>Pre Intermediate</td>
<td>500 – 600</td>
<td>3 – 4</td>
<td>425 – 475</td>
<td>113 – 150</td>
</tr>
<tr>
<td>Elementary</td>
<td>300 – 500</td>
<td>N/A</td>
<td>300 – 425</td>
<td>40 – 113</td>
</tr>
</tbody>
</table>

ENTRY REQUIREMENTS

- Satisfactory completion of General English at Intermediate (GE3) or an IELTS practice test score of above 4.5.

A score of 4.5 has been set to allow students unfamiliar with IELTS or of a lower-level English ability the opportunity to increase their competence and reach a band level of 6.5 or above.

COURSE COST

FULL TIME (20 hours per week)
Minimum 2 weeks | Maximum 52 weeks

<table>
<thead>
<tr>
<th>Duration</th>
<th>Cost</th>
<th>Textbook + Material</th>
</tr>
</thead>
<tbody>
<tr>
<td>Over 10 weeks</td>
<td>$245 per week</td>
<td>$10 per week</td>
</tr>
<tr>
<td>Under 10 weeks</td>
<td>$250 per week</td>
<td>$10 per week</td>
</tr>
</tbody>
</table>

PART TIME (15 hours per week)
Minimum 2 weeks | Maximum 52 weeks

<table>
<thead>
<tr>
<th>Duration</th>
<th>Cost</th>
<th>Textbook + Material</th>
</tr>
</thead>
<tbody>
<tr>
<td>Over 10 weeks</td>
<td>$185 per week</td>
<td>$10 per week</td>
</tr>
<tr>
<td>Under 9 weeks</td>
<td>$190 per week</td>
<td>$10 per week</td>
</tr>
</tbody>
</table>

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
Prior to submitting your application form, ensure that you have all the supporting documents by completing the application checklist below.

**APPLICATION CHECKLIST**

### 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

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**VISA REQUIREMENTS**

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
- Obtained Electronic Confirmation of Enrolment (COE) from the College
- Health check
- Paid medical insurance at Medibank Private
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:
   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.
   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.
   3. If a student withdraws within 14 days of the commencement of the course, no refund will be made.
   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.

TRANSFER POLICY

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

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).

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 ☐
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 _____________________

How did you hear about us?
Our Website ☐ Friend/Family ☐
Agency ☐ Advertisement ☐
School ☐ Facebook ☐
Other: _______________________

Where to send your application:
Brisbane College of Australia
PO Box 10704 Adelaide Street
Brisbane Qld Australia 4000
Email: study@bc.edu.au