COURSE INFORMATION

Intensive General English (10 weeks)
This General English Course is designed for adults and young adults based on a communicative approach that combines current methodology with special new features designed to make learning and teaching easier. It is for Students who want to communicate effectively. Vocabulary and grammar are given equal importance and there is a strong focus on listening and speaking in social situations.

Business English (Intermediate 10 weeks)
The Business English Courses is an Intermediate English Course and gives a unique overview of business today that gives students both an opportunity to see key language in context and to expand their business knowledge and horizons. This Course includes topics that not only cover general business areas such as company structure and marketing but also more serious and complex issues such as logistics and finance. There are also controversial issues such as executive pay and counterfeiting and topics with a wider economic perspective such as lobbies and the developing economies.

Business English (Upper Intermediate 10 weeks)
The Upper Intermediate Business English Course will greatly improve your ability to communicate in English in a wide range of business situations. This course includes developing essential business communication skills such as making presentations, taking part in meetings, negotiating, telephoning, and using English in social situations. There are also a number of case studies that will be examined to give you the opportunity to practise your speaking skills in realistic business situations.

English for Academic purpose (10 weeks)
This course is designed for English in the academic environment and will equip you with the skills needed to study in Australia. It includes vocabulary and language skills, essay and report writing, academic listening and reading, note-taking, presentation, academic research, critical analysis, discussion and referencing.

Preparation for IELTS (Achieve Score 5.5 - 10 weeks)
The IELTS Preparation Course is for students at an intermediate to upper intermediate level offering short practice activities, builds confidence by showing how to approach authentic test level tasks, familiarises students with every part of the test in regular IELTS Test practice sections, increases students’ chance of test success by showing them how to maximise their band score.

Preparation for IELTS (Achieve Score 6.0 and over - 10 weeks)
The IELTS Preparation Course is for students at an upper intermediate to advanced level offering short practice activities, builds confidence by showing how to approach authentic test level tasks, familiarises students with every part of the test in regular IELTS Test practice sections, increases students’ chance of test success by showing them how to maximise their band score.

DURATION AND TUITION FEES

<table>
<thead>
<tr>
<th>Duration</th>
<th>Tuition Fees</th>
<th>Textbook hire and material will be $10 per week.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per week</td>
<td>$370</td>
<td></td>
</tr>
<tr>
<td>6 months</td>
<td>$6,000</td>
<td></td>
</tr>
<tr>
<td>12 months</td>
<td>$12,000</td>
<td></td>
</tr>
</tbody>
</table>

2014 COURSE DATES

<table>
<thead>
<tr>
<th>Session</th>
<th>Dates</th>
<th>Holidays</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Year Session</td>
<td>6 January – 24 January</td>
<td>No holidays</td>
</tr>
<tr>
<td>Spring Session</td>
<td>28 January – 4 April</td>
<td>5 April – 21 April</td>
</tr>
<tr>
<td>Summer Session</td>
<td>22 April – 27 June</td>
<td>28 June – 13 July</td>
</tr>
<tr>
<td>Autumn Session</td>
<td>14 July – 19 September</td>
<td>20 September – 6 October</td>
</tr>
<tr>
<td>Winter Session</td>
<td>7 October – 12 December</td>
<td>13 December – 27 January</td>
</tr>
</tbody>
</table>
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:
   5.1 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.
   5.2 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.
   5.3 If a student withdraws within 14 days of the commencement of the course, no refund will be made.
   5.4 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.
6.1 The administration fee will be no more than the lesser of $250 and 5% of the total amount of course money that BC received in respect of the student for the course before the default date.
7. If the course has not commenced and BC cannot deliver the course, BC will refund your full tuition fee (including your enrolment fee).
8. If the course has commenced and BC can no longer deliver the course, BC will give a full refund of the tuition fees for all course money paid.
9. The registered provider’s dispute resolution processes do not circumscribe the student’s right to pursue other legal remedies.
10. This agreement does not remove the right to take action under Australia’s consumer protection laws.
11. BC may provide student information, including enrolment details, visa-related information, academic performance and attendance records, to Australian Commonwealth and State agencies and to the managers of the ESOS Assurance Fund.
12. In the case of a student returning home any refund will only be made after the student ID card is returned and immigration notified.

TRANSFER POLICY

1. Under Student Visa Regulations it is not possible to transfer to another educational 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 EDUCATIONAL INSTITUTION

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

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)
**APPLICATION FORM**

### PERSONAL INFORMATION

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family Name</td>
<td></td>
</tr>
<tr>
<td>Given Name/s</td>
<td></td>
</tr>
<tr>
<td>Date of Birth (d/m/y)</td>
<td><strong><strong>/</strong></strong>/____</td>
</tr>
<tr>
<td>Language</td>
<td></td>
</tr>
<tr>
<td>Nationality</td>
<td></td>
</tr>
<tr>
<td>Passport Number</td>
<td></td>
</tr>
<tr>
<td>E-mail Address</td>
<td></td>
</tr>
<tr>
<td>Phone Number</td>
<td></td>
</tr>
<tr>
<td>Home Address</td>
<td></td>
</tr>
<tr>
<td>Current Address</td>
<td></td>
</tr>
</tbody>
</table>

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?

### 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 □

### 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

### 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 □

<table>
<thead>
<tr>
<th>Month</th>
<th>3</th>
<th>6</th>
<th>12</th>
<th>18</th>
<th>24</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single</td>
<td>$124</td>
<td>$248</td>
<td>$495</td>
<td>$758</td>
<td>$1,010</td>
</tr>
<tr>
<td>Family</td>
<td>$447</td>
<td>$894</td>
<td>$1,788</td>
<td>$3,167</td>
<td>$4,222</td>
</tr>
</tbody>
</table>

### 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

- Campus location: □ Brisbane City □ Blackstone
  - *Student Visa applicants can only enrol in Brisbane City Campus

### ENGLISH COURSES

- Students holding students visas are required to study full-time
  - Full-Time □ Part-Time □
- Business English □ General English □ IELTS □ English for Academic purpose □

2014 Course Dates

- New Year Session □ Spring Session □
- Summer Session □ Autumn Session □
- Winter Session □

- Number of weeks study: ____________
- Course start date: __/__/____

SURVEY

- How did you hear about us?
  - Our Website □ Friend/Family □
  - Agency □ Advertisement □
  - School □ Facebook □
  - Other: _______________________________________

AGREEMENT

I certify that the information provided on this form, including attachments is true and correct. I have read, understand and agree to the terms and conditions of enrolment as set out overleaf (pages one and two).

_________________________         ____/____/____
Signature                                       Date

Application forms must be signed and complete.

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