## English Language Studies

**ENROLMENT FEE**
All courses require an enrolment fee of $100.00

**2008 Course information**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FULL TIME TUITION FEE</th>
<th>DURATION</th>
<th>TEXT BOOKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>General English</td>
<td>2-12 Weeks duration</td>
<td>$290 per week</td>
<td>Courses start every Monday (Tuesday if Monday is a Public Holiday)</td>
</tr>
<tr>
<td></td>
<td>13-24 Weeks duration</td>
<td>$275 per week</td>
<td></td>
</tr>
<tr>
<td></td>
<td>25-36 Weeks duration</td>
<td>$260 per week</td>
<td>Preferred starting dates (please see below in Course Starting dates)</td>
</tr>
<tr>
<td></td>
<td>37-48 Weeks duration</td>
<td>$250 per week</td>
<td></td>
</tr>
<tr>
<td></td>
<td>49 + Weeks duration</td>
<td>$240 per week</td>
<td>$10 per week</td>
</tr>
<tr>
<td>IELTS</td>
<td>First Certificate in English (FCE) $3 000</td>
<td>10 weeks</td>
<td>$150</td>
</tr>
<tr>
<td></td>
<td>Certificate in Advanced English (CAE) $3 000</td>
<td>7 Jan – 7 Mar 08, 1 Apr – 7 Jun 08, 29 Sep – 5 Dec 08</td>
<td></td>
</tr>
<tr>
<td>Business English</td>
<td>$2 750 / 12 weeks</td>
<td>12-48 weeks</td>
<td>$10 per week</td>
</tr>
<tr>
<td>Certificate I-IV in English Proficiency</td>
<td>$2 750 / 12 weeks</td>
<td>12-48 weeks</td>
<td>$10 per week</td>
</tr>
<tr>
<td>TESOL for Children</td>
<td>$1 150</td>
<td>4 weeks</td>
<td>$100</td>
</tr>
<tr>
<td>Certificate in TESOL</td>
<td>$2 300</td>
<td>8 weeks</td>
<td>$100</td>
</tr>
<tr>
<td>Certificate IV in TESOL</td>
<td>$2 500</td>
<td>8 weeks</td>
<td>$150</td>
</tr>
<tr>
<td><strong>BUSINESS STUDIES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diploma of Business Marketing</td>
<td>$9 250</td>
<td>1 year</td>
<td>$250</td>
</tr>
<tr>
<td>Diploma of International Business</td>
<td>$9 250</td>
<td>1 year</td>
<td>$250</td>
</tr>
<tr>
<td>Diploma of Business</td>
<td>$9 250</td>
<td>1 year</td>
<td>$250</td>
</tr>
<tr>
<td>Certificate IV in Business</td>
<td>$4 500</td>
<td>½ year</td>
<td>$250</td>
</tr>
<tr>
<td><strong>HOSPITALITY STUDIES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diploma of Events Management</td>
<td>$9 250 / $14 000</td>
<td>1 year / 1 ½ years</td>
<td>$250</td>
</tr>
<tr>
<td><strong>TOURISM STUDIES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diploma of Tourism</td>
<td>$9 250 / $14 000</td>
<td>1 year / 1 ½ years</td>
<td>$250</td>
</tr>
<tr>
<td>Certificate III in Tourism</td>
<td>$4 500</td>
<td>½ year</td>
<td>$100</td>
</tr>
<tr>
<td><strong>CHILDREN’S SERVICES STUDIES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advanced Diploma of Children’s Services</td>
<td>$22 000</td>
<td>3 years</td>
<td>$300</td>
</tr>
<tr>
<td>Diploma of Children’s Services</td>
<td>$18 500</td>
<td>2 years</td>
<td>$200</td>
</tr>
<tr>
<td>Certificate III in Children’s Services</td>
<td>$8 000</td>
<td>8 months</td>
<td>$150</td>
</tr>
</tbody>
</table>

### School Term and Holidays

**TERM**
<table>
<thead>
<tr>
<th>TERM</th>
<th>TERM DATES</th>
<th>HOLIDAY PERIOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 4</td>
<td>6th October 2008 – 26th December 2008</td>
<td>29th December – 4th January 2009</td>
</tr>
</tbody>
</table>

### Course Starting Dates

**General English Courses**

<table>
<thead>
<tr>
<th>2008/2009</th>
<th>6 Oct</th>
<th>3 Nov</th>
<th>1 Dec</th>
<th>5 Jan</th>
<th>2 Feb</th>
<th>2 Mar</th>
<th>6 Apr</th>
<th>5 May</th>
<th>1 Jun</th>
<th>6 Jul</th>
<th>3 Aug</th>
<th>7 Sep</th>
</tr>
</thead>
</table>

**Certificate I-IV in English Proficiency starting dates**

<table>
<thead>
<tr>
<th>2008/2009</th>
<th>6 Oct</th>
<th>3 Nov</th>
<th>1 Dec</th>
<th>5 Jan</th>
<th>2 Feb</th>
<th>2 Mar</th>
<th>6 Apr</th>
<th>5 May</th>
<th>1 Jun</th>
<th>6 Jul</th>
<th>3 Aug</th>
<th>7 Sep</th>
</tr>
</thead>
</table>

**TESOL Courses** – First week of every month

<table>
<thead>
<tr>
<th>2008/2009</th>
<th>6 Oct</th>
<th>3 Nov</th>
<th>1 Dec</th>
<th>5 Jan</th>
<th>2 Feb</th>
<th>2 Mar</th>
<th>6 Apr</th>
<th>5 May</th>
<th>1 Jun</th>
<th>6 Jul</th>
<th>3 Aug</th>
<th>7 Sep</th>
</tr>
</thead>
</table>

**Business Courses** – First week of every month

<table>
<thead>
<tr>
<th>2008/2009</th>
<th>6 Oct</th>
<th>3 Nov</th>
<th>1 Dec</th>
<th>5 Jan</th>
<th>2 Feb</th>
<th>2 Mar</th>
<th>6 Apr</th>
<th>5 May</th>
<th>1 Jun</th>
<th>6 Jul</th>
<th>3 Aug</th>
<th>7 Sep</th>
</tr>
</thead>
</table>

**Tourism Courses** – First week of every month

<table>
<thead>
<tr>
<th>2008/2009</th>
<th>6 Oct</th>
<th>3 Nov</th>
<th>1 Dec</th>
<th>5 Jan</th>
<th>2 Feb</th>
<th>2 Mar</th>
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<th>5 May</th>
<th>1 Jun</th>
<th>6 Jul</th>
<th>3 Aug</th>
<th>7 Sep</th>
</tr>
</thead>
</table>

### PUBLIC HOLIDAYS

<table>
<thead>
<tr>
<th>2008/2009</th>
<th>25 Dec</th>
<th>26 Dec</th>
<th>1 Jan</th>
<th>26 Jan</th>
<th>10 Apr</th>
<th>11 Apr</th>
<th>13 Apr</th>
<th>25 Apr</th>
<th>4 May</th>
<th>8 Jun</th>
</tr>
</thead>
</table>

2008 Course information

Honor Before Honors

Version 7: 29 September 2008
# REFUND POLICY

All Students must read this document carefully before signing the student agreement

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 in 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 College cannot deliver the course then we will refund your full tuition fee (including your enrolment fee).
6. The registered provider’s dispute resolution processes do not circumscribe the student’s right to pursue other legal remedies.
7. This agreement does not remove the right to take action under Australia’s consumer protection laws.
8. 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.
9. In the case of a student returning home any refund will only be made after the student ID card is returned and immigration notified.

# TRANSFERS

Transfer to another educational institution

1. Under Student Visa Regulations (condition 8206) 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, without permission from BC.
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.

# ACCOMODATION 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): | $200 p/wk |
| Additional Nights: | $30 per night |

(Includes all meals throughout your stay)
PERSONAL INFORMATION

Family Name ____________________________
Given Name/s ____________________________
Date of Birth (d/m/y) / / Sex: F ☐ M ☐
Nationality ____________________________
Language ______________________________
Passport Number ____________________________
Home Address ________________________________________________
______________________________________________
______________________________________________
Current Address ________________________________________________
Telephone _____________________________
E-mail Address _____________________________

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) ____________________________

Student Visa Students MUST:
⇒ Request OSHC (below) or obtain your own insurance

HEALTH INSURANCE
Do you require OSHC? Yes ☐ No ☐

ACCOMMODATION
BC accommodation placement fee AU$ 100
☐ I prefer BCE home-stay for _________ weeks
☐ I will make my own living arrangements.

STUDENT’S ENGLISH LEVEL
Elementary ☐ Pre–Intermediate ☐
Intermediate ☐ Upper Intermediate ☐
Pre–Advanced ☐ Advanced ☐

(Your level will be officially assessed when you enter school)

PROGRAM SELECTION

English Programs
☐ General English* ☐ IELTS Preparation*
☐ Business English* ☐ FCE* ☐ CAE*

Certificate Programs
Please write the name of the course you are applying for

Diploma Programs
Please write the name of the course you are applying for

Note: if enrolling in a 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