## 2012 Domestic Student Course Information

**Vocational Education and Training Studies**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FULL TIME</th>
<th>DURATION</th>
<th>TEXTBOOK</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ACCOUNTING STUDIES</strong></td>
<td></td>
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<tr>
<td>Certificate III in Accounts Administration</td>
<td>$3 500</td>
<td>4 months</td>
<td>$400</td>
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<tr>
<td>Certificate IV in Accounting</td>
<td>$3 750</td>
<td>½ year</td>
<td>$400</td>
</tr>
<tr>
<td>Diploma of Accounting (Accelerated)</td>
<td>$7 500</td>
<td>1 year</td>
<td>$400</td>
</tr>
<tr>
<td>Diploma of Accounting</td>
<td>$9 750</td>
<td>1 ½ years</td>
<td>$400</td>
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</tbody>
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| **BUSINESS STUDIES**                  |           |           |          |
| Certificate IV in Business            | $3 750    | ½ year    | $400     |
| Diploma of Business                   | $4 150    | ½ year    | $400     |

| **CHILDREN’S SERVICES STUDIES**       |           |           |          |
| Certificate III in Children’s Services | $4 750    | 8 months  | $400     |
| Diploma of Children’s Services (Accelerated) | $8 500    | 1 year    | $400     |
| Diploma of Children’s Services        | $11 500   | 1 ½ years | $400     |
| Advanced Diploma of Children’s Services | $7 500    | 1 year    | $400     |

| **COMMUNITY SERVICES STUDIES**        |           |           |          |
| Certificate IV in Community Services Work | $4 500    | 8 months  | $400     |
| Diploma of Community Services Work (Accelerated) | $8 000    | 1 year    | $400     |
| Diploma of Community Services Work    | $11 500   | 1 ½ years | $400     |

| **TESOL STUDIES** (Teaching English to Speakers of Other Languages) | |
| Certificate IV in TESOL               | $1 950    | 8 weeks   | $150     |

**TERM** | **DATES**                  | **HOLIDAY**
---|-----------------------------|-----------------------------
Term 1 2012 | 16 January 2012 – 16 March 2012 | 17 March 2012 – 1 April 2012 |
Term 2 2012 | 2 April 2012 – 15 June 2012  | 16 June 2012 – 1 July 2012  |

All courses commence on the below dates:

**2012 COURSE STARTING DATES**

16 Jan 6 Feb 5 Mar 2 Apr 8 May 4 Jun 2 Jul 6 Aug 3 Sept 1 Oct 5 Nov 3 Dec

**2012 PUBLIC HOLIDAYS**

2 Jan 26 Jan 6 Apr 7 Apr 9 Apr 25 Apr 7 May 11 Jun 15 Aug 25 Dec 26 Dec
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 of AU$100 plus any additional tuition fees applicable to the new course before starting the new course.
6. 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 refund the tuition fees for the portion of the course that has not yet been delivered.
9. 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.
10. If at least 28 days notice is given for cancellation of placement fees applicable to the new course before starting the new course.
11. The registered provider’s dispute resolution processes do not circumscribe the student’s right to pursue other legal remedies.
12. This agreement does not remove the right to take action under Australia’s consumer protection laws.
13. 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.
14. 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.

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): $230 p/wk
Additional Nights: $33 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 ____________________________________________
______________________________________________________

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 completing any of the course requirements?

______________________________________________________

AIRPORT TRANSFER FEES
Transfer form airport to accommodation AU$100
Do you require Airport Transfer service? Yes No

VISA STATUS IN AUSTRALIA
Student Holiday Visitor Other

HEALTH INSURANCE
Do you require OSHC? Single Family No

Student Visa Students must have Overseas Student Health Cover (OSHC).
Month 3 6 12 18 24
Single $99.99 $199.98 $399.96 $599.94 $799.92
Family $250.14 $500.28 $1000.56 $1650.33 $2200.44

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 the school)

Program Selection
English Programs
Business English General English IELTS
Term 1: 16 Jan – 14 Mar Term 2: 2 Apr – 15 Jun
Term 3: 2 Jul – 14 Sep Term 4: 1 Oct – 14 Dec
CAE FCE
Term 1: 12 Mar –8 Jun Term 2: 3 Sep – 30 Nov

Vocational Education and Training Course
Please write the name of the course you are applying for

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 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
Business Name of Agent

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