### 2012 Course Information

#### English Language Studies

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TERMS</th>
<th>DURATION</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cambridge Certificate Preparation</td>
<td>12 March 2012 - 8 June 2012</td>
<td>12 weeks</td>
<td>$3,100</td>
</tr>
<tr>
<td>First Certificate in English (FCE)</td>
<td>3 Sept 2012 – 30 Nov 2012</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Certificate in Advanced English (CAE)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business English Intensive General English</td>
<td>Term 1: 16 January – 14 March</td>
<td>10 weeks</td>
<td>$2,300</td>
</tr>
<tr>
<td>Preparation for IELTS</td>
<td>Term 2: 2 April – 15 June</td>
<td>11 weeks</td>
<td>$2,500</td>
</tr>
<tr>
<td></td>
<td>Term 3: 2 July – 14 September</td>
<td>11 weeks</td>
<td>$2,500</td>
</tr>
<tr>
<td></td>
<td>Term 4: 1 October – 14 December</td>
<td>11 Weeks</td>
<td>$2,500</td>
</tr>
<tr>
<td></td>
<td>Under 9 Weeks</td>
<td></td>
<td>$250 per week</td>
</tr>
</tbody>
</table>

If you apply for under 9 weeks you can start any Monday (Tuesday if Monday is a Public Holiday).

Textbook hire and material will be $10 per week.

#### Vocational Education and Training Studies

<table>
<thead>
<tr>
<th>ACCOUNTING STUDIES</th>
<th>COURSE</th>
<th>FULL TIME</th>
<th>DURATION</th>
<th>TEXTBOOK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate III in Accounts Administration (Domestic)</td>
<td>$3,500</td>
<td>4 months</td>
<td>$400</td>
<td></td>
</tr>
<tr>
<td>Certificate IV in Accounting</td>
<td>$4,500</td>
<td>½ year</td>
<td>$400</td>
<td></td>
</tr>
<tr>
<td>Diploma of Accounting (Accelerated)</td>
<td>$9,250</td>
<td>1 year</td>
<td>$400</td>
<td></td>
</tr>
<tr>
<td>Diploma of Accounting</td>
<td>$12,500</td>
<td>1 ½ years</td>
<td>$400</td>
<td></td>
</tr>
</tbody>
</table>

#### BUSINESS STUDIES

| Certificate IV in Business                  | $4,500 | ½ year | $400    |
| Diploma of Business                         | $9,250 | 1 year | $400    |

#### CHILDREN'S SERVICES STUDIES

| Certificate III in Children's Services      | $7,250 | 8 months | $400    |
| Diploma of Children's Services (Accelerated)| $16,500 | 1 ½ years | $400    |
| Diploma of Children's Services              | $18,500 | 2 years | $400    |
| Advanced Diploma of Children's Services (Accelerated) | $25,000 | 2 ½ years | $400    |
| Advanced Diploma of Children's Services     | $26,500 | 3 years | $400    |

#### COMMUNITY SERVICES STUDIES

| Certificate IV in Community Services Work (Domestic) | $7,250 | 8 months | $400    |
| Diploma of Community Services Work (Accelerated)    | $9,250 | 1 year  | $400    |
| Diploma of Community Services Work                  | $12,500 | 1 ½ years | $400    |

#### TESOL STUDIES (Teaching English to Speakers of Other Languages)

| Certificate IV in TESOL                        | $1,950 | 8 weeks | $150    |

#### TERM

<table>
<thead>
<tr>
<th>DATES</th>
<th>HOLIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1 2012</td>
<td>16 January 2012 – 16 March 2012</td>
</tr>
<tr>
<td></td>
<td>17 March 2012 – 1 April 2012</td>
</tr>
<tr>
<td>Term 2 2012</td>
<td>2 April 2012 – 15 June 2012</td>
</tr>
<tr>
<td></td>
<td>16 June 2012 – 1 July 2012</td>
</tr>
<tr>
<td>Term 3 2012</td>
<td>2 July 2012 – 14 September 2012</td>
</tr>
<tr>
<td></td>
<td>15 September 2012 – 30 September 2012</td>
</tr>
<tr>
<td>Term 4 2012</td>
<td>1 October 2012 – 14 December 2012</td>
</tr>
<tr>
<td></td>
<td>15 December 2012 – 13 January 2013</td>
</tr>
</tbody>
</table>

All courses commence on the below dates:

#### 2012 COURSE STARTING DATES

<p>| | | | | | | | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>16</td>
<td>6</td>
<td>5</td>
<td>2</td>
<td>8</td>
<td>4</td>
<td>2</td>
<td>6</td>
<td>3</td>
<td>1</td>
<td>5</td>
<td>3</td>
</tr>
</tbody>
</table>

#### 2012 PUBLIC HOLIDAYS

<p>| | | | | | | | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>26</td>
<td>6</td>
<td>7</td>
<td>9</td>
<td>25</td>
<td>7</td>
<td>11</td>
<td>15</td>
<td>25</td>
<td>26</td>
<td>26</td>
</tr>
</tbody>
</table>
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**

**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.

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)

---

**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**

---

**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 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.

6. If the course has not commenced and BC cannot deliver the course, BC will refund your full tuition fee (including your enrolment fee).

7. 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.

8. The registered provider’s dispute resolution processes do not circumscribe the student’s right to pursue other legal remedies.

9. This agreement does not remove the right to take action under Australia’s consumer protection laws.

10. 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.

11. In the case of a student returning home any refund will only be made after the student ID card is returned and immigration notified.

---

**TRANSACTIONS**

---

**TERMS AND CONDITIONS OF ENROLMENT**

---

**GUARANTEE OF TRAINING/ASSESSMENT**

---

**ATTENDANCE OBLIGATIONS**

---

**FACILITIES**

---

**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.

Telephone ____________________________________________
E-mail Address _________________________________________
Do you have any special needs that may affect or prevent you from completing 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 $99.99 $199.98 $399.96 $599.94 $799.92
Family $250.14 $500.28 $1000.56 $1650.33 $2200.44

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 ◐

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

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 __________________________

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.

Recognition of Prior Learning

☐ I wish to apply for recognition of prior learning (domestic students only)

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 form 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 ______________________

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

How did you hear about us?

Our Website ☐ Friend/Family ☐
Agency ☐ Advertisement ☐
School ☐ Other: ____________

Page 3 Honor Before Honors Version 1.2: 24 January 2012