TESOL
Teaching English to Speakers of Other Languages
COURSE INFORMATION
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Dear Potential Student,

Thank you for your interest in studying TESOL at the Brisbane College of Australia.

This document contains our TESOL information. There is one TESOL course available at our college:

- Certificate IV in TESOL

Brisbane College of Australia is located in the prime position of Brisbane’s Central Business District surrounded by many shops, cafes, entertainment and public transport.

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.

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.

Yours Sincerely

Administration Team
### 2012 Course Information

All fees are Australian Dollars

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FULL TIME TUITION FEE</th>
<th>DURATION</th>
<th>TEXT BOOKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate IV in TESOL</td>
<td>$1 950</td>
<td>8 weeks</td>
<td>$150</td>
</tr>
</tbody>
</table>

#### 2012 COURSE STARTING DATES

<table>
<thead>
<tr>
<th>Date</th>
<th>Course</th>
<th>Date</th>
<th>Course</th>
<th>Date</th>
<th>Course</th>
<th>Date</th>
<th>Course</th>
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</table>

#### 2012 PUBLIC HOLIDAYS

<table>
<thead>
<tr>
<th>Date</th>
<th>Course</th>
<th>Date</th>
<th>Course</th>
<th>Date</th>
<th>Course</th>
<th>Date</th>
<th>Course</th>
</tr>
</thead>
</table>

#### ACADEMIC CALENDAR

<table>
<thead>
<tr>
<th>TERM</th>
<th>TERM DATES</th>
<th>HOLIDAY PERIOD</th>
</tr>
</thead>
</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>$99.99</td>
<td>$250.14</td>
</tr>
<tr>
<td>Up to 6 months</td>
<td>$199.98</td>
<td>$500.28</td>
</tr>
<tr>
<td>Up to 9 months</td>
<td>$299.97</td>
<td>$750.42</td>
</tr>
<tr>
<td>Up to 12 months</td>
<td>$399.96</td>
<td>$1,000.56</td>
</tr>
</tbody>
</table>

Health Cover is provided by Bupa OSHC. All premiums include GST, are in Australian dollars and may be subject to change.

#### ACCOMMODATION

<table>
<thead>
<tr>
<th>TYPE</th>
<th>PRICE ($AU)</th>
<th>PROVIDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homestay</td>
<td>$230 p/wk</td>
<td>3 Meals/day &amp; Utilities</td>
</tr>
<tr>
<td>Share Accommodation</td>
<td>$150-250 p/wk</td>
<td>Price includes an estimation of food and utilities costs.</td>
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</tbody>
</table>

Accommodation requires a $100 placement fee and additional nights for home-stay accommodation is $30 per night.

#### 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 – 10:30am</td>
<td>TESOL</td>
<td>TESOL</td>
<td>TESOL</td>
<td>TESOL</td>
<td>One or two Fridays for class observations</td>
</tr>
<tr>
<td>10:30am – 10:45am</td>
<td>Morning Tea</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:45am – 12:00pm</td>
<td>TESOL</td>
<td>TESOL</td>
<td>TESOL</td>
<td>TESOL</td>
<td></td>
</tr>
<tr>
<td>12:00pm – 1:00pm</td>
<td>Lunch</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:30pm – 2:00pm</td>
<td>TESOL</td>
<td>TESOL</td>
<td>TESOL</td>
<td>TESOL</td>
<td></td>
</tr>
</tbody>
</table>

*The sample timetable is subject to change.
Certificate IV in TESOL

Course Length: 8 or 15 weeks

Description
Certificate IV in Teaching English to Speakers of Other Languages (TESOL) is a course specifically designed for people wishing to teach English to speakers of other languages in Australia or Internationally. The course involves an introduction to techniques of classroom management and assessment, and a more thorough introduction to presentation techniques, lesson preparation and analysing language for communicative purposes. The course is highly practical with a major emphasis on practice teaching, which will be delivered through a combination of workshops, lesson observation and lesson delivery.

Certificate IV in TESOL is considered equivalent to the Cambridge / RSA Certificate in English Language Teaching to Adults (CELTA), which are recognized internationally as a qualification for teaching English as a foreign or second language (TEFL or TESL).

Entry Requirement
For International Students, the pre-requisite for entering this course is either the satisfactory completion of General English at Advanced (GE5) or an IELTS score of 6.0 (or higher) or undergo the BCE placement test. A high school certificate is also required for entry to this course.

Program Content
Introduction to Grammar
Analysing Communication
Basic Grammar
Classroom Management and Organisation
Cross Cultural Factors and TESOL Contexts
Development of Reading, Writing, Speaking and Listening Skills
English Language Assessment Tests
Language Teaching and Learning
Language Teaching Materials
Language Teaching Methodologies
Lesson Planning
Practice Teaching and Observation
Presentation of New Language
Design and Develop Learning Strategies and Resources
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:
   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.
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.
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.

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 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 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 AUS$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, 12 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: $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: ________________________

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? ________________________

**ACCOMMODATION**

BC accommodation placement fee AU$ 100

☐ I prefer BCE home-stay for ______ weeks

☐ I will make my own living arrangements.

Course Start Date: _____/_____/______ Weeks: ______

**AIRPORT TRANSFER FEES**

Transfer from airport to accommodation AU$100

Do you require Airport Transfer service? Yes ☐ No ☐

**HEALTH INSURANCE**

Do you require OSHC? Single ☐ Family ☐ No ☐

Student Visa Students must have Overseas Student Health Cover (OSHC).

<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>$99.99</td>
<td>$199.98</td>
<td>$399.96</td>
<td>$599.94</td>
<td>$799.92</td>
</tr>
<tr>
<td>Family</td>
<td>$250.14</td>
<td>$500.28</td>
<td>$1000.56</td>
<td>$1650.33</td>
<td>$2200.44</td>
</tr>
</tbody>
</table>

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

**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: ____________________________________________

How did you hear about us?

☐ Our Website  ☐ Friend/Family  ☐ Agency  ☐

☐ Advertisement  ☐ School  ☐ Other: _____________

Where to send your application:

Brisbane College of Australia
PO Box 10704 Adelaide Street
Brisbane Qld Australia 4000
Email: study@bc.edu.au

**VISA STATUS IN AUSTRALIA**

Student ☐ Holiday ☐ Visitor ☐ Other ☐

**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**

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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Business English</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>General English</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>IELTS</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

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

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 student only)