



# BRISBANE COLLEGE OF AUSTRALIA



## ACCOUNTING COURSES 2017 COURSE INFORMATION

# BRISBANE COLLEGE



## **Brisbane College of Australia**

Accounting Courses  
Business Courses  
Early Childhood Education  
and Care  
Community Services  
Hospitality  
Animal Technology  
TESOL Courses (AIT)  
Training and Assessment



## **Australian Institute of TESOL**

TESOL Courses



## **Brisbane College of English**

Intensive General English  
Preparation for IELTS  
English for Academic Purpose

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## ***About our Accounting Courses***

Do you aspire to own your own business? Learn the foundational skills to create a business plan, budget, inform yourself on legislation and much, much more!

Whether you want to formalise your industry knowledge with a qualification, start your own business or want to gain entry into the world of accounting, our Certificate and Diploma Course can provide you with practical industry skills.

*Besides being the owner of your own business, graduates from our accounting courses can gain employment as accounts payable/receivable, payroll, front line cashiering and bank account maintenance, business activity statements, operational reporting, management reports, maintaining inventory records, supervising the operation of computer-based financial systems and much more.*

*Want to know what our past students have said about our courses? Check out the following link.*

<http://bc.edu.au/testimonials.htm>

# ACCELERATED ACCOUNTING COURSES

## About our *accelerated* courses

Our accelerated courses are shorter intensive courses that cover the same course content as our full-length courses. They have been designed for students wishing to obtain their qualification in shorter time frame. All courses are nationally accredited and recognised.

## Course Information

Please refer to the course information on the following pages for the course outline, learning outcomes and units of competency. This page is only a reference for course duration and costs for accelerated courses.

## *Accelerated Course Cost*

Please refer to our tuition page or application forms for latest course cost and duration.

<http://bc.edu.au/tuition>

# FNS30311 CERTIFICATE III IN ACCOUNTS ADMINISTRATION (DOMESTIC STUDENTS ONLY)

## About this course

This qualification is aimed at new entrants to the Accounting Industry. It is ideally suited to those wishing to gain a basic and variety of knowledge of Accounts Administration duties.

The course consists of 11 Units of Competency across a variety of areas including Financial Transactions and Reports, Business technology, Customer Service and Financial Calculations.

## Career and study pathway

Successful completion of this qualification may lead to further study such as the Certificate IV in Accounting or employment in the Financial Services sector as an entry-level accounts administration clerk. The areas of employment for an entry-level employee may include: accounts payable/accounts receivable, payroll, customer service in financial transactions, front line cashiering and bank account maintenance and checking and processing financial data entry.

## Learning Outcomes

Upon completion of this course, a Certificate III Accounts Administration will be issued. Students will gain a basic and variety of knowledge of Accounts Administration duties. Students may continue on to the Certificate IV in Accounting or gain a position as an entry-level accounts administration clerk.

## Program Structure

All units of competency are to be taught separately due to the wide range of possible combinations available. This allows for students to choose units which do not overlap with other units they have chosen, or have already completed.

Forms of assessment may include: written tasks, multiple choice tests, projects/assignments/reports, feedback given and response, role plays and questioning/interview/discussion. This may vary per unit of competency.



### ENTRY REQUIREMENTS

This course is only available for Domestic Students.

There are no pre-requisites for entering this course as a domestic student

### COURSE COST AND DURATION

Please refer to our tuition page or application forms for latest course cost and duration.

<http://bc.edu.au/tuition>

### COURSE DELIVERY

Internal - Brisbane City Campus

External – Correspondence/Distance Learning (Domestic Students)

### APPLY

Download our application form at our website:

<http://www.bc.edu.au/forms.htm>

Send your application with the required documents to:  
study@bc.edu.au

## Units of Competency

Students must complete the 7 Core Units listed and select 4 Elective Units from the list below. Students who have previously completed any units of competency from the lists below, or any other eligible units may have them credited towards this qualification via the Recognition of Prior Learning Process (RPL).

### Core Units

|            |  |
|------------|--|
| FNSACC301A | Process financial transactions and extract interim reports |
| FNSACC302A | Administer subsidiary accounts and ledgers                 |
| FNSACC303A | Perform financial calculations                             |
| FNSINC301A | Work effectively in the financial services industry        |
| BSBOHS201A | Participate in OHS processes                               |
| BSBITU306A | Design and produce business documents                      |
| BSBWRT301A | Write simple documents                                     |

### Elective Units

|            |   |
|------------|---|
| FNSACM301A | Administer financial accounts                       |
| FNSACM302A | Prepare, match and process receipts                 |
| FNSACM303A | Process payment documentation                       |
| FNSBKG402A | Establish and maintain a cash accounting system     |
| FNSBKG403A | Establish and maintain an accrual accounting system |
| FNSBKG405A | Establish and maintain a payroll system             |
| FNSCRD301A | Process applications for credit                     |
| FNSCRD302A | Monitor and control accounts receivable             |
| FNSCRD405A | Manage overdue customer accounts                    |
| FNSORG301A | Administer fixed asset register                     |
| FNSRTS301A | Provide customer service in a retail agency         |
| FNSRTS302A | Handle foreign currency transactions                |
| FNSRTS304A | Administer debit card services                      |
| FNSRTS307A | Maintain Automatic Teller Machine (ATM) services    |
| FNSRTS308A | Balance cash holdings                               |
| FNSRTS309A | Maintain main bank account                          |
| FNSCUS402A | Resolve disputes                                    |
| BSBCMM301A | Process customer complaints                         |
| BSBCUS301A | Deliver and monitor a service to customers          |
| BSBCUS403A | Implement customer service standards                |
| BSBFIA302A | Process payroll                                     |
| BSBFIA401A | Prepare financial reports                           |
| BSBITU304A | Produce spreadsheets                                |
| BSBITU305A | Conduct online transactions                         |
| BSBRKG303B | Retrieve information from records                   |
| BSBRKG304B | Maintain business records                           |
| BSBWOR301A | Organise personal work priorities and development   |



# FNS40615 CERTIFICATE IV IN ACCOUNTING

## About this course

This qualification is aimed those seeking to build on their Certificate III qualifications and experience and gain an accounting support role involving: business activity statements, operational reporting, non-complex management reports, maintaining inventory records, small office management and supervising the operation of computer-based financial systems.

The course consists of 13 units of competency in areas such as financial statements, transactions and reports, business documents, business activity statements, legal decision making and computerised accounting systems.

## Career and study pathway

Upon successful completion of the Certificate IV in Accounting, students may continue on to further study such as the Diploma of Accounting or gain employment in an accounts support role performing duties such as: business activity statements, operational reporting, non-complex management reports, maintaining inventory records, small office management and supervising the operation of computer-based financial systems.

## Learning Outcomes

Upon completion of this course, a Certificate IV in Accounting will be issued. Students will gain a variety of knowledge in accounting support duties. Students may continue on to the Diploma of Accounting or gain an accounting support role.

## Program Structure

All units of competency are to be taught separately due to the wide range of possible combinations available. This allows for students to choose units which do not overlap with other units they have chosen, or have already completed.

Forms of assessment may include: written tasks, multiple choice tests, projects/assignments/reports, feedback given and response, role plays and questioning/interview/discussion. This may vary per unit of competency.



### ENTRY REQUIREMENTS

#### INTERNATIONAL STUDENTS

The pre-requisite for entering this course is:

- IELTS score of 5.5 with no band less than 5.0 (or equivalent).
- High school certificate OR copy of highest level of qualification.

#### DOMESTIC STUDENTS

The pre-requisite for entering this course is:

- High school certificate (or equivalent) OR copy of highest level of qualification

### COURSE COST AND DURATION

Please refer to our tuition page or application forms for latest course cost and duration.

<http://bc.edu.au/tuition>

### COURSE DELIVERY

Internal - Brisbane City Campus

External – Correspondence/Distance Learning (Domestic Students)

### APPLY

Download our application form at our website:

<http://www.bc.edu.au/forms.htm>

Send your application with the required documents to:  
study@bc.edu.au



## Units of Competency

Students must complete the 10 Core Units and 3 Elective Units are to be chosen from the listed below. Students who have completed any eligible units of competency may credit those units towards this qualification via the Recognition of Prior Learning Process (RPL).

### Core Units

|            |  |
|------------|--|
| BSBFIA401  | Prepare financial reports  |
| BSBITU306  | Design and produce business documents  |
| FNSACC301  | Process financial transactions and extract interim reports                           |
| FNSACC302  | Administer subsidiary accounts and ledgers   |
| FNSACC402  | Prepare operational budgets  |
| FNSACC404  | Prepare financial statements for non-reporting entities                              |
| FNSACC406  | Set up and operate a computerised accounting system                                  |
| FNSBKG404* | Carry out business activity and instalment activity statement tasks*                 |
| FNSBKG405* | Establish and maintain a payroll system*   |
| FNSINC401  | Apply principles of professional practice to work in the financial services industry |

### Electives

|           |  |
|-----------|--|
| BSBITU402 | Develop and use complex spreadsheets               |
| BSBWHS201 | Contribute to health and safety of self and others |
| BSBWRT301 | Write simple documents                             |

\* Units form BAS agent registration Skill Set.

# FNS50215 DIPLOMA OF ACCOUNTING

## About this course

This qualification is aimed at those seeking to build on their Certificate IV qualification and experience and gain an accounting assistant roles involving: introducing and maintaining accounting systems, maintaining internal control systems, preparing tax returns and financial statements, reporting and developing business plans. We also offer the accelerated course which allows you to complete the course in a shorter time frame.

## Career and study pathway

After completing the Diploma of Accounting students may gain employment as an assistant accountant or accounting employee performing duties such as: preparing tax returns, maintaining accounting and internal control systems, preparing financial statements, managing small teams and developing business plans. Students may choose to go onto further study such as the Advanced Diploma of Accounting or gain credit towards a university degree such as Bachelor of Accounting.

## Learning Outcomes

Upon completion of this course, a Diploma of Accounting will be issued. Students will gain a wide variety of knowledge in accounting duties. Students may continue onto the Advanced Diploma of Accounting or Bachelor of Accounting or gain a position as an assistant accountant.

## Program Structure

All units of competency are to be taught separately due to the wide range of possible combinations available. This allows for students to choose units which do not overlap with other units they have chosen, or have already completed.

Forms of assessment may include: written tasks, multiple choice tests, projects/assignments/reports, feedback given and response, role plays and questioning/interview/discussion. This may vary per unit of competency.



### ENTRY REQUIREMENTS

#### INTERNATIONAL STUDENTS

The pre-requisite for entering this course is:

- IELTS score of 5.5 with no band less than 5.0 (or equivalent)
- High school certificate OR copy of highest level of qualification

#### DOMESTIC STUDENTS

The pre-requisite for entering this course is:

- High school certificate (or equivalent) OR copy of highest level of qualification

### COST AND DURATION

Please refer to our tuition page or application forms for latest course cost and duration.

<http://bc.edu.au/tuition>

### COURSE DELIVERY

Internal - Brisbane City Campus

External – Correspondence/Distance Learning (Domestic Students)

### APPLY

Download our application form at our website:

<http://www.bc.edu.au/forms.htm>

Send your application with the required documents to:  
study@bc.edu.au

## Units of Competency

Students must complete the 6 Core Units and select 5 Elective Units from the list below. Students who have completed any eligible units of competency may credit those units towards this qualification via the Recognition of Prior Learning Process (RPL).

### Core Units

|            |  |
|------------|--|
| FNSACC501  | Provide financial and business performance information |
| FNSACC502  | Prepare tax documentation for individuals**            |
| FNSACC503  | Manage budgets and forecasts                           |
| FNSACC504* | Prepare financial reports for corporate entities       |
| FNSACC506  | Implement and maintain internal control procedures     |
| FNSACC507  | Provide management accounting information              |

### Electives

|            |   |
|------------|---|
| BSBFIA401  | Prepare financial reports                                     |
| BSBITU402  | Develop and use complex spreadsheets                          |
| BSBLDR402  | Lead effective workplace relationships                        |
| FNSACC301  | Process financial transactions and extract interim reports    |
| FNSACC601* | Prepare and administer tax documentation for legal entities** |

\*Note the following prerequisite unit requirements:

| Unit in this qualification  | Prerequisite unit   |
|---|---|
| FNSACC504 Prepare financial reports for corporate entities            | BSBFIA401 Prepare financial reports<br>FNSACC301 Process financial transactions and extract interim reports |
| FNSACC601 Prepare and administer tax documentation for legal entities | FNSACC502 Prepare tax documentation for individuals   |
| FNSACC607 Evaluate business performance                               | FNSACC501 Provide financial and business performance information  |

\*\* Units included in the Tax Practitioners Board approved course in Australian taxation law: FNSSS00003 Taxation law for tax agents Skill Set (Tax documentation) - FNSACC502 and FNSACC601

# FNS60215 ADVANCED DIPLOMA OF ACCOUNTING

## About this course

This qualification is aimed at individuals wanting to seek professional identification and build on their Diploma qualification. Individuals may find roles involving: financial management, auditing, taxation, commercial and company law.

The course consists of 14 units of competency such as governance activities, financial services for a range of tasks and functions, using statistics and data in the financial industry, preparing tax returns and analysing account information.

## Career and study pathway

Upon successful completion of the Advanced Diploma of Accounting, students may gain employment in a range of accounting roles such as: taxation management, financial management, bookkeeping and accounts payable and receivable. Students may wish to go on to further study such as a Bachelor of Accounting.

## Learning Outcomes

Upon completion of this course, an Advanced Diploma of Accounting will be issued. Students will gain a variety of knowledge in accounting support duties. Students may continue on to a Bachelor of Accounting or gain an accounting role.

## Program Structure

All units of competency are to be taught separately due to the wide range of possible combinations available. This allows for students to choose units which do not overlap with other units they have chosen, or have already completed.

Forms of assessment may include: written tasks, multiple choice tests, projects/assignments/reports, feedback given and response, role plays and questioning/interview/discussion. This may vary per unit of competency.



### ENTRY REQUIREMENTS

#### INTERNATIONAL STUDENTS

The pre-requisite for entering this course is:

- IELTS score of 5.5 with no band less than 5.0 (or equivalent).
- High school certificate OR copy of highest level of qualification.

#### DOMESTIC STUDENTS

The pre-requisite for entering this course is:

- High school certificate (or equivalent) OR copy of highest level of qualification

### COURSE COST AND DURATION

Please refer to our tuition page or application forms for latest course cost and duration.

<http://bc.edu.au/tuition>

### COURSE DELIVERY

Internal - Brisbane City Campus

External – Correspondence/Distance Learning (Domestic Students)

### APPLY

Download our application form at our website:

<http://www.bc.edu.au/forms.htm>

Send your application with the required documents to:  
[study@bc.edu.au](mailto:study@bc.edu.au)

## Units of Competency

Students must complete the 3 Core Units and 11 Elective Units are to be chosen from the listed below. Students who have completed any eligible units of competency may credit those units towards this qualification via the Recognition of Prior Learning Process (RPL).

### Core Units

|           |  |
|-----------|--|
| FNSACC604 | Monitor corporate governance activities                              |
| FNSINC601 | Apply economic principles to work in the financial services industry |
| FNSINC602 | Interpret and use financial statistics and tools                     |

### Electives

|            |   |
|------------|---|
| BSBFIA401  | Prepare financial reports                                     |
| FNSACC301  | Process financial transactions and extract interim reports    |
| FNSACC501  | Provide financial and business performance information        |
| FNSACC502  | Prepare tax documentation for individuals**                   |
| FNSACC504* | Prepare financial reports for corporate entities              |
| FNSACC506  | Implement and maintain internal control procedures            |
| FNSACC507  | Provide management accounting information                     |
| FNSACC601* | Prepare and administer tax documentation for legal entities** |
| FNSACC602* | Audit and report on financial systems and records             |
| FNSACC603* | Implement tax plans and evaluate tax obligations**            |
| FNSACC605  | Implement organisational improvement programs                 |

\*Note the following prerequisite unit requirements:

| Unit in this qualification  | Prerequisite unit   |
|---|---|
| FNSACC504 Prepare financial reports for corporate entities            | BSBFIA401 Prepare financial reports<br>FNSACC301 Process financial transactions and extract interim reports |
| FNSACC601 Prepare and administer tax documentation for legal entities | FNSACC502 Prepare tax documentation for individuals   |
| FNSACC602 Audit and report on financial systems and records           | FNSACC506 Implement and maintain internal control procedures  |
| FNSACC603 Implement tax plans and evaluate tax compliance             | FNSACC502 Prepare tax documentation for individuals   |

\*\* Units included in the Tax Practitioners Board approved course in Australian taxation law:  
FNSSS00008 Taxation law for tax agents Skill Set (Tax documentation) - FNSACC502 and FNSACC601

FNSSS00009 Taxation law for tax agents Skill Set (Tax plans) - FNSACC502 and FNSACC603

# Distance Study

Distance study mode is available for all the Accounting Courses.

Distance study is done by completing your course work externally. You can even complete the work at home or anywhere else in the world.

## Who is distance study for?

The distance study option is for those who are looking to study while working full time or looking for a flexible option for studying. It also gives you the opportunity to study and learn at your own pace.

## Is support still available while I study?

There is still study support available for this mode of study through a designated Trainer who will respond to any questions or queries you have during your studies. Correspondence is generally through email.

## How does distance study work?

There is a maximum duration set for each course where the Assessment requirements for each Unit of Competency must be submitted and marked competent within the maximum time frame to complete the course. This requires prioritising your time so that you can complete all the Units within the maximum time frame. If you need more time to complete your studies, we can look at options to extend your course end date.

## What happens when I complete my course?

Once you complete the course requirements and have confirmation from the College that you have completed your course requirements, you will be sent a Course Completion Form. Once that Form has been filled out and returned to the College, you will be issued your Certificate and Academic Transcript up to 14 days from the date we finish processing your Form.

# Key dates and information

## 2017 COURSE STARTING DATES

|          |          |           |           |           |           |          |
|----------|----------|-----------|-----------|-----------|-----------|----------|
| 6 Feb 17 | 6 Mar 17 | 18 Apr 17 | 22 May 17 | 17 Jul 17 | 21 Aug 17 | 9 Oct 17 |
|----------|----------|-----------|-----------|-----------|-----------|----------|

## 2017 ACADEMIC CALENDAR

| TERM        | DATES                             | HOLIDAY                            |
|-------------|-----------------------------------|------------------------------------|
| Term 1 2017 | 6 February 2017 – 31 March 2017   | 3 April 2017 – 14 April 2017       |
| Term 2 2017 | 18 April 2017 – 23 June 2017      | 26 June 2017 – 7 July 2017         |
| Term 3 2017 | 17 July 2017 – 22 September 2017  | 24 September 2017 – 6 October 2017 |
| Term 4 2017 | 9 October 2017 – 15 December 2017 | 18 December 2017 – 26 January 2018 |

## INTERNATIONAL STUDENT INFORMATION

### OVERSEAS STUDENT HEALTH COVER (Subject to Change yearly)

| LENGTH OF POLICY | SINGLE | COUPLES | FAMILY |
|------------------|--------|---------|--------|
| Up to 3 months   | \$152  | \$430   | \$627  |
| Up to 6 months   | \$303  | \$860   | \$1254 |
| Up to 9 months   | \$454  | \$1290  | \$1881 |
| Up to 12 months  | \$605  | \$1720  | \$2508 |

## ACCOMMODATION

| TYPE                   | PRICE (\$AU)   | PROVIDED                |
|------------------------|----------------|-------------------------|
| Placement Fees         | \$100          | N/A                     |
| Homestay (4 weeks min) | \$240 p/wk     | 3 Meals/day & Utilities |
| Additional Nights      | \$35 per night | 3 Meals/day & Utilities |

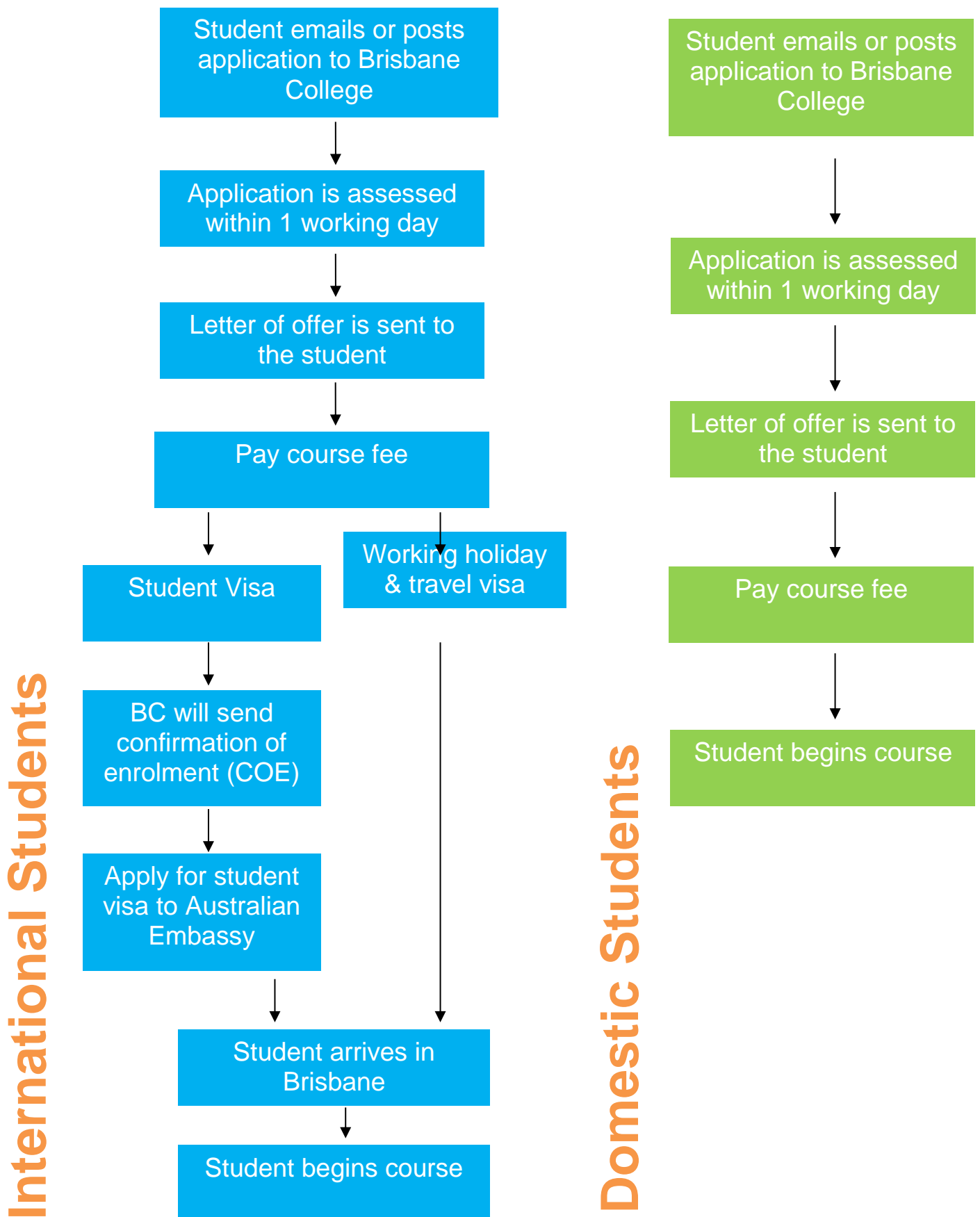
## SAMPLE TIMETABLE\*

| DAY/TIME          | MONDAY               | TUESDAY | WEDNESDAY | THURSDAY   | FRIDAY |
|-------------------|----------------------|---------|-----------|------------|--------|
| 9:00am - 10:20am  | ACCOUNTING           |         |           | ACCOUNTING |        |
| 10:30am – 10:45am | <i>Morning Break</i> |         |           |            |        |
| 10:45am – 12:15pm | ACCOUNTING           |         |           | ACCOUNTING |        |
| 12:15pm – 1:15pm  | <i>Lunch</i>         |         |           |            |        |
| 1:15pm – 3:15pm   | ACCOUNTING           |         |           | ACCOUNTING |        |

\*The sample timetable is subject to change each term



# Enrolment procedure



# APPLICATION CHECKLIST

Prior to submitting your application form, ensure that you have all the supporting documents by completing the application checklist below.

## International Students

- Application Form
- Copy of Passport
- IELTS Test Results
- Copy of High School Certificate or highest level of qualification
  
- Check for course prerequisites

## Domestic Students

- Application Form
- Copy of Passport
- Copy of High School Certificate or highest level of qualification
- Check for course prerequisites

# VISA REQUIREMENTS

BC recommends all that applicants visit the Department of Immigration and Multicultural Affairs website at: [www.immi.gov.au](http://www.immi.gov.au) to find out more details on visa requirements applicable to each applicant.

However, before applying to the Australian Embassy for an Australian visa, students are advised to have:

- Applied to the College
- Paid Course fees
- Obtained Electronic Confirmation of Enrolment (COE) from the College
- Health check
- Paid Overseas Student Health Cover

# 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 under any circumstances.
2. All requests for cancellations, transfers and refunds must be made in writing using 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:  
A cancellation fee of the lesser of \$250 or 5% of the total tuition fees received will be deducted from the refund.
  - 5.1 If written notice is received by BC more than 28 days before the commencement of the course a cancellation fee of 30% will be deducted from the fees received.
  - 5.2 If written notice is received by BC less than 28 days before commencement, no refund will be made.
  - 5.3 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.
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. Refunds will be payable only to the person or organisation who entered into the agreement with the College. Refunds will not be made to third parties.
10. All bank charges incurred by Brisbane College are to be met by the student.
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.

## TRANSFERS

### 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.

## 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): | \$240 p/wk     |
| Additional Nights:          | \$35 per night |

*(includes all meals throughout your stay)*



## **BRISBANE COLLEGE OF AUSTRALIA**

**Brisbane Campus** 160 Edward St, Brisbane QLD 4000  
**Ipswich Campus** 14 Hill St, Blackstone QLD 4304

T: (07) 3221 0005

E: [study@bc.edu.au](mailto:study@bc.edu.au)

CRICOS No. 02615G

National Provider No. 31315

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[www.bc.edu.au](http://www.bc.edu.au)