



BRISBANE COLLEGE OF AUSTRALIA

National Provider No. 31315 | CRICOS No. 02615G

2017/2018 DOMESTIC STUDENT COURSE INFORMATION

Enrolment fee \$100

FULL TIME COURSES	Face to Face		DISTANCE		TEXT BOOK
	TUITION FEE	DURATION	TUITION FEE	DURATION	
ACCOUNTING STUDIES					
Certificate III in Accounts Administration			\$2 500	12 - 36 weeks	\$250
Certificate IV in Accounting	\$4 500	26 weeks	\$3 200	12 - 36 weeks	\$350
Diploma of Accounting	\$5 750	38 weeks	\$4 200	36 - 52 weeks	\$550
Advanced Diploma of Accounting	\$7 500	52 weeks	\$5 200	36 - 52 weeks	\$650
BUSINESS STUDIES					
Certificate IV in Business	\$4 200	26 weeks	\$3 200	12 - 36 weeks	\$350
Diploma of Business	\$4 500	26 weeks	\$3 500	26 - 52 weeks	\$450
Advanced Diploma of Business (prior vocational experience in Business studies)	\$7 500	52 weeks	\$4 500	36 - 52 weeks	\$650
MANAGEMENT STUDIES					
Diploma of Leadership and Management	\$5 200	38 weeks	\$3 500	38 - 52 weeks	\$450
Advanced Diploma of Leadership and Management (prior vocational experience in Management or studies)	\$5 500	52 weeks	\$4 200	38 - 52 weeks	\$550
EARLY CHILDHOOD EDUCATION AND CARE STUDIES					
CHCSS00074 Child Protection			\$650	4 weeks	\$55
Certificate III in Early Childhood Education and Care	\$5 500	38 weeks	\$4 500	36 - 52 weeks	\$310
Diploma of Early Childhood Education and Care	\$7 500	52 weeks	\$6 500	52 - 65 weeks	\$450
COMMUNITY SERVICES STUDIES					
Certificate III in Community Services	\$3 500	26 weeks	\$3 000	20 - 36 weeks	\$350
Diploma of Community Services	\$5 750	52 weeks	\$5 500	32 - 65 weeks	\$450
Advanced Diploma of Community Sector Management (prior vocational experience in Community Sector or studies)	\$7 500	52 weeks	\$7 500	38 - 65 weeks	\$550
HOSPITALITY STUDIES					
Certificate III in Hospitality	\$4 500	26 weeks	\$3 500	12 - 36 weeks	\$250
Diploma of Hospitality Management	\$7 500	52 weeks	\$5 500	32 - 52 weeks	\$450
Advanced Diploma of Hospitality Management (prior vocational experience in Hospitality or studies)	\$9 500	52 weeks	\$7 500	32 - 52 weeks	\$550
TESOL STUDIES (Teaching English to Speakers of Other Languages)					
Certificate IV in TESOL	\$1 950	10 weeks	\$1 500	8 - 15 weeks	\$120
Diploma of TESOL	\$4 500	20 weeks	\$3 750	10 - 20 weeks	\$240
TAE (Training and Assessment)					
Certificate IV in Training and Assessment	\$1 750	10 weeks	\$1 200	8 - 15 weeks	\$120
ANIMAL SCIENCE STUDIES					
Certificate III in Animal Technology	\$5 500	52 weeks	\$4 500	26 - 52 weeks	\$450
Diploma in Animal Technology	\$7 500	52 weeks	\$5 500	26 - 52 weeks	\$550
ONLINE COURSES					
Certificate IV in TESOL \$1,620	Diploma of TESOL \$2,850	Advanced Diploma of Business \$3,500	Adv. Diploma of Leadership & Management \$3,750	Certificate IV in Training and Assessment (TAE) \$1,400	

2017/18 COURSE STARTING DATES							
21 Aug 17	9 Oct 17	5 Feb 18	5 March 18	7 May 18	16 July 18	20 Aug 18	8 Oct 18
2017/ 18 TERM DATES AND HOLIDAYS							
Term Dates				Holidays			
17 July 2017 – 22 September 2017				24 September 2017 – 6 October 2017			
9 October 2017 – 15 December 2017				18 December 2017 – 26 January 2018			
5 February 2018 – 29 March 2018				2 April 2018 – 13 April 2018			
16 April 2018 – 22 June 2018				25 June – 13 July 2018			
16 July 2018 – 21 September 2018				24 September 2018 – 5 October 2018			
8 October 2018 – 14 December 2018				17 December 2018 – 25 January 2019			

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.
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- 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.
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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

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)

report to the Department of Immigration and Citizenship if this requirement is not met.

PERSONAL INFORMATION

Family Name _____
Given Name/s _____
Date of Birth (D/M/Y) ____/____/____ Sex: F M
Language _____
Passport Number _____
Home Address _____

Telephone _____
E-mail Address _____

Do you have any special needs that may affect or prevent you from competing any of the course requirements?

**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 Facebook

Other: _____

Education

Highest Level of School Completed Year 10 <input type="checkbox"/> Year 12 <input type="checkbox"/>	Year completed
Highest Qualification	Year completed

CAMPUS LOCATION

Brisbane City Distance Learning

VOCATIONAL EDUCATION AND TRAINING COURSE

Please write the name of the course you are applying for

Course Start Date: ____/____/____ Weeks: _____

Note: Please attach the following documents your application form:

- documentation showing proof of ID such as birth certificate, passport or drivers licence
- certified copies of your highest level of education.

RECOGNITION OF PRIOR LEARNING

I wish to apply for recognition of prior learning

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

Application forms must be signed and complete.