



BRISBANE COLLEGE OF AUSTRALIA

National Provider No. 31315 | CRICOS No. 02615G

2019 INTERNATIONAL STUDENT COURSE INFORMATION

All fees are Australian Dollars

Enrolment fee \$100

FULL TIME COURSES	TUITION FEE	DURATION	TEXT BOOK
ACCOUNTING STUDIES			
Certificate IV in Accounting and Bookkeeping	\$8 500	45 weeks	\$450
Diploma of Accounting (Including prerequisite units)	\$10 500	52 weeks	\$550
Diploma of Accounting (Including Certificate IV in Accounting and Bookkeeping)	\$15 800	78 weeks	\$650
Advanced Diploma of Accounting (prerequisite - Diploma of Accounting)	\$12 500	52 weeks	\$650
Advanced Diploma of Accounting (Including Diploma of Accounting)	\$21 000	2 years	\$750
BUSINESS STUDIES			
Certificate IV in Business	\$4 500	26 weeks	\$350
Diploma of Business	\$5 250	26 weeks	\$450
Diploma of Business (Including Certificate IV in Business)	\$9 800	52 weeks	\$650
Advanced Diploma of Business (prior vocational experience in business or studies)	\$6 500	26 weeks	\$550
Advanced Diploma of Business (Including Certificate IV and Diploma of Business)	\$15 800	78 weeks	\$650
MANAGEMENT STUDIES			
Diploma of Leadership and Management	\$7 500	40 weeks	\$450
Advanced Diploma of Leadership and Management (prior vocational experience)	\$7 500	38 weeks	\$550
Advanced Diploma of Leadership and Management (Including Diploma of Leadership & Management)	\$15 800	78 weeks	\$650
EARLY CHILDHOOD EDUCATION AND CARE STUDIES			
Certificate III in Early Childhood Education and Care	\$9 500	52 weeks	\$310
Diploma of Early Childhood Education and Care	\$14 700	78 weeks	\$450
Diploma of Early Childhood Education and Care	\$18 400	2 years	\$450
Diploma of Early Childhood Education and Care (Inc. Certificate III in Early Childhood Education Care)	\$19 800	2 years	\$650
COMMUNITY SERVICES STUDIES			
Certificate III in Community Services	\$4 750	26 weeks	\$350
Diploma of Community Services (Intensive)	\$9 650	52 weeks	\$550
Diploma of Community Services	\$14 250	70 weeks	\$550
Diploma of Community Services (Including Certificate III in Community Services)	\$18 800	2 years	\$650
Advanced Diploma of Community Sector Management (prerequisite – Diploma of Community Services)	\$9 800	52 weeks	\$550
Advanced Diploma of Community Sector Management (Including Diploma of Community Services)	\$19 800	2 years	\$750
HOSPITALITY STUDIES			
Certificate III in Hospitality	\$4 750	26 weeks	\$370
Diploma of Hospitality Management	\$11 950	60 weeks	\$650
Advanced Diploma of Hospitality Management	\$15 000	78 weeks	\$700
Advanced Diploma of Hospitality Management (Including Diploma of Hospitality Management)	\$19 800	2 years	\$750
TESOL STUDIES			
Certificate IV in TESOL	\$5 200	26 weeks	\$150
Diploma of TESOL	\$10 500	52 weeks	\$240
ANIMAL SCIENCE STUDIES			
Certificate III in Animal Technology	\$9 800	52 weeks	\$550
Diploma of Animal Technology	\$15 800	78 weeks	\$650
Diploma of Animal Technology (Including Certificate III in Animal Technology)	\$21 000	2 years	\$750
ONLINE COURSES (No Student VISA)			
Certificate IV in TESOL	\$1 750	10 - 24 weeks	\$120
Diploma of TESOL	\$3 500	12 - 50 weeks	\$240

* Fees are subject to change

2019 COURSE STARTING DATES						
4 February 19	4 March 19	29 April 19	3 June 19	22 July 19	2 September 19	8 October 19
Term Dates			Holidays			
4 February 2019 – 12 April 2019			15 April 2019 – 26 April 2019			
29 April 2019 – 28 June 2019			1 July 2019 – 19 July 2019			
22 July 2019 – 20 September 2019			23 September 2019 – 4 October 2019			
8 October 2019 – 13 December 2019			16 December 2019 – 25 January 2020			

BRISBANE COLLEGE OF AUSTRALIA - BRISBANE COLLEGE OF ENGLISH - AUSTRALIAN INSTITUTE OF TESOL

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

Postal Address PO BOX 10704 Adelaide St, Brisbane QLD 4000

T: (+617) 3221 0005 | E: study@bc.edu.au | W: www.bc.edu.au

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 are 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. Students will be required to fill out a new application form in order to apply for the new course they wish to study.
3. 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)

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INTERNAL & EXTERNAL COMPLAINTS AND APPEALS PROCESSES

1. Brisbane College will ensure that all complaints and appeals are handled professionally and within a reasonable amount of time in order to achieve a satisfactory outcome for all parties.
 2. Student is to discuss the problem with relevant staff and fill out BCA complaint form.
 3. If problem is not resolved via discussion, matter can be taken to academic manager.
 - 3.1 Student can be represented by a nominee if they so choose.
 4. Academic manager will assign a staff member to the responsibility of managing this issue.
 - 4.1 If the dispute concerns assessment results, the staff member, in conjunction with the assessor, reviews the initial assessment and/or identifies other assessment methods, and informs the student accordingly.
 - 4.2 If the problem is connected with other matters, the staff member will obtain more information, undertake discussions as necessary, and will reach a resolution to the issue, providing a written statement of the resolution to all parties to the dispute.
 5. If matter is still unresolved, matter can be referred to the principal administrator.
 6. If matter is still unresolved following referral to principal administrator, students are encouraged to contact the Dispute Resolution Branch, Department of Justice and Attorney-General at 363 George Street Brisbane, or call (07) 3239 6269.
 7. Students may contact the relevant government department or the national complaints hotline (National Complaints Hotline: 1800 000 674). The relevant government department has the power to suspend or cancel the registration of the Brisbane College of Australia or its courses. Students concerned about the Brisbane College of Australia can be addressed directly to officers of the relevant government department. Students may also pursue legal remedies other than this.
- Or;
- Students who wish to lodge an external appeal or complain about the decision, can contact the Overseas Students Ombudsman (Overseas Students Ombudsman: 1300 362 072). The Overseas Students Ombudsman offers a free and independent service for overseas students who have a complaint or want to lodge an external appeal about a decision made by their private education or training provider.

SATISFACTORY COURSE PROGRESS OBLIGATIONS

1. Students are required to maintain satisfactory course progress.
2. Satisfactory course progress refers to:
 - 2.1 Timely submission of all assessment items.
 - 2.2 Compliance with the assessment and submission guidelines.
 - 2.3 Compliance with plagiarism policy.
 - 2.4 Competence in and completion of all required course units (and work placement if applicable) by the course completion date.
3. Brisbane College is obligated to report any student who does not comply with the satisfactory course progression policy.

ESOS FRAMEWORK

The ESOS Framework is the legislation in place in Australia to protect international students. You can learn about your rights as an international student through this link <https://www.studyinaustralia.gov.au/english/australian-education/education-system/esos-act>.

PRIVACY STATEMENT

Brisbane College of Australia is collecting this information for general student administration as well as for planning, communication, research, evaluation and marketing activities undertaken by the Brisbane College of Australia. Your personal information may be disclosed to Commonwealth and State Government Agencies, or by the Commonwealth including the TPS, or state or territory agencies in accordance with the *Privacy Act 1988*. Your personal information may be disclosed to Bupa and any other entity providing insurance to Brisbane College of Australia for health cover for overseas students. If you are under the age of 18 years your personal information, attendance details, progress and results may be disclosed to your parent/guardian. No further access to your enrolment information will be provided to any other organisation or persons without your consent or, unless authorised or required by law, in accordance with the Information Privacy Principles.

BRISBANE COLLEGE OF AUSTRALIA

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APPLICATION FORM

Personal Information

Family Name _____
Given Name/s _____
Marital Status ☐ Single ☐ Married ☐
Date of Birth (d/m/y) ____/____/____ Sex: F ☐ M ☐
Language _____
Nationality _____
Passport Number _____
E-mail Address _____
Phone Number _____
Home Address _____

Address in Australia _____

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 competing any of the course requirements?

Education

Year completed High School:	
Highest Qualification Obtained:	Year Obtained:

Are you applying for a student visa?

Yes ☐ Other: _____

How many dependents will be on the visa application?

0 ☐ Other: _____

A student visa is required to obtain Overseas Student Health Cover (OSHC) for yourself and your dependent/s.

Single ☐ Couples ☐ Family ☐ No ☐

Month	4	8	14	20	26
Single	\$202	\$404	\$729	\$1,041	\$1,353
Couple	\$643	\$1,285	\$2,301	\$3,287	\$4,273
Family	\$937	\$1,873	\$3,559	\$5,085	\$6,610

STUDENT'S ENGLISH LEVEL

Elementary ☐ Intermediate ☐
Advanced ☐
(Your level will be officially assessed when you enter the school)

PROGRAM SELECTION

☐ Brisbane City Campus ☐ Distance (No Visa)
(Tuition fee 30% off)

Please write the name of the course you are applying for

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

Note: Please attach with application form

- A copy of your passport
- Certified copies of your High School Certificate or highest level of education.
- English test results (if required)

Accommodation and Airport Transfer Fees

BC accommodation placement fee AU\$100

I want the homestay _____ weeks

I will make my own living arrangements ☐

Transfer from airport to accommodation AU\$100

Airport Transfer Service? Yes ☐ No ☐

If you are UNDER 18 APPLICANTS

Will you be accompanied by a guardian? Yes ☐ No ☐

If no, College Guardian fee is \$500.00

If the student is under the age of 18, a parent or guardian's signature is required:

_____/_____/_____
Signature Date

SURVEY

How did you hear about us?

Our Website ☐ Friend/Family ☐ Agency ☐ Advertisement

☐ Facebook

☐ Other: _____

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

If your application has been submitted through an approved educational agent, please complete the section below:

Name of Consultant _____

Agency Name _____

Application forms must be signed and complete.

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