BRISBANE COLLEGE OF AUSTRALIA

BUSINESS COURSE INFORMATION
BRISBANE COLLEGE

Brisbane College of Australia

Accounting Courses
Business Courses
Children’s Services Work
Community Services Work
TESOL Courses (AIT)

Australian Institute of TESOL

TESOL Courses

Brisbane College of English

Business English
Intensive General English
Preparation for IELTS
English for Academic Purpose
Table of contents

Table Of Contents.............................................................................................................................3
Welcome To Bc..................................................................................................................................4
Where Are We? ..................................................................................................................................5
Why Should You Study With Us? ......................................................................................................7
Employment Assistance....................................................................................................................9
Online Community ............................................................................................................................9
Student Benefits...............................................................................................................................9
Accelerated Business Courses ........................................................................................................11
BSB40212 Certificate IV In Business .............................................................................................12
BSB50207 Diploma Of Business ......................................................................................................15
Application Checklist .......................................................................................................................18
Visa Requirements ............................................................................................................................18
Terms And Conditions Of Enrolment ..............................................................................................19
Welcome to BC

Brisbane College of Australia (BCA), Brisbane College of English (BCE) and Australian Institute of TESOL (AIT) are integrated into the one campus at Brisbane’s City Campus. Brisbane College offers a wide range of Certificate, Diploma and English Courses. BCA delivers Certificate and Diploma Courses in Accounting, Business, Children’s Services, Community Services and TESOL (AIT). Whilst BCE delivers a range of English programs including Business English, Intensive General English, Preparation for IELTS and English for Academic Purpose.

Our second Brisbane College of Australia (BCA) campus offers the same Certificate and Diploma Courses as our Brisbane City Campus.

Our aim is for you to excel in BC’s professional yet comfortable and encouraging environment, so you can optimise learning, acquire the confidence to communicate effectively in everyday situations and be able to go on and complete further education.

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.

About BC

BC is a well-equipped college with a friendly, relaxed atmosphere conducive to optimal learning and personal growth. We provide courses tailored to meet the needs of our students and incorporate interactive learning through the use of technology and other platforms.

Our classrooms are modern, well-lit and spacious. Students have access to wireless internet as well as the computer lab. We provide exceptional student services and provide counseling and student welfare services to our students to help you to deal with any difficulties you might face concerning your studies or personal life.

Our counsellor is highly trained with appropriate experience and academic credentials. All matters will be dealt with in strict confidence. The counsellor is available for consultation Monday – Friday.

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.
Where are we?

The Brisbane City Campus is located in the heart of Brisbane city, surrounded by cafes, shops and entertainment venues. It is at the centre of the main shopping and business district and connected to Brisbane’s impressive network of public transport, consisting of buses, trains and ferries. These different modes of transport connect the city centre to the neighbouring areas such as Southbank, Spring Hill, Fortitude Valley and Kangaroo Point and outer suburbs.

Our Blackstone Campus (formerly Blackstone State School) is immersed in over 3 hectares of natural landscape making it a desirable place to study. It is approximately 5kms from Ipswich City and just off Cunningham Highway with plenty of parking making it very accessible. This Campus makes higher education easily accessible for regional Queensland.
Why should you study with us?

OUR MISSION STATEMENT

Brisbane College has a passion for assisting Domestic and International Students with their career progression so that learners can achieve their individual goals.

Brisbane College strives to achieve this by:

- Valuing each individual who studies at the College; respecting every Brisbane College Student's unique background, culture and experiences.
- Presenting a quality education program that reflects ethical business practices which is tailored to individual needs where possible.
- Creating a positive and supportive learning environment in which students are able to take advantage of many opportunities to improve their skills.

NATIONALLY RECOGNISED TRAINING

We offer a wide variety of Certificate and Diploma Courses for you to choose from. All of our training is nationally recognised as we are a registered training organisation (RTO) that is authorised by Government to deliver training that is nationally recognised around Australia. This means by enrolling with us, you are studying quality education and training.

Why study Certificate or Diploma?

Studying Certificate and Diploma Courses will equip you with the skills and qualifications for:

- employment
- pathway to higher education eg. University
- returning to the work force
- upskilling
- obtaining new knowledge and skills

Accelerated or Full-Length Courses?

We have developed specialised Accelerated and Full-Length Courses to meet your needs. Accelerated Courses allow you to gain a qualification in a shorter duration. They are intensive Courses and allow International Students to study at Domestic Student Prices. These Accelerated Courses for both International and Domestic Students priced lower than the Full-Length Courses allowing equitable access for all Students.

Our Full-Length Courses are aimed at those students who wish to take their time with obtaining the qualification. The duration of these courses are longer which means you have more time with the Trainer to complete Assessments and related activities.
Not sure what to study?
If you are not sure what to study, Certificate Courses are a good place to start. They allow you to gain the foundations to then study further in a Diploma Course or enter the workplace in that specific area. They are a good alternative to a Bachelor Degree if you are unsure about committing the next three or four years.

Studying a Diploma or Advanced Diploma allows you to gain credit towards your University Degree. This means that your Degree will be a shorter duration because you will be getting credit for the things you learnt in your Diploma or Advanced Diploma.

Each of our Certificate and Diploma Courses outline what you can achieve and do with each qualification. If you still want advice after reading through the information, our Administration Team are available to help you – study@bc.edu.au.

PATHWAYS AND OPPORTUNITIES
There are many pathways and options to reach your goals and dreams. Whether you are a High School Leaver, currently employed or looking to return to the workforce, we some information to help guide you to make the right decisions. We have compiled the most common types of learners based on their needs and end goals because we recognise it is important for prospective students to know there are others at the College who are in the same position with similar experiences.

For International Students
Our offering of a variety of course options allows you to combine English and VET courses. This will give you a broader learning experience and formalise a qualification in English which will assist you with greater chances of finding employment when returning to your home country or furthering your opportunity to study a University degree in Australia. You will be able to receive credits from the university from your qualification obtained from Brisbane College.

For school leavers
Our nationally recognised Certificate/Diploma qualification will give you credit towards the University degree you want to pursue. It is also a pathway towards getting qualified to enter the workplace in your chosen field.
If you haven’t completely made up your mind about what you want to do, it is also a way to gain experience in the field you are thinking about entering to make up your mind if it’s the right career path for you. Certificate and Diploma Courses are shorter duration than University Degrees and often cheaper. This in turn will save you money and time in the long run.

For those in the workforce
If you are already in the workforce, you can use the Certificate/Diploma qualification to formalise your existing skill set. This could be the difference between your current position and entering into an upper management role. Our courses have also been an opportunity for those wanting to pursue personal interests whilst working in their current field.

For those considering a career change
It is understandable that you would be hesitant in undertaking further study as you are already in the workforce. However, studying a Certificate or Diploma course will give you the head start you
need in changing careers. They will provide you with the foundations necessary to enter into the field you have chosen.

Also, our Children’s Services and Community Services Courses give you 80 hours work experience. This valuable experience increases your chances of finding employment or even gain a position with your work experience placement provider after completing your work placement.

For stay at home parents or those who have taken some time off from the workforce

Leaving the workforce for some time can be a difficult adjustment for some individuals; especially if there is uncertainty about returning to the workforce. Doing a Certificate or Diploma Course will bridge the gap between leaving your last job and entering the workforce again and will show your prospective employer that whilst you were not working, you were still being productive, working on your personal development and growth when including this in your CV.

If you want to read about past student experiences please visit our testimonials page on our website: http://bc.edu.au/testimonials.htm

Student benefits

Transport

Students receive discounted fares on public transport systems including the train, bus and ferry.

You can purchase Go Cards from Queensland Rail stations, some busway stations, selected newsagents and 7-Eleven stores where you see the 'buy' symbol. You can top up/recharge your Go Card at more than 1000 locations including many Queensland Rail stations, some busway stations, selected newsagents and 7-Eleven stores where you see the 'top up' symbol.

Student Prices

You can also get student prices at the cinema, tickets for events and festivals.

There are also student discounts and things to do around Brisbane and surrounding areas which are updated on our Facebook pages.

Online community

You can also join our online community by liking our pages on Facebook to keep up to date with the latest College information and events. This is also a platform for students to connect and engage in conversation.

BC Student Life Blog

Brisbane College of Australia

Brisbane College of English

@Brisbane College

Employment Assistance

We have a range of resources to assist our students gain employment. Email the Administration Team with your queries regarding employment and they will be able to assist you.

study@bc.edu.au
Key dates and information

### 2014 COURSE STARTING DATES

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>13 Jan</td>
<td>3 Mar</td>
</tr>
<tr>
<td>22 Apr</td>
<td>2 Jun</td>
</tr>
<tr>
<td>14 Jul</td>
<td>18 Aug</td>
</tr>
<tr>
<td>7 Oct</td>
<td>10 Nov</td>
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### ACADEMIC CALENDAR

<table>
<thead>
<tr>
<th>TERM</th>
<th>DATES</th>
<th>HOLIDAY</th>
</tr>
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<tbody>
<tr>
<td>Term 1 2014</td>
<td>13 January 2014 – 04 April 2014</td>
<td>05 April 2014 – 21 April 2014</td>
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### OVERSEAS STUDENT HEALTH COVER

<table>
<thead>
<tr>
<th>LENGTH OF POLICY</th>
<th>SINGLE</th>
<th>FAMILY</th>
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<tbody>
<tr>
<td>Up to 3 months</td>
<td>$124</td>
<td>$447</td>
</tr>
<tr>
<td>Up to 6 months</td>
<td>$248</td>
<td>$894</td>
</tr>
<tr>
<td>Up to 9 months</td>
<td>$372</td>
<td>$1,341</td>
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<tr>
<td>Up to 12 months</td>
<td>$495</td>
<td>$1,788</td>
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### ACCOMMODATION

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<tr>
<th>TYPE</th>
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<th>PROVIDED</th>
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</thead>
<tbody>
<tr>
<td>Placement Fees</td>
<td>$100</td>
<td>N/A</td>
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<tr>
<td>Homestay (4 weeks min)</td>
<td>$230 p/wk</td>
<td>3 Meals/day &amp; Utilities</td>
</tr>
<tr>
<td>Additional Nights</td>
<td>$33 per night</td>
<td>3 Meals/day &amp; Utilities</td>
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</tbody>
</table>

### 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 - 10:20am</td>
<td>Accounting</td>
<td>Accounting</td>
<td>Accounting</td>
<td>Accounting</td>
<td></td>
</tr>
<tr>
<td>10:30am – 10:45am</td>
<td>Morning Break</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>10:45am – 12:15pm</td>
<td>Accounting</td>
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</tr>
<tr>
<td>12:15pm – 1:15pm</td>
<td>Lunch</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>1:15pm – 3:15pm</td>
<td>Accounting</td>
<td>Accounting</td>
<td>Accounting</td>
<td>Accounting</td>
<td></td>
</tr>
</tbody>
</table>

*The sample timetable is subject to change

Enrolment procedure
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.

BSB40212 CERTIFICATE IV IN BUSINESS

About this course
This qualification is aimed at people wishing to obtain a lower to medium level business position or wanting to expand on their Certificate III qualification and is ideally suited to people who wish to gain knowledge and theory in some depth, across a range of business areas.

Students will be required to complete a core unit in Occupational Health and Safety and their choice of electives from Customer Service, Continuity, Administration, Innovation, Intellectual Property, Interpersonal Communication, Learning and Development, Marketing, Recordkeeping, Research, Sustainability, Writing and various Management fields.

Career and study pathway
Students who successfully complete this course may find employment in lower to medium level business positions, such as an Administrator or Project Officer or continue on to further business study such as Diploma of Business or University Degree Programs.

Learning Outcomes
Upon completion of this course, a Certificate IV in Business will be issued. Students will gain the following skill sets for employability: communication, teamwork, problem-solving, imitative and enterprise, planning and organising, self-management, learning and technology. Students may continue on to the Diploma of Business or gain employment.

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.

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 and copy of highest level of qualification.

DOMESTIC STUDENTS
The pre-requisite for entering this course is:
- High school certificate
- 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
Internal - Blackstone 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
This qualification requires students to complete 10 units of competency. It allows for 1 specific core unit, then a further 9 elective units may be chosen from any of the fields listed below. The elective units must be relevant to the work outcome and local industry requirements.

Students who have already completed any Certificate IV in Business units may apply for Recognition of Prior Learning towards the qualification (More information on appropriate units that may be credited towards this qualification is available upon request).

The units of competency that will be offered have been listed below grouped by field.

Core Units

Occupational Health and Safety
BSBWHS401A Implement and monitor WHS policies, procedures and programs to meet legislative requirements

Elective Units

Customer Service
BSBCUS401B Coordinate implementation of customer service strategies
BSBCUS402B Address customer needs
BSBCUS403B Implement customer service standards

Continuity
BSBCON401A Work effectively in a business continuity context

E-Business
BSBEBU401A Review and maintain a website

Financial Administration
BSBFIA402A Report on financial activity

General Administration
BSBADM405B Organise meetings
BSBADM409A Coordinate business resources

Innovation
BSBINN301A Promote innovation in a team environment

Intellectual Property
BSBIPR401A Use and respect copyright
BSBIPR402A Protect and use new inventions and innovations
BSBIPR403A Protect and use brands and business identity
BSBIPR404A Protect and use innovative designs
BSBIPR405A Protect and use intangible assets in small business

Interpersonal Communication
BSBCMM401A Make a presentation
IT Analysis and Design
BSBITA401A  Design databases

IT Support
BSBITS401B  Maintain business technology

IT Use
BSBITU401A  Design and develop complex text documents
BSBITU402A  Develop and use complex spreadsheets
BSBITU404A  Produce complex desktop published documents

Learning and Development
BSBLED401A  Develop teams and individuals

Marketing
BSBMKG413A  Promote products and services
BSBMKG414B  Undertake marketing activities

Project Management
BSBPMG510A  Manage projects

Recordkeeping
BSBRKG402B  Provide information from and about records

Relationship Management
BSBREL401A  Establish networks

Research
BSBRES401A  Analyse and present research information

Risk Management
BSBRSK401A  Identify risk and apply risk management processes

Sustainability
BSBSUS301A  Implement and monitor environmentally sustainable work practices

Writing
BSBWRT401A  Write complex documents
BSB50207 DIPLOMA OF BUSINESS

About this course
This course is ideal for those wishing to enter the middle to upper echelons of business, or those wishing to expand on their previous Certificate IV qualification. Students will gain an extensive depth of understanding across a broad range of business areas. The Diploma of Business is suited to students with substantial experience in a range of settings and who are seeking to further develop their skills across a wide range of business functions.

Students will select units from Advertising, Business Administration, Human Resources Marketing, Public Relations, and various Management fields.

Career and study pathway
Upon successful completion of this course students may gain employment in middle to upper business as an Executive Officer, Program Consultant or Coordinator, may use this qualification to gain credit for a the first year of University Degree in Business.

Learning Outcomes
Upon completion of this course, a Diploma of Business will be issued. Students will gain a wide variety of knowledge in business and management. This qualification will equip students with the following employability skills: communication, teamwork, problem-solving, initiative and enterprise, planning and organising, self-management, learning and technology.

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.

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

DOMESTIC STUDENTS
The pre-requisite for entering this course is:
- High school certificate
- 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
Internal - Blackstone 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
This qualification requires students to complete 8 units of competency. It allows for 8 units to be selected from any of the units listed below. No more than 3 may be selected from any one area. The units must be relevant to the work outcome and local industry requirements.

Students who have already completed any Diploma of Business units may apply for Recognition of Prior Learning towards the qualification (More information on appropriate units that may be credited towards this qualification is available upon request).

The units of competency that will be offered have been listed below grouped by field.

Advertising Units

*Advertising*
- BSBADV503B Coordinate advertising research
- BSBADV507B Develop a media plan
- BSBADV509A Create mass print media advertisements
- BSBADV510A Create mass electronic media advertisements
- BSBMKG523A Design and develop an integrated marketing communication plan

Writing
- BSBWRT501A Write persuasive copy

E-business
- BSBEBU501A Investigate and design e-business solutions

Financial Administration
- BSBFIM502A Manage payroll

General Administration
- BSBADM502B Manage meetings
- BSBADM503B Plan and manage conferences
- BSBADM504B Plan or review administration systems
- BSBADM506B Manage business document design and development

IT Building and Implementation
- BSBITB501A Establish and maintain a working computer network

Human Resource Management Units
- BSBHRM501A Manage human resources services
- BSBHRM502A Manage human resources management information systems
- BSBHRM504A Manage workforce planning
- BSBHRM505B Manage remuneration and employee benefits
- BSBHRM506A Manage recruitment, selection and induction processes
- BSBHRM507A Manage separation or termination
- BSBHRM509A Manage rehabilitation or return-to-work programs
- BSBHRM510A Manage mediation processes
Learning and Development
BSBLED502A Manage programs that promote personal effectiveness

Marketing Units
BSBMKG501B Identify and evaluate marketing opportunities
BSBMKG502B Establish and adjust the marketing mix
BSBMKG506B Plan market research
BSBMKG507A Interpret market trends and developments
BSBMKG508A Plan direct marketing activities
BSBMKG509A Implement and monitor direct marketing activities
BSBMKG510B Plan e-marketing communications
BSBMKG514A Implement and monitor marketing activities
BSBMKG515A Conduct a marketing audit

Public Relations Units
BSBPUB501A Manage the public relations publication process
BSBPUB502A Develop and manage complex public relations campaigns
BSBPUB503A Manage fundraising and sponsorship activities
BSBPUB504A Develop and implement crisis management plans

Management Units
Continuity
BSBCON601B Develop and maintain business continuity plans

Information Management
BSBINM501A Manage an information or knowledge management system

Innovation
BSBINN501A Establish systems that support innovation
BSBINN502A Build and sustain an innovative work environment

Intellectual Property
BSBIPR501A Manage intellectual property to protect and grow business

Management
BSBPMG510A Manage projects

Project Management
BSBPMG510A Manage projects

Risk Management
BSBRSK501B Manage risk

Sustainability
BSBSUS501A Develop workplace policy and procedures for sustainability

Workplace Effectiveness
BSBWOR501B Manage personal work priorities and professional development
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 and highest level of qualification
- Check for course prerequisites

**DOMESTIC STUDENTS**

- Application Form
- Copy of Passport
- Copy of High School Certificate and 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
BRISBANE COLLEGE OF AUSTRALIA
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 in any circumstance.
2. All requests for cancellations, transfers and refunds must be made in writing 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:
   5.1 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.
   5.2 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.
   5.3 If a student withdraws within 14 days of the commencement of the course, no refund will be made.
   5.4 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.
6.1 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.
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. The registered provider's dispute resolution processes do not circumscribe the student's right to pursue other legal remedies.
10. This agreement does not remove the right to take action under Australia's consumer protection laws.
11. 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.
12. 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): $230 p/wk
Additional Nights: $33 per night

(includes all meals throughout your stay)