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
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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.

Why choose Brisbane Australia?

Why choose our English Courses?

We offer a wide range of English Courses to suit your needs and purposes.

We have many Students from different nationalities and backgrounds. Because we are not only an English College but also a Registered Training Organisation (RTO), this means you will be surrounded by Domestic and other International Students to practice your English and make friends with while you study with us. This also gives Students the chance to study a Certificate or Diploma Course after their English Course as a pathway to higher education or to gain employment.

Here is a list of some of the things our English Courses which will equip you for:
- employment
- IELTS preparation
- improving pronunciation, speaking and listening
- to make friends and meet new people
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.

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

BC Student Life Blog
Brisbane College of Australia
Brisbane College of English
@Brisbane_College
2014 COURSE STARTING DATES

| Date  | 13 Jan | 3 Mar | 22 Apr | 2 Jun | 14 Jul | 18 Aug | 7 Oct | 10 Nov |

ACADEMIC CALENDAR

<table>
<thead>
<tr>
<th>TERM</th>
<th>DATES</th>
<th>HOLIDAY</th>
</tr>
</thead>
<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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</table>

OVERSEAS STUDENT HEALTH COVER

<table>
<thead>
<tr>
<th>LENGTH OF POLICY</th>
<th>SINGLE</th>
<th>FAMILY</th>
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</thead>
<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>
</tr>
<tr>
<td>Up to 12 months</td>
<td>$495</td>
<td>$1,788</td>
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</table>

ACCOMMODATION

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<tr>
<th>TYPE</th>
<th>PRICE ($AU)</th>
<th>PROVIDED</th>
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</thead>
<tbody>
<tr>
<td>Placement Fees</td>
<td>$100</td>
<td>N/A</td>
</tr>
<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>
</tr>
</tbody>
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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>
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<tbody>
<tr>
<td>9:00am -10:20am</td>
<td>Accounting</td>
<td>Accounting</td>
<td>Accounting</td>
<td>Accounting</td>
<td>Accounting</td>
</tr>
<tr>
<td>10:30am – 10:45am</td>
<td>Morning Break</td>
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<td></td>
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<tr>
<td>10:45am – 12:15pm</td>
<td>Accounting</td>
<td>Accounting</td>
<td>Accounting</td>
<td>Accounting</td>
<td>Accounting</td>
</tr>
<tr>
<td>12:15pm – 1:15pm</td>
<td>Lunch</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1:15pm – 3:15pm</td>
<td>Accounting</td>
<td>Accounting</td>
<td>Accounting</td>
<td>Accounting</td>
<td>Accounting</td>
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</tbody>
</table>

*The sample timetable is subject to change
Enrolment procedure

1. Student emails or posts application to Brisbane College
2. Application is assessed within 1 working day
3. Letter of offer is sent to the student
4. Pay course fee
5. Student Visa
6. Working holiday & travel visa
7. BC will send confirmation of enrolment (COE)
8. Apply for student visa to Australian Embassy
9. Student arrives in Brisbane
10. Student begins course
Elementary Level

Students in the Elementary Level have studied English before, but they need more practice and more confidence. Students entering this course usually do so with the general goal of improving their reading, writing, listening and speaking skills for use in daily life. You will finish this level with a strong, basic English ability.

Pre-Intermediate Level

The Pre-Intermediate Level class focuses on participation in many class activities where you practice new language structures in real life situations. Students entering this course usually do so with the general goal of improving their reading, writing, listening and speaking skills for use in daily life. Students will improve their competency where all skills are combined. This course also contains a wide range of genres for students to practice, and therefore students will understand how English is used in a multitude of social contexts.

Intermediate Level

Intermediate Level students take a significant step up in the level of language that they learn. This level is very challenging, and a strong grasp of basic communication skills, grammar and vocabulary is very important. Students entering this course usually do so with the general goal of improving their reading, writing, listening and speaking skills for use in daily life. Students will be able to read and write more complex texts from a wide range of contexts.
Upper-Intermediate Level

The Upper Intermediate Level involves a significant change in the communication skills, grammar and vocabulary learned at the Intermediate Level. Here, students are challenged through the practical application of advanced language structures. This will involve active participation in classroom discussions of various topics as well as the opportunity for students to extend the use of their language skills beyond everyday conversations.

Advanced Level

The Advanced Level follows on from the language learned at the Upper Intermediate Level. With extra attention focused on polishing your mastery and fluency of higher level language structures. At the Advanced Level, students language skills are tested in real life work situations. Students entering this course usually do so with the general goal of improving their presentation skills, thinking and problem solving skills.
**Intermediate**

The Intermediate level Business English course is suited to students who wish to improve their English skills for working in a business environment. The course gives students practice in reading and writing business correspondence, and also challenges students' problem solving and communication skills in a business context. During the course students will develop their skills in dealing with figures, starting presentations, taking part in meetings, managing meetings, negotiating, making arrangements on the telephone, socialising - introduction and networking, social English, problem-solving, decision making and presentation techniques.

**Upper-Intermediate**

The Business English - Upper Intermediate course is suited to students who wish to improve their professional Business English skills. The course gives students advanced practice in reading and writing business correspondence, and also demands a high level of problem solving and communication skills in a business context. During the course students will develop their skills in problem solving on the phone, brainstorming, networking, negotiating, handling difficult situations, reaching agreement, making presentations, summarising in presentations, resolving conflict, active listening, asking and answering difficult questions, and putting people at ease. presentation techniques.

**ENTRY REQUIREMENTS**

INTERMEDIATE
- Satisfactory completion of General English at Intermediate (GE3) or an IELTS practice test score of above 4.5 or undergo the BCE placement Test.

UPPER-INTERMEDIATE
- Satisfactory completion of General English at Upper Intermediate (GE4) or an IELTS practice test score of above 5.0 or undergo the BCE placement test.

**COURSE COST AND DURATION**

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


**COURSE DELIVERY**

Internal - Brisbane City Campus

**APPLY**

Download our application form at our website:

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

Send your application with the required documents to:

study@bc.edu.au
About English for Academic Purpose

This course is designed for English in the academic environment and will equip you with the skills needed to study in Australia. It includes vocabulary and language skills, essay and report writing, academic listening and reading, note taking, presentation, academic research, critical analysis, discussion and referencing.

ENTRY REQUIREMENTS

CAMBRIDGE FIRST CERTIFICATE IN ENGLISH (FCE PREPARATION)

- Satisfactory completion of General English at Intermediate (GE3) or an IELTS practice test score of above 4.5 or undergo the BCE placement Test.

COURSE DELIVERY

Internal - Brisbane City Campus

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

COURSE COST AND DURATION

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

http://bc.edu.au/tuition
About preparation for IELTS

Students entering this course usually do so with the general goal of improving their reading, writing, listening and speaking skills for academic purposes, and to reach an appropriate IELTS score for the purposes of entering a university in Australia, or immigration to an English speaking country.

Placement Levels

Your placement in the below levels is determined by a paper test and oral interview when you enter the school. Level placement is based on your knowledge of English and on your ability to communicate. These scores below are approximate:

<table>
<thead>
<tr>
<th>LEVEL</th>
<th>TOEIC</th>
<th>IELTS Scores</th>
<th>TOEFL</th>
<th>(CBT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced</td>
<td>750 – 900</td>
<td>6 – 9</td>
<td>580 – 680</td>
<td>250 - 300</td>
</tr>
<tr>
<td>Upper Intermediate</td>
<td>650 – 750</td>
<td>5 – 6</td>
<td>525 – 580</td>
<td>195 - 250</td>
</tr>
<tr>
<td>Pre Intermediate</td>
<td>500 – 600</td>
<td>3 – 4</td>
<td>425 – 475</td>
<td>113 – 150</td>
</tr>
<tr>
<td>Elementary</td>
<td>300 – 500</td>
<td>N/A</td>
<td>300 – 425</td>
<td>40 – 113</td>
</tr>
</tbody>
</table>

ENTRY REQUIREMENTS

- Satisfactory completion of General English at Intermediate (GE3) or an IELTS practice test score of above 4.5.

A score of 4.5 has been set to allow students unfamiliar with IELTS or of a lower-level English ability the opportunity to increase their competence and reach a band level of 6.5 or above.

COURSE COST AND DURATION

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

http://bc.edu.au/tuition

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

Application Requirements

☐ Application Form
☐ Copy of Passport

BC recommends all that applicants visit the Department of Immigration and Multicultural Affairs website at: 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
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:
   - 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.
   - 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.
   - If a student withdraws within 14 days of the commencement of the course, no refund will be made.
   - No refund will be made for that portion of the tuition fee that is payable as counselling fees to the students appointed agent.
   - 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.
   - 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.
   - If the course has not commenced and BC cannot deliver the course, BC will refund your full tuition fee (including your enrolment fee).
   - 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.
   - 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.

**TRANSFER**

**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:
   - The college has ceased to be registered or the course in which the student is enrolled has ceased to be registered.
   - A written letter of release has been provided by the College.
   - 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.
   - 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)