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.
BLACKSTONE CAMPUS | 14 HILL STREET, BLACKSTONE, QLD 4304
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](http://bc.edu.au/testimonials.htm)

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### 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.

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### 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](#)

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### 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
## 2014 COURSE STARTING DATES

<table>
<thead>
<tr>
<th>Term 1 2014</th>
<th>Dates</th>
<th>Holiday</th>
</tr>
</thead>
<tbody>
<tr>
<td>14 January 2014 – 04 April 2014</td>
<td>05 April 2014 – 21 April 2014</td>
<td></td>
</tr>
</tbody>
</table>

## ACADEMIC CALENDAR

<table>
<thead>
<tr>
<th>TERM</th>
<th>DATES</th>
<th>HOLIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1</td>
<td>13 January 2014 – 04 April 2014</td>
<td>05 April 2014 – 21 April 2014</td>
</tr>
<tr>
<td>Term 3</td>
<td>14 July 2014 – 19 September 2014</td>
<td>20 September 2014 – 6 October 2014</td>
</tr>
</tbody>
</table>

## OVERSEAS STUDENT HEALTH COVER

<table>
<thead>
<tr>
<th>LENGTH OF POLICY</th>
<th>SINGLE</th>
<th>FAMILY</th>
</tr>
</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>
</tr>
</tbody>
</table>

## ACCOMMODATION

<table>
<thead>
<tr>
<th>TYPE</th>
<th>PRICE ($AU)</th>
<th>PROVIDED</th>
</tr>
</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>
</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>Accounting</td>
</tr>
<tr>
<td>10:30am – 10:45am</td>
<td>Morning Break</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<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>
</tr>
</tbody>
</table>

*The sample timetable is subject to change
Enrolment procedure

**International Students**

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
   - BC will send confirmation of enrolment (COE)
6. Apply for student visa to Australian Embassy
7. Student arrives in Brisbane
8. Student begins course

**Working holiday & travel visa**

**Domestic Students**

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 begins course
## STUDY TOUR

### About the study tour

Going on a study tour is a great way for overseas students to learn English, and get the opportunity to explore a new culture. Tours are offered for groups from primary to university levels, and include Home-stay accommodation with an Australian family, loads of exciting activities and excursions (which can be customised to suit your group), course materials, collection from airport and return to airport and a guardian where necessary.

Your group can choose a fun and intensive English program, from a 7 day tour, an 11 day tour or a 3 week tour (21 days) depending on your preference, however the longer you stay the more English you can learn, and of course the more you get to see and do.

This program is ideal for students wanting to experience Australian life and have fun, while learning English, making this a holiday to be remembered!

### Here is an example of what you might do on the 7 day tour

<table>
<thead>
<tr>
<th>TIME</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
<th>SUNDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00am - 10:30am</td>
<td>Placement Test</td>
<td>English Class</td>
<td>English Class</td>
<td>English Class</td>
<td>Gold Coast Movie World</td>
<td>Free Day with Homestay family</td>
<td></td>
</tr>
<tr>
<td>10:45am - 12:00pm</td>
<td>School Orientation-Introduction to the local city area</td>
<td>English Class</td>
<td>English Class</td>
<td>English Class</td>
<td>Gold Coast Movie World</td>
<td>Free Day with Homestay family</td>
<td></td>
</tr>
<tr>
<td>12:00 - 12:40pm</td>
<td>LUNCH BREAK</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:40pm - 4:00pm</td>
<td>Visit City Hall &amp; City Centre</td>
<td>Visit University of Queensland by Ferry</td>
<td>Visit Lone Pine Koala Sanctuary</td>
<td>South Bank Museum and Australian Art</td>
<td>Visit Botanic Gardens</td>
<td>Gold Coast Surfers Paradise Beach</td>
<td>Free Day with Homestay family</td>
</tr>
</tbody>
</table>

### Cost and course duration

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FULL TIME TUITION FEE</th>
<th>DURATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Study Tour (option 1)</td>
<td>$950 / Week</td>
<td>7 days</td>
</tr>
<tr>
<td>Study Tour (option 2)</td>
<td>$950 / Week</td>
<td>11 days</td>
</tr>
<tr>
<td>Study Tour (option 3)</td>
<td>$950 / Week</td>
<td>21 days</td>
</tr>
</tbody>
</table>

**APPLY**

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

**APPLICATION CHECKLIST**

### 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
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.

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

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)