BRISBANE COLLEGE OF AUSTRALIA

ACCOUNTING COURSE INFORMATION
BRISBANE COLLEGE

Brisbane College of Australia

Accounting Courses
Business Courses
Children’s Services Work
Community Services Work
TESOL Courses

Brisbane College of English

Business English
Intensive General English
Preparation for IELTS
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Brisbane College of Australia and Brisbane College of English are integrated into the one campus at Brisbane College. Brisbane College offers a wide range of VET and English Courses.

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.
Brisbane College 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.
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.

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

2013 COURSE STARTING DATES

| 29 Jan | 4 Mar | 22 Apr | 20 May | 15 Jul | 19 Aug | 8 Oct | 11 Nov |

2013 PUBLIC HOLIDAYS

| 1 Jan | 28 Jan | 29 Mar | 31 Mar | 1 Apr | 25 Apr | 6 May | 14 Aug | 7 Oct | 25 Dec | 26 Dec |

ACADEMIC CALENDAR

<table>
<thead>
<tr>
<th>TERM</th>
<th>DATES</th>
<th>HOLIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1 2013</td>
<td>29 January 2013 – 05 April 2013</td>
<td>05 April 2013 – 21 April 2013</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>$110</td>
<td>$358</td>
</tr>
<tr>
<td>Up to 6 months</td>
<td>$220</td>
<td>$715</td>
</tr>
<tr>
<td>Up to 9 months</td>
<td>$330</td>
<td>$1,073</td>
</tr>
<tr>
<td>Up to 12 months</td>
<td>$440</td>
<td>$1,430</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></td>
<td></td>
<td>Morning Break</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></td>
<td>Lunch</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></td>
</tr>
</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
   - BC will send confirmation of enrolment (COE)
   - Apply for student visa to Australian Embassy
6. Working holiday & travel visa
7. Student arrives in Brisbane
8. Student begins course
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 begins course
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.

**Accelerated Course Cost**

**INTERNATIONAL STUDENTS**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>PRICE</th>
<th>DURATION</th>
<th>TEXTBOOK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate IV in Accounting <em>(Accelerated)</em></td>
<td>$3 200</td>
<td>12 weeks</td>
<td>$400</td>
</tr>
<tr>
<td>Diploma of Accounting <em>(Accelerated)</em> (Includes prerequisite Certificate IV in Accounting)*</td>
<td>$5 500</td>
<td>24 weeks</td>
<td>$500</td>
</tr>
</tbody>
</table>

**DOMESTIC STUDENTS**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>PRICE</th>
<th>DURATION</th>
<th>TEXTBOOK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate III in Accounts Administration <em>(Accelerated)</em></td>
<td>$2 500</td>
<td>12 weeks</td>
<td>$300</td>
</tr>
<tr>
<td>Certificate IV in Accounting <em>(Accelerated)</em></td>
<td>$3 200</td>
<td>12 weeks</td>
<td>$400</td>
</tr>
<tr>
<td>Diploma of Accounting <em>(Accelerated)</em> (Includes prerequisite Certificate IV in Accounting)*</td>
<td>$5 500</td>
<td>24 weeks</td>
<td>$500</td>
</tr>
</tbody>
</table>
CERTIFICATE III IN ACCOUNTS ADMINISTRATION (DOMESTIC) FN S30311

About this course
This qualification is aimed at new entrants to the Accounting Industry. It is ideally suited to those wishing to gain a basic and variety of knowledge of Accounts Administration duties.

The course consists of 11 Units of Competency across a variety of areas including Financial Transactions and Reports, Business technology, Customer Service and Financial Calculations.

Career and study pathway
Successful completion of this qualification may lead to further study such as the Certificate IV in Accounting or employment in the Financial Services sector as an entry-level accounts administration clerk. The areas of employment for an entry-level employee may include: accounts payable/accounts receivable, payroll, customer service in financial transactions, front line cashing and bank account maintenance and checking and processing financial data entry.

Learning Outcomes
Upon completion of this course, a Certificate III Accounts Administration will be issued. Students will gain a basic and variety of knowledge of Accounts Administration duties. Students may continue on to the Certificate IV in Accounting or gain a position as an entry-level accounts administration clerk.

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.

Forms of assessment may include: written tasks, multiple choice tests, projects/assignments/reports, feedback given and response, role plays and questioning/interview/discussion. This may vary per unit of competency.

The duration of this course will only be offered as full time for a total of 4 months. The mode of delivery is internal on Brisbane City campus only.

ENTRY REQUIREMENTS
This course is only available for Domestic Students.

The pre-requisite for entering this course is:
- High school certificate
- Copy of highest level of qualification

COURSE DURATION
16 weeks

COURSE COST
Full time - $3 500
Textbook - $400

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
Units of Competency
Students must complete the 7 Core Units listed and select 4 Elective Units from the list below. Students who have previously completed any units of competency from the lists below, or any other eligible units may have them credited towards this qualification via the Recognition of Prior Learning Process (RPL).

Core Units
- FNSACC301A Process financial transactions and extract interim reports
- FNSACC302A Administer subsidiary accounts and ledgers
- FNSACC303A Perform financial calculations
- FNSINC301A Work effectively in the financial services industry
- BSOHS201A Participate in OHS processes
- BSBITU306A Design and produce business documents
- BSBWRT301A Write simple documents

Elective Units
- FNSACM301A Administer financial accounts
- FNSACM302A Prepare, match and process receipts
- FNSACM303A Process payment documentation
- FNSBKG402A Establish and maintain a cash accounting system
- FNSBKG403A Establish and maintain an accrual accounting system
- FNSBKG405A Establish and maintain a payroll system
- FNSCRD301A Process applications for credit
- FNSCRD302A Monitor and control accounts receivable
- FNSCRD405A Manage overdue customer accounts
- FNSORG301A Administer fixed asset register
- FNSRTS301A Provide customer service in a retail agency
- FNSRTS302A Handle foreign currency transactions
- FNSRTS304A Administer debit card services
- FNSRTS307A Maintain Automatic Teller Machine (ATM) services
- FNSRTS308A Balance cash holdings
- FNSRTS309A Maintain main bank account
- FNSCUS402A Resolve disputes
- BSBCCMM301A Process customer complaints
- BSBCUS301A Deliver and monitor a service to customers
- BSBCUS403A Implement customer service standards
- BSBFIA302A Process payroll
- BSBFIA401A Prepare financial reports
- BSBITU304A Produce spreadsheets
- BSBITU305A Conduct online transactions
- BSBRKG303B Retrieve information from records
- BSBRKG304B Maintain business records
- BSBWOR301A Organise personal work priorities and development
About this course
This qualification is aimed at those seeking to build on their Certificate III qualifications and experience and gain an accounting support role involving: business activity statements, operational reporting, non-complex management reports, maintaining inventory records, small office management and supervising the operation of computer-based financial systems.

The course consists of 13 units of competency in areas such as financial statements, transactions and reports, business documents, business activity statements, legal decision making and computerised accounting systems.

Career and study pathway
Upon successful completion of the Certificate IV in Accounting, students may continue on to further study such as the Diploma of Accounting or gain employment in an accounts support role performing duties such as: business activity statements, operational reporting, non-complex management reports, maintaining inventory records, small office management and supervising the operation of computer-based financial systems.

Learning Outcomes
Upon completion of this course, a Certificate IV in Accounting will be issued. Students will gain a variety of knowledge in accounting support duties. Students may continue on to the Diploma of Accounting or gain an accounting support role.

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.

Forms of assessment may include: written tasks, multiple choice tests, projects/assignments/reports, feedback given and response, role plays and questioning/interview/discussion. This may vary per unit of competency.

The duration of this course will only be offered as full time for a total of 1/2 year. The mode of delivery is internal on Brisbane City campus only.

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 DURATION
24 weeks

COURSE COST

INTERNATIONAL STUDENTS
Full time - $4,250
Textbooks - $400

DOMESTIC STUDENTS
Full time - $4,200
Textbooks - $400

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
Units of Competency
Students must complete the 9 Core Units and 4 Elective Units are to be chosen from the listed below. Students who have completed any eligible units of competency may credit those units towards this qualification via the Recognition of Prior Learning Process (RPL).

Core Units
FNSACC301A  Process financial transactions and extract interim reports
FNSACC403B  Make decisions in a legal context
FNSACC404A  Prepare financial statements for non-reporting entities
FNSACC406A  Set up and operate a computerised accounting system
FNSBKG404A  Carry out business activity and instalment activity statement tasks
FNSINC401A  Apply principles of professional practice to work in the financial services industry
BSBFIA401A  Prepare financial reports
BSBITU306A  Design and produce business documents
BSBOHS201A  Participate in OHS processes

Electives
FNSACC302A  Administer subsidiary accounts and ledgers
FNSACC303A  Perform financial calculations
FNSACC401A  Process business tax requirements
FNSACC402A  Prepare operational budgets
FNSACC405A  Maintain inventory records
FNSACC407A  Produce job costing information
FNSACM401A  Evaluate and authorise payment requests
FNSBKG405A  Establish and maintain a payroll system*
FNSORG505A  Prepare financial reports to meet statutory requirements
FNSORG506A  Prepare financial forecasts and projections
BSBITU402A  Develop and use complex spreadsheets
BSBWRT301A  Write simple documents

*The unit FNSBKG405A Establish and maintain a payroll system is required for students seeking Business Activity Statement (BAS) agent registration. BC recommends students complete this unit.
DIPLOMA OF ACCOUNTING FN S50210

About this course
This qualification is aimed at those seeking to build on their Certificate IV qualification and experience and gain an accounting assistant role involving: introducing and maintaining accounting systems, maintaining internal control systems, preparing tax returns and financial statements, reporting and developing business plans. We also offer the accelerated course which allows you to complete the course in a shorter time frame.

Career and study pathway
After completing the Diploma of Accounting, students may gain employment as an assistant accountant or accounting employee performing duties such as: preparing tax returns, maintaining accounting and internal control systems, preparing financial statements, managing small teams and developing business plans. Students may choose to go onto further study such as the Advanced Diploma of Accounting or gain credit towards a university degree such as Bachelor of Accounting.

Learning Outcomes
Upon completion of this course, a Diploma of Accounting will be issued. Students will gain a wide variety of knowledge in accounting duties. Students may continue on to the Advanced Diploma of Accounting or Bachelor of Accounting or gain a position as an assistant accountant.

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.

Forms of assessment may include: written tasks, multiple choice tests, projects/assignments/reports, feedback given and response, role plays and questioning/interview/discussion. This may vary per unit of competency.

The duration of this course will only be offered as full time for a total of 1 1/2 years or accelerated full time for 1 year. The mode of delivery is internal on Brisbane City campus only.

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
- FNS40611 Certificate IV in Accounting

COURSE DURATION
52 weeks

COURSE COST
INTERNATIONAL STUDENTS
Full time - $8 500
Textbooks - $500

DOMESTIC STUDENTS
Full time - $7 500
Textbooks - $500

* Price includes prerequisite Certificate IV in Accounting

COURSE DELIVERY
Internal - Brisbane City Campus

APPLY
Website:
http://www.bc.edu.au/forms.htm

Send your application with the required documents to:
study@bc.edu.au
Units of Competency

Students must complete the 6 Core Units and select 3 Elective Units from the list below. Students who have completed any eligible units of competency may credit those units towards this qualification via the Recognition of Prior Learning Process (RPL).

Core Units
FNSACC501A  Provide financial and business performance information
FNSACC50B  Prepare legally compliant tax returns for Individuals
FNSACC503A  Manage budgets and forecasts
FNSACC504A  Prepare financial reports for corporate entities
FNSACC506A  Implement and maintain internal control procedures
FNSACC507A  Provide management accounting information

Electives
FNSACC505A  Establish and maintain accounting information systems
FNSACC601B  Prepare and administer compliant tax returns for legal entities
FNSACC607A  Evaluate business performance
FNSFMIK505A  Comply with financial services legislation and industry codes of practice
FNSINCY601A  Apply economic principles to work in the financial services industry
FNSINCY602A  Interpret and use financial statistics and tools
FNSORG505A  Prepare financial reports to meet statutory requirements
FNSORG506A  Prepare financial forecasts and projections
FNSTPB501A  Apply legal principles in corporations and trusts law
FNSTPB502A  Apply legal principles in commercial and property law
BSBITU402A  Develop and use complex spreadsheets
BSBWOR401A  Establish effective workplace relationships
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 medical insurance at Medibank Private
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:
   4.1 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.
   4.2 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.
   4.3 If a student withdraws within 14 days of the commencement of the course, no refund will be made.
   4.4 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.
5.1 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)
Person: 

Family Name ________________________________________________________________________

Given Name/s _________________________________________________________________________

Date of Birth (d/m/y) __/__/____ Sex: F ☐ M ☐

Language ___________________________________________________________________________

Nationality _________________________________________________________________________

Passport Number ________________________________________________________________

E-mail Address ____________________________________________________________

Home Address _________________________________________________________________________

Current Address _______________________________________________________________________

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?

Visa Status in Australia

Student ☐ Holiday ☐ Visitor ☐ Other ☐

Student Visa holders must have Overseas Student Health Cover (OSHC).

Do you require OSHC? Single ☐ Family ☐ No ☐

Month 3 6 12 18 24

Single $110 $220 $440 $676 $901

Family $358 $715 $1,430 $2,532 $3,376

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

Potential Students

Do you require Airport Transfer Service? Yes ☐ No ☐

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

Vocational Courses

Please write the name of the course you are applying for

________________________________________________ ____________

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

Note: Please attach a passport copy for enrolment into any course. If enrolling in a Certificate or Diploma Course please attach English test results and certified copies of your highest level of education.