



BRISBANE COLLEGE OF AUSTRALIA

National Provider No. 31315 | CRICOS No. 02615G

2024 INTERNATIONAL STUDENT COURSE INFORMATION

Enrolment fee: \$250

FULL TIME COURSES	TUITION FEE	DURATION	TEXT BOOK
AGRICULTURAL SCIENCE			
Certificate III in Horse Care	\$18,000	75 weeks	\$750
Certificate IV in Equine Care	\$21,000	78 weeks	\$850
Certificate III in Horse Care and Certificate IV in Equine Care	\$28,000	2 years	\$950
ANIMAL SCIENCE STUDIES			
Certificate II in Animal Care	\$6,200	26 weeks	\$550
Certificate III in Animal Technology	\$7,500	30 weeks	\$550
Diploma of Animal Technology	\$18,000	65 weeks	\$650
Diploma of Animal Technology (including Certificate III in Animal Technology)	\$21,500	2 years	\$900
BUSINESS STUDIES			
Certificate IV in Entrepreneurship and New Business	\$6,500	26 weeks	\$450
Certificate IV in Business	\$6,500	33 weeks	\$450
Diploma of Business	\$12,000	1 year	\$550
Advanced Diploma of Business	\$7,500	35 weeks	\$550
Advanced Diploma of Business (including Diploma of Business)	\$18,000	1 ½ years	\$750
Advanced Diploma of Business (including Diploma of Business and Certificate IV in Business or Entrepreneurship)	\$24,000	2 years	\$850
COMMUNITY SERVICES STUDIES			
Diploma of Community Services (express)	\$12,000	1 year	\$500
Diploma of Community Services	\$17,400	70 weeks	\$500
Advanced Diploma of Community Sector Management	\$11,000	1 year	\$550
Advanced Diploma of Community Sector Management (including Diploma of Community Services)	\$23,200	2 years	\$750
Advanced Diploma of Community Sector Management (including Diploma of Community Services and Certificate III in Community Services)	\$34,800	3 years	\$850
EARLY CHILDHOOD EDUCATION AND CARE STUDIES			
Certificate III in Early Childhood Education and Care	\$11,000	1 year	\$450
Diploma of Early Childhood Education and Care (prerequisite – Certificate III in Early Childhood Education and Care)	\$12,000	1 year	\$550
Diploma of Early Childhood Education and Care (including Certificate III in Early Childhood Education and Care)	\$22,600	2 years	\$750
MANAGEMENT STUDIES			
Diploma of Leadership and Management	\$9,500	43 weeks	\$450
Advanced Diploma of Leadership and Management	\$7,500	39 weeks	\$550
Advanced Diploma of Leadership and Management (including Diploma of Leadership and Management)	\$18,000	1 ½ years	\$750
Advanced Diploma of Leadership and Management (including Advanced Diploma of Business)	\$18,000	1 ½ years	\$750
Graduate Diploma of Management (Learning)	\$9,500	31 weeks	\$550
VETERINARY NURSING			
Certificate IV in Veterinary Nursing (prerequisite – Certificate II in Animal Care)	\$18,600	78 weeks	\$650
Certificate IV in Veterinary Nursing (prerequisite – Certificate II in Animal Care)	\$12,800	52 weeks express	\$650
Diploma of Veterinary Nursing (prerequisite – Certificate IV in Veterinary Nursing)	\$12,000	40 weeks	\$650
Certificate IV in Veterinary Nursing (including Certificate II Animal Care)	\$24,000	2 years	\$850
Diploma of Veterinary Nursing (including Certificate IV in Veterinary Nursing and Certificate II in Animal Care)	\$36,000	3 years	\$950
Diploma of Veterinary Nursing (including Certificate IV in Veterinary Nursing and Certificate II in Animal Care)	\$28,000	2 years express	\$950
* Fees are subject to change			
2024 COURSE STARTING DATES			
1 February 2024	11 April 2024	11 July 2024	26 September 2024
Term Dates		Holidays	
5 February 2024 – 28 March 2024		29 March 2024 – 14 April 2024	
15 April 2024 – 14 June 2024		15 June 2024 – 14 July 2024	
15 July 2024 – 13 September 2024		14 September 2024 – 29 September 2024	
30 September 2024 – 14 December 2024		15 December 2024 – 2 February 2025	

All fees are Australian Dollars

BRISBANE COLLEGE OF AUSTRALIA - BRISBANE COLLEGE OF ENGLISH - AUSTRALIAN INSTITUTE OF TESOL
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 CRICOS: 02615G | RTO: 31315

TERMS AND CONDITIONS OF ENROLMENT

All Students must read this document carefully before signing the student agreement.

REFUND POLICY

1. The enrolment fee is not refundable under any circumstances.
2. All requests for cancellations, transfers and refunds must be made in writing using and require the presentation of relevant supporting documentation.
3. Upon approval the application will be refunded in accordance with the ESOS regulations.
4. No refunds will be given to students who are expelled for unacceptable behaviour or non-compliance with visa conditions.
5. If, after the full payment of fees a student withdraws an application, or the student visa is refused, the following will apply:
A cancellation fee of \$500 will be deducted from the refund.
 - 5.1 Before granted student visa
 - 5.1.1 If written notice is received by BC more than 30 days before the commencement of the course a cancellation fee of \$500 and first semester fee of 30% will be deducted from the fees received.
 - 5.1.2 If written notice is received by BC less than 30 days before commencement, no refund will be made.
 - 5.2 After granted student visa
 - 5.2.1 If written notice is received by BC more than 30 days before the commencement of the course a cancellation fee of \$500 and 30% of the first semester fee will be refunded from the fees received.
 - 5.2.2 If written notice is received by BC less than 30 days before commencement, no refund will be made.
 - 5.3 After course commencement
 - 5.3.1 If the student has commenced the course and wishes to withdraw from study, tuition fees already paid will not be refunded.
 - 5.3.2 No refund will be made for that portion of the tuition fee that is payable as counselling fees to the student's appointed agent.
6. If the student has completed a course before the allocated finish date, no refund for the remaining time will be issued and remainder of tuition fees must be paid before receiving the certificate of the qualification.
7. 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.
8. If the course has not commenced and BC cannot deliver the course, BC will refund your full tuition fee (including your enrolment fee).
9. 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.
10. Refunds are payable only to the person or organisation who entered into the agreement with the College. Refunds will not be made to third parties.
11. All bank charges incurred by Brisbane College are to be met by the student.
12. The registered provider's dispute resolution processes do not circumscribe the student's right to pursue other legal remedies.
13. This agreement does not remove the right to take action under Australia's Consumer Protection Laws.
14. 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.
15. In the case of a student returning home any refund will only be made after the student ID card is returned and immigration notified.

INTERNATIONAL STUDENT ATTENDANCE OBLIGATIONS

It is BC policy that students studying courses in Australia on a student visa are to attend 80% of all classes.

TRANSFERS

Transfer to another educational institution

1. Under Student Visa Regulations it is not possible to transfer to another education institution for the duration of any preliminary course and/or the first six months of the principal course, except where:
 - 1.1 The college has ceased to be registered or the course in which the student is enrolled has ceased to be registered.
 - 1.2 A written letter of release has been provided by the College.
 - 1.3 A sanction has been imposed on the College's registration by the Queensland or Australian Government that prevents the student from continuing the principal course.
 - 1.4 Any government sponsor of the student considers the change to be in the student's best interest and has provided written support for that change.
2. Requests for transfer must be made to the Administration Office in writing and be accompanied by a letter of offer from the receiving institution. Evidence of exceptional and/or extenuating circumstances is also required.
3. If approved, any money transferred will be in accordance with BC's Refund Policy.

Transfer to another course at BC

1. All applications to transfer to another course at BC should be made on the 'Request for Internal Transfer' form available at the Administration Office in consultation with the relevant teaching departments.
2. Students will be required to fill out a new application form in order to apply for the new course they wish to study.
3. Where a transfer is granted students must pay an administration fee of AU\$100 plus any additional tuition fees applicable to the new course before starting the new course.

ACCOMMODATION AND AIRPORT TRANSFER FEE REFUND POLICY

1. If the student's application for enrolment or visa is denied, a full refund is given.
2. Except for in the above instance, the Accommodation Placement and Airport transfer fees are non-refundable.
3. If at least 28 days' notice is given for cancellation of accommodation, a full refund will be given. If less than 28 days' notice is given, a cancellation equal to 2 weeks rent is incurred. After accommodation has commenced, 2 weeks' notice must be given, otherwise the above cancellation charge is incurred.
4. If the College is not notified of any change in flight details at least 48 hours before arrival, another Airport transfer fee may be incurred.

ACCOMMODATION FEES

Placement Fees:	\$100
Home-stay (at least 4 wks):	\$300-\$400 p/wk
Additional Nights:	\$35 per night

(includes all meals throughout your stay)

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INTERNAL & EXTERNAL COMPLAINTS AND APPEALS PROCESSES

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

SATISFACTORY COURSE PROGRESS OBLIGATIONS

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

ESOS FRAMEWORK

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

PRIVACY STATEMENT

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

BRISBANE COLLEGE OF AUSTRALIA

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APPLICATION FORM

Personal Information

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

Address in Australia _____

Note: You must notify BC of a change in address while enrolled in a course.

Do you have any special needs that may affect or prevent you from competing any of the course requirements?

Education

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

Are you applying for a student visa?

Yes Other: _____

How many dependents will be on the visa application?

0 Other: _____

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

Single Couples Family No

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

STUDENT'S ENGLISH LEVEL

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

PROGRAM SELECTION

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

Please write the name of the course you are applying for

Course Start Date: ___/___/___ Weeks: _____

Note: Please attach with application form

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

Accommodation and Airport Transfer Fees

BC accommodation placement fee AU\$100

I want the homestay _____ weeks
I will make my own living arrangements

Transfer from airport to accommodation AU\$100

Airport Transfer Service? Yes No

If you are UNDER 18 APPLICANTS

Will you be accompanied by a guardian? Yes No

If no, College Guardian fee is \$500.00

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

_____ / ____ / ____
Signature Date

SURVEY

How did you hear about us?

Our Website Friend/Family Agency Advertisement

Facebook

Other: _____

AGREEMENT

I certify that the information provided on this form, including attachments is true and correct. I have read, understand and agree to the terms and conditions of enrolment as set out overleaf (pages one and two).

_____ / ____ / ____
Signature Date

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

Name of Consultant _____

Agency Name _____

Application forms must be signed and complete.

**Where to send your application:
Brisbane College of Australia**

PO Box 10704

Brisbane Qld Australia 4000

Email: mail@bc.edu.au