



BRISBANE COLLEGE OF AUSTRALIA

National Provider No. 31315 | CRICOS No. 02615G

SHORT COURSES DURING COVID-19 2020

Enrolment fee \$150

FULL TIME COURSES*	TUITION FEE	DURATION	TEXT BOOK
Certificate IV in Business	\$2 850	8 – 20 weeks	\$350
Diploma of Business	\$3 100	8 – 20 weeks	\$450
Diploma of Leadership and Management	\$3 500	8 – 20 weeks	\$500
Certificate IV in Accounting and Bookkeeping	\$4 200	8 – 20 weeks	\$500
Certificate III in Community Services	\$2 950	8 – 20 weeks	\$350
Certificate III in Hospitality	\$3 200	8 – 20 weeks	\$350
Certificate III in Animal Technology	\$4 500	8 – 20 weeks	\$550
Certificate IV in TESOL	\$1 550	8 – 20 weeks	\$120
Diploma of TESOL	\$3 500	8 – 20 weeks	\$240

*Courses are subject to be withdrawn at any time if the Australian borders open

2020 COURSE STARTING DATES	
These courses can be started at any time. This offer is not eligible to apply for a student visa.	
2020 Term Dates and Holidays	
Term Dates	Holidays
3 February 2020 – 3 April 2020	6 April 2020 – 17 April 2020
20 April 2020 – 26 June 2020	29 June 2020 – 17 July 2020
20 July 2020 – 25 September 2020	28 September 2020 – 9 October 2020
12 October 2020 – 11 December 2020	14 December 2020 – 29 January 2021

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 the following will apply:
A cancellation fee of the lesser of \$500 or 5% of the total tuition fees received will be deducted from the refund.
 - 5.1 If written notice is received by BC more than 28 days before the commencement of the course a cancellation fee of 30% will be deducted from the fees received.
 - 5.2 If written notice is received by BC less than 28 days before commencement, no refund will be made.
 - 5.3 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.
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. Refunds will be payable only to the person or organisation who entered into the agreement with the College. Refunds will not be made to third parties.
10. All bank charges incurred by Brisbane College are to be met by the student.
11. The registered provider's dispute resolution processes do not circumscribe the student's right to pursue other legal remedies.
12. This agreement does not remove the right to take action under Australia's Consumer Protection Laws.
13. 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.
14. 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

It is BC policy that students 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. 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.

PERSONAL INFORMATION

Family Name _____
 Given Name/s _____
 Date of Birth (D/M/Y) ____/____/____ Sex: F M
 Language _____
 Passport Number _____
 Home Address _____
 Telephone _____
 E-mail Address _____

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

Education

Highest Level of School Completed Year 10 <input type="checkbox"/> Year 12 <input type="checkbox"/>	Year completed
Highest Qualification	Year completed

VOCATIONAL EDUCATION AND TRAINING COURSE

Please write the name of the course you are applying for

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

Note: Please attach the following documents your application form:

- documentation showing proof of ID such as birth certificate, passport or drivers' licence
- International students must provide copy of passport
- certified copies of your high school certificate and highest level of education.

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

Application forms must be signed and complete.

**Where to send your application:
 Brisbane College of Australia
 PO Box 10704 Adelaide Street
 Brisbane Qld Australia 4000
 Email: study@bc.edu.au**

How did you hear about us?

- Our Website Friend/Family
 Agency Advertisement
 School Facebook

Other: _____