



billy blue college

Application for Enrolment 2007

International Students

Billy Blue School of English 01440A

Billy Blue School of Graphic Arts 00246M, 02364M

William Blue School of Hospitality, Tourism and Leisure Management 00246M, 02218K

Address

Billy Blue College
Northpoint
171 Pacific Highway
North Sydney NSW
2060 Australia

Phone

+61 (0)2 9955 1122

Fax

+61 (0)2 9957 1811

Email

admissions@billyblue.com.au

Web

www.billyblue.com.au

billy blue
school of
graphic arts

william blue
school of hospitality,
tourism and leisure
management



2007 courses, dates and fees for International Students

All fees are in Australian Dollars (AUD)

Billy Blue School of English		
General Intensive English CRICOS code 019228B English for Academic Purposes CRICOS code 019229A	8 Jan, 5 Feb, 5 Mar, 2 Apr, 30 Apr, 28 May, 25 Jun, 23 Jul, 20 Aug, 17 Sep, 15 Oct, 12 Nov, 10 Dec	Per enrolment Enrolment Fee \$ 200 Materials Fee \$ 50 Weekly Tuition 1 – 19 weeks \$ 350 per week 20 – 39 weeks \$ 330 per week 40+ weeks \$ 310 per week <i>Graduated course fees apply to overall length of enrolment.</i>
Graphic Design Bridging Program CRICOS code 019231G Hotel Management Bridging Program CRICOS code 019230G	2 April, 2 October	
Cambridge Examination Preparation (FCE, CAE) [12 weeks] CRICOS code 022579G, 022580D	19 March, 17 September	Enrolment Fee \$ 200 Tuition \$4,626 Exam Fees \$ 340 FCE \$ 345 CAE

Billy Blue School of Graphic Arts		
Certificate III in Design Fundamentals [18 weeks] Course code CUV30303 , CRICOS code 056812A	19 February, 23 July	\$ 8,350 \$ 352 Art Kit
Advanced Diploma of Communication Design (Communication Design and Multimedia Design streams) [Years 1 & 2] Course code 91016NSW , CRICOS code 049126D	19 February, 23 July	\$16,700 (Year 1) \$ 880 Art Kit \$16,600 (Year 2)
Associate Degree in Communication Design, Associate Degree in Multimedia Design [Years 1 & 2] Course code CHZ, MHZ , CRICOS code 055858F, 055859E	26 February, 30 July	\$16,700 (Year 1) \$ 880 Art Kit \$16,700 (Year 2)
Bachelor of Design (Communication Design), Bachelor of Design (Multimedia Design) [Year 3] Course code DCD10, DMM10 , CRICOS code 050838F, 050843J Awarded by Swinburne University of Technology, 02364M	9 March, 27 July	\$17,150 * These fees are for students starting Year 3 in 2007. Students are charged the subject fee of the current year of study. Subjects delivered in 2008 are charged the 2008 subject fee as set by Swinburne University.
Master of Design (Communication Design), Master of Design (Multimedia Design) (2 years – 16 subjects) [Years 4 & 5] Course code DMCD30 , DMCD30 , CRICOS code 058686G, 058686E Awarded by Swinburne University of Technology, 02364M	27 July	\$ 2,406.25* per subject \$ 100 General Service Fee per year * These fees are for students starting Year 4 in 2007. Students are charged the subject fee of the current year of study. Subjects delivered in 2008 are charged the 2008 subject fee as set by Swinburne University.

William Blue School of Hospitality, Tourism and Leisure Management		
Diploma of Event Management [Year 1] Course code THTS0203 , CRICOS code 058091B	20 February	\$16,700 \$ 66 Materials Fee
Advanced Diploma of Hospitality Management [Years 1 & 2] Course code THH60202 , CRICOS code 054424G	13 February, 17 July	\$16,400 (Year 1) \$ 1,925 Equipment Fee \$13,000 (Year 2) \$ 572 Equipment Fee
Advanced Diploma of Hospitality Management – Commercial Cookery [Years 1 & 2] Course code THH60202 , CRICOS code 054425G	16 April, 3 September	\$12,000 (Year 1) \$ 594 Equipment Fee \$12,000 (Year 2)
Associate Degree in Hospitality Management [Years 1 & 2] Course code HHZ , CRICOS code 057124F	27 February, 24 July	\$15,950 (Year 1) \$ 1,705 Equipment Fee \$15,100 (Year 2) \$ 572 Equipment Fee
Bachelor of Business (Tourism & Hospitality) [Year 3] Course code LBBTH CRICOS code 049997A Awarded by La Trobe University, 02218K	8 January, 26 February, 23 July	\$ 1,690* per subject Advanced Diploma graduates need to do 10 subjects. Associate Degree graduates need to do 8 subjects. * These fees are for students starting Year 3 in 2007. Students are charged the subject fee of the current year of study. Subjects delivered in 2008 are charged the 2008 subject fee as set by La Trobe University.

Accommodation Services		
Homestay Other accommodation options available on request.	Placement Fee 18 years and over Under 18 years Holding fee*	\$200 \$225 per week (single room) \$240 per week (single room) \$100 per week * For students who wish to reserve their existing Homestay during a period of absence
Airport Transfer Fee	One way service	\$110

Overseas Student Health Cover (OSHC)		
Required for Student Visa applicants only OSHC fees are subject to change by Medibank Private.	Up to 3 months 3 – 6 months 6 – 9 months 9 – 12 months	\$ 85.50 \$171 \$256.50 \$342

Please note:

- Billy Blue College is closed on Public Holidays in 2007: 1 January, 26 January, 6 April, 9 April, 25 April, 11 June, 6 August (English school), 1 October, 25 December, 26 December, 24 December – 1 January 2008 (English school).
- Billy Blue School of Graphic Arts and William Blue School of Hospitality, Tourism and Leisure Management: A discount of \$600 applies to full-year courses if the full annual tuition fee is paid two weeks before the course start date (excludes Commercial Cookery, Bachelor and Master programs).
- The above fees are confirmed exclusively for the 2007 enrolment period. Course dates and fees are subject to change without notice.

Fee schedule

Certificate, Diploma, Advanced Diploma and Associate Degree courses

A deposit of \$A2,000 is required to secure your place in the course. The balance of fees is required two weeks before the start date of the course. A discount of \$A600 applies to full year courses if the full annual tuition fee is paid two weeks before the course start date (excludes Commercial Cookery, Bachelor and Master programs).

Degree courses

A deposit of \$A500 is required to secure your place in the course. The balance of fees is required two weeks before the course start date.

Fee Review

All the fees shown in this document are confirmed exclusively for the 2007 enrolment period.

Payment details

Fees may be paid by bank cheque/draft, bank transfer or credit card.

If payment is being made by bank cheque/draft, please make it payable to Billy Blue College Pty Ltd and send to the admissions office at the address shown at the end of this prospectus.

If payment is to be made by credit card (Visa or Mastercard), please contact the college's Accounts Department and arrange to have a credit card payment form and instructions sent to you.

Bank transfers are to be paid in Australian dollars to:

For enrolments to Billy Blue School of Graphic Arts and William Blue School of Hospitality, Tourism and Leisure Management:

Account name
Billy Blue College Pty Ltd

Bank name
St George Bank Ltd

Swift code
SGBLAU2S

Branch number
332-027

Account number
5511-78534

Address of bank
4 Bligh Street
Sydney
NSW 2000
Australia

For enrolments to Billy Blue School of English:

Account name
Billy Blue English School Trust Account

Bank name
St George Bank Ltd

Swift code
SGBLAU2S

Branch number
332-027

Account number
5511-14389

Address of bank
4 Bligh Street
Sydney
NSW 2000
Australia

Acceptance and enrolment

Billy Blue School of Graphic Arts, William Blue School of Hospitality, Tourism and Leisure Management

If you're applying from outside Australia, you will be asked to undertake a phone interview (students applying to William Blue will be asked to complete an additional Application Questionnaire).

If you're applying from within Australia you'll be invited to attend an interview with the Head of School.

All applications are assessed by the Head of School and you'll be notified of the result of your application within four working days of receipt of your completed application form.

If your application is successful we'll send you a letter of acceptance and an invoice for the fees, outlining the required deposit.

The balance of the fees become due two weeks before course start date.

Enrolling into a Bachelor or Master program

Application for entry into the Bachelor or Master programs can only be confirmed once all entry requirements are met and the enrolment deposit of \$A500 has been received. Please refer to the college's website for full details of the entry criteria.

Billy Blue School of English

Enrolment documentation is provided within 24 hours of receipt of the completed Application Form.

Enrolment and provision of services requested is fully confirmed upon receipt of the invoice amount, which is required four weeks before the course start date.

Student visas

For current information on obtaining student visas, please contact a Billy Blue College representative in your region, the nearest Australian Embassy or go to www.immi.gov.au

International application form

2007



billy blue college

How to apply to Billy Blue School of Graphic Arts, William Blue School of Hospitality, Tourism and Leisure Management and Billy Blue School of English.

Please complete and sign the application form and send it to us along with the following:

- Certified transcripts and English translations of relevant academic records
- Evidence of English language proficiency
- Any additional documentation to support your application
(eg. your resumé, work certificates and references and the Application Questionnaire)
- Your portfolio of creative work if you're applying for any of the Graphic School courses.
A portfolio is not required for the Certificate III in Design Fundamentals course.

HOMESTAY & EDUCATION AUSTRALIA
Suite 103, Level 1, 379-383 Pitt Street,
Sydney NSW 2000 Australia
Telephone 02 9268 0933
Facsimile 02 9268 0399

Personal details

Male Female Date of Birth / /

Family name _____ Given name/s _____

Nationality _____ Passport number _____

Visa (please tick) Student* Tourist Working holiday Other: _____

* Where will you be applying for your visa? _____

Address in home country _____

Telephone _____ Mobile _____ Fax _____

Email _____

Address in Australia (if available) _____

How did you find out about the School?

Agent Internet Advertising Exhibition Friend Other: _____

The course/s you wish to study

Course titles and codes can be found on the previous relevant page.

If you're applying for a Bachelor degree, you must also apply for the relevant Advanced Diploma or Associate Degree courses.

For Design students, please indicate stream Communication Design Multimedia Design

If you're applying to enrol into one of the English School courses, please tick the appropriate box telling us your existing level of English and put the number of weeks you wish to study after the Course title but on the same line.

Beginner Elementary Intermediate Upper Intermediate Advanced

1. Course name _____

Course code Course start date / /

2. Course name _____

Course code Course start date / /

2. Course name _____

Course code Course start date / /

Highest academic qualification

_____ Year

Name of institution _____

Languages spoken _____

Recognition of prior learning (RPL) or credit transfer

Do you wish to apply for RPL or credit transfer?

Yes* No

* Please attach supporting documents including transcripts of previous studies, evidence of work experience etc.

Accommodation

Please complete this section if you wish to use our accommodation service.

Start date / / Number of weeks required

Homestay

Single room Shared room (only available for students travelling together)

Do you smoke? Yes No

If Yes, do you agree to smoke outside the home? Yes No

Would you live with a family with pets (dog/cat)? Yes No

Would you live with a family with children under 5 years? Yes No

Do you suffer from any medical conditions?

Do you have any special dietary requirements?

What are your hobbies/interests?

Student Residence

Single room Twin-share

Airport pick up service

Do you require our airport transfer service on arrival? Yes No

If yes, provide your confirmed flight arrival details:

Flight Date / / Time (eg. 18:20) :

Agreement

In signing the Billy Blue application form I understand and agree that:

- I have read and understood the Terms and Conditions of enrolment and the College curriculum for the program/s applied for.
- I will abide by the rules and regulations of the College.
- I have the financial capability to meet my tuition fees and agree to pay all fees as they become due.
- The College has permission to pass any relevant information concerning my academic results and progress at the School to parents/guardians and employers/human resource departments in which industry training may be organised.
- The information provided in this application form and accompanying documents is correct.
- Billy Blue College is obliged by statute to keep confidential student records on file for administrative purposes only.
- If I instruct an agent to complete this application form on my behalf, I do so on the basis that the agent is acting for me and it remains my responsibility to read the Terms and Conditions of enrolment.

Declaration

I declare that the information provided by me in this application form is correct. I confirm that I have read and understood the Terms and Conditions of enrolment and agree to be bound by them. I also confirm that I have the financial capacity to meet all my tuition fees and agree to pay all fees as they become due.

Signature*

Date / /

* Signature of parent/guardian required for applicants under 18 years

If fees are paid by another person/company:

I, (Name) _____ declare that I have the financial capacity to meet tuition fees identified in this application form and agree to pay all fees as they become due, and that I have read, fully understand and accept the Terms and Conditions of enrolment detailed on this application form.

Signature

Date / /

Attachment checklist

- Proof of English proficiency IELTS TOEFL Other (eg enrolment at Billy Blue School of English)
- Academic transcripts
- Description or references for relevant work experience
- Application Questionnaire (William Blue School of Hospitality, Tourism and Leisure Management only)
- Portfolio (Billy Blue School of Graphic Arts only)

Submitting this application form

Please complete this application form, make a copy for your records, and submit the original to:

Address	Mailing address	Phone
Billy Blue College	Admissions Office	+61 (0)2 9955 1122
Northpoint	Billy Blue College	Fax
171 Pacific Highway	PO Box 728	+61 (0)2 9957 1811
North Sydney	North Sydney	Email
NSW 2060	NSW 2059	admissions@billyblue.com.au
Australia	Australia	Web
		www.billyblue.com.au

AGENT STAMP

William Blue School of Hospitality, Tourism and Leisure Management

Application Questionnaire

Please answer the following questions and attach your answers to your application form:

Part 1

1. When learning English, what did you find the most difficult (eg grammar, speaking, writing)?

2. What were your favourite subjects at school? Why?

3. Do you like to get involved in organising events and get-togethers?

4. Are you involved in any community organisations or groups? Have you had to play a part in organising an event?

5. Have you had part-time jobs? Yes No
If so, doing what?

Terms and Conditions of enrolment

Billy Blue School of Graphic Arts William Blue School of Hospitality, Tourism and Leisure Management

1. Students may apply for RPL (recognised prior learning) and/or credit(s) from previous studies. These are assessed and approved by the Head of School.
2. Accepted students are enrolled into the first year of the course for which they have applied unless they have been granted RPL and/or credit(s).
3. Under exceptional circumstances, and at the discretion of the Head of School, a student may be allowed to start a course up to three weeks (including orientation week) after the published course start date. Later arrivals will need to defer to the next semester. A late fee of \$A250 per week may be charged.
4. Progression to the next academic year is based on your academic results.
5. Any student applying for direct entry into the second year of a course will be charged the published fees for the year they are entering.
6. At the discretion of the Head of School, a student who fails to complete a semester of any academic year may apply and be permitted to re-enrol in that semester. Under the National Code of Practice, 2000, students who fail more than one semester are not able to continue with the course. This is also reflected in the college's academic policy.
7. Before a semester can be repeated, the tuition fees in relation to the repeat semester must be paid in full. A student repeating semesters one or three may apply to have any balance of the fees paid from the previous academic year transferred. Such a transfer, if approved by the college, will only apply to future semesters of study and will not be applied to the semester being repeated and under no circumstances will a refund be considered.
8. All tuition and associated course fees for the academic year must be paid no later than two weeks prior to the course start date.
9. Unless exemptions are granted for RPL and/or credit(s) which are equal to a full semester or academic year, no adjustment to tuition fees will be made.
10. A student who does not meet their financial obligations throughout their enrolment may be suspended from training until they have paid the fees due.
11. A student who completes their course but has not paid all the fees for that course will not be issued with their transcripts or qualifications until such monies have been paid in full.
12. Acceptance into the Bachelor or Master programs will be confirmed once all entry requirements are met and payment of \$A500 fee deposit has been received.
13. Fees shown on this application form apply exclusively to the 2007 enrolment period.

Deferring your studies

Applications for deferment are accepted at the college's discretion. The maximum period of deferment is two semesters.

If you apply to defer your studies 28 days before you start your course, your fees will be transferred to the next semester.

There is no deferment of fees for semesters two and four.

You are unable to transfer your fees or receive any refunds if you apply to defer your studies after your course has started.

Refund policy

1. If your enrolment is terminated because you were not granted a Student Visa, then all fees will be refunded less a processing fee of \$A150. This is subject to submission of documentary evidence from the relevant Australian government department that the visa was refused.
2. If you notify the Admissions Office of your intention to withdraw up to 14 days before the start of the academic year, then all fees except \$A1,000 from the enrolment deposit will be refunded.
3. If you withdraw for any reason within 14 days before the start of the academic year, or if your enrolment is terminated because of a failure to comply with college policy, bad behaviour, unsatisfactory progress, failure at examinations or unsatisfactory attendance, then all fees for the full academic year remain payable and are not refundable.
4. Please refer to www.swin.edu.au for current information on the refund policy applying to Swinburne University's Bachelor of Design and Master of Design programs.
5. Please refer to www.latrobe.edu.au for current information on the refund policy applying to La Trobe University's Bachelor of Business program.

6. Billy Blue College's refund policy is consistent with the requirements of the National Code (Sections 42 - 44) and the ESOS Act 2000 (Sections 27 - 31) on student default and provider default. As a registered provider Billy Blue College will pay a refund to students in the following circumstances:
 - a) Refund for provider default: In the case of a default by Billy Blue College under the 'Terms and Conditions' in this application form, Billy Blue College will refund all paid tuition fees on a pro-rata basis within two weeks of the date of default. Billy Blue College will also give the student a statement that explains how the refund amount has been calculated. (Provider defaults can include the course not starting on the agreed starting day; the course ending before it's completed, or the course not being provided in full to the student.)
 - b) Refund for student default: In the case of a student default, Billy Blue College will make a refund to the student according to the 'Terms and Conditions' outlined in this application form. The terms and conditions are consistent with Sections 42 - 44 of the National Code. Any refund will be paid within 4 weeks of receiving a written claim from the student.

The college's terms and conditions and refund policies do not remove the right of students to take further action under Australia's consumer protection laws.

Billy Blue School of English

1. All cancellations and requests for transfer to a later course must be made in writing.
2. We cannot guarantee that your chosen course will be available on the date you request.
3. Any school age dependents accompanying students to Australia will be required to pay full fees for any dependents enrolled in government or non-government schools.
4. Your personal information may be made available to Commonwealth and State Agencies and the ESOS Assurance Fund Manager.
5. The School's dispute resolution processes do not circumscribe the right of students to pursue other legal remedies.
6. The student, and if applicable, his or her parent or guardian hereby agrees and acknowledges that neither Billy Blue College Pty Ltd or Billy Blue School of English Pty Ltd (hereafter separately and collectively referred to as "the College") shall be liable in any manner whatsoever in respect of any injury, loss or damage arising from the student's participation in or attendance at any classes, sporting events, excursions or other activities of the College or arranged or organised by the College or by any employee, agent or student at the College (unless any such class, event, excursion or other activity is part of the course in which the student has enrolled) whether or not such injury, loss or damage arises from the intentional or negligent acts or omissions of any employee, agent or student of the College and it is agreed that this condition of enrolment may be pleaded by the College in bar to any actions, suits or proceedings at any time commenced in respect of such injury, loss or damage.

Refund policy

1. If you withdraw your application 28 days before the course start date, all tuition fees are refunded or transferred to another course.
2. If you cancel your course less than 28 days before the course start date, 75% of tuition fees are refunded.
3. If you cancel your course after the course start date, no tuition fees are refunded.
4. If you cannot obtain a visa to come to Australia, a refund (of full tuition fees) will be made on submission of documentary evidence from the relevant Australian Government Department that the Visa was refused.
5. There is no refund of Enrolment or Accommodation Placement Fees.

Accommodation Services

1. Airport Transfer and/or Homestay services can only be confirmed upon receipt of all fees and confirmed flight arrival details.
2. Students who cancel their confirmed Homestay booking more than 14 days before their arrival will be refunded all fees except their Placement Fee.
3. Students who cancel their confirmed Airport Transfer and/or Homestay booking 14 days or less before their arrival date will be liable for Accommodation Placement and/or Airport Transfer fees plus Homestay fees for two weeks.
4. Other cancellation charges may apply for other accommodation arrangements, and will be provided with booking information.