



Bedford College

Baptist Business College Ltd (ABN 99 000 049 187)
NTIS Code: 90301
CRICOS Code : 01589B

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Course Costs – 2012 – International Student

ACCOUNTING COURSES

| Course Name | | Total Cost | Per Term Cost |
|--|-----------------|------------|---------------|
| DIPLOMA of ACCOUNTING (4 terms) – Course Code: FNS50204 – CRICOS Code: 066646E | 48 weeks | \$14,940 | 4 x \$3,735 |
| CERTIFICATE IV in FINANCIAL SERVICES (Bookkeeping) (3 terms) – Course Code: FNS40207 – CRICOS Code: 067942M | 36 weeks | \$11,220 | 3 x \$3,740 |
| CERTIFICATE III in FINANCIAL SERVICES (Accounts Clerical) (2 terms) – Course Code: FNS30304 – CRICOS Code: 066645F | 24 weeks | \$7,590 | 2 x \$3,795 |

BUSINESS COURSES

| Course Name | | Total Cost | Per Term Cost |
|--|-----------------|------------|---------------|
| DIPLOMA of BUSINESS (4 terms) – Course Code: BSB50207 – CRICOS Code: 066642J | 48 weeks | \$14,940 | 4 x \$3,735 |
| CERTIFICATE IV in BUSINESS (3 terms) – Course Code: BSB40207 – CRICOS Code: 066641K | 36 weeks | \$11,220 | 3 x \$3,740 |
| CERTIFICATE III in BUSINESS (2 terms) – Course Code: BSB30107 – CRICOS Code: 066640M | 24 weeks | \$7,590 | 2 x \$3,795 |

CHILD CARE COURSES

| Course Name | | Total Cost | Per Term Cost |
|---|-----------------|------------|---------------|
| DIPLOMA of CHILDREN'S SERVICES (Early Childhood Education and Care) 24 weeks (Compulsory pre-requisite - 24 weeks Cert III Children's Services course as below) (2 terms) – Course Code: CHC50908 – CRICOS Code: 067944J | | \$6,480 | 2 x \$3,240 |
| CERTIFICATE III in CHILDREN'S SERVICES (Centre-based Care) (2 terms) – Course Code: CHC30708 – CRICOS Code: 067943K | 24 weeks | \$6,480 | 2 x \$3,240 |

ENTRY REQUIREMENTS

- High school graduation
- Age 18 years and over
- Evidence of Intermediate Level English – IELTS 5.5 or Equivalent
- Personal interview for applications lodged in Australia
- Telephone or Agent interview for applications outside Australia.

FEES

ENROLMENT FEE:

In order to secure your place in the course, a non-refundable Enrolment Fee of \$400 is payable. This fee is additional to the course costs outlined above

TEXT & CONSUMABLE COSTS

Textbook costs differ depending on the course chosen

ENROLMENT AND ACCEPTANCE

- All applications will be assessed by the Registrar of Bedford College
- Letter of Offer provided on payment of \$400 Enrolment Fee
- An eCoE will be issued on receipt of tuition fee (minimum 1 term)

STUDENT HEALTH COVER (OSHC)

Overseas Health Insurance is a requirement for all individuals on a Student Visa – approximate cost is \$A350 per year

Proposed Term Dates

| 2012 | Start Date | End Date |
|--|-----------------------------|------------------------------|
| Orientation Day | Monday 6 February | |
| Term 1 | Tuesday 7 February | Thursday 5 April |
| Term Break | Friday 6 April | Monday 23 April |
| Term 2 | Tuesday 24 April | Friday 29 June |
| Term Break | Monday 2 July | Friday 13 July |
| Orientation Day (NEW STUDENTS ONLY) | Monday 16 July | |
| Term 3 | Tuesday 17 July | Friday 21 September |
| Term Break | Monday 24 September | Monday 8 October |
| Term 4 | Tuesday 9 October | Wednesday 12 December |
| Graduation Evening | Thursday 13 December | |

Please note: the above costs and term dates are subject to change without notice

FACILITIES AND RESOURCES

The College is located close to the city of Sydney CBD, five minutes by bus to Central Railway Station and directly opposite Sydney University. The facilities around the College include: Banks, Post Offices, Shops and just ten-minute walk to the Broadway Shopping Centre and Cinema Complex. The following facilities/resources are available:

BUSINESS CAMPUS

- Conference Room (accommodates all students)
- Five (5) Classrooms – each accommodating 24 students
- Two (2) Computer Laboratories (each accommodating 24 students)
- Fully networked computers and printers
- Internet access to all computers
- Latest industry standard hardware and software
- Student Study Room – includes: computers, printer and student desks (accommodates 24 students)
- Student Common Room – includes: Table tennis and games, lounges, tables and chairs, lockers
- Student Kitchen – (Full kitchen) Refrigerator, microwave ovens and toasters, tables and chairs
- Reception Area – desks and lounges
- Snack and drink vending machines

CHILDCARE CAMPUS

- Two (2) Multi-Purpose Common Areas
- Six (6) Classrooms – each accommodates 24 students
- Full Kitchen
- Food Preparation and craft preparation and storage areas
- Reflection (study) area
- Resource Room

The following teaching equipment and resources are available:

- Audio visual equipment
- Televisions
- Overhead projectors
- Data projectors in each classroom
- Dictaphones
- Teaching texts and associated resources

EXCURSIONS

- During the term of the course, students attend a number of field trips. These may include visits to:
- The Courts (Coroner's Court, District Court, Public Records Department)
- The Computer Show – Darling Harbour
- Movies – where relevant to the subject
- Public Libraries
- Chinese Gardens – Darling Harbour
- Lady Gowrie Centre
- Reverse Garbage Centre (Child Care Students)

ATTENDANCE

Business students

- Attend College from 9.00am to 3.00pm Monday to Thursday & additional one day per week in the Bedford Online Classroom
- Undertake 35 hours (one week) Work Placement in week 30

Child Care Students

- Attend College from 9.00am – 3.00pm Monday to Wednesday & additional one day per week in the Bedford Online Classroom
- Work one day per week in a Registered Child Care Centre
- Undertake 2 x 2 week block Practicum Placements in a Registered Child Care Centre during terms 2 and 3
- Undertake 30 hours in a Out of School Hours (OOSH) Centre at the beginning of term 4.

WELFARE SERVICES

At Bedford College we aim to provide a warm, friendly environment for students. Most students find that they make friends very quickly and get support from teachers, student services and other students when necessary. However, some students may require counselling services to assist with course progress and attendance requirements, accommodation issues or personal problems.

Academic Counselling

Bedford College will make every effort to assist students who require help in the learning process. Advice on academic issues can be provided by individual teachers, the Deputy Principal (Business students) and the Course Coordinator (Child Care students)

Personal Counselling

Some students may experience unexpected personal problems when studying – particularly if the student is new to Sydney and living away from home, family and friends – and this is where personal counselling may help. Counselling can be for a variety of reasons, such as difficulty structuring a study routine, problems adjusting to living away from home or other personal issues.

A full copy of the College Welfare Policy is available on the website and a list of counselling services is available on Bedford Online.