

"Aspire. Excel. Achieve"



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- **BSB51107 Diploma of Management**
 - **BSB50207 Diploma of Business**
 - **FNS50204 Diploma of Accounting**

Course Information & Enrolment Form

BSB51107 Diploma of Management: 30 weeks (26 study weeks & 4 weeks break)

Clients/ Entry Requirements	<p>The entry requirements for Diploma of Management at Loura Business college are:</p> <ul style="list-style-type: none"> • Age: Over 18 Years at the time of enrollment. • Students who have completed Year 12 High School Certificate or equivalent overseas qualification. • English Language Requirement: 5.5 Band in IELTS • Valid Student Visa for entry to Australia • Overseas Student Health Cover as per the regulation <p>Preferred pathways into Diploma of Management include: BSB40807 Certificate IV in frontline management or similar or equivalent unsupervised management experience.</p>
Contact Hours Per week	20 Hours Per Week. A student has to maintain an attendance of 80% of his/her enrolled course.
Intake Dates	Please confirm from college help desk for exact dates at 02 9635 0940
Term Durations	Term 1 x 10 weeks (2 weeks break) Term 2 x 8 weeks (2 weeks break) Term 3 x 8 weeks

Fees:

Tuition	\$3500
Admission Fee:	\$250
Resources (Study materials provided by the LBC)	\$250
Total	AUD \$4000
OSHC Fee, MediBank (if Applicable) : 1 year (for a student)	\$429.00

Fee and charges are subject to change from time to time please refer to college website for the latest update.

Unit Code	Unit Title
BSBFIM501A	Manage budgets and financial plans
BSBMGT502B	Manage people performance
BSBMGT515A	Manage operational plans
BSBMGT516B	Facilitate continuous improvement
BSBPMG510A	Manage projects
BSBR501A	Manage risk
BSBWOR501B	Manage personal work priorities and professional development
BSBSUS501A	Develop workplace policy and procedures for sustainability

BSB50207 Diploma of Business: 30 weeks (26 study weeks & 4 weeks break)

Client/Entry Requirements	<p>The entry requirements for Diploma of Business at Loura Business college are:</p> <ul style="list-style-type: none"> • Age: Over 18 Years at the time of enrollment. • Students who have completed Year 12 High School Certificate or equivalent overseas qualification. • English Language Requirement: 5.5 bands in IELTS. • Valid Student Visa for entry to Australia. • Overseas Student Health Cover as per the regulation <p>Preferred pathways into Diploma of Business include: BSB40207 Certificate IV in Business or similar or equivalent business experience.</p>
Contact Hours Per week	20 Hours Per Week. A student has to maintain an attendance of 80% of his/her enrolled course.
Intake Dates	Please confirm from college help desk for exact dates at 02 9635 0940
Term Durations	Term 1 x 10 weeks (2 weeks break) Term 2 x 8 weeks (2 weeks break) Term 3 x 8 weeks

Fees:

Tuition	\$3500
Admission Fee:	\$250
Resources (Study materials provided by the LBC)	\$250
Total	AUD \$4000
OSHC Fee, MediBank (if Applicable) : 1 year (for a student)	\$429.00

Fee and charges are subject to change from time to time please refer to college website for the latest update.

Unit Code	Unit Title
BSBADM502B	Manage meetings
BSBADM506B	Manage business document design and development
BSBHHRM506A	Manage recruitment, selection and induction processes
BSBLED502A	Manage programs that promote personal effectiveness
BSBMKG501B	Identify and evaluate marketing opportunities
BSBPMG510A	Manage projects
BSBRISK501A	Manage risk
BSBWOR501B	Manage personal work priorities and professional development

FNS50204 Diploma of Accounting 50 weeks (44 study weeks & 6 weeks break)

Entry Requirements	<ul style="list-style-type: none"> Same as the courses above.
Course Duration	50 weeks (44 study weeks & 6 weeks break).
Clients:	This program is also designed for the students who wish to develop their basic accounting skills and those who are already working in the industry and wish to obtain the qualification to broaden their knowledge and career prospects or wish to articulate to Advanced Diploma of Accounting or degree programs.
Further Information	Contact Student Coordinator via the College website: www.lourabusinesscollege.com.au or designated agents in your country
Contact Hours Per week	20 Hours Per Week. A student has to maintain an attendance of 80% of his/her enrolled course.
Intake Dates	Please confirm from college help desk for exact dates at 02 9635 0940
Term Durations	Diploma of Accounting is broken down into 4 terms Term 1 x 11 weeks (2weeks break) Term 2 x 11 weeks (2 weeks break) Term 3 x 11 weeks (2week break) Term4 x 11 weeks

Course Fees:

Tuition	\$6800
Admission Fee:	\$250
Resources (study materials provided by LBC)	\$500
Total	\$7550
Medibank (if Applicable) : 1 year OSHC Fee (for a student)	\$429

Fee and charges are subject to change from time to time please refer to college website for the latest update.

Unit Code	Unit Title
FNSICGEN301B	Communicate in the workplace
FNSICGEN302B	Use technology in the workplace
FNSICGEN304B	Apply health and safety practices in the workplace
FNSICIND401B	Apply principles of professional practice to work in the financial service industry
FNSICACC304B	Prepare and bank receipts
FNSICACC306B	Process journal entries
FNSACCT407B	Set up and operate a computerized accounting system
BSBADM408A	Prepare financial reports
BSBCMN308A	Maintain financial records
FNSACCT502B	Prepare income tax returns
FNSACCT503B	Manage budgets and forecasts
FNSACCT504B	Prepare financial reports for a reporting entity
FNSACCT506B	Implement and maintain internal control procedures
FNSACCT507B	Provide management accounting information
FNSACCT505B	Establish and maintain accounting information systems
FNSACCT404B	Make decisions in a legal context
FNSICORG517B	Prepare financial forecasts and projections

Terms and Conditions: Fee for service, Enrollment & Selection

1. Classes are open to all individuals regardless of race, culture, sex or nationality on the basis that the student meets the entry requirements for the relevant course.
2. We need to be advised if you have a medical condition or disability, it is compulsory that if you are unable to attend class at any time that you contact the Administration Office and provide notification of your non-attendance. Medical advice is required for all periods of absence.
3. It is your responsibility to note the date, time and location of the course as advertised.
4. A comprehensive Refund Policy is attached to this document, and the student is required to read, agree and sign this document prior to any enrolment being confirmed.
5. Candidates and clients CANNOT join the course if the course has commenced. Applications will be held over to the next commencement date.
6. The Loura Business College reserves the right to decline admission to a course; terminate a candidate and client's enrolment in a class at any time (subject to our policies and procedures and the student appeals process); or change a course or tutor at any time without notice to course participants.
7. Candidate and clients participate in courses involving physical activity; field trips, practical demonstrations etc., do so at their own risk.
8. Student admission and study related information details should be read thoroughly and is in the Student's Handbook prior to enrolment.
9. **During his/her enrolment with the Loura Business College a student has to keep the college informed about his residence address at all times and has to inform the college within 7 day of his/her changes of address.**

Fees & Refund Policy

All requests for refunds must be lodged in writing to the College Principal using (form 12 Application for refund of fees) which is available from the reception desk: And further to this:

- **Loura Business College** agrees to refund, within 14 days all fees paid (less \$ 250.00 Enrolment fee), where for the reasons beyond the applicants control, including but not limited to, acts of nature, acts of Government authorities, or such alike, where the student is prevented from commencing studies in the agreed course of study.
- **Loura Business College** declares that where a student withdraws from a course of study after commencing, then no refund will apply, and the student will be held liable for any unpaid fees as a result of the withdrawal.
- **Loura Business College** agrees to refund all monies paid, where the college cancels any course prior to commencement in accordance, prior notice in accordance with the scheduled commencement date, giving at least 2 weeks (14 days), prior notice, and monies paid shall be refunded in full.
- **Loura Business College** respects and protects the rights of its students in accordance with the Privacy Act of 2000 as a legal obligation.
- Where a refund has been deemed payable the payment will be **made within 14 days.**
- **Where the course does not commence on the agreed commencement date**, the student will be notified within 14 days of the event, and will also be notified of the new commencement date.
- **In the event that the course does not commence at all**, the student will be provided with a full refund **within 14 days of being notified.**
- Each student will be provided with a full costing structure of their course which details the breakdown of individual level so they are fully aware of their financial commitments.
- Each student will be provided with a copy of their Contractual Agreement with regards to payment of fees, as well as the Terms and Conditions of this agreement.
- Students are reminded that the Contractual Agreement for Payment does not remove the right of either the student or the **Loura Business College** taking further action under **The Australian Consumer Protection Laws, or the ability to pursue other legal remedies. This agreement and the availability of complaints and**

appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws

- **All Fees are non-transferable and non-adjustable.**
- In extenuating and exceptional circumstances Loura Business College will consider waiving some of the conditions regarding refunds. Applications for waiving of Loura Business colleges rights must be made in writing to the CEO.
- **If you are overseas at the time of making a payment than you send the payment by telegraphic transfer or direct deposit. Bank drafts or money orders will not be accepted from overseas. Loura Business College will not be responsible for any money paid to a third part.**

I further understand

- I agree that if I abandon my studies, (non attendance or notice of non-attendance for a period of 3 study days), that I am under obligation of this Contract to pay all monies owing with 7 days or legal proceedings will be taken against me, and any Credit Agencies will be notified of my debt. The payment is to be the FULL amount outstanding.
- I understand that if I am not paying my fees the Loura Business College has the right to suspend my tuition until all fees are current, when I can re-commence my studies, and that this decision is at the sole discretion of the College Head Teacher.
- I further agree that all these conditions have been made aware of to me, and that I have full understanding of the terms and conditions of this Contract, and that should I not meet these terms and conditions, Loura Business College has legal rights to recover any monies owed to them.
- I understand that all payment under the Payment Plan is due on the 1st day of each Term/Semester, for the term of the Contract or as I have agreed and signed conditions.
- I also agree that I have been issued with the Loura Business College Student's Handbook, Pre-enrollment information and agree to abide by the Policies and Procedures contained within, and that breach of these Policies will cause my enrollment to be cancelled, upon which no refund is due and all remaining fees must be paid within 7 days of written notice from Loura Business College.
- I also understand that the Loura Business College has the right to terminate my studies and file charges against me in the event that I willingly or unwillingly commit an offence where the Police Department is notified and charges may be laid against me. These conditions include but are not limited to: theft and willful damage or Destruction of property to which I will become financially liable to pay full restoration.
- I have read the terms and conditions of this Contract, and agree to abide by the terms and conditions of the Loura Business College.
- Each individual will be provided with a duly signed, dated and completed version of this document for their own records.
- **CONSENT FOR USE OF PHOTOGRAPH**, I agree to have my photograph used by Loura Business College for promotional material. I understand that I can withdraw my consent at anytime in writing.

Privacy Policy

In some cases as required by law and as required by the AQTF we will need to make your information available to registered providers, Australian Government's and designated authorities, Territory and Commonwealth Agencies and, if relevant, the tuition assurance scheme and the ESOS Assurance Fund Manager. This information includes personal and contact details, course enrolment details and changes, and the circumstance of any suspected breach by the student of the student visa condition. In all other cases we ensure that we will seek the written permission of the participant.

STUDENT ENROLMENT FORM

Personal/ Contact Details

Name (as shown in passport): _____

1st Name: _____ Middle Name: _____ - Last Name: _____

Date of Birth: ___ / ___ / _____ Sex: Female / Male _____ Tel. No. _____

Address in your home country: _____

Address in Australia (if any): _____

Telephone No. _____ E-mail address: _____

Passport Number: _____ Expiry Date: ___/___/_____

English Language Proficiency Is English your first language? (Please tick box) Yes | No

IELTS score/Date of Result _____ TOEFL score/Date of Result _____

Other Test Please Mention _____ Score/Date of Result _____

Please provide all relevant documents by completing checklist below (Please tick the box below).

- 2 Passport size photograph, Completed & signed enrolment form attached.
- High school Certificate or equivalent qualification.
- English Language proficiency result (IELTS or TOEFL score or Etc).

Special Requirements:

Sometimes students require additional assistance with their studies; this may be due to language issues, cultural issues, medical conditions, learning difficulties. In general, if Loura Business College knows of these issues, we can work with the student to accommodate their needs. Further information is provided on this in the student handbook on "Timing of Assessment".

Are you seeking any Recognition of Prior Learning (RPL) or Credit Transfer Yes No

If yes, Provide details. _____

Are there any special needs we should be aware of to assist the student in their study: Yes No

If yes, please provide details: (Attach additional material if required)

Course Details please advise the following

Step One: Intended commencement date: Month: _____ / 2011

Step Two: Please advice of the course you wish to enroll in. BSB51107 Diploma of Management

BSB50204 Diploma of Business FNS50204 Diploma of Accounting,

Other specify _____

Step Three: Are you currently enrolled at Loura Business College (if not, an enrolment fee of \$250 will apply)

Step Four Overseas Students Health Cover: Do you require a health cover, please circle. Yes/No

A student is required to have health insurance while his stay in Australia. For information about overseas student health cover prices (premiums) and the services you will receive from Medibank Private OSHC, please refer to the website: <http://www.medibank.com.au/Overseas-Students/About-OSHC/Why-do-I-need-OSHC.aspx>

Payment Details

Course/Details	Fee (Tuition)	Put X
BSB51107 Diploma of Management	AUD \$ _____	
BSB50207 Diploma of Business	AUD \$ _____	
FNS50204 Diploma of Accounting	AUD \$ _____	
Other _____	AUD \$ _____	
Enrolment fee	AUD \$ _____	
Resources/Materials	AUD \$ _____	
1 year single OSHC	AUD \$ _____	
Total	AUD\$ _____	

Declaration

I have read the terms and conditions in relation to Loura Business College Refund Policy including the withdrawal clause and procedures, I have also attained a full version of the Students Handbook, Pre-enrolment information and agree to abide by the contents of those documents.

I further declare that the information I have supplied on the forms are, to the best of my understanding and belief, to be true and correct. I understand that in providing false, incomplete or incorrect information may lead to the refusal of my application or cancellation of my enrolment.

I understand that I will be responsible for the full costs of the course for which I am seeking admission, and I also accept liability for the payment of all fees and associate costs as explained in the Course Prospectus, or as supplied to me by Loura Business College. I further declare that I am over the age of 18 years.

Name: _____

Signature: _____

Date: __/ __/ ____

Witnessed by: _____

Agent Representative Name:

Business Name:

Agent Signature:

Agent comments or remarks, if any: