



TRINITY
THEOLOGICAL COLLEGE
Preparing People for Effective Christian Service

Prospectus for Overseas Students

2017

TABLE OF CONTENTS

About Trinity Theological College	2
Welcome.....	2
Who is Trinity Theological College?.....	2
What are Trinity Theological College’s aims?.....	2
Our Facilities	3
Why Study in Perth, Western Australia?	4
Our Local Community.....	4
Our Courses	5
Teaching Methods	5
Assessment Methods	5
What studying at Trinity Theological College means.....	5
Part of a community.....	5
How much study?	5
Entrance Requirements	7
English competency requirements for degree courses	7
Sponsorship and denominational support	8
Academic Competency	8
Credit for Qualifications previously achieved.....	8
College Fees.....	9
Refunds	9
Offer of a Place in a Course and Confirmation of Enrolment	10
Issuance of Confirmation of Enrolment (COE)	10
When Do You Need a New Confirmation of Enrolment (CoE)?	11
Arranging Visas	12
Department of Immigration and Border Protection (DIBP).....	12
Department of Foreign Affairs and Trade (DFAT)	12
Migration Agents.....	12
Education Agents	12
Visa Conditions	13
Student Visa Requirements	14

Family.....	18
How to apply for family members to join you	18
Documents.....	18
Dependents	19
Changing your Enrolment.....	20
Arranging Travel.....	20
Accommodation	20
Australian Government Health Cover.....	20
Policies	22
Personal Information Policy.....	22
Grievance Resolution Policy for Overseas Students	22
Monitoring of Course Progress and Completion Policy.....	28
Monitoring Course Attendance Policy.....	30
Transfer between Registered Providers Policy	30
Extension, Suspension, Deferment or Cancellation of Enrolment Policy.....	32
Refund Policy and Agreement for Overseas Students	36
Critical Incident Policy.....	44
Application Procedure – Overseas Students	49
Step 1: Self-Assessment for Student Entry Visa.....	49
Step 2: Application to Registrar	49
Step 3: Information to Registrar.....	50
Step 4: Apply for Student Visa	50
Step 5: Travel Arrangements	50

Please note that the content of this booklet is subject to change. The ACT Overseas Student Handbook (Fourth Edition) containing updated information for 2017 will be released in late 2016. Please continue to check the ACT website for details. www.actheology.edu.au/handbooks.php

About Trinity Theological College

Welcome

Thank you for your interest in Trinity Theological College. This booklet has been designed to help overseas students to find out a little more about the college and our community here in Perth, Western Australia. Please read this book alongside our Course Information Material. Further information about our courses or making an application can be obtained from our registrar by emailing registrar@ttc.wa.edu.au.

Who is Trinity Theological College?

Trinity Theological College (TTC) is a non-denominational training institution for Christian ministry in the evangelical reformed tradition. It offers undergraduate and graduate studies through the Australian College of Theology (ACT). Trinity's great emphasis in its training is the integration of head, heart, and hands. We seek to combine understanding, devotion, and practice at all times.

As an affiliated college of the ACT we are required to comply with the standards articulated in the National Code, and all documentation for your study can be found in the handbooks and policy documents of the ACT, as well as in handbooks and course information provided to you by TTC.

The National Code is a set of nationally consistent standards that governs the protection of overseas students and delivery of courses to those students by providers registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). Overseas students are advised to become familiar with the ESOS Framework, which provides the regulatory requirements for the Australian College of Theology and other providers of education to overseas students in Australia. It provides overseas students with protection. The National Code is available at:

<https://internationaleducation.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/National-Code/Pages/default.aspx>

What are Trinity Theological College's aims?

The aim of Trinity Theological College is to equip women and men for effective Word ministries. By "effective" we mean a ministry that is shaped by the Gospel, the teaching of "first importance" for Christians (1 Cor. 15:3). A Gospel-shaped ministry will have three emphases:

1. **Bible Based.** God has spoken definitively in His Word the Bible which provides all that is necessary to equip God's people "for every good work" (2 Tim 3:17). The key task in ministry, then, is to teach, apply, and model God's word faithfully and competently so that God's people might be well fed and grow into maturity. This is why students at Trinity learn the original languages of the Bible and how to discern its meaning for life and ministry.

2. **Christ Centred.** Jesus Christ is the centre and sum of God's word (Col. 2:3); he is the one who supremely reveals God the Father to us (John 14:9). And so Jesus is to be the believer's first love (John 21:15-20). Our hope is not simply to learn about the centrality of Christ but be devoted to him as our Saviour and Lord. Therefore, a crucial part of our program is weekly chapel, pastoral care groups, and having meals together all practically to encourage Christ-centeredness.

3. **Ministry Focussed.** Our desire is not only to know theology in the head and heart, but also to know how it applies to ministry in real-life, practical situations. Trinity seeks relentlessly to keep showing how what we learn in Scripture practically applies in Christian service. All theology is practical; our concern is to show how.

Our Facilities

The college enrolls between 70 - 90 students each year and has 6 full-time staff and 11 part-time staff.

The centrally located, modern, three storey building completed in May 2004 was designed to allow the College to grow. Using just the second and third floors, as we do now, the college in the future could hold 140 students and 12 full-time staff.

We have two lecture rooms and two smaller tutorial rooms. We can seat 42 in the one lecture room and 37 in the other. At the moment the largest class, at any one time, is 46. The dividing wall between the lecture rooms is opened up for our certificate level class (Trinity@Night, held every week) and for special events such as when guest lectures are held here.

The library houses a collection of over 25,000 items. Its design makes it a great place to come and work. It provides a myriad of work spaces for thoughtful reflection, purposeful study or group discussion. Our Librarian and library technician are always willing to assist our students or visiting pastors and ministers who come to use the books or quiet space.

All the computers in the library can access the online catalogue. A wireless network enables students to use their own laptops within the building.

The mezzanine floor provides a place for quiet study and is designated for students who need a more permanent study space. Access is also provided to the student zone which includes a well fitted out kitchen with fridge, microwave ovens etc. A fierce and thriving table tennis competition is played in this zone too.

Why Study in Perth, Western Australia?

Perth is a small and beautiful city, with a modern and multi-cultural atmosphere. Perth is well-equipped with beautiful beaches, the sparkling Swan River and great museums, art galleries and centres for fine international level study. Many international students come to Perth to study a wide range of courses in the numerous Universities and Colleges that make Perth an educational city. To find out more about Perth and Western Australia visit www.wa.gov.au and www.westernaustralia.com

Our Local Community

A detailed description of the area and facilities can be found at www.vincent.wa.gov.au/

Public transport via the train and buses, just minutes away, makes access to the college easy. Look for the local station of Leederville on:

http://www.transport.wa.gov.au/mediaFiles/active-transport/AT_TS_P_vincent_bus.pdf

Cycle paths provide easy access to the college details can be found at:

http://www.transport.wa.gov.au/mediaFiles/active-transport/AT_TS_P_vincent_bike.pdf

Our Courses

Trinity Theological College teaches courses in theology and divinity at undergraduate, graduate and postgraduate level. All courses are provided by the higher education provider, The Australian College of Theology (ACT) (CRICOS Code 02650E). The course names available for International students are listed below and more information on the details of each course is available in our 2017 Course Information material.

- **Diploma of Theology (DipTh)** **ACT CRICOS Course No. 054649A**
- **Bachelor of Theology (BTh)** **ACT CRICOS Course No. 054676J**
- **Graduate Diploma in Divinity (GDDiv)** **ACT CRICOS Course No. 054685G**
- **Master of Divinity (MDiv)** **ACT CRICOS Course No. 054688E**
- **Master of Theology (MTh)** **ACT CRICOS Course No. 054705J**

Teaching Methods

Classes at Trinity Theological College are all face-to face contact classes which use a variety of teaching methods including lectures, discussions, student presentations and guest speakers.

Assessment Methods

Assessment for the different units varies slightly and will be outlined fully at the commencement of each unit for each semester. Generally, the assessment involves one or two essays and a one and a half to two-hour exam.

What studying at Trinity Theological College means

Part of a community

Enrolling to study with us means you make a commitment to join the community of Trinity. This will involve rigorous levels of academic work in lectures, tutorials and other class work. It also means you participate in Chapel, Pastoral Care Groups, Mission Week (a one week placement in a ministry role in a local Church community), plus numerous other social and educational events.

How much study?

You will normally be enrolled in full-time only (16 credit points a semester, 32 credit points a year). Although the new National Code no longer requires this for each study period, you are required to complete the enrolled course within the time frame as stated on your Confirmation of Enrolment (CoE) document. This means that if you elect to take less than a full-time load in any study period, you need to keep in mind how you will organize your unit load in future study periods in order to complete the course on time

Each unit consists of between 3 hours contact per week, over 13 weeks of class contact.

Each semester has 2 one week non-contact weeks and a one week study break before examinations.

No more than 25 percent of the student's total course may be undertaken by distance and/or online learning.

Entrance Requirements

Applicants will need to demonstrate their suitability for a program of study at Trinity Theological College.

They must be over 18 at the commencement of their study and meet the program English language requirements as well as the academic admission requirements of the Australian College of Theology.

The details of the academic entry requirements for each course are listed in the ACT Undergraduate, Graduate & Postgraduate and Higher Degree by Research (HDR) Handbooks which are available online.

Undergraduate Handbook

http://www.actheology.edu.au/handbooks_undergraduate.php

Graduate & Postgraduate Handbook

http://www.actheology.edu.au/handbooks_postgraduate.php

HDR Handbook

http://www.actheology.edu.au/handbooks_HDR.php

English competency requirements for degree courses

All candidates must be able to communicate adequately in English. Applicants who do not have English as their primary language are required to provide evidence of English proficiency. This may be achieved through copies of certificates or transcripts of studies completed in English or the satisfactory completion of the **Academic** International English Language Testing System (IELTS).

Information about the tests and testing centres can be found at

<https://www.ielts.org/what-is-ielts/ielts-for-study>

The results needed for entry to our courses as set by the ACT are:

IELTS Academic Version Test	Overall score	Reading	Writing	Listening	Speaking
Diploma/ Bachelor of Theology	6.5	6.5	6.5	6.5	6.5
Graduate Diploma / Master of Divinity	7.0	7.0	7.0	6.5	6.5
Master of Theology	7.5	7.5	7.5	7.0	6.5

Please refer to [ACT's Admission Policy - English Language Proficiency](#) for more information.

Sponsorship and denominational support

We believe that overseas students should ideally have some support from their home church. With your application you will be asked to provide the name and contact details for your Pastor or a denominational leader who will be asked by us to provide a reference for you in relation to your Christian character, your experience in serving within your church and your suitability for ministry.

Academic Competency

Certified copies of academic transcripts for all relevant qualifications are to be submitted with your application.

Credit for Qualifications previously achieved

Students seeking credit based on previous study or Recognised Prior Learning (RPL) towards the course for which they are applying need to lodge an Application Form for Course Credit at the same time as the application for admission. If credit is granted and reduces the period of study, this will be reflected in the offer letter (as this is the contract with the student) and will be indicated either on the eCoE (Confirmation of Enrolment Form – see pages 8-9 of this booklet) issued to the student to commence the course, or reported on PRISMS. Students are reminded that they must still maintain a full time study load and that credit can affect their visa status. For instructions on how to apply, please refer to the Overseas Students Course Credit Application Procedure at www.actheology.edu.au/policy files/Course Credit Procedure for Overseas Students.pdf

Before application, please read the ACT's Prior Learning Policy and Credit Transfer rules which can be found at <http://www.actheology.edu.au/policies.php>.

College Fees

Overseas students are required to provide evidence that they can pay their tuition fees, accommodation and living expenses in full.

The full payment of one semester of fees is required prior to the start of semester. Please see the 2017 Overseas Course Fee Information Flier for full details. Please note that Course Fees are updated every year by the ACT.

Course Name	Overseas Tuition (Per Unit)	Annual Tuition
Diploma / Bachelor of Theology	\$2,400 (4CP)	\$19,200
Graduate Diploma / Master of Divinity	\$2,400 (4CP)	\$19,200
Certificate of Ministry	\$100	\$200
Master of Theology – Full Time	\$8,000 (16CP)	\$16,000

Our college does **not** offer scholarships; however, it may be possible to apply for a work permit on your student visa once you have commenced your studies in Australia. You will find more information regarding this at <http://www.border.gov.au/>

We must state, however, that we encourage full-time students to plan to work no more than eight hours per week in either ministry or a secular occupation.

Refunds

If you have paid your semester fees and subsequently find that you can no longer attend College, monies you paid will be refunded in accordance with the College refund policy. See [Refund Policy for Overseas Students](#) in the Policies section of this handbook.

Offer of a Place in a Course and Confirmation of Enrolment

If you are accepted as a student, we will formalise your enrolment by way of providing you with a written agreement. The written agreement must be entered into before or at the same time we accept course money from you. That agreement will:

- identify the course in which you are to be enrolled, and any conditions placed on that enrolment;
- provide an itemised list of course money payable by you;
- provide information in relation to refunds;
- set out what happens with the personal information you provide (see also details in the ACT Overseas Student Handbook Fourth Edition);
- advise you of your obligation to notify us of any changes to your contact details while enrolled;
- provide the following information in relation to refunds of course money in the case of student and provider default
 - amounts that may or may not be repaid to the student (including any course money collected by education agents on behalf of the registered provider);
 - processes for claiming a refund;
 - a plain English explanation of what happens in the event of a course not being delivered; and
 - a statement that “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”.

The written agreement is a legal contract. You should read it carefully and make sure you fully understand what it says before signing it. Once the agreement is signed or otherwise accepted, the ACT and the student must follow whatever is set out in the written agreement. You should keep a copy of it. Should you ever make a complaint, you will need to refer to your written agreement.

Issuance of Confirmation of Enrolment (COE)

A Confirmation of Enrolment (CoE) provides evidence of a student’s enrolment with the Australian College of Theology (ACT). This evidence is required before the Department of Immigration and Border Protection (DIBP) will issue a student visa. The CoE contains information about the Provider, course and duration of study in which the student has enrolled. By the ACT issuing a CoE we are verifying that the ACT has accepted the student. It is an offence under section 19 of the ESOS Act to provide false or misleading information about accepted students, therefore the information provided on an CoE must be true and correct at the time of issuing.

All international students must have a CoE for each course they apply for. An extension CoE can only be issued if you can demonstrate that you have been unable to complete your course on time as a result of an approved reduction of study load due to compassionate or compelling circumstances, an activated intervention strategy or an approved leave of absence.

When Do You Need a New Confirmation of Enrolment (CoE)?

Any time that there is a change in your course duration, you will need a CoE that reflects the change. This means that during your study at the ACT, you may have multiple CoE's. You should always keep the latest CoE. Please find below all the reasons that you will need a new CoE:

- Advanced Standing

The ACT offers advanced standing (credit transfer) to students who have successfully completed courses or parts of courses at other universities and colleges. This may shorten the timeframe on your CoE and therefore affect your Student Visa. If the advanced standing placed on your record has affected your CoE then you will be automatically issued a new CoE for the appropriate timeframe.

- Compassionate and Compelling Circumstances

Compassionate or compelling circumstances are defined as circumstances beyond the control of the student and which may have an impact upon the student's course progress or wellbeing. If you have compassionate or compelling circumstances, then you are able to apply to reduce your study load. If your application is approved, you will automatically be issued with a new CoE for the appropriate timeframe.

- Intervention Strategy

Intervention strategy is a plan of action created by your Academic Dean in an attempt to address and reduce the causes of academic failure during your time. It has been developed to offer students on a course progress status of referral or probation with additional assistance. This strategy is designed to promote your future success in your studies. An intervention strategy may, depending on your circumstances, lengthen the duration of your course. If the intervention strategy affects the duration of your course, then you will be automatically issued with a new CoE for the appropriate timeframe.

- Leave of Absence

If you wish to take a break from your studies and have an approved Leave of Absence, it will lengthen the time that you need to complete your degree. DIBP will be informed of the break in your study and you will be automatically issued with a new CoE for the appropriate timeframe.

Arranging Visas

Most overseas students wanting to study in Australia require a student visa. Some other visa holders are also eligible to study as overseas students in Australia. All applications for a Student visa (subclass 500) will generally be required to be lodged online by creating an account in ImmiAccount. See [ImmiAccount](#) for more information. The visa application process can be complicated and for students from some countries it may be better to submit an application with the assistance of an accredited agent due to their familiarity and experience in the field. The ACT does not employ the use of education agents. The following are the student visa subclasses:

Visa subclasses:

- Starting 01 July 2016:

Student visa sub-class 500

- Before 01 July 2016:

Student visa sub-classes:

- a. Subclass 573 (Higher Education)

Covers an Undergraduate Diploma, Bachelor degree, Associate Degree, Graduate Certificate, Graduate Diploma and masters by coursework

- b. Subclass 574 (Postgraduate Research)

Covers a Masters degree by Research and Doctoral degrees.

You must ensure you allow enough time for processing between lodging your application and the start of your academic program, as it can be a lengthy process depending on your country of origin.

Department of Immigration and Border Protection (DIBP)

The Australian Government's Department of Immigration and Border Protection provides comprehensive information about student visa requirements and the application process, as well as application document checklists to assist you with your application. Visit www.immi.gov.au/students/index.htm for the latest information.

Department of Foreign Affairs and Trade (DFAT)

As well as links from the DIBP website the Department of Foreign Affairs and Trade website www.dfat.gov.au/embassies.html has a comprehensive list of Australian embassies, high commissions, consulates and representative offices around the world.

Migration Agents

A migration agent can assist you in submitting your visa application and communicating with DIBP on your behalf, but please note that you do not need to use a migration agent to lodge any kind of visa application.

Education Agents

The ACT and its affiliated colleges do not use Education Agents.

Visa Conditions

If you are granted a visa, you must abide by its conditions. Failure to comply with these conditions could result in the cancellation of your visa. Different visa conditions apply to you and your family members. You can check your visa conditions in [Visa Entitlement Verification Online](#) (VEVO).

Below are the visa conditions for students:

- You cannot work more than 40 hours per fortnight when your course is in session (other than work which has been registered as a part of the course). You can work for more than 40 hours per fortnight during recognised vacation periods offered by your education provider. You cannot start paid work until you have started your course in Australia. No work limits apply if you are studying a Masters by research or Doctorate course in Australia.
- You must remain enrolled in a registered course (unless you are a Foreign Affairs or Defence sponsored student or secondary exchange student in which case you must maintain full-time enrolment in your course of study or training). A registered course is one that is on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).
- You must maintain enrolment in a registered course that is the same level as, or at a higher level than, the registered course for which you were granted a visa.
- For changing course for visa 500 holder: If you already have a student visa to study in Australia and wish to change your main course of study to a lower Australian Qualification Framework (AQF) level course or a non-AQF level course, you will generally need to obtain a new student visa. You will not need to obtain a new visa if you are changing from an AQF level 10 course (doctoral degree) to an AQF 9 course (Masters degree).

More information is available if you hold a student visa (subclasses 570-576) and are thinking of changing course. Visa subclasses 570-576 are listed as follows:

- Independent ELICOS Sector visa (subclass 570)
- School Sector visa (subclass 571)
- Vocational Education and Training Sector visa (subclass 572)
- Higher Education Sector visa (subclass 573)
- Postgraduate Research Sector visa (subclass 574)
- Non Award Sector visa (subclass 575)
- Foreign Affairs or Defence Sector visa (subclass 576).
- You must maintain satisfactory attendance in your course and course progress for each study period as required by your education provider.

- You must maintain adequate arrangements for health insurance during your stay in Australia.
- You must continue to satisfy the requirements for grant of your student visa. This means, for example, that you continue to have sufficient financial capacity to support your study and stay in Australia.
- You must maintain adequate schooling arrangements for your school-age dependents who joined you in Australia for more than 3 months as part of your student visa application.
- You must tell your education provider:
 - the address where you live in Australia within seven days of arriving in Australia
 - if you change the address where you live within seven days of the change
 - if you change education provider within seven days of receiving the electronic confirmation of enrolment certificate or evidence of enrolment.

You must comply with the state and territory laws of Australia.

There are visa conditions specific to DFAT/Defence sponsored students and all Iranian citizens studying higher education or postgraduate courses.

For a full list of mandatory and discretionary student visa conditions please visit

<http://www.immi.gov.au/students/visa-conditions-students.htm>

Student Visa Requirements

Simplified Student Visa Framework (SSVF)

From 1 July 2016, a single immigration risk framework applies to all international students and replaces the previous streamlined visa processing and Assessment Level frameworks. All overseas students apply for a single Student visa (subclass 500), regardless of the chosen course of study. For current visa holders (subclass 570 to 576), visas will remain valid and visa conditions will not change after 01 July 2016. See [DIBP](#) website for more details.

Under the SSVF, the combined immigration risk outcomes of the student's education provider and country of citizenship will be used to guide the level of documentary evidence of English language and financial capacity that the student needs to provide with their visa application.

Online document checklist tool for students

The Online document checklist tool advises students about the documentation they need to provide with their visa application based on their combined country provider immigration risk outcomes. The tool can be found at <http://www.border.gov.au/Trav/Visa-1/500->.

Key Requirements for the Student Visa (Subclass 500)

GENUINE TEMPORARY ENTRANT (GTE) REQUIREMENT

To be granted any student visa, applicants must satisfy the DIBP that they have a genuine intention to stay in Australia temporarily. When assessing the GTE requirement, DIBP needs to be satisfied that the student visa applicant genuinely intends to stay in Australia temporarily having regard to:

- the applicant's circumstances
- the applicant's immigration history
- if the applicant is a minor – the intention of a parent, legal guardian or spouse of the applicant
- any other relevant matter.

The GTE requirement provides a useful way to help identify those applicants who are using the student visa programme for motives other than gaining a quality education.

ENROLMENT IN A REGISTERED COURSE OF STUDY

International students must generally be enrolled in a registered course of study and provide a Confirmation of Enrolment (CoE) when they lodge their student visa application.

Information collected through the CoE process includes the student visa application, visa grant and visa compliance data from a student's arrival in Australia and course commencement through to their departure from Australia.

Exceptions to this requirement apply to Foreign Affairs and Defence sponsored students (Letter of Support from Foreign Affairs and Defence); secondary exchange students (an Acceptance Advice of Secondary Exchange Students form); and postgraduate research students required to remain in Australia for marking of their thesis.

FINANCIAL CAPACITY AND ENGLISH LANGUAGE PROFICIENCY

All international students are required to have sufficient funds to cover their course fees and living costs in Australia. While student visa holders are able to work a specified number of hours in Australia, they should not rely on working to cover their course fees and living costs. As part of the visa application process, students may be required to provide evidence of their financial capacity and English language proficiency. This will be guided by the immigration risk outcomes associated with the student's country of citizenship and intended education provider.

HEALTH AND CHARACTER

International students are required to be of good character and will generally need to undertake a health examination as part of their student visa application. Students must also obtain Overseas Student Health Cover (OSHC) before a student visa can be granted.

Note: where you are under 18 years of age, acceptable arrangements for your accommodation, support and general welfare must be in place. However, the ACT does not admit overseas students under the age of 18 years.

Evidentiary Requirements

Streamlined Evidentiary Requirements

Under the SSVF, students associated with the lowest immigration risk will generally have streamlined evidentiary requirements. This means that these students will generally be able to satisfy DIBP of students' financial capacity by providing a declaration and a Confirmation of Enrolment which shows that they have met their education provider's English language requirements. The DIBP will however retain the discretion to seek further evidence where appropriate.

Regular Evidentiary Requirements

a. Financial capacity

Under the SSVF, all student visa applicants must have sufficient funds available for the duration of their stay in Australia.

Students associated with higher immigration risk, based on their country and education provider immigration risk outcomes, will generally need to provide documentary evidence of financial capacity with their visa application.

Where additional evidence of financial capacity is required, the student will be able to provide this as one of the following:

- evidence of funds to cover travel to Australia and 12 months' living, course fees and (for school-aged dependants) schooling costs for the student and accompanying family members
- evidence of meeting the annual income requirement
- an Acceptance Advice of Secondary Exchange Students (AASES) form, for secondary exchange students only.

The annual income option requires students to provide evidence of personal annual income of at least AUD 60,000. For students accompanied by family members the amount is AUD 70,000 or more. The income demonstrated must be the personal income of the student's spouse or parents only. In circumstances where both the student's parents are working, their

combined income can be considered for this requirement. In all cases, the evidence of annual income must be in the form of official government documentation, such as a tax assessment. The 12-month living costs requirement is broadly similar to the requirement that applied to Assessment Level 2 students prior to 1 July 2016. The type of evidence, where required, includes: money deposit or loan with a financial institution, government loan, scholarship or sponsorship.

Living cost amounts:

From 1 July 2016, the 12 month living cost will be:

- Student/guardian - AUD 19,830
- Partner/spouse - AUD 6,940
- Child - AUD 2,970

Consumer Price Index (CPI) indexation

Financial amounts including annual income, living costs and schooling costs will be regularly reviewed and adjusted in line with the CPI figures for the previous calendar year.

b. International English language requirements

Where evidence of English language proficiency is required, one of the following minimum English language test scores will be accepted:

- International English Language Testing System (IELTS) overall band score of 5.5
- IELTS overall band score of 5 when packaged with at least 10 weeks' English Language Intensive Course for Overseas Students (ELICOS)
- IELTS overall band score of 4.5 when packaged with at least 20 weeks' ELICOS.

The equivalent of the above minimum IELTS test scores from the following English language providers will also be accepted:

- Test of English as a Foreign Language paper based test (TOEFL)
- Pearson Test of English Academic
- Cambridge English: Advanced
- Occupational English Test.

Please check Academic IELTS test results required for entry into ACT courses on page 7 of this booklet as they are higher than the minimum requirement stated above.

c. Evidence of enrolment

International students outside Australia must be enrolled in a registered course of study and provide a Confirmation of Enrolment (CoE) when they lodge their Student visa application.

Students in Australia can still apply with a letter of offer or a CoE but must obtain a CoE to be granted the visa.

Existing exceptions to these requirements will continue to apply to Foreign Affairs and Defence sponsored students (Letter of Support from Foreign Affairs/ Defence); secondary exchange students (an Acceptance Advice of Secondary Exchange Students form); and postgraduate research students required to remain in Australia for marking of their thesis (letter from their education provider).

d. Course transfers

From 1 July 2016, a new condition will be introduced which requires all Student (subclass 500) visa holders to maintain enrolment at the same level or a higher Australian Qualification Framework (AQF) level for which they were granted a visa, unless they are undertaking a doctoral degree (AQF10) and transfer to a master's degree (AQF9).

Transferring to a lower AQF level course or transferring from an AQF level course to a non-AQF Award course would be in breach of the student visa condition and might result in the visa being cancelled. Students who want to change to a lower level course must apply for, and be granted, a new student visa before they change their course.

Family

How to apply for family members to join you

Your eligible family members can:

- accompany you to Australia if you have included them in your visa application
- join you in Australia after you have been granted your visa as a subsequent entrant. You must have declared these family members in your student visa application.

Declare all family members on your application, even if they do not plan to travel with you to Australia. If you do not do this, your family members will not be eligible for a student visa to join you in Australia. An exception to this is if they became your family members after your student visa was granted and before a subsequent application is made.

Documents

If your family members are applying to join you in Australia as a subsequent entrant, they will need to provide the following with their online application:

- identity documents such as a certified copy of birth certificate, passport, national ID card or Hoko book
- proof of their relationship to each family members such as official birth certificate or marriage certificate
- a copy of your main passport page

- evidence from the education provider that you are still studying
- proof of financial capacity, either:
 - evidence of annual income of at least AUD 70,000
 - evidence of funds to cover travel costs and 12 months' tuition and living costs for both them and you, plus school costs for any school aged dependants for the first 12 months.
- evidence of school enrolment for school-aged dependants
- evidence of health insurance for them and each dependant
- [Form 1229 - Consent to grant an Australian visa to a child under the age of 18 years \(PDF 243KB\)](#) for all students and family members under the age of 18.

Subsequent entrants must also meet [the genuine temporary entrant requirement](#) and [health](#) and [character](#) requirements.

Subsequent entrants might need to provide other documentation that is specific to their circumstances.

Dependents

Dependents of overseas students who accompany them to Perth must enrol in either a government or non-government school and may be required to pay full fees.

For 2017 the annual tuition fees AUD\$ for 500 or 571 Student Visas in WA government schools are:

- Kindergarten \$7,350 per year or part thereof.
- Primary (Pre-Primary-Year 6) \$13,730 per year or part thereof
- Lower Secondary (Years 7 – 10) \$16,280 per year or part thereof
- Upper Secondary (Years 11 – 12) \$17,880 per year or part thereof
- Overseas Student Health Cover (OSHC) is approximately \$583 for a single, up to \$2,390 for family cover per year (as at January 2016)

For more details, see <https://www.tafeinternational.wa.edu.au/your-study-options/study-at-school/school-tuition-fees>

Changing your Enrolment

Information about the grounds on which a student's enrolment may be deferred, suspended or cancelled are contained in the [Extension, Suspension, Deferment or Cancellation of Enrolment Policy](#) reproduced in the policies section of this booklet.

Arranging Travel

You will need to make your own travel arrangements to Australia. We will notify you regarding how soon before the start of International Student Orientation you should arrive to allow enough time for settling-in, adjusting to the climate and overcoming jet-lag.

Accommodation

Trinity Theological College is **not** a residential college so students will need to make their own living arrangements. Prior to admission into Australia you will need to have your accommodation finalised. Details may be found at www.reiwa.com.au or through local real estate companies (search on the reiwa site under *Find an Agent* for Leederville). Or you may wish to look for accommodation near a supporting church/denominational group. Easy access to the train line will solve travel issues as the Leederville Station is an easy walk from the College campus.

An online street directory is accessible at www.whereis.com.au.

Australian Government Health Cover

The Australian Government requires overseas students to have compulsory health cover prior to acceptance into the country.

Australia has a special system of health cover for international students called Overseas Student Health Cover (OSHC). You will need to buy OSHC before you come to Australia to cover you from when you arrive. The Department of Immigration and Border Protection requires you to maintain OSHC for the duration of your time on a student visa in Australia.

Trinity Theological College does not have an agreement with a specific OSHC provider. You will need to arrange to take out OSHC with an Australian OSHC provider of your choice. There are five providers of OSHC in Australia. Visit these websites to find detailed information on what they cover and to decide which provider is right for you.

- Allianz Global Assistance <https://www.oshcallianzassistance.com.au>
- Australian Health Management www.ahm.com.au
- BUPA Australia <http://oshc.bupa.com.au/>
- Medibank Private www.medibank.com.au
- NIB <http://www.nib.com.au/>

Your OSHC will help you pay for any medical or hospital care you may need while you're studying in Australia and it will contribute towards the cost of most prescription medicines,

and an ambulance in an emergency.

OSHC does not cover dental, optical or physiotherapy. If you want to be covered for these treatments you will need to buy additional private health insurance, such as:

- Extra OSHC provided by some OSHC providers
- International travel insurance, or
- General treatment cover with any Australian private health insurer. You can find a list of these providers and search for the one that suits you best at www.privatehealth.gov.au or www.iselect.com.au

Orientation

Trinity Theological College will provide an International Student Orientation before the commencement of classes and often before commencing local students attend an orientation. It is a requirement of the ESOS (Education Services for Overseas Students) Act 2000.

Our staff, who run the orientation, work hard to ensure that you, as a student, will be well equipped to achieve the best possible success in your studies. If you read through the International Student Handbook, which will be provided to you at Orientation, you will see that there is a lot of information for you to understand and consider as you move through your studies. Although the handbook will outline what you need to know, it is impossible to understand and recall everything. Once you are concentrating on your studies, you will feel less stressed if you are already comfortable with the college, its staff and its services.

Arriving early to attend orientation gives you the chance to:

- See and talk to the most important people you will need to know at the institution.
 - Academic Dean and Registrar
 - Pastoral Care Group leader
 - Library staff
- Enrol early which will help you to get your student card early. You will need your student card to open bank accounts, borrow books from the library, and more.
- Find your way around the campus
 - Library
 - Recreation and eating areas
 - Classrooms
- Meet other students who may share your classes, or who share your concerns or fears. Knowing other people on campus as you become more comfortable with the routines can really help you avoid any feelings of isolation.
- Find your way around public transport/City/to and from your accommodation.
- Feel as though you already know some of the things local students know before you get to meet them at orientation activities later.

Policies

For more information, see www.actheology.edu.au/policies.php

For the full ACT Overseas Student Handbook see www.actheology.edu.au/handbooks.php

Personal Information Policy

The information provided by you as an overseas student to the provider (Australian College of Theology) may be made available to Commonwealth and State agencies and the Fund Manager of the Educational Services for Overseas Students (ESOS) Assurance Fund, pursuant to obligations under the ESOS Act 2000 and the National Code. This information includes personal and contact details, course enrolment details and changes, and the circumstances of any suspected breach of a student visa condition.

The ACT is required, under section 19 of the ESOS Act 2000, to tell the Department about: (i) certain changes to your enrolment; and (ii) any breach by you of a student visa condition relating to attendance or satisfactory academic performance.

Agreement to the above, and the availability of complaints and appeals processes, does not remove a student's right to take action under Australia's consumer protection laws.

Grievance Resolution Policy for Overseas Students

The following is a detailed summary of the Grievance Resolution Policy for Overseas Students. The full policy is available and should be accessed through the ACT Website at <http://www.actheology.edu.au/policy%20files/Dispute%20Resolution%20Policy%20for%20Overseas%20Students.pdf>.]

The College provides processes for handling grievances brought by prospective, enrolled and former overseas students regarding academic and non-academic matters.

General feedback and comment from students about administration, academic programs and services will not be treated by the ACT as a grievance unless action or a response is required under the policies or regulations of the ACT.

Whenever possible, grievances will be handled at the affiliated college level and within the College. However, should these internal processes not resolve the matter, provision is made for external independent grievance handling/dispute resolution.

Information contained in this policy statement must be given to you before an agreement is entered into or before any fees are paid, whichever occurs first, and within seven (7) days of starting an award course at an affiliated college of the ACT.

You may nominate an advocate to accompany, represent, and support you at any stage of the internal complaint and grievance processes, or external independent processes to resolve problems. If you choose to access the appeal process, the ACT will maintain your enrolment while the process is ongoing. If the appeal results in a decision that supports your

claim, the ACT will immediately implement that decision and/or corrective and preventative action required and will advise you of the outcome.

Appeals against Academic Decisions

Concerns about an academic decision concerning curriculum/assessment in a unit of study or the final grade awarded in a unit of study should initially be discussed informally with the Registrar at your college of enrolment. This should be done within twenty-five (25) working days of the release of results by the ACT. The Registrar should deal with the issue promptly, giving a full explanation to you of the reasons for the grade awarded.

If your concerns were not resolved by the Registrar, or because of a failure to follow procedures, you may then choose to approach the Academic Dean of the affiliated college. You may approach the Academic Dean on an informal basis, or else make the complaint formal by putting the grievance in writing, specifying the nature of the complaint and the grounds for your appeal. You should do either of these things within 15 working days of the outcome of discussions with the Registrar.

If you choose to approach the Academic Dean informally, this does not preclude later lodgement of the grievance formally in writing to the Academic Dean.

The Academic Dean should deal with informal complaint about the final grade for a unit promptly, giving a full explanation to you of the reasons for the academic decision.

While not limited to the following, you may normally appeal formally against the award of a grade only where:

1. the lecturer did not provide a unit outline as required; or
2. the assessment requirements as specified in the unit outline were varied in an unreasonable way; or
3. examiner's judgement was not objectively applied because of perceived prejudice against you; or
4. you are of the view that a clerical error has occurred in the computation of the grade;
or
5. due regard has not been paid to the evidence of illness or misadventure if submitted by the specified date
6. you are of the view that you have been disadvantaged in some way due to the conduct of your final examination.

The Academic Dean must acknowledge receipt of a formal complaint in writing within five (5) working days of receipt. The Academic Dean must try to resolve the complaint within 15 working days of receiving the complaint. The Academic Dean may discuss the matter with both yourself and the relevant lecturer in attendance. The Academic Dean may arrange for

the assessment script(s) completed in the unit to be marked by another lecturer in your college of enrolment. If your concerns cannot be resolved by the Academic Dean of an affiliated college, or because of failure to follow procedures, you may formally approach the Dean of the ACT by putting the complaint in writing and lodging it within 15 working days of receipt of the written response by the Academic Dean. Again the nature of the complaint and the grounds for appeal should be detailed.

The Dean must acknowledge receipt of the formal complaint in writing within five (5) working days of receipt.

The Dean must try to resolve the complaint within fifteen (15) working days of receiving the complaint.

Following investigation of the matter, the Dean will advise you in writing of his or her decision:

- a) setting out the reasons;
- b) if the complaint relates to the mark on an intra-semester assessment, advising that his/her decision is final;
- c) on other academic matters, advising that if you do not agree with the decision, then you have the right of formal appeal to an independent external agency; and
- d) giving you a copy of this policy, if you do not already have a copy.

If your concerns are not resolved by the Dean of the ACT, or if you believe the process has not been followed, you may approach the ACT's Director of Academic Services (for Academic Appeals Committee) by putting the complaint in writing and lodging it within 15 working days of receipt of the written response by the Dean of the ACT. Again the nature of the complaint and the grounds for appeal should be detailed.

The Academic Appeals Committee must acknowledge receipt of the formal complaint in writing within five (5) working days of receipt and must try to resolve the complaint within fifteen (15) working days of receiving the complaint.

Following investigation of the matter, the Academic Appeals Committee will advise you in writing of his or her decision:

- a) setting out the reasons;
- b) if the complaint relates to the mark on an intra-semester assessment, advising that his/her decision is final;
- c) advising that if you do not agree with the decision, then you have the right of formal appeal to an independent external agency; and
- d) giving you a copy of this policy, if you do not already have a copy.

Appeals Regarding non-Academic/Administrative and Other Issues

Non-academic/administrative issues are not limited to, but include, matters relating to fees, withdrawals, etc., and other issues students may consider are interfering with the progress of their studies.

In the first instance, if you are concerned about a non-academic decision made or action taken by your affiliated college you should discuss your grievance with the Overseas Liaison Officer/Registrar at your college of enrolment. The Overseas Liaison Officer/Registrar will promptly notify you of any action taken or any decision made by them in relation to the grievance.

If, following the notification from the Overseas Liaison Officer/Registrar, your grievance is not resolved to your satisfaction, you should seek advice from the Overseas Liaison Officer/Registrar who will advise you to whom you may next address your grievance. If the matter relates to the affiliated college, you may address the Principal; if the matter relates to ACT policy or regulations, you may address the ACT Director of Academic Services. The Overseas Liaison Officer/Registrar will give you a copy of this policy.

If your concerns relate to ACT policy or regulations and have not been resolved by the Overseas Liaison Officer/Registrar of the affiliated college, or because of a failure to follow procedures, you may then choose to formally approach the Director of Academic Services of the ACT. You should put the complaint in writing to the ACT Director of Academic Services within 15 working days of the outcome of discussions with the Overseas Liaison Officer/Registrar, specifying the nature of the complaint and the grounds for your appeal.

The ACT Director of Academic Services must acknowledge receipt of a formal complaint in writing within five (5) working days of receipt.

The ACT Director of Academic Services must try to resolve the complaint within 15 working days of receiving the complaint.

Following investigation of the matter, the ACT Director of Academic Services will advise you in writing of his or her decision:

- a) setting out the reasons;
- b) advising that if you do not agree with the decision, then you have the right of formal appeal to the Dean of the ACT; and
- c) giving you a copy of this policy, if you do not already have a copy.

If your concerns cannot be resolved by the Director of Academic Services, or because of failure to follow procedures, you may formally approach the Dean of the ACT by putting the complaint in writing and lodging it within 15 working days of receipt of the written response by the ACT Director of Academic Services. Again the nature of the complaint and the grounds for appeal should be detailed.

The Dean must acknowledge receipt of the formal complaint in writing within five (5) working days of receipt. The Dean must try to resolve the complaint within fifteen (15) working days of receiving the complaint.

Following investigation of the matter, the Dean will advise you in writing of his or her decision:

- a) setting out the reasons;
- b) advising that if you do not agree with the decision, then you have the right of formal appeal to an independent external agency; and
- c) giving you a copy of this policy, if you do not already have a copy.

External Dispute Resolution

Students who remain dissatisfied with the outcome of any appeal, except those related to a mark or grade, can make a final appeal free of charge to the

Committee of the Council of Private Higher Education Incorporated (COPHE)
c/- the Executive Officer,
Suite 59
47 Nerada Street,
Chatswood,
NSW, 2167
(02 8021 0841).

Such appeals should be in writing. The staff at affiliated colleges and the ACT are also able to make representation to the COPHE Committee regarding the matter. You can include a nominee in this process if you so choose. Decisions of the COPHE Committee shall be final and binding on all parties.

External Formal Concern

If you are concerned about the College's actions on any matter at any time, you may raise concerns with respect to the ACT's registration as an education and course provider to overseas students with the Overseas Students Ombudsman:

Overseas Students Ombudsman
GPO Box 442
Canberra ACT 2601

Ph: (02) 6276 0111

Fax: (02) 6276 0123

Web: www.oso.gov.au

Implications of withdrawing from or not accessing the complaints and appeals process

Where the ACT has assessed the student as not complying with their student visa conditions, either through unsatisfactory attendance or unsatisfactory course progress, or for disciplinary reasons, the ACT will notify the student in writing of its intention to report the student to the Department of Immigration and Citizenship (DIBP). The written notice will inform the student that he or she is able to access the ACT's Dispute Resolution Policy for Overseas Students and that the student has twenty (20) working days in which to do so.

Where a student has chosen not to access the complaints and appeals process outlined in this policy within the twenty (20) working day period, withdraws from the process, or the process is completed and results in a decision supporting the ACT, the ACT will notify the Secretary of the Department of Education, Employment and Training (DEET) through PRISMS as soon as practicable.

Monitoring of Course Progress and Completion Policy

The ACT and its affiliated colleges monitors the enrolment of all overseas students at the beginning of every semester to ensure that you are completing your course within the duration specified on your CoE (Confirmation of Enrolment), without exceeding the allowable limit (25%) of distance or online learning, and ensuring that you are studying at least one unit in full attendance mode per study period.

In addition to this, academic performance is also being monitored at the end of every semester to ensure you are maintaining satisfactory academic course progress. The ACT has a Progression and Intervention Policy which students ought to be familiar with. The policy can be accessed at: <http://www.acttheology.edu.au/policies.php>

If you are at risk of not meeting the course progress requirements, an intervention strategy will be implemented that focuses on interviewing and counselling you and assisting you to achieve that satisfactory level of academic progression required of all ACT students.

In order to progress without comment you are required to pass more than 50% of enrolled credit points each study period. If this is the case, you will be assessed as satisfactory (unless you were previously on conditional enrolment).

If you fail 50% or more of the enrolled credit points in a study period, you will be assessed as marginal. You will then be required to be counselled by your academic advisor though you are not prevented from progressing to the next period of study.

If you again fail 50% or more of your units in the next consecutive study period, you will be assessed as unsatisfactory. This means you will be notified of the ACT's intention to report you to DIBP for unsatisfactory course progress. If you appeal this action and are successful, you would be required to accept academic counselling and agree to be placed on conditional enrolment.

If you have been placed on "conditional enrolment" and in the next consecutive study period again fail 50% or more of the enrolled credit points you shall be assessed as unsatisfactory and be excluded from the College for one (1) year. If you have been placed on "conditional enrolment" and not in the next consecutive study period but some future study period again fails 50% or more of the enrolled credit points you shall be assessed as poor and shall again be placed on conditional enrolment for the next year of study.

Failing the Same Unit More than Once

If you fail an elective unit on two occasions you shall be assessed as unsatisfactory for the unit and be excluded from that unit. If you fail a compulsory unit twice you shall be assessed as poor and be placed on "conditional enrolment" for the next year of study.

If you fail a compulsory unit for a third time you shall be assessed as unsatisfactory and you will be notified of the ACT's intention to report you to DIBP for unsatisfactory course progress.

Course completion within course duration

Overseas students must at all times be in a position to complete their course in the time-frame of their Confirmation of Enrolment (CoE) in order to be deemed to be maintaining satisfactory course progress. There is an enrolment limit of 20 credit points per semester in all awards, meaning that where it is no longer possible for a student to catch up and complete their course by the end date of the CoE at the rate of 20 credit points per semester, he/she will be deemed to no longer be maintaining satisfactory course progress and the ACT is required to take action against the student under the ESOS Act, which may result in the cancellation of the student's CoE, the notification to DIBP, and subsequent cancellation of the student's Australian student visa.

Appeals

If you have had a load intervention or a sanction applied to you under this policy, you have the right of appeal against the application of that sanction. To appeal successfully, you must demonstrate that special circumstances contributed to your poor/unsatisfactory academic performance. Grounds other than special circumstances will be considered when you are appealing exclusion from the College for failure to complete a course by expected completion date. Students have twenty (20) working days to access the complaints and appeals process.

Intervention Strategies

When you are deemed to be at risk of not achieving satisfactory course progress, the Registrar of your enrolled college will activate an intervention strategy to counsel the student and assist the student to meet satisfactory course progress such as –

- receiving individual case management
- attending study skills workshops
- receiving assistance with personal issues which are influencing progress
- attending supervised study groups
- receiving tutorial support assistance
- reducing the enrolment load
- a combination of the above

Monitoring Course Attendance Policy

The ACT's affiliated colleges record the attendance of each student to each face-to-face class, be it lecture, seminar or tutorial. The ACT expects 100% attendance normally, but does recognise that circumstances can prevent a student from getting to a class. To achieve satisfactory attendance, you are required to attend *at least* 80% of the scheduled unit contact hours. In case of non-attendance, you are asked to either notify both the lecturer and affiliated college Registrar of your anticipated non-attendance at a class, or to notify them as soon as possible of your reasons for not attending a class.

If you are at risk of not attending at least 80% of the scheduled unit contact hours, you will be contacted by the affiliated college Registrar and counselled regarding your situation. At this stage, the student is identified as 'at risk' of not meeting satisfactory course progress and an intervention strategy must be implemented.

As an overseas student, you are allowed to take no more than 25% of your total course by distance or online learning modes. In addition, you are not allowed to enrol exclusively in online and/or distance mode. You must enrol in at least one face-to-face unit every study period.

Where you have been assessed as not achieving satisfactory attendance for the course in which you are enrolled, you will be notified in writing of the ACT's intention to report you to DIBP for not achieving satisfactory attendance.

Transfer between Registered Providers Policy

The full policy is available and should be accessed through the ACT Website at <http://www.acttheology.edu.au/policies.php>.

ACT overseas students are restricted from transferring to another provider, and the ACT will not enrol a student wishing to transfer from another registered provider's course to the ACT prior to the student completing a minimum of six months of that principal course except where:

- The original provider has ceased to be registered;
- The course in which the student is enrolled has ceased to be registered;
- The original provider has provided a written letter of release
- The original provider has had a sanction imposed on its registration that prevents the student from continuing his/her course;
- 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.

Process:

- Students wishing to transfer from the ACT before they have completed six months of study in their principal course for reasons other than those outlined above must apply

to the Director of Academic Services for a letter of release. The request for a letter of release must contain a written explanation, and supporting evidence, of the reasons for the compassionate or compelling case, as well as a letter from another registered provider confirming that a valid enrolment offer has been made.

- Students wishing to transfer to the ACT before they have completed six months of study in their principal course for reasons other than those outlined above will need to request a letter of release from their primary provider. Once a letter of release has been provided, students are welcome to approach the ACT and its affiliated colleges for application to a course, and for a CoE to be issued.

Circumstances where a transfer will be granted

1. The new course is deemed to be in the best interest of the student's future career.
2. Compassionate and compelling circumstances as determined by the Director of Academic Services.
3. The student is struggling academically and that the course is not appropriate and there are no relevant alternatives at ACT.
4. If the student claims or can provide evidence that his or her reasonable expectation about the current course are not being met.
5. The student has evidence that they have accessed ACT and affiliated college's support services available to them, and that the student has shown evidence of a genuine effort to engage with these support services to seek resolution of any difficulties they are encountering in progressing in their course.

If granted such a letter of release, students are reminded that they will need to contact their nearest DIBP office to seek advice on whether a new student visa is required.

The ACT will grant a letter of release at no cost to a student when the student has provided a letter from another registered provider confirming that a valid enrolment offer has been made.

The ACT will maintain a record of all requests from students for a letter of release and the assessment of, and decision regarding, the request on the student's file.

Circumstances where a transfer may be refused

1. The request is made within the first four weeks of the principal course commencing.
2. If the ACT determines that the transfer would be detrimental to the student's future study plans.
3. The ACT believes that the student is trying to avoid being reported to DIBP for failure to meet the ACT's attendance or academic progress requirements.
4. It is believed the student is deliberately trying to manipulate the Australian student visa system.

5. The student has not exhausted access to ACT's support services for assistance with study or personal issues.
6. Where the student has outstanding fees to ACT or affiliated colleges.
7. Claims of financial hardship.
8. The student decides they would prefer to study at an institution with lower fees.
9. Change of mind.

ACT reserves the right to take into consideration other factors, including individual circumstances of a student, which may not have been specified above.

If the ACT does not grant the student's request for a letter of release, the student will be provided with a written reason for the refusal. The student also has the right to appeal the decision in accordance with the ACT's *Grievance Resolution Policy for Overseas Students*. The ACT will maintain a record of all requests from students for a letter of release and the assessment of, and decision regarding, the request on the student's file.

Timeframe for response to a student's request for transfer

The ACT will attempt to respond to all students' requests for transfers within five business days of receipt of the request. The ACT will maintain a record of all requests from students for a letter of release and the assessment of, and decision regarding, the request on the student's file.

Extension, Suspension, Deferment or Cancellation of Enrolment Policy

Under the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (the National Code), registered providers may only enable students to defer or temporarily suspend their studies, including granting a leave of absence, during the course through formal agreement in certain limited circumstances.

The ACT can only defer or temporarily suspend the enrolment of the student on the grounds of:

- a. compassionate or compelling circumstances, or
- b. misbehaviour by the student.

Compassionate or compelling circumstances could include, but are not limited to:

- serious illness or injury with a medical certificate stating that you were unable to attend classes;
- bereavement of close family members such as parents or grandparents;
- major political upheaval or natural disaster in your home country requiring emergency travel when this has impacted on your study;
- a traumatic experience which could include involvement in or witnessing a serious accident, witnessing or being the victim of a serious crime (supported by a police or psychologist's report);

- the college's inability to offer a prerequisite unit;
- unavailability of units
- inability to begin studying on the course commencement date due to delay in receiving a student visa.

The ACT will:

- a. inform the student that deferring, suspending or cancelling his or her enrolment may affect his or her student visa; and
- b. notify the Department of Education via PRISMS as required under section 19 of the ESOS Act where the student's enrolment is deferred, temporarily suspended or cancelled.

Procedure

Cancellation, deferral or suspension of your enrolment may be initiated by yourself or the college.

A. Deferment of commencement and suspension of study requested by student

1. Overseas student must advise the ACT through its affiliated college in writing of their request accompanied by documentation evidencing the compassionate or compelling reasons why deferment or suspension of study should be granted.
2. The request is forwarded to the Director of Academic Services for consideration and approval. The ACT will always use its professional judgement to assess each student's case on its individual merits when determining whether compassionate or compelling circumstances exist.

ACT does not authorise and report a deferment or suspension retrospectively unless there are unusual circumstances where it may be required.

3. In the event that the request for deferment or suspension of study is approved, the ACT will inform the student of the decision in writing within five working days.
4. The ACT will also inform the student that deferment or suspension of study may have an impact on the student visa and will advise to contact DIBP to discuss the impact of this change to the student's enrolment.
5. The ACT's Overseas Students Liaison Officer (OSLO) or the College registrar will inform DIBP of this change of enrolment thru PRISMS. Deferment will be recorded on PRISMS depending on the status of the CoE. While suspension will be recorded on PRISMS. The student will be provided with the new CoE.
6. If the request for deferment of commencement of study or suspension of study does not meet the requirements for compassionate and compelling circumstances, ACT will not approve the application and will advise the student in writing within five working days of the reason for the decision and that the student has 20 working days to appeal the decision through ACT's Grievance Resolution Policy for Overseas Students.

7. If the student chooses to access ACT's Grievance Resolution policy, the student's enrolment will be maintained until the internal appeal process is completed and ACT will not notify DepEd/DIBP of any change to the student's enrolment status.
8. The request for deferment or suspension of study, any accompanying evidence and a copy of the written advice to the student of the decision will be placed on the student's file.

B. Suspension or cancellation of enrolment by the Australian College of Theology

The ACT will inform the student of the suspension or cancellation of enrolment in writing.

The student will be informed that they have 20 working days to access the appeal process depending on the ground of suspension or cancellation of enrolment:

The following are some of the grounds for the suspension or cancellation of enrolment but are not limited to:

- a. Academic misconduct. The ACT may exclude a student from class studies on the grounds of academic misbehaviour by the student. Please refer to ACT's Academic Misconduct Policy.
- b. General misconduct. Please refer to your college's Student Code of Conduct Policy
- c. Unsatisfactory course progress. Please refer to ACT's Progression and Intervention Policy.
- d. Non-payment of fees by the due date. The ACT will inform the student of its intention and allow the student 20 working days in which to access the provider's complaints and appeals process. Please refer to the ACT's Written Agreement for Refund Policy.
- e. Non-commencement of studies - where the student does not commence studies in a program when they are due to commence and they have not notified ACT or the affiliated college in writing; or where the student requested deferment, but there were no compassionate or compelling reasons for granting a deferment.
- f. When a student who has not completed their program does not return to studies after a break and has not notified the affiliated college or the ACT of any reason. In this case, by not re-enrolling the student has 'inactively' advised that they will not be continuing their studies. The student will be notified by email of the intention to cancel enrolment. If no response is received within five (5) working days ACT will notify Department of Education via PRISMS of the student's intention to cease studies by cancelling the student's CoE. This action automatically advises DIBP.
- g. ACT considers the student to be non-bona fide. Indicators of this include but are not limited to:
 - A student who demonstrates erratic course progress as a result of their failure to maintain regular class attendance, such that attendance falls below 80%, shall

have their enrolment cancelled and shall be reported to the Department of Education as non-bona fide

- Students who have been counselled regarding their attendance and progression but their attendance and progression continues to be unsatisfactory without reasonable cause
- Students who have not committed to the individual learning plan developed to support their study
- Students who attend classes but refuse to be engaged or to participate in the learning. Examples of this include:
 - not submitting assignments
 - not attending class when assessments are scheduled
 - refusing to participate or be involved in classroom or workshop activities.

Appealing ACT's decision to defer, suspend or cancel student enrolment

Should the student choose to access ACT's appeals process, the student's enrolment is maintained, and the Department of Education is not notified of a change to enrolment status until the internal complaints and appeals process is completed (and has supported ACT's intention to suspend or cancel the student's enrolment) unless extenuating circumstances relating to the welfare of the student apply. ACT may choose to allow access to learning opportunities through the internal appeals process.

Extenuating circumstances relating to the welfare of the student may include, but are not limited to the following. The student:

- Refuses to maintain approved care arrangements (only for students under 18 years of age);
- Is missing;
- Has medical concerns, severe depression or psychological issues which lead the provider to fear for the student's wellbeing;
- Has engaged or threatens to engage in behaviour that is reasonably believed to endanger the student or others; or
- Is at risk of committing a criminal offence

Any claim of extenuating circumstances will need to be supported by appreciate evidence.

External Appeal

If a student accesses the ACT's internal complaints and appeals process and is unsuccessful in the appeal against the ACT's intention to cancel the student's enrolment, the ACT will notify the Department of Education of the cancellation of the student's enrolment. The ACT is not required to await the outcome of any external appeals process.

Once the ACT notifies the Department of Education of the suspension or cancellation of a student's enrolment, the student has 28 days to leave Australia, to show DIBP a new CoE or to provide DIBP with evidence that he or she has accessed an external appeals process. Therefore, any student wishing to access an external appeals process must contact DIBP and provide evidence of having accessed an external appeals process within 28 days of the ACT notifying the Department of Education of the cancellation of enrolment. DIBP will then consider the student's individual circumstances and whether to cancel or maintain the student's visa.

Extension of Enrolment

The ACT and its affiliated colleges will only extend the duration of your study where it is clear that the student will not complete the course within the expected duration, as specified on your CoE, as the result of:

- a. compassionate or compelling circumstances (e.g. illness where a medical certificate states that the student were unable to attend classes or where the ACT was unable to offer a pre-requisite unit);
- b. the ACT implemented its intervention strategy if the student were at risk of not meeting satisfactory course progress; or
- c. an approved deferment or suspension of study has been granted.

Refund Policy and Agreement for Overseas Students

REFUND POLICY

The Australian College of Theology (ACT, the College) has developed this policy in accordance with Section 28(1) of the ESOS Act 2000 and the National Code 2007.

This policy, 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 (National Code, Standard 3.2.d). Moreover, the dispute resolution procedures of the ACT do not circumscribe the student's right to pursue other legal remedies, such as action under Australia's consumer protection laws.

A copy of this policy must be given to all intending and enrolling overseas students before any course fees are paid. This policy is available on the ACT website (www.acttheology.edu.au).

Affiliated colleges may levy a non-refundable Application Fee.

Tuition fees for ACT courses are subject to annual review and the annual tuition fee for a calendar year of study may change from 1 January each year. Thus, tuition fees for units studied will be at the rate applicable at the time of study.

Overseas students are required to pay their tuition fees up-front in full for the first half-year of full-time study (16cps), unless other arrangements have been agreed to in writing by the

Registrar of the affiliated college at which the student proposes to enrol. The amount of the fees due at their enrolling college will take account of any subsidy provided by the college. In the event that the information supplied by an applicant which was the basis for an offer of admission to a course is found to have been incorrect or insufficient for the offered course or to gain admission to another College course, the College shall withdraw the offer and reserves the right to withhold 10% of the tuition fees paid for the first half-year (or \$1000 whichever is the lesser amount) and to refund the balance.

Overseas students are obliged to make up-front payments of tuition and other fees normally no later than the first day in each study period of teaching of units in their course. Tuition fees will be charged according to the unit load for the next study period.

While overseas students can now be allowed to enrol in less than a full-time unit load each study period, they are required to complete the enrolled course within the time frame as stated on the student's Confirmation of Enrolment (CoE) document. This means that if overseas students elect to take less than a full-time load in any study period, they need to keep in mind how they will organize their unit load in future study periods in order to complete the course on time.

Refunds if the student defaults

A student may withdraw from a course any time after acceptance and from a unit at any time during the course of study. However, students and colleges need to be aware of the consequences of such an action in relation to the National Code 2007.

After enrolment, all students will be subject to the provisions of the Variation of Enrolment policy as it relates to withdrawing from units and courses and the consequences according to the time in a study period that the action occurs. The Variation of Enrolment policy is available on the College's website: www.actheology.edu.au. A summary of the implications of the policy as relating to overseas students withdrawing from units and courses is available at appendix A-C in this policy.

A student will be deemed to be defaulted as per Section 47 of the ESOS Act 2000 where the following occurs:

- a. The student does not start the course on the agreed starting day (and has not previously withdrawn)
- b. The student withdraws from the course (either before or after the agreed starting date)
- c. The registered provider of the course refuses to provide, or continue providing the course to the student because of one of the following events:

- The student failed to pay an amount he or she was liable to pay, directly or indirectly, in order to undertake the course
- The student breached a condition of his or her student visa;
- Misbehaviour of the student

The provider will notify, in writing the Secretary and the TPS Director of the default within 5 business days of the default occurring.

Refund Policy on the following student defaults:

- A. When the student does not start the course on the agreed starting day (and has not previously withdrawn)

If a student does not start the course on the agreed starting day (and has not previously withdrawn), the student will be deemed to have defaulted on their course. Any pre-paid tuition fees are to be refunded, but any applicable application fees paid by the student will not be refunded.

- B. The student withdraws from the course (either before or after the agreed starting date)

After enrolment, all students will be subject to the provisions of the Variation of Enrolment policy as it relates to withdrawing from units and courses and the consequences according to the time in a study period that the action occurs. The Variation of Enrolment policy is available on the College's website:

www.actheology.edu.au. A summary of the implications of the policy as relating to overseas students withdrawing from units and courses is available at appendix A-C in this policy.

- C. When the registered provider of the course refuses to provide, or continue providing the course to the student because of one of the following events:

- The student failed to pay an amount he or she was liable to pay, directly or indirectly, in order to undertake the course
- The student breached a condition of his or her student visa
- Misbehaviour of the student

If the refusal of a course occurred on or before the census date of a unit, the provider will refund unused tuition fees for that unit. If the refusal of a course occurred after the census date of a unit, no refund of tuition fees is applicable for that unit. Units which have not yet begun will be refunded in full if prepaid.

Refunds if the provider defaults

Refunds if the registered provider defaults cannot be covered by a written agreement between the provider and the student. Such situations are covered by the provisions of the Tuition Protection Service. For more information about the Tuition Protection Service, please visit <https://tps.gov.au>.

Where the provider defaults:

- a. If either of the following occurs:
 - (i) The provider fails to start to provide the course to the student on the agreed starting day
 - (ii) The course ceases to be provided to the student at any time after it starts but before it is completed
- b. If the student has not withdrawn before the default day.

The provider will notify, in writing, the Secretary and the TPS Director of the default between 3 business days of the default occurring. The provider will also notify the student, in writing, of the default.

The provider will discharge the following obligation within 14 days after the default day:

1. Provide a refund of the unspent tuition fees to all affected students calculated in accordance with the law.
2. Alternatively, arrange for the student to be offered a place in an alternative course at the provider's expense (student will be required to accept the offer in writing prior to implementation).

Other information concerning the refund of tuition fees

When the student is granted Australian permanent residency on or prior to the census date for a teaching period and provides evidence of their enrolment at the College as a domestic student, refund of pre-paid fees minus the fee applicable to domestic students for the same course and units is applicable.

The Registrar of the affiliated college at which a student is enrolled must pay the refund or respond to the request for a refund within four (4) weeks of receipt of the written claim from a student. Refunds will normally be made in the same currency as the fees were originally paid and will be made in the student's home country except in documented special circumstances.

As it is the student only who enters into the written agreement with the affiliated college, and no third party is normally involved, the refund will normally be paid to the student. If the student wishes the refund to be paid to someone else (e.g. in the event that the tuition fees were paid by another person), the student must provide a letter of authority signed by the

student and the receiving party, including account details of the receiving party, enabling the college to pay the other party. The letter should be attached to the request for refund. In circumstances where a student is approved to study at another institution in Australia, any refund must be paid directly to the new institution accepting the student. Refunds in the form of transfer of fees to another institution.

A notice of withdrawal due to special circumstances may be accepted as grounds for a total refund of fees, subject to the provision of acceptable documentary evidence in support of the application for a refund. Special circumstances include, but are not limited to:

- inability to obtain a student visa
- illness or disability
- failure to meet English language requirements for admission
- death of the student or a close family member (parent, sibling, spouse or child)
- political, civil or natural event which prevents full payment of fees.

30 June 2016
Simon Davies
Director of Academic Services

Appendix A – Summary of the Variation of Enrolment Policy for the purposes of overseas student withdrawals – Definitions

The following definitions are intended to guide students understand Appendix B and C.

Administrative Date – the date in the period of presentation of a unit after which payment of the Variation of Enrolment Fee is required up until the Census Date for addition or substitution of a unit for ACT credit or for withdrawing from the unit.

For semester-length units, the Administrative Date is 5pm (college local time) on the last day (normally Friday) of the second teaching week of semester. For intensive units, the Administrative Date is 5pm (college local time) on the second day of classes in the unit.

Census Date – the date against which enrolled load in a unit is tallied. For semester-length units, the Census Date is normally 31 March or 31 August. For units taught in intensive mode, the Census Date must be no less than 20% of the period from commencement of the unit to the final date for completion of assessment tasks. Requests to be actioned against a Census Date must be lodged by 5pm (college local time) on that date. [Census Dates do not apply to ThA or private ThL students.] The Variation of Enrolment fee shall not apply after the census date.

Withdrawal Date – the date after the Census Date of a unit and before which a student must withdraw from the unit so as not to incur academic penalty. For semester-length units, the

Withdrawal Date shall normally be the Friday at the end of the second full teaching week after the Census Date. For intensive units, the Withdrawal Date is approximately 60% of the period from commencement of the unit to the final date for completion of assessment tasks. Requests to be actioned against the Withdrawal Date must be lodged by 5pm (college local time) on that date.

Variation of Enrolment Fee – Annually, usually in August for the next year, a Fee per credit point shall be set by the Dean in relation to withdrawing from unit after Administrative Date

and before Census Date. See http://www.actheology.edu.au/students_tuitionfees.php for the most up to date information.

Appendix B – Summary Table for Semester-length Units, adapted from the Variation of Enrolment Policy for the purposes of overseas student withdrawals

The following table has been adapted from the Variation of Enrolment Policy for an overseas student withdrawing from a course or units. All enrolled students are subject to this policy.

Withdrawing from Semester-length Units – Overseas students (assumes student has completed unit enrolment for ACT credit by the end of Week 2 of semester)			
Semester Week	Day	Action Date	Withdraw from unit(s)
1	First day	Unit Start	
2	last day – 5pm (college local time)	Administrative Date	No Variation of Enrolment Fee applies Unit deleted from record No academic penalty Full refund of any up-front payments
3	After Administrative Date up to		
	31 Mar or 31 Aug 5pm (college local time)	Census Date	Variation of Enrolment Fee applies (2017 fee is up to \$340/unit) No academic penalty (unit graded AW) Full refund of any up-front payments
	After Census Date up to		
Friday at end of second full teaching week after Census date	last day 5pm (college local time)	Withdrawal Date	No Variation of Enrolment Fee applies No academic penalty (unit graded W) No refund of any up-front payments*
	after Withdrawal Date		No Variation of Enrolment Fee applies Academic penalty (unit graded FW) No refund of any up-front payments*

**If a student considers “special circumstances” prevailed at the time of withdrawal from the unit, the student may request refunding of any up-front payment(s) made in relation to the unit.*

Appendix C – Summary Table for Units taught in intensive mode, adapted from the Variation of Enrolment Policy for the purposes of overseas student withdrawals

The following table has been adapted from the Variation of Enrolment Policy for an overseas student withdrawing from a course or units. All enrolled students are subject to this policy.

Withdrawing from units presented in Intensive mode – Overseas students (assumes student has completed unit enrolment for ACT credit by the end of Day 2 of unit presentation)			
Day	Time	Action Date	Withdraw from unit(s)
Presentation Day 1		Unit Start	
Presentation Day 2	5pm (college local time)	Administrative Date	No Variation of Enrolment Fee applies Unit deleted from record No academic penalty Full refund of any up-front payments
	After Administrative Date up to		
day more than 20% of the time into the unit (including assessment period)	5pm (college local time)	Census Date	Variation of Enrolment Fee applies (2017 fee is up to \$340/unit) No academic penalty (unit graded AW) Full refund of any up-front payments
	After Census Date up to		
approx. 60% of the time into the unit (including assessment period)	5pm (college local time)	Withdrawal Date	No Variation of Enrolment Fee applies No academic penalty (unit graded W) No refund of any up-front payments*
	after Withdrawal Date		No Variation of Enrolment Fee applies Academic penalty (unit graded FW) No refund of any up-front payments*

*If a student considers “special circumstances” prevailed at the time of withdrawal from the unit, the student may request refunding of any up-front payment(s) made in relation to the unit.

Critical Incident Policy

Detailed Critical Incident Policy can be accessed online at <http://www.actheology.edu.au/policies.php>

A critical incident is as an event which results in or has the potential to cause serious harm to persons or property often accompanied by trauma affecting victims and participants. A threshold for the adjective critical could be where expert medical attention or professional counselling is required or the cost of structural repair is substantial. The National Code defines critical incident as a 'traumatic event or the threat of such (within or outside Australia), which causes extreme stress, fear or injury.

A critical incident may vary in terms of the potential scale of the emergency and level of media interest. Those of the college population who perceive the potential for or witness a critical incident that may or does impact a student are also covered by this policy. The critical incident may occur on or off a college campus to a student who is studying by on-campus or off-campus/distance mode.

Principles

(A) Benefits of this policy and procedures

A1. Procedures should ...

- a) reduce the likelihood of critical incidents,
- b) enable incidents to be managed efficiently and compassionately
- c) prevent further harm and promote recovery
- d) facilitate continuous improvement
- e) reduce the risk of independent action

(B) Possible Critical Incidents

B1. Critical Incidents may include but are not limited to the following, whether they occur on-campus or off-campus, during or after normal hours of college activity:

- Acts of violence or threatening behaviour
- Natural hazards or man-made disasters or potential disasters
- Site invasion that leads to harm whether by intent or not
- Accident onsite or offsite
- Acts of self-harm or social irresponsibility
- Structural failure of building or equipment
- Riot or affray
- Onset of physical or mental illness
- Witnessing a critical incident affecting third parties including accident, assault, injury, death
- Person or persons missing and presumed to be at substantial risk

- Arrest
- Acts or omissions of staff, students and/or contractors
- Being the victim of a crime – robbery, assault

(C) Overseas students

C1. Overseas students should be offered special consideration because of less familiarity with local circumstances and institutions and the absence of a personal support network.

(D) Roles of ACT colleges

D1. This policy recommends colleges define responsible persons to supervise the management of critical incidents and ensure the welfare of students and staff.

D2. In order to comply with the National Code 2007, the ACT is obliged to require colleges to keep records of critical incidents including but not limited to the nature of the incident, the way in which it was managed and the follow up actions that took place to complete the recovery.

D3. Since the threshold for defining a critical incident is hard to set and the Code does not appear to have been formulated with consortia in mind, efficiency in reporting would suggest the following practice be adopted: colleges must put in place procedures whereby they can supply on request the information specified in the National Code and they must inform the ACT promptly of any particularly serious incidents.

Policy Content

(A) Disclaimer

A1. This document provides guidance on procedures to adopt in handling critical incidents but does not restrict the scope or power of college executives to adapt or modify them as seems appropriate. Advice from specialist organisations is readily available on emergency management and risk management and should be consulted. Moreover, government regulations specify requirements and procedures relating to a variety of risks, e.g. fire, flood, etc., which are likely to be incorporated in risk management plans.

(B) Roles and responsibilities in colleges

B1. The college should incorporate the critical incident policy within its risk management framework.

B2. The college should bring their critical incident policy and procedures to the attention of staff and students at the time of their orientation or induction to the college.

B3. The college should include in the procedures for dealing with critical incidents the following:

- a) Mechanisms to reduce the likelihood of occurrence of a critical incident, i.e. basically risk management plans.

- b) Designate the person with responsibility for oversight and authority of a critical incident. Such person would usually be the CEO (Principal) but the supervisory responsibility may be delegated to a person with known capability. The person designated should be self-controlled, able to think clearly and respond decisively and keep the CEO informed. The Principal may establish roles for particular staff, form any teams that seem appropriate and delegate responsibilities to personnel with appropriate expertise. Colleges may find it helpful to establish a team of responsible people to strengthen the response capability.
- c) Reporting and communication systems that provide information flow up and down the line of command, and include assembly points made known to on-campus personnel. It is important to avoid confusion and ensure the coordination of decisions and actions in the event of an incident.
- d) Mechanisms that ensure personnel who first identify an incident know who to report to and are aware that they should avoid actions that compound risk. This may include training programs.
- e) Personnel with competencies likely to assist with incident response, e.g. those with first aid qualifications, technical skills, etc.
- f) Contacts for expert advice: medical, fire, SES, police, counselling
- g) An aide to the person in charge can be helpful in recording responses and checking against established procedures, and passing such records to the Registrar. The Registrar should normally be responsible for ensuring a report is compiled and records maintained.
- h) Mechanisms to identify follow up procedures for affected parties to an incident in a way that brings finality.
- i) Scheduling of debriefing and formulation of recommendations arising from the incident review

Staff and students are responsible for ...

- a) following the critical incident procedures published by their college
- b) knowing to whom they report an incident or the potential for an incident
- c) not placing themselves or others at risk of injury or other trauma
- d) supporting those with overall responsibility for oversight of the process
- e) availing themselves of the support mechanisms in the event of exposure to a critical incident

(C) Responsibility of the ACT Office

C1. The ACT office and/or Academic Board is responsible for determining any amendments that may be appropriate for a student's study and assessment program, and will act on any recommendations made by the college.

C2. The ACT office or Academic Board may also act in regard to any staff matter for which the ACT has responsibility and will act on any recommendation by the college.

Procedures

1. Introduction

(A) Student File Essentials

For the purposes of managing incidents student files should normally contain:

- Coloured Photograph
- For overseas students a copy of the title and Australian visa pages of their Passport
- Student's religion
- Emergency contact telephone numbers, with next of kin details, agent or sponsor (as applicable)
- Any other significant personal details – student ID, course details, medical conditions, allergy information, etc.
- Medical insurance status

2. Procedures

(A) Preamble

The following procedures are indicative, provide guidelines and should be adapted to college circumstances.

(B) Action by witness or directly affected party

B1. A person who witnesses an incident or is the first contacted shall ...

- a) contact the Principal or responsible person
- b) act as directed by the responsible person
- c) if directed or in the absence of obtaining immediate access to the responsible person, contact emergency services as soon as it is safe to do so
- d) take immediate action to minimise the risk of further injury or damage
- e) act to protect the safety and welfare of witnesses
- f) assess the situation carefully and gather information

(C) Action by responsible person (i.e. Principal or designated person)

C1 The responsible person shall ...

- a) maintain oversight of the incident
- b) arrange for expert help as required
- c) establish communication systems to keep affected parties informed, including family and friends during the incident and throughout the follow-up period
- d) direct others to assist in the management of the incident
- e) ensure appropriate effective support is provided to affected parties

- f) protect the site or anything associated with the incident in case the matter is investigated by the Police or other government agency
 - g) set up a recovery room with appropriate furniture and resources if appropriate
 - h) gather relevant information about the incident and interview affected parties
 - i) assist staff/students to contact their family/close friend(s) to advise them of the situation and provide other assistance as necessary and appropriate
 - j) assist members of the public to contact their family/close friend(s), and assist them as appropriate, perhaps by arranging transport for them
 - k) inform the Principal and the Registrar and Dean of Students of the situation
 - l) if the incident has impacted an overseas student, inform the Overseas Student Contact Officer for the campus
 - m) debrief those who worked on the incident
 - n) establish a means of keeping affected parties informed without compromising legal, insurance or reputational liability.
 - o) prepare or arrange for the preparation of a Critical Incident Report. The Registrar would normally be responsible for seeing that this was completed satisfactorily and kept on file.
 - p) Assess implications arising for risk mitigation and arrange for their implementation
- (D) Action by the Registrar or person designated by Registrar
- D1. The Registrar, or designated responsible person, shall ...
- a) assist in the documenting of the incident and preparing the incident report
 - b) assess the implications for an affected student's study and assessment program
 - c) under the direction of the responsible person manage the follow up procedures
 - d) contact the ACT Dean or his delegate, advising of matters relevant to ACT responsibilities and submitting the Incident Report when completed as appropriate
 - e) arrange for any necessary notification to relevant educational and government bodies, e.g. DIAC, Consulate/Embassy, etc.
 - f) monitor or assist the Principal in monitoring investigations by any external agencies
 - (g) maintain a complete record of critical incidents
- (E) Action by the Principal if not the responsible person
- E1. If the Principal is not the responsible person, the Principal shall ...
- a) Contact the ACT Dean, as appropriate, and confirm his knowledge of the incident and action being taken or completed
 - b) receive the Critical Incident Report
 - c) consider any recommendations
 - d) manage relations

Application Procedure – Overseas Students

To apply to study at Trinity Theological College please follow these steps. Please allow at least four (4) months to complete the process.

Our usual entry point to the college is the last week of January. Therefore, application enquiries should reach the Registrar by the end of September for Semester 1 entry or end of April for Semester 2 entry.

Please use this as a checklist to ensure you have met all the requirements.

Step 1: Self-Assessment for Student Entry Visa

Go to the Department of Immigration Border Protection Website <https://www.border.gov.au/Trav/Visa-1/500->

If after reading through this, you feel you meet ALL the Australian Government requirements and you wish to apply to study with us at Trinity Theological College proceed to the next step.

Step 2: Application to Registrar

1. Contact the registrar at registrar@ttc.wa.edu.au to set up an initial interview and receive prospective student contact details form for completion and return.
2. On successful completion of initial interview, an application form will be sent.
3. Return the application form with:
 - a. A colour passport photo;
 - b. Certified copies of relevant academic transcripts
 - c. Photocopy of the Original Academic IELTS test results
 - d. Photocopy of your passport
 - e. Financial evidence
 - f. A non-refundable application fee of AUD \$200
 - g. A 250 word statement on your Christian life so far
 - h. A 250 word outline of your Christian service
 - i. A 250 word statement on why you want to study at Trinity Theological College
 - j. Contact details of three referees we can contact for a letter of recommendation including:
 - Your Pastor or a denominational leader in your church
 - Two mature Christians who are not relatives

On receipt and initial approval of the above, Trinity Theological College will arrange an interview with the Principal or his representative.

Depending on the outcome of this interview the College and once we have received these along with satisfactory references the selection panel at Trinity Theological College will consider if a place is to be offered. A written offer will be made and acceptance of this offer may only be confirmed by signing and returning the form provided in the letter of offer. On

receipt of this acceptance you will be sent a Confirmation of Enrolment for Overseas Students.

Step 3: Information to Registrar

You must submit the following

- Details of your accommodation arrangements
- Receipt for payment for Overseas Student Health Cover (OSHC)
- Payment for all College fees for the first semester of the course

Step 4: Apply for Student Visa

You must

Apply for a student visa online at <http://www.border.gov.au/>

Or by applying to the Australian Embassy or Department of Immigration and Border Protection (DIBP) Office for a student visa. You will need to take with you the Confirmation of Enrolment for Overseas Students.

Step 5: Travel Arrangements

Once you have received a student visa

Provide the college with a photocopy of your passport details (i.e. personal details and visa) and;

Advise the college of your travel arrangements including your arrival time

On your arrival in Perth you will need to contact the College to make an appointment with the Registrar and attend our Orientation program.

