



TRINITY  
THEOLOGICAL COLLEGE  
Preparing People for Effective Christian Service

Prospectus for Overseas Students

2019

CRICOS #02650E



# TABLE OF CONTENTS

<b>About Trinity Theological College .....</b>	<b>2</b>
Welcome.....	2
Who is Trinity Theological College?.....	3
What are Trinity Theological College’s aims?.....	3
Our Facilities .....	4
Why Study in Perth, Western Australia? .....	4
Our Local Community.....	5
<b>Our Courses .....</b>	<b>6</b>
Teaching Methods .....	6
Assessment Methods .....	6
<b>What Studying at Trinity Theological College Means.....</b>	<b>6</b>
Part of a community .....	6
How much study? .....	6
<b>Entrance Requirements .....</b>	<b>7</b>
English competency requirements for degree courses .....	7
Sponsorship and denominational support .....	8
Academic Competency .....	8
Credit for Qualifications previously achieved.....	8
<b>College Fees.....</b>	<b>9</b>
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
<b>Arranging Visas .....</b>	<b>12</b>
Department of Home Affairs (DHA).....	12
Department of Foreign Affairs and Trade (DFAT) .....	12
Migration Agents.....	12
Education Agents .....	12
Visa Conditions .....	13
Student Visa Requirements .....	14

Family.....	19
How to Apply for Family members to Join you.....	19
Documents.....	19
Dependents .....	20
<b>Changing your Enrolment.....</b>	<b>20</b>
<b>Arranging Travel.....</b>	<b>20</b>
Accommodation.....	20
Australian Government Health Cover.....	21
<b>Policies .....</b>	<b>23</b>
Important policies for overseas students to read .....	23
Personal Information Policy.....	23
<b>Application Procedure – Overseas Students .....</b>	<b>24</b>
Step 1: Self-Assessment for Student Entry Visa.....	24
Step 2: Application to Registrar.....	24
Step 3: Information to Registrar.....	25
Step 4: Apply for Student Visa .....	25
Step 5: Travel Arrangements .....	26

Please note that the content of this booklet is subject to change. Please also refer to the [ACT Overseas Student Webpage](https://www.acttheology.edu.au/overseas-students/) on the ACT website at <https://www.acttheology.edu.au/overseas-students/> for detailed information relating to Overseas Students studying in Australia. For the most up to date ACT policies relating to Overseas Students, please click directly onto the above link. Please make yourself fully familiar with these policies prior to commencing the application process.

## About Trinity Theological College

### Welcome

Thank you for your interest in [Trinity Theological College](https://www.acttheology.edu.au/). 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](mailto: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 (Education Services for Overseas Students Act 2000) 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.

### **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 spending time together to encourage one another in 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 7 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 40. 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 work spaces for thoughtful reflection, purposeful study and 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 an al fresco dining area and 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](http://www.wa.gov.au)

and [www.westernaustralia.com](http://www.westernaustralia.com)

### **Our Local Community**

A detailed description of the area and facilities can be found at [www.vincent.wa.gov.au/](http://www.vincent.wa.gov.au/)

Public transport via the train and buses, just minutes away, makes access to the college easy. To plan your journey and to access network maps go to :

<http://www.transperth.wa.gov.au/Journey-Planner>

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

<http://www.transport.wa.gov.au/activetransport/cycling.asp>



online learning. Since TTC does not offer distance or online study, this can only be taken through another ACT affiliated college after discussion with the TTC Registrar.

## 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 Handbook](#) and in the [course information](#) on the ACT website.

### 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 appropriate 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:

<b>IELTS Academic Version Test</b>	<b>Overall score</b>	<b>Reading</b>	<b>Writing</b>	<b>Listening</b>	<b>Speaking</b>
<b>Bachelor of Theology</b>	6.5	6.5	6.5	6.5	6.5
<b>Master of Divinity</b>	7.0	7.0	7.0	6.5	6.5
<b>Master of Theology</b>	7.5	7.5	7.5	7.0	6.5

Please refer to [English Language Proficiency Policy](#) 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 CoE (Confirmation of Enrolment Form) issued to the student to commence the course, or reported on PRISMS (Provider Registration and International Student Management System). 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](#).

Before application, please read the [ACT's Prior Learning Policy](#) and [Credit Transfer rules](#) which can be found in the policy section relating to Admissions.

## 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 2019 Overseas Course Fee Information flier for full details or the ACT website at <https://www.actheology.edu.au/tuition-fees/>. Please note that Course Fees are updated every year by the ACT and a non-refundable application fee of \$250 is payable on submission of your application.

Course Name	Overseas Tuition (Per Unit)	Annual Tuition
<b>Bachelor of Theology</b>	\$2,600 (4CP)	\$20,800
<b>Master of Divinity</b>	\$2,600 (4CP)	\$20,800
<b>Certificate of Ministry</b>	\$100	\$200
<b>Master of Theology – Full Time</b>	\$9,600 (16CP)	\$19,200

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 <https://www.homeaffairs.gov.au/trav/stud>.

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 policy section relating to Overseas Students on the ACT website.

## 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 Students Webpage](#));
- 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 Home Affairs](#) (DHA) 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 overseas students must have a CoE for each course before they apply for a visa. 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. DHA 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 (subclass 500). 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.

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 Home Affairs (DHA)

The Australian Government's Department of Home Affairs (DHA) provides comprehensive information about student visa requirements and application process, as well as application document checklists to assist you with your application. Visit <https://www.homeaffairs.gov.au/trav/stud> for the latest information.

### Department of Foreign Affairs and Trade (DFAT)

As well as links from the DHA website the Department of Foreign Affairs and Trade website [www.dfat.gov.au/embassies.html](http://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 DHA 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 join 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

<https://www.homeaffairs.gov.au/trav/stud>.

## **Student Visa Requirements**

### **Simplified Student Visa Framework (SSVF)**

From 1 July 2016, a single immigration risk framework applies to all overseas 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 [DHA](#) 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 <https://www.homeaffairs.gov.au/trav/visa-1/500-?modal=wet>.

## **Key Requirements for the Student Visa (Subclass 500)**

### **GENUINE TEMPORARY ENTRANT (GTE) REQUIREMENT**

To be granted any student visa, applicants must satisfy the DHA that they have a genuine intention to stay in Australia temporarily. When assessing the GTE requirement, DHA 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**

Overseas 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 overseas 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**

Overseas 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 DHA 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 DHA 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 you need to provide evidence of financial capacity, you will be able to demonstrate this by providing one of the following:

- 12 months of funds option:
  - Provide evidence of funds to cover travel to Australia and 12 months living, course and (for school aged dependants) schooling costs for the student and accompanying family members
  - If you are coming to Australia for a short course, you will only need to show evidence of funds for the intended period of stay.
- Annual income option:
  - Provide evidence that you meet the annual income requirement.

- Secondary exchange students:
  - Provide an Acceptance Advice of Secondary Exchange Students (AASES) form (secondary exchange students only).
- Foreign Affairs or Defence students:
  - Provide a letter of support from Department of Foreign Affairs and Trade or Department of Defence.

If you are using the 12 months fund option to demonstrate financial capacity, an accurate calculation of funds is required. Below is an outline of the funds to calculate. The type of evidence includes money deposit or loan with an approved financial institution, government loan, scholarship or sponsorship.

The annual income option requires students to provide evidence of personal annual income of at least AUD60,000. For students accompanied by family members the amount is AUD70,000. The income demonstrated must be the personal income of your spouse (who is not travelling with you) or parents. In circumstances where both of your parents are working, their combined income can be considered for this requirement. In all cases, the evidence of annual income must be provided in the form of official government documentation, such as a tax assessment.

Where the DHA online application system indicates that documentary evidence of financial capacity is required, it is important that you attach these documents to your visa application prior to lodgement. Failure to do so may result in visa refusal.

### **12 months of funds option – calculation of funds**

Living cost amounts:

From 1 February 2018, the 12 month living cost will be:

- Student/guardian - AUD 20,290
- Partner/spouse - AUD 7,100
- Child - AUD 3,040

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.

For further details on how to calculate course fees, schooling costs and travel costs, please refer to the [DHA website](#).

**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.

**Note:**

***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**

Overseas 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 was 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 Hukou book
- proof of their relationship to each family member 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](#) 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.

The mainstream [2019 annual tuition fees](#) for 500 or 571 Student Visas in WA government schools are (in AUD):

- Kindergarten \$7,637 per year or part thereof.
- Primary (Pre-Primary-Year 6) \$14,254 per year or part thereof
- Lower Secondary (Years 7 – 10) \$16,906 per year or part thereof
- Upper Secondary (Years 11 – 12) \$18,562 per year or part thereof
- [Overseas Student Health Cover \(OSHC\)](#) is approximately \$605 for a single, up to \$2,809 for family cover per year (as at February 2018)

For more details, see <https://www.tafeinternational.wa.edu.au/your-study-options/study-at-school/student-visa-holders-500-or-571-visas>.

## Changing your Enrolment

Information about the grounds on which a student's enrolment may be deferred, suspended or cancelled are contained in the [Extension, Deferment, Suspension and Cancellation of Enrolment Policy](#). This can also be found in the Documents section of the ACT website.

## Arranging Travel

You will need to make your own travel arrangements to Australia. We will notify you regarding how soon before the start of Overseas 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](http://www.reiwa.com.au) or through local real estate companies (search on the reiwa site under [Agent Finder](#) 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](http://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 Home Affairs 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 <http://ahmoshc.com/english.aspx>
- BUPA Australia <http://oshc.bupa.com.au/>
- Medibank Private <https://www.medibank.com.au/overseas-health-insurance/>
- NIB <https://www.nib.com.au/overseas-students>

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](http://www.privatehealth.gov.au) or [www.iselect.com.au](http://www.iselect.com.au)

## Orientation

Trinity Theological College will provide an Overseas 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 Trinity Student Handbook and refer to the [ACT Overseas Student Webpage](#), which you will be guided through 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 these resources 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 the Policies section at <https://www.actheology.edu.au/documents/> or access the ACT Overseas Student Wepage at <https://www.actheology.edu.au/overseas-students/>.

### Important policies for overseas students to read

- [Course Credit Procedure for Overseas student](#)
- [Course Progress Policy](#)
- [Grievance Resolution Policy for Overseas Students](#)
- [Overseas student extension, deferment, suspensions and cancellation policy](#)
- [Overseas students release and transfer policy](#)
- [Refund policy for overseas students](#)
- [Variation of enrolment policy](#)
- [Critical incident policy](#)

### 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.

## **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 Home Affairs Website <https://www.homeaffairs.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. Submit a Prospective Student Contact Form via the TTC website at <https://www.ttc.wa.edu.au/prospective-student-form/>.
2. On receipt of the above form, the registrar will email a letter containing important information relevant to overseas students wishing to study in Australia. Please ensure you read this carefully. You will also be sent an application form, a pro forma letter of recommendation to send to your three referees, and a list of the documentation required to be submitted with your application form.
3. Documentation required to be submitted along with your completed application form must include:
  - a. A colour passport photo;
  - b. Certified copies of all prior tertiary studies
  - c. Certified copy of the Original Academic IELTS test results notice
  - d. Certified copy of your current passport
  - e. Prior Learning Portfolio (if applying for academic credit or recognised prior learning)
  - f. Ensure that Letters of Recommendation from your Pastor, a leader in your church and a mature Christian friend are sent by your referees directly to [registar@ttc.wa.edu.au](mailto:registar@ttc.wa.edu.au) . These references should be independent of each other and should not be a family member.
  - g. A one-page response to each of the following questions:
    - i. Your Christian life so far – telling us about your Christian life to date

- ii. Christian Service - Giving details of your current involvement in Christian Service
  - iii. Why Trinity Theological College? Telling why you wish to study at the college and what ministry or Christian service you would like to pursue after graduation.
4. A non-refundable application fee of AUD \$250 to cover processing costs (payment details are located in the application form)

Please note that unless all the above is completed and forwarded to [registrar@ttc.wa.edu.au](mailto:registrar@ttc.wa.edu.au), we will be unable to process your application.

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

After this interview, your application will be presented at the next meeting of the selection panel at Trinity Theological College for consideration. If it is agreed by the selection panel that a place is to be offered to you, a written offer in the form of a Written Agreement will be sent to you and acceptance of this offer may only be confirmed by signing and returning the Agreement. On receipt of your acceptance and your first semester tuition fees, you will be sent an ACT Confirmation of Enrolment for Overseas Students which you will need prior to applying for a student visa.

### **Step 3: Information to Registrar**

You must submit the following:

- Details of your accommodation arrangements
- Receipt for payment for Overseas Student Health Cover (OSHC) and a copy of your OSHC Insurance Certificate.
- Payment for all College fees for the first semester of the course. To be made only after you have signed and returned the written agreement.

### **Step 4: Apply for Student Visa**

You must:

- a. apply for a student visa online at <https://www.homeaffairs.gov.au/> or;
- b. apply to the Australian Embassy or Department of Home Affairs (DHA) Office for a student visa. You will need to take with you the ACT Confirmation of Enrolment for Overseas Students.

### **Step 5: Travel Arrangements**

Once you have received a student visa:

- a. Provide the college with a copy of your Australian student visa and photocopy of your passport details and;
- b. 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 programme.



