

Preparing People for Effective Christian Service

PROSPECTUS FOR OVERSEAS STUDENTS 2026

info@ttc.wa.edu.au ttc.wa.edu.au | 9228 9067

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Please note that the content of this booklet is subject to change. Please also refer to the <u>AUT</u> <u>Overseas Student Webpage</u> on the AUT website for detailed information relating to Overseas Students studying in Australia. For the most up to date AUT 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 <u>Trinity Theological College</u>. This booklet has been designed to help overseas students to find out more about the college and our community here in Perth, Western Australia. Please read this book alongside our <u>Course Information Material</u>. Further information about our courses or making an application can be obtained from our registrar by emailing <u>registrar@ttc.wa.edu.au</u>.

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 <u>Australian University of Theology</u> (AUT). 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 AUT, 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 AUT, 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 University 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?

Our aim is to prepare people for effective Christian service that integrates head, heart and hands. We believe gospel-shaped ministry is marked by these key characteristics:

1. Christ-centred

All Scripture points to Christ, so every aspect of our College aims to be Christ-centred. We keep Christ at the centre of our life, teaching, community and ministry so we can grow in Christ together and carry out Christ-centred ministry.

2. Bible-based

We meet Jesus Christ and learn to love and serve him through God's Word, so it is essential for all Christians to have strong biblical foundations. Upholding the Bible as the ultimate authority and key instrument for ministry, we recognise that handling Scripture requires love, wisdom and skill, which are taught and modelled in our courses.

3. People-focused

Ministry of the gospel is about serving people. So, we emphasise clear proclamation of the Bible alongside loving care for people across cultures. We pray for the nations to come under Jesus' saving rule, so we encourage one another in evangelism.

Our Facilities

The college enrols between 80 - 100 students each year and has 6 full-time staff and 10 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 three lecture rooms (of various seating capacities from 37 to 126 students) and two smaller tutorial rooms. At the moment the largest class, at any one time, is 45. 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 26,000 items. Its design makes it a great place to come and work. It provides workspaces for thoughtful reflection, purposeful study and group discussion. Our library staff 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 all 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?

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. 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

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, <u>The Australian</u> <u>University of Theology</u> (CRICOS Code <u>02650E</u>). The course names available for overseas students are listed below and more information on the details of each course is available on the AUT website and TTC websites.

Bachelor of Theology (BTh)
 AUT CRICOS Course No. 054676J

Master of Divinity (MDiv)
 AUT CRICOS Course No. 054688E

Master of Theology (Research) (MTh)
 AUT CRICOS Course No. 094613D

Teaching Methods

Classes at Trinity Theological College are all face-to face contact classes which use a variety of teaching methods including lectures, discussions, group work, 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 weekly quizzes, one or two essays and an 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 with a team in a ministry setting), plus numerous other social and educational events.

How much study?

You will normally be enrolled in full-time study only. That is 48 credit points per semester which is equivalent to 96 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.

A normal unit consists of 3 hours contact per week, over 13 weeks of class contact. Each semester has two non-contact weeks and a one-week study break before examinations.

As per the National Code 2018, providers have the option to offer online study for overseas students, allowing them to undertake up to one-third of their course remotely. However, it's essential to be aware that the <u>AUT course progress policy</u> permits overseas students to undertake **only up to 25 percent of the total course off-campus**. Additionally, it's important to note that overseas students are not allowed to enrol exclusively in distance or online learning units in any semester. Since TTC does not offer distance or online study, this can only be taken through another AUT affiliated college after discussion with the TTC Registrar.

Orientation

Trinity Theological College will provide an Overseas Student Orientation before the commencement of classes and often before commencing local students attend an orientation.
The AUT Orientation Program Rules have been designed in response to the requirements under the National Code of National Code of Practice for Providers of Education and Training to Overseas Students 2018 (ESOS Act 2000), Standard 6.1. Please refer to this policy for a detailed description of what will be covered in the Orientation Programme at TTC.

Our staff, who run the orientation, work hard to ensure that you, as a student, will be well equipped and supported to achieve the best possible success in your studies. If you read through the Trinity Student Handbook and refer to the <u>AUT Overseas Student Webpage</u>, 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 (Overseas Student Liaison Officer)
 - 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
 - Emergency Evacuation Exits
- 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.
- Become familiar with the student support services available to you at the college.

Student Support

Students can contact the Registrar Office for information on a range of local student support services. All full-time students are placed in a Pastoral Care group for the duration for their studies which meets weekly throughout semester. Students are encouraged to contact their Pastoral Care Group leader or their lecturers if requiring support. There is also helpful support service information available through the <u>AUT website</u> describing services in counselling, academic support, health, welfare & safety, legal, accommodation and student advocacy. A full range of local student support services and their contact information is also listed in the TTC Overseas Student Pre-departure Handbook.

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 entry requirements of the Australian University of Theology.

The details of the admission requirements for each course are listed in the <u>course</u> <u>information</u> page on the AUT 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). A single academic IELTS test result must be submitted, which is **no more than two (2) years old** prior to the commencement of the first enrolment in the proposed course.

Information about the tests and testing centres can be found at https://ielts.org/.

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

IELTS Academic Version Test	Overall score	Reading	Writing	Listening	Speaking
Bachelor of Theology	6.5	6.0	6.0	6.0	6.0
Master of Divinity	7.0	7.0	7.0	6.5	6.5
Master of Theology (Research)	7.5	7.5	7.5	7.0	6.5

Please refer to English Language Proficiency Policy for more information.

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 should 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 written agreement letter (as this is the contract with the student) and will be indicated on the CoE (Confirmation of Enrolment Form) issued to the student to commence the course. 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 Course Credit Procedure for Overseas Students.

Before application, please read the <u>AUT's Prior Learning Policy</u> and <u>Credit Transfer Rules</u> which can be found in the policy section relating to Admissions.

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.

Offer of a Place in a Course and Confirmation of Enrolment

If you meet the entry requirements and are accepted as a Trinity student, the Australian University of Theology (AUT) will offer a place to study by providing a Letter of Offer. They will also 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, it's duration and any conditions placed on that enrolment;
- Indicate any credit for course credit/prior learning granted.
- provide an itemised list of course money payable by you;
- provide an itemised list of other Fees and conditions of payment;
- provide information in relation to <u>refunds of course money</u> in the case of student and provider default;
- provides information regarding an overseas student's rights under Consumer
 Protection laws:

- set out what happens with the personal information you provide (see also details in the AUT Overseas Students Webpage);
- advise you of your obligation to notify us of any changes to your contact details while enrolled;
- provide information on the requirement to maintain satisfactory course progress and attendance in accordance with the AUT <u>Course Progress Policy</u> and AUT <u>Unit</u> <u>Enrolment and Results Policy published on the AUT website.</u>
- Provide information on student visa conditions and Australian Government Regulations

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 AUT 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 University of Theology (AUT). This evidence is required before the <u>Department of Home Affairs</u> (DHA) will issue a student visa. The CoE contains information about the Provider, course and duration of study in which the student has enrolled. (*The course duration in the CoE may be reduced as a result of any credit granted.*) By the AUT issuing a CoE we are verifying that the AUT 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 AUT, 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 AUT offers advanced standing (credit transfer) to students who have successfully completed courses or parts of courses at other universities and colleges. Any course credit should be settled prior to the issuing of a Letter of Agreement in order to ensure your CoE

reflects the shortened length of course duration. If credit is approved after your CoE has been issued, this may shorten the timeframe on your CoE and therefore effect 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.

Changing your Enrolment

Information about the grounds on which a student's enrolment may be deferred, suspended or cancelled are contained in the Enrolment Policy. This can also be found in the overseas student section of the AUT website.

Arranging Visas and Travel

Department of Home Affairs (HA)

Most overseas students wanting to study in Australia require a student visa. The <u>Department</u> of Home Affairs (HA) is responsible for issuing visas for entry to Australia.

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

Please see <u>visa options for studying in Australia</u> for more information about the visa application procedure.

Department of Foreign Affairs and Trade (DFAT)

As well as links from the DHA website the Department of Foreign Affairs and Trade website https://www.dfat.gov.au/about-us/foreign-embassies/pages/foreign-embassies-and-consulates-in-australia has a comprehensive list of foreign embassies, high commissions, consulates and representative offices from around the world accredited to Australia.

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.

Student Visa Requirements and Conditions

Full details on the requirements to obtain a student visa can be found on the Department of Home Affairs <u>Student Visa</u> webpage.

The Home Affairs online student visa application process will assess you against a range of criteria and determine the level of English and financial capacity required. *Please check Academic IELTS test results required for entry into AUT courses in the English competency section of this booklet as they are higher than the minimum English Language Proficiency requirements for a student visa.*

Government regulations require that evidence of means of financial support must be provided before any overseas student is granted a visa to enter Australia: this includes the capacity to cover all travel expenses, tuition fees, living expenses, and all living expenses related to any dependents who accompany the student.

You are still expected to meet other requirements such as Genuine Student (GS), meet the good character and health criteria and sign the Australian values statement. For more information click here.

Note:

- You must ensure you allow enough time for processing between lodging your application and the start of your academic program. You can use the Department of Home Affairs <u>Visa Processing Time Tool</u> to give you an idea of how long the process will take.
- The visa application process can be complicated 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 AUT does not employ the use of
 education agents.

Student 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. Please read carefully through the <u>full</u> <u>list of conditions</u>, some of which appear below:

- complete your degree within the timeframe outlined on your eCoE
- make satisfactory academic progress
- maintain a full-time study load
- 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.
- Student visa holders can work no more than 48 hours every 2 weeks while studying.
- if the Student is studying a **master's degree by research** or doctoral degree, they and their family members can work more than 48 hours a fortnight.
- if the student is studying a **master's degree by coursework**, or a master's degree (Extended), their family members can also work more than 48 hours a fortnight. However, the student can still only work up to 48 hours a fortnight while their course is in session.
- notifying us of your address within seven days of your arrival, and if you change your address later
- hold Overseas Student Health Cover from an Australian Government-approved provider for the duration of your visa
- notify the college of any changes to your visa
- 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

Note:

- All Student (subclass 500) visa holders should 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.

Working in Australia

If you are a student visa holder, you and your dependent family members have permission to work included with your visa. Once your course has commenced, you are permitted to work a maximum of 48 hours every two weeks when your course is in session, and unlimited hours when your course is not in session. Different rules apply for Masters by Research students. For more information, please visit the DHA website.

Overseas Student Health Cover (OHSC)

The Australian Government requires overseas students to have compulsory health cover **prior** to acceptance into the country and for the duration of your studies.

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 Care Australia
- Australian Health Management
- •BUPA Australia
- Medibank Private
- •<u>NIB</u>

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.

If you marry (a non-Australian citizen) or have a child born after your arrival in Australia, and you only have a single OSHC policy you must change that to a family policy. If family members join you after your arrival in Australia they will have to demonstrate that they have an OSHC policy for the duration of their visas. When you applied to the college you will have been asked to supply the Registrar with a copy of a receipt or other proof of your OSHC payment as *Proof of insurance:* The OSHC should commence when you arrive in Australia.

If any details of your insurance change you will need to inform the Registrar.

How to Apply for Family Members to Join You

You can include family members when you lodge your visa application. For student visas, your family member is:

- your partner, or
- your or your partner's dependent child who is unmarried and has not turned 18 years of age.

A student visa cannot be granted to your child if they have turned 18 years at the time your visa is finalised. They need to apply for their own visa.

You must declare your family members in your student visa 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.

Your family members can also apply as a subsequent entrant (at a later time, separate from your application) in ImmiAccount.

Family members who apply for the visa must meet our requirements for <u>health</u> and <u>character</u>. Check the annual school costs you will need to pay for any dependent children to go to either public or private schools in Australia.

For more information see 'Evidence you have enough money for your stay' section under Gather documents.

Cost of living in Australia

Knowing the average living costs in Australia is an important part of your financial preparation. To get a better idea, check out Study Australia's handy Cost of Living Calculator.

The is designed to help you think about how you spend money and to give you a broad estimate of potential costs in Australia.

The <u>Home Affairs website</u> covers in more detail how to work out how much money you might need to cover the costs of your stay in Australia as overseas student.

12-month living costs are for:

- students or guardians AUD29,710
- partners coming with you AUD10,394
- a child coming with you AUD4,449.
 (Source: https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500#HowTo)

Please note that the above amounts may vary dependent on where you live in Australia. We recommend you use the Cost of Living Calculator to more accurately determine potential costs of living tailored to your circumstances.

If you experience financial trouble while in Australia, refer to our list of student support services for assistance and talk to the Student Liaison Officer.

Schooling for 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 <u>2025 annual tuition fees</u> for Student Visa (subclass 500) in WA government schools are (in AUD):

- Kindergarten (not compulsory) \$7,809 per year or part thereof.
- Primary (Pre-Primary-Year 6) \$14,575 per year or part thereof
- Lower Secondary (Years 7 10) \$17,286 per year or part thereof
- Upper Secondary (Years 11 − 12) \$18,980 per year or part thereof

Overseas Student Health Cover (OSHC) is approximately \$760 for a single, up to \$5,271 for family cover per year.

Students that require additional English language programs on arrival at a public school can

participate in an Intensive English Centre (IEC) program; or an English as an Additional Language or Dialect (EALD) program. Additional fees apply for these programs ranging from \$1500 a year for EALD programs to \$3000 per year for IEC programs.

For more details, please refer to the Western Australian Government Schools 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. Accommodation options may be found at 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. Another helpful tool is Homebase which is a tool to describe what accommodation matches your preferences. 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.

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 30 days from TTC's tuition fee invoice date. Please refer to the Trinity website <u>2026 Degree level Fees</u> or the <u>AUT website</u>. Please note that Course Fees are updated every year by the AUT and a non-refundable application fee of AUD300 is payable on submission of your application.

Course Name	Overseas Tuition	Annual Tuition
Bachelor of Theology (AUT accredited)	\$3,387 (12CP)	\$27,096
Master of Divinity (AUT accredited)	\$3,786 (12CP)	\$30,288
Master of Theology (Research) – Full Time (AUT accredited)	\$14,160 (48CP)	\$28,320

Our college does not offer scholarships. If you are a student visa holder, you and your dependent family members have permission to work included with your visa. Please refer to student <u>visa conditions section of this booklet</u> to learn more about the permitted hours of work whilst on a student visa.

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 AUT website.

Policies

For more information, see the Policies section at https://aut.edu.au/documents/ and the AUT Overseas Student Webpage

Important policies for overseas students to read

- Course Credit Procedure for Overseas student
- Course Progress Policy
- Grievance Resolution Policy
- Overseas student extension, deferment, suspensions and cancellation policy
- Overseas students release and transfer policy
- Refund policy for overseas students
- Unit Enrolment and Results Policy
- Critical incident policy

Personal Information Policy

The information provided by you as an overseas student to the provider (Australian University 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 AUT 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 beginning of September for Semester 1 entry or beginning of April for Semester 2 entry.

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

Step 1: Explore visa options for studying in Australia

Go to the Department of Home Affairs Website page:

https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-finder/study

If after reading through this, you feel you meet <u>ALL</u> 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.
- 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. If you wish to proceed with an application, you will be sent an application form, a genuine student assessment form and a list of the documentation and referee contact details 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 (test must be less than 2 years old)
 - d. Certified copy of your current passport photo page
 - e. Prior Learning Portfolio (if applying for academic credit or recognised prior learning)
 - f. 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 \$300 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, we will be unable to process your application.

On receipt and review of the above, we will submit your course entry requirement documents to the Australian University of Theology (AUT) for approval to ensure that your qualifications, experience, and English language proficiency are appropriate for the course for which enrolment is sought. If you meet the requirements, TTC will then 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 Letter of Offer and an AUT Overseas Student Agreement will be prepared by the AUT and sent to you. Acceptance of this offer may only be confirmed by signing and returning the Agreement. On receipt of your acceptance, you will be sent an AUT Confirmation of Enrolment for Overseas Students by the AUT which you will need prior to applying for a student visa.

Step 3: Information to Registrar

If approved, you must also 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.

Step 4: Apply for Student Visa

You must:

- a. apply for a student visa online at The Department of Home Affairs (HA) OR
- b. apply to the Australian Embassy for a student visa. You will need to take with you the AUT 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;
- b. Advise the college of your travel arrangements including your arrival time.

On your arrival in Perth you will need to contact the College on 9228 9067 to make an appointment with the Registrar (Student Liaison Officer) and attend the Orientation and Language Intensives (if applicable) programme.

DISCLAIMER: The information in this handbook was correct at the time of publishing on the 18 November 2025. The College reserves the right to amend or update the information and policies.

