

# APPLICATION FORM FOR IN-CLASS STUDENTS

## BACKGROUND INFORMATION

The following section contains important information that is essential to your application. Further information can be found at our college website [www.surfcitycollege.com](http://www.surfcitycollege.com). Before you complete this application ensure you have read the SURFCiTY International Training College Student Handbook, available from the college website [www.surfcitycollege.com](http://www.surfcitycollege.com)

### APPLICATION PROCESS

The application process includes the following four stages. Students will only be granted enrollment after their application process is complete.

- 1 CHECK** Check you meet the entry requirements listed at [www.surfcitycollege.com](http://www.surfcitycollege.com)
- 2 READ** Read the 'Discover the Difference' Prospectus / Magazine and Student Handbook
- 3 PASTORAL REFERENCE** Give the Pastoral Reference Form to your Pastor / Minister to complete
- 4 APPLY** Complete the Application Form, lodge your application to the College Office and pay the Application Fee
- 5 INTERVIEW** Once these forms are received the College will contact you for an interview (in person or by phone)

### ENTRY REQUIREMENTS

Due to the nature of the course, those applying will need to meet the following **entry requirements**:

- Have been a committed Christian for at least six months and completed a New Christians course at a local church
- A satisfactory pastoral reference, provided through the Pastoral Reference Form
- An assessment by the College that you are likely to successfully complete the course (Application Interview)
- Be proficient in English (written and spoken). International Students are required to have an IELTS result of 5.5 or higher. Australian students are to have attained at least year 10 level English, however, year 12 is preferred.
- Able to satisfy the College that you have the ability to meet the financial demands placed on a student for the duration of their enrolment.
- Applicants who do not fulfill the above requirements may apply for special exemption and admission will be granted at the Principal's discretion.
- Australian Students less than 18 years of age will still need to secure signed permission from their parent or legal guardian before enrolling in the course. International Students need to be a minimum of 18 years of age before enrolling in the course.

### RECOGNITION OF PRIOR LEARNING

SURFCiTY College offers recognition of prior learning (RPL). Please talk with the College Principal at the time of your interview if you think you're eligible for RPL. Applications for RPL are received at the beginning of each term. International Students should be aware that RPL could shorten the length of their course.

## CALENDAR & INTAKES

At SURFCiTY College each course is taught over four terms per year. Each term is approximately 10 weeks in length. Students can apply to start at any term. 2012 intakes are:

#### **Certificate III in Christian Ministry & Theology**

Length: 20 weeks teaching. 6 weeks holiday. Total 26 weeks

Intakes: Two only: 30 January or 9 July.

Study Periods: 1st Intake: Terms 1 & 2. 2nd Intake: Terms 2 & 3

#### **Certificate IV in Christian Ministry and Theology**

Length: 40 weeks teaching. 12 weeks holiday. Total 52 weeks

Intakes: 30 Jan, 17 Apr, 9 Jul, 8 Oct

Study Period: Four Terms.

#### **Diploma of Christian Ministry and Theology**

Length: 40 weeks teaching. 12 weeks holiday. Total 52 weeks

Prerequisite: Certificate IV in Christian Ministry & Theology.

Intakes: 30 Jan, 17 Apr, 9 Jul, 8 Oct

Study Period: Four Terms.

#### **Advanced Diploma of Christian Ministry and Theology**

Length: 40 weeks teaching. 12 weeks holiday. Total 52 weeks

Prerequisite: Diploma of Christian Ministry & Theology

Intakes: 30 Jan, 17 Apr, 9 Jul, 8 Oct

Study Period: Four Terms.

**Term Dates:** Term 1: 30 January – 28 Mar. Term 2: 17 April – 20 June. Term 3: 9 July – 19 Sept. Term 4: 8 October – 5 Dec

## TIMETABLE (IN-CLASS)

Students will be required to attend classes (including Chapel, Principal's Hour) during the following times.

**Monday** 6:30pm – 9:30pm

**Tuesday** 8:30am – 2:00pm

**Wednesday** 8:30am – 4:45pm

**Practical Ministry** Weekend ministry at church (SURFCiTY students must be available for both services), plus three hours during the week, at a time negotiated with your ministry supervisor.

Students are expected to be at the college during these times and must consider how this may effect pre-existing employment or other such commitments. The College does not permit students to be absent from class to fulfil other responsibilities including employment and practical ministry. Please note this timetable is subject to change without notice.

## PRACTICAL MINISTRY PLACEMENT

All fulltime students are required to be a part of the Practical Ministry Placement Program. This program gives students practical training within their local church. Each student is required to conduct a total of six hours per week of practical ministry within their local church. The six hours is composed of two three hour sections – three hours in a ministry during the week and three hours serving at your church on Sundays.

## SPECIAL EVENTS

Throughout the year SURFCiTY College hosts a variety of events and supports many more. Often some events are outside the usual timetable study times. However, we believe it is imperative to the student's ministry development that students participate in these events.

**The following events are compulsory for all students at the Surfers Paradise Central Campus:**

### 2012

O-Week 30-31 January

Summer Camp 26-28 February

Worship Night 6 May

Youth Alive Leader's Summit 22-24 May

Retreat 3-4 September \$30

Refresh Conference 28-29 September

Gala Dinner 6 November

Schoolies Hotel Chaplaincy 17-24 November \$50

Graduation 9 December

Throughout the year, it is likely that other events will be known to the College; such as the Mayor's Prayer Breakfast, Conferences and the like. As the College does not run these events, the dates are unavailable at this early stage; however, one month's notice will be given. Please note these dates are subject to change without notice.

## PRIVACY POLICY

The SURFCiTY International Training College Privacy Policy is available at the college website [www.surfcitycollege.com](http://www.surfcitycollege.com) – we may utilise your information to notify you of events and news at SURFCiTY and provide it to third parties who assist us in the provision of services to you. Throughout classes and events SURFCiTY College captures still images, video and audio images of students. These images may be used for promotional purposes at the discretion of the college. Your signed application form is consent of your knowledge and acceptance of this practice. To request access to your information please email [info@surfcitycollege.com](mailto:info@surfcitycollege.com)

**International Students should note:** Information is collected on this form and during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2007; to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

## FEES

Fulltime courses are charged at the following rate (in Australian Dollars). Please note that these are the current fees for 2012 (subject to change).

Certificate III in Christian Ministry & Theology	\$2,100
Certificate IV in Christian Ministry & Theology	\$4,200
Diploma in Christian Ministry & Theology	\$4,200 after completion of Cert IV
Advanced Diploma in Christian Ministry & Theology	\$4,200 after completion of Diploma

Additional to all fees is the Application Fee of \$55 (refundable if application is unsuccessful) which is payable when you lodge your application form.

Part time courses (open to Australian students only) are charged at \$225 per 30 hour subject.

In addition, students will be required to purchase textbooks for occasional competencies. Students are advised to allow approximately \$30 per term for this. Retreat incurs a fee of \$30. Hotel Chaplaincy incurs a fee of \$50.

## OTHER FEES

Application for Assessment Extension	\$20	Replacement of ID Card	\$20
Late Enrolment	\$50	RPL Application	\$100
Late Subject Registration	\$30	RPL (per subject credited)	\$75
Additional Transcript	\$30	Late Assessment Submission without Extension	\$30 for 1-30 days
Additional Certificate	\$30	Overdue Library Recourse	\$5 for 1-7 days, \$10 per week thereafter, capped at cost of replacement
Replacement of Award	\$50		

## DISCOUNTS FOR AUSTRALIAN STUDENTS STUDYING IN CLASS ONLY AT THE CENTRAL CAMPUS

- o Married couples receive 10% per person with no other discounts when studying fulltime.
- o Senior Pensioners 20% per person with no other discounts. N.B: Proof of Seniors Pension benefit is required.

## ACCREDITATION

SURFCiTY International Training College is a Registered Training Organisation (RTO). Our courses are recognised by the Australian Government and the governments of most countries of the world. The College is Austudy approved and approved to provide training to international students.

National Provider Number	2933
CRICOS Code	01363J
Centrelink Number	4D144

Certificate III in Christian Ministry & Theology	30771QLD
Certificate IV in Christian Ministry & Theology	30772QLD
Diploma of Christian Ministry & Theology	30773QLD
Advanced Diploma of Christian Ministry & Theology	30774QLD



## FEE PAYMENT METHOD

Information on payment of fees and the SURFCiTY College Refund Policy is outlined below and on Page 5 of this application form

### AUSTRALIAN STUDENTS

Students will be issued with an invoice prior to the commencement of their studies each term.

Australian Students have two options to make payment.

#### Option 1: Pay each term fees in advance, at the start of each term

Where a student chooses to pay each term's fees in advance (\$1050) the follow process takes place:

- Prior to the commencement of study the student is required to pay \$100 (in addition to their application fee).
- No earlier than at the conclusion of week 1 the student is required to pay the balance of the fees owing for that term, that is \$950.

#### Option 2: Progress Payments

We recognise that not all students are able to pay fees in advance, therefore a student can request to make progress payments, should they desire. Where this is the case the student must complete the PaySmart Direct Debit Form before the start of their studies. This form is available from the Head of Student Services.

Progress payments can only be made by the student entering into a direct debit agreement with PaySmart – a company charged by the College to collect students fees, where a student has chosen to pay progressively.

Students should note the following admin fees charged by PaySmart to the student for each direct debit payment. This fee is added to the amount deducted from the student's account at the time of each payment.

- Initial, one-off set up fee \$11.00
- Weekly payments \$1.30
- Fortnightly payments \$1.95

Students should indicate on their PaySmart agreement their preferred method of payment.

Failure to pay fees will be regarded as grounds for expulsion from the College. Direct debit payments continue until all fees are paid, even in the event that the student has ceased study but still has outstanding fees.

### INTERNATIONAL STUDENTS

Overseas students are not required to pay tuition fees in advance. In accordance with the Education Services for Overseas Students Act, the College has elected to collect fees from overseas students in arrears. International Students are expected to begin making payments on their fees from the fifth week of term onwards.

Only the following payment method is available to International Students:

- Payment of \$525 due at the conclusion of week five of each term.
- Payment of \$105 due each week for the five weeks following, using the PaySmart system listed above (see 'Option 2: Progress Payment' in the Australian Students section of Payment of Fees).

If a students wishes to study in the following term, all outstanding fees must be paid.

## REFUND POLICY

SURFCiTY College operates an equitable refund policy, guaranteeing the refund of fees to Students in the event of course cancellation or of Student withdrawal for good reason. In reference to this policy, the following procedures are to be applied on a term-by-term basis.

### PROCEDURE

#### A. College training cancellation

In the unlikely event that SURFCiTY College is unable to deliver your course in full, SURFCiTY College will transfer your enrolment to an alternative course, at no extra cost to you, with the Paradise College of Ministries.

Australian students will be entitled to a full refund or transfer of funds to another course, or future course.

#### B. Student withdrawal

In the case of Student withdrawal for good reason, the College seeks to:

1. Provide the Student with counselling – in the first instance to see if an alternative to withdrawal is to be found. It would be appropriate at that stage for the College to ask the Student to provide a medical certificate and/or a letter from the Student's pastor detailing the reasons for withdrawal.
2. Request for Refund must be made on the appropriate 'Refund Request Form' which can be downloaded from the College website or obtained from Head of Student Services.
3. When approval for refund has been granted by the College Financial Controller then the Financial Controller will make cheque out to Student within working 7 days. Refunds need to be paid to the person who entered into the contract unless that person gives written permission for it to be paid to someone else.
4. If withdrawal is confirmed then the following pro-rata refunds would apply:

**Withdrawal prior to the start of the first class:**

No fee or academic penalty. (Full refund of fees paid in advance).

**Withdrawal during week 1 of the term:**

\$20 administration fee per subject to cover the cost of manuals provided.  
No academic penalty (full refund of fees paid in advance).

**Withdrawal during week 2 of the term:**

\$15.00 administrative fee levied per subject.  
Refund of 7/8 (87.5%) of fees paid.  
No academic penalty.

**Withdrawal during week 3 of the term:**

\$10.00 administrative fee levied per subject.  
Refund of ¾ (75%) of fees paid.  
No academic penalty.

**Withdrawal during week 4 of the term**

\$5.00 administrative fee levied per subject.  
Refund of ½ (50%) of fees paid.  
No academic penalty

**Withdrawal during weeks 5-following of the term**

No refund given, Student awarded a *Competency Not Yet Achieved* Result.

5. **NB:** In the event that a Student leaves college without having paid fees he/she will still be responsible for the fees owing, plus the administration fees due, according to the incremental basis outlined above. For example, in the event that the Student withdraws during the fifth week or later without paying fees, that Student will still be responsible to pay full fees and will be billed accordingly.  
5.1 Where a student leaves the college without informing the college and has entered into a PaySmart agreement. The college will not cancel the agreement until all outstanding fees have been paid, the end of the college term, or written notice has been received of the student's cessation of study, whichever the most applicable based on the refund policy's pro-rata system.
6. Any disputes regarding refunds can be submitted via the college Complaints policy.
7. 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.

Students wishing to apply for a refund should complete the Refund Application Form available from the College Website or the Head of Student Services and lodge the form to the Head of Student Services.

All monies received for a particular term's fees, are to be kept in a separate account and **not accessed until the term commences**. At the financial manager's discretion, a relevant proportion, **no less than 10%** of that actually collected at the start of the term, of a particular term's fees needs to remain in the account until the fifth week of the term to ensure pro-rata refunds for eligible Students.

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## APPLICATION FORM

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

### CONTACT DETAILS

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Last Name \_\_\_\_\_

Address \_\_\_\_\_

Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_ Country \_\_\_\_\_

Home Phone (\_\_\_\_\_) \_\_\_\_\_ Mobile Phone (\_\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_

Date of Birth \_\_\_\_\_ Gender  Male  Female

Country of Birth \_\_\_\_\_ Are you an Australian citizen  Yes  No, if no what country are you a citizen of \_\_\_\_\_

Is English your first language  Yes  No, if no and you are not an Australian citizen, please supply a copy of your IELTS certificate.

If English is not your first language what is your first language \_\_\_\_\_

Are you of Aboriginal or Torres Strait Islander origin  Yes  No, if yes which origin \_\_\_\_\_

### COURSE DETAILS

Please select the course you are applying to enrol in

Certificate III in Christian Ministry & Theology (six months)

Certificate IV in Christian Ministry & Theology (one year\*)

Diploma of Christian Ministry & Theology (two years\*)

Advanced Diploma of Christian Ministry & Theology (three years\*)

Your preferred method of study  Fulltime  Part Time  Online (wrong form, please complete the online form)

When do you plan to commence  January 2012  April 2012  July 2012  October 2012

### PERSONAL INFORMATION

Are you  Single  Engaged  Married  Separated  Divorced  Widowed

If engaged when will you marry \_\_\_\_\_ If married, how long have you been married \_\_\_\_\_

If married, is your spouse in agreement with you attending SURFCiTY College  Yes  No

If you have children, please provide information as to how you will continue to support your children while you are at college \_\_\_\_\_

Name of person we can contact in case of an emergency \_\_\_\_\_

Relationship to you \_\_\_\_\_ Home Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_

## EDUCATION HISTORY

Are you currently enrolled in another course within Australia  Yes  No, if yes please details \_\_\_\_\_

What is the highest qualification attained \_\_\_\_\_

Date awarded \_\_\_\_\_ Name of Institution \_\_\_\_\_

Please list any tertiary course you have enrolled in which you have not completed \_\_\_\_\_

## HEALTH STATUS

Do you have any physical conditions that may hinder your involvement at SURFCITY International Training College  Yes  No

Are you currently taking any medication or are you currently under a Doctor's care  Yes  No

Do you have any allergies  Yes  No

Have you been hospitalised in the last 12 months  Yes  No

Do you currently have or do you have a history of mental illness  Yes  No

Have you taken any illicit drugs in the last 12 months  Yes  No

Do you smoke or drink alcohol  Yes  No

Do you have any other conditions, such as ADD, ADHA, depression, hearing or vision impaired, dyslexia, or other  Yes  No

Do you have any learning difficulties  Yes  No

If you answered yes to any of the above questions, please provide further information \_\_\_\_\_

## EMPLOYMENT HISTORY

Please list the your employment history for the last three years, include the dates you were employed at each organisation (attach more pages if necessary) \_\_\_\_\_

## POLICE CHECK

Do you have a current Australian Government issued 'Blue Card', enabling you to work with children  Yes  No

If no, are you aware of any activity in your history that would prevent you from being granted a Blue Card  Yes  No

Do you have a criminal record  Yes  No

If you answered yes to either of the last two questions, please provide further information \_\_\_\_\_

## CHRISTIAN LIFE DETAILS

Please provide the date of:

Your conversion \_\_\_\_\_ Water baptism by full immersion \_\_\_\_\_ Baptism in the Holy Spirit \_\_\_\_\_

Name of the church you attend \_\_\_\_\_ How long have you attended this church \_\_\_\_\_

Church Denomination \_\_\_\_\_ Name of Senior Minister / Pastor \_\_\_\_\_

Name of the Minister / Pastor at your church who will be providing your pastoral reference \_\_\_\_\_

The position of the Minister / Pastor providing your pastoral reference \_\_\_\_\_

What involvement have you had in your church and for how long \_\_\_\_\_

Have you had any moral failings in the last 12 months  Yes  No, if yes, please explain via email to [info@surfcitycollege.com](mailto:info@surfcitycollege.com)

## FINANCIAL STATUS

In assessing an application, the College considers heavily the financial status of the applicant. You must be able to clearly demonstrate your ability to pay your fees and maintain other financial responsibilities, such as living costs. Where you are being sponsored to study, your sponsor should include a signed letter stating the amount they are sponsoring you for.

Australian Students: What will be your payment method  Option 1: Pay in Advance  Option 2: Progress Payments

While you are studying at College what will be your main source of income \_\_\_\_\_

Please outline your plans for fee payment, including the timing and source and amount of funds (savings, Centrelink, employment, etc)

Is anyone financially dependant on you  Yes  No If yes, please give details \_\_\_\_\_

As a student, will you be able to continue to meet all of your financial responsibilities / commitments and pay your fees  Yes  No

Will you apply for Austudy  Yes  No

## OTHER INFORMATION

How did you hear about SURFCiTY International Training College

Family / Friend  Your Church Minister  Conference \_\_\_\_\_

Past Student  Internet  Discover the Difference Prospectus / Magazine

Flyers / Ads / Print  Radio  Other \_\_\_\_\_

What made you choose SURFCiTY International Training College

Location  Campus  Recommendation of Current Student

Style of Ministry at SURFCiTY  International Focus  Courses on Offer

Appealing Advertising  Price  Current Staff Member

Success of Past Students  Practical Ministry Training  Other \_\_\_\_\_

## PERSONAL TESTIMONY

Please attach a typed, 300 word testimony of your Christian life, including your conversion, your walk with Christ since your conversion, your church involvement and why you want to attend college; this testimony must be completed by you.

## CHECK LIST

**Please DO NOT submit your application without all the required documents.**

- I have read the Application Information, Prospectus and Student Handbook
- I agree to abide by the guidelines, standard of conduct and other requirements expected of me
- I have given the Pastoral Reference form to my Pastor / Minister
- English is my second language.  My IELTS test is attached
- I have attached two passport size photos of myself.  I have emailed the photos to [info@surfcitycollege.com](mailto:info@surfcitycollege.com)
- My 300 word personal testimony is attached
- My application fee of \$55 is enclosed, (refundable for unsuccessful applications).

My method of payment is:  Cheque, payable to SURFCiTY International Training College Ltd.  
 Credit Card  Visa  MasterCard

Card Number \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ CCV number (located on reverse of card) \_\_\_\_\_ Expiry Date \_\_\_\_ / \_\_\_\_

Name on Card \_\_\_\_\_ Signature \_\_\_\_\_

**By signing this form you agree that the information provided to us is true and correct and that you accept and abide by all the College policies.**

Signed \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent / Guardian for Australian applicants under 18 years:

Signed \_\_\_\_\_ Date \_\_\_\_\_

Once you have lodged your application forms, please allow seven days for processing. After which we will contact you regarding the outcome. Successful applicants will be required for an application interview, this can be a phone interview for students not on the Gold Coast.

## LODGING YOUR APPLICATION

Once you have completed all parts of the Application Form, lodge it, together with the required support documents and your application fee to:

Student Services  
SURFCiTY International Training College

Email [info@surfcitycollege.com](mailto:info@surfcitycollege.com)

Post PO Box 59  
Surfers Paradise Qld 4217  
Australia

Fax +61 7 5592 3220