

VOCATIONAL EDUCATION AND TRAINING APPLICATION FOR ADMISSION

PERSONAL DETAILS

Title: Ms Miss Mrs Mr Dr Pastor
 Other

First Name: _____

Preferred First Name: _____

Middle Name/s: _____

Family Name: _____

Previous Family Name: _____

Date of Birth (dd/mm/yyyy): _____ / _____ / _____

Country of Birth: _____

CONTACT DETAILS

Home Phone: _____ () _____

Mobile / Cell Phone: _____

Work Phone: _____ () _____

Email: _____

Postal Address: _____

City / Suburb: _____ State: _____

Country: _____ Postcode: _____

International Students Only

Are you currently onshore offshore?

EMERGENCY CONTACT

Title: Ms Miss Mrs Mr Dr Pastor
 Other

First Name: _____

Middle Name/s: _____

Family Name: _____

Date of Birth (dd/mm/yyyy): _____ / _____ / _____

Country of Birth: _____

Home Phone: _____ () _____

Mobile / Cell Phone: _____

Work Phone: _____ () _____

Email: _____

Postal Address: _____

City / Suburb: _____ State: _____

Country: _____ Postcode: _____

CHURCH (OPTIONAL)

Church Name: _____

Church Address: _____

Church Phone: _____

Church Email: _____

Church Denomination: _____

Church Senior Pastor's Name: _____

CULTURAL BACKGROUND

Country of Birth: _____

If born overseas, year of arrival: _____

Are you of Aboriginal and / or Torres Strait Islander origin? No Yes, Aboriginal Yes, Torres Strait

Citizenship: _____

(please attach a *certified* copy of Birth Certificate or Passport)

If you are not an Australian citizen, are you a Permanent Australian Resident?

No Yes If Yes, you must provide evidence of residency.

If you are not a Permanent Australian Resident, do you have a current visa?

No Yes If Yes, you must provide evidence of this

ENGLISH PROFICIENCY

Do you speak a language other than English at home?

No Yes

If Yes, which language? _____

Is English your first language? No Yes

If English is not your first language, you may be required to complete an English Proficiency Test.

If you have completed an English Proficiency Test please include a certified copy of the Test results.

Name of English Language Test completed: _____

Test Date (dd/mm/yyyy): _____ / _____ / _____

Test scores: _____

DISABILITY

Do you have a disability, impairment or long term medical condition which may affect your studies?

No Yes If Yes, please indicate:

Hearing Vision Learning

Medical Mobility

Other _____

Would you like to receive advice on support services, equipment and facilities which may assist you?

No Yes

AGENTS USE ONLY:

COURSE SELECTION VIC

Leadership

- Certificate IV in Contemporary Leadership (91301NSW) CRICOS Course Code: 072470G
 Diploma of Contemporary Leadership (91302NSW)

CAMPUS

Please indicate which campus you are seeking admission into:
 Melbourne (Surrey Hills)

WHEN DO YOU WISH TO BEGIN STUDY?

- Year:
 Semester 1
 Semester 2

CREDIT FOR PREVIOUS STUDY

Would you like to apply of Credit from previous study?

- No Yes

If Yes, please attach a *certified* copy of transcript of previous study and attach a completed Alphacrucis (VET) Application for Credit (<http://ac.edu.au/documents/application-forms/>).

PAYMENT OF TUITION FEES

Tuition fees are required before the commencement of each semester. How do you plan to pay?

- Upfront
 Per Semester

Payment upfront

- Cash Cheque Credit Card Direct Deposit

VET FEE-HELP (only applicable for Diploma students)

- No Yes

If yes, have you completed the Request for VET FEE-HELP assistance form and read the VET FEE-HELP Information booklet? No Yes

CHOICE OF STREAM:

- | | |
|--|-----------------------------------|
| <input type="checkbox"/> Pastoral/Prayer | <input type="checkbox"/> Kids |
| <input type="checkbox"/> University | <input type="checkbox"/> Events |
| <input type="checkbox"/> Youth | <input type="checkbox"/> Media |
| <input type="checkbox"/> Production | <input type="checkbox"/> Creative |

STUDY LOAD

- Full-time

STUDY REASON

- Unspecified
 Not a commencing student
 To get a job
 To develop my existing business
 To try a different career
 To get a better job or promotion
 It was a requirement of my job
 I wanted extra skills for my job
 To get into another course of study

- For personal interest or self-development

- Other:

REFERRAL SOURCE

- | | |
|--|--|
| <input type="checkbox"/> AC Website | <input type="checkbox"/> Phone Call |
| <input type="checkbox"/> Alphacrucis Student | <input type="checkbox"/> Newspapers |
| <input type="checkbox"/> Alphacrucis Staff | <input type="checkbox"/> Magazine/Journals |
| <input type="checkbox"/> Church | <input type="checkbox"/> Billboards |
| <input type="checkbox"/> Word of mouth | <input type="checkbox"/> Transit |
| <input type="checkbox"/> Direct Mail | <input type="checkbox"/> Radio |
| <input type="checkbox"/> Conference | <input type="checkbox"/> TV |
| <input type="checkbox"/> Sibling | |
| <input type="checkbox"/> Advertising | <input type="checkbox"/> Website |
| <input type="checkbox"/> Email | <input type="checkbox"/> Expo |
| <input type="checkbox"/> Other: | |

EDUCATION HISTORY

Secondary Level

School attended:

Secondary Level (HSC etc.):

Student number (if known):

Year 12 completed: No Yes

If Yes, year completed:

If No, year last enrolled in school:

ATAR / UAI / TER / OP score:

Tertiary Level (TAFE, College, University)

Institution 1:

Course Name:

Student Number:

Qualification status: Complete Incomplete

Start Date (dd/mm/yyyy): / /

End Date (dd/mm/yyyy): / /

Institution 2:

Course Name:

Student Number:

Qualification status: Complete Incomplete

Start Date (dd/mm/yyyy): / /

End Date (dd/mm/yyyy): / /

Current Studies

Are you currently studying elsewhere: No Yes

If Yes, complete the following:

Institution:

Course Name:

Student Number:

Qualification status: Complete Incomplete

Start Date (dd/mm/yyyy): / /

End Date (dd/mm/yyyy): / /

EMPLOYMENT / EXPERIENCE

Organisation 1:

Role / Position:

Full-time Part-time

Casual Voluntary

Start Date (dd/mm/yyyy): / /

End Date (dd/mm/yyyy): / /

Key Activities:

Organisation 2:

Role / Position:

Full-time Part-time

Casual Voluntary

Start Date (dd/mm/yyyy): / /

End Date (dd/mm/yyyy): / /

Key Activities:

Organisation 3:

Role / Position:

Full-time Part-time

Casual Voluntary

Start Date (dd/mm/yyyy): / /

End Date (dd/mm/yyyy): / /

Key Activities:

EDUCATIONAL LEVEL OF YOUR PARENTS OR GUARDIANS

The Department of Employment, Education and Workplace Relations requires this information to be collected for statistical purposes. It will not be used by Alphacrucis College in the assessment of your Application for Admission.

Parent / Guardian 1

Male Female No parent / guardian

What is the highest level of education completed?

Postgraduate qualification (eg. GradDip, Masters, Doctorate)

Bachelor Degree

Other post-school qualification (eg. Assoc. Degree, Diploma, Adv. Diploma, completed apprenticeship, VET / TAFE Certificate)

Completed Year 12 schooling (or equivalent)

Completed Year 10 schooling, continued but not Year 12

Completed Year 10 schooling (or equivalent)

Didn't complete Year 10 schooling

Don't know

Parent / Guardian 2

Male Female No parent / guardian

What is the highest level of education completed?

Postgraduate qualification (eg. GradDip, Masters, Doctorate)

Bachelor Degree

Other post-school qualification (eg. Assoc. Degree, Diploma, Adv. Diploma, completed apprenticeship, VET / TAFE Certificate)

Completed Year 12 schooling (or equivalent)

Completed Year 10 schooling, continued but not Year 12

Completed Year 10 schooling (or equivalent)

Didn't complete Year 10 schooling

Don't know

Please answer the following questions:

1. Do you believe in the baptism of the Holy Spirit and Water?

2. What involvement have you had in your church?

3. Why have you chosen to attend Bible College?

4. Hobbies/Interest:

POLICY AND PROCEDURES

(For a complete copy of the policies please refer to policy and procedure manual.)

Policy for Fees and Payments

All fees and charges are stated in and are to be paid in Australian dollars. Tuition fees are payable per semester, in advance. Students must review the Student Agreement or International Student Agreement, for visa holders, before the commencement of the course. This agreement includes payment dates and options.

If, after the census date of the semester or course, a student's tuition fees are not paid, or the student has not made alternate arrangements, then the student will automatically receive a Not Yet Competent (NYC) grade for the unpaid course, Module or VET unit of study and will be removed from class. In the case of international students, a letter will be sent to notify that that the college will be cancelling the student's enrolment, in which they will have 20 working days to access the complaints and appeals process. Students who are unable to pay tuition fees may choose to contact the campus director and withdraw from their course, module or VET unit of study before the census date to avoid this Not Yet Competent (NYC) grade.

Students with outstanding fees will not be issued any academic transcripts and will not be permitted to graduate. Students will also be refused the following services:

- access to assessment results
- access to buildings and computer labs
- access to e-learning course material
- course enrolment
- library facilities

Failure to pay fees may result in the student's enrolment being cancelled. In the case of international students, a letter will be sent to notify that the college will be cancelling the student's enrolment, in which they will have 20 working days to access the complaints and appeals process. If a student's enrolment was cancelled due to outstanding fees, they may request to be re-enrolled; the late enrolment fee will be applied. A student whose enrolment was cancelled will carry the debt and will not be permitted to enrol until the outstanding amount has been paid in full or an agreement has been made between the student and the campus director. Continuing students who fail to enrol by the enrolment date will be charged a late enrolment fee. This fee must be paid before enrolment will be processed. The enrolment date will be published on the college website.

Withdrawal

Withdrawal shall ordinarily:

- be permitted from the start of week 1 to the census date without academic penalty: that is, nothing appears on the transcript;
- the Census Date attract the academic penalty of a Not Yet Competent ("NYC") grade;
- be permitted at any time with the approval of the VET Committee.

With regard to Census Dates the following shall apply for Intensives:

- week intensive – at the end of Day 1;
- week intensive – at the end of Day 2

Withdrawals of International Students shall be permitted at any time with the approval of the VET Committee on compassionate grounds.

Privacy policy

Alphacrucis College will collect, manage, use and disclose personal information in accordance with all relevant legislation and standards. The Information Privacy Principles of section 14 of the Privacy Act 1988 (CTH) except when qualified by any relevant Codes of Practice, will underpin all matters related to personal information.

DECLARATION

I understand and accept the Policies and Procedure of Alphacrucis College.

I wish to be considered for entry into the program that I have nominated. I declare that the information that I have provided herein is true and accurate to the best of my knowledge:

Signature of Applicant: _____ Date (dd/mm/yyyy) / /

If under 18 years of age, a parent or guardian must sign this form:

Name of Parent/Guardian: _____

Signature of Parent/Guardian: _____ Date (dd/mm/yyyy) / /

PLEASE SEND THIS COMPLETED FORM AND THE REQUIRED ATTACHMENTS TO:

Registrar Planetshakers
PO BOX 641
Box Hill, Victoria
3128

E college@planetshakers.com
P +61 03 9896 7999
F +61 03 9830 7683
W planetshakers.com/college

Refund Policy for International Students

Application fees, accommodation booking fee and airport pick-up fee are non-refundable.

Tuition fees are refunded in full, only if the student's visa application is rejected. Student must provide Alphacrucis with a written notification and a copy of documents evidencing the refusal including an original letter from the Australian Embassy, High Commission or Immigration Office

Tuition fees will be refunded less a cancellation fee of 25% of that semester's tuition provided that the written intention to withdraw from a course is received 28 days or more prior to the course commencement date.

If written notice of your intention to withdraw from a course is received less than 28 days prior to the course commencement date, tuition fees will be refunded less a cancellation fee of 50% of that semester's tuition.

Bank charges for refunds made by cheque, bank draft or electronic transfer will be deducted from the refund amount.

If Alphacrucis cancels a course or on cases of Provider Default, paid fees are refunded in full within 2 weeks of the official announcement of the decision to default

No refunds will be given to students who provide false or misleading information to the college.

No refunds will be made after the commencement date of the course. No refund will be made if a student fails to comply with the conditions of enrolment at Alphacrucis and any breach of the visa requirements of his or her visa imposed by the Australian Government

If you are introduced to Alphacrucis through a third party who retains any portion of your payment or charges any additional fees, then such monies will not be refunded by Alphacrucis except the portion of prepaid tuition fee paid from you, as such the third party/person shall be deemed to be your agent or not the agent of Alphacrucis.

If a student completes the course early, the full tuition fees and additional fees must be paid before a certificate can be issued. If a student extends their course, they will be required to pay additional fees before the commencement of the extended course.

If a student decides to change courses within Alphacrucis's offering after commencement of the original course, a Withdrawal Fee will be deducted from the paid tuition fees. The remainder of the tuition fees will then be transferred as payment for the other course.

Refund Policy for Students eligible for VET FEE-HELP Assistance

In the event of a student withdrawing from a VET unit of study on or before the census date for that VET unit of study:

- 100% of VET tuition fees paid for that VET unit of study will be refunded to the student;
- the student will not incur a VET FEE-HELP debt; and
- the VET unit of study will not be shown on the student's transcript.

In the event of a student withdrawing from a VET unit of study after the census date for a VET unit of study:

- no refund is applicable;
- the student will incur a VET FEE-HELP debt; and
- the VET unit of study will be shown on the student's transcript as Not Yet Competent.

Refunds will be paid within 28 days of the census date of the VET unit of study to which the withdrawal applies.

Special circumstances - A student who withdraws after the census date for a VET unit of study in special circumstances may apply to have their FEE-HELP balance re-credited in line with the Re-crediting a FEE-HELP balance and decision reviews Policy and Procedure.

APPLICATION PACKAGE CHECKLIST

Please make sure the following is with your application (Please note that your application will not be processed until all components of the application are received):

- Coloured Passport Photo of Yourself
- Copy of a Certified Birth Certificate or a certified copy of Passport
- Pastoral Reference form completed and returned to the College
- 300 word Salvation & Christian Life Testimony (Hand Written)
- Application Fee \$50.00 (non refundable) prior to 30th Jan 2012 or Mid Yr Intake – prior to 2nd July 2012
- LATE Application Fee \$100.00 (non refundable) after 30th Jan 2012 or Mid Yr Intake – after 2nd July 2012
- National Police Check
- Working with Children Check (OR include receipt of application)

PAYMENT PROCESS

Please accept payment of my Application Fee by:

- Cash (please note: cash cannot be sent by post)

OR

- Cheque (Please make all cheques to Planetshakers Ministries International and attach the cheque to Application Form)

OR

- Credit Card _ Visa _ MasterCard

Card number: _____ / _____ / _____ / _____

Name on card: _____

Signature: _____

Expiry Date: _____ / _____ (mm/yy)