



## Overseas student information package



This package includes the following information for The Overseas Student Program:

1. Brief introduction
2. Application Process
3. Overseas student Visa information
4. Course information
5. Overseas student life information

Application forms should be sent to the address below:

Australian College of Christianity  
PO Box 1264 Dickson ACT 2602  
Australia.

Once students are fully aware of the information included in this package and the content on the school website, they may apply to the overseas student program. ([www.accu.edu.au](http://www.accu.edu.au))



## 1. Introduction

The Australian College of Christianity genuinely welcomes you.

Study in Australia will give you great advantages. Australia has one of the best education systems and provide students the opportunity to experience advanced education and training. Australia has rich biodiversity with beautiful wildlife as well as a well established welfare system which enables students to take part in a new experiences and study safely, with confidence.

The Australian College of Christianity (ACC) is a Registered Training Organisation (RTO) engaged in tertiary education and training. Its main purpose is to offer professional and practical Christian training for future Christian workers and ministers in the Christian community.

ACC complies all the requirements of CRICOS (the Australian Commonwealth Register of Institutions and Courses for Overseas Students) and other relevant accreditation bodies to run overseas student program.

The ACC provide two counselling courses for overseas students that are three year programs:



- Diploma of Counselling (2 years): CHC51015
- Graduate Diploma of Relationship Counselling (1 year): CHC 81015

ACC provides the following programs as well

- Diploma of Screen and Media (2years): CUA51015
- Advanced Diploma of Leadership and Management (1and half year): BSB61015

Government registered provider code: 40892

Overseas student program CRICOS code: 03461B

All courses have four admission periods each year. (Each term)

## 2. Application



The followings are the steps to apply.

- Carefully read through the overseas student program package and course outlines.  
(including the ESOS framework at: <https://internationaleducation.gov.au/Regulatory-Information/Pages/Regulatoryinformation.aspx>)
- Read through the admission terms and conditions.
- Check the course fee and refund policy.
- Check the school starting date. (To adapt to Australia's lifestyle it is recommended for students to come a little earlier. You can find more information on Australia's lifestyle at <http://www.studyinaustralia.gov.au/>)
- Prepare three passport sized pictures
- Fill out the application form without leaving any blanks. (you can download from the website)
- After filling out the application form look through the list to make sure nothing is left out.
- Make sure your signature and name is written at the end.
- If students want to do credit transfer or to apply for the Recognition of Prior Learning with individual's existing skills and competencies, please enquire to the ACC and apply for a RPL.
- Keep an extra copy of the application form (Its best to keep it scanned).
- Completed application forms should be sent by mail to the ACC's office.
- Those who want a quicker process may send a scan copy first, however the hard copy must be sent too.
- Students must submit the application form with application fees first.
- When the application is accepted successfully, the ACC will send the letter of offer and a student written agreement to the student.
- If a student agrees to the contents of the Letter of Offer and Student Written Agreement, the student will need to fill out and sign on the all pages and send the Student Written Agreement with their medical insurance certificate and first semester school fees to the ACC head office.
- Finally the ACC office will issue the CoE (Confirmation for Enrolment) needed for the overseas student visa application when the ACC office has received all required documents.
- Students will need to have a copy of CoE, written agreement, medical insurance certificate and overseas student program package documents.



### 3. Overseas student visa information

The overseas student program is for those with a student visa. With the following process you are able to obtain a student visa.

1. Before applying to the school, get to know the College through the introduction brochure, overseas student program package and ACC website etc.
2. Students must submit the application form with student written agreement, application fees, medical insurance certificate and first semester course fees to be able to receive the admission confirmation and the CoE (Confirmation of Enrolment) needed for the overseas student visa application.

#### 3. Medical insurance

Use the following sites to register.

<http://www.bupa.com.au/health-insurance/cover/oshc>

<https://www.oshcallianzassistance.com.au/>

[www.oshcaustralia.com.au/OSHC](http://www.oshcaustralia.com.au/OSHC)

[www.medibank.com.au](http://www.medibank.com.au)

[www.axappinternational.com](http://www.axappinternational.com)

#### 4. Student visa form

Most countries have student visa applications available online.

Read the information on how to apply at:

<http://www.immi.gov.au/Visas/Pages/572.aspx>

In most cases if you are applying online, you will be paying the visa application fee through a credit card which requires a passport and CoE.

#### 5. Steps to fill out the form

You are applying for an education and training field visa number of 572 (Subclass 572)

For visa application select 'yes' for full fee application

Write in your Korean identification number for identification number

For the residential address write the address you will be at in Australia

For the work telephone number use: +61 2 6255 4597

If you have an Australian home telephone number write it down; however if you do not own one you can leave it blank for home telephone number.



The Intended course is: Diploma of Counselling (2 years): CHC51015 and Graduate Diploma of Relationship Counselling (1 year) : CHC 81015.

The education provider is: Australian College of Christianity ; 40892

CRICOS Provider No: 03461B

If you are applying for a student visa in South Korea, you need to find the following at the Australian Embassy/ consular office.

-Student Visa fees

- Visa application form must be submitted with CoE(Confirmation of Enrolment) and other relevant documents to the Embassy or consular office

- Other documents include passport photos, visa application fee, health checkup result, proof of finance capability in enrolling (e.g. bank balance statement)

Student Visas get issued relatively quicker than other visas depending on how well the documents are prepared. You can get help from immigration agencies for your Student Visa process. (See Australian Korean community local newspaper, advertisement section)

6. The following are websites relevant to applying for a Visa

The Department of Immigration and Citizenship website

<http://www.immi.gov.au/Pages/Welcome.aspx>

## 4. Course information

### Selection methodology

1. ACC selection methodology follows the ACC's Access, Equity and Anti- discrimination policy (See the access, equity and Anti-discrimination policy)

2. The selection is mainly based on the submitted forms and related documents

Application form

reference letter

Reason for application

3. The person responsible for student selections will consider the following:



Entry requirement was satisfied?

Were all students fairly treated?

4. When the student is satisfied with all entry requirement, the ACC registrar send the letter of offer to the student. If the student is happy with the contents of the letter of offer, the student needs to sign on 'A student written agreement' to accept the offer.

The student should send the written agreement to the ACC office with her/his medical insurance certificate, first semester course fees as well.

5. When the final consent is made by the General manger, the ACC registrar will issue 'Confirmation of enrolment ' to the student.

## English Proficiency

Typically, students who came from non- English speaking countries, they should meet the English proficiency requirement before their student visa issued to Study in Australia. However, the courses in ACC are conducted in Korean so that students are not required to prove their English proficiency.

## Application fee

The application fee for the overseas student is \$200. Applications close 2 weeks before the course starts; however it is highly recommended to apply early. Application fees are not refundable in all circumstances.

## Course Fee

The set course fee for 2017 is the following listed below.

Course fees for the first semester should be paid when they submit their written agreement.

The course fees for each other semester should be paid two weeks before the next semester.

Diploma Course	1year course fee \$8,000	Semester course fee \$4,000
Graduate Diploma	1year course fee \$9,800	Semester course fee \$ 4,900
Diploma of Screen and Media	1year course fee	Semester course fee



	\$8,000	\$4,000
Advanced Diploma of Leadership and Management	1year course fee \$8,000	Semester course fee \$4,000

\* Course fees may vary every year

## Other expenses

Textbooks: For a year approx. \$300 ~\$350

Supervision cost: Only applies to Counselling courses: Diploma \$200 , GD \$300

Counselling association application fee: Depending on the association, the prices vary ( \$60- \$120)

Transportation, accommodation and food expenses (See 'residence part' below)

## Refund policy

1. The College recognizes that there may be circumstances that warrant a refund of tuition fees collected by the College.
2. Partial or full refunds will be given where a student has paid a tuition fee deposit or paid tuition fees, and then withdraws from the program and/or course/s prior to the relevant census dates.
3. Where ACC is unable to provide agreed services ACC will make a refund to students in accordance with relevant Commonwealth and State legislation.
4. For the purposes of determining whether a refund is given, the date of withdrawal from a course is the date on which the College receives written notification of withdrawal (use ACC withdrawal form).
5. Census dates for courses can be viewed on the website <http://www.accu.edu.au> (see the fee schedule of overseas student program and census dates) to ensure current and prospective students have publicly given available, up-to-date, and accurate information.
6. A student who voluntarily withdraws from a course before the course census date, will not incur a tuition fee liability for the course from which they have withdrawn and will be eligible for a full refund of tuition fees paid.
7. A student who withdraws from a course after the course census date will incur a tuition fee liability for the course and is not entitled to a refund (applied only for the current semester period)



8. Even in case the College unable operate its refund policy, overseas student still can be protected by the Education Services law 2000 for overseas students (Education Services for Overseas Students: ESOS Act 2000 and ESOS Regulations 2001)
9. ACC will refund within 28 days of the receipt of written notification of withdrawal by the students or parent(s)/legal guardian tuition fees paid by or on behalf of the student as agreed.
10. This agreement, and the availability of complaints and appeals processes does not remove the right to take action under Australia's consumer protection laws.

## **Detailed course information**

Diploma of Counselling is two years course composed of 13 core units and 4 elective units.

This course covers topics such as crisis counselling, counselling relationship, counselling communication, counselling process and client support, development theories, learning theories, counselling therapies, case management, cross-culture counselling, counselling ethics, assessment and improvement in professional practice, the old counselling, grief counselling, group counselling, mental health.

Graduate Diploma of Relationship Counselling is one year course composed of 5 core units and 6 elective units. This course covers topics such as domestic violence counselling, family therapies, relationship counselling, child counselling, counselling practice and supervision, family law, child-focus counselling, group counselling, coaching, applied research, adolescence counselling.

Detailed information of the school courses are on the school website ([www.accu.edu.au](http://www.accu.edu.au)). Further information on the whole process of the course and policies will be included in the student handbook that is given to each student at the start of the course.

## **Course schedule**

Each semester has two terms and each term runs for 9 weeks while the last week is a holiday.

There are 20 hours of classes including 16 ~17 hours of class a week and online lessons for 4 hours a week. Students must attend 20 hours of classes every week. Intensive seminars are also held and the timetable below is not applied during the intensive seminar period.

## **Term schedule**

1 semester

Orientation day 27/02/2017





Term 1 : 27/02/2017 – 25/04/2017

Term 1 Break : 26/04/2017 – 07/05/2017

Term 2 : 08/05/2017 – 14/07/2017

Term 2 Break : 15/07/2017 – 23/07/2017

2 semester

Orientation day 23/07/2017

Term 3 24/07/2017 – 22/09/2017

Term 3 Break : 23/09/2017 – 1/10/2017

Term 4 : 2/10/2017 – 9/12/2017

Term 4 Break : 10/12/2017 – 26/2/2018

## Orientation

An orientation Program will be run every semester for new students. The program will be an age and culturally appropriate orientation program and it will cover most parts of overseas student program package including:

1. student support services available to students in the transition to life and study in a new environment
2. legal services
3. policies (general, monitoring course progress policies and procedure, attendance, assessment, fees and refund, privacy, student transfer request assessment, quality training, complaints and appeals policies and procedure, and etc.)
4. emergency and health services
5. facilities and resources
6. any student visa condition relating to course progress and /or attendance as appropriate
7. Q &A time

## Venue Location and environment

**Sydney**



Classes will run in the following venue: The Conference Room, Robert Menzies College, 136 Herring Road, Macquarie Park, New South Wales 2113

There is a big shopping center and subway station just around school that make travelling and parking easy. The Macquarie University is right next door. Students can study in urban and academic atmospheres.

## **Canberra**

Classes will run in the following venue: ACC building, Gate 2, Randwick Rd, Lyneham, ACT 2602

The Location is near to the city and has peaceful and beautiful environment. Spacious parking spaces and comfortable and modern facilities are there.

## **School Facilities**

### **Sydney**

The Classroom can be maintained in a comfortable temperature all the time and sound and teaching facilities are equipped professionally.

Students can recreate inside and at the outside lounge. There are kitchen facilities for morning and afternoon teas. Lunch will be served at the school cafeteria.

Library: The library in Macquarie University will be available for students. Students can also borrow books in the ACC Library.

Internet: Students can use the Internet by paying a small fee.

Copier: Only small fee students can pay to use. (Each page 20 cents)

### **Canberra**

The Classroom can be maintained in a comfortable environment all the time and sound and teaching facilities are equipped professionally.

Students can recreate inside and at the outside lounge. There are kitchen facilities for morning and afternoon teas. Students can use near local shops for their meals as well.

ACC Library: Students can use books for their study and assignments.

Internet: Students can use the Internet by paying a small fee.

Copier: Only small fee students can pay to use. (Each page 20 cents)

## **RPL (Recognition of Prior Learning)**



ACC recognises that knowledge, skills and competencies can be gained in a variety of ways; through formal education as well as training, workplace experience or general life experience.

RPL is a process of skills recognition through which students can gain entry to, or credit in, nationally recognised qualification courses based on competencies gained through formal, non-formal and informal learning.

Therefore, RPL is a form of assessment which is the process of recognising a person's skills and knowledge which they have acquired through previous training, education, work and/or general life experience. The benefits of RPL may be the reduced time a student has to spend attending class, undertaking assessments or relearning what they already know. The evidence the applicant provides must be authentic (something they have prepared, produced or has been written about them by a relevant third party), and must be sufficient to demonstrate competence against the unit/s of competence. The applicant must also be able to demonstrate that this evidence is still current and relevant. This may be through a variety of means such as a portfolio of evidence, questions and discussions, written answers, or a practical demonstration.

The evidence of these skills and knowledge may be used to grant credit for a subject, module, course or qualification.

Students who want to get RPL need to fill out ACC RPL form and submit it to the head office.

## Method of training

- Intensive seminars (3days per term)
- Classes every week (15 hours): face to face
- Online lessons every week (5 hours): Student learning system
- Tutorial group
- Individual assignment
- Group activity
- Book review
- Counselling practice
- Supervisions
- Field experience

## Assessment methods

- Small group activity
- Written assignment
- Group presentation
- practice
- Professional supervisor's report
- Peer supervision's report
- Counselling association activity
- Professional development
- Book review



- Observation
- Journal
- Case study
- Etc.

## 5. Overseas student rights and responsibilities

### ESOS frame work

As an international student studying with an CRICOS registered provider you have rights and responsibilities which are governed by Australian Law. These rights and responsibilities are outlined in the ESOS Framework which is available the following web address. You need read it before you apply for the courses:

<https://internationaleducation.gov.au/Regulatory-Information/Pages/Regulatoryinformation.aspx>

or you can read ESOS framework fact sheets:

[https://internationaleducation.gov.au/Regulatory-Information/Documents/ESOSFrameworkfactsheetfinaldraft9May2014\(2\).pdf](https://internationaleducation.gov.au/Regulatory-Information/Documents/ESOSFrameworkfactsheetfinaldraft9May2014(2).pdf)

### Overseas student program attendance responsibility

Under Australian visa regulations, holders of student visas are required to attend a minimum of 80% of scheduled course hours, and as a provider, Australian College of Christianity(ACC) is responsible for monitoring attendance records.

All student absences are marked daily on the weekly attendance roll by the class tutor. It is a tutor's responsibility to maintain class rolls so that they accurately reflect attendance. Tutors are the first line of inquiry and it is their responsibility to discover why a student is absent, late or leaves early.

Students that have not attended for five consecutive days are contacted and also asked to attend counselling with the course director.

Students receive up to two warning letters relating to poor attendance. When a student's attendance falls to 80% or below, they are issued with an Intent to Report to Immigration letter. Students have 20 working days to appeal in writing their absences. Medical certificates must be produced during this time. For student visa holders, it is necessary to explain why ACC should not report them to the Department of Immigration and Citizenship (DIAC). If the student's appeal is unsuccessful, s/he is reported to DEEWR through PRISMS. (For the details, see 'The student attendance policies and procedures' on the ACC website)



## **Overseas student program course progress responsibility**

Students will be monitored for their progress to ensure that students are in a position to complete the course within the expectation duration as specified on the student's CoE.

In order to complete the course successfully, students must follow the course requirements for each term including academic and skills performance and attendance responsibility.

Academic performance will be monitored and students are required to achieve satisfactory academic progress in the course as part of student visa requirements.

For that purpose :

- Students must take at least one unit that is not by distance or online learning each term.
- Students must demonstrate competency in at least 50% of units each term( a study period).
- Students' tutors will assess and record each student's progress (academic results) at the end of each term based on the works of all assessments.

Where students have been identified as at risk of not meeting the academic requirement, all possible efforts shall be made by the means of intervention strategies to ensure that the student is given the opportunity to rectify their situation, but where this is not possible their non-compliance of this requirement must be reported to Department of Education and Department of Immigration and Border Protection (DIBP) via Provider Registration and International Students Management System (PRISMS). (See ' Monitoring course progress policy and procedures' for the details)

## **Deferral, Suspension and Cancellation of Enrolment**

ACC can only defer or temporarily suspend the enrolment of the student on the grounds of compassionate or compelling circumstances or misbehaviour by the student.

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

- Serious illness or injury, where a medical certificate states that the student was unable to attend classes
- Death of a close family members such as parents or grandparents
- Major political upheaval or natural disaster in the home country requiring emergency travel when this has impacted on the student's studies, or
- A traumatic experience which could include:
  - Involvement in, or witnessing of a serious accident



- Witnessing or being the victim of a serious crime (these cases should be supported by police or psychologists' reports)
- Where ACC was unable to offer a pre-requisite unit and as a result, this prevents the student's academic progression, or
- Inability to begin studying on the course commencement date due to delay in receiving a student visa.

For consideration of a student request for deferral or cancellation of enrolment, the student must make a request in writing to using Deferral Application - International Student with relevant supporting documentation and reasons for the request.

Student is advised in writing of the outcome. If application is not approved, appeal information will be supplied.

ACC may defer, suspend or cancel a student's enrolment on one of the following grounds;

- a. Misbehaviour by student such as violations of the rules of the college or visa conditions.
- b. Non - Payment of fees by the due date
- c. Unsatisfactory course progress
- d. Non-commencement of studies
- e. When a student has not notified ACC of any reason of not returning to studies after a break.
- f. When ACC consider the student to be non-bona fide

(The more detailed policy will be found on the ACC website.)

## **Informing alteration in residence or contact information**

If students' contacts (address, phone number, etc.) change, they are to go to the school office and inform them ASAP, for it is a field required by the immigration office. It is against the Visa conditions to not inform the school of alterations made.

## **Privacy Policy & Procedure**

The ACC collects minimum personal information from individual students and others in order to establish and administer effective communications and record-keeping. This usually includes factual data such as



name, contact details, records of attendance, results at ACC courses, and personal welfare such as family matters, medical matters, financial matters, staff recruitment information, etc.)

Students are entitled to protection of their privacy, as are staff and others who might have dealings with ACC. Privacy considerations apply to all information, the College may hold about students.

Staff of ACC may require access at times to personal information about some students in their interests. To the extent that the information is private, ACC will restrict access to those staff who may need the information in order to carry out their responsibilities.

ACC will store all information about students securely in a safe computer system and cabinets so that the information is protected.

ACC will not disclose personal information to people outside the College other than in accordance with any legal or academic obligations for example to the Fund Manager of the Education Services for Overseas Students Assurance Fund.

ACC will not disclose any personal information to other students. However, personal information may be released if it is necessary for successful completion of course requirements, emergency purposes or compliance with legislative reporting requirements, and other uses permitted by the privacy laws. For example, peer students' counselling practice or small group assignments may require personal information to be shared.

ACC reserves the right to use any photographs, recordings or videos taken of staff and students in its marketing materials. This right is acknowledged by students when signing their application forms.

ACC may send marketing material and other optional communications from time to time. Individuals can opt out of receiving this information by notifying ACC in writing.

Our Internet Service Provider makes a record of each visit to our website and collects academic information about each student for record keeping purposes.

Only restricted staff can access the student management system with allocated usernames and passwords.

Students about whom ACC holds personal information may seek access to that information and correct it if necessary, subject to some exceptions allowed by the Privacy Act. Requests for access must be in writing, and a small fee may be charged (20 dollars). Persons may apply for viewing and receiving a copy of their own personal information.

ACC takes reasonable steps to ensure that personal information is protected against loss and unauthorised use. However, to the extent permitted by law, ACC excludes any liability in contract, tort or otherwise for any security breach

ACC takes all reasonable steps to ensure that personal information is up to date.

Individuals can assist by notifying ACC of changes to their personal information.



If an individual believes that their personal information has not been dealt with in accordance with the Privacy Act, they may lodge a complaint. All complaint must be made in writing within the timeframe specified in the relevant Grievance Policy.

## Access, Equity and Anti -Discrimination

ACC has a strong focus on providing opportunities for everyone to access and participate in learning and to achieve their learning outcomes. We are committed to ensure that our practices are as inclusive as possible and do not unreasonably prevent any clients from accessing its services if the clients meet all entry requirements.

Therefore, all students and prospective students will be treated fairly. Student selection procedures will be open, fair and transparent procedure based on merit for making decisions about the selection and treatment of students and prospective students

Students will not be discriminated at any way. ACC will give the opportunity of study to those who have disabilities and ACC is willing to help them if there are things to help. If there is disability that may affect their study it is necessary to inform at the time of registration process.

Wherever possible, trainers/assessors will make reasonable adjustments to the training and assessment process to ensure that all people are treated equally in the training and assessment process.

However, there is no exception for essential assignments due to disability. Tutors will help them as much as they can to help the student to do the course well.

And, personal information related to disability will be kept confidentially.

## Complaints and appeals

There are separate policies and procedures for the complaints and appeals.

It is recommended for the students to resolve their complaints and appeals informally first with the person who is directly related to the issues.

If the matter cannot be resolved informally, the student may lodge a formal complaint or appeal using designated forms. (Appeals Against Academic Decision or Complaints letter form)

The detailed information regarding the process of complaints and appeals. Please see " Complaints policy" or " Appeals policy" in your student handbook or ACC website.

Complaints and appeals include matters that relate to your:

- academic progress
- assessment





- curriculum issues
- awards.
- complaints in relation to personal information
- administrative matters
- vilification
- discrimination
- financial matters
- fines
- payments
- application process
- exclusions from events and facilities

## Procedure

### Step 1 How to raise a concern

In the first instance raise your concern with the party involved. This needs to happen within 10 working days of the issue arising. If you do not feel comfortable with this you may discuss your issue with a tutor or staff member in the college. A satisfactory outcome might be achieved through conciliation. If the outcome is not satisfactory, you can choose to process to the next step of the formal complaints.

### Step 2 How to raise a formal complaint /appeal

1. If your concern cannot be immediately addressed and resolved for all parties concerned, you will be asked to write a letter outlining your complaint. This letter must be signed and dated. This needs to happen within 10 working days of the issue arising. It is to be forwarded to the General Manager of the College. There will be no cost to the student.

Contact details are:

Phone: 02 6255 4597 between office hours Monday to Friday

E-mail: [info@accu.edu.au](mailto:info@accu.edu.au) and address the email to " General Manager"

The General Manager is located at our head office 2 Randwick Rd Lyneham ACT 2602

2. On receipt of the written letter, the General manager will investigate the case within 10 working days. A satisfactory outcome might be achieved through this process. The outcome will be notified to the parties in writing with the detailed reasons within 14days. If the matter remains unresolved, either party can choose to proceed to Step 3 by requesting the General manager refer the matter to the CEO

### Step 3 Internal review

On receipt of the written complaint and referral from the General Manager, the CEO will assemble 'The Resolution Committee' within 14 days consisting of an independent and impartial senior officer of the college, an independent person from the outside and CEO.



A copy of the written complaints of appellant will be sent to the committee before the scheduled meeting. If needed, you will be given the opportunity to appeal in the committee meeting. In addition, you will be allowed to be assisted or accompanied by a support person of their choosing.

The outcome will be informed to the committee members, you (appellant), other parties in writing with the detailed reason within 14 working days of the committee's considerations. If you are still consider the matter unresolved, you can proceed to Step 4.

#### Step 4 External review

If you are not satisfied with the outcome of your internal appeal, you may seek an external dispute resolution process through the state or territory registering body, or the National Training Complaints Hotline. You have right to access the external appeal process at minimal or no cost.

Telephone: 133873 or Leadr ( Association of Dispute Resolvers) for referral to a suitable mediator, Level 1, 1-15 Bridge St Sydney NSW 2000, Phone: 1800 651 650, <http://www.Leadr.com.au>

ACC will give due consideration to any recommendation arising from the external mediator within 10 working days.

Appropriate records will be kept of all meetings and documents pertaining to a compliant process under " Student complaints and appeal records" All records relating to complaints and appeals shall be deemed confidential and retained for a minimum of five years. During this time, all parties to the grievances are entitled to appropriate access to these records.

## **Student support**

ACC provides adequate protection for the health, safety and welfare of students and, without limiting the ordinary meaning of such expression, this includes adequate, and appropriate support services in terms of academic and personal counseling.

Student support include the followings:

### 1. Student Orientation day

An orientation Program will be run every semester for new students. The program will be an age and culturally appropriate orientation program and it will help students to settle down smoothly in a new environment. Student orientation program covers most parts of overseas student program package including information regarding legal and emergency services.



## 2. Tutor support

A tutor will be allocated to each student. Students can contact their tutors when they need academic supports or personal supports to take their courses successfully. Student's tutor will assist with issues that may arise during their study and will give personal contacts to students regularly (more than twice each term)

If a student is assessed that she/he needs more professional help, tutor will refer the student an internal counsellor of ACC. ACC does not charge any additional cost onto the student for student support including referrals if referred to external support services

## 3. Special need student

When a student ticks on the application form for the special support, ACC will contact the student personally and assess the student's need and organize some degrees of supports based on the assessments.

For example, a computer tutoring will be prepared for the student who does not know how to use computer in basics. an extra learning support will be organized for the student who is not academic. If there is disabilities, assessment methods may be adjusted to help the students to do the course. There will be no additional cost for the supports.

## 4. On-line supports

Students can listen to unit lectures again on the website and they can get academic or course materials like handouts, course and unit outlines and updated information regarding course process. They submit all their assignments through the Moodle Student Learning program.

## 5. Lunch /Morning /Afternoon tea

ACC provides lunches, morning and afternoon tea at the intensive seminars for free.

In the weekly class, ACC provides morning and afternoon teas as well.

## 6. Networking with local churches

ACC will introduce local Korean churches to the students if they are interested in it. Students may get adequate supports from Korean communities through churches for their successful living in Australia.

## Residence



If there is no difficulty in commuting to school there are various residence options for the student. ACC does not provide an accommodation for the students stay in Australia and it is the student's responsibility to find residence. However, ACC will organize Korean churches for the student to get information and to get help.

Rent fees for residence vary depending on the location. Usually a 2 bedroom apartment, including public utility charges (Gas, electricity, water fee etc.) is around \$300-450. When only renting out a room; depending on the circumstance it is approximately \$110-200, splitting the public utility charges. Food expenses will be also vary . It may be around \$ 100 -300.

For the public transportation you can use buses and trains. There are a train station and bus stops right next to the Sydney campus.

## Accompanying family members

When students bring a son/daughter they are to use their own expenses to send them to school if their son/daughter is at an age to attend school. Also any family member accompanying the student is permitted to work 20 hours a week.

## Overseas student lifestyle information

The site below is made by the government for students studying in Australia. The website shows various courses and other useful information. <http://www.studyinaustralia.gov.au/>

### STUDENT SUPPORT SERVICES

SERVICE	PHONE NUMBER
Emergency–Police–Fire–Ambulance	000
NSW Police Force Headquarters, 1 Charles St Parramatta, NSW, 2150	13 14 44 (02) 9281 0000
Dental Emergency	9369 7050
Pharmacy (24hours)	9235 0333
Translate / Interpreter service	13 14 50
Emergency (Health service)	9228 2111
Legal Aid commission	9716 2222
Korean Embassy	02 6270 4100



Excellence in Christian Education · Truth · Education · Restoration

# Australian College of Christianity

RTO 40892  
CRICOS 03461B

Korean Consulate General in Sydney	9210 0200
Sydney Association of Korean	9798 8800
Pro bono legal services	1300 888 529
Sydney Korean Bar Association	9321 1229
Resource for Koreans	Korean grocery magazines
Crime Stoppers	1800 333 000
Time tables for trains, buses, ferries	131 500
For non-English Speakers	131 450
<a href="http://www.transportnsw.info/en/contact-us/index.page">http://www.transportnsw.info/en/contact-us/index.page</a>	
Victims of crime	1800 633 063
International student hotlines	1300 636 079
Korean lifeline	
ECA (Education consulting Australia)	6247 2206