**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)

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

 - Vocational Graduate Diploma of Relationship Counselling (2 year): CHC 81015

These courses are developed based on a Christian foundational beliefs and perspectives which meet government requirements. They are focused on the clinical aspects of Christianity. Subsequently these courses help students become specialized counsellors or professional christian workers once they have graduated the course and have received the corresponding diplomas.

Government registered provider code: 40892 (RTO Code)

Overseas student program CRICOS code: 03461B (CRICOS Code)

All courses have four admission periods each year. (Feb, May, July, Oct)

2.Application

The followings are the steps to apply.

- Carefully read through the overseas student program package (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, 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.axappp**international**.com](http://www.axapppinternational.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 Vocational Graduate Diploma of Relationship Counselling (1 year): CHC 81015

The education provider is: Australian College of Christianity; 40892

 CRICOS Provider No: 0461B

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](http://www.immi.gov.au/Pages/Welcome.aspx%20%20)

4. Course information

****Selection methodology****

1. ACC selection methodology follows the ACC’s justice and equity 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

Application fee for the Overseas student program is $200 and this is not refundable.

Course Fee

The following is the current fee policy and it may be changed in the following year.

The first semester school fees should be paid when the students make an written agreement.

All course fees are to be paid by the three weeks before the term /semester starting date to the national office.

|  |  |  |
| --- | --- | --- |
| Diploma of Counselling (2 year course) | A year$8,000 | A semester$4,000 |
| Graduate Diploma of Relationship counselling (2 year course) | A year $8,000 | 1학기 학비$ 4,000  |

Other expenses

Textbook : A year $300 ~ $350 around

Supervision cost : Diploma $200 , GD $300 around

Counselling association joining fees : depending to the associations $60 ~ $130 around

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 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)

7. 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)

8. 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.

9. 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 counselling model, communications skills, counselling relationship, development Theories, learning theories, therapy models, supporing clients, ethics, counselling skills, suitability of counselling, case management, risk counselling, multi-culture counselling, WHS process, grief counselling, mental health and group counselling.

Graduate Diploma of Relationship Counselling is one year course composed of 5 core units and 6 elective units. This couse covers topics such as counselling theory and practice, relationship counselling, children and youth counselling, clinical counseling with supervision, domestic violence, alcohol and drug addiction, wellbeing in children,youth and family, counselling reflection and improvement, leadership, coaching and motivation and specific communities work.

Detailed information of the school courses are on the school website (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 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 25/02/2019

Term 1 : 29/02/2019 – 05/05/2019

Term 1 Break : 29/04/2019 – 05/05/2019

Term 2 : 06/05/2019 – 05/07/2019

Term 2 Break : 08/07/2019 – 21/07/2019

2 semester

Orientation day 22/07/2019

Term 3 : 22/07/2019 – 20/09/2019

Term 3 Break : 23/09/2019 – 29/09/2019

Term 4 : 30/09/2019 – 29/11/2019

Term 4 Break : 02/12/2019 – 23/02/2019

Weekly schedule

 Canberra

3:00 am to 9:00 pm Monday and Tuesday (classroom classes)

6hours – Online classes and 2 hours – Community services

 Sydney

9:00 am to 5:30 pm Monday (classroom classes)

9:00 am to 12:30 pm Tuesday (classroom classes)

6 hours – Online classes and 2 hours – Community services

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 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. emergency and health services
4. facilities and resources
5. complaints and appeals processes, and
6. any student visa condition relating to course progress and /or attendance as appropriate
7. Q&A time

2019 intensive seminar schedule

1 semester

Orientation day 04/03/2019

1st intensive 25/02/2019 -26/02/2019

2nd intensive 06/05/2019 -07/05/2019

2 semester

3rd intensive 22/07/2019 -23/07/2019

4th intensive 30/09/2016 - 01/10/2019

 Canberra class does not have intensive seminar and it is run with a different

 system.

Venue Location and environment

Classes in Sydney will run in the following venue: 9 Blaxland Road Rhodes, NSW

There is a big shopping center and subway station that make travelling and parking easy. Students can study in urban and academic atmospheres. The campus is to be located on the 4th floor of the building with waterfront view and is right in front of the subway station. It is a convenient place with a library and counseling rooms.

Classes in Canberra will run in the following venue: ACC building, Gate 2, Randwick Rd, Lyneham, ACT 2602 The Location is near to the capital and has peaceful and beautiful environment. There are spacious parking spaces and comfortable and modern facilities.

School Facilities

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.

Library: The library in ACC campus will be available for students. Students can borrow books.

Internet: Students can use the Internet WIFI

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 ( in church)

Assessment methods

* Small group activity
* Written assignment
* Group presentation
* Counselling practice
* Professional supervisor's report
* Peer supervision's report
* Counselling association activity
* Professional development
* Book review
* Journal
* Case study
* Etc

5. Overseas student rights and responsibilities

ESOS frame work

As an international student studying with an CRISOS 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

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 offline units in each term (more than 70%)

- 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:

o Involvement in, or witnessing of a serious accident

o 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 is a procedure for complaints and appeals

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 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

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/**](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  |
| 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 |
| <http://www.transportnsw.info/en/contact-us/index.page> |
| Victims of crime | 1800 633 063 |
| International student hotlines | 1300 636 079 |
| Korean lifeline |  |
| ECA (Education consulting Australia) | 6247 2206 |
|  |  |

APPLICATION FORM OSP 2019

|  |
| --- |
| **1. Personal Details 개인 신상** |
| Suffix | Mr [ ]  Mrs [ ]  Miss [ ]  Ms [ ]  Other ( ) |
| Gender | Male [ ]  Female [ ]  |
| Entry Date | *Day*   *Month Year* **(Term 1 )** |
| First Name | Middle Name | Last Name | 성명 (한글) |
|  |  |  |  |
| **Your Age** |  |
| Date of birth | *Day*   *Month Year*  |
| **Passport number** |  | Issuing country |  |
| Country of Birth |  | Nationality |  |
| Town/City of Birth |  |
| Visa state (if applicable) |  |
| **Permanent Address 영구 주소** |
| Street |  |
| City |  | State |  |
| Post code |  |
| Country  |  |
| Phone |  |
| Mobile |  |
| E-mail |  |
| 주소(한글) |  |
| 우편번호(한글) |  |
| **Current Residential Address 현 호주 내 주소**  |
| Street |  |
| City/State/Post code |  |
| Phone/Mobile |  |
| E-mail  |   |
| 주소(한글) |  |
| 우편번호(한글) |  |
| **In case of Emergency 비상시 연락망** |
| Contact |  |
| Relationship |  |
| Street |  |
| City |  | State |  |
| Post code |  |
| Phone |  |
| E-mail |  |
| 주소(한글) |  |
| 우편번호(한글) |  |
| **Marital status 결혼 상태** |
| Single 🞎 Married ⌧ Divorced 🞎 Remarried 🞎 |
| No. of Dependents |  | Age of youngest dependent |  | Age of oldest dependent |  |
| Spouse’s name |  |

|  |
| --- |
| **2. COURSE OF STUDY** |

Extensive course outlines are available on the ACC website [www.accu.edu.au](http://www.accu.edu.au), or if you are unsure about which course to apply for please contact the Enrolment Coordinator. **인텐시브 세미나 일정은 웹사이트를 보세요.**

**Which course are you applying for? 어떤 코스에 지원하시나요?**

**……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….**

|  |  |
| --- | --- |
| Counselling Courses[ ]  CHC51015 Diploma of Counselling[ ]  CHC81015 Graduate Diploma of Relationship Counselling |  |

**.**

**In which semester do you intend to commence your studies? 언제 시작하시나요?**

**…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….**

|  |  |
| --- | --- |
| [ ]  TERM 1 (February - April)  | [ ]  TERM 2 (May - June)  |

…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….

|  |  |
| --- | --- |
| [ ]  TERM 3 (July - September)  | [ ]  TERM 4 (October - December) |

**Are you, or have you been, a student of the Australian College of Theology?**

**……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….**

[ ]  Yes [ ]  No

**It is important that you read the ACC Fee Schedule before completing this section. This can be downloaded from the ACC website.**

**.**

|  |
| --- |
| **3. EDUCATION** |

|  |
| --- |
| **Educational History 교육배경** |
| High/secondary school or equivalent from which you graduated or will be graduating |
| Name |  |
| Location |  |
| I have completed high/secondary school [ ]  |
| Other education (provide the highest level of tertiary education you have achieved)

|  |
| --- |
|  |

 |
| **If you have a secondary school graduation certificate ( yr 12), Please provide a copy of that. Otherwise, you need to do Extra Test**고등학교 졸업 이상의 졸업장이나 써티가 있으면 복사본을 제출해 주세요. 만약 없다면 학교에서 실시하는 입학시험이 필요합니다.  |
| Abilities (gits) or other talents 자신의 은사 |
|  |
| Occupational skills 직업기술 |
|

|  |
| --- |
| **USI Number (학생번호)** |
| Do you have USI Number? |  Yes / No |
| USI Numberit 기 소유한 USI번호 |  |
| If you do not have it, would you permit ACC to get USI on the behalf of you?  |  Yes / No \* *본교를 통해 USI를 처음 등록하시려면 Yes 선택* |
| Type of ID for USI (신분증 종류) |  | ID Number (신분증 번호) |  |
| Otherwise, you must apply USI number through the following web address.<https://www.usi.gov.au/> When your USI was issued, please inform it to ACC. |

 |

|  |
| --- |
| **Pastor’s name 목사님 이름** |
| Name |  | 이름(한글) |  |
| Church |  |
| Street |  |
| 주소(한글) |  |
| City |  |
| State |  |
| Post code |  |
| Phone |  |
| E-mail |  |

Attach **two**

photographs

here

### **X**

Attach **two**

photographs

here

### **X**

|  |
| --- |
| **Signature of Agreement****If I am accepted by Australian College of Christianity****I will abide by the spirit, policies and schedule of the school.** |
| **Signature** | **X** |
| (Applicant) |
| **Date** | *Day* *Month*  *Year*  |
| **Please send two recent clear photographs with** **your application and photocopied passport** |

|  |
| --- |
| **4. Additional questions 추가 질문** |
| Please prayerfully answer the following questions on a separate sheet of paper. 별도 용지에 기록해 주세요**(Print or type, and attach to your application form).**1. Please describe your Christian conversion experience and your present spiritual relationship with the Lord(No more than one page). **주님을 만난 경험과 현재의 주님과의 영적인 관계 (한 장이 넘지 않게)**
2. What areas of your character are you presently seeking God to further develop and improve?

**개인적으로 더 계발하고 향상이 필요해서 하나님의 도움을 구하고 있는 성품의 영역?**1. What Church involvement have you had? **교회 활동?**
2. How would you describe relationships within your immediate family? **현재 가족들과의 관계?**
3. Why do you want to join the ACC? **ACC에 입학하고 싶은 이유는?**
4. How did you hear about the ACC? **ACC에 대해 어떻게 들었나?**
 |
| **Please send to: 다음의 주소로 보내 주세요.**Australian College of Christianity Po Box 1264 Dickson ACT 2602 Australia info.accollege@gmail.com, info@accu.edu.au www.accu.edu.au |

|  |
| --- |
| **5. FINANCIAL DETAILS** |

**How do you intend to cover your course fees? 학비를 어떻게 지불하실 예정입니까?**

**………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………**

[ ]  Semester fees paid in advance due at the time of your enrolment. **(매 학기)**

**……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….**

**Is there anything else that we should know regarding your financial position?**

**재정적 상황에 대해 학교측에서 알아야 할 내용이 있습니까?**

**……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….**

**……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….**

**……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….**

**………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………**

|  |
| --- |
| **How to make school fees payment ( All courses except for BCA or MA courses) 학비를 내시는 방법(학사, 석사 제외)**Westpac BSB Number 032 778, Account Number 455 600 (Account Name: Australian College of Christianity)**Cheques**/bank drafts should be made out to "Australia Christian College". |
| **For the school fees details and refund policy for see the website (www.accu.edu.au)****학비에 대한 세부 설명과 환불 정책은 웹 사이트를 참조해 주세요.** |
|  |
| **6. Self-Assessment Checklist – 자기 평가 목록** |
| 1. **Korean language, literary and Numeracy** (rate: 1- very poor 5-very good)

How is your Korean Writing? 1 2 3 4 5 How is your Korean Speaking? 1 2 3 4 5 How is your Korean Hearing? 1 2 3 4 5How is your mathematical ability? 1 2 3 4 5**한국어 (쓰기, 말하기, 듣기), 산수 능력** Please tick the statements that are TRUE for you [ ]  I can add, subtract, multiply and divide without a calculator **계산기 없이 계산 가능**[ ]  I can add, subtract, multiply and divide with a calculator **계산기 있어야 계산 가능**1. **Extra Learning Support 추가 학습 지원**
2. **Please indicate below, areas where you think you may need support during your course - tick appropriate box. 코스를 하는 동안 지원이 필요한 영역이 있으면 표기해 주세요.**

[ ]  Focusing on tasks and understanding concepts[ ]  Retaining or recalling information[ ]  Research skills, note-taking, organising information and referencing[ ]  Expressing ideas in writing (reports, assignments)[ ]  Analytical and critical thinking skills[ ]  Oral presentation skills[ ]  Time management [ ]  Computing skills/word processing[ ]  Physical help  |

|  |
| --- |
| **Class venue : 9 Blaxland Road Rhodes, NSW 2138** **Contact Detail 연락처** Telephone: 61 (02) 6255 4597  Mobile: 61 0402 140 905 Email : info@accu.edu.au, info.accollege@gmail.com, http://www.accu.edu.au Mail to: Australian College of Christianity Po Box 1264 Dickson ACT 2602 Australia  |

|  |
| --- |
| **DECLARATION 선언서**Please tick boxes to indicate agreement **체크를 하여 동의를 표시해 주세요.**[ ]  In the event of an emergency in which I am rendered unconscious and my nearest responsible relative or guardian cannot be contacted, I hereby agree to such treatment, anaesthetics and operations to be performed upon myself as in the opinion of the attending physician/s is deemed necessary **응급처치 동의**[ ]  I confirm that I understand the payment system of the required tuition fees as outlined and I agree to comply. I also confirm that I am fully aware of my financial obligations, both to the Lord and to the students and staff at the College. I therefore accept all responsibility for my fees, tuition and personal expenses incurred during my involvement with ACC. **학비 정책에 동의**[ ]  I do hereby release ACC, its agents, employees, and volunteer assistants from any liability whatsoever arising out of any injury, damage or loss which may be sustained by me or other persons during my/their course of involvements with ACC. **코스를 하는 동안 일어나는 사고에 학교와 이와 관련된 사람에게 책임을 지우지 않음** [ ]  I give permission to ACC , to use any photographic, imaging or written material in regards to myself in promotional and marketing media. **미디어 노출 동의**[ ]  I give permission to ACC to use and to address Christian materials in training process. **정보활용 동의**[ ]  I declare that all the information contained herein is true, correct and complete to the best of my knowledge. I have carefully read and taken the time and appropriate advice to understand all the information included and accept the requirements detailed in the ACC Student Handbook, the Instructions for Completing the Application for Enrolment Information for Students and other relevant information and I agree to accept all conditions contained therein and I agree to abide by all of the requirements stated. **지원서에 기입한 모든 것이 사실임**Student Name (Block Letters) ...........................................................Signature Date **Application Completion Checklist****Please carefully review and check-off below, all requirements throughout your application** **to ensure it is accurate and complete. This will ensure that your application can be processed.** |

**PLEASE NOTE THAT IF YOUR APPLICATION IS INCOMPLETE IT CANNOT BE PROCESSED AS IT NEEDS TO COMPLY WITH THE REQUIREMENTS OF THE NATIONAL VET REGULATOR (NVR)**

|  |  |
| --- | --- |
| **Checklist 체크 목록** | **Complete** |
| Photographs attached - Two passport size with name written in block-letters on the back |  |
| Photo copy of passport attached |  |
| Referee report from Church or Ministry Leader attached  |  |
| Answers for Additional questions attached  |  |
| Literacy and Numeracy questions are answered |  |
|  Every part of enrolment are filled out |  |
|  Declaration ticked and signed |  |
|  RPL or Credit Transfer request form (optional) |  |
|  Certified copy of previous qualification for MA or GDC. |  |

|  |
| --- |
| **Reference 추천서**  |
|  First Name | Last Name | Course name to apply for |
| Applicant  |  |  |
| The above person has applied for admission to the Australian College of Christianity which is a Christian interdenominational organisation. Serious consideration will be given to your comments; therefore we ask that you complete this form carefully. Thank you for your assistance. |
| **Referee details**  |  |  |
| Mr [ ]  Mrs [ ]  Miss [ ]  Ms [ ]  | Other |  |  |  |
| First name |  | Phone (H) |  |
| Last name |  | Phone (B) |  |
| 이름(한글) |  | Mobile |  |
| Street |  | E-mail |  |
| City |  | 주소(한글) |  |
| State |  |  |  |
| Post code |  | Position |  |
| Country |  | Church |  |
| **Character Profile** | Above Average | Average | Below Average |  |  | **Character Profile** | AboveAverage | Average | Below Average |
| 1 | Ability to follow | [ ]  | [ ]  | [ ]  |  | 11 | Leadership | [ ]  | [ ]  | [ ]  |
| 2 | Ability to work well with others | [ ]  | [ ]  | [ ]  |  | 12 | Mental ability/quick comprehension | [ ]  | [ ]  | [ ]  |
| 3 | Accountability | [ ]  | [ ]  | [ ]  |  | 13 | Personal appearance | [ ]  | [ ]  | [ ]  |
| 4 | Concern for others | [ ]  | [ ]  | [ ]  |  | 14 | Positive attitude | [ ]  | [ ]  | [ ]  |
| 5 | Emotional stability | [ ]  | [ ]  | [ ]  |  | 15 | Reliability/meets obligations | [ ]  | [ ]  | [ ]  |
| 6 | Financial responsibility | [ ]  | [ ]  | [ ]  |  | 16 | Response to authority figures | [ ]  | [ ]  | [ ]  |
| 7 | Flexibility/open to change | [ ]  | [ ]  | [ ]  |  | 17 | Response to pressure | [ ]  | [ ]  | [ ]  |
| 8 | Grateful spirit | [ ]  | [ ]  | [ ]  |  | 18 | Servant heart | [ ]  | [ ]  | [ ]  |
| 9 | Initiative/self starter | [ ]  | [ ]  | [ ]  |  | 19 | Spiritual growth observed | [ ]  | [ ]  | [ ]  |
| 10 | Industrial/hard worker | [ ]  | [ ]  | [ ]  |  | 20 | Teachable spirit | [ ]  | [ ]  | [ ]  |
| Does the applicant display high moral standards? | Yes [ ]  No [ ]  |  |
| If no, please explain |  |  |
| In your consideration, which of the following would best describe the applicant’s Christian experience? |
| Mature [ ]  | Contagious [ ]  | Genuine & Growing [ ]  | Over-emotional [ ]  |  |
| Please comment on character - | Strengths |  |
|  | Weaknesses |  |
| Is he/she able to work through personal problems without constantly depending on the counsel of others? Yes [ ]  No [ ]  |
| Comment |  |
| Please add any other relevant remarks |
|  |
| What kind of ministry would you recommend this applicant for? |
|  |
|
| Would you have this person on your staff? | Yes [ ]  No [ ]  |
| Comment |  |
| Would you recommend the applicant for acceptance by Australian College of Christianity? |
| Yes, unreservedly [ ]  | Yes, with hesitation [ ]  | No [ ]  |
| Comment |  |  |
| How long have you known the applicant? |  | Years |  | Months |
| Any other comments |   |
|  |
| **Signature** | **X** | Date |   *Day* / *Month* / *Year* |
| (Referee) |
| **Please mail this form directly to:** |  |
| RegistrarAustralian College of ChristianityPO Box 1264 Dickson. ACT 2602 AUSTRALIA | Phone: 02 6255 4597, 0402 140 905Email: info.accollege@gmail.com, info@accu.edu.au**Check our site:** www.accu.edu.au |