



TRINITY
THEOLOGICAL COLLEGE
Preparing People for Effective Christian Service

Prospectus for Overseas Students

2019

CRICOS #02650E

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Please note that the content of this booklet is subject to change. Please also refer to the [ACT Overseas Student Handbook \(Fourth Edition\)](#) on the ACT website at <http://www.actheology.edu.au> for detailed information relating to Overseas Students studying in Australia. For the most up to date ACT policies relating to Overseas Students, please click directly onto the policy links in this booklet or refer to the Documents section of the ACT website. Please make yourself fully familiar with these policies prior to commencing the application process.

About Trinity Theological College

Welcome

Thank you for your interest in [Trinity Theological College](#). This booklet has been designed to help overseas students to find out a little more about the college and our community here in Perth, Western Australia. Please read this book alongside our [Course Information Material](#). Further information about our courses or making an application can be obtained from our registrar by emailing registrar@ttc.wa.edu.au.

Who is Trinity Theological College?

Trinity Theological College (TTC) is a non-denominational training institution for Christian ministry in the evangelical reformed tradition. It offers undergraduate and graduate studies through the [Australian College of Theology](#) (ACT). Trinity's great emphasis in its training is the integration of head, heart, and hands. We seek to combine understanding, devotion, and practice at all times.

As an affiliated college of the ACT we are required to comply with the standards articulated in the National Code, and all documentation for your study can be found in the handbooks and policy documents of the ACT, as well as in handbooks and course information provided to you by TTC.

[The National Code](#) is a set of nationally consistent standards that governs the protection of overseas students and delivery of courses to those students by providers registered on the [Commonwealth Register of Institutions and Courses for Overseas Students \(CRICOS\)](#). Overseas students are advised to become familiar with the ESOS (Education Services for Overseas Students Act 2000) Framework, which provides the regulatory requirements for the Australian College of Theology and other providers of education to overseas students in Australia. It provides overseas students with protection.

What are Trinity Theological College's aims?

The aim of Trinity Theological College is to equip women and men for effective Word ministries. By "effective" we mean a ministry that is shaped by the Gospel, the teaching of "first importance" for Christians (1 Cor. 15:3). A Gospel-shaped ministry will have three emphases:

1. **Bible Based.** God has spoken definitively in His Word the Bible which provides all that is necessary to equip God's people "for every good work" (2 Tim 3:17). The key task in ministry, then, is to teach, apply, and model God's word faithfully and competently so that God's people might be well fed and grow into maturity. This is why students at Trinity learn the original languages of the Bible and how to discern its meaning for life and ministry.
2. **Christ Centred.** Jesus Christ is the centre and sum of God's word (Col. 2:3); he is the one who supremely reveals God the Father to us (John 14:9). And so Jesus is to be the believer's first love (John 21:15-20). Our hope is not simply to learn about the centrality of Christ but be devoted to him as our Saviour and Lord. Therefore, a crucial part of our program is weekly chapel, pastoral care groups and spending time together to encourage one another in Christ-centeredness.
3. **Ministry Focussed.** Our desire is not only to know theology in the head and heart, but also to know how it applies to ministry in real-life, practical situations. Trinity seeks relentlessly to keep showing how what we learn in Scripture practically applies in Christian service. All theology is practical; our concern is to show how.

Our Facilities

The college enrolls between 70 - 90 students each year and has 7 full-time staff and 11 part-time staff.

The centrally located, modern, three storey building completed in May 2004 was designed to allow the College to grow. Using just the second and third floors, as we do now, the college in the future could hold 140 students and 12 full-time staff.

We have two lecture rooms and two smaller tutorial rooms. We can seat 42 in the one lecture room and 37 in the other. At the moment the largest class, at any one time, is 40. The dividing wall between the lecture rooms is opened up for our certificate level class (Trinity@Night, held every week) and for special events such as when guest lectures are held here.

The library houses a collection of over 25,000 items. Its design makes it a great place to come and work. It provides work spaces for thoughtful reflection, purposeful study and group discussion. Our librarian and library technician are always willing to assist our students or visiting pastors and ministers who come to use the books or quiet space.

All the computers in the library can access the online catalogue. A wireless network enables students to use their own laptops within the building.

The mezzanine floor provides a place for quiet study and is designated for students who need a more permanent study space. Access is also provided to the student zone which includes an al fresco dining area and a well fitted out kitchen with fridge, microwave ovens etc. A fierce and thriving table tennis competition is played in this zone too.

Why Study in Perth, Western Australia?

Perth is a small and beautiful city, with a modern and multi-cultural atmosphere. Perth is well-equipped with beautiful beaches, the sparkling Swan River and great museums, art galleries and centres for fine international level study. Many international students come to Perth to study a wide range of courses in the numerous Universities and Colleges that make Perth an educational city. To find out more about Perth and Western Australia visit www.wa.gov.au and www.westernaustralia.com

Our Local Community

A detailed description of the area and facilities can be found at www.vincent.wa.gov.au/

Public transport via the train and buses, just minutes away, makes access to the college easy. To plan your journey and to access network maps go to :

<http://www.transperth.wa.gov.au/Journey-Planner>

Cycle paths provide easy access to the college details can be found at:

<http://www.transport.wa.gov.au/activetransport/cycling.asp>

online learning. Since TTC does not offer distance or online study, this can only be taken through another ACT affiliated college after discussion with the TTC Registrar.

Entrance Requirements

Applicants will need to demonstrate their suitability for a program of study at Trinity Theological College.

They must be over 18 at the commencement of their study and meet the program English language requirements as well as the academic admission requirements of the Australian College of Theology.

The details of the academic entry requirements for each course are listed in the [ACT Handbook](#) and in the [course information](#) on the ACT website.

English competency requirements for degree courses

All candidates must be able to communicate adequately in English. Applicants who do not have English as their primary language are required to provide evidence of English proficiency. This may be achieved through copies of certificates or transcripts of appropriate studies completed in English or the satisfactory completion of the **Academic** International English Language Testing System (IELTS).

Information about the tests and testing centres can be found at <https://www.ielts.org/what-is-ielts/ielts-for-study>

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

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

Please refer to [ACT's Admission Policy - English Language Proficiency](#) for more information.

Sponsorship and denominational support

We believe that overseas students should ideally have some support from their home church. With your application you will be asked to provide the name and contact details for your Pastor or a denominational leader who will be asked by us to provide a reference for you in relation to your Christian character, your experience in serving within your church and your suitability for ministry.

Academic Competency

Certified copies of academic transcripts for all relevant qualifications are to be submitted with your application.

Credit for Qualifications previously achieved

Students seeking credit based on previous study or Recognised Prior Learning (RPL) towards the course for which they are applying need to lodge an Application Form for Course Credit at the same time as the application for admission. If credit is granted and reduces the period of study, this will be reflected in the offer letter (as this is the contract with the student) and will be indicated either on the CoE (Confirmation of Enrolment Form) issued to the student to commence the course, or reported on PRISMS (Provider Registration and International Student Management System). Students are reminded that they must still maintain a full time study load and that credit can affect their visa status. For instructions on how to apply, please refer to the [Overseas Students Course Credit Application Procedure](#).

Before application, please read the [ACT's Prior Learning Policy](#) and [Credit Transfer rules](#) which can be found in the policy section relating to Admissions.

College Fees

Overseas students are required to provide evidence that they can pay their tuition fees, accommodation and living expenses in full.

The full payment of one semester of fees is required prior to the start of semester. Please see the 2019 Overseas Course Fee Information flier for full details or the ACT website at <https://www.actheology.edu.au/tuition-fees/>. Please note that Course Fees are updated every year by the ACT and a non-refundable application fee of \$250 is payable on submission of your application.

Course Name	Overseas Tuition (Per Unit)	Annual Tuition
Bachelor of Theology	\$2,600 (4CP)	\$20,800
Master of Divinity	\$2,600 (4CP)	\$20,800
Certificate of Ministry	\$100	\$200
Master of Theology – Full Time	\$9,600 (16CP)	\$19,200

Our college **does not** offer scholarships; however, it may be possible to apply for a work permit on your student visa once you have commenced your studies in Australia. You will find more information regarding this at <https://www.homeaffairs.gov.au/trav/stud>.

We must state, however, that we encourage full-time students to plan to work no more than eight hours per week in either ministry or a secular occupation.

Refunds

If you have paid your semester fees and subsequently find that you can no longer attend College, monies you paid will be refunded in accordance with the College refund policy. See [Refund Policy for Overseas Students](#) in the policy section relating to Overseas Students on the ACT website.

Offer of a Place in a Course and Confirmation of Enrolment

If you are accepted as a student, we will formalise your enrolment by way of providing you with a written agreement. The written agreement must be entered into before or at the same time we accept course money from you. That agreement will:

- identify the course in which you are to be enrolled, and any conditions placed on that enrolment;
- provide an itemised list of course money payable by you;
- provide information in relation to refunds;
- set out what happens with the personal information you provide (see also details in the [ACT Overseas Student Handbook Fourth Edition](#));
- advise you of your obligation to notify us of any changes to your contact details while enrolled;
- provide the following information in relation to refunds of course money in the case of student and provider default
 - amounts that may or may not be repaid to the student (including any course money collected by education agents on behalf of the registered provider);
 - processes for claiming a refund;
 - a plain English explanation of what happens in the event of a course not being delivered; and
 - a statement that “This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia’s consumer protection laws”.

The written agreement is a legal contract. You should read it carefully and make sure you fully understand what it says before signing it. Once the agreement is signed or otherwise accepted, the ACT and the student must follow whatever is set out in the written agreement. You should keep a copy of it. Should you ever make a complaint, you will need to refer to your written agreement.

Issuance of Confirmation of Enrolment (COE)

A Confirmation of Enrolment (CoE) provides evidence of a student’s enrolment with the Australian College of Theology (ACT). This evidence is required before the [Department of Home Affairs](#) (DHA) will issue a student visa. The CoE contains information about the Provider, course and duration of study in which the student has enrolled. By the ACT issuing a CoE we are verifying that the ACT has accepted the student. It is an offence under section 19 of the ESOS Act to provide false or misleading information about accepted students, therefore the information provided on an CoE must be true and correct at the time of issuing.

All overseas students must have a CoE for each course before they apply for a visa. An extension CoE can only be issued if you can demonstrate that you have been unable to complete your course on time as a result of an approved reduction of study load due to compassionate or compelling circumstances, an activated intervention strategy or an approved leave of absence.

When Do You Need a New Confirmation of Enrolment (CoE)?

Any time that there is a change in your course duration, you will need a CoE that reflects the change. This means that during your study at the ACT, you may have multiple CoE's. You should always keep the latest CoE. Please find below all the reasons that you will need a new CoE:

- Advanced Standing

The ACT offers advanced standing (credit transfer) to students who have successfully completed courses or parts of courses at other universities and colleges. This may shorten the timeframe on your CoE and therefore affect your Student Visa. If the advanced standing placed on your record has affected your CoE then you will be automatically issued a new CoE for the appropriate timeframe.

- Compassionate and Compelling Circumstances

Compassionate or compelling circumstances are defined as circumstances beyond the control of the student and which may have an impact upon the student's course progress or wellbeing. If you have compassionate or compelling circumstances, then you are able to apply to reduce your study load. If your application is approved, you will automatically be issued with a new CoE for the appropriate timeframe.

- Intervention Strategy

Intervention strategy is a plan of action created by your Academic Dean in an attempt to address and reduce the causes of academic failure during your time. It has been developed to offer students on a course progress status of referral or probation with additional assistance. This strategy is designed to promote your future success in your studies. An intervention strategy may, depending on your circumstances, lengthen the duration of your course. If the intervention strategy affects the duration of your course, then you will be automatically issued with a new CoE for the appropriate timeframe.

- Leave of Absence

If you wish to take a break from your studies and have an approved Leave of Absence, it will lengthen the time that you need to complete your degree. DHA will be informed of the break in your study and you will be automatically issued with a new CoE for the appropriate timeframe.

Arranging Visas

Most overseas students wanting to study in Australia require a student visa (subclass 500). Some other visa holders are also eligible to study as overseas students in Australia. All applications for a Student visa (subclass 500) will generally be required to be lodged online by creating an account in ImmiAccount. See [ImmiAccount](#) for more information. The visa application process can be complicated and for students from some countries it may be better to submit an application with the assistance of an accredited agent due to their familiarity and experience in the field. The ACT does not employ the use of education agents.

You must ensure you allow enough time for processing between lodging your application and the start of your academic program, as it can be a lengthy process depending on your country of origin.

Department of Home Affairs (DHA)

The Australian Government's Department of Home Affairs (DHA) provides comprehensive information about student visa requirements and application process, as well as application document checklists to assist you with your application. Visit <https://www.homeaffairs.gov.au/trav/stud> for the latest information.

Department of Foreign Affairs and Trade (DFAT)

As well as links from the DHA website the Department of Foreign Affairs and Trade website www.dfat.gov.au/embassies.html has a comprehensive list of Australian embassies, high commissions, consulates and representative offices around the world.

Migration Agents

A migration agent can assist you in submitting your visa application and communicating with DHA on your behalf, but please note that you do not need to use a migration agent to lodge any kind of visa application.

Education Agents

The ACT and its affiliated colleges do not use Education Agents.

Visa Conditions

If you are granted a visa, you must abide by its conditions. Failure to comply with these conditions could result in the cancellation of your visa. Different visa conditions apply to you and your family members. You can check your visa conditions in [Visa Entitlement Verification Online \(VEVO\)](#).

Below are the visa conditions for students:

- You cannot work more than 40 hours per fortnight when your course is in session (other than work which has been registered as a part of the course). You can work for more than 40 hours per fortnight during recognised vacation periods offered by your education provider. You cannot start paid work until you have started your course in Australia. No work limits apply if you are studying a Masters by research or Doctorate course in Australia.
- You must remain enrolled in a registered course (unless you are a Foreign Affairs or Defence sponsored student or secondary exchange student in which case you must maintain full-time enrolment in your course of study or training). A registered course is one that is on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).
- You must maintain enrolment in a registered course that is the same level as, or at a higher level than, the registered course for which you were granted a visa.
- For changing course for visa 500 holder: If you already have a student visa to study in Australia and wish to change your main course of study to a lower Australian Qualification Framework (AQF) level course or a non-AQF level course, you will generally need to obtain a new student visa. You will not need to obtain a new visa if you are changing from an AQF level 10 course (doctoral degree) to an AQF 9 course (Masters degree).

More information is available if you hold a student visa (subclasses 570-576) and are thinking of changing course. Visa subclasses 570-576 are listed as follows:

- Independent ELICOS Sector visa (subclass 570)
- School Sector visa (subclass 571)
- Vocational Education and Training Sector visa (subclass 572)
- Higher Education Sector visa (subclass 573)
- Postgraduate Research Sector visa (subclass 574)
- Non Award Sector visa (subclass 575)
- Foreign Affairs or Defence Sector visa (subclass 576).
- You must maintain satisfactory attendance in your course and course progress for each study period as required by your education provider.

- You must maintain adequate arrangements for health insurance during your stay in Australia.
- You must continue to satisfy the requirements for grant of your student visa. This means, for example, that you continue to have sufficient financial capacity to support your study and stay in Australia.
- You must maintain adequate schooling arrangements for your school-age dependents who join you in Australia for more than 3 months as part of your student visa application.
- You must tell your education provider:
 - ! the address where you live in Australia within seven days of arriving in Australia
 - ! if you change the address where you live within seven days of the change
 - ! if you change education provider within seven days of receiving the electronic confirmation of enrolment certificate or evidence of enrolment.
- You must comply with the state and territory laws of Australia.

There are visa conditions specific to DFAT/Defence sponsored students and all Iranian citizens studying higher education or postgraduate courses.

For a full list of mandatory and discretionary student visa conditions please visit

<https://www.homeaffairs.gov.au/trav/stud>.

Student Visa Requirements

Simplified Student Visa Framework (SSVF)

From 1 July 2016, a single immigration risk framework applies to all overseas students and replaces the previous streamlined visa processing and Assessment Level frameworks. All overseas students apply for a single Student visa (subclass 500), regardless of the chosen course of study. For current visa holders (subclass 570 to 576), visas will remain valid and visa conditions will not change after 01 July 2016. See [DHA](#) website for more details.

Under the SSVF, the combined immigration risk outcomes of the student's education provider and country of citizenship will be used to guide the level of documentary evidence of English language and financial capacity that the student needs to provide with their visa application.

Online document checklist tool for students

The Online document checklist tool advises students about the documentation they need to provide with their visa application based on their combined country provider immigration risk outcomes. The tool can be found at <https://www.homeaffairs.gov.au/trav/visa-1/500-?modal=wet>.

Key Requirements for the Student Visa (Subclass 500)

GENUINE TEMPORARY ENTRANT (GTE) REQUIREMENT

To be granted any student visa, applicants must satisfy the DHA that they have a genuine intention to stay in Australia temporarily. When assessing the GTE requirement, DHA needs to be satisfied that the student visa applicant genuinely intends to stay in Australia temporarily having regard to:

- the applicant's circumstances
- the applicant's immigration history
- if the applicant is a minor – the intention of a parent, legal guardian or spouse of the applicant
- any other relevant matter.

The GTE requirement provides a useful way to help identify those applicants who are using the student visa programme for motives other than gaining a quality education.

ENROLMENT IN A REGISTERED COURSE OF STUDY

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

Information collected through the CoE process includes the student visa application, visa grant and visa compliance data from a student's arrival in Australia and course commencement through to their departure from Australia.

Exceptions to this requirement apply to Foreign Affairs and Defence sponsored students (Letter of Support from Foreign Affairs and Defence); secondary exchange students (an Acceptance Advice of Secondary Exchange Students form); and postgraduate research students required to remain in Australia for marking of their thesis.

FINANCIAL CAPACITY AND ENGLISH LANGUAGE PROFICIENCY

All overseas students are required to have sufficient funds to cover their course fees and living costs in Australia. While student visa holders are able to work a specified number of hours in Australia, they should not rely on working to cover their course fees and living costs. As part of the visa application process, students may be required to provide evidence of their financial capacity and English language proficiency. This will be guided by the immigration risk outcomes associated with the student's country of citizenship and intended education provider.

HEALTH AND CHARACTER

Overseas students are required to be of good character and will generally need to undertake a health examination as part of their student visa application. Students must also obtain Overseas Student Health Cover (OSHC) before a student visa can be granted.

Note: where you are under 18 years of age, acceptable arrangements for your accommodation, support and general welfare must be in place. However, the ACT does not admit overseas students under the age of 18 years.

Evidentiary Requirements

Streamlined Evidentiary Requirements

Under the SSVF, students associated with the lowest immigration risk will generally have streamlined evidentiary requirements. This means that these students will generally be able to satisfy DHA of students' financial capacity by providing a declaration and a Confirmation of Enrolment which shows that they have met their education provider's English language requirements. The DHA will, however, retain the discretion to seek further evidence where appropriate.

Regular Evidentiary Requirements

a. Financial capacity

Under the SSVF, all student visa applicants must have sufficient funds available for the duration of their stay in Australia.

Students associated with higher immigration risk, based on their country and education provider immigration risk outcomes, will generally need to provide documentary evidence of financial capacity with their visa application.

Where you need to provide evidence of financial capacity, you will be able to demonstrate this by providing one of the following:

- 12 months of funds option:
 - Provide evidence of funds to cover travel to Australia and 12 months living, course and (for school aged dependants) schooling costs for the student and accompanying family members
 - If you are coming to Australia for a short course, you will only need to show evidence of funds for the intended period of stay.
- Annual income option:
 - Provide evidence that you meet the annual income requirement.

- Secondary exchange students:
 - Provide an Acceptance Advice of Secondary Exchange Students (AASES) form (secondary exchange students only).
- Foreign Affairs or Defence students:
 - Provide a letter of support from Department of Foreign Affairs and Trade or Department of Defence.

If you are using the 12 months fund option to demonstrate financial capacity, an accurate calculation of funds is required. Below is an outline of the funds to calculate. The type of evidence includes money deposit or loan with an approved financial institution, government loan, scholarship or sponsorship.

The annual income option requires students to provide evidence of personal annual income of at least AUD60,000. For students accompanied by family members the amount is AUD70,000. The income demonstrated must be the personal income of your spouse (who is not travelling with you) or parents. In circumstances where both of your parents are working, their combined income can be considered for this requirement. In all cases, the evidence of annual income must be provided in the form of official government documentation, such as a tax assessment.

Where the DHA online application system indicates that documentary evidence of financial capacity is required, it is important that you attach these documents to your visa application prior to lodgement. Failure to do so may result in visa refusal.

12 months of funds option – calculation of funds

Living cost amounts:

From 1 February 2018, the 12 month living cost will be:

- Student/guardian - AUD 20,290
- Partner/spouse - AUD 7,100
- Child - AUD 3,040

Consumer Price Index (CPI) indexation

Financial amounts including annual income, living costs and schooling costs will be regularly reviewed and adjusted in line with the CPI figures for the previous calendar year.

For further details on how to calculate course fees, schooling costs and travel costs, please refer to the [DHA website](#).

b. International English language requirements

Where evidence of English language proficiency is required, one of the following minimum English language test scores will be accepted:

- International English Language Testing System (IELTS) overall band score of 5.5
- IELTS overall band score of 5 when packaged with at least 10 weeks' English Language Intensive Course for Overseas Students (ELICOS)
- IELTS overall band score of 4.5 when packaged with at least 20 weeks' ELICOS.

The equivalent of the above minimum IELTS test scores from the following English language providers will also be accepted:

- Test of English as a Foreign Language paper based test (TOEFL)
- Pearson Test of English Academic
- Cambridge English: Advanced
- Occupational English Test.

Note:

Please check Academic IELTS test results required for entry into ACT courses on page 7 of this booklet as they are higher than the minimum requirement stated above.

c. Evidence of enrolment

Overseas students outside Australia must be enrolled in a registered course of study and provide a Confirmation of Enrolment (CoE) when they lodge their Student visa application. Students in Australia can still apply with a letter of offer or a CoE but must obtain a CoE to be granted the visa.

Existing exceptions to these requirements will continue to apply to Foreign Affairs and Defence sponsored students (Letter of Support from Foreign Affairs/ Defence); secondary exchange students (an Acceptance Advice of Secondary Exchange Students form); and postgraduate research students required to remain in Australia for marking of their thesis (letter from their education provider).

d. Course transfers

From 1 July 2016, a new condition was introduced which requires all Student (subclass 500) visa holders to maintain enrolment at the same level or a higher Australian Qualification Framework (AQF) level for which they were granted a visa, unless they are undertaking a doctoral degree (AQF10) and transfer to a master's degree (AQF9).

Transferring to a lower AQF level course or transferring from an AQF level course to a non-AQF Award course would be in breach of the student visa condition and might result in the

visa being cancelled. Students who want to change to a lower level course must apply for, and be granted, a new student visa before they change their course.

Family

How to Apply for Family members to Join you

Your eligible family members can:

- accompany you to Australia if you have included them in your visa application
- join you in Australia after you have been granted your visa as a subsequent entrant. You must have declared these family members in your student visa application.

Declare all family members on your application, even if they do not plan to travel with you to Australia. If you do not do this, your family members will not be eligible for a student visa to join you in Australia. An exception to this is if they became your family members after your student visa was granted and before a subsequent application is made.

Documents

If your family members are applying to join you in Australia as a subsequent entrant, they will need to provide the following with their online application:

- identity documents such as a certified copy of birth certificate, passport, national ID card or Hukou book
- proof of their relationship to each family member such as official birth certificate or marriage certificate
- a copy of your main passport page
- evidence from the education provider that you are still studying
- proof of financial capacity, either:
 - evidence of annual income of at least AUD 70,000
 - evidence of funds to cover travel costs and 12 months' tuition and living costs for both them and you, plus school costs for any school aged dependants for the first 12 months.
- evidence of school enrolment for school-aged dependants
- evidence of health insurance for them and each dependant
- [Form 1229 - Consent to grant an Australian visa to a child under the age of 18 years](#) for all students and family members under the age of 18.

Subsequent entrants must also meet [the genuine temporary entrant requirement](#) and [health](#) and [character](#) requirements.

Subsequent entrants might need to provide other documentation that is specific to their circumstances.

Dependents

Dependents of overseas students who accompany them to Perth must enrol in either a government or non-government school and may be required to pay full fees.

The mainstream [2019 annual tuition fees](#) for 500 or 571 Student Visas in WA government schools are (in AUD):

- Kindergarten \$7,637 per year or part thereof.
- Primary (Pre-Primary-Year 6) \$14,254 per year or part thereof
- Lower Secondary (Years 7 – 10) \$16,906 per year or part thereof
- Upper Secondary (Years 11 – 12) \$18,562 per year or part thereof
- [Overseas Student Health Cover \(OSHC\)](#) is approximately \$605 for a single, up to \$2,809 for family cover per year (as at February 2018)

For more details, see <https://www.tafeinternational.wa.edu.au/your-study-options/study-at-school/student-visa-holders-500-or-571-visas>.

Changing your Enrolment

Information about the grounds on which a student's enrolment may be deferred, suspended or cancelled are contained in the [Extension, Deferment, Suspension and Cancellation of Enrolment Policy](#). This can also be found in the Documents section of the ACT website.

Arranging Travel

You will need to make your own travel arrangements to Australia. We will notify you regarding how soon before the start of Overseas Student Orientation you should arrive to allow enough time for settling-in, adjusting to the climate and overcoming jet-lag.

Accommodation

Trinity Theological College is **not** a residential college so students will need to make their own living arrangements. Prior to admission into Australia you will need to have your accommodation finalised. Details may be found at www.reiwa.com.au or through local real estate companies (search on the reiwa site under [Agent Finder](#) for Leederville). Or you may wish to look for accommodation near a supporting church/denominational group. Easy access to the train line will solve travel issues as the Leederville Station is an easy walk from the College campus.

An online street directory is accessible at www.whereis.com.au.

Australian Government Health Cover

The Australian Government requires overseas students to have compulsory health cover prior to acceptance into the country.

Australia has a special system of health cover for international students called Overseas Student Health Cover (OSHC). You will need to buy OSHC before you come to Australia to cover you from when you arrive. The Department of Home Affairs requires you to maintain OSHC for the duration of your time on a student visa in Australia.

Trinity Theological College does not have an agreement with a specific OSHC provider. You will need to arrange to take out OSHC with an Australian OSHC provider of your choice. There are five providers of OSHC in Australia. Visit these websites to find detailed information on what they cover and to decide which provider is right for you.

- Allianz Global Assistance <https://www.oshcallianzassistance.com.au>
- Australian Health Management <http://ahmoshc.com/english.aspx>
- BUPA Australia <http://oshc.bupa.com.au/>
- Medibank Private <https://www.medibank.com.au/overseas-health-insurance/>
- NIB <https://www.nib.com.au/overseas-students>

Your OSHC will help you pay for any medical or hospital care you may need while you're studying in Australia and it will contribute towards the cost of most prescription medicines, and an ambulance in an emergency.

OSHC does not cover dental, optical or physiotherapy. If you want to be covered for these treatments you will need to buy additional private health insurance, such as:

- Extra OSHC provided by some OSHC providers
- International travel insurance, or
- General treatment cover with any Australian private health insurer. You can find a list of these providers and search for the one that suits you best at www.privatehealth.gov.au or www.iselect.com.au

Orientation

Trinity Theological College will provide an Overseas Student Orientation before the commencement of classes and often before commencing local students attend an orientation.

It is a requirement of the ESOS (Education Services for Overseas Students) Act 2000.

Our staff, who run the orientation, work hard to ensure that you, as a student, will be well equipped to achieve the best possible success in your studies. If you read through the Trinity Student Handbook and the ACT Overseas Student Handbook, which will be provided to you at Orientation, you will see that there is a lot of information for you to understand and consider as you move through your studies. Although the handbooks will outline what you need to know, it is impossible to understand and recall everything. Once you are concentrating on your studies, you will feel less stressed if you are already comfortable with the college, its staff and its services.

Arriving early to attend orientation gives you the chance to:

- See and talk to the most important people you will need to know at the institution.
 - Academic Dean and Registrar
 - Pastoral Care Group leader
 - Library staff
- Enrol early which will help you to get your student card early. You will need your student card to open bank accounts, borrow books from the library, and more.
- Find your way around the campus
 - Library
 - Recreation and eating areas
 - Classrooms
- Meet other students who may share your classes, or who share your concerns or fears. Knowing other people on campus as you become more comfortable with the routines can really help you avoid any feelings of isolation.
- Find your way around public transport/City/to and from your accommodation.
- Feel as though you already know some of the things local students know before you get to meet them at orientation activities later.

Policies

For more information, see the Policies section at <https://www.actheology.edu.au/documents/>

For the full ACT Overseas Student Handbook see the Handbooks section at <https://www.actheology.edu.au/documents/>.

Personal Information Policy

The information provided by you as an overseas student to the provider (Australian College of Theology) may be made available to Commonwealth and State agencies and the Fund Manager of the Educational Services for Overseas Students (ESOS) Assurance Fund, pursuant to obligations under the ESOS Act 2000 and the National Code. This information includes personal and contact details, course enrolment details and changes, and the circumstances of any suspected breach of a student visa condition.

The ACT is required, under section 19 of the ESOS Act 2000, to tell the Department about: (i) certain changes to your enrolment; and (ii) any breach by you of a student visa condition relating to attendance or satisfactory academic performance.

Agreement to the above, and the availability of complaints and appeals processes, does not remove a student's right to take action under Australia's consumer protection laws.

Grievance Resolution Policy for Overseas Students

You will find the Grievance Resolution Policy for Overseas Students [here](#). It is also available through the ACT Website in the Documents\Policy\Overseas Student section at:

<https://www.actheology.edu.au/documents/>. Please make yourself familiar with this policy.

The College provides processes for handling grievances brought by prospective, enrolled and former overseas students regarding academic and non-academic matters.

General feedback and comment from students about administration, academic programs and services will not be treated by the ACT as a grievance unless action or a response is required under the policies or regulations of the ACT.

Whenever possible, grievances will be handled at the affiliated college level and within the College. However, should these internal processes not resolve the matter, provision is made for external independent grievance handling/dispute resolution.

Information contained in the Grievance Resolution Policy for Overseas Students must be given to you before an agreement is entered into or before any fees are paid, whichever occurs first, and within seven (7) days of starting an award course at an affiliated college of the ACT.

You may nominate an advocate to accompany, represent, and support you at any stage of the internal complaint and grievance processes, or external independent processes to resolve problems. If you choose to access the appeal process, the ACT will maintain your enrolment while the process is ongoing. If the appeal results in a decision that supports your claim, the ACT will immediately implement that decision and/or corrective and preventative action required and will advise you of the outcome.

Implications of withdrawing from or not accessing the complaints and appeals process

Where the ACT has assessed the student as not complying with their student visa conditions, either through unsatisfactory attendance or unsatisfactory course progress, or for disciplinary reasons, the ACT will notify the student in writing of its intention to report the student to the Department of Home Affairs (DHA). The written notice will inform the student that he or she is able to access the ACT's Grievance Resolution Policy for Overseas Students and that the student has twenty (20) working days in which to do so.

Where a student has chosen not to access the complaints and appeals process outlined in this policy within the twenty (20) working day period, withdraws from the process, or the process is completed and results in a decision supporting the ACT, the ACT will notify the Secretary of the Department of Education and Training (DET) through PRISMS as soon as practicable.

Course Progress and Completion within Expected Duration of Study Policy for Overseas Students

You will find the Course Progress and Completion within Expected Duration of Study Policy for Overseas Students [here](#). Please make yourself familiar with this policy. The policy can also be accessed in the Document\Policy\Overseas Students section of the ACT website at www.actheology.edu.au.

The ACT and its affiliated colleges monitors the enrolment of all overseas students at the beginning of every semester to ensure that you are completing your course within the duration specified on your CoE (Confirmation of Enrolment), without exceeding the allowable limit (25%) of distance or online learning, and ensuring that you are studying at least one unit in full attendance mode per study period.

In addition to this, academic performance is also being monitored at the end of every semester to ensure you are maintaining satisfactory academic course progress.

If you are at risk of not meeting the course progress requirements, an intervention strategy will be implemented that focuses on interviewing and counselling you and assisting you to achieve that satisfactory level of academic progression required of all ACT students.

In order to progress without comment you are required to pass more than 50% of enrolled credit points each study period. If this is the case, you will be assessed as satisfactory (unless you were previously on conditional enrolment). If you fail 50% or more of the enrolled credit points in a study period, you will be assessed as marginal. You will then be required to be counselled by your academic advisor though you are not prevented from progressing to the next period of study.

If you again fail 50% or more of your units in the next consecutive study period, you will be assessed as unsatisfactory. This means you will be notified of the ACT's intention to report you to DHA for unsatisfactory course progress. If you appeal this action and are successful, you would be required to accept academic counselling and agree to be placed on conditional enrolment.

If you have been placed on "conditional enrolment" and in the next consecutive study period again fail 50% or more of the enrolled credit points you shall be assessed as unsatisfactory and be excluded from the College for one (1) year. If you have been placed on "conditional enrolment" and not in the next consecutive study period but some future study period again fails 50% or more of the enrolled credit points you shall be assessed as poor and shall again be placed on conditional enrolment for the next year of study.

Failing the Same Unit More than Once

If you fail an elective unit on two occasions you shall be assessed as unsatisfactory for the unit and be excluded from that unit. If you fail a compulsory unit twice you shall be assessed as poor and be placed on “conditional enrolment” for the next year of study. If you fail a compulsory unit for a third time you shall be assessed as unsatisfactory and you will be notified of the ACT’s intention to report you to DHA for unsatisfactory course progress.

Course completion within course duration

Overseas students must at all times be in a position to complete their course in the time-frame of their Confirmation of Enrolment (CoE) in order to be deemed to be maintaining satisfactory course progress. There is an enrolment limit of 20 credit points per semester in all awards, meaning that where it is no longer possible for a student to catch up and complete their course by the end date of the CoE at the rate of 20 credit points per semester, he/she will be deemed to no longer be maintaining satisfactory course progress and the ACT is required to take action against the student under the ESOS Act, which may result in the cancellation of the student’s CoE, the notification to DHA, and subsequent cancellation of the student’s Australian student visa.

Appeals

If you have had a load intervention or a sanction applied to you under this policy, you have the right of appeal against the application of that sanction. To appeal successfully, you must demonstrate that special circumstances contributed to your poor/unsatisfactory academic performance. Grounds other than special circumstances will be considered when you are appealing exclusion from the College for failure to complete a course by expected completion date. Students have twenty (20) working days to access the complaints and appeals process.

Intervention Strategies

When you are deemed to be at risk of not achieving satisfactory course progress, the Registrar of your enrolled college will activate an intervention strategy to counsel the student and assist the student to meet satisfactory course progress such as –

- receiving individual case management
- attending study skills workshops

- receiving assistance with personal issues which are influencing progress
- attending supervised study groups
- receiving tutorial support assistance
- reducing the enrolment load
- a combination of the above

Monitoring Course Attendance Policy

The ACT's affiliated colleges record the attendance of each student to each face-to-face class, be it lecture, seminar or tutorial. The ACT expects 100% attendance normally, but does recognise that circumstances can prevent a student from getting to a class. To achieve satisfactory attendance, you are required to attend *at least* 80% of the scheduled unit contact hours. In case of non-attendance, you are asked to either notify both the lecturer and affiliated college Registrar of your anticipated non-attendance at a class, or to notify them as soon as possible of your reasons for not attending a class.

If you are at risk of not attending at least 80% of the scheduled unit contact hours, you will be contacted by the affiliated college Registrar and counselled regarding your situation. At this stage, the student is identified as 'at risk' of not meeting satisfactory course progress and an intervention strategy must be implemented.

As an overseas student, you are allowed to take no more than 25% of your total course by distance or online learning modes. In addition, you are not allowed to enrol exclusively in online and/or distance mode. You must enrol in at least one face-to-face unit every study period.

Where you have been assessed as not achieving satisfactory attendance for the course in which you are enrolled, you will be notified in writing of the ACT's intention to report you to DHA for not achieving satisfactory attendance.

Student Release and Transfer Policy

The Overseas Student Release and Transfer Policy is available [here](#) and can also be accessed through the ACT Website at <https://www.actheology.edu.au/documents/>. Please make yourself familiar with this policy.

ACT overseas students are restricted from transferring to another provider, and the ACT will not enrol a student wishing to transfer from another registered provider's course to the ACT prior to the student completing a minimum of six months of that principal course except where:

- The original provider has ceased to be registered;
- The course in which the student is enrolled has ceased to be registered;
- The original provider has provided a written letter of release
- The original provider has had a sanction imposed on its registration that prevents the student from continuing his/her course;
- Any government sponsor of the student considers the change to be in the student's best interest and has provided written support for that change.

For full details on the process for Overseas Students release and transfer to another provider, please refer to the policy speak with the Registrar.

If the ACT does not grant the student's request for a letter of release, the student will be provided with a written reason for the refusal. The student also has the right to appeal the decision in accordance with the [ACT's Grievance Resolution Policy for Overseas Students](#). The ACT will maintain a record of all requests from students for a letter of release and the assessment of, and decision regarding, the request on the student's file.

Timeframe for response to a student's request for transfer

The ACT will attempt to respond to all students' requests for transfers within five business days of receipt of the request. The ACT will maintain a record of all requests from students for a letter of release and the assessment of, and decision regarding, the request on the student's file.

Extension, Deferment, Suspension and Cancellation of Enrolment Policy

The Extension, Deferment, Suspension and Cancellation of Enrolment Policy is available [here](#) and can also be accessed through the ACT Website at

<https://www.actheology.edu.au/documents/>. Please make yourself familiar with this policy.

Under the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 (the National Code), registered providers may only enable students to defer or temporarily suspend their studies, including granting a leave of absence, during the course through formal agreement in certain limited circumstances.

The ACT can only defer or temporarily suspend the enrolment of the student on the grounds of:

- a. compassionate or compelling circumstances, or
- b. misbehaviour by the student.

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

- serious illness or injury with a medical certificate stating that you were unable to attend classes;
- bereavement of close family members such as parents or grandparents;

- major political upheaval or natural disaster in your home country requiring emergency travel when this has impacted on your study;
- a traumatic experience which could include involvement in or witnessing a serious accident, witnessing or being the victim of a serious crime (supported by a police or psychologist's report);
- the college's inability to offer a prerequisite unit;
- unavailability of units
- inability to begin studying on the course commencement date due to delay in receiving a student visa.

The ACT will:

- a. inform the student that deferring, suspending or cancelling his or her enrolment may affect his or her student visa; and
- b. notify the Department of Education via PRISMS as required under section 19 of the ESOS Act where the student's enrolment is deferred, temporarily suspended or cancelled.

Please refer to the policy for the procedure on cancellation, deferral or suspension of your enrolment initiated by yourself or the college.

Students who wish to appeal an ACT decision to defer, suspend or cancel student enrolment should refer to section 4 of the Extension, Deferment, Suspension and Cancellation of Enrolment Policy and the ACT Grievance Resolution Policy for Overseas Students.

Extension of Enrolment

The ACT and its affiliated colleges will only extend the duration of your study where it is clear that the student will not complete the course within the expected duration, as specified on your CoE, as the result of:

- a. compassionate or compelling circumstances (e.g. illness where a medical certificate states that the student were unable to attend classes or where the ACT was unable to offer a pre-requisite unit);
- b. the ACT implemented its intervention strategy if the student were at risk of not meeting satisfactory course progress; or
- c. an approved deferment or suspension of study has been granted.

Refund Policy and Agreement for Overseas Students

REFUND POLICY

The Refund Policy and Agreement for Overseas Students is available [here](#) and can also be accessed through the ACT Website at <https://www.actheology.edu.au/documents/>. Please make yourself familiar with this policy.

The Australian College of Theology (ACT, the College) has developed this policy in accordance with Section 28(1) of the ESOS Act 2000 and the National Code 2018.

This policy, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws. Moreover, the dispute resolution procedures of the ACT do not circumscribe the student's right to pursue other legal remedies, such as action under Australia's consumer protection laws.

A copy of this policy must be given to all intending and enrolling overseas students before any course fees are paid. This policy is available on the ACT website (www.actheology.edu.au).

Affiliated colleges may levy a non-refundable Application Fee.

Tuition fees for ACT courses are subject to annual review and the annual tuition fee for a calendar year of study may change from 1 January each year. Thus, tuition fees for units studied will be at the rate applicable at the time of study.

Overseas students are required to pay their tuition fees up-front in full for the first half-year of full-time study (16cps), unless other arrangements have been agreed to in writing by the Registrar of the affiliated college at which the student proposes to enrol. The amount of the fees due at their enrolling college will take account of any subsidy provided by the college.

In the event that the information supplied by an applicant which was the basis for an offer of admission to a course is found to have been incorrect or insufficient for the offered course or to gain admission to another College course, the College shall withdraw the offer and reserves the right to withhold 10% of the tuition fees paid for the first half-year (or \$1000 whichever is the lesser amount) and to refund the balance.

Overseas students are obliged to make up-front payments of tuition and other fees normally no later than the first day in each study period of teaching of units in their course. Tuition fees will be charged according to the unit load for the next study period.

While overseas students can now be allowed to enrol in less than a full-time unit load each study period, they are required to complete the enrolled course within the time frame as stated on the student's Confirmation of Enrolment (CoE) document. This means that if overseas students elect to take less than a full-time load in any study period, they need to keep in mind how they will organize their unit load in future study periods in order to complete the course on time.

Refunds if the student defaults

A student may withdraw from a course any time after acceptance and from a unit at any time during the course of study. However, students and colleges need to be aware of the consequences of such an action in relation to the National Code 2018.

After enrolment, all students will be subject to the provisions of the Variation of Enrolment policy as it relates to withdrawing from units and courses and the consequences according to the time in a study period that the action occurs. [The Variation of Enrolment policy](#) is available on the College's website: www.actheology.edu.au.

A student will be deemed to be defaulted as per Section 47 of the ESOS Act 2000 where the following occurs:

- a. The student does not start the course on the agreed starting day (and has not previously withdrawn)
- b. The student withdraws from the course (either before or after the agreed starting date)
- c. The registered provider of the course refuses to provide, or continue providing the course to the student because of one of the following events:
 - The student failed to pay an amount he or she was liable to pay, directly or indirectly, in order to undertake the course
 - The student breached a condition of his or her student visa;
 - Misbehaviour of the student

The provider will notify, in writing the Secretary and the TPS Director of the default within 5 business days of the default occurring.

Refund Policy on the following student defaults:

- A. *When the student does not start the course on the agreed starting day (and has not previously withdrawn)*

If a student does not start the course on the agreed starting day (and has not previously withdrawn), the student will be deemed to have defaulted on their course. Any pre-paid tuition fees are to be refunded, but any applicable application fees paid by the student will not be refunded.

- B. *The student withdraws from the course (either before or after the agreed starting date)*

After enrolment, all students will be subject to the provisions of the Variation of Enrolment policy as it relates to withdrawing from units and courses and the consequences according to the time in a study period that the action occurs. The Variation of Enrolment policy is available on the College's website: www.actheology.edu.au.

- C. *When the registered provider of the course refuses to provide, or continue providing the course to the student because of one of the following events:*

- The student failed to pay an amount he or she was liable to pay, directly or indirectly, in order to undertake the course
- The student breached a condition of his or her student visa
- Misbehaviour of the student

If the refusal of a course occurred on or before the census date of a unit, the provider will refund unused tuition fees for that unit. If the refusal of a course occurred after the census date of a unit, no refund of tuition fees is applicable for that unit. Units which have not yet begun will be refunded in full if prepaid.

Refunds if the provider defaults

Refunds if the registered provider defaults cannot be covered by a written agreement between the provider and the student. Such situations are covered by the provisions of the Tuition Protection Service. For more information about the Tuition Protection Service, please visit <https://tps.gov.au>.

Where the provider defaults:

- a. If either of the following occurs:
 - (i) The provider fails to start to provide the course to the student on the agreed starting day
 - (ii) The course ceases to be provided to the student at any time after it starts but before it completes
- b. If the student has not withdrawn before the default day.

The provider will notify, in writing, the Secretary and the TPS Director of the default between 3 business days of the default occurring. The provider will also notify the student, in writing, of the default.

The provider will discharge the following obligation within 14 days after the default day:

1. Provide a refund of the unspent tuition fees to all affected students calculated in accordance with the law.
2. Alternatively, arrange for the student to be offered a place in an alternative course at the provider's expense (student will be required to accept the offer in writing prior to implementation).

Other information concerning the refund of tuition fees

When the student is granted Australian permanent residency on or prior to the census date for a teaching period and provides evidence of their enrolment at the College as a domestic student, refund of pre-paid fees minus the fee applicable to domestic students for the same course and units is applicable.

The Registrar of the affiliated college at which a student is enrolled must pay the refund or respond to the request for a refund within four (4) weeks of receipt of the written claim from a student. Refunds will normally be made in the same currency as the fees were originally paid and will be made in the student's home country except in documented special circumstances.

As it is the student only who enters into the written agreement with the affiliated college, and no third party is normally involved, the refund will normally be paid to the student. If the student wishes the refund to be paid to someone else (e.g. in the event that the tuition fees were paid by another person), the student must provide a letter of authority signed by the student and the receiving party, including account details of the receiving party, enabling the college to pay the other party. The letter should be attached to the request for refund.

In circumstances where a student is approved to study at another institution in Australia, any refund must be paid directly to the new institution accepting the student. Refunds in the form of transfer of fees to another institution will be made subject to the student presenting evidence of an offer of a place to study in that institution.

A notice of withdrawal due to special circumstances may be accepted as grounds for a total refund of fees, subject to the provision of acceptable documentary evidence in support of the application for a refund. Special circumstances include, but are not limited to:

- inability to obtain a student visa

- illness or disability
- failure to meet English language requirements for admission
- death of the student or a close family member (parent, sibling, spouse or child)
- political, civil or natural event which prevents full payment of fees.

Critical Incident Policy

Detailed Critical Incident Policy can be accessed online at

<http://www.actheology.edu.au/policies.php>

A critical incident is as an event which results in or has the potential to cause serious harm to persons or property often accompanied by trauma affecting victims and participants. A threshold for the adjective critical could be where expert medical attention or professional counselling is required or the cost of structural repair is substantial. The National Code defines critical incident as a 'traumatic event or the threat of such (within or outside Australia), which causes extreme stress, fear or injury.

A critical incident may vary in terms of the potential scale of the emergency and level of media interest. Those of the college population who perceive the potential for or witness a critical incident that may or does impact a student are also covered by this policy. The critical incident may occur on or off a college campus to a student who is studying by on-campus or off-campus/distance mode.

Principles

(A) Benefits of this policy and procedures

A1. Procedures should ...

- a) reduce the likelihood of critical incidents,
- b) enable incidents to be managed efficiently and compassionately
- c) prevent further harm and promote recovery
- d) facilitate continuous improvement
- e) reduce the risk of independent action

(B) Possible Critical Incidents

B1. Critical Incidents may include but are not limited to the following, whether they occur on-campus or off-campus, during or after normal hours of college activity:

- Acts of violence or threatening behaviour
- Natural hazards or man-made disasters or potential disasters
- Site invasion that leads to harm whether by intent or not
- Accident onsite or offsite
- Acts of self-harm or social irresponsibility
- Structural failure of building or equipment
- Riot or affray
- Onset of physical or mental illness
- Witnessing a critical incident affecting third parties including accident, assault, injury, death
- Person or persons missing and presumed to be at substantial risk
- Arrest

- Acts or omissions of staff, students and/or contractors
- Being the victim of a crime – robbery, assault

(C) Overseas students

C1. Overseas students should be offered special consideration because of less familiarity with local circumstances and institutions and the absence of a personal support network.

(D) Roles of ACT colleges

D1. This policy recommends colleges define responsible persons to supervise the management of critical incidents and ensure the welfare of students and staff.

D2. In order to comply with the National Code 2018, the ACT is obliged to require colleges to keep records of critical incidents including but not limited to the nature of the incident, the way in which it was managed and the follow up actions that took place to complete the recovery.

D3. Since the threshold for defining a critical incident is hard to set and the Code does not appear to have been formulated with consortia in mind, efficiency in reporting would suggest the following practice be adopted: colleges must put in place procedures whereby they can supply on request the information specified in the National Code and they must inform the ACT promptly of any particularly serious incidents.

Policy Content

(A) Disclaimer

A1. This document provides guidance on procedures to adopt in handling critical incidents but does not restrict the scope or power of college executives to adapt or modify them as seems appropriate. Advice from specialist organisations is readily available on emergency management and risk management and should be consulted. Moreover, government regulations specify requirements and procedures relating to a variety of risks, e.g. fire, flood, etc., which are likely to be incorporated in risk management plans.

(B) Roles and responsibilities in colleges

B1. The college should incorporate the critical incident policy within its risk management framework.

B2. The college should bring their critical incident policy and procedures to the attention of staff and students at the time of their orientation or induction to the college.

B3. The college should include in the procedures for dealing with critical incidents the following:

- a) Mechanisms to reduce the likelihood of occurrence of a critical incident, i.e. basically risk management plans.

- b) Designate the person with responsibility for oversight and authority of a critical incident. Such person would usually be the CEO (Principal) but the supervisory responsibility may be delegated to a person with known capability. The person designated should be self-controlled, able to think clearly and respond decisively and keep the CEO informed. The Principal may establish roles for particular staff, form any teams that seem appropriate and delegate responsibilities to personnel with appropriate expertise. Colleges may find it helpful to establish a team of responsible people to strengthen the response capability.
- c) Reporting and communication systems that provide information flow up and down the line of command, and include assembly points made known to on-campus personnel. It is important to avoid confusion and ensure the coordination of decisions and actions in the event of an incident.
- d) Mechanisms that ensure personnel who first identify an incident know who to report to and are aware that they should avoid actions that compound risk. This may include training programs.
- e) Personnel with competencies likely to assist with incident response, e.g. those with first aid qualifications, technical skills, etc.
- f) Contacts for expert advice: medical, fire, SES, police, counselling
- g) An aide to the person in charge can be helpful in recording responses and checking against established procedures, and passing such records to the Registrar. The Registrar should normally be responsible for ensuring a report is compiled and records maintained.
- h) Mechanisms to identify follow up procedures for affected parties to an incident in a way that brings finality.
- i) Scheduling of debriefing and formulation of recommendations arising from the incident review

Staff and students are responsible for ...

- a) following the critical incident procedures published by their college
- b) knowing to whom they report an incident or the potential for an incident
- c) not placing themselves or others at risk of injury or other trauma
- d) supporting those with overall responsibility for oversight of the process
- e) availing themselves of the support mechanisms in the event of exposure to a critical incident

(C) Responsibility of the ACT Office

C1. The ACT office and/or Academic Board is responsible for determining any amendments that may be appropriate for a student's study and assessment program, and will act on any recommendations made by the college.

C2. The ACT office or Academic Board may also act in regard to any staff matter for which the ACT has responsibility and will act on any recommendation by the college.

Procedures

1. Introduction

(A) Student File Essentials

For the purposes of managing incidents student files should normally contain:

- Coloured Photograph
- For overseas students a copy of the title and Australian visa pages of their Passport
- Student's religion
- Emergency contact telephone numbers, with next of kin details, agent or sponsor (as applicable)
- Any other significant personal details – student ID, course details, medical conditions, allergy information, etc.
- Medical insurance status

2. Procedures

(A) Preamble

The following procedures are indicative, provide guidelines and should be adapted to college circumstances.

(B) Action by witness or directly affected party

B1. A person who witnesses an incident or is the first contacted shall ...

- a) contact the Principal or responsible person
- b) act as directed by the responsible person
- c) if directed or in the absence of obtaining immediate access to the responsible person, contact emergency services as soon as it is safe to do so
- d) take immediate action to minimise the risk of further injury or damage
- e) act to protect the safety and welfare of witnesses
- f) assess the situation carefully and gather information

(C) Action by responsible person (i.e. Principal or designated person)

C1 The responsible person shall ...

- a) maintain oversight of the incident
- b) arrange for expert help as required
- c) establish communication systems to keep affected parties informed, including family and friends during the incident and throughout the follow-up period
- d) direct others to assist in the management of the incident
- e) ensure appropriate effective support is provided to affected parties

- f) protect the site or anything associated with the incident in case the matter is investigated by the Police or other government agency
 - g) set up a recovery room with appropriate furniture and resources if appropriate
 - h) gather relevant information about the incident and interview affected parties
 - i) assist staff/students to contact their family/close friend(s) to advise them of the situation and provide other assistance as necessary and appropriate
 - j) assist members of the public to contact their family/close friend(s), and assist them as appropriate, perhaps by arranging transport for them
 - k) inform the Principal and the Registrar and Dean of Students of the situation
 - l) if the incident has impacted an overseas student, inform the Overseas Student Contact Officer for the campus
 - m) debrief those who worked on the incident
 - n) establish a means of keeping affected parties informed without compromising legal, insurance or reputational liability.
 - o) prepare or arrange for the preparation of a Critical Incident Report. The Registrar would normally be responsible for seeing that this was completed satisfactorily and kept on file.
 - p) Assess implications arising for risk mitigation and arrange for their implementation
- (D) Action by the Registrar or person designated by Registrar
- D1. The Registrar, or designated responsible person, shall ...
- a) assist in the documenting of the incident and preparing the incident report
 - b) assess the implications for an affected student's study and assessment program
 - c) under the direction of the responsible person manage the follow up procedures
 - d) contact the ACT Dean or his delegate, advising of matters relevant to ACT responsibilities and submitting the Incident Report when completed as appropriate
 - e) arrange for any necessary notification to relevant educational and government bodies, e.g. DIAC, Consulate/Embassy, etc.
 - f) monitor or assist the Principal in monitoring investigations by any external agencies
 - (g) maintain a complete record of critical incidents
- (E) Action by the Principal if not the responsible person
- E1. If the Principal is not the responsible person, the Principal shall ...
- a) Contact the ACT Dean, as appropriate, and confirm his knowledge of the incident and action being taken or completed
 - b) receive the Critical Incident Report
 - c) consider any recommendations
 - d) manage relations

Application Procedure – Overseas Students

To apply to study at Trinity Theological College please follow these steps. Please allow at least four (4) months to complete the process.

Our usual entry point to the college is the last week of January. Therefore, application enquiries should reach the Registrar by the end of September for Semester 1 entry or end of April for Semester 2 entry.

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

Step 1: Self-Assessment for Student Entry Visa

Go to the Department of Home Affairs Website <https://www.homeaffairs.gov.au/trav/visa-1/500->

If after reading through this, you feel you meet ALL the Australian Government requirements and you wish to apply to study with us at Trinity Theological College proceed to the next step.

Step 2: Application to Registrar

1. Submit a Prospective Student Contact Form via the TTC website at <https://www.ttc.wa.edu.au/prospective-student-form/>.
2. On receipt of the above form, the registrar will email a letter containing important information relevant to overseas students wishing to study in Australia. Please ensure you read this carefully. You will also be sent an application form, a pro forma letter of recommendation to send to your three referees, and a list of the documentation required to be submitted with your application form.
3. Documentation required to be submitted along with your completed application form must include:
 - a. A colour passport photo;
 - b. Certified copies of all prior tertiary studies
 - c. Certified copy of the Original Academic IELTS test results notice
 - d. Certified copy of your current passport
 - e. Prior Learning Portfolio (if applying for academic credit or recognised prior learning)
 - f. Ensure that Letters of Recommendation from your Pastor, a leader in your church and a mature Christian friend are sent by your referees directly to registar@ttc.wa.edu.au . These references should be independent of each other and should not be a family member.
 - g. A one-page response to each of the following questions:
 - i. Your Christian life so far – telling us about your Christian life to date

- ii. Christian Service - Giving details of your current involvement in Christian Service
 - iii. Why Trinity Theological College? Telling why you wish to study at the college and what ministry or Christian service you would like to pursue after graduation.
4. A non-refundable application fee of AUD \$250 to cover processing costs (payment details are located in the application form)

Please note that unless all the above is completed and forwarded to registrar@ttc.wa.edu.au, we will be unable to process your application.

On receipt of the above, Trinity Theological College will arrange an interview with the Principal or his representative.

After this interview, your application will be presented at the next meeting of the selection panel at Trinity Theological College for consideration. If it is agreed by the selection panel that a place is to be offered to you, a written offer in the form of a Written Agreement will be sent to you and acceptance of this offer may only be confirmed by signing and returning the Agreement. On receipt of your acceptance and your first semester tuition fees, you will be sent an ACT Confirmation of Enrolment for Overseas Students which you will need prior to applying for a student visa.

Step 3: Information to Registrar

You must submit the following:

- Details of your accommodation arrangements
- Receipt for payment for Overseas Student Health Cover (OSHC) and a copy of your OSHC Insurance Certificate.
- Payment for all College fees for the first semester of the course. To be made only after you have signed and returned the written agreement.

Step 4: Apply for Student Visa

You must:

- a. apply for a student visa online at <https://www.homeaffairs.gov.au/> or;
- b. apply to the Australian Embassy or Department of Home Affairs (DHA) Office for a student visa. You will need to take with you the ACT Confirmation of Enrolment for Overseas Students.

Step 5: Travel Arrangements

Once you have received a student visa:

- a. Provide the college with a copy of your Australian student visa and photocopy of your passport details and;
- b. Advise the college of your travel arrangements including your arrival time.

On your arrival in Perth you will need to contact the College to make an appointment with the Registrar and attend our Orientation programme.

