

## Australian Apostolic College



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### Certificated IV, Diploma and Advance Diploma

AAC: 16 - Student Enrolment Form V24/11/09

| Please complete all details requested in spaces provided. |                                 |                          |  |
|---|---------------------------------|--------------------------|--|
| <b>Personal &amp; Contact Details</b>                     |                                 |                          |  |
| Student Number (if known)                                 |                                 |                          |  |
| Surname   |                                 | Title (e.g. Mr, Mrs, Dr) |  |
| Given Name(s)   |                                 |                          |  |
| Date of Birth (e.g. DD/MM/YYYY)                           | / /                             | Gender (Tick one)        | <input type="checkbox"/> Male<br><input type="checkbox"/> Female |
| Phone Number (Home)                                       | ( )                             | Phone Number (Work)      | ( )  |
| Phone Number (Mobile)                                     |                                 | Fax Number               | ( )  |
| Email Address   |                                 |                          |  |
| Social Networking Address                                 | E.g. Facebook, Twitter, MySpace |                          |  |
| <b>Street Address</b>                                     |                                 | <b>Postal Address</b>    | <input type="checkbox"/> Same As Street Address                  |
| Street Address / PO Box                                   |                                 | Street Address / PO Box  |  |
| Suburb  |                                 | Suburb                   |  |

|   |  |   |  |
|---|--|---|--|
| Postal Code / Zip Code  |  | Postal Code / Zip Code  |  |
| Country   |  | Country   |  |
| Emergency Contact Name<br>(Please give contact details for someone we can contact in case of an Emergency)                              |  | Phone Number/s  |  |
| Your Current Occupation   |  | In which country were you born?   |  |
| Do you speak a language other than English at home?<br>(Tick One)   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No  | If Yes please specify   |  |
| How well do you speak English?<br>(Tick one)  | <input type="checkbox"/> Very Well<br><input type="checkbox"/> Well<br><input type="checkbox"/> Not Well<br><input type="checkbox"/> Not At All  | Do you identify yourself as any of the following<br>(Tick any that apply)   | <input type="checkbox"/> Aboriginal<br><input type="checkbox"/> Torres Strait Islander |
| Please indicate any areas of disability, impairment or long-term condition, that you consider yourself to have<br>(Tick any that apply) | <input type="checkbox"/> Hearing/Deaf<br><input type="checkbox"/> Physical<br><input type="checkbox"/> Intellectual<br><input type="checkbox"/> Learning<br><input type="checkbox"/> Mental Illness  | <input type="checkbox"/> Acquired Brain Injury<br><input type="checkbox"/> Vision<br><input type="checkbox"/> Medical Condition<br><input type="checkbox"/> Other (Please Specify Below)  |  |
| Select which best describes you<br>(You may tick more than one)   | <input type="checkbox"/> Full-time employed<br><input type="checkbox"/> Part-time employed<br><input type="checkbox"/> Full-time employed in the ministry<br><input type="checkbox"/> Part-time employed in the ministry<br><input type="checkbox"/> seeking employment in the ministry/missions | <input type="checkbox"/> Self employed<br><input type="checkbox"/> Employer<br><input type="checkbox"/> Unemployed – seeking full-time work<br><input type="checkbox"/> Unemployed – seeking part-time work<br><input type="checkbox"/> Not employed – not seeking employment |  |
| <b>Academic Qualifications</b>  |  |   |  |
| What are your highest COMPLETED secondary school level and the year you completed study?  |  |   |  |

|  |  |
|--|--|
| List other academic qualification, the college/university that issued the qualification and date                         |  |
| <b>Course Details (for course you wish to enrol in)</b>  |  |
| Course Code<br>(e.g. 30537QLD)   |  |
| Course Name<br>(e.g. Cert. IV in Christian Ministry and Theology)  |  |
| Course Start Date  |  |
| Course Delivery Location   |  |
| Select which best describes why you want to enrol in this course<br>(You may tick more than one)                         | <input type="checkbox"/> To study God's Word<br><input type="checkbox"/> To prepare myself God's work<br><input type="checkbox"/> To prepare myself for ministry/missionary service<br><input type="checkbox"/> To help others<br><input type="checkbox"/> To work in my community<br><input type="checkbox"/> To try for a different career<br><input type="checkbox"/> For personal interest<br><input type="checkbox"/> To get a job<br><input type="checkbox"/> To develop my existing business<br><input type="checkbox"/> To start my own business<br><input type="checkbox"/> To get a better job or promotion<br><input type="checkbox"/> It was a requirement of my job<br><input type="checkbox"/> I wanted skills for my job<br><input type="checkbox"/> To get another course of study<br><input type="checkbox"/> Other reasons |
| Tax file number (if fees are to be paid through FEE-HELP)  |  |
| <b>Church Background</b>   |  |
| A written testimony of their personal experience of salvation (no more than 100 words)                                   |  |
| Bullet point summary of your experience as a volunteer or paid employee in Christian and/or non-Christian organisations. |  |
| Including you pastor two referees from the Christian community   |  |
| 1. Pastor's Name   | phone                      mobile                      e-mail  |

|  |        |                              |        |
|--|--------|------------------------------|--------|
| 2. Referee Name  | phone  | mobile                       | e-mail |
| Name of church   |        |                              |        |
| Address  |        |                              |        |
| Phone  | e-mail | website                      |        |
| <b>Please acknowledge that you have read all the following information (available on website)</b>  |        |                              |        |
| <input type="checkbox"/> General Course Information - re-student-handbook<br><input type="checkbox"/> Total Fees required, method of payment options and refund policy – re-student-handbook<br><input type="checkbox"/> Pre-requisites for entry - re-student-handbook<br><input type="checkbox"/> Course Outline - re-student-handbook<br><input type="checkbox"/> Student handbook  |        |                              |        |
| <input type="checkbox"/> <b>I agree that I have read, and will abide by the above information</b>  |        |                              |        |
| I understand that as an Adult Learner I take responsibility to:  |        |                              |        |
| <ul style="list-style-type: none"> <li>• Participate actively in training/group discussions and activities</li> <li>• Respect other students' point of view, and value their contribution and experience to discussion</li> <li>• Monitor my own learning and follow up promptly issues that I don't understand or require further clarification</li> <li>• REFLECT on the training undertaken and actively explore the theory/applications within my own work situation.</li> </ul> |        |                              |        |
| In addition to written communication e.g. letter - <i>I agree</i> to use email, Facebook and other forms of electronic media/social networking as a means to receive communication from AAC and it's staff.  |        |                              |        |
| Signature  |        | Date<br>(e.g.<br>DD/MM/YYYY) | / /    |
| <b>DECLARATION</b>   |        |                              |        |
| For your application to be valid you must complete this Section. If you are under 18 years old your parent or guardian must co-sign the applications.  |        |                              |        |
| <b>Declaration By Applicant</b>  |        |                              |        |
| I certify that the information on this form and the supporting documentation are correct and complete. I authorize AAC to obtain other details relating to my academic record. I acknowledge the provision of incorrect information and documentation relating to my application may result in cancellation of my enrolment.   |        |                              |        |

|   |                                    |                             |            |
|---|------------------------------------|-----------------------------|------------|
| Applicant Signature   |                                    | Date (e.g.<br>DD/MM/YYYY)   | / /        |
| Signature of<br>Parent/Guardian<br>(if under 18 years)  |                                    | Date (e.g.<br>DD/MM/YYYY)   | / /        |
| <b>Payment Information:</b>   |                                    |                             |            |
| <b>Application Fee</b><br>A non-refundable application fee of \$75 must be paid before application is accepted  |                                    |                             |            |
| <b>See website for payment options</b>  |                                    |                             |            |
| <b>Please note for further reference</b>  |                                    |                             |            |
| Payment of units/course is non-refundable unless classes are cancelled or deferred to a time unsuitable to the student: See Course Information Refund Policy and student handbook for further details.  |                                    |                             |            |
| <b>Privacy Policy</b>   |                                    |                             |            |
| Australian Apostolic College is collecting the information on this form for the purpose of processing your enrolment application. Only authorized staff have access to this information. Personal details will not be disclosed to any other third party without the client's consent unless authorized or required by law. |                                    |                             |            |
| <b>Office Use Only</b>  | Date Received (e.g.<br>DD/MM/YYYY) | / /                         | Initial    |
| Payment Processed   | / /                                | Initial                     |            |
| Enrolment Recorded  | / /                                | Initial                     | Student ID |
| <b>Office Use Only</b>  | <b>Date</b>                        | <b>Name &amp; signature</b> |            |
| Application Received  |                                    |                             |            |
| Registration Paid   |                                    |                             |            |
| Course Enrolled   |                                    |                             |            |
| Acceptance letter sent with details of course   |                                    |                             |            |
| Processed   |                                    |                             |            |

### IMPORTANT CONDITIONS - PLEASE READ

1. Students must arrange payment of all fees at enrolment. To assist students we have provided an On-line Fee Payment Service. Your fees are made up of three components: (a) Registration fees, (b) Tuition fees, and (c) Graduation fees. In cases of financial hardship, students may pay by instalments under conditions specified by the college after an initial \$100 deposit has been paid.
2. Subject to the Refund Policy, a student is liable for all their fees even if they withdraw.
3. AAC may refuse admission to students who have defaulted on the payment of charges and have outstanding debts to the College.
4. Re-enrolment in a subject, which a student has failed twice, is not permitted, unless approval has been obtained from the college.

5. Assessment results will not be given over the phone. All results will be posted to your postal address, so please ensure that you inform the office of changes to your address prior to completion of the course.
6. At the completion of a Certificate/Diploma/Advanced Diploma the student should submit an Application for an Award Form in the semester in which the award requirements are completed. Please be aware that for mutual recognition, AAC can give recognition to qualifications and relevant units of competency and related qualifications issued by other Australian registered training organisations if supporting documentation is provided (e.g. certified copies of previous awards).
7. The College is obligated to provide a student's name, address and enrolment data to the Department of Training, Centrelink and other authorised institutions when requested.
8. Students are responsible for the payment of fees. Where an employer has signed an agreement with ACC to pay fees and charges on behalf of a student, the college will invoice the employer. If, however, the fees are unpaid, students remain liable for payment of all student fees.
9. Students are advised that some courses may require them to undertake a work placement within the industry. Prior to such placements, a student will need to meet certain industry conditions (e.g. holding a valid Blue Card, etc.). In such work placements, students are expected to act professionally and meet the normal behavioural standards of the industry (e.g. dress code, work hours, medical certificate if absent from work, etc.) to satisfy the competency standards of work placements.

## REFUNDS POLICY

### A full refund will be granted if:

- a student withdraws from an entire course because the course is cancelled; or
- the College reschedules a class/course to a time unsuitable for the student

NB: In all cases, refunds are not automatically made. Students must formally request a refund by filling in a Refund and Withdrawals form.

### A partial refund will be granted if:

- a student can offer written evidence that they must withdraw for reasons beyond their control which prevent them from continuing their studies. In such cases as are approved by the college, the refund will be on a pro-rata basis.

### No refund will be granted if:

- a withdrawal/application for refund is submitted that does not meet the previously listed requirements.  
Note: No refund applies to units of competency not yet commenced if the application is lodged after 14 day period, as they are part of a course/program of study.
- because of the ceiling of tuition fee charges, full-time students who withdraw from a single module/unit of competency may not, in some instances, be entitled to a refund.

### Special circumstances

- Pro-rata refunds may be approved by the College Dean if students can establish with documentary evidence satisfactory grounds for withdrawing from the course/qualification e.g. serious illness or disability, transfer of employment or other circumstances beyond their control.

### Students who withdraw while on a Payment Plan

- A student who is paying by the installment plan option will only be entitled to a refund if the total owed by the student is less than the refund due. In situations where a student owes more than the refund due, a new fees payment agreement will be issued and their outstanding debt amended. Note: If students do not officially withdraw within the limits previously specified they will still be liable for full payment of any outstanding fees.

**Note:** This policy does not apply to International Students. International Students seeking a refund must contact the AAC International co-ordinator.

## **SKILLS RECOGNITION or RECOGNISED PRIOR LEARNING (RPL)**

### **What is Skills Recognition or RPL?**

Recognition of Prior Learning (RPL) is the formal acknowledgment of skills, knowledge and attitudes (elements of competencies) obtained through formal and informal training, study, work and life experience. RPL can be given where formal study in a previously completed course has led to a person demonstrating the same competencies as will be assessed by doing an AAC course. RPL can also be given where a person has evidence that competencies have been developed in situations outside the classroom.

### **Who is eligible?**

To be eligible to enrol in this qualification, students must meet the following pre-requisites:

- Have supplied AAC with a certified copy of a nationally or internationally accredited qualification/ qualifications and relevant units of competency; or
- Have documented extensive relevant community services or industry experience and a demonstrated ability to work at the applying for RPL level.
- Evidence profile consisting of e.g. supervisors reports, examples of work and resume

Once the above criteria are met, then an application for Skills Recognition can be completed. Once an application for Skills Recognition is made, it is implied that the student is asserting they already have the knowledge, skills and experience to meet the requirements of the competency or competencies that they are applying to have Skills Recognition for. Consequently, there are no classes to attend AND there is no provision for academic assistance for the student. Administrative assistance is certainly available to ensure correct enrolment and other system requirements are met.