

# PLANETSHAKERS COLLEGE

## APPLICATION: NON-ACCREDITED NIGHT CLASS

### PERSONAL DETAILS

Title:  Ms  Miss  Mrs  Mr  Dr  Pastor  
 Other

First Name: \_\_\_\_\_

Preferred First Name: \_\_\_\_\_

Middle Name/s: \_\_\_\_\_

Family Name: \_\_\_\_\_

Previous Family Name: \_\_\_\_\_

Date of Birth (dd/mm/yyyy): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Country of Birth: \_\_\_\_\_

### CONTACT DETAILS

Home Phone: ( ) \_\_\_\_\_

Mobile / Cell Phone: \_\_\_\_\_

Work Phone: ( ) \_\_\_\_\_

Email: \_\_\_\_\_

Postal Address: \_\_\_\_\_

City / Suburb: \_\_\_\_\_ State: \_\_\_\_\_

Country: \_\_\_\_\_ Postcode: \_\_\_\_\_

#### International Students Only

Are you currently  onshore  offshore?

### EMERGENCY CONTACT

Title:  Ms  Miss  Mrs  Mr  Dr  Pastor  
 Other

First Name: \_\_\_\_\_

Middle Name/s: \_\_\_\_\_

Family Name: \_\_\_\_\_

Date of Birth (dd/mm/yyyy): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Country of Birth: \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_

Mobile / Cell Phone: \_\_\_\_\_

Work Phone: ( ) \_\_\_\_\_

Email: \_\_\_\_\_

Postal Address: \_\_\_\_\_

City / Suburb: \_\_\_\_\_ State: \_\_\_\_\_

Country: \_\_\_\_\_ Postcode: \_\_\_\_\_

### CHURCH (OPTIONAL)

Church Name: \_\_\_\_\_

Church Address: \_\_\_\_\_

Church Phone: \_\_\_\_\_

Church Email: \_\_\_\_\_

Church Denomination: \_\_\_\_\_

Church Senior Pastor's Name: \_\_\_\_\_

### CULTURAL BACKGROUND

Country of Birth: \_\_\_\_\_

If born overseas, year of arrival: \_\_\_\_\_

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

Citizenship: \_\_\_\_\_

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

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

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

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

No  Yes If Yes, you must provide evidence of this

### ENGLISH PROFICIENCY

Do you speak a language other than English at home?

No  Yes

If Yes, which language? \_\_\_\_\_

Is English your first language?  No  Yes

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

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

Name of English Language Test completed: \_\_\_\_\_

Test Date (dd/mm/yyyy): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Test scores: \_\_\_\_\_

### DISABILITY

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

No  Yes  If Yes, please indicate:

Hearing  Vision  Learning

Medical  Mobility

Other \_\_\_\_\_

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

No  Yes

### AGENTS USE ONLY:

## APPLICATION PACKAGE CHECKLIST

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### COURSE SELECTION

#### VIC

- Introduction to the Bible
- Evangelism

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

- Pastoral Reference form completed and returned to the College
- Application Fee \$25.00 (non refundable) prior to 30th Jan 2012 or Mid Yr Intake – prior to 2nd July 2012
- LATE Application Fee \$50.00 (non refundable) after 30th Jan 2012 or Mid Yr Intake – after 2<sup>nd</sup> July 2012
  
- Payment of \$300 for Non-Accredited Introduction to the Bible  
OR
- Payment of \$150 for Non-Accredited Evangelism  
OR
- Combined Class price of \$400 (inc. \$50 combined class discount)

### PAYMENT OF APPLICATION AND TUITION FEES

Please accept payment of my Application and Tuition Fee by:

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

OR

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

OR

- Credit Card  Visa  MasterCard

Card number: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Name on card: \_\_\_\_\_

Signature: \_\_\_\_\_

Expiry Date: \_\_\_\_\_ / \_\_\_\_\_ (mm/yy)

## POLICY AND PROCEDURES

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

### Policy for Fees and Payments

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

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

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

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

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

### Withdrawal

Withdrawal shall ordinarily:

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

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

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

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

### Privacy policy

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

## DECLARATION

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

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

Signature of Applicant: \_\_\_\_\_ Date (dd/mm/yyyy) / /

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

Name of Parent/Guardian: \_\_\_\_\_

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

## PLEASE SEND THIS COMPLETED FORM AND THE REQUIRED ATTACHMENTS TO:

Registrar Planetshakers  
PO BOX 641  
Box Hill, Victoria  
3128

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

### Refund Policy for International Students

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

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

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

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

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

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

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

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

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

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

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

### Refund Policy for Students eligible for VET FEE-HELP Assistance

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

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

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

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

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

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