REGISTRATION FORM 2016

SEMESTER TWO

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<th>FAMILY NAME:</th>
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<td>STUDENT NO.:</td>
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- Diploma Theology
- Diploma of Christian Studies (BMin/BTh units)
- Associate Degree of Christian Thought and Practice
- Bachelor Theology
- Bachelor Ministry
- Graduate Certificate in Arts
- Graduate Diploma Arts
- Master Arts
- Master Divinity
- Master Theology

- Full-time
- Part-time
- Casual
- Semester Study

- Yes (Nazarene Church)
- Yes (Wesleyan Methodist Church)
- Yes (other)

STUDENTS ARE REMINDED THAT IT IS THEIR RESPONSIBILITY TO ENSURE THAT UNITS TAKEN MEET COURSE REQUIREMENTS. Information on course requirements can be found at [http://www.scd.edu.au/](http://www.scd.edu.au/). IF UNSURE, SCHEDULE A TIME TO MEET WITH THE REGISTRAR.

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<tr>
<th>CLASSES</th>
<th>UNIT CODE</th>
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FINANCIAL

Please indicate intended method of payment for both tuition and student amenities:

- Tuition Fees:  □ FEE-Help  □ Other ([You must make an appointment with the Business Manager to establish payment option on or before Orientation](http://www.scd.edu.au/))
- Student Amenities Fees:  □ Cash  □ Direct Debit  □ Credit Card

[applicable to all on-campus students]

[NB: withdrawal from a unit after CENSUS date will not alter student responsibility for tuition fees. Refer to Refund Policy. Semester 1 2016 CENSUS Date: 15 August 2016.]

**Fees for late and amended registrations**

Students should be aware of the following fees:

Registration after Close of Registration [Friday 22 July 2016] will attract a Late Fee of $50.

Students may register up to Census Date: 15 August 2016.

Students who change registration after Close of Registration [Friday 22 July 2016] will attract a Change of Registration Fee of $50. Students may change registration up to Census Date.
Students may withdraw from a registered unit at any time. However the following **Withdrawal Fees** apply:

- up to Close of Registration………………………………………………. no fee
- after Close of Registration and up to the commencement of class ……. $100
- after commencement of class and up to Census Date……………………. $200
- after Census Date ………………………………………………………… Full unit fee plus the possibility of a 'fail' grade on transcript.

**Communication**

**Students are required to attend Orientation** and are responsible to ensure they are familiar with material presented in Orientation. **Orientation for semester 2 2016 will be held on Monday 25 July 2016 commencing at 9.00am.** NB: Semester Classes start on Tuesday 26 July 2016.

Official communications will be sent via email to the student’s College email address i.e. yourfirstinitialandlastname@ntc.edu.au.

- **Students must check email on a regular basis.** Any failure to be aware of information sent via the email is not the responsibility of the College.
- Students should ensure that they have a reliable internet connection.
- When sending important emails to the College the ‘read –receipt’ function should be used.

A text-book list is generally available from the office. While every effort will be made to ensure textbooks form part of the Library resources, students should note it is not possible to guarantee the availability of any particular book at any given time.

**Registration Agreement**

I agree to comply with all of the policies and regulations of Nazarene Theological College and the Sydney College of Divinity and with the decisions of the constituted authorities so far as they apply to me.

I understand that it is my responsibility to ensure that units taken meet course requirements. Information on course requirements can be found at [http://www.scd.edu.au/](http://www.scd.edu.au/)

I am aware of the requirements of the Student Handbook. At such time that I am no longer in harmony with said policies and regulations; I will voluntarily withdraw my enrolment. I understand that otherwise my admission may be revoked.

I do / do not give permission for photographs and computer images to be used in external publications, publicity materials, and college newsletters and on the college website.

Student’s Signature: [Click here to enter text.](#) Date: [Click here to enter a date.](#)

(By typing your name you agree that this electronic signature is the legal equivalent of your manual signature)

Please ensure all fields are completed and return to the Registrar (registrar@ntc.edu.au)

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**OFFICE USE ONLY**

Registrar’s Signature: [Click here to enter text.](#) Date: [Click here to enter a date.](#)

- ☐ Financial clearance [Click here to enter text.](#)
- ☐ Invoice sent

- ☐ Entered in EDUPoint
- ☐ Entered on to Class List

- ☐ Notified IT for computer access and Email
- ☐ Notified Library for library access