STUDENT LIFE HANDBOOK

2015
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WELCOME TO THE NTC COMMUNITY!

You are commencing, what I pray will be, one of the most challenging and enriching journeys you have ever undertaken. Exploring new possibilities and expanding our capacity to embrace new perspectives through education, makes this both an exciting and demanding journey.

NTC is a fellowship of learners who are passionate about making a difference in our world. NTC seeks to foster a climate of positive anticipation toward the future in a supportive environment. What a profound time in history to be alive and active in our world!

Opportunities exist at NTC to interact with a variety of cultures and you will forge friendships with many of your fellow learners that will last a lifetime. A celebration of unity in the midst of diversity creates an appreciation for the contribution that each one brings to our community. Genuine transformation is very much a part of this educational process, so be ready for challenge and change!

What more can I say, except, “Welcome to life changing encounters to the glory of God!”

Rev Dr Bruce G Allder
Principal
FACULTY AND STAFF FOR 2015

Principal
Rev Dr Bruce G. Allder, BPharm, MDiv, EdD
(Liturgical Studies, Pastoral Theology and Practice)

Academic Dean/Director of Research
Rev Assoc. Prof. David B. McEwan, HND, MDiv, PhD
(Theology, Pastoral Theology and Practice)

Dean of Students
Rev Roland Hearn, BA

Registrar/Lecturer
Major Dr Dean Smith BA, GradDipTh, MTheol, PhD
(Theology and Philosophy)

Lecturers
Rev Rob Fringer, BA, MA, PhD Candidate
(Biblical Languages, Biblical Studies)
Rev Richard Giesken, BBuSc, GradDipEd, MTh
(Biblical Studies, Missiology)

Sessional Lecturers
Dr Deidre Brewer-Latz, BA, MA, PhD
The sessional faculty for any given year are available on the college website.

Librarian
Ms Andree Pursey, GradDip (Library & Information Science), GradCertArts

Librarian’s Assistant
Mrs Christine McEwan, DipTeach

Gap Year Program Co-ordinator/College Tutor
Mr Aaron Park, BTh, MA

Business Manager
Peter Kirkland

Bookkeeper
Vanessa Fringer

IT Manager
Dan Reinhart

Reception/Registrar’s Assistant
Judith Kirkland

Property Manager
Keith Schmidt
NTC OFFICE HOURS
Monday—Thursday, 8am—5pm; Friday 8am—4pm

The Office is closed for the Christmas and New Year holidays; actual dates are posted on the website.

COLLEGE CLASS HOURS
Classes
Monday – Thursday
8.30am – 3.00pm
6.30pm – 9.30pm

Please consult the college timetable (available at www.ntc.edu.au) for the class days and times applicable for each unit. Any modifications to the timetable will be notified by e-mail. It is the student’s responsibility to be aware of class hours and any amendments to the timetable that may take place from time to time.

Please Note: the class hours can be varied in consultation between the lecturer and the students, and with approval from the Academic Dean.

LIBRARY HOURS
Library Hours are posted on the college website. Changes will be notified through email if they occur.

CHAPEL
Tuesday: 11:00am – 12.00noon

STUDENT FEES

FEE STRUCTURE (ACCREDITED COURSES)
Undergraduate Tuition – Diploma – Credit (per 9cp unit) .............................. $1375
Undergraduate Tuition – Bachelor – Credit (per 9cp unit) .......................... $1650
Postgraduate Tuition – Credit (per 9cp unit) ............................................ $1925
Bachelor Hons. Thesis ..............................................................set fee $6850
Audit (unless otherwise noted) ..........................................................50% Unit Fee

NOTE: All tuition fees are due at registration. Please indicate the units to be applied to FEE-HELP at time of registration.

REFUND POLICY
A full refund may be given up to Census Date, less the applicable withdrawal fee.

WITHDRAWAL FEE
Up to commencement of unit ........................................................................ $100
Up to Census Date ......................................................................................... $200
OTHER FEES (APPLICABLE FOR FULL-TIME AND PART-TIME STUDENTS)
Overseas student administration fee (non-refundable payable on application) .... $200
Enrolment variation fee (per occasion) ........................................................................ $50
Late enrolment fine ...................................................................................................... $50
Application for credit for previous study made prior to enrolment .................. $50
Affiliate member library fee (per semester) ............................................................... $50
Off-campus library resource fee (per unit) ............................................................... $50
Library fine (per day per item overdue) ............................................................... $1
Lost library item charge .......................................................................................... Replacement cost
Lost or damaged equipment charge ......................................................................... Replacement cost
Student ID fee ........................................................................................................ $20
Transcript fee .......................................................................................................... $25
Student Association Fee (On campus students) ......................................................... $25/Unit

Some fees for non-accredited courses attract GST. Courses will not be recorded on the academic record nor an award conferred until the student's account is paid in full. All fees are subject to periodic review. All dollar amounts are in Australian dollars.

There may be some differences in fees for overseas students. Please contact the Registrar for further information or consult the 2015 Prospectus

GOVERNMENT FINANCIAL ASSISTANCE (FEE-HELP & AUSTUDY)

Austudy, or Youth Allowance, is available to students who meet the criteria and further information is available through Centrelink or the Centrelink website at: http://www.humanservices.gov.au/customer/dhs/centrelink

PAYMENT OF ACCOUNTS
Accounts may be paid at any time during office hours, or via Internet Banking. Please contact the office for information on this service. It is imperative that student accounts are kept up to date otherwise grades may not be entered on transcripts or released to students, and in some cases, students may be required to discontinue their studies.

FINANCIAL RESPONSIBILITIES
Tuition and fees for each semester are to be paid in full at the beginning of each semester. Students making use of FEE-HELP will have their fees paid directly to NTC. Casual students must pay for the unit prior to the beginning of classes. No transcripts will be issued or awards conferred until a student's accounts are paid in full.

The college office will accept payments through the use of MasterCard and Visa. Credit card payments may be made in person or via the telephone.
Please Note:
All accounts are due and payable at registration.
Students not using FEE-HELP will be expected to pay each semester's fees on registration.
Students who cannot pay all fees on registration must negotiate an instalment plan with the college Business Manager before their enrolment can proceed.
Those who are not able to properly maintain their financial accounts may be required to discontinue classes and relocate off campus.

CREDIT ARRANGEMENTS
NTC is unable to advance student loans. Because overdue accounts create considerable financial burden for the college, students should make outside arrangements to ensure that the terms of their accounts are met. Eligible students may be able to receive a student supplementary loan through Centrelink or various banking institutions—please contact the appropriate organisation for details.

STUDENT REPRESENTATION

NTC STUDENT ASSOCIATION
All students enrolled in the college are automatically members of the NTC Student Association.

THE STUDENT COUNCIL
The Student Council is the primary organisational body for student activities, and for the general enrichment of student life. The Council additionally has the responsibility of liaising with faculty and staff regarding student concerns and issues. It is a Student Council responsibility to alert the faculty and staff to any needs of which the appropriate responsible authority may be unaware.

The Student Council shall comprise an executive made up of president, vice-president, and secretary. Any additional need based roles, either permanent or short term, as may be deemed necessary, either by the executive or the Academic Committee, for the functioning of the Council may be added from time to time. This may be done through a consultative process involving the executive and the Academic Committee, or its representative. There is a requirement for the executive alone to be in existence for the council to function. The executive shall be appointed by the Academic Committee. This appointment will be made following the submission of proposed names to the entire student body. Due to the size, and geographical and chronological spread of the current student body, the names will be distributed to the student body by email. An email response to the registrar within 72 hours will be considered the respondent’s ballot. Upon the reception and the tallying of the votes, the results will be communicated to the Academic Committee which will appoint accordingly.

The president of the Student Council may make a request, to the Dean of Students, to bring issues before the Academic Committee at any time. The Dean of Students will consult with the Principal and Academic Dean and time will be allocated, accordingly, at the next available Academic Committee meeting. The Academic Committee may request a representative of the Student Council to meet with the Committee should the need arise.
Students are encouraged to address general needs and concerns regarding their Academic Life, or the social life of NTC, through the Student Council. Specific personal needs in these areas, or any other area of concern, may always be brought directly to the Dean of Students who will advise, where appropriate, if the matter should be brought through the Council.

**STUDENT SUPPORT**

From the moment of first contact with NTC it is our desire that students would sense, and understand, the levels of support offered to them while they study with us. NTC, as a relatively small education provider, has the capacity to offer significant levels of personal support for any student. The office of the Dean of Students is the first point of contact for students who have identified individual learning issues, or are feeling some level of emotional struggle related to her, or his, studies. Any student may, and is encouraged to, request an interview with the Dean of Students to ascertain the extent of support that is available.

While you are a student your progress will be continually monitored, and evaluated, with consideration given to the extent of involvement in the various college activities, including chapel. Your grades will be reviewed by the Academic Dean, Registrar and faculty members. The Academic Committee will meet on a regular basis and students that appear to be struggling in their studies will be noted and consideration will be given to finding suitable means for supporting her, or his, educational desires. During your first year you may like to consider being a part of the Gap Year program to take advantage of the additional support it provides. A student that finds they are struggling for whatever reasons should seek to speak with a faculty member, the Dean of Students, or the Academic Dean. Studies Skills classes are offered from time to time and students are encouraged to take advantage of such activities. Individual support can be arranged for students should they require it.

**SPIRITUAL LIFE**

Nazarene Theological College is not simply an institution focused on the pursuit of academic excellence in theological studies; we are committed to fostering an environment that cares for the whole individual. Spiritual development is considered of significant importance in that process.

**THE CHAPLAIN**

The Principal, Revd Dr Bruce Allder, normally exercises ultimate oversight of the spiritual life of the college and is assisted in this function by the Dean of Students. Faculty members further assist through organising chapel services, college weekends and other engagements, and for coordinating pastoral care and counselling.

**WORSHIP**

We encourage all our students to locate and attend the regular worship service of a single local church. Your main place of worship, while at the college, will be the church you choose to attend. Each student originating outside the Brisbane area, living on campus, should choose a local church and make it their home church for the forthcoming academic year. Students studying remotely are encouraged to continue their existing church affiliations. Students, who are members of the Church
of the Nazarene, and relocating to live on campus, are encouraged to attend, and be involved in, a local Church of the Nazarene. Such students, particularly those who are pursuing career ministry, can expect the Dean of Student to enquire about church life engagement.

The main act of collective worship within the college is the Tuesday chapel service at 11am. In view of the importance of this meeting for spiritual formation, attendance is highly encouraged. Please come to chapel promptly and in an attitude of prayerful expectation.

**CHRISTIAN SERVICE**
Your primary outlet for Christian service is the local church that you elect to support during your time at college. Students will also have opportunities to serve on college weekends and team ministry projects when available.

During your time as a student, the requirements of your college program may necessitate appointment to a particular church for part of your class work. This has priority over any other commitments you may have made. Please be sure to let your local church pastor know this may happen before undertaking any key responsibilities in that church. Students that are attending a local church as a result of their college studies are discouraged from taking on responsibilities that properly should be undertaken by the constituents of that local church. Students are additionally encouraged to maintain their church membership at the church in which it was held prior to commencing studies.

Students preparing for career ministry, and/or ordination, in the Church of the Nazarene will usually commence their compulsory Supervised Ministry at the beginning of the second year of their course of study. This will include a total of 300 hours of ministry involvement under the supervision of a pastor-mentor approved by NTC. In some cases it will be necessary to require students to attend a particular church to best fulfil those subject requirements and to thus ensure more effective preparation for ministry.

You are advised to weigh carefully and prayerfully just how much you can take on by way of commitment. Experience has shown that some have such difficulty in saying ‘no’, therefore studies, family life and even health are adversely affected. Students placed on Academic Probation may need to have their church ministry involvement reduced.

**SPIRITUAL FORMATION AND PRAYER**
NTC encourages all students to engage in a deliberate mentor/group relationship for the purpose of prayer and spiritual formation. While study in the classroom, chapel, and group prayer times all are a part of spiritual formation we recognise that deliberate, regular meeting with one or two others for the purpose of accountability and prayer offers an opportunity for development not realised in those other settings.

**PASTORAL CARE**
Within the college community your first source of support is provided by your fellow-students, who generally take very good care of one another. You are welcome to approach any of the lecturers, all of whom have extensive pastoral experience. The
Principal has a pastoral responsibility for all students. Outside the college each student can turn for counselling to his or her local pastor. The Principal can recommend professional counselling services in the community, should the need arise. The Academic Dean acts as academic adviser for each student and, with the support of the Dean of Students/Registrar, monitors academic progress and offers support where needed.

GENERAL INFORMATION

ACCESS TO GENERAL OFFICE
To safeguard confidential papers, all students and other visitors must wait in the reception area until permission is given to enter other areas of the office. Entry to the office building is only through the main front door.

FACULTY HOURS
Faculty members are available for consultation on Tuesdays to Thursdays (generally from 8.00am to 4.00pm). Individual lecturers may vary their schedule. Preference is given to those who make appointments. Appointments are to be made with the college receptionist.

CAMPUS NEWS
News and general notices will normally be distributed email, or newsletter as the need arises.

EMPLOYMENT
Full-time students should apply for approval from the Registrar if they intend seeking more than twenty hours of employment per week during class sessions (on or off campus). An application form is available from the Office. Overseas students (with the appropriate work visa) may work a maximum of 20 hours per week during semester.

MAIL, EMAIL AND INTERNET
NTC students and residents are provided with a mail box which is located in the college office. These are accessible during office hours.

Students are provided NTC email addresses which are used for all official electronic NTC correspondence. It is the student’s responsibility to check their NTC email, or to have NTC email forwarded to another email address.

NTC provides internet access for academic research. Internet usage may be monitored and any abuse of student internet access will result in immediate suspension of college network access. Abuse includes, but is not limited to, accessing undesirable websites and electronic content and allowing others to access the NTC network through your user account.

NTC provides a number of computers in the library for student use, including internet access. Generally use of these computers is on a first come first serve basis, subject to fair use. During high demand times access to them may be controlled by the librarian or NTC staff.
NTC has a campus-wide wireless network. Access to the wireless network is subject to the same conditions as all NTC computers.

**CHANGES IN PERSONAL CIRCUMSTANCES**
As a courtesy and a help to NTC to minister to the needs of students, students are requested to notify the Principal or Dean of Students of significant changes in personal circumstances. Please notify the college receptionist in case of any changes in contact details. Overseas students are required to notify the college of change of address within 14 days.

**MOTORISED VEHICLES AND PARKING**
Motorised vehicles must be driven ONLY on roads provided. Only properly licensed drivers can drive on campus property. Under no circumstances are trail bikes or other recreational vehicles to be driven around the campus. The maximum speed on campus is 20 KPH which must be adhered to at all times. Exhaust systems must not be loud enough to disturb other campus residents. Violations may cause speeding fines and/or revocation of the individual's privilege to drive on campus. Please do not drive or park cars on turfed areas or concrete walks except to wash a vehicle.

**FIRST AID**
There are First Aid boxes in the General Office, the workshop and each dormitory building.

**FIRE**
Smoke detectors are installed in the units and dormitories. Residents are asked to notify the property manager if these are known to be faulty or in need of batteries. Make yourself familiar with the instructions posted in each room. In the case of an emergency the two basic principles are to get out and to raise the alarm. The main assembly area after a fire alarm is the car park located beside the education wing, or the front lawn of the college for dormitory resident students outside of study hours.

**SOCIAL LIFE**

**GENERAL PRINCIPLES**
Student life at NTC is composed of academic, social, religious, cultural and athletic activities. Students are expected to behave in a manner that is in harmony with Christian standards and lifestyle. All students and campus residents are expected to live in conformity with the general standards of conduct of the Church of the Nazarene, including abstinence from the use of tobacco, illegal drugs, and all alcoholic beverages on the college property. Those who do not willingly agree to abide by these standards should not enrol or seek accommodation on campus.

Genuine Christian love shows itself in consideration for others and sensitivity to their needs and feelings. This is tested every day in a residential community. Please remember the following points:

**TIDINESS**
The whole campus should be kept tidy and free of litter (please help here by placing litter in the nearest bin). Students should be particularly careful to keep the kitchen...
and dining area tidy and to clear away used mugs, plates, packets, etc. Food should not be allowed to go rotten in the fridge.

QUIETNESS
No one can be expected to live in complete silence, but noise can be an irritant and the college community is one where people may for a few short years devote themselves to study. Please remember that the main college buildings are not well sound-proofed.

SOCIABILITY
Fellowship has always been important to Christians. Those who are by nature shy or studious should resist the temptation to hide away in their room, or unit, for excessive amount of time. Learning to live alongside others in a community is an important practical aspect of one's theological education. The more naturally outgoing students have a special responsibility to help the more reticent feel at home here.

RELATIONSHIPS
All students have committed themselves to respect the college's standards of Christian holiness. This has implications for both same-sex and opposite-sex relationships. Therefore, recognising our human frailty, we need to avoid compromising one another's reputation, and to avoid affronting the sensibilities of the residents, the college community and the wider church.

COMMON SENSE
Common sense is a standard applied to most social settings, and requires an individual to assess whether or not their actions would fit well with a majority of the community. This is a helpful guide in evaluating appropriate behaviour. One area where this is most appropriate is in relationship to practical jokes. Such activities can be a normal outlet for high spirits, and perfectly acceptable in many settings. However, where there is a chance of injury or emotional disturbance an individual is required to temper her, or his, behaviour.

Words or actions of a defamatory, or emotionally injurious, nature will not be tolerated under any circumstances, and will result in a punitive response. This is particularly true in cases where such words, or actions, have a racially, or ethnically, identifiable component to them.

DRESS
The way we dress reflects our various cultures, tastes and resources. It is a legitimate means of self-expression, a way of defining our own identity, but it is also a means of communication, and therefore affects others too. The college has no formal dress code, but we each have a responsibility to dress appropriately in different contexts. This applies particularly when students and staff are representing the college in ministry.

SPORT
NTC provides outside basketball and tennis courts. The student lounge has table tennis facilities. These are primarily for the use of students, and campus residents. Others may use these facilities with the prior approval of the college administration.
Priority is given to those with a booking. To book these facilities, please contact the college administration. Other recreational activities should have the prior permission of the college administration. Under no circumstances are golf balls to be hit on the campus. There are many sports facilities within a short distance of the college campus and students are encouraged to use them. All sport and recreational activities are outside the scope of the College’s public liability insurance and are therefore undertaken at the student’s own risk.

COMMUNITY WISDOM AND BODY LIFE
We recognise that no list of regulations can be all-encompassing in its scope and detail. Please remember that many decisions you make will likely have an effect on part or all of the campus community in which we live. Therefore, students and residents are urged to consider more than their own needs or desires but also those of others around them. The college administration reserves the right to formulate additional policies as necessary.

RESIDENT RESPONSIBILITIES
(DORMITORY AND UNITS)

CARE AND RESPONSIBILITY FOR COLLEGE PROPERTY
NTC residents are expected to give proper care to their rooms or units, including any furnishings or equipment. Each resident will be held responsible for any damages. Parents are responsible for the actions of their children in this regard. Charges for loss of equipment, damage to, or defacement of, any area in common use (halls, bathrooms, lounges, dining room, screens) may be charged directly, or equally, against the residents of the area.

No modification of the campus accommodation may be done without prior approval from the Property Manager.

Furniture may not be moved in or out of the classrooms, resident rooms, or public areas without approval from the Property Manager, nor can a resident detach, or move built-in, or attached furnishings.

Children should be accompanied by an adult when in the main buildings. Please consider the needs of other residents with regard to where children play. They should play away from the roadways, classroom, dormitory, library, and workshop buildings, and are not to accompany students to class lectures.

INSPECTIONS
Regular inspections are carried out on dormitory rooms and units. Notice will be given to residents at least 24 hours before regular inspections. The college reserves the right to inspect the facilities without notice in cases of urgent or extreme circumstances.

MAINTENANCE CONCERNS
Units should be kept clean and tidy. Any maintenance needs should be reported to the college administration using the appropriate Maintenance Request Form available from the college office.
INSURANCE
Residents (both Dormitory and Units) are advised to secure their own contents insurance. The college’s insurance does not cover resident’s personal belongings, including motor vehicles.

TELEPHONES
Residents are encouraged to make their own arrangements for telephone service to their unit or room after consultation with the college administration. A phone (3206 0415) for residents' use is located in the Dining Room area. The Office telephones and facsimile machine are not to be used by students for personal purposes.

MEDICAL CARE
All residents will be responsible for their own medical care and insurance if required. Overseas students are required to have Overseas Students Health Cover at all times. In case of an immediate medical need, Redlands Hospital is located 3.5km along Panorama Drive, towards Cleveland. For genuine emergencies call the Australian emergency number “000”. For non-emergency:
- Contact Police “13 14 44”
- Contact Ambulance “13 74 68”

SANITATION AND SEWAGE
NTC operates its own sewage processing plant. To ensure the continued operation of the plant only biodegradable soap and paper products should be used on campus for the purpose of effective sewage system treatment. Grease, bleach, female sanitary products of any kind, milk and milk products, food scraps or any other foreign body are not to be flushed into the sewer through sinks or toilets. ALL WASHING PRODUCTS, PARTICULARLY WASHING POWDER, MUST BE PHOSPHATE FREE. THESE ARE GENERALLY MARKED ‘NP’. Failure to comply with this request damages the sewage plant and may cause it to stop functioning. This would cause major inconvenience to all campus residents as well as prohibitive cost to the college. It is each resident's responsibility to advise any visitors of this policy.

COLLEGE WORKSHOP AND EQUIPMENT
The use of the workshop and related facilities, or equipment, is permitted only with prior approval of the Property Manager, or the Principal.

COLLEGE VEHICLES
College vehicles can only be used for College purposes. Requests for the use of the college vehicles must be approved in advance by the Property Manager or Business Manager.

HEALTH AND SAFETY
Redland Shire Council prohibits the keeping of any petrol, other flammable liquids or chemicals in the units or laundry rooms. This would include any machines containing petrol such as mowers. NTC provides all residents with access to a mower stored in the campus workshop area.
For health reasons and the protection of our campus wildlife, absolutely no dogs, cats or similar animals are allowed to be kept on campus by residents. Please do not feed the wildlife as it may seriously affect their health.

VEHICLE PARKING
No caravans are allowed to be parked on the campus without prior approval of the college administration. Trailers are to be parked only in areas designated by the college administration. Cars which are non-operational may not be stored anywhere on campus. A carport is provided for one car per unit. Residents with second cars should park behind their first car or away from the unit in a non-mowing area.

DORMITORY ROOM POLICIES

COMMUNITY LIVING
Please respect the rights of others with regard to privacy and sound levels. Do not go into other residents’ rooms without prior permission. No music or noise should be able to be heard between rooms when the door is shut. The use of headphones is encouraged. Residents should never be forced into loss of sleep, study time, or privacy through the inconsiderate actions of roommates or friends. It is suggested that the lounge be used for activities or conversation that would tend to invade another’s right to privacy in his or her own room.

Members of the opposite sex are not allowed in each other’s rooms. Exceptions are permitted only when a staff member has made the necessary arrangements and is present at the time.

The Dining Room and Student Lounge areas of the dormitory are to be closed at the following times:

- Monday to Thursday: 11.00pm
- Friday to Sundays: 1.00am

OVERNIGHT ABSENCES
Students living in dormitory accommodation are required to notify the office at least 24 hours prior to any overnight absences.

CLEANLINESS
Each resident is expected to keep their room reasonably clean and neat. Purchase of bathroom cleaners are the responsibility of each resident. No powder bleach is to be used on the bathroom tiles. Vacuum cleaners are to be found underneath the stairs. Please return them immediately after use. Empty the vacuum bag each time you use it. Industrial rubbish bins are provided outside the dormitories for the residents use. Please crush all containers before depositing them in the bin.

CARE AND RESPONSIBILITIES
Inventories of the furnishings and conditions of the dormitory room will be taken prior to the resident’s occupancy and will be re-examined when the resident departs. Any repair costs due to abnormal use or abuse will be deducted from their rental deposit.
KITCHEN AND DINING ROOM
Dormitory residents without a kitchenette may use the kitchen and common room facilities for their meals. Dormitory residents are provided refrigeration and cupboard space for their food. The college provides cooking and eating utensils for dormitory residents. No cooking is allowed in the dormitory rooms that have not been fitted with a kitchenette.

Residents are required to clean up their dishes and kitchen area immediately after each meal. Stoves, benches and sinks should be wiped down after each use. Kitchen floors and rubbish bins are the responsibility of the dormitory residents. Kitchen facilities, equipment, dishes and dishwasher are not available to unit residents without prior permission from the College administration.