



**NTC**

Faith. Knowledge. Action.

# **OVERSEAS STUDENT HANDBOOK**

(ADDENDUM TO THE STUDENT HANDBOOK)

## **2024**

### **NAZARENE THEOLOGICAL COLLEGE**

*A Member Institution of the Sydney College of Divinity Ltd*

*Trading as Sydney College of Divinity*

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***Deepening Faith, Expanding Knowledge, Inspiring Christlike Action***

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**\*\*THIS OVERSEAS HANDBOOK IS AN ADDENDUM TO THE  
STUDENT HANDBOOK. OVERSEAS STUDENTS ARE  
REQUIRED TO READ BOTH HANDBOOKS\*\***

## NAZARENE THEOLOGICAL COLLEGE

Nazarene Theological College (NTC) is a Member Institution of the Sydney College of Divinity and teaches its awards. The Sydney College of Divinity (SCD) is recognised by the Commonwealth Government as a Higher Education Provider, offering accredited higher education courses in theology and ministry. The SCD was established in 1983. It is an ecumenical consortium of multiple [Member Institutions](#) approved to teach the awards of the College on its behalf. These awards range from one-year diplomas, three-year undergraduate degrees, and coursework postgraduate degrees, to Masters and Doctoral research degrees. The SCD is the legal entity that offers the courses and is responsible for all regulations relating to the courses of study that it owns. The SCD welcomes students from overseas to study at its member colleges, which are authorized to accept overseas student enrolments. The SCD is a registered Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) provider and the legal entity for all courses offered by member institutions. The CRICOS code for all the accredited awards is 02948J.

Nazarene Theological College offers the following registered courses for overseas students:

- Diploma of Christian Studies (Registration number 071257J)
- Bachelor of Theology (Registration number 063703C)
- Bachelor of Ministry (Registration number 082719D)
- Graduate Certificate in Arts (Registration number 082669J)
- Graduate Certificate in Theological Studies (Registration number 107374C)
- Graduate Diploma of Arts (Registration number 063707K)
- Graduate Diploma of Theological Studies (Registration number 107373D)
- Master of Arts (Registration number 063708J)
- Master of Divinity (Registration number 063710D)
- Master of Theological Studies (Registration number 107372E)
- Master of Theology (Registration number 063709G)

NOTE: The Graduate Certificate in Chaplaincy is NOT approved for CRICOS study.

NOTE: Nazarene Theological College does not use agents for recruitment or administration of Overseas Students.

Nazarene Theological College welcomes qualified students from other countries. We believe the presence of a variety of cultures enriches the life of the College and its students' education. Since the NTC's inception in 1953 we have equipped students from such overseas countries as Brazil, China, Colombia, Fiji, Germany, Hong Kong, India, Indonesia, Mongolia, Netherlands, Papua New Guinea, Samoa, Solomon Islands, South Africa, South Korea, Taiwan, United Kingdom, and the United States of America.

Unlike in many Australian universities and other institutions, tuition fees are identical for local and overseas students.

The College pays particular attention to the information supplied on your application form and the documentation of previously completed studies. The completed application form, the non-refundable Administration Fee, and all the referees' reports MUST be received before the College will proceed with the application. Since this procedure takes considerable time, you are advised to make sure your application arrives to the College at least six months before you intend to begin your studies.

In addition to the entrance requirements for the various courses of study provided by Nazarene Theological College, there are further entrance requirements imposed on overseas students by both Nazarene Theological College and the Australian Department of Immigration and Citizenship.

## **REQUIREMENTS OF NAZARENE THEOLOGICAL COLLEGE**

### **ADMISSION REQUIREMENTS**

Overseas students may only enrol in full time courses and may not complete such courses by more than 25% distance or online learning.

#### **Diploma of Christian Studies:**

- Satisfactory completion of Year 12 in the Australian school system, or its equivalent, with English Proficiency; or
- Mature Age admission for those who have reached the age of 21, with English Proficiency, or
- Special Entry admission, with English Proficiency
- In addition, Overseas students must be at least 18 years of age, must have an IELTS (or equivalent) of 6.5 or greater and with no score less than 6.0 in each band of the test.

#### **Bachelor of Ministry:**

- Satisfactory completion of Year 12 in the Australian school system with an Australian Tertiary Admission Rank (ATAR) of 72.5 or above, or its equivalent (e.g., OP ≤ 13), with English Proficiency; or
- Mature Age admission for those who have reached the age of 21, with English Proficiency, or
- Special Entry admission, with English Proficiency
- In addition, Overseas students must be at least 18 years of age, must have an IELTS (or equivalent) of 6.5 or greater and with no score less than 6.0 in each band of the test.

#### **Bachelor of Theology:**

- Satisfactory completion of Year 12 in the Australian school system with an Australian Tertiary Admission Rank (ATAR) of 72.5 or above, or its equivalent (e.g., OP ≤ 13), with English Proficiency; or
- Mature Age admission for those who have reached the age of 21, with English Proficiency, or
- Special Entry admission, with English Proficiency
- In addition, Overseas students must be at least 18 years of age, must have an IELTS (or equivalent) of 6.5 or greater and with no score less than 6.0 in each band of the test.

#### **Graduate Certificate in Arts:**

- Satisfactory completion of a three-year bachelor award or equivalent in any discipline, with English Proficiency.
- In addition, Overseas students must be at least 18 years of age, must have an IELTS (or equivalent) of 7.0 or greater in all bands of the test.

**Graduate Certificate in Theological Studies:**

- Satisfactory completion of a three-year bachelor award or equivalent in any discipline, with English Proficiency.
- In addition, Overseas students must be at least 18 years of age, must have an IELTS (or equivalent) of 7.0 or greater in all bands of the test.

**Graduate Diploma of Arts:**

- Satisfactory completion of a three-year bachelor award or equivalent in any discipline, with English Proficiency.
- In addition, Overseas students must be at least 18 years of age, must have an IELTS (or equivalent) of 7.0 or greater in all bands of the test.

**Graduate Diploma of Theological Studies:**

- Satisfactory completion of a three-year bachelor award or equivalent in any discipline, with English Proficiency or a Graduate Certificate in Theological Studies.
- In addition, Overseas students must be at least 18 years of age, must have an IELTS (or equivalent) of 7.0 or greater in all bands of the test.

**Master of Arts:**

- Satisfactory completion of a three-year bachelor award or equivalent in any discipline, with English Proficiency.
- In addition, Overseas students must be at least 18 years of age, must have an IELTS (or equivalent) of 7.0 or greater in all bands of the test.

**Master of Divinity:**

- Satisfactory completion of a three-year bachelor award or equivalent in any discipline, with English Proficiency.
- In addition, Overseas students must be at least 18 years of age, must have an IELTS (or equivalent) of 7.0 or greater in all bands of the test.

**Master of Theological Studies:**

- Satisfactory completion of a Sydney College of Divinity Graduate Certificate in Theological Studies or equivalent.
- In addition, must have an IELTS (or equivalent) of 7.0 or greater in all bands of the test.

**Master of Theology:**

- Satisfactory completion of a Bachelor of Theology or equivalent, with English Proficiency.
- In addition, Overseas students must be at least 18 years of age, must have an IELTS (or equivalent) of 7.0 or greater in all bands of the test.

**ADMISSION PROCEDURE**

The whole process outlined below can take many months to complete, so make sure you allow plenty of time for each stage of the process to be completed.

1. Look at the options for study on our website and the requirements for each course.
2. Contact our registrar for more information by email at: [registrar@ntc.edu.au](mailto:registrar@ntc.edu.au) or by phone at: +61 7 3206 4177.

3. Complete Sydney College of Divinity (SCD) Application for Admission form. This can be found as an online application or PDF on our website at: <https://ntc.edu.au/students/forms-resources>.
4. Supply certified copies of documents regarding your identity, nationality, and previous study.
5. Supply certified copy of IELTS (or equivalent) assessment of English language proficiency. For overseas students from many countries, IELTS scores form part of the admission process.
6. Your application will be submitted to the SCD Admissions Committee, which meets monthly. Applications received may be accepted as is or may require further documentation before being accepted.
7. Once accepted for admission to the course:
  - a. You will be emailed a formal Letter of Offer which outlines your rights and responsibilities as a student at our college.
  - b. You will be asked to pay a non-refundable administration fee (currently AUD\$200).
8. Once the non-refundable administration fee has been received, Confirmation of Enrolment (CoE) will be issued by our registrar.
9. The Confirmation of Enrolment (CoE) is required for you to apply for your Student Visa. As part of your Student Visa Application, you will need to demonstrate that you have sufficient funds to study and live in Australia, and that you have made arrangements for health cover.
10. Once your Student Visa has been issued, you can register for classes and make arrangements to travel to Australia to begin your study with us.

#### ENGLISH LANGUAGE PROFICIENCY

All classes taught through Nazarene Theological College are taught in the English language. Visa requirements list the minimum levels of English language proficiency acceptable to allow effective participation in the classroom, as well as social functioning and integration on our campus and in the Australian community. Consequently, applicants whose primary language is not English are required to demonstrate their ability to function well in English at the post-secondary level. The following English Language proficiency policies apply for those seeking admission to any of the courses offered by Nazarene Theological College:

- For direct entry into our undergraduate programs, applicants require an overall IELTS (or equivalent) band score of 6.5 for Undergraduate Programs (and must have achieved an individual band score of at least 6 for all bands. All Postgraduate programs require an IELTS (or equivalent) of 7 or greater in all bands of the test. For more information see <http://www.ielts.org>; and for specific information regarding score requirements see <http://www.scd.edu.au> or NTC Undergraduate Courses guide and NTC Graduate Courses guide.
- Test scores must be current. Consequently, any test score must be no more than three months old. Notwithstanding this policy, NTC may require a more recent test if in its opinion such a course of action is warranted. Scores provided must be original documentation or certified copy for them to be valid.
- Students are not required to provide an English Language result if their first language is English, or if they have successfully completed two years of tertiary studies where English is the language of instruction. Applicants that have successfully completed senior high school where English was the medium of instruction, may also be exempted upon application to the Admissions Committee of Nazarene Theological College.



## **METHODS OF ASSESSMENT**

Assessment of student performance in any unit is continuous or progressive and is determined at the end of the trimester in which the unit is completed. The grade for that unit is based on the total marks gained. A grade is final when it has been approved by the Academic Board of the Sydney College of Divinity.

Within the Sydney College of Divinity, the development of assessment packages is based on an understanding of demand hours derived from the following principles:

The educational model used is that of adult learning. Each class is a community of adult learners, lecturer and students together. The desired end is not simply to impart information to students but for them to develop into self-directed, self-motivated learners. Their own experience and learning are an essential ingredient in the learning process. Students only have a limited amount of time that can be expended on a course unit. No course unit is entitled to more student time than any other unit for equivalent credit. (Clearly there is some latitude for units with a large praxis component.) Overall student loads per trimester can make demands on only a set amount of time in a student's week. Each course unit involves a range of educational tasks: lectures, reading, note taking, tutorials, presentations, essays, etc. Assessment tasks make up only a percentage of learning tasks and can therefore demand only a corresponding percentage of the time allocated to that unit.

The Registrar ensures that a representative sample of the college grading is submitted each year to an external examiner for benchmarking with other tertiary institutions.

### **Assessment Moderation**

All coursework and final examinations comply with SCD policies and are reviewed by the Academic Dean, who consults with other lecturers with expertise in the subject matter, to ensure that the assessment is fair, uniform, and of a standard comparable to that which pertains in other recognised institutions of higher education in Australia. All coursework will normally be returned to the student. Course final examination scripts may not be returned to the student.

### **Recording of Assessment**

The Academic Board of the SCD issues five grades: High Distinction (H), Distinction (D), Credit (C), Pass (P), and Fail (N). In particular units, in accordance with the accredited Course Unit Outline, the Academic Board may issue grades of either 'Satisfactory' (S) or 'Fail' (N). All grades are provisional until they are moderated at the end of the trimester.

A student may appeal against the result given in any item of assessment when the student believes that some error in grading has been made or when there are concerns about the grade awarded. For more details see the Academic Regulations Handbook 2024, which may be found here: <https://ntc.edu.au/students/forms-resources>.

The grade for that unit is based on the total marks gained. A grade is final when it has been approved by the Academic Board of the Sydney College of Divinity.

## **UNSATISFACTORY ACADEMIC PERFORMANCE**

A student undertaking a program of study must maintain a satisfactory level of academic performance; failure to do so will result in that student being placed on academic probation and may result in their exclusion from the college for a period of time. The

Academic Dean will examine the previous trimester's academic results for each overseas student and determine if the student is maintaining satisfactory course progress. A student may only attempt any one unit twice.

When a student is deemed to be at risk of not achieving satisfactory course progress, the Academic Dean 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; and
- receiving tutorial support assistance.

## **CANCELLING THE STUDENT'S ENROLMENT**

Cancellation or suspension of a student's enrolment may be initiated by the student or the college. The College may suspend or cancel a student's enrolment due to academic misconduct, which includes, but is not limited to plagiarism, cheating, fraud, improper behaviour, misrepresentation, and unethical behaviour.

Where a suspension or cancellation of a student's visa is not initiated by the student, the College will notify the student that he or she has 20 working days in which to access the complaints and appeals process and may continue in the course until any appeals are finalised.

Where the cancellation is initiated by the student, the student will be informed that cancelling his or her enrolment may affect his or her student visa and Department of Home Affairs will be notified via PRISMS (Provider Registration and International Student Management System) within 14 days of the student-initiated cancellation/deferment/suspension.

The College will inform the Department of Home Affairs when a student's enrolment is deferred, temporarily suspended, or cancelled.

## **MONITORING COURSE PROGRESS**

The College will monitor the progress of all overseas students at the end of every trimester to ensure they are completing their course within the duration specified in their Confirmation of Enrolment.

The Sydney College of Divinity and its Member Institutions will only enable students to extend the expected duration of study for their course through the issuing of a new Confirmation of Enrolment in limited circumstances.

Any breaches of student visa conditions will be reported to Department of Home Affairs after the student has been informed and given access to appeals procedures.

## **ORIENTATION**

All new students are required to attend Student Orientation, which is generally held on the day before classes commence each Trimester. Orientation will cover registration processes and academic requirements, use of the library and college computers, and the payment of College accounts. Information on Spiritual formation including chapel and the

role of the Dean of Students will be provided. Students will also be familiarised with the campus living policies and main personnel of the college.

Overseas Student will be required to attend an additional orientation time, which provides important Overseas Student Support information.

### **RECOGNITION OF PRIOR LEARNING (RPL)**

Students wishing to apply for Recognition of Prior learning should access the information provided on the Sydney College of Divinity Website regarding this matter:

[Policies and Procedures - SCD](#)

## **STUDENT GRIEVANCE POLICY AND PROCEDURES**

### **BEFORE AN ISSUE BECOMES A FORMAL GRIEVANCE**

We encourage students, wherever possible, to resolve concerns or difficulties directly with the person(s) concerned. At NTC the Dean of Students (Student Administrator) and the Student Advocate are available to assist students at this level.

### **WHAT IS A GRIEVANCE?**

A grievance is a statement of concern reported to a person in authority at Nazarene Theological College or that requires action or response from the Nazarene Theological College. A grievance can be about any kind of situation or process affecting the student, academic and non-academic, and can be against a person or people at Nazarene Theological College.

A grievance is not part of the regular student feedback the Nazarene Theological College encourages in its continuing commitment to quality improvement, but rather a formal complaint requesting action or response. Generally, the Nazarene Theological College will not act on anonymous complaints. However, staff must refer all complaints, anonymous or otherwise, about abuse of children or young people to the Principal.

### **Principles in Grievance Handling**

Staff handling grievances should do everything in their power to ensure the following principles are upheld:

*Confidentiality* – All parties have an obligation to maintain confidentiality of both process and records. Generally, fairness requires that the respondent knows who has lodged the grievance.

*Impartiality/Procedural Fairness* – Grievance handlers must implement the policies and procedures of the Nazarene Theological College, and employ principles of openness, honesty and fair dealing throughout their communications, investigations, reporting and record keeping. Both the student complainant and the respondent (person against whom the grievance is made) must receive appropriate information, support and assistance in resolving the grievance.

*Freedom from Unfair Repercussions or Victimisation* – Fear of victimisation prevents many students from lodging a grievance. The Nazarene Theological College will take all necessary steps to ensure that victimisation does not occur. Any staff member who victimises a student may be subject to disciplinary action.

*Sensitivity* – All grievances must be dealt sensitively, and with care for all involved.

*Timeliness* – Grievances must be dealt with quickly, since undue delay in responding to a grievance may provide ground for further complaint. The aim must be to achieve resolution of a complaint within four weeks of the complaint being lodged. It is important that the complainant and the respondent are kept informed about the progress of the complaint at regular intervals and advised if resolution of the matter is likely to extend beyond four weeks.

## **THE PROCESS FOR STUDENTS**

Under normal circumstances, it would be expected that a student or person enrolling at Nazarene Theological College would lodge their grievance within Nazarene Theological College.

### **LODGEMENT OF GRIEVANCE AT NAZARENE THEOLOGICAL COLLEGE**

#### **Stage 1 – Staff member**

Students may approach any member of staff of Nazarene Theological College with a grievance who will endeavour to help resolve the issue.

#### **Stage 2 – Grievance Administrator**

If the issue cannot be resolved by the staff member, the Grievance Administrator (Dean of Students) will be approached. The Administrator will advise the student regarding the grievance procedure:

1. the process with which Nazarene Theological College handles a grievance;
2. the student's right to be accompanied and assisted by a friend throughout the process;
3. complete the Grievance Response Form with the student (Z:\Handbooks and Policies\Grievances\2024)
4. the expected time frame for resolution, normally no more than four weeks;
5. acknowledge the receipt of the grievance within seven days;
6. will refer the student to the Grievance Advocate (appointed by the Principal);
7. monitor the process to ensure a mutually acceptable resolution is reached without undue delay and facilitate resolution in a timely manner, which would normally be no more than four weeks;
8. give the student comprehensive written advice about the outcome;
9. file records in the Registrar's Office for confidential storage for at least five years; and
10. parties to the complaint will be allowed supervised access to these records.

#### **Stage 3 – Grievance Advocate**

The Grievance Advocate (appointed by the Principal) will be asked to meet with the student and help resolve the complaint within a reasonable time, normally within four weeks of receiving the complaint.

If the Advocate requires additional support and advice, he/she can enlist the help and advice of the Academic Dean (or another member of staff depending who the complaint is against).

## **Stage 4 – The Principal**

If a grievance remains unresolved by the process outlined above, the student or Advocate can request an interview with the Principal for resolution.

## **Stage 5 – External Resolution**

### *Non-SCD Students*

If not satisfied with the decision of the grievance outcome at Nazarene Theological College or the time taken to deal with the grievance, the complainant may request that the matter be referred to the Chair of the Nazarene Theological College Board for external resolution.

### *Sydney College of Divinity (SCD) Students*

For reasons of perceived victimisation or otherwise within Nazarene Theological College, the student may choose to lodge the grievance directly with the Sydney College of Divinity. The student may also choose this option if they are not satisfied with the decision of the grievance outcome at Nazarene Theological College or the time taken to deal with the grievance, the complainant may request that the matter be referred to the Sydney College of Divinity for external resolution.

The procedure is outlined on the SCD Website [Student Grievance Policy and Procedures - SCD](#)

## **APPEALS — COURSEWORK STUDENTS**

A student may appeal against the result given in any item of assessment when that student believes that some error in grading has been made or when there are concerns about the grade awarded.

In the first instance the student shall raise this matter with the lecturer concerned. After this informal dialogue, if the student still believes there are grounds to appeal, the student may formally appeal to the Academic Committee.

Where a student believes that the review procedures at NTC have not been followed with regard to an appeal against a failed final grade, the student may appeal to the SCD Academic Board;

1. this is the only ground on which an appeal can be made to the SCD Academic Board;
2. the appeal must be submitted in writing to the SCD Dean within ten working days of receipt of the determinative outcome of the appeal from the Teaching Body;
3. the student must provide the SCD Dean with documented evidence that the regulations on Review and Appeals have not been complied with by the Teaching Body;
4. the SCD Academic Board will deal with the appeal at its discretion;
5. the decision of the SCD Academic Board will be final.

## **APPEALS – RESEARCH DEGREE CANDIDATES**

Information on this may be found at: [Appeals Procedures - SCD](#)

## **ACADEMIC REGULATIONS FOR STUDENTS**

The Academic Regulations Handbook (<https://ntc.edu.au/students/forms-resources>) provides important information for students concerning all academic affairs including:

governance and accreditation; student fees; NTC student association; student grievance policy and procedures; academic structures, regulations and procedures; registration and enrolment; and assessment and examination policy, procedures and requirements.

For further information on academic regulations, see the following SCD Policies: Enrolment Policy; Credit Policy (for Recognition of Previous Study); Recognition of Prior Learning Policy; Student Handbook including the Extension Policy; Refund and Withdrawal Policy; Student Grievance Policy and Procedures; Academic Integrity Policy (these are all available here: [Policies and Procedures - SCD](#) )

## **FINANCIAL POLICIES**

Within thirty (30) days of acceptance of an offer of a place, an intending overseas student is required to pay an amount representing the total tuition costs and fees for the first trimester in Australian currency to Nazarene Theological College. These funds will be drawn down during the student's first trimester of enrolment, according to government regulations. If an intending overseas student does not end up starting studies with Nazarene Theological College, then all funds received (with the exception of the non-refundable administration fee) will be returned within thirty (30) days.

The student will be required to pay the total amount of tuition and fees calculated by the business office of Nazarene Theological College and agreed to by the student for each of the successive trimesters or modules the student is enrolled in the course. Said payments are to be made on the official day of registration for each trimester or each module.

Nazarene Theological College reserves the right to collect tuition and other fees in arrears or in instalments as agreed to in writing by the student and the principal of Nazarene Theological College (or the officer designated by the principal). The required trimester payments will provide for the student's enrolment fee, tuition, and compulsory fees.

Students are responsible for paying their own compulsory overseas student health cover payments to the provider of their own choice and present documentary evidence to the Academic Registrar of Nazarene Theological College that such coverage has been arranged. Failure to ensure adequate health insurance may result in the cancellation of the visa of the student by the Department of Immigration and Citizenship.

### **USA VETERANS AFFAIRS BENEFICIARIES**

GI Bill and VR&E beneficiaries (Chapter 33 and Chapter 31 beneficiaries) are eligible to commence study at Nazarene Theological College prior to payment being made for up to 90 days from the date the beneficiary provides a certificate of eligibility, or valid VAF 28-1905. This allows a student to attend the course until VA provides payment to the institution.

### **REFUND POLICY**

The Sydney College of Divinity Refund Policy (<https://scd.edu.au/policy/refund-and-withdrawal-policy-2/>) has been developed in accordance with Section 28 of the ESOS Act 2000.

A copy of this policy must be given to all intending and enrolling overseas students before any tuition fees are paid. The tuition fees are reviewed each year and the revised tuition fee implemented on 1st January each year.

Overseas students are required to pay their tuition fees up-front in full unless special arrangements have been made in writing.

Overseas students are required to maintain satisfactory course progress to complete the course within the expected duration, taking at least one unit that is not by distance or online learning in each compulsory study period.

In the event that an offer of a place is withdrawn by the College on the grounds that the original offer was made on the basis of incomplete or incorrect information supplied by the student, the college reserves the right to withhold 10% of the tuition fee paid for the first trimester and to refund the balance.

### **Refund if a Student Defaults**

A student may withdraw from a unit or course at any time in a trimester during their course of study, however, the student needs to be aware of the consequences of such an action.

Students may withdraw from units without academic penalty only if notice of withdrawal is submitted in writing to the Academic Registrar by 4.00 pm on the Census Date applicable to the unit in question.

If withdrawal occurs in writing up to 4.00 pm on the Census Date the tuition fee will be refunded in full, however a withdrawal fee will be charged to the student. A written request to the Academic Registrar in the case of exceptional circumstances may waive the withdrawal fee. The refund will be paid to the student within four weeks of the date of withdrawal.

If a student withdraws after the Census Date of the unit in question, tuition fees will not be refunded. If there are exceptional circumstances around this withdrawal a written request needs to be sent to the Academic Registrar seeking a refund and detailing the exceptional circumstances. A full or pro-rata refund may be made in such cases.

A written request for withdrawal due to exceptional circumstances may be accepted as grounds for a total or partial refund of fees subject to the student providing acceptable documentary evidence in support of their claim. Exceptional circumstances may include:

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, child)

### **Refund if the Provider Defaults**

The process for refunds if the registered provider defaults is outlined in the written agreement between the provider and the student, in line with the provisions of the ESOS Act 2000 and the ESOS Regulations 2001 and will be followed by the registered provider.

In the case of provider default, an overseas student will have the option to have refunded the total of course money paid, less the amount relating to provider expenses incurred for the student for the course before the day of default. The student may alternatively choose to accept an offer into a suitable alternative course, either arranged by the provider (at

the provider's expense) or arranged by the tuition assurance scheme. If the student accepts the offer (in writing) into a course as arranged under these circumstances, the provider is relieved of its obligation to provide a refund.

### **Payment of Refund**

In the case of Provider default, the refund owed to the student will be paid within two weeks after the default day. In the case of student default, the refund owed will be paid within four weeks after the default day.

The payment will be made in the same currency as the fees were originally paid. The refund will normally be paid to the student. If the student wishes the refund to be paid to a third party (e.g. in the event that the fees were paid by another person) the student must provide a letter of authority signed by both the student and the receiving party and including account details of the receiver, enabling the provider to pay the other party.

If the student is offered an alternative place of study, any refund will 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 acceptance into that institution.

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.

### **RESIDENTIAL HOUSING**

A limited number of residential housing units and dormitory rooms are available on the campus for students. Housing on the campus is a privilege rather than a right. Priority is given to those who are full-time students and members of the Church of the Nazarene in Australia or New Zealand. Applicants interested in residential housing should send a non-refundable deposit with a completed Tenancy Application for Campus Housing form to reserve a dorm room or flat. The security deposit (or bond) is equivalent of four weeks rent plus one month's rent is required in advance. Those hoping to secure on campus accommodation may be required to document financial ability to make rental payments prior to final housing approval.

Preference for available housing is given according to the date the deposit is received.

Those securing housing on the campus of Nazarene Theological College are required to pay four-weeks rent in advance at the time of occupancy. The non-refundable deposit will be applied towards the advance payments.

### **Refund of Deposit Policies**

The deposit sent is non-refundable. Nazarene Theological College reserves the absolute right to refund the accommodation deposit at its own discretion upon written application of the student for such matters as illness or death within the family of the student or inability to secure the appropriate visa.

In the event that a refund is necessary the refund is to be paid directly to the person who has entered into the contract with Nazarene Theological College, unless that person directs Nazarene Theological College, in writing, to pay the refund to someone else.



In the event that a refund is necessary any refund that is to be given shall be paid in the same currency in which the fees were paid, unless that person requests Nazarene Theological College, in writing, to pay in a currency mutually agreed upon by both the student and Nazarene Theological College. The preferred currency of exchange shall be the Australian dollar.

In any case, there shall be no financial loss to Nazarene Theological College, with any exchange costs or other losses incurred due to currency fluctuations to be borne by the student and deducted from the refund before that is remitted to the student.

The total amount of refund due (after non-refundable administration fees or currency conversion costs are applied less any outstanding accounts in relation to on campus accommodation, textbooks or tuition) shall be due on the day that all financial obligations to college are met. In any case, Nazarene Theological College shall refund any moneys owing within sixty days of the official written notification of withdrawal from Nazarene Theological College in accordance with the foregoing financial policies.

Nazarene Theological College shall issue a letter of release upon the written request of any overseas student but may include details of outstanding financial arrangements between the student and Nazarene Theological College at its own discretion.

## **FACILITIES**

### **LIBRARY AND LEARNING RESOURCES**

The Brisbane campus library contains approximately 36,000 items, with access to 95 academic journal subscriptions, as well as e-books and e-journal through the SCDs Digital Theological Library 2 and e-books through NTC's EbscoHost. The particular focus of the library is the subjects covered in the curriculum, with a special emphasis on works by John and Charles Wesley and Wesleyanism. The library houses a collection of Christian education materials and worship resources. The archives of the Church of the Nazarene in Australia are stored here and may be viewed by appointment.

The library also has a network printer for printing, photocopying and scanning for student use. Printing must be organized with the Library Manager. Study tables and areas are provided throughout the library, for individual study or group study.

### **CLASSROOMS, CHAPEL, AND COMMON ROOM**

The lecture rooms are situated on the upper floor of the Education Building, and are furnished with chairs, tables, white boards, Zoom conferencing, and computer equipment for classroom presentations. Power points are available for laptops. The Education Building also contains the college chapel and a student common room.

## **IMPORTANT THINGS TO KNOW**

### **AUSTRALIAN DEPARTMENT OF HOME AFFAIRS**

The Australian Department of Home Affairs welcomes applications from genuine students to come to Australia, to undertake full-time study in registered courses in Australia. This

site provides information on how to obtain entry to and stay in Australia as a student.

[Explore visa options for studying in Australia \(homeaffairs.gov.au\)](http://homeaffairs.gov.au)

The Australian government operates an Overseas Student Program (OSP) that allows people who are not Australian citizens or Australian permanent residents to study in Australia. Any person who is not an Australian resident may apply to study in Australia under the OSP.

Generally, a person who wants to study under the program must get a Student visa before they can begin to study their course in Australia. To be granted a student visa you must complete an application form, pay the application charge and satisfy the student visa requirements. You can be granted a student visa only if you intend to undertake a registered course or part of a registered course on a full-time basis.

A registered course is an education or training course offered by an Australian education provider who is registered with the Australian Government to offer courses to overseas students.

## HOW TO APPLY TO STUDY IN AUSTRALIA

Australian Department of Immigration ([Applying for a student visa \(homeaffairs.gov.au\)](http://homeaffairs.gov.au)) outlines this information. This site also gives information on:

Student Visa requirements and conditions

Working while studying (for more information visit <https://scd.edu.au/international-students/>)

Family members

Health requirements

Visa charges

The Registrar can assist and advise with issue concerning immigration and, if needed, can point the student toward legal support. The following sites provide contact information for qualified migration agents ([MQ - Find a migration agent](#)) and immigration lawyers ([Single Category - Community Legal Centres Queensland \(communitylegalqld.org.au\)](http://communitylegalqld.org.au)) in Queensland.

## COST OF LIVING IN AUSTRALIA

Before lodging your application you should consider whether you will have enough money to set up house in Australia as well as pay for your air fares (including return), course tuition fees, overseas student health cover (OSHC) and all general expenses during your stay in Australia.

As a general guide, your accommodation, food, transport, clothes and expenses could cost you between AUD\$8,500 to AUD\$15,500 or more a year, depending on your lifestyle and where in Australia you will study.

For example, a single person renting accommodation would need at least \$200 a week just to spend on general expenses and a married couple would need at least \$330 a week.

If accompanied by family members, you will also need enough money to cover their expenses.

A student with school-age children should consider the cost of education in Brisbane. Students children over the age of 5 are required to be enrolled in school. Both public and private schools are available with widely varying fees, which generally do not include extra fees for uniforms, textbooks and extra-curricular activities.

You should be aware that these amounts are only an indication of everyday expenses and do not include airfares, health insurance or the cost of your course.

## **OVERSEAS STUDENT HEALTH INSURANCE COVER**

It is a condition of the grant of your Overseas Student Visa that you and your dependents have acceptable health insurance cover during the whole time you are in Australia. To be covered for health insurance, you will have to pay the Overseas Student Health Cover (OSHC) for yourself and any family members travelling with you.

The OSHC provides medical and hospital insurance for overseas students and their dependants who have travelled to Australia with them. All applicants must show evidence that they have health insurance cover before a visa can be issued to them.

To arrange for the OSHC, you may visit following website:

<https://oshcaustralia.com.au/en>

## **EMPLOYMENT**

As overseas students, you may get a part time or casual job to help pay your living expenses while you study in Australia. It is important that you know your rights in the workplace.

You are required to comply with your visa conditions with regard to working while studying in Australia. You can only start working after you have commenced the course. During the trimesters you can work up to 40 hours per fortnight (20 hours per week). You can work unlimited hours during College trimester holidays. For further information please visit <https://scd.edu.au/international-students/>.

For more details on work rights and regulations, please visit the Australian Government website at: <https://www.fairwork.gov.au/how-we-will-help/templates-and-guides/fact-sheets/rights-and-obligations/international-students>.

## **NAZARENE THEOLOGICAL COLLEGE OBLIGATIONS**

Nazarene Theological College will notify the relevant Commonwealth authority if a student is no longer participating in a course at Nazarene Theological College for which they were enrolled.

Nazarene Theological College will ensure that the recruitment and placement of overseas students comply with equal opportunity legislation and are consistent with immigration requirements.

## **ESSENTIAL INFORMATION**

For further essential information, please visit the following websites:

<http://www.immi.gov.au/study/overview/index.html>

## USEFUL TELEPHONE NUMBERS AND ADDRESSES

Nazarene Theological College  
40 Woodlands Drive Thornlands Qld 4164

Office: **07 3206 4177**

Email: [office@ntc.edu.au](mailto:office@ntc.edu.au)

Website: [www.ntc.edu.au](http://www.ntc.edu.au)

Overseas Student Contact: Academic Registrar 61-7-3206-4177 or [registrar@ntc.edu.au](mailto:registrar@ntc.edu.au)

### *Emergency Numbers*

Police: 000

Ambulance: 000

Fire Brigade: 000

Telephone Interpreter Service **131 450**

### *Transport Information*

Bus Information 131 230

Taxi Information 131 008

Train Information 131 230

[www.translink.com.au](http://www.translink.com.au)

## GOVERNMENT CONTACTS

### *Department of Home Affairs*

299 Adelaide St, Brisbane City QLD 4000

Phone: 131 881

Website: <https://www.homeaffairs.gov.au/>

### *Overseas Students Ombudsman*

Level 22, 215 Adelaide Street, Brisbane City QLD 4000

Phone: 1300 362 072

Website: [International student complaints | Commonwealth Ombudsman](#)

### *Australian Tax Office*

General Enquiries 61 07 132 861

For languages other than English 61 07 131 450

Website: <https://www.ato.gov.au/>

[International student complaints | Commonwealth Ombudsman](#)