



## REGISTRATION FORM (NZ)

<b>FAMILY NAME</b>		<b>FIRST NAME</b>	
<b>STUDENT NO.</b>		<b>PHONE NO.</b>	
<b>ADDRESS</b>		<b>EMAIL</b>	
<b>DATE OF BIRTH</b>			
<b>COURSE OF STUDY</b>	Undergraduate Awards <input type="checkbox"/> Diploma of Christian Studies (BMin/BTh units) <input type="checkbox"/> Bachelor of Theology <input type="checkbox"/> Bachelor of Ministry	Postgraduate Awards <input type="checkbox"/> Graduate Certificate in Arts <input type="checkbox"/> Graduate Certificate in Chaplaincy <input type="checkbox"/> Graduate Diploma of Arts <input type="checkbox"/> Master of Arts <input type="checkbox"/> Master of Divinity <input type="checkbox"/> Master of Theology	
	<input type="checkbox"/> Non-degree course of study toward ordination		
<b>METHOD OF STUDY</b>	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time		
<b>ORDINATION TRACK</b>	<input type="checkbox"/> Yes (Nazarene) <input type="checkbox"/> Yes (Wesleyan Methodist) <input type="checkbox"/> Yes (IPHC) <input type="checkbox"/> Yes (other) <input type="checkbox"/> No <input type="checkbox"/> Unsure		

TRIMESTER	UNIT CODE	UNIT TITLE

<b>FINANCES</b> Please indicate intended method of payment for tuition fees
<input type="checkbox"/> Bank Transfer <input type="checkbox"/> Cash

	START DATE	FINISH DATE	EARLY REGISTRATION DEADLINE*	CENSUS DATE^
Trimester 1	10 February 2025	04 May 2025	26 January 2025	10 Mar 2025
Trimester 2	19 May 2025	10 August 2025	04 May 2025	09 June 2025
Trimester 3	25 August 2025	16 November 2025	10 August 2025	15 Sep 2025

\***Registrations** received after this date will incur a Late Fee of \$50.00 per unit. Students may register up to the Census Date.

^ The **Census Date** is the date in which your enrolment is considered finalised for the Trimester and is the last date you can drop a course. If you withdraw from a course after this date, you will still be liable for any fees relating to the course.

**Change of Registration:**

Students may change their registration after the Early Registration deadline up to the Census Date but will incur a \$50.00 Change of Registration fee.

**Withdrawal from Units:**

Students may withdraw from a unit at any time. However, the following **Withdrawal Fees** apply:

TIME OF WITHDRAWAL	WITHDRAWAL FEE
Up to Early Registration Deadline	No Fee
After Early Registration Deadline up to the commencement of the unit	\$100.00
After commencement of class and up to Census Date	\$200.00
After Census Date	Full unit fee plus the possibility of a 'fail' grade on transcript

**COMMUNICATION**

All new students are required to participate in an Orientation program at the beginning of the trimester in which they start and must return the completed and signed Orientation checklist before the start of their first class.

Official communications will be sent via email to the student's NTC email address (i.e. firstinitiallastname@ntc.edu.au). For this reason:

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

A textbook list is available on the NTC website. 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.

**RECORDINGS OF CLASSES**

Any or all class sessions may be recorded at the discretion of the teacher. These recordings are intended to be a supplement to, rather than a substitute for class attendance. Use of these by students in place of attendance, whether for one or more sessions, must be preapproved by the teacher. Any recording made will be uploaded into Google Classroom. Students with access to these must comply with the following conditions:

1. The recordings WILL NOT be used outside of class purposes
2. The recordings WILL NOT be shared with anyone else outside of class
3. The recordings WILL NOT be archived but deleted after trimester is completed

**REGISTRATION AGREEMENT**

- I agree to comply with all the policies and regulations of Nazarene Theological College and the Sydney College of Divinity and with the decision 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.
- 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 give permission for photographs and computer images to be used in external publications, publicity materials, and college newsletters and on the college website.
- I agree to all the information listed on this form.

**Student's signature:**

**Date:**

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