



NTC

Faith. Knowledge. Action.

STUDENT HANDBOOK (INCLUDES ORIENTATION INFORMATION) **2024**

NAZARENE THEOLOGICAL COLLEGE

A Member Institution of the Sydney College of Divinity Ltd

Trading as Sydney College of Divinity

Sydney College of Divinity CRICOS Provider No. 02948J

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Deepening Faith, Expanding Knowledge, Inspiring Christlike Action

The Why, How, and What of NTC

Nazarene Theological College exists to deepen faith, expand knowledge, and inspire Christlike action, so that God is glorified, the church is strengthened, and the world is transformed.

The core ways we carry out this mission are:

We educate and support – This is guided by a Wesleyan-Holiness framework; we strive for excellence (in what we do) and quality (in what we provide) at all levels; we seek to assure that what is learnt is both practical and applicable; and we seek to mentor our students and model the Gospel to them.

We start meaningful conversations – We strive to keep Christ at the centre of everything we do and teach; we encourage critical thinking and therefore we allow room for disagreement, diversity, and complexity; we ask ‘so what?’ questions that encourage integration and application of what is learnt; and we nurture prophetic voices that are willing to stand for justice and challenge the status quo.

We provide a safe place to be yourself – This is because relationships matter most to us (we seek to love God and love others); as such, we provide room for people to explore and ask difficult questions; we provide a place to be stretched; and we provide a place to grow.

We include as many people as possible – We continue to grow in diversity through our various extension sites, which has been made possible through our flexibility, accessibility, and affordability.

We think outside the box – We re-examine assumptions; we try to be leaders in innovation; we are not afraid of change; and we serve not just the church of today, but the church of the future.

While it is true that *what* we do is ***to provide high-quality theological education that prepares men and women for effective and sustained ministry (both lay and professional) in a rapidly changing world***, the above statements help articulate *why* and *how* we do this. They are what set us apart.

WELCOME TO THE NTC COMMUNITY!

You are now part of NTC; it is our hope that, over time, NTC will become part of you. 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. 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!

Rev. Dr Joseph Wood
Principal

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GENERAL INFORMATION

INFORMATION AND COMMUNICATION

Every student is supplied with an NTC email account and it is the responsibility of the student to check this account regularly. All student notices will be via email unless required by law to be in writing. Please check your NTC email account frequently. Your Google Classroom access is based on keeping your NTC email account active. On campus NTC students and residents are provided with a mailbox, which is located in the office. These are accessible during office hours.

Please advise the Registrar of any changes to your address or phone number. Overseas students must advise NTC of any change of address within 14 days. NTC does not disclose any of the student's personal information to other family members, friends, or enquirers without your written authorisation. Nazarene students who need information given to a Ministerial Studies or Credentials Board should ensure that they complete a Release of Information Form with the Registrar.

OFFICE

Hours: Monday – Thursday, 8am – 5pm (Australian Eastern Time Zone, UTC+10:00)
Friday: closed
Phone: (07) 3206 4177

The NTC Office closes on weekends, public holidays, and for the Christmas and New Year holidays.

CLASS TIMES

Please consult the NTC timetable for class days and times (available at <https://ntc.edu.au/students/timetable>). 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.

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

FACULTY AVAILABILITY

Hours: Tuesday – Thursday, 8am – 4pm, preferably by appointment.

Individual lecturers may vary their schedule. Preference is given to those who make appointments. Appointments are to be made with the Office Manager.

Registrar: Pam Reed, registrar@ntc.edu.au

Hours: Monday 8am – 4pm
Tuesday 1pm – 5pm
Wednesday 8am – 1pm
Thursday 9am – 5pm

LIBRARY

Hours: Monday – Thursday, 8:30am – 3:30pm

The keypad on the front door of the library can allow access outside of these hours. Otherwise, please contact the Library Manager.

The NTC Library catalogue: <https://ntcb-gnec.kari.opalsinfo.net/bin/home>

Access to electronic books (ebooks): <https://search.ebscohost.com/Login.aspx>

Weblink to ebooks and journals: <https://dtl2.libguides.com/home>

Login details (including passwords) can be found on the google classrooms, or by contacting library staff.

After-hours access to Studiosity: <https://studiosity.com/connect/clients/nazarene-theological-college-sydney-college-of-divinity/authenticate>

Your username is your NTC email address

Your password is the password for your NTC email

Library Manager: Michael Lund, library@ntc.edu.au

NOTE: changes will be notified through email if they occur.

Our Library Manager is available to meet with you and provide support with library use and databases. To call the Library please call the office on 07 3206 4177 and your call will be transferred.

INFORMATION TECHNOLOGY

IT Manager: Richard Giesken, rgiesken@ntc.edu.au

Contact him by email for assistance. If you are unable to do so, please have Office Manager contact him.

CAMPUS NEWS

News and general notices will normally be distributed by email.

EMPLOYMENT

Full-time students should apply for approval from the Registrar if they intend seeking more than twenty hours of employment per week during trimester (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 trimester.

INTERNET

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 NTC 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 library 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 as NTC seeks to minister to the needs of students, all students are requested to notify the Dean of Students of significant changes in personal circumstances. Please notify the receptionist in case of any changes in contact details. Overseas students are required to notify NTC of change of address within 14 days.

SEXUAL ASSAULT AND SEXUAL HARRASSMENT

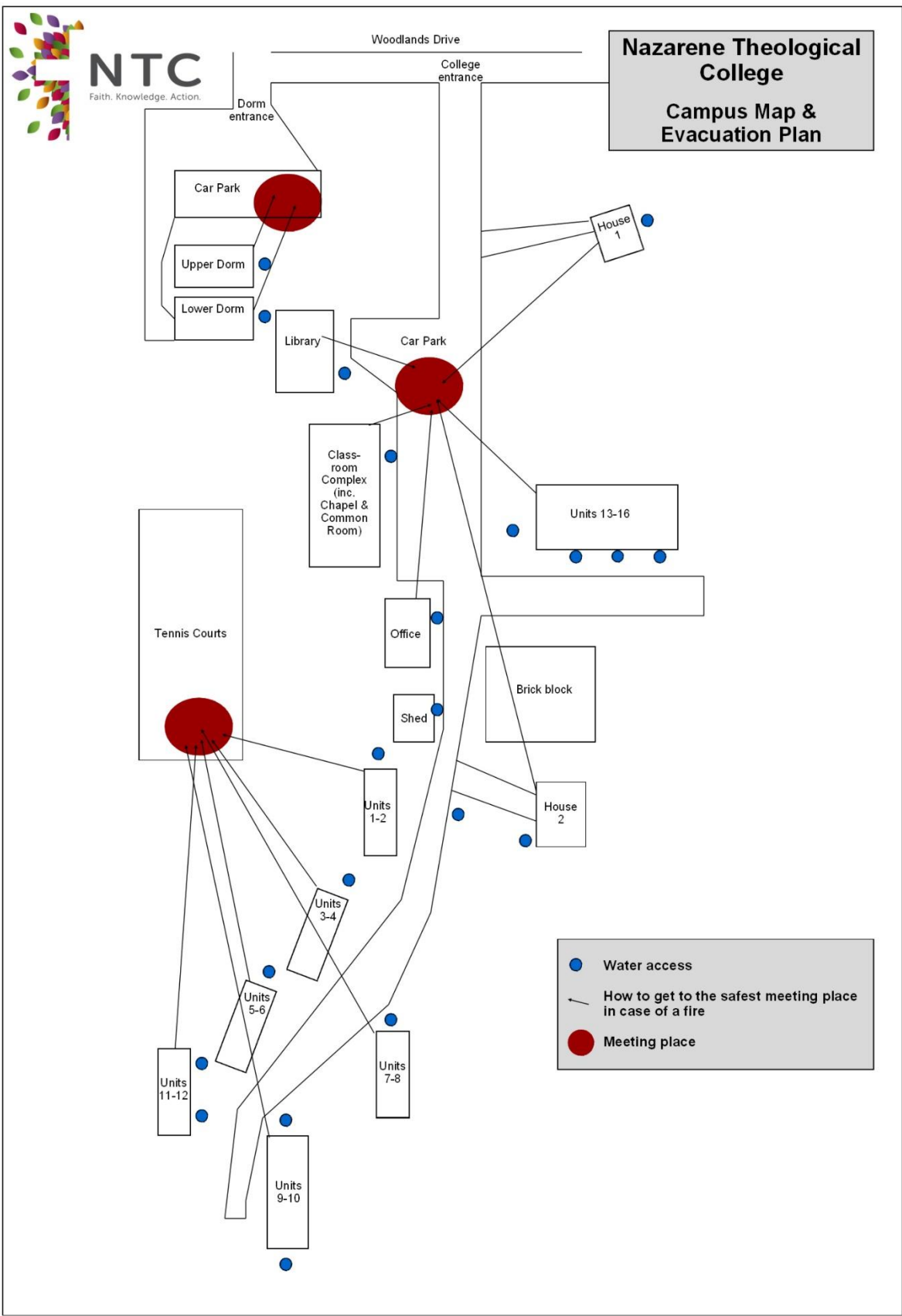
NTC follows the SCD policy and procedures on Sexual Assault and Sexual Harassment, which can be found here: <https://ntc.edu.au/students/forms-resources>.

NTC affirms the following guiding principles (adopted and adapted from the SCD policy):

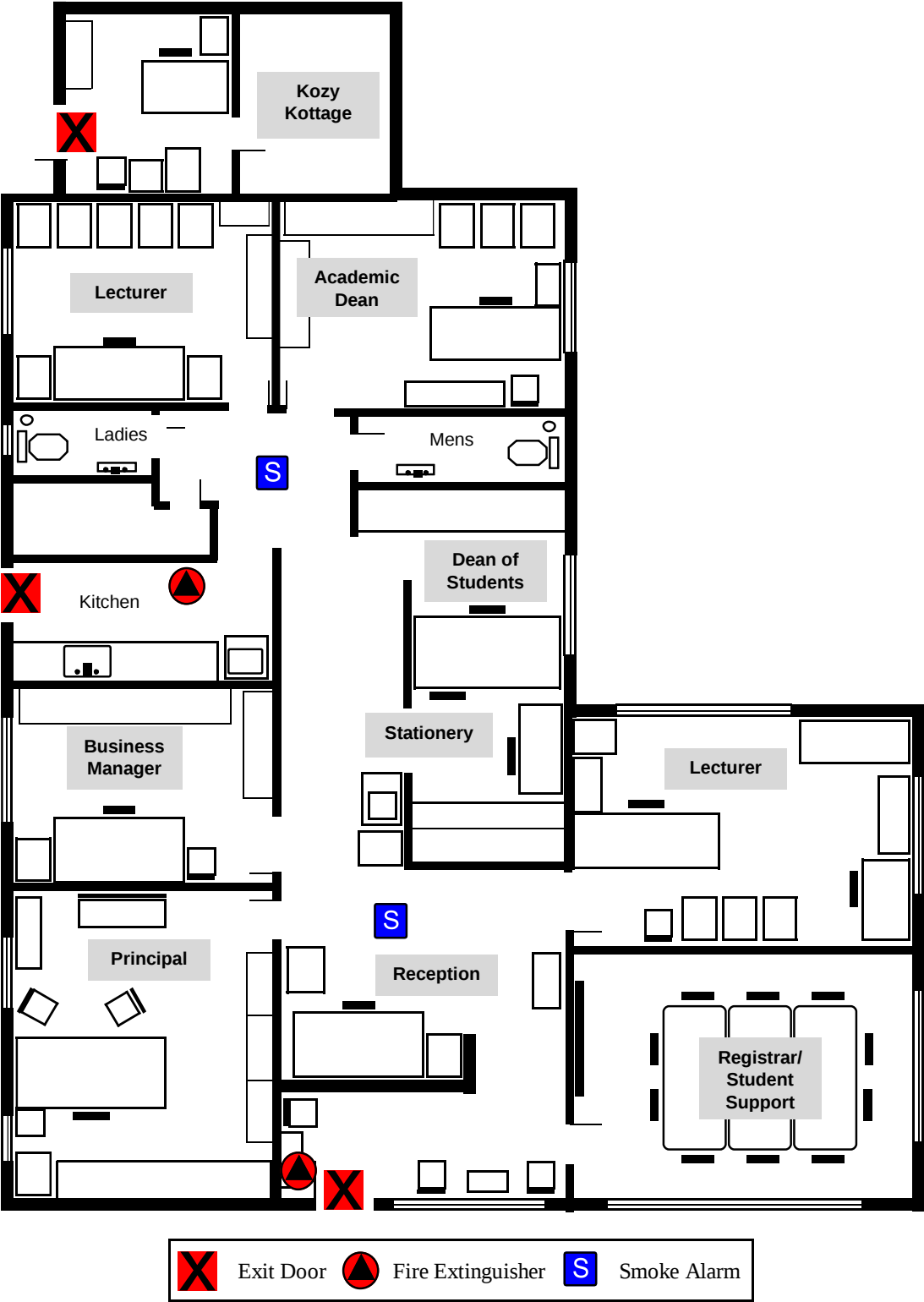
- Sexual assault and harassment are a current and important issue for the whole of society.
- Sexual assault and harassment are a necessary concern for all places of work and study.
- Sexual assault and harassment have legal implications for individuals and organisations, potentially involving criminal prosecution and/or litigation.
- ***Sexual assault or harassment in any form, by any person, is unacceptable behaviour, for which NTC has zero tolerance.***
- NTC is committed to a safe and equitable work and study environment.
- All individuals are entitled to a sense of personal dignity, and to live, work, and study in an environment free from risk, threat, harassment or bullying.
- All possible measures are to be taken to prevent sexual assault or harassment is as important as taking appropriate measures in response.
- Those experiencing sexual assault or harassment are entitled to protection and support.
- Those alleged to have committed sexual assault or harassment are entitled to a fair hearing, and the presumption of innocence until guilt is established.

MAPS

CAMPUS MAP



OFFICE MAP



FACULTY AND STAFF

Principal

*Rev. Dr Joseph Wood, BA, MTS, MA, PhD
principal@ntc.edu.au*

Academic Dean

*Rev. Dr Linda Stargel, BSN, MDiv, MTh, PhD
lstargel@ntc.edu.au*

Director of Research

*Rev. Assoc. Prof. David B. McEwan, HND, MDiv, PhD
dmcewan@ntc.edu.au*

New Zealand Coordinator

*Rev. Filipo Lesatele
flesatele@ntc.edu.au*

Registrar/Student Support Tutor/Student Welfare (OS) Officer

*Rev. Pamela Reed, BSpThy, GradDipEd, MDiv
registrar@ntc.edu.au*

Library Manager

*Mr Michael Lund, BSc, MDiv
library@ntc.edu.au*

Assistant Librarian (New Zealand)

*Rev. Shilpa Kharat, BSc. (Chem), MCM, MDiv
skharat@ntc.edu.au*

Director of CALD and Director of IT

*Rev. Richard Giesken, BBusSc, MTh, Grad DipEd, DMin (Candidate)
rgiesken@ntc.edu.au*

Business Manager

*Rev. Kat Wood
business@ntc.edu.au*

Finance Manager

*Mrs Vanessa Fringer, BBusAdmin
finances@ntc.edu.au*

Office Administrator

*Mrs Donna Duval, BA, MSW
office@ntc.edu.au*

Office Assistant

*Miss Megan Meade BA, Grad DipArts
office@ntc.edu.au*

Property Maintenance

Mr Wayne Geiger

Groundskeeper

Mrs Melissa Geiger

Lecturers

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

Rev. Dr Linda Stargel. MDiv, MTh, PhD
(Biblical Studies and Biblical Languages)

Rev. Richard Giesken, Buss, GradDipEd, MTh
(Biblical Studies and Missiology)

Rev. Assoc. Prof. David B. McEwan, HND, MDiv, PhD
(Theology and Pastoral Theology and Practice)

Rev. Dr Joseph Wood, BA, MTS, MA, PhD
(Church History, Theology, and Wesley Studies)

Sessional Lecturers

The sessional faculty for any given year is available on the college website.

ACADEMICS

ADULT LEARNING

NTC is an adult learning environment. As such, students are treated like adults and staff and faculty have certain expectations of students.

Be proactive

- This is your learning experience.
- In order to make it positive, manage your own learning experience.
- Ask questions of the lecturers. Talk to your lecturers about any concerns you may have.
- Read material (i.e. the syllabus, textbooks, the notes and handouts provided).
- Discuss the topics both during and outside of class.
- Utilise NTC's extensive physical and online Libraries.

Be self-directed

- Assignments are your assignments.
- Due dates are your due dates.
- Seek help if it is needed. Lecturers can provide assistance, as can the student support tutor.
- The Dean of Students and Academic Dean can help with workloads and personal concerns.

Be respected and be respectful

- The faculty and staff will respect you as adults on a shared journey of learning.
- The aim of classes is to develop discussion and engagement.
- Respect each other and lecturers.

PROGRAM AWARD STRUCTURE

NTC is a Member Institution of the Sydney College of Divinity Ltd (Trading as Sydney College of Divinity), CRICOS Provider No. 02948J. All awards have their own structure.

Please make yourself familiar with the following:

- The SCD website at www.scd.edu.au
- The NTC website at www.ntc.edu.au

NOTE: STUDENTS ARE LEGALLY RESPONSIBLE FOR THEIR OWN PROGRAMS.

HANDBOOKS

The SCD Handbook can be found here: <https://scd.edu.au/home/future-students/apply/student-handbook/>

The NTC Handbooks can be found under the Handbooks and Policies section here: <https://ntc.edu.au/students/forms-resources>.

(Copies of all Handbooks and Policies are also available in the Administrative Office)

COURSE UNITS

Units and Unit Descriptions can be found here: [Unit-Descriptions-Textbooks-2024.pdf \(ntc.edu.au\)](#)

MAJORS, SUB-MAJORS AND SPECIALISATIONS

- Majors are available at NTC in Biblical Studies, Theology, and Christian Life & Ministry (discipline and subdisciplines).
- Each course offered by NTC has different requirements regarding essential units, majors, sub-majors, and specializations.
- It is your responsibility as a student to ensure that your study program reflects the requirements for your course.
- Please note that requirements for the Ordination Course of Study for your church may not always match requirements for completing your enrolled course.
- The Registrar and Academic Dean are happy to assist you in planning your study program.

REQUIREMENTS FOR ATTENDANCE, LECTURES, AND ASSESSMENTS

Attendance

The attendance requirement for satisfactory completion of the class is 80%.

- If you miss classes due to illness you may be required to submit a course unit request form plus a doctor's certificate (if possible).
- If you miss a class for any other reason, please submit a course unit request form. Normally a permitted absence is only granted for medical reasons or personal/immediate family emergencies.
- Lecturers may set work to compensate for missed classes.
- The responsibility to catch up on class notes, etc, rests with the student.
- Lecturers may be able to record a class if notified in advance of an approved absence.

Lecture Etiquette

- Arrive or log in before the class is due to start. Late students are a disruption to the flow of a class.
- If you are unavoidably detained, text a fellow student, the lecturer, or phone the NTC Office. If it is after the class has started, phone the NTC office.
- If you are doing a class by video conference or telephone conference let the lecturer or the office know if you are going to be late or absent.
- Mobile phones are to be turned off or silenced in class. If you anticipate the need to receive a call in an emergency discuss this with the lecturer before class commences.
- Electronic devices are to be used in class only for lecture notes unless specifically advised by the lecturer. Students using their laptops for playing games, answering email, checking Facebook or other non-study purposes will be asked to turn them off. Repeat offenders will be asked to leave for the remainder of the class.
- Video conference students should assure that the location they choose to participate in the class from will be conducive to learning and free of distractions to themselves and/or the class.

Assessment

Most course units have three or more assessments. Specific information about them, including due dates, will be found in the Course Unit Booklet (CUB) for the unit and on Google Classroom.

Online Learning

NTC's Learning Management System (LMS) is Google Classroom. Students are required to keep their LMS login details for their exclusive use. Penalties apply if LMS details are shared with any other person.

NTC's video conferencing system is Zoom. The Zoom Video Conferencing Installation Guidelines can be found here: <https://ntc.edu.au/students/forms-resources>

Format of Assignments

The guide on all matters of style is the Chicago Manual of Style. This is the basic reference manual and should be used as such. Guidance on this can be obtained from the library, your lecturer, and numerous websites. Specific examples of footnote and bibliography formats can be found at <https://www.chicagomanualofstyle.org/turabian/turabian-notes-and-bibliography-citation-quick-guide.html>.

Australian English as defined in *The Macquarie Dictionary* or any other standard modern Australian English dictionary is to be used for all written work at NTC.

Submitting Assignments

All assessment items must be submitted according to the instructions on the CUB.

All assignments must be in PDF Format and be submitted by email by 11:59pm (AEST) on the due date.

All assignments are to be submitted with a signed cover sheet. The cover sheet should be signed by inserting an electronic signature or by scanning a downloaded and signed form. The cover sheet can be found on the NTC website at <https://ntc.edu.au/students/forms-resources/> or refer to the pro forma assignment sent

before the start of the trimester. Assignments submitted without a cover sheet will not be given a grade.

The correct email address for submitting assessment work is: registrar@ntc.edu.au. All communication with the Registrar regarding assessments should be via your NTC email address.

Students are NOT to send assessment work directly to lecturers, as the 'date received' will not be processed into the student record system correctly, and so late marks may apply to assessments submitted incorrectly.

Students are also advised to keep a copy of all 'sent' emails, because these may be required by the Registrar in the event that a correctly addressed email does not arrive to validate the actual time and date of the original submission.

Students are also advised to familiarise themselves with the Extension Policy (see below)—no exceptions to this policy will be made.

Late Penalty

Late assignments without an approved extension will attract an automatic penalty deduction of 5% of the marks available for the item of assessment for every day (including weekends and holidays), or part thereof, beyond the date and time of submission (or any extension granted).

Assignments submitted without an approved extension beyond 10 days after the due date will receive a zero mark and NOT be annotated by the lecturer.

Example:

Student submits an assignment worth 50 marks 4 days late.

Total mark available = 50

Penalty: 4 days late = 5% of 50 x 4 = 10 mark penalty

The student's original mark is 40.

Final mark = 40-10 = 30

Extensions

- All extensions granted will be in line with the Sydney College of Divinity Extension Policy (see "Grounds for Extension" below).
- Extensions must be sought prior to the Due Date.
- If you require an extension you should (1) email the lecturer, and (2) complete a course unit request form and email this to the Registrar.
- Extensions are not granted automatically.
- Extensions may be granted where there is a medical certificate or circumstances beyond a student's control.
- All requests for an extension during the trimester are approved by the Registrar (in consultation with the lecturer) and you will be advised via email.
- The demands of ministry are not usually sufficient reason for an extension
- In line with SCD academic regulations, extensions at the end of trimester will only be considered if at least one assessment task for that unit has already been submitted.
- All extensions requested at the end of trimester will be considered by the NTC Academic Committee.

SCD Grounds for Extension

An extension of an assignment's due date may be granted on the following grounds: medical illness (certified by Medical Certificate); extreme hardship; and compassionate grounds.

In such cases an extension of up to 28 days may be granted without penalty but only if requested before the assignment due date. The student should submit an "Application for Extension" including supporting documentation to the Member Institution for authorising and signing by the lecturer/Registrar/Academic Secretary prior to the due date. The student will then be informed of the result of the request.

In extreme cases, extensions beyond 28 days may be granted. Such extensions must be applied for in writing, including supporting documentation, to the Member Institution setting out the extreme circumstances. The appropriate Member Institution's committee will consider such an unusual extension and notify the student of the outcome in writing. If the unit assessment includes an examination and an extension is granted arrangements will be made for an alternative examination to be given to the student within the extension period.

ACADEMIC PROGRESS

Academic Mentoring

Students can access academic mentoring in consultation with the Registrar. Please contact the Academic Dean if you have any questions about your study program or any other matters relating to your academic progress.

Academic Integrity

NTC is committed to promoting and supporting academic integrity—honest and moral behaviour in an academic setting. For information on plagiarism, cheating, and contract cheating, see the Academic Regulations Handbook (found here: <https://ntc.edu.au/students/forms-resources>).

Results

Grades are released only after external monitoring and being passed by the Academic Board of the SCD. This normally occurs several weeks after the close of NTC's trimester. Communication of results occurs by email.

Academic Appeals

Coursework students and research degree candidates may appeal their results if they deem necessary. See the NTC Academic Regulations Handbook for more information (which can be found here: <https://ntc.edu.au/students/forms-resources>). SCD's regulations can be found here: [Appeals Procedures - SCD](#).

Student Feedback Process

Students will be asked to evaluate class units and textbooks at the end of each trimester. Evaluation forms will be sent by email. Your comments—both positive and negative—are appreciated. They will be kept anonymous unless you choose to identify yourself.

Students-at-risk Recognition and Strategies

Teachers will identify all coursework students who are encountering serious difficulty in their studies or who are at significant risk of academic failure. Teachers will make additional support available to these students. This support will provide students the opportunity to work toward a successful outcome.

See SCD Student at Risk Policy for more information (found here: [Students at Academic Risk Policy and Procedures - SCD](#)).

COMPLETION AND GRADUATION

NTC holds a Celebration Service at the end of each Academic year. This service celebrates all student achievements and is a ceremony to recognize those students who have completed their study. The NTC Celebration Service in 2024 will be on Sunday 10th November.

Graduating students will be invited to attend the Sydney College of Divinity Graduation Ceremony that is held in Sydney each year. (Students must complete their studies by the end of the previous year to be eligible for the graduation.) At the Graduation in Sydney, students receive their award and transcript of studies. The Sydney College of Divinity Graduation in 2024 will be on Saturday 23rd March.

Students who are not able to attend the Graduation Ceremony in Sydney will receive their award after that date. If an official transcript of your studies is required *before* graduation, please contact the Registrar—fees will apply.

GRIEVANCE PROCEDURE

All grievance procedures should start with the lecturer or staff member concerned. If an issue cannot be resolved at this level, then the next point of contact for academic grievances is the Academic Dean and for all other matters the Dean of Students. See the SCD Grievance Policy and Procedure for more information (<https://scd.edu.au/policy/student-grievance-policy-and-procedures/>) and the NTC Grievance Policy and Procedure in the Academic Regulations Handbook and at <https://ntc.edu.au/students/grievance-resolution>.

REGISTRATION AND FEES POLICY

Fee structure and further information can be found at <https://ntc.edu.au/students/fees-and-finance>.

FEE STRUCTURE (ACCREDITED COURSES)

Diploma of Christian Studies – (per 9cp Unit)	\$1850
Associate Degree of Christian Thought and Practice - (per 9cp Unit).....	\$1850
Bachelor of Ministry – (per 9cp Unit).....	\$1850
Bachelor of Theology – (per 9cp Unit)	\$1850
Graduate Certificate in Arts / Chaplaincy – (per 9cp Unit)	\$2075
Graduate Diploma of Arts – (per 9cp Unit).....	\$2075
Master of Arts / Master of Divinity / Master of Theology (per 9cp Unit).....	\$2075
Pensioner / Concession Card Holder Limited Audit*.....	\$50
Limited Audit*.....	\$200

*(See our Audit Policy on website)

NOTE: Please indicate the units to be applied to FEE-HELP at time of registration.

REGISTRATION

Although you have been accepted for a particular course you will need to register for the specific subjects/units. You are encouraged to register for the whole year rather than separately each trimester. To do this, complete and sign a registration form from <https://ntc.edu.au/students/forms-resources> and email to the Registrar. A late registration fee of \$50 applies to all registrations received after the close of Registration date. This fee is not payable by FEE-HELP.

Close of Registrations for 2024:

- Trimester 1: 21 January 2024
- Trimester 2: 28 April 2024
- Trimester 3: 19 August 2024

A withdrawal fee applies for withdrawal from a unit after registration:

- Prior to Census date: \$50
- After Census date no refund – see Refund Policy:
<https://ntc.edu.au/students/refund-policy>

OTHER FEES (APPLICABLE FOR FULL-TIME AND PART-TIME STUDENTS)

Overseas student administration fee (non-refundable payable on application).....	\$300
Registration variation fee (per occasion).....	\$50
Re-registration fee	\$50
Application for credit for previous study made prior to enrolment	\$50
Library fine (per day per item overdue)	\$1
Lost library item charge.....	Replacement cost
Lost or damaged equipment charge	Replacement cost
Student ID card fee (covers the duration of your course, up to 3 years)	\$11
Replacement Transcript fee (plus P&H) (only available from SCD)	\$50

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.

CENSUS DATES

All registrations must be finalised by the census date as this is the date FEE-HELP is claimed or students are invoiced.

Please note: Registration on Census date determines fees, not attendance or completion of a unit.

Census dates for 2024:

- Trimester 1: 04 March 2024
- Trimester 2: 10 June 2024 (24 June 2024 for Winter Intensives)
- Trimester 3: 16 September 2024

Important:

- Changes cannot be made after Census date.
- Please email the Registrar before the census date if you are considering withdrawing from a unit.

- Withdrawals must be completed before census date and must be notified in writing using the course unit request form.
- If a withdrawal is just before or on the census date, please phone NTC to confirm that the withdrawal notification has been received.
- FEE-HELP students: Following the Census date you will be issued with a Commonwealth Assistance Notice ("CAN"). You have 14 days to advise any errors.
- Non-FEE-HELP students who are not paying their fees in full at the time of registration should discuss their payment strategy with the Finance Manager before the trimester begins.
- Students with outstanding fees will not receive their grades, be permitted to register for the next trimester, or graduate from their course.

GOVERNMENT FINANCIAL ASSISTANCE (FEE-HELP & AUSTUDY/ABSTUDY)

Students who are Australian citizens may be eligible to receive FEE-HELP for tuition fees. Please contact the NTC Registrar for details of eligibility and application forms (one needed for each institution of study). Details of the regulations covering FEE-HELP can be found on the Sydney College of Divinity (SCD) website and on the Study Assist website: [FEE-HELP - StudyAssist, Australian Government](#)

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 trimester. Students making use of FEE-HELP will have their fees paid directly to NTC. Casual and audit 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 NTC office will accept payments through the use of MasterCard and Visa. Credit card payments may be made in person or via the telephone.

NOTE: Students not using FEE-HELP will be expected to pay each trimester's fees upon registration. Students who cannot pay all fees upon registration must negotiate an instalment plan with the college Finance Manager before the trimester begins. Those who are not able to properly maintain their financial accounts may be required to discontinue classes and/or relocate off campus.

CREDIT ARRANGEMENTS

NTC is unable to advance student loans. Because overdue accounts create considerable financial burden for NTC, 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 SERVICES

Students have the option of talking with the Dean of Students about difficulties they might be having as they acclimate to student life. As students interact with staff and other students and get connected to a local church, acculturation naturally takes place. Staff can assist with facilitating this.

STUDENT SUPPORT/STUDY ASSISTANCE

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. 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. Student Support Tutorials take place weekly during the trimester and 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. Speak to the Registrar for more information on how to receive assistance with your studies.

ACADEMIC LEARNING SUPPORT

All NTC students have free access to the Academic Support Tutor. Students who are deemed at risk are placed on our “Student at Risk Register” and routinely offered additional support and encouragement by the Academic Support Tutor and the Deans of Students. Academic Support Tutorial is available once a week for all students and compulsory for Students at Risk.

Speak to the Registrar for more information on how to receive additional learning support.

STUDIOSITY

All NTC students have free access to Studiosity, which is the only SCD-approved external study and writing skills support service. Students can access Studiosity at <https://studiosity.com/connect/clients/nazarene-theological-college-sydney-college-of-divinity/authenticate>.

ENGLISH LANGUAGE

NTC provides support to students for improvement in the use of academic and general English. See the Student Support Tutor for more information.

For overseas students, the Overseas Handbook (found here: <https://ntc.edu.au/students/forms-resources>) provides more information of English language support.

For English Language Support schools see:

- <https://tafeqld.edu.au/courses/study-areas/education-and-community/english-and-foundation-skills/english-language-courses>
- <https://www.elsis.edu.au/eap/>

LIBRARY SERVICES

All students have full access to our libraries on our two campuses, as well as access to our online library databases, which include downloadable journal articles and eBooks. Library use and research assistance are available through our librarians.

See the NTC Library Handbook (<https://ntc.edu.au/students/forms-resources>) and the SCD Library Policy for more information [Library Policy - SCD](#)

IT SUPPORT

All students are given an NTC email account. It is their responsibility to check it regularly as this is a main means of communication by NTC. Students also have access to our IT director and can get IT support. The IT director covers and maintains proper operation of Wi-Fi, video conferencing, Google classroom, Zoom, computers on our campuses, and other IT needs.

STUDENT COUNSELLING/CHAPLAINCY

The Deans of Students, in consultation with the Principal, is available for all students who require counselling. If a student has an issue that NTC staff is not qualified to handle, a referral is made to a professional.

Local counselling options:

- Carepoint Counselling: <https://www.carepoint.org.au/contact.html>
- Gateway Counselling and Wholeness Centre: <https://gatewaybaptist.com.au/care/counselling-centre/#welcome>

STUDENT REPRESENTATION

NTC is a small institution with students spread all over Australia, New Zealand, and beyond. In recent years, NTC has found it hard to maintain a working Student Council. However, NTC ensures students have a voice at the highest level of NTC's governance. Students are regularly encouraged to share concerns with faculty and staff and any student is able to 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 a time will be allocated at the next available Academic Committee meeting. The Academic Committee may request a student representative 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, directly to the Dean of Students.

GENERAL SUPPORT

EMERGENCY AND CRITICAL INCIDENT SUPPORT

All students 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, Redland Hospital is 5 minutes away (<https://metrosouth.health.qld.gov.au/redland-hospital>).

For genuine emergencies call the Australian emergency number 000.

For non-emergencies:
Contact Police 131 444
Contact Ambulance 131 233

SAFETY

Student safety is a priority for NTC. Emergency exits, first-aid boxes, evacuation areas, and emergency contact details are clearly displayed around the campus and procedure for dealing with life threatening incidents such as fire, death, bomb threats and bushland issues are communicated to all students at regular intervals.

For further information on student safety, see the following SCD Policies: SCD Student Support and Welfare Policy; SCD Critical Incident Policy; and SCD Academic Quality Assurance Policy (these may be found here: <https://scd.edu.au/academic-quality-assurance/>).

HEALTH, WELLBEING, AND DISABILITY SUPPORT

Local medical options:

- Redland Hospital (5 kms from NTC): <https://metrosouth.health.qld.gov.au/redland-hospital>
- Victoria Point Medical Centre: <https://www.victoriapointmedicalcentre.com.au/>
- Sunstate Family Practice: <https://sunstatefamilypractice.com.au/>

NTC is committed to being inclusive of and accessible to all students. If a student with disabilities has a particular need, NTC will work with them to find a solution so that they can carry out their studies with minimal disruption. See SCD Student Disability Policy ([Student Disability Policy - SCD](#)) for more information.

For more information see the SCD Health and Safety Brochure. (found here: <https://ntc.edu.au/students/forms-resources>)

LEGAL SUPPORT

NTC staff has no expertise in Australian law and therefore gives no legal advice. The below links provide information about Australian law and local legal services.

Information about Australia law

- Legal Aid Queensland: <http://www.legalaid.qld.gov.au/Home>
- Advice on Queensland law <https://www.qld.gov.au/law>
- Community Legal Centres: <http://www.naclc.org.au/>
- Queensland Law Society <https://www.qls.com.au/Home>
- Information on Australian Law
https://www.dss.gov.au/sites/default/files/documents/12_2016/dss0520_ausco_pamphlet_17_australian_law_new_logo_v1.pdf

Local legal services

- https://www.qls.com.au/For_the_community/Find_a_solicitor
- Keith Mole & Associates
Website: <https://kmlaw.com.au/> Phone: (07) 3820 9444
Address: Lakeside Shopping Centre, 11 Bunker Road, Victoria Point
- Redland Legal
Website: <http://www.redlandlegal.com.au/> Phone: (07) 3829 3503
Address: Shop 5/160 Broadwater Terrace, Redland Bay QLD 4165

FINANCIAL SUPPORT

Students should contact the Registrar to see whether they are eligible for Austudy, Abstudy FEE-HELP and other Government schemes that may be of benefit. Scholarships and employment opportunities may also be discussed. Transport concessions are available to full time students.

CAREERS AND VOCATIONS

Career and Vocational information are available through the Student Support Officer and the Academic Dean.

USEFUL LINKS

- Overseas Students Ombudsman: <http://www.ombudsman.gov.au/>
- Australian Tax Office: <https://www.ato.gov.au/>
- Department of Home Affairs: <https://www.homeaffairs.gov.au>

ADDITIONAL SUPPORT

ACCOMMODATION

NTC offers dormitory accommodation for students (weekly rent applies; contact the Office Manager for more information).

FREE INTELLECTUAL INQUIRY AND LEARNING THROUGH DISCUSSIONS

NTC is committed to promoting and supporting free intellectual inquiry in its academic endeavours according to the SCD policy <https://scd.edu.au/policy/free-intellectual-inquiry-policy/>.

OVERSEAS STUDENTS

For information on acculturation support, employment, workplace expectations and other matters relating specifically to overseas students, refer to the Overseas Student Handbook (found here: <https://ntc.edu.au/students/forms-resources>).

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

CHAPEL

Community Chapels are scheduled multiple times each trimester and take place on a Tuesday from 1:00pm to 2:00pm. They are available in person or by Zoom. See current Timetable for dates (<https://ntc.edu.au/students/timetable>). Email reminders are sent out regularly about these chapels. A special Spiritual Deepening Weekend takes place each year, usually in June or July (Auckland, NZ, Brisbane Campus, & by Zoom).

While student attendance at these events is not compulsory, we strongly encourage Student attendance and participation. Students who play an instrument or sing are welcome to be part of the music team. Students are also welcome to be part of the Chapel committee and interested students should see the Registrar.

A prayer room is available for individual or group prayer. It is located just outside of the main chapel area.

PASTORAL CARE

Within the NTC community your first source of support is provided by your fellow-students, who generally take very good care of one another. You may approach the Dean of Students for advice and counsel on any issue related to your educational experience. The Dean of Students will seek to find support for you regardless of the issue. In addition, you are welcome to approach any of the lecturers, all of whom have extensive pastoral experience, and seek their support in whatever issue you may face. Everyone also has an academic adviser, who monitors progress in your student life. The Principal has a pastoral responsibility for all of the NTC community. Outside NTC each student can turn to his or her local pastor for counselling. Links for counselling options are above, under the Health, Wellbeing, and Disability Support section.

LOCAL CHURCH

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 NTC, will be the church you choose to attend. Each student originating outside the Brisbane area or 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 Students to enquire about church life engagement.

CHRISTIAN SERVICE

Your primary outlet for Christian service is the local church that you elect to support during your time at NTC. Students will also have opportunities to serve on NTC 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 NTC 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.

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 classroom study, chapel, and group prayer times are all 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.

SOCIAL LIFE

GENERAL PRINCIPLES

Student life at NTC is composed of academic, social, and religious 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 the Covenant of Christian Conduct of the Church of the Nazarene (found here in the special revision index:

https://2017.manual.nazarene.org/back_matter/special-revision-index/). Furthermore, tobacco, illegal drugs, and alcohol are prohibited on both of the NTC campuses. Those who do not willingly agree to abide by these standards should not 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. Below we include some guidelines for living and studying on campus (many of these also apply to those studying via video conferencing).

TIDINESS

The whole campus should be kept tidy and free of litter. This is the responsibility of all students and residents. Students should be particularly careful to keep the kitchen, dining, and common areas tidy, to take rubbish and recycling to the appropriate skip when necessary, 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 NTC community is one where people may devote themselves to study for a few short years. Please remember that the main NTC 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 out-going students have a special responsibility to help the more reticent feel at home here.

RELATIONSHIPS

All students have committed themselves to respect NTC'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 NTC 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 his or her 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. NTC 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.

STUDENT AMENITIES AND EXTRA-CURRICULAR ACTIVITIES

NTC provides outside basketball and tennis courts. The student common room 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 Office. Other recreational activities should have the prior permission of the Office Manager. Under no circumstances are golf balls to be hit on the campus. There are many sports facilities within a short distance of the NTC campus and students are encouraged to use them. All sport and recreational activities are outside the scope of NTC'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 not only their own needs or desires but also those of others around them. NTC reserves the right to formulate additional policies as necessary.

CAMPUS REGULATIONS

FIRE

Smoke detectors are installed in all required areas. Please respond to any alarms in an appropriate manner. Evacuate immediately on the raising of the alarm. In case of fire, the assembly areas are the main car park (located adjacent to the administration office) and the dormitory car park (located above the upper dorm), whichever is nearest to you. Please be familiar with the fire response procedures posted throughout the Teaching and Learning Centre.

EMERGENCY NUMBERS

For police, fire, or ambulance services.

- For genuine emergencies call the Australian emergency number **000**.
- For non-emergencies:
 - Police 13 14 44
 - Ambulance 13 74 68

More information about emergency services can be found at <https://www.qld.gov.au/emergency/emergencies-services/assistance/getting-help>

FIRST AID

There are First Aid boxes in the Office, the workshop, and each dorm building.

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. Milk and milk products, food scraps, wipes of any kind (including those labelled "flushable"), female sanitary products, grease, bleach, (bins provided), 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 NTC. It is each resident's responsibility to advise any visitors of this policy.

MOTORISED VEHICLES

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 not to exceed 20kph at any time. Exhaust systems must not be loud enough to disturb other campus residents. Violations may result in the revocation of the individual's privilege to drive on campus. Please do not drive or park cars on turf areas or concrete walks except to wash a vehicle.

RESIDENT RESPONSIBILITIES (DORMITORY AND UNITS)

CARE AND RESPONSIBILITY FOR NTC 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 (e.g., halls, bathrooms, lounges, dining room, screens) may be charged directly, or equally, against the residents of the area.

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

Furniture may not be moved in or out of the classrooms 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, classrooms, dormitories, library, and workshop building, 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. NTC reserves the right to inspect the facilities without notice in cases of urgent or extreme circumstances.

MAINTENANCE CONCERNS

Units and dormitory rooms should be kept clean and tidy. Any maintenance needs should be reported at the Office using the appropriate Maintenance Request Form available from the office.

INSURANCE

Residents (both dormitory and units) are advised to secure their own contents insurance. NTC's insurance does not cover resident's personal belongings, including motor vehicles.

TELEPHONES

Residents are encouraged to make their own arrangements for mobile telephones and cellular service.

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 (see Overseas Handbook for more information). In case of an immediate medical need, Redlands Hospital is located 3.5km along Panorama Drive, towards Cleveland.

WORKSHOP AND EQUIPMENT

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

HEALTH AND SAFETY

Redland Shire Council prohibits the keeping of any petrol, other flammable liquids or chemicals in the units, dormitories, 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 permitted to be parked on 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 and a car park is provided adjacent to the dormitory buildings. Residents with second cars should park behind their first car or away from the unit in a non-mowing area.

DORMITORY 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.

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

- Monday - Thursday: 11pm
- Friday - Sundays: 1am

OVERNIGHT VISITORS

Students are welcome to have occasional overnight visitors in their dormitory room and are required to notify the Office Manager beforehand.

CLEANLINESS

Each resident is expected to keep their room reasonably clean and neat. Purchase of bathroom cleaners are the responsibility of each resident. No bleach is to be used on the bathroom tiles. The vacuum cleaner is kept underneath the stairs. Please empty the vacuum bag each time you use it and return the vacuum cleaner immediately after use.

RUBBISH

- Rubbish skips are outside the dormitories for the residents' use.
- Recycling skips (paper/cardboard and bottle/can) are located adjacent to the maintenance shed. Please assure these items are placed in the correct skip as labelled.
- Some plastic and glass bottles can be recycled for .10c per bottle when taken to a recycling station.

KITCHEN AND DINING ROOM

Dormitory residents may use the kitchen and common room facilities for their meals. Dormitory residents are provided refrigeration and cupboard space for their food. NTC provides cooking and eating utensils for dormitory residents. No cooking is allowed in dormitory rooms.

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 all dormitory residents—do not expect that 'someone else' will take care of it. Kitchen facilities and equipment are not available to unit residents without prior permission from the college administration.

LOCAL INFORMATION

The Redlands area has lots of things to see and do. You can find information on multiple websites including: www.visitbrisbane.com.au; <https://www.weekendnotes.com/brisbane/>; and www.brisbanekids.com.au. Search 'Redlands', 'Cleveland', or 'Victoria Point'.

POPULAR PLACES

- https://www.redland.qld.gov.au/info/20123/discover_redlands_coast
- https://www.redland.qld.gov.au/info/20125/our_suburbs_and_islands/180/thornlands
- <https://profile.id.com.au/redland>
- Old Cleveland Lighthouse (includes a café, takeaway, and restaurant)
238 Shore Street North, Cleveland
- Wellington Point Recreation Reserve
2A Main Road, Wellington Point
- Coochiemudlo Island; North Stradbroke Island; multiple other islands
- Raby Bay Foreshore Park
Masthead Drive, Cleveland
- Redlands Indigiscapes Centre (includes native botanic garden, nursery, visitor information centre, and café)
17 Runnymede Road, Capalaba

SHOPPING

Victoria Point has multiple grocery, fruit and vegetable stores, along with department stores, clothing stores, banks, post office, and any other store you would need.

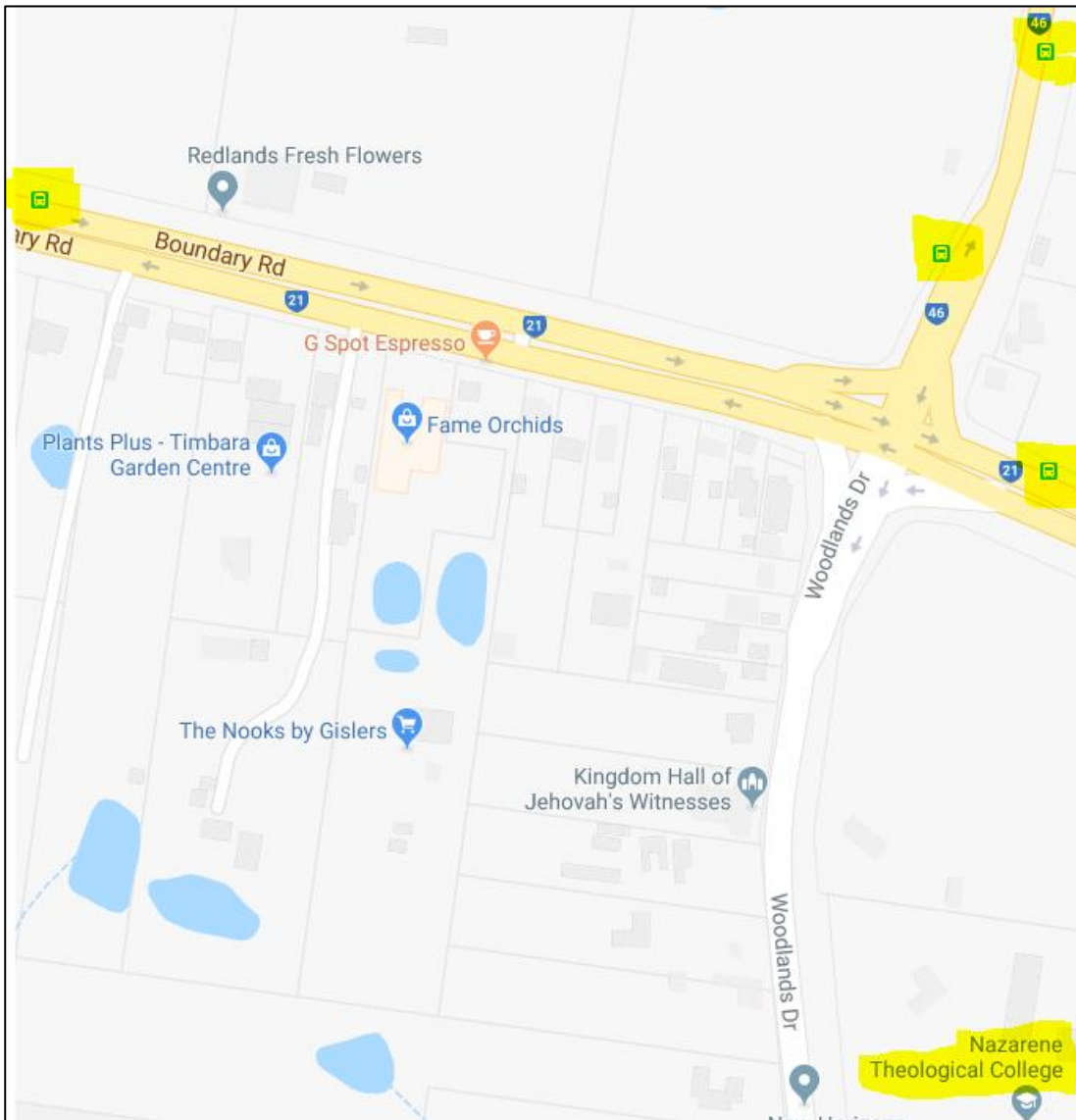
Cleveland also has multiple grocery, fruit and vegetable stores, along with department stores, clothing stores, banks, post office, and any other store you would need.

RESTAURANTS

- Multiple cuisines on High Street, Victoria Point
- Multiple cuisines in Cleveland town centre and Raby Bay

PUBLIC TRANSPORT

The below map highlights NTC and the nearest bus stops. Busses at these stops will get you to Victoria Point and Cleveland (the two closest towns) and Brisbane City (multiple stops). There is also a train station in Cleveland.



To plan your journey, use the Queensland public transport planner, Translink: <https://translink.com.au/>. Enter your current location and travel destination and you will be provided with personalised instructions of bus and train connections that will assist you.

You will need to purchase a public transport card (called a Go Card) to travel on the public transport network. Visit [go card | Translink](#) to select the best option for your stay.