



# Australian College of Theology

## Coursework Course Application Form



**Information collected on this form is required to be reported to the Department of Education, and will be used to provide targeted support to students.**

A reminder to submit any relevant identity documents, Working With Children Check (if applicable), and evidence of previous studies.

### APPLICANT DETAILS:

Legal name in Full (as shown on your Passport): .....

Title                      First Name(s)                      Surname

Preferred Name: ..... Date of Birth (DD/MM/YYYY) .....

ACT student number (if known): ..... USI (Unique Student Identifier): .....

Find your USI at <https://usi.gov.au>

Gender:  Male     Female     Unspecified

**Contact Details:**

*Term address:*

No. & Street:		Suburb:	
State:	Postcode:	Mobile:	
Phone:	Emergency Contact: (name, phone number and relationship)		
Email:			

*Permanent home address (overseas students and Temporary Permit Visa holders MUST fill in their HOME country details):*

No. & Street:			
Suburb	State:	Postcode:	
Country	Email:		
Phone:	Mobile:		

### COURSE ENROLMENT:

Course name: .....

Intended study load (full-time or part time): .....

Intended payment method (upfront fees or a FEE-HELP loan): .....

Intended study mode (on-campus, off-campus, or a mixture of both): .....

Tuition fees for units are outlined at [actheology.edu.au/fees](http://actheology.edu.au/fees). See [actheology.edu.au/fees](http://actheology.edu.au/fees) for FEE-HELP eligibility and application process.

### DEMOGRAPHIC:

Country of birth: ..... Year of arrival in Australia if born outside Australia: .....

Language spoken at home (other than English): .....

**Do you identify as Aboriginal and/or Torres Strait Islander?**

Aboriginal             Torres Strait Islander             Both Aboriginal and Torres Strait Islander             Neither

## DISABILITY:

### Do you have a disability, impairment or a long-term medical condition which may impact your learning experience?

YES  NO  PREFER NOT TO SAY      If **YES**, please indicate the area/s of impairment. Please mark all that apply.

- hearing       physical       vision       medical condition       acquired brain injury
- intellectual       specific learning disability       mental health condition       neurological condition
- other – please specify .....       Prefer not to say

Disability effective from: ..... /..... /.....

If you have said yes to any of the above, would you like to receive advice on support services and facilities which may assist you?  YES  NO

## PREVIOUS QUALIFICATIONS:

Your highest educational attainment: .....

Year of Completion: .....

Your highest level of school attainment in Australia:  Year 9  Year 10  Year 11  Year 12  Unknown

If you completed year 12 in Australia, please state the year of completion: .....

In what state did you attend year 12 (if completed overseas, skip to the HEP questions):

NSW  QLD  NT  WA  SA  VIC  TAS  ACT

Suburb of your school during your final year of secondary school: .....

The Australian suburb and postcode of your permanent home residence in your last year of secondary school:

.....

Did you attend a previous Higher Education Provider (HEP):  Yes  No

What year did you last attend: .....

What was the name of the Higher Education Provider: .....

Australian Tertiary Admission Rank (ATAR) (value will range from 0.05 to 99.95): .....

*(note: Old students must convert their OP scores. Talk to your enrolling college for details).*

Basis for admission to current course:

- Previous higher education course       Previous VET qualification       Secondary education
- Other basis: .....

IELTS score (including subtest scores): .....

(for applicants from a non-English speaking background)

## CITIZENSHIP:

### Citizenship status (please tick only one):

- Australian citizen       New Zealand citizen
- Permanent Resident       Temporary permit visa (incl. Student Visa)
- Permanent Humanitarian Visa       Other (please state) .....

Citizenship status effective from: ..... /..... /..... (applies only if the student provides evidence that their citizenship or residence status has changed)

## PARENT DETAILS:

What was the highest level of education completed by your parent/guardian #1 (please tick only one box):

1. Postgraduate qualifications (eg masters, PhD)
2. Bachelor qualification
3. Other post school qualification (eg, VET/TAFE certificate, apprenticeship, associate degree or diploma)
4. Completed Year 12 or equivalent
5. Did not complete Year 12 or equivalent
6. I don't know

What was the highest level of education completed by your parent/guardian #2 (please tick only one box):

1. Postgraduate qualifications (eg masters, PhD)
2. Bachelor qualification
3. Other post school qualification (eg, VET/TAFE certificate, apprenticeship, associate degree or diploma)
4. Completed Year 12 or equivalent
5. Did not complete Year 12 or equivalent
6. I don't know

---

## REGULATION/TERMS OF ENROLMENT:

**Overseas Students:** The information provided by overseas students to the provider (the Australian College of Theology) may be made available to Commonwealth and State agencies and the Fund Manager of the Educational Services for Overseas Students (ESOS) Assurance Fund, pursuant to obligations under the ESOS Act 2000 and the National Code; and the provider is required, under section 19 of the ESOS Act 2000, to tell the Department about: (i) certain changes to the student's enrolment; and (ii) any breach by the student of a student visa condition relating to attendance or satisfactory academic performance.

**Variation of Enrolment:** Students who wish to vary their enrolment by addition of or withdrawal from a unit should consult their Affiliated College Registrar for the critical dates that apply to that unit and the procedure to use to apply for a variation. Withdrawal from a unit after the Withdrawal Date will attract a fail (FW) grade. [For more information, see [www.actheology.edu.au](http://www.actheology.edu.au) – Variation of Enrolment]

**Closing dates for application:** An application for enrolment in a unit lodged after the Administrative Date for the unit may be subject to the Variation of Enrolment Fee.

**Credit Transfer / RPL:** ACT's Credit Transfer and Recognition of Prior Learning policies are published on the ACT's website [www.actheology.edu.au](http://www.actheology.edu.au).

**Grievance Resolution:** The ACT's Grievance Resolution Policy for Domestic Students and the Grievance Resolution Policy for Overseas Students are available on the ACT website at [www.actheology.edu.au](http://www.actheology.edu.au).

**Refunds of tuition fees:** Candidates who withdraw after the census date of a unit and wish to apply for a tuition fee refund must apply in writing to the Registrar of the Australian College of Theology. A copy of the Tuition Fee Refund application form and policy can be found on the Australian College of Theology website [www.actheology.edu.au](http://www.actheology.edu.au).

## APPLICATION AND DECLARATION:

I apply to be enrolled in the Course and Units set out above and agree that, upon acceptance, I will be enrolled at the Australian College of Theology on the terms set out above.

Unless I am applying for cross-institutional enrolments or Single Unit Study, I note that am enrolling in units contributing to the completion of a course of the Australian College of Theology and I declare my intention to complete this course of study.

Should I be accepted as a student of the Australian College of Theology, I will abide by its rules and policies. I understand that I can access the rules and policies relating to my course and my enrolled units on the website of the Australian College of Theology at [www.actheology.edu.au](http://www.actheology.edu.au).

In particular, I acknowledge that I have read, understand and accept:

- the Grievance Resolution Policy for Domestic/Overseas Students; and
- (if I am an overseas applicant) the ACT Refund Policy and Agreement for Overseas Students.

I also understand that:

- The Australian College of Theology is collecting the information in this form for the purpose of assessing my eligibility for the Higher Education Loan Program under the *Higher Education Support Act 2003* and allocation of a Commonwealth Higher Education Student Support Number to me; and for program administration purposes, including the viewing of survey data by relevant parties.
- The Australian College of Theology will disclose this information to the Australian Government as required under the *Higher Education Support Act 2003*.
- The Australian Government is required to store the information securely.
- The Australian College of Theology may disclose information to government departments in relation to transport concessions.
- The Australian College of Theology and the Australian Government will not otherwise disclose the information without my consent unless required or authorised by law.
- My information may be sent to software vendors in order for me to access software relevant to my course at reduced rates, and not on-sold to any provider.
- Work submitted in relation to this course may be submitted to organisations for academic integrity assurance.

Noting that giving false or misleading information is a serious offence under the Criminal Code, I confirm that, to the best of my knowledge, all the information in this form is correct.

**Signature of applicant** ..... **Date:** .....

(NB: only the applicant may sign this form – no proxy signatures will be accepted)



## Code of Student Conduct

---

### Malyon's vision and student conduct

Malyon's vision for students is: *to form faithful image-bearers of Christ, who love God, listen to His Word, serve the church, engage their culture, and are committed to the mission of God in this world.*

The fulfilment of this vision commits Malyon to:

1. cultivating attitudes and behaviours that honour the ethical teachings of Christ and the Scriptures, especially his command that his disciples are to love one another as he has loved them;
2. calling upon faculty, staff and students to respect these teachings and respond to them with sincerity and integrity;
3. valuing the formation of each student's character and conduct as much as we value the development of their knowledge and understanding

### Implications for enrolling with Malyon

Malyon College is affiliated with the Australian College of Theology (ACT).

According to clause 8 of the affiliation agreement, the ACT does not impose any denominational or religious restrictions in relation to any ACT course. However, the same clause provides that an affiliated college, such as Malyon, is free to impose denominational or religious restrictions in relation to enrolment in the ACT course taught by the College. In addition, the College is permitted to require enrolling students to conduct themselves in accordance with the college's Christian ethos and requirements and to affirm our statement of faith.

Malyon College is a ministry of Queensland Baptists, operating under its oversight and authority. Therefore, while we welcome applications for enrolment from the wider Christian community, Malyon College, as a religious training institution for Queensland Baptists, reserves the right to restrict enrolments to those who by signing below confirm their commitment to abide by the *Code of Student Conduct*, as part of their enrolment application.

### Responding to student misconduct

Malyon's procedures for responding to a claim or complaint that a student is behaving in a way that is contrary to the Code of Student Conduct can be found in the Student Resources section of the Malyon Moodle site under the heading, Important Documents. <sup>1</sup>

---

<sup>1</sup> <https://students.malyon.edu.au/course/view.php?id=9>

## Code of Student Conduct

Malyon students are to commit to loving one another as Christ has loved us by:

- honouring Malyon's commitment to the statement of beliefs adopted by Queensland Baptists; <sup>2</sup>
- accepting Malyon's commitment to the policies of Queensland Baptists, including the Position Statement on Sexuality and Marriage<sup>3</sup>, and, in addition, the policies of the Australian College of Theology; <sup>4</sup>
- studying diligently to improve their knowledge, gifts and skills, and preparedness for service
- completing all course requirements with integrity and honesty;
- mutually supporting and strengthening one another's faith in Christ and commitment to his mission;
- responding to others with patience, forbearance, gentleness and kindness, and a readiness to forgive;
- practicing self-control, refraining from engaging in harmful and addictive behaviours, and behaving in a lawful manner; <sup>5</sup>
- maintaining a good standing with and is making a positive contribution to a local Christian church or fellowship;<sup>6</sup>
- responding respectfully and courteously towards others irrespective of their sex, race or ethnicity, abilities, or age, and regardless of whether they agree or disagree with your opinions, beliefs and practices; and
- using social media in a manner that is consistent with the above.

## Student confirmation

I hereby confirm that I have read and agree to abide by the *Code of Student Conduct*, set out above.

Signature:

Name:

Date:

---

<sup>2</sup> <https://www.qb.org.au/who-we-are/beliefs/>

<sup>3</sup> <https://www.qb.org.au/wp-content/uploads/2018/08/Marriage-and-Sexuality-Paper-Ver-2.1.pdf>

<sup>4</sup> <https://www.actheology.edu.au/documents/>

<sup>5</sup> "Refraining from harmful behaviour" includes not engaging in any form of threatening or abusive behaviour to another person, whether a child or an adult, that causes, or has the potential to cause, physical, emotional or psychological harm.

<sup>6</sup> There may be rare cases where extenuating circumstances do not make this possible. In such cases the student or prospective student should discuss these with the Malyon Registrar who assesses each case on its merits.