



# APPLICATION FORM

Please use the following checklist to make sure your application is complete:-

- |  |                          |
|--|--------------------------|
| 1. One passport photo attached to your application form              | <input type="checkbox"/> |
| 2. Application fee of \$30.00 enclosed                               | <input type="checkbox"/> |
| 3. Payment of fees details are completed                             | <input type="checkbox"/> |
| 4. All of the sections on the form have been completed thoroughly    | <input type="checkbox"/> |
| 5. Police Clearance Form is enclosed (If there is a criminal record) | <input type="checkbox"/> |
| 6. Signed student enrolment information on back page                 | <input type="checkbox"/> |

<b>OFFICE USE ONLY</b>					
<b>Interviewed (date)</b>	<input style="width: 95%;" type="text"/>	<b>Application Fee Receipt No.</b>	<input style="width: 95%;" type="text"/>	<b>LOA sent &amp; date sent</b>	<input style="width: 95%;" type="text"/>
<b>Interviewed by (Initials)</b>	<input style="width: 95%;" type="text"/>	<b>Entered on database (Initials)</b>	<input style="width: 95%;" type="text"/>	<b>Police Clearance attached</b>	<input style="width: 95%;" type="text"/>
<b>Accepted Yes/No</b>	<input style="width: 95%;" type="text"/>	<b>Student ID No.</b>	<input style="width: 95%;" type="text"/>	<b>Passport Photo Yes/No</b>	<input style="width: 95%;" type="text"/>
<b>Application Fee received</b>	<input style="width: 95%;" type="text"/>	<b>COE Needed (Austudy)</b>	<input style="width: 95%;" type="text"/>		<input style="width: 95%;" type="text"/>



EDUCATION	INSTITUTION	DIPLOMA/DEGREE/QUALIFICATION	DATE
Secondary			
Tertiary			
Other			
CHRISTIAN EXPERIENCE: BORN AGAIN? <input type="checkbox"/> Yes <input type="checkbox"/> No    When? _____ Where? _____			
BAPTISED IN THE HOLY SPIRIT? <input type="checkbox"/> Yes <input type="checkbox"/> No    When? _____ Where? _____			
BRIEFLY DESCRIBE ANY PREVIOUS CHURCH EXPERIENCE OR MINISTRY:			
DO YOU BELIEVE YOU ARE CALLED BY GOD TO ENTER FULL-TIME MINISTRY? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure If so, what do you believe is your calling? _____ _____			
<b>REFERENCES</b> Give names, addresses and phone number of people who will act as your references.			
PERSONAL FRIEND Name: Address:  Telephone No.		MINISTER Name: Address:  Telephone No.	
WRITE A BRIEF EXPLANATION OF WHY YOU DESIRE TO ATTEND VLBTC:			
DO YOU KNOW ANYONE NOW ATTENDING VLBTC? <input type="checkbox"/> Yes <input type="checkbox"/> No                      If so, please give their name.			
HOW DID YOU HEAR ABOUT VLBTC?			
NAME A RELATIVE TO BE CONTACTED IN CASE OF EMERGENCY (Not spouse)			
Name and Relationship	Address	Telephone	Mobile
Please note that submission of this application does not constitute acceptance as a student. All students will be interviewed and notified in writing as soon as possible.			
SIGNATURE _____		DATE: _____	

## STUDENT ENROLMENT INFORMATION

This information contains important details of how students enrol at VLBTC. It is supplementary information and should be read in conjunction the VLBTC Prospectus. Please read it carefully and ask questions on anything you do not understand.

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### Enrolment Procedure

Before you decide to enrol in a course, find out from us what the course entry requirements are, when it runs and how much it costs, and what you will learn on the course. This information is provided in the prospectus and term time table.

Fill out the application form provided by VLBTC and await application acceptance. VLBTC will make contact by phone or email to confirm your enrolment.

### Orientation Procedure

Attend the pre-study orientation meeting that VLBTC will schedule prior to the commencement of studies. Students will be provided with information that will assist them in the successful completion of studies and achievement of competency.

### Course Content

VLBTC will provide training and assessment information prior to the commencement of each course.

### Fees and Charges and Refund Policy

VLBTC will only enrol students who have paid all course fees in advance. Students will also be required to pay text book fees as advised prior to commencement of studies.

In the case of early withdrawal from the course, where 20% or less of the course has been provided to the student a 100% refund less \$200.00 administration fee will apply. Where less than 50% of the course has been provided to the student a 50% refund less \$200.00 administration fee will apply. Where 50% or more of the course has been provided to the student no refund will apply.

### Language, Literacy and Numeracy

All students who advise VLBTC staff of their special learning needs will be provided with the appropriate support and guidance with the aim of assisting the student to obtain competency in the course undertaken. This assistance provided by VLBTC will be within the principles of fairness and flexibility of workplace assessment and will be offered in a discrete manner.

### Welfare and Guidance

All students experiencing any difficulty or concerns about their training experience should make contact with the lecturer or VLBTC Management where a range of solutions may be discussed and provided.

### Appeals and Complaints

The complaints and appeals policy of VLBTC provide an avenue for students to address their complaints and appeals to VLBTC Management and have them dealt with in a constructive and timely manner.

### Disciplinary Procedures

Students who are unruly, offensive or conduct themselves in a disrespectful manner toward VLBTC staff or fellow students will be offered one warning to desist their behaviour after which continued behaviour will result in their enrolment being cancelled.

### Access and Equity

VLBTC is committed to providing training and assessment services to all clients regardless of race, religion, sex, socio-economic status, disability, language, literacy or numeracy.

### Legislative Compliance

VLBTC Management and staff conducts periodic reviews to ensure that it is compliant with all state and federal legislative requirements for RTO's including, but not limited to OH&S, Harassment, Discrimination, Equal Opportunity and Vocational Education and Training legislation.

### Mutual Recognition, Credit Transfer and RPL (Recognition of Prior Learning)

VLBTC recognises qualifications and statements of attainment issued by any other RTO. Where sufficient documentation is provided VLBTC will provide credit transfer to enrolling students. VLBTC management and staff are committed to supporting the RPL enquiries and requests from potential and enrolled students. Enrolling students are supplied with relevant RPL information at initial contact and orientation events prior to undertaking studies. Further support is provided with relevant RPL tools following RPL application.

### Records and Information Management

VLBTC is committed to implementing best practice in its records management practices and systems, responding in a timely manner to all requests of information from present and past students. All staff employed by VLBTC will be required to apply themselves to the provisions of the Privacy and Protection of Personal Information Act 1998.

I have read the Student Enrolment Information.

Signed: ..... Date: .....