

OVERSEAS STUDENT  
PROSPECTUS  
SUPPLEMENT

To be read in conjunction with  
VLIBTC Prospectus

It is a requirement of VLIBTC Enrolment Procedure that this Supplement be read in its  
entirety



## *Overseas' Student Supplement*

(This document should be read in conjunction with the current VLIBTC Prospectus)

### *Introduction to the City of Perth and Western Australia*

Situated on a coastal plain Perth remains a great attraction to those that love the outdoors, you can swim in the surf, walk amongst ancient trees and fields of wildflowers, taste delicious local produce, explore gorges and wilderness areas, see some of Australia's unique wildlife and meet laid back, friendly people.

The variety of landscapes and climates in Western Australia means there is always plenty of sunshine, making it a perfect year-round destination.

It is a land blessed with spectacular diversity where the deep reds of ancient interior rock formations contrast with the sparkling blue of the Indian and Southern Oceans and the lush greenery of the stunning southern regions.

People from more than 200 different nationalities live, work and study here.

### *Employment*

If indicated on their visa, or if successful in applying for a Right to Work Visa, students may be employed for up to 20 hours per week (and 40 hours per week during semester breaks). Students should check with the Department of Immigration and Citizenship for confirmation on their allowable hours. Australia is generally experiencing a skills shortage and part time employment is readily available.

### *VLIBTC*

VLIBTC is a Registered Training Organisation in Perth WA. (CRICOS No.02200J). Established in 2000.

### *Course entry requirements*

Entry into the VLIBTC course requires that students possess a satisfactory level of English. Students are required to have a minimum year 10 English score of 'C' or better; however Students applying from countries where the level of assessment is Level 3 or above, an IELTS Test Certificate with a Band Score of 5.5 or above is required.

Students with a grade below this level may require an additional English test and if necessary a short course in English to lift their standard prior to commencing their enrolled course. Please state the level of English you have attained on the application form together with proof of your competence in English (see Note below).

Past educational and vocational qualifications should be added to a student's course entry application. Where a student believes they may have course credits or certifications, a request for a Recognition of Prior Learning application should be included in the student's application.

Formal education would be expected to be at least secondary level with special consideration being made for those with a Christian Ministry background seeking to further enhance their qualifications. In these cases references from local Church Pastors will be sought. Students under the age of 18 years will need to have their Letter of Offer counter-signed by a parent, relative or legal guardian resident in Australia.

### *Note:*

Students applying from Assessment Level 3 & 4 countries will require IELTS test results of 5.5 or above to satisfy enrolment requirements.

### Pre-Visa Assessment

Once a student application has been assessed and if approved by the Board, the student will be advised in the form of a Letter of Placement for the requested Course(s).

Details for obtaining your Pre-Visa assessment are attached on a separate sheet.

Once your Pre-Visa Assessment letter has been received from the Department of Immigration, Victory Life International Bible Training Centre will issue student with a Letter of Offer and Acceptance, together with separate Confirmation of Enrolment Forms for each of the courses selected. Student should then proceed to the next stage of their Student Visa application.

### Course Content

VLIBTC provides the following courses over a period of 20 hours per week with a hands on training approach and with assessments that include written tests, observed simulated tasks and three (3) hours per week practical Church participation.

- Certificate IV in Christian Studies
- Diploma of Christian Ministry
- Advanced Diploma of Christian Ministry

A description of units and subjects is contained in the main Prospectus.

Students study competency based training and assessment methods and will be assessed according to established industry standards that will equip the student with the essential skills and knowledge to gain a firm footing in their chosen industry area.

Students who successfully complete their course will be being awarded with qualifications that are nationally recognised.

### Facilities

VLIBTC facilities are housed in the Victory Life Centre building which is located in the Perth suburb of Osborne Park in Western Australia. It is approximately a 10 minute drive north of Perth's central business district on the Mitchell Freeway or a 5 minute walk from the Glendalough train station. There is easy access from the freeway and ample free parking available nearby.

Classrooms are air-conditioned and heated thus providing a pleasant atmosphere for learning. There is a large open foyer with coffee and tea facilities for breaks and fellowship.

All training is conducted with ample tools and equipment available to students with supplementary research materials and resources within easy access.

### Fees

The course fees listed are those that relate to the following courses enrolments:

- Certificate IV in Christian Studies
- Diploma of Christian Ministry
- Advanced Diploma of Christian Ministry

#### **Application Fee**

Application Fee (one time non-refundable)

AUD 350

#### **Course Fees**

The Course fees that relate to these courses are:

Tuition - per annum	AUD4900 pa*
Activity Fee - per student per year (this is not an optional fee)	AUD 230
Other costs - text book requirements - approx	AUD 480 pa

Total Tuition \$5,610.00 per year (all funds quoted are AUD) - does not include application fee.  
(3 years full time study required to attain 'Advanced Diploma of Christian Ministry')

### Fees Paid in Advance

The Application Fee MUST accompany the student application form for the application to be processed. All other fees, including two full term's fees (less 10% discount) must be paid prior to the commencement of studies and following your signed acceptance of the Letter of Offer.

### Discounts

Discounts are only applicable to full-time tuition and not to any other fees.

Ten percent discount for paying a term in advance.

Fifteen percent discount for paying a year's fees in advance.

Ten percent discount for married couples & families attending together.\*

(\*This is not an additional 10% to the discount for paying a year's fees in advance. One discount only applies.)

### Payment of Fees

Fees may be paid at Reception on any school day.

Payment of fees must be at least one term in advance.

Term payment is \$1,225.00 less 10% - \$1,102.50

Tuition Fees are payable in advance and may be paid directly into a trust account held by VLIBTC for International students.

VLIBTC retains the right to require the funds equivalent to a return airfare to the student's country of origin. These funds will be held within a trust account.

### Other costs

All fees listed may change from time to time. All students currently enrolled will be informed of any changes that may affect their current course fees.

### Refund Policy

Where an application is received for a Course Refund VLIBTC will:

- Provide a total refund of tuition fees paid in advance where a course place is no longer available or a Visa has been denied, less the application fee.
- Provide a partial refund of tuition fees paid in advance, where enrolling students give more than 10 weeks written notice of their intention to withdraw from the course prior to the course commencement. The partial refund will be less 10% administration fee to a maximum of \$1000.00.
- Provide a partial refund of tuition fees paid in advance, where enrolling students provide more than 4 weeks and up to 10 weeks written notice of their intention to withdraw from the course prior to the course commencement. The partial refund will be less 30% of tuition fees + less 10% administration fee to a maximum of \$1000.00.
- Provide a partial refund of tuition fees paid in advance, where enrolling students provide less than 4 weeks written notice of their intention to withdraw from the course prior to the course commencement. The partial refund will be less 60% of tuition fees + less a 10% administration fee to a maximum of \$1000.00.
- Provide a partial refund to students who withdraw after the commencement of the course up till the first 4 weeks. The partial refund shall be less 70% of tuition fees paid in advance, + less 10% administration fee to a maximum of \$1000.00.

- Apply no refund where a student has withdrawn from the course after the 4<sup>th</sup> week of the course.
- Ensure that students who dispute the refund procedures are provided with the access to the VLIBTC internal / external appeals procedure.
- Seek advice from VLIBTC management concerning the refund eligibility of any student involved in the deferment, suspension or \*cancellation of their course enrolment.
- Please note that where a student has had their enrolment cancelled by VLIBTC management for reasons of violating VLIBTC's rules of enrolment and where the appeal process has not been sought by the student or the appeals process has been finalised, no refund for the semester where the cancellation has occurred will apply and a refund of no more than 40% of the subsequent semester and full refund for any additional semesters.

**Enrolment, deferment, suspension or cancellation**

VLIBTC Management and staff are committed to assessing and recording all deferments, suspensions or cancellations of study and ensuring that students within the process are informed of their rights, provided with due care and where relevant, opportunities of appeal.

Students who apply for deferment may do so, on the basis of compassionate or compelling grounds.

Students who are contravening the rules of attendance at VLIBTC may have their enrolment suspended or cancelled.

The grounds and procedures for deferments, suspensions or cancellations of study are listed in the Student Handbook and VLIBTC website.

Transfer of enrolment may only be applied for when a student has completed 6months of their primary course of study.

**Department of Education, Employment and Workplace Relations**

Please find the enclosed information that explains your rights as a student studying in Australia under the Education Services for Overseas Students Act 2000. (This prospectus should be supplied only when it is accompanied by the ESOS framework information).

The VLIBTC website also contains a link to the ESOS framework.

**Living in Perth**

The following information provides an indication only of what living expenses are associated with residence in Perth

Single person costs of living

Rental Accommodation (unit/villa):

- 1 Bedroom                      AUD175-\$220 pw
- 2 Bedroom                      AUD200-\$240 pw

(Dependent on whether furnished or unfurnished)

Electricity	AUD25 pw
Telephone (Landline)	AUD10-15 pw
Medical	AUD7 pw (based on Medibank current rates)
Public Transport	AUD25 pw
Food	AUD60 pw
Laundry	AUD12 pw
Other	AUD50
(Clothing, Toiletries, entertainment)	

Budget per week for a single person:                      AUD350 - AUD400

Renting - Can range from \$300 - \$500 plus per week depending on the area and location.

Family of 4 Costs of living

Rent	AUD300 - AUD450 Approx
Other Housing costs	AUD119
Schooling	AUD108
Cars	AUD125
Food	AUD250
Sport and Recreation	AUD40

Approx budget for a family of 4: AUD1100.00

### Health Cover

This is a requirement for overseas students and the following information is provided as a guide to the cost of health cover premiums:

Annual cost is approximately\*

12 months	single	\$354 (Medibank)
12 months	family	\$708 (Medibank)
12 months	single	\$345 (AHM)
12 months	family	\$690 (AHM)

\*Note: These fees are subject to change and should be checked through the organisations' websites.

International students are required as a condition of their student visa to maintain private health insurance for the duration of their visa. VLIBTC does not arrange health cover on behalf of students, however information may be provided where requested.

Two commonly accepted health fund organisations are Medibank Private and AHM (Australian Health Management). Both of these can be checked out on their websites - [www.medibank.com.au](http://www.medibank.com.au) and [www.ahm.com.au](http://www.ahm.com.au) where quotes of current rates can be obtained and application made on-line.

### Education

School is compulsory for all children aged between five and fifteen years. These ages may vary slightly in some states. The government provides public schools. Churches and other groups provide private schooling. You will need to check with the Department of Education of WA for their criteria and assessment for their fees in a public school. Fees are also payable for private schooling.

Note: Students holding temporary visas may be required to pay full school fees. Check with individual schools for details.

### Student Support Services

Prior to course commencement VLIBTC Staff will provide an Orientation Programme that is designed to provide information concerning the course you are enrolling in.

The Overseas Student Contact Officer (OSCO) is the main contact persons for all your enquiries.

VLIBTC Staff are always available to discuss any concerns you may have with regard to study or education information.

Additional support services are available with the Deputy Principal, Dean of Students and Dean of Studies who remain available to discuss and provide assistance in all areas of your welfare including your accommodation needs, health cover.

Where a student may have issues in such areas as cultural matters or personal and emotional issues the student will be referred to a nominated Pastoral Staff member for pastoral counselling.

No cost is made for these services.

Students with visa enquiries will be directed to the Dept. Education, Employment and Workplace Relations and the Dept. of Immigration and Citizenship.

### *Complaints Procedure*

The complaints and appeals procedure of VLIBTC shall ensure that all complaints are dealt with in a constructive and timely manner at no cost to the complainant.

An overseas student that has a complaint should first approach a training staff member or the Overseas Student Contact Officer and explain their complaint. The student's complaint if not satisfactorily resolved, can be appealed and it will be reported to the next VLIBTC management meeting or dealt with within 10 days of lodgement. Accessing the Complaints and Appeals process does not put the student's enrolment at risk.

The decision of VLIBTC management concerning the complaint will be advised to the student as soon as possible following the meeting. If the complaint is not resolved to the student's satisfaction an independent adjudicator will be contacted to further assist in the resolve of the complaint. Where the involvement of an independent adjudicator fails to resolve the complaint, further avenues of appeal may attract a fee. In addition to an independent adjudicator students may also access an Independent Conciliator provided by the Government of Western Australia.

### *Independent Conciliator at the Department of Education Services*

If a student at VLIBTC would like to discuss a case with an independent person, they can contact the Conciliator either by telephoning (08) 9441 1953, or by sending a fax to (08) 9441 1950. The email address of the Conciliator is [anne.duncan@des.wa.gov.au](mailto:anne.duncan@des.wa.gov.au)

The Conciliator is happy to discuss issues of concern at any stage of a dispute, however please note that the Conciliator will only become actively involved in a case on behalf of either the student or the institution once an attempt has been made between the parties themselves to resolve the dispute, and that attempt has failed. Discussions with the Conciliator can remain confidential if the party wishes. This service is provided free of charge by the Government of Western Australia.

### *Course Deferment Suspension and Cancellation*

VLIBTC management and staff are committed to assessing all applications for course deferments of study, ensuring that students within the process are informed of their rights and provided with due care and where relevant opportunities of appeal.

Deferment of course study may be granted to a student where compassionate and compelling circumstances are experienced by the enrolled student and adequate evidence exists to support these circumstances. In the case of a need to defer a course of study the student should approach the OSCO and submit a written explanation of their deferment request with any supporting evidence concerning their prevailing circumstances.

### Suspensions or Cancellations

Where a student's conduct has been found to violate VLIBTC's rules of enrolment and where warning has been provided, the Overseas Student Contact officer will inform the student that their misconduct has resulted in a report being made to VLIBTC management.

Students receiving a misconduct report and a resultant suspension or cancellation of enrolment by VLIBTC management, may access the internal /external appeals process and the independent adjudicator. They have 20 working days to do so following the decision.

\* Deferments, suspensions or cancellations of enrolments will affect a student's visa conditions in which a case a student should approach DIAC for further advice.

### Transfer of student enrolment

VLIBTC enrolment staff will only receive applications for a transfer of enrolment where a student has completed at least six months of his or her principal course of study unless:

- The original registered provider has ceased to be registered or the course has ceased to be registered.
- The original registered provider has provided a written letter of release
- The original registered provider has had a sanction imposed on its registration by the Australian Government or state or territory government that prevents the student from continuing his or her principal course, or any government sponsor of the student considers the change to be in the student's best interest and has provided written support for that change.
- Any government sponsor of the student deems that a transfer is in the student's best interest and supports the transfer request in writing.

When a student requests a transfer of their enrolment to another registered provider VLIBTC enrolment staff member shall provide the student with advice on VLIBTC's procedures for applying for Course transfer, including the need to formalise the request in writing stating the reasons for which they desire to transfer their course enrolment to another provider. A request may take as long as but will not extend past a 7-day assessment period.

VLIBTC may refuse a transfer to another course offered by a registered provider except where compassionate grounds can be established, such as undue hardship or sickness in the family that prevents travel to or from the course provider's location of training. VLIBTC may refuse an application for transfer where a transfer is considered detrimental to the student's study progress.

VLIBTC will only provide a letter of release after the student has provided a letter indicating a valid enrolment offer from another registered provider.

Where a student is [under the age of 18 years of age](#), a letter of release will only be granted where the student's parent or legal guardians have confirmed in writing their support for the transfer or in the case where the welfare of the student is supervised by the registered provider, the OSCO shall also be required to provide support for the transfer. Valid enrolment from the new course provider will also confirm their acceptance of the welfare responsibilities of the student.

VLIBTC's complaints and appeals process applies should a release refusal letter be issued.

### Application Procedure

- An Application Form is included in this Prospectus. When completing the application PLEASE PRINT WITH BLOCK LETTERS. If not legibly printed the application will be returned.
- Each Application Form must include a recent passport size photograph of the prospective student.
- A non-refundable Application Fee must accompany each Application Form. See Appendix A for details of all fees.
- Completed Application Forms to be mailed to the Registrar of VLIBTC at the address listed on the Application Form and must be lodged 10 weeks prior to commencement date of term.
- Late Applications will be considered on their merits. However a Visa may not be able to be obtained in time for commencement of term. Refer to "Fees" for details of late application fee.
- All applications and monies received will be acknowledged by letter and receipts issued for monies tendered. All monies must be in Australian currency.
- The Personal Reference Form must be completed by your pastor and returned by him/her directly to VLIBTC.
- Where required IELTS Tests must be provided before any Application can be lodge with the Department of Immigration and Citizenship.
- On acceptance of the Student application, VLIBTC will advise the Department of Immigration and Citizenship (DIAC) and the Confirmation of Enrolment and Letter of Offer will be sent, by email where possible, to the student.
- Students are required to countersign the second copy of the Letter of Offer and return it to VLIBTC.
- Students are responsible for lodging their own application for a Student Visa. Upon receipt of their Visa and subsequent arrival in Perth students are required to contact the VLIBTC office and make arrangements for a face to face interview with the VLIBTC Principal and Dean of Students.
- Students MUST advise VLIBTC of their arrival date in Perth before leaving their country of origin.
- On personal interview VLIBTC reserves the right to withdraw its offer should the student not meet the criteria set out in their application.
- The interview personally introduces the student to some of the VLIBTC staff. The student's needs, concerns and any questions are individually addressed at this time. The student's qualifications and suitability are examined. They will be assessed for spiritual and academic suitability. Each student is required to agree to and sign a "student undertaking." This "student undertaking" commits them to completing the course they are applying for and to keeping themselves financially up-to-date.
- VLIBTC reserves the right to expel students where stated standards of basic English indicated in their application, are not realised.

### Orientation

An Orientation Course is held twice a year for each intake of students to familiarise them with the vision of VLIBTC, the course, standards, procedures and fellowship with their colleagues, teachers and the staff.

Orientation will include formal staff presentations, interactive discussion groups, sharing of testimonies, social activities, and praise and worship periods.

### VLIBTC Calendar

Victory Life International Bible Training Centre's academic year closely corresponds with the Education Department of Western Australia's school year. It operates with four ten-week terms per year. Overseas students will be engaged in training that will consist of the

DIAC requirement of an average of 20 contact hours per week over the period of the Course undertaken, in any given year.

All gazetted public holidays will be observed. The class schedule is from 9:00 AM to 12:30 PM five days each week with additional required practical involvement of three (3) hours per week in-service on Sundays in areas such as Children's Ministry, Youth Ministry or Victory Life Centre Ministry of Helps or with their home church.

### Special Services

Welfare and Community services are also available around the city.

Victory Life Community Services, located next to the Bible Training Centre is available to assist students with food where the need arises.

### Medical & Health

Following is a sample of medical assistance available.

#### Hospitals

Royal Perth Hospital  
Wellington Street,  
Perth WA 6000 Ph. 9224 2244

Sir Charles Gardiner Hospital  
Hospital Avenue  
Nedlands WA 6009 Ph. 9346 3333

Osborne Park Hospital  
Osborne Place  
Stirling WA 6021

Joondalup Health Campus  
Shenton Avenue  
Joondalup WA 6027 Ph. 9400 9400

#### Medical Centres

Innaloo Medical Centre  
Shop 6, Innaloo Shoppers Village  
Innaloo, WA Ph. 9446 6244

DR Medical Centre  
Cnr. Royal St & Wanneroo Rd  
Yokine WA Ph. 9349 6777

#### Dental Services

There are a number of dental clinics in various suburbs. One close to the Bible Training Centre is:

Dr. Michael Moussa  
44 Scarborough Beach (Cnr Alga) Road  
Scarborough Ph. 9341 7898  
M. 0421 455 780

Legal Services

The Community Legal Centres Association of WA represents 29 Community Legal Centres in Western Australia. They primarily assist people who are unable to afford the services of a private lawyer.

Following are the initial contact numbers:

Community Legal Services Association

Ph. 9221 9322

Northern Suburbs Community Legal Centre

Ph. 9440 1663