



Overseas Student Information

ALC

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The Overseas Student Information booklet is published by Australian Lutheran College [ALC] and contains information about schools and courses administered by ALC.

Published by

Australian Lutheran College
104 Jeffcott Street
North Adelaide SA 5006
Australia

Ph: + 61 [0]8 8267 7400
Fax: + 61 [0]8 8267 7350
Email: alc@alc.edu.au
www.alc.edu.au

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This information is provided by ALC as a service for enquiries and as a reference for students. While every effort has been made to ensure content of this Overseas Student Information booklet is as accurate as possible at the time of publication, ALC reserves the right to update & amend as necessary.

Contents

Overseas Student Information	4
Course information	4
Student selection.....	4
Entry requirements.....	4
English language proficiency requirements	4
Enrolment and induction/orientation procedures	5
Commencement dates and duration of courses	5
Time commitment involved in study	5
Requirements to achieve the qualification	5
Qualification/certification to be issued on completion or partial completion of the course of study	5
Teaching methods used.....	5
Policies on assessment.....	5
Credit transfer and Recognition of Prior Learning (RPL)	6
Payment of fees	6
Arrangements for the protection of students' funds	6
Student grievance/appeal processes	6
Students' rights and responsibilities, including withdrawal arrangements.....	6
Registered Training Organisation's [RTO] rights and responsibilities	7
Welfare, guidance and support	8
Additional Support Services.....	9
Facilities, equipment and learning resources.....	10
Work rights	10
Course progress.....	10
Overseas health cover and education of dependants.....	10
Changes to course or commencing a new course.....	11
Local environment.....	11
Approximate guide to living costs.....	11
Educational expenses for dependants.....	12
Policies and procedures.....	12
Australian and overseas recognition given to Qualifications	12
Training and Skills Commission's Code of Practice – Overseas Students.....	12
National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students.....	12
Accreditation status.....	12
Migration Act and Regulations	12
Provider Registration and Overseas Student Management System [PRISMS]	13
Commonwealth Register of Institutions and Courses for Overseas Students [CRICOS].....	13

Overseas Student Information

Please read this overseas student information together with the ALC Handbooks. They can be accessed on the ALC website www.alc.edu.au/studentInformation/handbooks.asp.

If you can't access the online handbooks, please request a hard copy.

Course information

Information about courses offered, including content and outcomes, can be found in the ALC Course Handbook.

Student selection

- Students are selected on the basis of meeting the entry requirements for a particular course. Where students are applying for postgraduate studies, students will be accepted only where library and faculty resources are deemed adequate for the particular research area proposed.
- Where students are seeking scholarship support through the Board for Mission of the Lutheran Church of Australia [LCA] for postgraduate study at ALC, selection is negotiated between the Board for Mission and the home church or employing body of the prospective candidate. Application is through the home church of the candidate.
- Where students are seeking scholarship support through an agency other than the Board for Mission of the LCA, such arrangements are the responsibility of the student. However, students must meet all entry requirements for the selected course.

Entry requirements

Entry requirements for individual courses can be found in the ALC Course Handbook under 'Course Information: Entry Requirements'.

Please note that you must also meet the requirements listed under 'English language proficiency'.

English language proficiency requirements

Overseas students shall satisfy ALC's English language proficiency requirements for admission. The English language proficiency requirements are as follows:

- the applicant's first language is English or successfully completed a tertiary degree program taught and assessed in the English language
- the applicant has:
 - successfully completed an Australian Year 12 program; or
 - for undergraduate students
 - an overall academic IELTS band score of at least 6.0 with a minimum score of 6.0 in the Writing and Speaking components; or
 - a Test of English as a Foreign Language (TOEFL): 550 with a minimum Test of Written English (WTE) score of 4.5 [or Computer-Based Test (CBT) 213 with an essay rating of at least 4.5 or Internet Based Test (iBT) 80 with a writing score of at least 20]; or
 - a grade of 'C' or better in the General Certificate of Education Ordinary Level subject 'English'.
 - for postgraduate students
 - an overall academic IELTS band score of at least 7.0 with a minimum score of 7.0 in the Writing and Speaking components; or
 - a Test of English as a Foreign Language (TOEFL): 577 with a minimum Test of Written English (WTE) score of 4.5 [or Computer-Based Test (CBT) 233 with an essay rating of at least 4.5 or Internet Based Test (iBT) 100 with a writing score of at least 20].

English language test results must be no more than two years old on the day of receipt of the application for admission.

For more information about English language proficiency tests, visit one of the links below:

- [IELTS \(International English Language Testing System\)](#)
- [TOEFL \(Test Of English as a Foreign Language\)](#)

In special circumstances, provision may be made for students to complete an intensive course of English language before being allowed to commence their course of study. It is recommended that if necessary students undertake an appropriate course in English language before they leave their home country.

Enrolment and induction/orientation procedures

Students are normally required to arrive in Australia at least two days before orientation week. Refer to the [Academic Calendar](#) at www.alc.edu.au/administration/calendar/.

The Overseas Student Supervisor will normally meet the student on arrival in Adelaide and arrange to begin orientation procedures. The student will be required to attend the college orientation week where further information will be provided.

Commencement dates and duration of courses

Refer to the [Academic Calendar](#) at www.alc.edu.au/administration/calendar/.

Time commitment involved in study

Courses must be undertaken on a full time basis. For undergraduate courses a 10 credit point unit usually involves four class hours per week for 10 weeks and another eight hours of required student work per week. This means for each unit students are requested to complete 12 hours per week giving a total of 36 hours per week for a full time student load.

Requirements to achieve the qualification

Requirements to achieve a particular qualification can be found in the ALC Course handbook.

Qualification/certification to be issued on completion or partial completion of the course of study

- Completion of course
The student will receive a parchment and an official academic transcript.
- Partial completion of course
The student will receive an academic record.

Teaching methods used

Course units are delivered in the face to face mode on campus, normally in a classroom situation using a range of methodologies including lectures, workshops, tutorials, seminars, simulations, multi-media presentations, and other group experiences. Units also require individual reading, study and research leading to classroom presentations, group work and assignments. Excursions and other off campus activities, including field experience, are also employed in some units.

Overseas students with a student visa in Australia may study up to a maximum 25% of their course flexibly via coursework or online learning as negotiated with the Head of School. Overseas students studying from their home country may apply to study online units, subject to all pertinent prerequisites being met.

For courses which include a thesis, students work in close association with a principal supervisor and co-supervisor. This includes the presentation of research seminars as well as the preparation of the thesis.

Policies on assessment

Policies on assessment can be found in the ALC Handbook and on the website: www.alc.edu.au/studentInformation/policies-procedures.

Credit transfer and Recognition of Prior Learning (RPL)

The policy on 'Credit transfer and recognition of prior learning' can be found on the ALC website at www.alc.edu.au/policies.asp.

Overseas students wishing to apply for credit transfer or recognition of prior learning should do so with their initial application, so that any reduction in the course due to the granting of recognition of prior learning can be taken into consideration in issuing the electronic Confirmation of Enrolment for visa purposes. Application is to be submitted in writing on the Credit Transfer and RPL application form.

If students gain credit or recognition of prior learning for a qualification, they must still be enrolled for a full time study workload. This may mean that students need to include additional studies to make up a full time load.

Payment of fees

The [2008 Fee schedule](http://www.alc.edu.au/pdf/files/fees.pdf) is available on the ALC website at www.alc.edu.au/pdf/files/fees.pdf. Please contact the Business Office at ALC if you have any queries about fees.

Payment of all tuition fees and charges is a condition of enrolment, and must be made in full by the due date. Failure to pay will result in cancellation of enrolment. Students studying in Australia who have their enrolment cancelled will be reported to the Department of Immigration and Multicultural and Indigenous Affairs.

Fees must be paid before the commencement of the scheduled unit.

Determination of Tuition Fees for Overseas Students

- The Commonwealth Department of Education, Science and Training [DEST] annually establishes minimum indicative fee levels for overseas students studying in Australia. The Branch Manager of the DEST Funding and Student Support Branch has granted ALC an exemption to charge less than the minimum indicative course fees for overseas students enrolled in ALC's Theology, Ministry and Education award courses.
- On receipt of the annual recommended minimum indicative fee levels from DEST, the Registrar and Business Administrator shall determine, in consultation with the Management Team, and with ALC Board approval, tuition fee levels for overseas students studying at ALC.

Refund of fees

Please refer to the [ALC Withdrawal from Studies Tuition Fee Refund Policy](http://www.alc.edu.au/pdf/files/withdrawal_fee_refund.pdf) at www.alc.edu.au/pdf/files/withdrawal_fee_refund.pdf for the conditions under which students are eligible to receive a refund of fees.

In exceptional circumstances, and where acceptable documentary evidence can be provided, a student may be eligible for a total refund of tuition fees. Exceptional circumstances include inability to obtain a student visa [for students studying in Australia], illness or disability, death of the student or a close family member [parent, sibling, spouse or child] or a political, civil or natural event. Please refer to Statement of Reasons for Special/Compassionate or Compelling Circumstances policies as they apply.

Arrangements for the protection of students' funds

Any fees paid in advance of the normal study period fees required are held in trust funds to ensure protection and ability to refund student payments if required.

Student grievance/appeal processes

The policy on internal and external grievance/appeal processes can be found on the ALC website at www.alc.edu.au/policies.asp.

Students' rights and responsibilities, including withdrawal arrangements

Students' rights and responsibilities are outlined in Form 1160i Applying for a Student Visa. Information can be accessed through the Department of Immigration and Multicultural and

Indigenous Affairs [DIAC], on the following website under 'Forms & Booklets'
www.immi.gov.au/students/index.htm.

Students must inform the college of their residential address in Australia within 7 days of arrival in Australia and within 7 days if they change their address while in Australia.

Students wishing to withdraw from a course must discuss this with the college and also inform DIAC [telephone 131 881]. For further information refer to www.immi.gov.au.

Registered Training Organisation's [RTO] rights and responsibilities

As an RTO, ALC is required to meet various obligations under the Education Services for Overseas Students [ESOS] legislation. These can be described broadly as:

- being registered on the Commonwealth Register of Institutions and Courses for Overseas Students [CRICOS];
- meeting quality assurance standards;
- complying with tuition and financial assurance requirements; and
- encouraging overseas students recruited to study in Australia to comply with the conditions of their visas, and reporting those who do not.

ALC is committed to working in accordance with the ESOS Act and the National Code. For further information refer to the ESOS Act 2000 and the National Code, which can be found on the website: http://aei.dest.gov.au/AEI/ESOS/EasyGuide_ESOS.htm.

Welfare, guidance and support

ALC provides assistance for students through the Overseas Student Supervisor who is available to help students with their plans to come to ALC and also in adjusting to life in Australia. Students on scholarship with the Board for Mission also receive support through that office. Overseas students also have access to the regular counselling and support services of the college. Please find a detailed list below.

ALC offers the specific support of an Overseas Student Supervisor who is available at all times on 08 8344 9602 or via email: osss@alc.edu.au.

Support type	Contact name	Contact details ALC Phone: 08 8267 7400
Admission and pre-enrolment	Office of Registrar and/or Dean of Studies	dean@alc.edu.au registrar@alc.edu.au student.records@alc.edu.au
Academic support	Head of School	set@alc.edu.au or spt@alc.edu.au or sts@alc.edu.au
Teaching Staff	Unit lecturer/s	Email as advised by your lecturer/s
Care groups [pastoral support]	Care group leader	As advised
Disability support	Head of School	set@alc.edu.au or spt@alc.edu.au or sts@alc.edu.au
Community caregiver	Bronwyn Wilkinson	bronwyn.wilkinson@alc.edu.au
Boarders	Chaplain as advised annually	
Boarding house supervisors [for overseas students who board at ALC]	1 female and 1 male student nominated and advised annually	
Health insurance information	Neil Kirk Business Administrator	kirk.neil@alc.edu.au
Financial information and advice	Neil Kirk Business Administrator	kirk.neil@alc.edu.au
Board for Mission sponsored students	Assistant to Wayne Zweck	bfm@lca.org.au

Additional Support Services

Service type	Personnel	Contact phone/fax	Contact address/email
Counsellors	Various	08 8223 4144 appointments 08 8223 4566	Relationships Australia 55 Hutt Street ADELAIDE SA 5000
	Rev Dr Phil Carr	08 8271 6817 08 8373 4611	Malvern Centre for Counselling 44 Marlborough Street MALVERN SA 5061 [home] 37 Churchill Avenue CLARENCE PARK SA 5034
	Various	08 8305 9200	Anglicare St Barnabas 18 King William Road NORTH ADELAIDE SA 5006
	Wayne Maddox, Wendy Hampel, Addi Stark [General and marriage counselling]	08 8269 9300	Lutheran Community Care 307 Prospect Rd BLAIR ATHOL SA 5084 PO Box 288 KILBURN SA 5084
Educational/ Learning Difficulties	Ms Joanna Blenkiron BA GradDip(PsychPrac) MA(ClinPsych)	08 8396 7345	
Psychiatrist	Dr Kenneth Fielke	08 8303 1111	Glenside Campus 226 Fullarton Road FULLARTON SA 5063
Psychologists	Richard Branford [psychometric assessment 15PF]	08 8403 3700	Lee, Hecht and Harrison Career Management Specialists 1-5 Wakefield Street ADELAIDE SA 5000
	Mr John Hunt BA(Hons) (Adel) 1970, M AppPsych (Adel), DipEd, MA	08 8361 9411	64 Palmer Street NORTH ADELAIDE SA 5006
	Mr Matthew Swift [16PF and CAQ Clergy stress & burnout]	0401 665 877	matthew.c.swift@gmail.com
	Dr Paul Whetham [Clergy health and wellbeing]		Lecturer in counselling UniSA, City East Campus North Terrace ADELAIDE SA 5000
General Medical Practitioner	Dr C K Bennett	Ph 8267 1061 Fax 8267 5034	6/147 Ward Street NORTH ADELAIDE SA 5006
Physiotherapist	Penny Hannam		6/147 Ward Street NORTH ADELAIDE SA 5006

Facilities, equipment and learning resources

ALC provides lecture rooms and seminar rooms appropriately equipped for the delivery of the courses. All lecture and seminar rooms are equipped with white boards and overhead projectors, and one lecture room is provisioned with an interactive Smartboard. Video recorders and data projectors are available and can be used in all rooms. Computers for student use are available in the library and the training room, and can be booked through the circulation desk/reception.

The courses are also supported by extensive resources in the Löhe Memorial Library [for details of the Library and its holdings, see www.alc.edu.au/library/]. Specialised references are available for postgraduate students. Inter-library loans, arranged through Löhe Memorial Library, provide a wide range of resources from other libraries in Australia and overseas.

Accommodation may be available on campus. Further information can be obtained through the Business Office.

Work rights

Australia's student visa program provides for the entry of overseas students who wish to undertake full-time study in registered courses in Australia. All initial student visas granted do not provide permission to work in Australia. However, once students have arrived in Australia and commenced their studies, students and their dependants may apply for a student visa with work rights.

A student can work up to 20 hours a week on a casual basis during course time and full-time during vacation periods if they have been granted a visa with work rights. In some cases family members can apply for permission to work up to 20 hours a week throughout the year.

Please note that ALC recommends that full-time students seeking casual or part-time employment only undertake up to a maximum of ten hours per week.

For more detailed information, see the website address below:

<http://www.immi.gov.au/media/publications/compliance/guide-on-work-rights/index.htm>.

Course progress

Students are required to maintain satisfactory progress in their studies as outlined in the Course Progress Policy and Procedure. This includes:

- attending at least 80% of scheduled classes unless there is a valid excuse
- maintaining an average mark of at least 50%
- not failing a unit more than once

Unsatisfactory course progress may result in deferral, suspension or cancellation of a student's enrolment and this may affect the student visa.

Overseas health cover and education of dependants

All overseas students coming to Australia on student visas [except those from Norway and Sweden] are required to have Overseas Student Health Cover [OSHC]. This is arranged through the OSHC with Medibank Private. While this cover provides financial assistance towards doctors and some hospital services, it does not cover dental, physiotherapy or optical services [eg glasses and contact lenses]. For more information on Medibank Private OSHC visit www.medibank.com.au.

For students sponsored by the Board for Mission, health cover is arranged through the Office of the Board for Mission. This also includes cover for urgent dental and optical expenses, and doctors' prescriptions. The Office must be contacted prior to optical, dental and major medical care.

Students with dependant children are also required to maintain adequate arrangements to cover educational expenses for their children. See below for further information on educational expenses.

Changes to course or commencing a new course

Once an overseas student has enrolled in a course the student is required to seek prior approval from the Department of Immigration and Citizenship [DIAC] for course changes and before commencing a new course. Students may not defer the commencement of their studies, or suspend their studies, except on the grounds of illness, evidenced by a doctor's certificate, or other exceptional compassionate or compelling circumstances beyond the control of the student [eg bereavement]. If a student defers or suspends their studies on any other grounds, the student will be reported as not complying with visa conditions to DIAC.

A student must remain with the education provider with whom they originally enrolled for the first 6 months of the course, or if the course is less than 6 months, for the duration of the course. A student may apply to DIAC for a change of provider or for a change of course. Regulations relating to changes and new visa requirements can be found on the DIAC website, <http://www.immi.gov.au/study/changing/index.htm>.

Local environment

ALC is ideally situated in North Adelaide, approximately 25 minute walk from the city centre. It is close to public transport, shopping facilities, medical practices, parklands and recreational facilities. For more information about Adelaide please refer to the following websites:

www.studyadelaide.com

www.southaustralia.com

www.atn.com.au/sa/south/attract-g.htm

Approximate guide to living costs

Boarding at ALC:

Boarding and some rental accommodation is available through ALC.

Please see the fees schedule found on the ALC website at www.alc.edu.au/administration/fees/.

Accommodation options	Estimated AUD\$ per week
1 bedroom flat/unit/apartment per week [more for inner city]	\$100 to \$175
2-3 bedroom flat/unit/apartment	\$150 - \$350
3-4 bedroom house	\$200 - \$400
Furnished accommodation additionally	\$50 - \$90
Individual living costs	Estimated AUD\$ per week
Rent	\$100 - \$400
Food	\$60 - \$90
Gas, electricity, water, telephone	\$40 - \$70
Laundromat	\$5 - \$10
Transport	\$25 - \$35
Household requirements	\$20 - \$30
Personal [clothing toiletries entertainment]	\$30 - \$40
Other/Miscellaneous	\$15 - \$25
Total Weekly Estimate	\$295 - \$355
General Items cost guide	Estimated AUD\$ per week
Hamburger	\$5
Café lunch [eg baguette, pasta or noodles]	\$7 - \$15
Unleaded petrol litre	\$1.30
Glass of wine in city, café or hotel	\$5.50 - \$10
Coffee in city café	\$2.50 - \$5
Dry clean of 1 suit	\$12
Cinema ticket with student discount	\$12 - \$18
Bus/train/tram multi-ticket [10 trips]	\$17 with student discount \$25 without discount

There will be some additional costs associated with studying at ALC that are not covered by the annual course fee paid by overseas students. These may include the cost of stationery, supplementary reading and course materials, text books and research related expenses such as assignment/thesis preparation and printing.

Educational expenses for dependants

Any school-aged dependants accompanying an overseas student to Australia will be required to pay full fees if they are enrolled in either a government or non-government school. Current fees for government schools are approximately AUD\$8,000 per child per annum. The Board for Mission and Lutheran Education Australia endeavour to assist Mission scholarship holders with the payment of these fees. Any school-aged dependants must enrol in a school if they join the student visa holder in Australia for more than 3 months.

Policies and procedures

The following documents relating to the policies and procedure of Australian Lutheran College can be accessed on the ALC website at www.alc.edu.au/policies.asp.

- Access, Equity and Equal Opportunity Policy and Procedures
- Code of Practice - Overseas Students
- Grievance Resolution [academic] Policy and Procedures
- Grievance Resolution [non-academic] Policy and Procedures
- Privacy policy
- Recognition of Prior Learning and Recognition of Current Competencies
- Statement of Course Assurance for enrolling students

Students are welcome to request copies of all related ALC policies and procedures.

Australian and overseas recognition given to Qualifications

Since ALC courses are accredited according to Ministerial Council on Education, Employment, Training and Youth Affairs protocols within the Australian Qualifications Framework [AQF] they are recognised by tertiary institutions within Australia. They may also be recognised by overseas tertiary institutions and churches as equivalent to local qualifications. ALC is a Registered Training Organisation [RTO], meeting the regulations to be listed on the Commonwealth Register of Institutions and Courses for Overseas Students [CRICOS Provider Code: 00707J].

Training and Skills Commission's Code of Practice – Overseas Students

ALC operates under the Training and Skills Commission's Code of Practice for overseas students. A copy of the ALC Code of Practice is available on the ALC website at www.alc.edu.au/studentInformation/policies-procedures.

National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students

ALC operates under the National Code of Practice for Overseas Students. A copy of the code can be accessed at www.dest.gov.au/sectors/international_education/publications_resources/other_publications_resources/esos_national_code/registered_provider_obligations.htm.

Accreditation status

Information about accreditation status can be found in the ALC Course Handbook under ALC Institution and Course Codes.

Migration Act and Regulations

Provisions of the Migration Act and Regulations governing overseas student entry and stay in Australia can be found on the website of the Department of Immigration and Citizenship [DIAC] www.immi.gov.au.

Provider Registration and Overseas Student Management System [PRISMS]

- In accordance with the Education Services for Overseas Students Act [ESOS], ALC is required to issue electronic Confirmation of Enrolment Forms [COE] to overseas students who have successfully applied for and been approved for admission to study in Australia. The COE is then sent to the student so that he or she can apply for a student visa to enter Australia. COEs can be lodged with Australian Diplomatic Missions, Regional DIAC offices or IDP Education Australian offices overseas. Individuals cannot apply for a student visa to enter Australia without a COE.
- In accordance with the ESOS Act, ALC is required to report changes in course enrolment, and student non-compliance with visa conditions relating to attendance and academic performance through PRISMS.

Commonwealth Register of Institutions and Courses for Overseas Students [CRICOS]

- CRICOS is the list of providers and courses approved by DEST to be offered to overseas students studying in Australia. It is maintained by DEST and distributed to all Australian Diplomatic Missions and Australian Education Centres overseas and to Regional Offices of DIAC in Australia. CRICOS is used by visa issuing officers to ensure that persons seeking Student Visas are enrolled in registered courses.
- ALC is registered as a CRICOS Registered Provider. ALC's CRICOS Provider Code is 00707J. This provider code is noted on the ALC formal footer in all documents.