INTRODUCTION
Situated on a coastal plain, Perth remains a great attraction to those that love the outdoors. You are can swim in the surf on some of the best beaches in the world, walk amongst ancient trees and fields of wildflowers, taste delicious local produce, explore gorges and wilderness areas and meet relaxed, 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.

For further information about living in Perth check the following website www.studywest.des.wa.gov.au

Victory Life International Bible Training Centre Inc. (VLIBTC)
Victory Life International Bible Training Centre Inc. is a Registered Training Organisation in Western Australia, RTO Provider Code 50514. It is also registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) since 2000, CRICOS Code 02200J.

VLIBTC was established in 1997 as part of the vision of Rev. Dr. Margaret Court when establishing the church, Victory Life Centre. Her desire was to see people equipped to serve God in the contemporary world and become leaders in the church by having a good sound foundation and knowledge of the Word of God.

The Bible College was given recognition as an Registered Training Organisation (RTO) in 1999 and later accredited by CRICOS to take international students. Students from many overseas countries have already graduated from VLIBTC.

COURSE ENTRY REQUIREMENTS
Education requirements for entry into VLIBTC are:
• a copy of their official IELTS test (or equivalent) with an overall band score of 5.5 (or equivalent)
• evidence of English language proficiency - a minimum standard of year 10 (Australian) English score of ‘C’ or equivalent

Some countries of origin do not require an IELTS test score.

Rules of Enrolment
If accepted by VLIBTC students will be required to:
• Attend church services and be prepared to serve in some area of practical ministry. International students will be required to attend Victory Life Centre until they submit a letter from their pastor acknowledging their church attendance elsewhere.
• Comply with the student undertaking as shown on the application form
• Complete adequate course progress
• Pay fees on time
• Maintain satisfactory attendance

Students under 18 years of Age
VLIBTC does not accept International Students under the age of 18 years. Students must have turned 18 by the commencement date of the course for which they wish to enrol.

Recognised Prior Learning and Course Credit
VLIBTC is committed to providing up to date and relevant RPL and Course Credit information to all students. No RPL will be granted for individual units or subjects because of the impact on Visa requirements and course completion times. RPL Information packs are available on request.
COURSE CONTENT AND MODES OF STUDY AND ASSESSMENT
(This document should be read in conjunction with the current VLIBTC Prospectus)

Students are required to be on-site for 30 hours per week.
Assessments may include:
- Question and answer assessments
- Tests
- Essays
- Observation – actual or simulated tasks
- Group work

FACILITIES
VLIBTC training facilities are located at:
1 Neil Street, Osborne Park, Western Australia, 6017
The facilities at VLIBTC include air-conditioned and heated classrooms with internet and computer access areas available for enrolled students. All training is conducted with ample tools and equipment available to students. Supplementary research materials and resources are within easy access.

QUALIFICATIONS, COURSE DURATION AND FEES
The following qualifications are offered by VLIBTC
- Certificate IV in Christian Ministry – Course Code 078507F (36 weeks)
- Diploma of Christian Leadership – Course Code 078507E (36 weeks)
- Advanced Diploma of Ministerial Leadership – Course Code 088807M (69 weeks)

COURSE FEES
The following fees apply:

Application fee – once only fee $250AUD (non refundable)

The Annual Course fees that relate to each of the above courses are as follows (costs per annum):

<table>
<thead>
<tr>
<th></th>
<th>CERT IV</th>
<th>DIPLOMA</th>
<th>ADVANCED DIPLOMA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition:</td>
<td>$5200AUD</td>
<td>$5300AUD</td>
<td>$6300AUD</td>
</tr>
<tr>
<td>Student activity fee:</td>
<td>$ 350AUD</td>
<td>$ 350AUD</td>
<td>$ 350AUD</td>
</tr>
<tr>
<td>Text Books</td>
<td>$ Not included</td>
<td>$ Not included</td>
<td>$ Not included</td>
</tr>
<tr>
<td>Total per annum</td>
<td>$5550AUD</td>
<td>$5650AUD</td>
<td>$6650AUD</td>
</tr>
</tbody>
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*Initial payment prior to commencement of studies is one semester (or 50% of your tuition fees). The balance of the tuition fees for the remainder of the course is due two weeks before the start of the student’s second semester.

Students may, if they choose to do so pay the full amount of fees in advance. Such advanced payment will be deposited in a Trust Account. Full details of refund policy are contained later in this prospectus.

Students currently enrolled will be informed of any changes that may affect their current course fees, at least three (3) months in advance of any change being made. Increases to fees will not be applied to student fees already paid in advance.

COURSE FEE REFUND POLICY
The following establishes the refund policy for International students only.

Students seeking a Course Refund should direct their initial inquiry to the Enrolling Officer or Overseas Contact Officer. The Enrolling officer and Overseas Contact officer shall provide the enrolled or enrolling student with information relating to and access to the course fee refunds procedures.
Application fee:
Non-refundable

Refund of tuition fees prior to commencement of course:
Prepaid tuition fees will be refunded in full if:
• Student’s visa application is rejected. Student is required to provide proof of refusal by providing a copy of the official refusal letter.
• Student unable to commence studies due to illness, disability or death in immediate family. Student will need to provide medical evidence.

Provider default:
• Course is no longer offered by VLIBTC
• Course cannot be provided in full

Refund of tuition fees after course commencement:
If a student withdraws from the course after commencement of studies the following will apply:
• Student does not start on the course on the day agreed and has not previously withdrawn:
  Total course fee minus the lesser of:
  I. 5% of the amount of course fees received by the provider before the fault day, or
  II. $500 (whichever is the lower)

• Student withdraws for any reason, except for circumstances indicated above, the refund will be calculated on a pro-rata basis as established in section 46D(7) of the ESOS Act.
  (a) Weekly tuition fee = \((\text{total tuition fee for the course}/\text{number of calendar days in the course}) \times 7\), rounded up to the nearest whole dollar.
  (b) Weeks in default period – number of calendar days from the default day to the end of the period to which the payment relates divided by 7
  (c) Refund amount = weekly tuition fee \(\times\) weeks in default period

Circumstances where no refund will apply (Student default):
• VLIBTC refuses to provide, or continue providing the course to the student at the location because of one or more of the following events:
  - The student failed to pay an amount he or she was liable to pay VLIBTC, directly or indirectly, in order to undertake the course;
  - The student breached a condition of his or her student visa;
  - Student CoE has been cancelled
  - Misbehaviour by the student.

Refund Procedures:
Where a student believes that they have grounds for a course fee refund, students must:
• Submit written notice of intention to withdraw from the course
• Submit a written request for course fee refund to the Overseas Contact Officer.
• State valid reasons for their course refund application.
• Allow 28 days for the application to be processed and finalised

Refund complaints process:
• Recognise that VLIBTC’s Management refund policy and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia’s consumer protection laws.

Written Agreements
• VLIBTC must enter into a written agreement with each overseas student or intending overseas student that:
  - sets out the refund requirements that apply in a situation covered by student default
  - meets the requirements (if any) set out in the national code
• VLIBTC will only refund course money directly to the student and will not under any circumstances refund course money to a third party unless the third party is identified in the student’s letter of offer/agreement.
• In the case of a visa refusal, VLIBTC will process and refund the written application for course money refund within four weeks of VLIBTC receiving the student’s written advice of visa refusal.

Transfer of fees:
• VLIBTC will not authorise the transfer of fees to other institutions or another student’s account.
• Bank charges may be deducted from the refund amount.

Recovering an amount by court action
An overseas student or intending overseas student may recover an amount owing to the student under Division 2 of the ESOS Amendment (Tuition Protection Service and other measures) Act 2012 as a debt by action in a court of competent jurisdiction.

Course enrolment transfer:
Students may apply for a transfer of enrolment to attend another education provider if:
• Student has completed at least six month of their principal course
• Reasonable circumstances or compassionate grounds such as undue hardship, sickness, death in family
• VLIBTC ceases to be a registered CRICOS provider
• VLIBTC has had a sanction imposed on its registration by the Australian Government
• A government sponsor of the student considers the change to be in the student’s best interest

Should the transfer be granted the student will be supplied with a letter of release.

Course transfer refusal
VLIBTC may refuse the application for transfer where it is considered detrimental to the student’s study progress. VLIBTC’s complaints and appeals process is available should a release refusal letter be issued.

ENROLMENT DEFERMENT, SUSPENSION OR CANCELLATION
Course Deferment

Deferment of study may be granted where:
• Compassionate and compelling circumstances are experienced by the enrolled student and adequate evidence exists to support these circumstances.
• A written request for deferment together with supporting evidence of circumstances is to be given to the Overseas Student Contact Officer (OSCO).

Suspensions or Cancellations
Where a student’s conduct has been found to violate VLIBTC’s rules of enrolment and a warning has been issued the Overseas Student Contact Officer will advise the student that their misconduct has been reported to VLIBTC management and it may result in suspension or cancellation of their enrolment.

Student will have access to the internal /external appeals process and the independent adjudicator. They have 20 working days to do so following the decision

VLIBTC will maintain a student’s enrolment until the complaint or appeal process entered into is concluded.

* Deferments, suspensions or cancellations of enrolments will affect a student’s visa conditions in which case a student should approach DIAC for further advice. VLIBTC is required to notify
COMPLAINTS AND APPEALS
Students enrolled at VLIBTC have ongoing access to the Complaints and Appeals procedure which features both an internal and external process.

Internal Process
VLIBTC’s complaints and appeals process includes:
• Written records of all complaints and appeals
• Registering complaints and appeals – no fee applies
• Allows for a support person at any complaints or appeals meetings
• Written statements detailing complaint and appeal outcomes
• Resolution is acted on promptly

Should a student disagree with the decision made by VLIBTC management or staff, they may submit a complaint in writing. The decision given by VLIBTC management concerning the appeal outcome will be provided to the student in writing.

External Appeal
If student disagrees with VLIBTC’s appeals decision they may access the Overseas Student Ombudsman at no cost.

The Overseas Students Ombudsman will not investigate complaints about:
• public providers (which are already covered by the State and Territory Ombudsman)
• domestic Australian students
• students from overseas who are not on a student visa (e.g. students studying on a visitor, working holiday or temporary business visa).

(Refer to Student Handbook for further advice)

Department of Education and Training
The enclosed information explains your rights as a student studying in Australia under the Education Services for Overseas Students Act 2000. You will need to indicate that you have read this information before signing your Letter of Offer and Agreement.

CHANGE OF ADDRESS and/or LIVING CIRCUMSTANCES
It is the responsibility of the student to ensure VLIBTC administration is advised of any change of address or any change in your living circumstances while enrolled in the course. A “Change of Address/Living Circumstances” form is available at VLIBTC Reception Desk. Students will be required to complete and submit a record of address details form every 6 months whether or not changes have occurred.

LIVING IN PERTH
For information about living in Perth check the following website www.studywest.des.wa.gov.au
Also see Living and Studying in Australia on our website www.vlibtc.wa.edu.au
The following information provides an indication of what living expenses are associated with residence in Perth, (This does not include tuition or other college fees)
The annual cost of living depends on your lifestyle and the type of accommodation you choose, but AUD$365 - $455 per week (AUD $18,980-$23,000 per annum) is generally sufficient for most students to live comfortably (this does not include tuition fees).

**Single person costs of living - The following figures should be taken as estimates only and are based on 2014 cost of living estimates:**

**SINGLE PERSONS COST OF LIVING**

- **Rental Accommodation:** $100-$250 AUD per week* shared unit/villa/house (depending on furnished/unfurnished and location)
- **Food:** $100-$200 AUD per week
- **Utilities:** $80-$150 AUD per week (gas, electricity, telephone, water, etc)
- **Public Transport:** $15-$50 AUD per week (student concession available)
- **Other:** $80 AUD per week (medical, clothing, toiletries, entertainment,)

_Budget per week for a single person would be approximately $365AUD ($18,980AUD per annum)_

*Renting in some cases can range from $300 - $500 depending on your requirements.

For a family of 4 average cost would be approximately $1100 per week.

**EDUCATION**

Children aged between five and seventeen years travelling with you will be required to attend school. The government provides public schools at a cost. Churches and other groups provide private schooling at a cost. You will need to check with the Department of Education of Western Australia for their criteria and for costings in a public school, visit [www.border.gov.au](http://www.border.gov.au)

**STUDENT SUPPORT SERVICES**

Prior to course commencement VLIBTC an Orientation day is held which is designed to provide information concerning the course you are enrolling in. Staff will be available to discuss any concerns you may have regarding study or education information.

Additional support services are available by contacting the OSCO who will be available to discuss and provide assistance in all areas of your welfare including your accommodation needs, health cover requirements *, etc.

Students with visa enquiries will be directed to the Department of Education and the Department of Immigration and Border Protection (DIPB). The Student Handbook contains more detailed information regarding support services.

**OTHER SERVICES:**

Medical, dental, legal and other support services are readily accessible in the area. See Student Handbook for details.

**CONTACT VLIBTC**

- **Street Address**
  1 Neil Street, Osborne Park, Western Australia 6017
- **Postal Address**
  PO Box 20, Osborne Park, Western Australia 6917
- **Telephone**
  +61 8 9202 7111

[International Student Prospectus supplement-17-02-2016 v3](#)