



International Student Prospectus Supplement

Training Champions

To be read in conjunction with the VLIBTC Prospectus

RTO 50514
CRICOS 02200J

INTRODUCTION

Situated on a coastal plain, Perth remains a great attraction to those that love the outdoors. You 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 a 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.

Statement of Faith

Victory Life International Bible Training Centre is a Pentecostal / Word of Faith Bible college and is established on the following Biblical principles:

- That the Bible is the inspired, authoritative and infallible Word of God. In it we find the complete revelation of God's will for the salvation of men and the divine and final authority in all Christian faith and life. (2 Timothy 3:16)
- That there is only one God, creator of all things, who is infinitely perfect and eternally existent in three persons, Father, Son and Holy Spirit. (1 John 5:4-7)
- In the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles and His vicarious and atoning death where He shed His blood for the redemption of all men.
- We believe in His bodily resurrection from the dead, His bodily ascension to the right hand of the Father as our High Priest and Advocate and His personal return in power and glory. (1 Corinthians 15:3; 1 Peter 2:21-24; John 3:16)
- That man was created in the image of God but sinned and is therefore lost. Only through regeneration by the Holy Spirit can salvation and spiritual life be obtained. The shed blood of Jesus Christ and His resurrection provide the only grounds for justification and salvation. (Romans 3:21-30; Galatians 4:4-7)
- That the present day ministry of the Holy Spirit is to glorify the Lord Jesus Christ. During this age He indwells, guides, instructs and empowers the believer for godly living and service. He operates in all believers in the fruit of the spirit and the power of the gifts of the Spirit

manifesting in them as He wills. (John 14:6; Acts 1:5, 8, 2:2-4; 1 Corinthians 12-14; Galatians 5:22, 23)

- That every born-again, Spirit-filled believer should maintain a consistent prayer life. This should be both in praying with the understanding and in the Spirit. (Ephesians 6:18; 1 Corinthians 14:14-15)
- That without faith it is impossible to please God. The atonement provides salvation, healing and prosperity for the believer. We are redeemed from the curse of the law, including poverty, sickness and spiritual death. Our lives will be successful and healthy if we walk in the light of this redemption with faith in God's Word and in answer to believing prayer. (Hebrews 11:6; Isaiah 53:5; Galatians 3:13; James 5:14-16)
- That the true church is composed of all those who are truly born-again. Through this new birth we are spiritually united together in the body of Christ. We, as the body, are to become more and more in every way like Christ who is the Lord and Head of His body, the church. Every local church has the right under Christ to decide and govern its own affairs. (John 3:3, 5; Ephesians 4:15, 16)
- That Marriage, according to Scripture is between a man and a woman; that man and woman are joined to become one flesh. God created man in His own image, male and female instructing them to be fruitful and multiply (Genesis 1:27-28; 2:24)

COURSE ENTRY REQUIREMENTS

Entry in to 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 higher
or if required

A minimum IELTS overall band score of 5.5 (or equivalent)

Refer to www.immi.gov.au/allforms/pdf/assessment-levels.pdf for further information

Students with a grade below this level may require an additional English test and if necessary a course in English to lift their standard prior to commencing their enrolled course.

The student's course entry application will require the following to be added:

- a copy of their official IELTS test (or equivalent) with an overall band score of 5.5 (or equivalent) if required
- evidence of English language proficiency - a minimum standard of year 10 (Australian) English score of 'C' or equivalent
- past educational and vocational qualifications
- 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.

Rules of Enrolment and Code of Conduct

If accepted by VLIBTC students will be required to:

- Uphold the reputation and integrity of VLIBTC and Victory Life Centre at all times
- Pursue holiness as a lifestyle including refraining from the use of illegal drugs and sexual immorality
- Pursue studies diligently maintaining a teachable attitude
- Pursue harmonious relationships in action and in speech with all staff and students at all times
- Maintain honesty and integrity in every area including the submission of assessments signifying they are your own work.
- Attend their home church serving in an area of practical ministry weekly. International and interstate students will be required to attend Victory Life Centre until they submit a letter from their pastor acknowledging their church attendance and participation.
- Participate in serving at Victory Life Centre conferences as a part of the practical training requirement

- Complete adequate course progress
- Pay fees on time
- Maintain a satisfactory attendance of 80% minimum for every subject
- Accept the conditions of no alcohol or smoking at any VLIBTC, church or student arranged events
- Be punctual in attending chapel and all classes each morning
- Abide by all regulations imposed by the Department of Immigration and Border Protection as they relate to the Student Visa
- Accept any disciplinary action taken in relation to the breach of any of the above

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.

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 20 hours per week with a combination of classroom and workplace training approaches. Assessments include written tests, assignments, observation of workplace and simulated tasks

(Duration of each course is listed below)

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 awarded with qualifications that are nationally recognised.

QUALIFICATIONS, COURSE DURATION AND FEES

The following qualifications are offered by VLIBTC

- Certificate IV in Christian Ministry – Course Code 078507F (36weeks)
- Diploma of Christian Leadership – Course Code 078507E (36 weeks)
- Advanced Diploma of Ministerial Leadership – Course Code 088807M (69 weeks)

See the Annual Calendar for study periods and holidays – on website: www.vlibtc.wa.edu.au

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.

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):

	CERT IV	DIPLOMA	ADVANCED DIPLOMA
Application Fee:	\$ 250AUD (with application form)		
Tuition:	\$5200AUD	\$5300AUD	\$6300AUD
Student activity fee:	\$ 350AUD	\$ 350AUD	\$ 350AUD
Text Books	\$ 100 for each course approximately		
Total per annum	\$5900AUD	\$5750AUD	\$6750AUD

Additional Cost:

Overseas Student Health Cover: approx. \$550 (*12 Months Cover – Single Average)

*It is a requirement that a student has OSHC cover for the duration of their VISA (VLIBTC does not arrange health cover for you.)

*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 MONEY FEE REFUND POLICY***Course Money Refund Procedures***

Where a student believes that they have grounds for a course money refund, students should:

- Submit a written request for course money refund to the Overseas Contact Officer.
- State valid reasons for their course money refund application.
- Allow 28 days for the application to be processed by VLIBTC's Management.

When receiving a written course money refund application the Overseas Contact Officer shall:

- Present the application to VLIBTC's management
- Provide to the student in writing the resulting decision with the reason for the decision of VLIBTC's Management and how any refund of course money has been calculated.
- Advise the student of their right to *appeal the decision of VLIBTC's management.
(*VLIBTC's maintains a complaints and appeals process on the basis of natural justice)

Refund guidelines

Where a written application is received for a Course Money Refund VLIBTC staff will adhere to the following guidelines:

- Should VLIBTC Management withdraw its offer or fail to provide the programme offered or terminates its course delivery before or after the study period commences VLIBTC will provide a total refund of prepaid fees.
- Should VLIBTC Management withdraw a student from a Course because the student has seriously breached international student visa conditions or the VLIBTC Rules of Enrolment and Code of Conduct, no refund for tuition fees for the current study period will apply and a full refund of fees paid for any subsequent study period will apply.
- Where a student has withdrawn VLIBTC's refund will be less the maximum of 5% or \$500, whichever is the lesser, for administrative expenses
- Bank charges may be deducted from the refund amount
- There will be no refund of the application fee

VLIBTC staff shall ensure that students who dispute the VLIBTC student default or refund procedures are provided with the access to the VLIBTC complaints and appeals procedure.

The VLIBTC 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.

Course Money Refunds following Provider default

VLIBTC will provide a total refund of Course Money paid in advance for tuition already received where:

- a) the course does not start on the agreed starting day
- b) the course ceases to be provided at any time after it starts but before it is completed; or
- c) the course is not provided in full to the student because a sanction has been imposed on the registered provider under part 6 (ESOS Act)

Course Money Refunds following Student default

An overseas student or intending overseas student defaults, in relation to a course provided by VLIBTC at any VLIBTC educational location, if:

- the course starts at the location on the agreed starting day, but the student does not start the course on that day and has not previously withdrawn; or
- the student withdraws from the course at the location either before or after the agreed starting day; or
- 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;
 - misbehaviour by the student in breaching VLIBTC Rules of Enrolment and Code of Conduct (*see International Prospectus for details*)

An overseas student or intending overseas student does not default in relation to a course at the VLIBTC location if the student does not start that course because VLIBTC defaults in relation to the provision of the course at the VLIBTC location.

An overseas student or intending overseas student does not default for reasons of misbehaviour unless VLIBTC accords the student *natural justice before refusing to provide, or continue providing, the course to the student at the VLIBTC location (natural justice is accorded to all students through the provision of VLIBTC's complaints and appeals process)

Instances of student default which will result in a full refund

- Student receives a visa refusal. 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.

Instances of student default which will not result in a full refund

- failure to present at course commencement
- failure to comply with international student visa conditions or the VLIBTC Rules of Enrolment and Code of Conduct (*see International Prospectus for details*)

Course money refund for student withdrawal (student default)

An enrolled student will be eligible for a tuition fees refund if they provide a written 'request for course withdrawal' notice to the VLIBTC Management within 4 weeks of the day of course commencement. The refund will be in respect to the total amount of tuition fees paid by the student for the current study period and will be less the spent tuition fees provided to the student from course commencement to the default day and less the maximum of 5% or \$500, whichever is the lesser, for administrative expenses. Tuition fee refunds will be calculated on a similar basis for subsequent study periods that are commenced by a student and in which a student withdraws.

In all student withdrawal refunds, subsequent study periods with tuition fees paid for in advance will be refunded in full.

No tuition fees for a current study period will be refunded to a student where a student fails to provide a written 'request for course withdrawal' notice within 4 weeks of study period commencement. However subsequent study periods with tuition fees paid for in advance will be refunded in full.

Any refund granted by VLIBTC will be refunded directly to the enrolled student unless the student nominates a third party identified in the student's letter of offer/agreement.

In the case of a visa refusal, VLIBTC will process and refund the written request for course money refund within four weeks of VLIBTC receiving the student's written advice of visa refusal. Student is required to provide proof of refusal by providing a copy of the official refusal letter.

ENROLMENT DEFERMENT, SUSPENSION OR CANCELLATION

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

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.

The Rules of Enrolment at the RTO include:

- VLIBTC's Code of Conduct
- Payment of Fees
- Adequate Course Progress
- Minimum 80% Attendance

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

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.

Course enrolment transfer:

Enrolled students may apply to VLIBTC's Management for a transfer of enrolment to attend another Educational Provider offering courses to International Students.

In order to qualify for course transfer the student must have completed at least six months of their principal course of study unless:

- Reasonable circumstances or compassionate grounds can be established, such as undue hardship or sickness in the family that prevents travel to or from VLIBTC's location of training
- The RTO has ceased to be registered as a Provider on CRICOS or the course has ceased to be registered.
- The RTO 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.

Should an application for Course Enrolment Transfer be successful 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.

COMPLAINTS AND APPEALS

Students enrolled at VLIBTC have ongoing access to the Complaints and Appeals procedure which features both an internal and if necessary an 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 to further address their complaints or appeals. (Please refer to the 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. (This prospectus should be supplied only when it is accompanied by the ESOS framework information.) You will need to indicate that you have read this information before signing your Letter of Offer and Agreement.

To read this document click www.aei.gov.au/aei/esos/quickinfo/ESoS_FrameWork_pdf

The RTO's website also contains a link to the ESOS framework

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-\$200AUD per week
Utilities:	\$80-\$150AUD per week (gas, electricity, telephone, water, etc)

Public Transport:	\$15-\$50AUD per week (student concession available)
Other:	\$80AUD 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 \$250 to \$500 per week 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

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

Fax: +61 8 9201 1266

Email: admin@vlibtc.wa.edu.au

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