



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.studyperth.com.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

Satisfactory Level of English – evidence is required with application

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 for Level 1 + 2 countries

or if required

a minimum IELTS overall band score of 5.5 (or equivalent) for Level 3 to 5 countries

Refer to <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500#Eligibility> for further information

Students with a grade below this level or other evidence of unsatisfactory English standards may require further study in English to lift their standard prior to commencing their enrolled course.

Past educational and vocational qualifications

Past educational and vocational qualifications should be added to a student's course entry application.

RPL and Credit Transfer

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 Home Affairs as they relate to the Student Visa www.homeaffairs.gov.au/trav/stud
- Accept any disciplinary action taken in relation to the breach of any of the above

COURSE CONTENT AND MODES OF STUDY AND ASSESSMENT

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

Students are required to complete face-to-face study of 20 hours per week with a combination of classroom and practical serving approaches. Practical serving includes attending and serving in the student's home church for two hours each week and participating in local community outreach for 2 hours each week. Work-based Training is included in the Chaplaincy stream in the Certificate IV in Christian Ministry 078507F (30 hours) See the website for further details www.vlibtc.wa.edu.au Assessments include written tests, assignments, reports, portfolios, observation of workplace and simulated tasks.

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

The following qualifications are offered by VLIBTC

- 10175NAT–Certificate IV in Christian Ministry – Course Code 090747M
- 10176NAT–Diploma of Christian Leadership – Course Code 090748K

COURSE DURATION

- Our Bible college has two intakes per year at the start of each semester – one in February and one in July.
- The February intake, including holidays, is 42 weeks with 36 teaching weeks.
- The July intake, including holidays, is 48 weeks with 36 teaching 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 including an expansive library, sound equipment, and musical instruments.

Work-based Training sites:

Margaret Court Community Outreach at 16 Neil Street Osborne Park

COURSE FEES

The following fees apply:

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

The Course fees that relate to each of the above courses are as follows:

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

*Initial payment **prior** to commencement of studies is one semester (or 50% of your tuition fees for that course). 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, 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.

Additional Cost:

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

Overseas Student Health Cover: approx. \$550 (*12 Months Cover – Single Average) Subject to government re-assessment annually

*Late Assessment Submissions: Students may have to pay a late submission fee of \$25 for late assessments unless compassionate grounds are approved.

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)

The agreement, and the availability of the complaints and appeals process, does not remove the right of the student to take action under Australia's consumer protection laws.

Refund guidelines

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

- A VLIBTC refund will be less the maximum of 5% or \$500, whichever is the lesser, for administrative expenses.
- should VLIBTC's Management withdraw its offer or fails to provide the program offered or terminates its course delivery before or after the study period commences VLIBTC will calculate the refund amount according to the specified method for working out the amount of unspent pre-paid fees.
- should VLIBTC's Management withdraw a student from a Course because the student has seriously breached international student visa conditions or the VLIBTC rules or 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 also apply.
- VLIBTC staff shall ensure that students who dispute VLIBTC's student default or refund procedures are provided with the access to VLIBTC's complaints and appeals procedure.
- VLIBTC's 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

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)

Please note the following refund circumstances of student withdrawal represents a fair and equitable refund approach which may be adjusted by a provider during up take of this letter of offer.

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 VLIBTC's Management within 4 weeks of the day of course commencement. The refund will 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 has nominated a third party in their letter of offer/ student agreement.

Staff involved in refund procedures with students must:

- Advise students who dispute the refund procedures that they have access to VLIBTC's internal / external appeals procedure.
- Advise the refund eligibility of any student involved in the deferment, suspension or *cancellation of their course enrolment.

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

TPS (Tuition Protection Services)

All fees paid in advanced are protected through the TPS. The TPS policy of VLIBTC shall ensure that all provider obligations existent within the ESOS Amendment (Tuition Protection Service and other measures) Act 2012 are implemented within the operational procedures of VLIBTC's education services to overseas students.

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.

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

Students who are contravening the 'Rules of Enrolment and Code of Conduct' at VLIBTC may have their enrolment suspended or cancelled – see page 3.

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

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
- VLIBTC has ceased to be registered as a Provider on CRICOS or the course has ceased to be registered.
- VLIBTC 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 deems that a transfer is in the student's best interest and supports the transfer request in writing.

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 a 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 are at no or minimal cost to the student
- 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 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) You will need to indicate that you have read this information before signing your Letter of offer and agreement.

To read this document click <http://www.vlibtc.wa.edu.au/wp-content/uploads/2018/03/ESOS-Student-Fact-Sheet-2017.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.studyperth.com.au
Also see the Living and Studying in Australia link 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)

Single person costs of living - The following figures should be taken as estimates only and are based on current Government website: <https://www.studyinaustralia.gov.au/english/live-in-australia/living-costs>

SINGLE PERSONS COST OF LIVING

Accommodation

- **Shared Rental** - \$85 to \$215 per week
- **Homestay** - \$235 to \$325 per week
- **Rental** - \$165 to \$440 per week
- **Hostels and Guesthouses** - \$90 to \$150 per week

Other living expenses

- **Groceries and eating out** - \$80 to \$280 per week
- **Gas, electricity** - \$35 to \$140 per week
- **Phone and Internet** - \$20 to \$55 per week
- **Public transport** - \$15 to \$55 per week
- **Car (after purchase)** - \$150 to \$260 per week
- **Entertainment** - \$80 to \$150 per week

Minimum cost of living

The [Department of Home Affairs](http://www.homeaffairs.gov.au) has financial requirements you must meet in order to receive a student visa for Australia. From 1st February 2018 the 12 month living cost is:

- **You** - \$20,290
- **Partner or spouse** - \$7,100
- **Child** - \$3,040

Department of Commerce has a booklet on renting a home in WA. Here is the link:

<https://www.commerce.wa.gov.au/publications/tenant-guide-renting-home-wa>

Another good link on sharing accommodation or private leasing.

www.tenancywa.org.au/fact-sheets

For further guidelines go to the accommodation section of: <https://www.studyinaustralia.gov.au/> and www.studypertth.com.au

EMPLOYMENT

Students should refer to the Department of Home Affairs for advice on their allowable hours in which they can gain employment and work. Australia is generally experiencing a skills shortage and part time employment is quite easily obtained.

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 <https://www.homeaffairs.gov.au/>

Here are two good websites for them.

<https://www.education.wa.edu.au/how-to-enrol-a-step-by-step-guide>

<https://migration.wa.gov.au/services/settlement-services/children-and-education/education>

STUDENT SUPPORT SERVICES

On arrival and prior to course commencement you will be required to make an appointment with the Over Seas Contact Officer (OSCO) to confirm accommodation; to review the student undertaking; and to discuss whether any further Student or Learner Support is required. This will also involve taking a Language Literacy and Numeracy test to identify any specific Learner Support requirements to assist you with your study (see Learner Support on website or request Student Handbook for further information).

An Orientation day is held which is designed to provide information concerning the course you are enrolling in and to meet the student support group. Staff will also be available to discuss any concerns you may have regarding study or education information. You will also tour the Victory Life Centre facilities; meet pastoral staff; and visit Margaret Court Community Outreach where food, counselling, and clothing is available at no cost if needed.

Additional support services are available by contacting the OSCO who will be available to discuss and provide assistance or advice 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 Home Affairs. The Student Handbook and Website contain more detailed information regarding support services. Contact VLIBTC for a copy of the Student Handbook.

OTHER SERVICES:

Medical, dental, legal and other support services are readily accessible in the area.

Emergencies - Dial 000 for life threatening situations – police fire or ambulance

Police - Call 131 444 for police attendance for non-urgent matters.

Lifeline - Dial 13 11 14 Life Line offer crisis support, suicide prevention and mental health support services by phone or through their online chat available on their website.

Poison Information Centre - Call 131 126 - Provides advice on the management, assessment and treatment of poisonous products.

Sexual Assault counselling service - Search online for 'rape crisis centre' - if you, or anyone you know, has experienced or is at risk of sexual assault, call *the* sexual assault counselling services. These provide a free 24 hour, 7 day a week telephone counselling service (anonymous if you prefer).

Hospitals - *Note: Private Hospitals do not take emergency cases.*

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

Sir Charles Gardiner Hospital - Hospital Avenue, Nedlands WA, Ph. 9346 3333

Joondalup Health Campus - Shenton Avenue, Joondalup WA, Ph. 9400 9406

Medical Centres

Osborne Park Medical Centre, 1/168 Main Street, Osborne Park WA Ph. 9349 3555

DR7 Medical Centre - Cnr. Royal Street & Wanneroo Road, Yokine WA, Ph. 9349 6777

Dental Services

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

Yokine Dental- 212 Flinders Street Yokine 6060, Ph 9349 6686

Legal services - These 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

The Australian Consumer Law includes a national law guaranteeing consumer rights when buying goods and services. Visit Australia.gov.au or consumerlaw.gov.au

For more details on living in Perth and other services refer to the International Student Information Booklet which you will have received on your first enquiry. Please request this booklet from the Overseas Contact Officer if you have not received it yet.

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

Website: www.vlibtc.wa.edu.au