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Section 1: Introduction

About CHC

CHC was established in 1986 by the Christian Outreach Centre, now known as International Network of Churches (INC), as a result of its vision for higher education in Australia. Since then, CHC has grown from offering one course with an initial enrolment of nine students, to offering approximately 30 courses (most of which are available to overseas students) and a student community nearing 900. From small beginnings, CHC has gained recognition as an integral part of the Australian higher education sector.

CHC offers a range of undergraduate and postgraduate courses in Business, Education, Liberal Arts, Ministries and Social Sciences which contain a unique combination of personal growth and professional academic studies within a Christian worldview. Graduates of CHC courses can be found in many countries throughout the world. CHC is a place where lives are transformed and people are equipped to make a difference to the world around them.

Applicants should be aware that CHC does not engage any agents to market to or recruit prospective students on its behalf. All enquiries and correspondence are to be made directly to CHC. This does not preclude applicants from engaging agents on their own behalf.

Why choose CHC?

Christian Heritage College (CHC) welcomes overseas students who are aged 18 or over at the commencement of their studies.

Higher education lays a foundation for the future, and thus choosing a course of study, and an institution at which to study, is one of the more important decisions you will make. It is a decision that can, and should, shape the future direction of your life and work in a powerful way.

For Christians, the choice is all the more important because it involves not only career prospects, but also God’s calling and our preparation for a life of serving Him. CHC can help you with that choice by providing fully accredited courses that are designed to equip you academically, professionally, spiritually and personally.

CHC’s mission statement – *Transforming people to transform their world* – reflects the desire to develop qualified professionals who seek a solid Christian foundation for their life and work. CHC aims to be a Christian higher education institution that prepares people to make a difference in the world around them and in their professional career.

To love God with your whole heart, soul and mind, and to love your neighbour as yourself, are the principles which guide CHC’s mission and give shape to the pursuit of higher education within a Christian vision of life.

CHC values the pursuit of truth, and believes that truth exists and can be known. We seek to know more about God and His world through the Bible, the foundation of Christian belief, through learning informed by Christian faith, and through research and scholarship.

At CHC, we recognise and value your potential to transform your world.
Accreditation

All CHC courses are accredited by the Australian government’s Tertiary Education Quality and Standards Agency (TEQSA).

All courses that are approved for offering to students who are studying under the provisions of an Australian student visa are included on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).

Many CHC courses also carry the recognition of various peak professional and registration bodies, meaning that graduates of these courses are able to practice in the relevant fields. The initial teacher education courses are accredited by the Australian Institute of Teaching and School Leadership (AITSL) and the Queensland College of Teachers (QCT), while the counselling courses are accredited by the Psychotherapy and Counselling Federation of Australia (PACFA). The Accounting major within the Bachelor of Business is accredited by Chartered Accountants Australia and New Zealand (CA), CPA Australia and Institute of Public Accountants.

Degrees with a Christian worldview

CHC combines a commitment to academic excellence with a commitment to Christian truth. Developing Christian perspectives in academic studies is a major emphasis in all CHC courses, and all units are set within the framework of a Christian worldview. The valuable qualifications offered by CHC are equipping and empowering graduates to make a significant difference in their professional pursuits.

Excellent teaching

CHC academic staff represent a unique blend of professional individuals with a Christian commitment, professional industry experience and academic qualifications. Many hold doctoral qualifications and all have a special interest in developing Christian perspectives in their teaching areas. CHC staff are caring and approachable people with a deep concern for the personal and academic growth of their students.

The excellent quality of teaching at CHC is recognised by students, who rate this aspect of their experience at over 90\%\(^1\).

Student life and learning

At CHC, higher education is about more than academic and professional development – it is also about personal growth. We recognise that who you are is more important for success in life and work than simply what you know. CHC therefore seeks to develop the whole person, integrating personal growth and professional development.

Students and visitors to the campus say that they feel the difference the minute they set foot on the CHC campus. The atmosphere of inclusion and acceptance, and the supportive environment based on shared aspirations, makes life at CHC a rewarding experience. Many students develop lifelong friendships and continue their connection with the CHC community long after they graduate.

Whether it’s a first degree, or part of a life-long process, students value the experience of learning at CHC. The personalised attention and encouragement our students receive motivates and assists them to reach their potential. The staff wholeheartedly embrace the CHC vision and provide quality one-on-one advice and support to students in their personal, spiritual and academic development.

\(^1\) [https://www.qilt.edu.au/institutions/list/institution/Christian-Heritage-College](https://www.qilt.edu.au/institutions/list/institution/Christian-Heritage-College)
Section 2: Campus and city information

Brisbane, Queensland

Brisbane is the capital city of the state of Queensland. It is a vibrant city, situated on the Brisbane River. It hosts many restaurants, theatres and shopping outlets, world-class entertainment and attractions, all under the beautiful warmth and sunshine of Queensland’s subtropical climate. Brisbane is located on the south-east coast of the state of Queensland and is within a short drive of the beautiful and famous Gold Coast and Sunshine Coast.

CHC campus

Christian Heritage College is located on the campus of Citipointe Church at 322 Wecker Road, Carindale, which is approximately ten kilometres south-east of the Brisbane central business district. CHC shares over 70 acres of landscaped grounds and natural bushland with church, school, childcare and other facilities.

Carindale is a suburban, mainly residential area that is readily accessible from other parts of the city. CHC is located close to major arterial roads and motorways, and near to Brisbane City Council bus services.

CHC has approximately 900 students, with a high staff-to-student ratio.

CHC facilities include learning spaces for whole-class lectures and smaller tutorial groups which are equipped with computers and data projectors for use by staff and students, as well as business and administration offices, student recreation spaces, and the CHC Learning Hub, which houses the CHC Library.

The CHC Library is a higher education/special resource centre and currently holds over 55,800 resources, with electronic, multimedia and audio-visual materials forming an important part of its collection. This includes a substantial collection of resources that students are able to use while on professional placements. In addition, the Library holds subscriptions to:

- nine (9) collections within the Informit range of online databases offered by RMIT Publishing, giving access to over 1.31 million records;
- eighteen (18) collections within the GaleCengage range of online databases, giving access to nearly 31,600 academic and professional journals, with over 221 million articles available;
- fifteen (15) collections within the JSTOR range of online databases, providing access to almost 3,300 journals, giving access to almost 10 million articles;
- the SAGE Research Methods online database giving access to over 220,000 pages of SAGE’s book, journal and reference content;
- the Oxford Reference Premium Package with full-text access to over 470 Oxford reference titles; and
- EBSCOHost’s Religion & Philosophy Collection giving access to over 260 journals and magazines, most of which are available in full-text.

Further, the Library is a full member of the UNILINC Library Network, which consists of over 20 libraries comprised of university, school and special libraries such as Charles Sturt University, Southern Cross University, Avondale College and Tabor College. Members of this network can borrow from each other through the UNILINC Reciprocal Borrowing Scheme.
These arrangements, along with interlibrary lending, are supported by the UNILINC Shared System online catalogue. The sharing of cataloguing records ensures that participating libraries achieve significant efficiencies. The Alma Library System used by UNILINC, is a market leader in the automation of libraries and research centres. This state-of-the-art system provides effective knowledge management tools that deliver the most up-to-date, relevant information to end users in a quick, efficient and user-friendly manner through the PRIMO web2.0 discovery tool.

CHC Library is a member of ANZTLA (Australian and New Zealand Theological Library Association), enabling gratis interlibrary loans with a number of higher education theological and ministry institutions. It is against data collected by ANZTLA, that CHC Library is able to undertake benchmarking activities.

The Library’s holdings continue to be updated and expanded with up to 150 new acquisitions each month. Over the past two years, the Library has been purchasing eBooks, focussing on required texts and recommended readings, and will continue to expand its resources in this area. The Library endeavours to maintain and develop current core and special interest collections while establishing collections in areas required by newly offered and planned units and courses.

**Commercial facilities**

The CHC campus is within a 15-minute drive of two major shopping centres, banks, post offices, etc. Lists of the major commercial facilities which are located in the suburbs surrounding CHC are provided to overseas students as part of their orientation materials. There is also a café, ATM and gift shop on site.
Section 3: Studying under a temporary visa

General information

The primary avenue by which overseas students come to Australia to engage in studies is under the provisions of a student visa, which is a type of temporary visa. All arrangements regarding studies done under student visa provisions are governed by the *Education Services for Overseas Students Act 2000* (ESOS Act) of the Commonwealth of Australia. This pertains both to institutions and to individuals.

There are a number of other types of temporary visa that grant the holder the right to study. These include certain business visas and spousal visas, and can extend to the dependants of visa holders. Overseas students who undertake studies in Australia under the provisions of these visas are generally in Australia for employment or other reasons, but may wish to apply to undertake a course of study during their stay.

Information regarding the study rights that are associated with particular visa types can be found on the website of the *Department of Immigration and Border Protection* (DIBP).

Different visas have different conditions that the visa holder must meet in order to remain compliant and thus maintain their visa. With regard to higher education, these conditions include the course of study, the amount and mode of study, minimum attendance and satisfactory progress. The failure to meet visa conditions can lead to the cancellation of the visa by DIBP and the requirement that the visa holder return to their home country.

The ESOS Act

The Australian government regulates the education and training sector’s involvement with overseas students studying in Australia on student visas. It does this through the *Education Services for Overseas Students Act 2000* (ESOS Act) (C’th) and associated legislation which protects the interests of these students. The legislation mandates a nationally consistent approach to registering education providers so that the quality of the tuition, and associated pastoral services offered to students, remains high. The professionalism and integrity of the industry is further maintained by the ESOS legislation’s interface with immigration law. This imposes visa related reporting requirements on both students and providers.

A description of the ESOS legislative framework is available on the Department of Education and Training’s *International Education* website.

Students who engage in studies under the provisions of other types of temporary visas are not subject to the requirements of the ESOS Act.

Other legislation and government departments

The higher education sector in Australia is regulated by the *Tertiary Education Quality and Standards Agency* (TEQSA). TEQSA was established under the *Tertiary Education Quality and Standards Agency Act 2011* (TEQSA Act) of the Commonwealth of Australia, and is an independent statutory body which sits within the portfolio of the Department of Education and Training of the Australian government.

CHC is registered by TEQSA as a Higher Education Provider and all CHC courses are accredited by TEQSA. Information regarding CHC’s registration and course accreditation appears on the *National Register of Higher Education Providers*. 
CHC is registered to offer higher education courses to overseas students who are in Australia on a student visa under the Education Services for Overseas Students Act 2000 (ESOS Act) (C’th), and complies with the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (the National Code).

CHC is approved to offer higher education courses to overseas students who are in Australia on student visas and is listed on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS), which is administered by the Department of Education and Training of the Australian government. Information regarding CHC and the courses offered to overseas students who are studying under the provisions of a student visa is available on the CHC CRICOS page.

The enrolment in CHC courses of overseas students who are in Australia on student visas and their compliance with student visa conditions is reported to the Department of Education and Training through the Provider Registration and International Students Management System (PRISMS).

Matters relating to all types of temporary visas are administered by DIBP.

Courses and units

At CHC, students enrol in a course which is the complete award with which a student graduates upon the completion of the requirements for that course. Courses consist of units, which are individual components of a course which are usually one semester in length.

The academic year is divided into two compulsory semesters, each of 16 weeks (excluding holidays): Semester 1 runs from February/March to June, and Semester 2 from July to November. CHC also offers two non-standard, non-compulsory teaching periods in the academic year that have fewer teaching weeks than Semesters 1 or 2 and in which a limited range of units is available. These are Winter Semester and Semester 3. These semesters are not available to commencing students.

All units in CHC courses carry 10 credit points (cp), unless otherwise indicated. Each 10 credit point unit comprises 150 hours of student involvement for one semester, consisting of formal contact hours, individual study, assessment work and examination preparation (as applicable). Generally, the contact hours for a standard ten 10 credit point unit is three hours, with a further seven to eight hours of personal study and assessment preparation per lecture week and additional hours for examination preparation. A standard annual full time load of 80 credit points is equivalent to 1200 hours of student involvement.

Sample unit outlines for the units offered as part of CHC courses are available on the various course pages on the CHC website.

Student visas

Overseas students who are studying under the provisions of a student visa are able to enrol only in those courses that appear on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS), subject to the meeting of course entry requirements.

Other temporary visas

Overseas students who are studying under the provisions of another type of temporary visa are able to enrol in all courses offered by CHC, subject to the meeting of course entry requirements.
Completion within the expected duration of study

Each course offered by CHC has an expected duration of study based upon the number of units required to complete the course and the full time semester study load associated with that course (compulsory study periods only). For example, a course which requires 24 units for completion with a full time semester study load of four units (compulsory study periods only) will have an expected duration of study of six semesters, or three years.

Student visas

Overseas students who are studying under the provisions of a student visa are issued with a Confirmation of Enrolment (CoE) certificate which is generated through the Department of Education and Training’s Provider Registration and International Students Management System (PRISMS). A course’s expected duration of study is used to determine the course end date which is specified on each overseas student’s Confirmation of Enrolment (CoE) certificate. This course end date is used to determine the length of the student visa issued by DIBP.

CHC is able to extend an overseas student’s expected course end date in a limited number of circumstances only. These include:

- compassionate or compelling circumstances (for example, illness where a medical certificate states that you are unable to attend classes, or if CHC is unable to provide a prerequisite unit); or
- CHC has implemented its intervention strategy for students who are at risk of failing to meet satisfactory academic progress requirements; or
- an approved period of deferral or leave of absence has been granted due to compassionate or compelling circumstances, or CHC has suspended your enrolment due to misconduct.

Where any of these circumstances result in the expected duration of your course being increased, CHC will notify the Department of this extension and will issue you with a new Confirmation of Enrolment (CoE) certificate which indicates a revised course end date.

Please note that any extension to your expected course end date will require you to contact DIBP to discuss the impact of the extended course end date on your student visa.

Other temporary visas

Overseas students who are studying under the provisions of another type of temporary visa are not issued with a Confirmation of Enrolment (CoE) certificate and the length of their visa is not determined by the expected duration of a course of study.

Study loads

Student visas

Australian student visa conditions require that overseas students maintain a study load which results in the completion of their course within the expected duration of study. In general, overseas students normally need to undertake a standard full time study load in each semester (compulsory study periods only) in order to complete their course within this timeframe.

A standard full time study load in all CHC courses is 40 credit points per semester, or 80 credit points per year, with the exception of the Graduate Diploma in Education (Secondary), in which a standard full time study load is 50 credit points per semester, or 100 credit points per year.
Student visa conditions do allow some flexibility in study programs by permitting you to vary your study loads across semesters – that is, to undertake a normal, reduced or increased study load in each compulsory study period – as long as you complete your course by the date specified on your Confirmation of Enrolment (CoE) certificate.

In advising you of a study program to ensure that you complete your course within the expected duration of study, CHC will assume that you will undertake a standard full time load in each semester (compulsory study periods only) as applicable to your course. Any variations to this study load are to be discussed with and approved by your Course Coordinator as early as possible after your enrolment to ensure that you are able to undertake the remaining units in your course in such a way that your course end date is not affected – for example, by enrolling in Semester 3, or by enrolling in an increased or reduced study load in Semesters 1 and/or 2 of a year. In proposing any such variations to your study program, you should be aware that not all units are offered in each semester and, consequently, that the schedule of units may not facilitate a variation to your study load.

Other temporary visas

Overseas students who are studying under the provisions of another type of temporary visa are not subject to the conditions described above with regard to study load. Such students are not required to undertake a standard full time study load in each semester (compulsory study periods only) and may engage in part time study.

Modes of study

Student visas

Overseas students who are studying under the provisions of a student visa must generally undertake units of study in the internal mode. These are normally conducted on campus in a face-to-face context for which classes are scheduled weekly across the semester. Internal-mode units might also be offered as intensives, in which the total number of contact hours for the semester are condensed into a number of whole days. These may be scheduled together as consecutive days, or as a series of sessions of between one and four days at various points during the semester, and may be held both at weekends and during holiday periods.

Student visa conditions also allow overseas students to undertake up to 25% of their total course in the external mode: that is, a unit that is offered off campus by distance education. While overseas students who are studying under the provisions of a student visa must not enrol exclusively in external units in any compulsory study period (at CHC, this is Semester 1 and Semester 2), they may study entirely by external mode in any non-compulsory study period (at CHC, this is Semester 3). Overseas students who are studying under the provisions of a student visa who wish to undertake units in the external mode must first consult their Course Coordinators to ensure that they do not exceed the maximum number of external-mode units that are allowed in their courses.

All arrangements regarding the modes in which units are to be offered in a particular semester, and the scheduling of units that are offered in the internal and intensive modes, are advertised on the CHC website prior to the beginning of the semester in which they are being offered to assist students with their selection of units.

Overseas students who are studying under the provisions of a student visa should be aware that CHC requires such students to enrol in a minimum of one unit per semester that is delivered in the internal mode via weekly classes (subject to other visa restrictions regarding mode of study). That is, overseas students who are studying under the provisions of a student visa are not permitted to enrol exclusively in units offered as intensives and/or external mode in a given semester. This applies to Semesters 1 and 2 only.

If overseas students who are studying under the provisions of a student visa reach the final semester of their courses and have one unit complete and wish to remain in Australia for this unit, it must be undertaken in the internal mode, unless it is undertaken in Semester 3. If this final semester is either Semester 1 or Semester 2 of a year, and the unit is available in the external mode, an overseas student may ask CHC to cancel their Confirmation of Enrolment (CoE) certificate and return to their home country to complete the unit by distance education.
Other temporary visas

Overseas students who are studying under the provisions of another type of temporary visa are not subject to the conditions described above with regard to mode of study. Such students may enrol in any mode in which a unit is offered.

Attendance

Student visas

As a provider of higher education courses, CHC is not required to report your attendance for visa compliance purposes. However, CHC is required to monitor your attendance and you should be aware that CHC does have expectations regarding minimum attendance for units which are offered by internal mode. These are determined by the School from which the unit is offered, as follows:

- School of Ministries: 85% of scheduled classes for each unit
- All other CHC Schools: 80% of scheduled classes for each unit

You should be aware that some units have minimum attendance requirements, and that you may place your results for such units in jeopardy, and even fail such units, if you do not satisfy these requirements. Where minimum attendance requirements apply, they will be noted in the relevant School Handbook and in the specific unit outlines that are distributed at the beginning of each semester.

Other temporary visas

Overseas students who are studying under the provisions of another type of temporary visa are not subject to the conditions described above with regard to the monitoring of attendance. However, the expectations described above regarding minimum attendance for units which are offered by internal mode apply to all overseas students, regardless of the type of visa they hold.

Satisfactory course progress

Overseas students are expected to maintain satisfactory course progress. Under the provisions of CHC Policy: Review of Academic Progress for Overseas Students, students who fail two or more units in a semester, or fail the same unit more than once are identified as being at risk of failing to maintain satisfactory course progress, and a Review of Academic Progress (RAP) is implemented. The aim of this intervention strategy is to assist students to identify the reasons for being at risk of failing to maintain satisfactory course progress and to develop an Action Plan to avoid its repetition.

Student visas

Overseas students who are studying under the provisions of a student visa must maintain satisfactory course progress to fulfil the conditions of their visa.

If an overseas student who is studying under the provisions of a student visa is identified as being at risk of failing to maintain satisfactory course progress, a Review of Academic Progress (RAP) will be implemented and an Action Plan developed. This may include reducing your study load to assist you to achieve satisfactory course progress. In the case that this intervention strategy results in an extension to your course end date, CHC will notify the Department of this extension via PRISMS and will issue you with a new Confirmation of Enrolment (CoE) certificate which indicates the revised course end date. In such a case, you will need to apply to DIBP for a new student visa.
If, after this intervention strategy is implemented, you again fail two or more units in a semester or fail a further unit more than once, you will be deemed as failing to maintain satisfactory course progress. At this point, CHC will notify you in writing that it intends to report you to the Department via PRISMS for failing to maintain satisfactory course progress and to cancel your enrolment. You will then have 20 working days in which to formally request a review of this decision, as outlined in CHC Policy: *Grievance Policy for Overseas Students* on the CHC website. CHC will not report you to the Department during this period, or the period of any review process, and your enrolment at CHC will remain active.

Should any review process find in your favour, your enrolment will continue. Should you withdraw from any review process, or should any review process uphold CHC’s intention to report, or following the expiration of the 20 working days without CHC having received a request for a review of this decision, CHC will notify the Department via PRISMS that you have failed to maintain satisfactory course progress. You should be aware that this will have severe implications for your student visa. You will be required to report to a DIBP officer within 28 days of receiving notice that CHC has reported you for failing to maintain satisfactory course progress, or your student visa will be cancelled and you will be required to leave Australia.

Other temporary visas

If an overseas student who is studying under the provisions of another type of temporary visa is identified as being at risk of failing to maintain satisfactory course progress, a Review of Academic Progress (RAP) will be implemented and an Action Plan developed. If, after this intervention strategy is implemented, you again fail two or more units in a semester or fail a further unit more than once, you will be deemed as failing to maintain satisfactory course progress. In this case, under the provisions of CHC Policy: *Review of Enrolment Process*, a Review of Enrolment Process (REP) will be initiated. This may have an outcome of your enrolment at CHC being cancelled, or your enrolment may be continued under certain conditions, such as exclusion for a defined period.

**Tuition Protection Service (TPS)**

*Student visas*

The Tuition Protection Service (TPS) is an initiative of the Australian government to assist overseas students who are studying under the provisions of a student visa whose education providers are unable to fully deliver their course of study.

The TPS ensures that overseas students who are studying under the provisions of a student visa are able to either:

- complete their studies in another course or with another education provider; or
- receive a refund of their unspent tuition fees.

CHC is a participating institution in the Tuition Protection Service (TPS). This covers students in the unlikely event that CHC is no longer able to offer a CHC course of study in which an overseas student is enrolled.

For further information, see the [TPS](http://www.chc.edu.au) website.

*Other temporary visas*

The Tuition Protection Service is not available to overseas students who are studying under the provisions of another type of temporary visa. Should CHC cease to offer a course of study in which an overseas student who is studying under a temporary visa, the provisions of CHC’s Course and Tuition Assurance arrangements will apply.
**Code of Conduct**

In accordance with its foundation on Christian principles, CHC is concerned to maintain the highest levels of personal and professional, moral and ethical conduct. Further, CHC aims to create a constructive environment for academic achievement, for Christian community and for personal growth. The Scriptures establish basic principles of behaviour and respect, and the basis for dealings among members of the CHC community should be one of mutual respect. The CHC Code of Conduct aims to engender a commitment to these values.

The CHC Code of Conduct applies to all overseas students, regardless of the type of visa they hold, and encourages all members of the CHC community to recognise the potential of each individual for personal growth and transformation, and acknowledge, with grace, the varied life journeys of individuals. It promotes academic integrity and seeks to allow reasonable freedom for students to pursue study and research and to participate in community life at CHC, as well as respect the property of CHC, the wider Citipointe Church campus and members of the CHC and Citipointe communities. The CHC Code of Conduct also provides clear guidelines regarding the grounds on which any suspension or cancellation of enrolment at CHC may occur.

**Assessment**

Assessment practices at CHC are guided by CHC Policy: Assessment. This policy applies to all students at CHC.

CHC courses incorporate a variety of assessment methods including essays, research papers, seminar presentations, group work, examinations, field work, practicums and internships. The particular assessment methods employed in individual units are indicated in the unit outlines that are made available to students at the beginning of each semester. These unit outlines also indicate assessment task due dates and the unit learning outcomes to which each assessment task relates.

**Text books and other materials**

Many units offered at CHC have required text books that form the basis of the reading to be completed by students. These are indicated in the booklists that are published on the CHC website prior to each semester. These may be commercially published texts, or Books of Readings that are supplied by CHC. Students may also be required to purchase other unit materials where these are part of the learning to be undertaken.

CHC suggests the following suppliers for text books (listed alphabetically):

- Amazon [www.amazon.com](http://www.amazon.com)
- The Book Depository [www.bookdepository.co.uk](http://www.bookdepository.co.uk)
- Zookal [www.zookal.com](http://www.zookal.com)

Students are to supply their own stationery and consumable items, such as paper and writing equipment.

Approximately $AUD500 per semester should be allowed for the purchase of text books and other student needs.
Section 4: Student life

Chapel

CHC holds chapel services during each week of Semesters 1 and 2. All students are strongly encouraged to attend, as chapel is an important part of CHC life.

The School of Ministries also holds separate chapel services, which its students are required to attend.

Classes

Units at CHC may consist of various learning experiences such as lectures, and small group activities such as tutorials, workshops and seminars. The lecture is where the core information of the unit is addressed, and ideas and concepts are explored further in the small group activities. The class sizes at CHC allow for personalised attention and the examination of ideas in a friendly environment.

Community Development Officers

The role of the CHC Community Development Officers (CDO) is to assist and support students throughout the course of their enrolment at CHC. The CDOs can also connect students with the appropriate CHC services and/or staff, such as study support, counselling and welfare services, or direct them to relevant community services.

The Community Development Officers are Stephanie Germain and Mark Jessop. They are located in the CHC Learning Hub, or can be contacted at SGermain@chc.edu.au and MJessop@chc.edu.au.

Orientation program

A free orientation program is held in the week prior to the commencement of each semester. This program includes a series of meetings and workshops where new students are able to meet staff and are introduced to campus facilities, and where issues relating to visa conditions and studying in Australia are addressed. The materials provided to overseas students as part of their orientation program include a list of services and facilities, such as medical centres and services, hospitals and pharmacies, commercial facilities and rental agencies, which are located in the suburbs surrounding CHC.

The orientation program is compulsory for overseas students. Details of the program are sent with offer letters. Information regarding orientation is also available on the CHC website.

Professional experiences

A number of CHC courses require students to complete a program of professional experiences. CHC values professional learning and has developed strong relationships with professional and industry bodies so that students can be exposed to ideas and issues in their fields of study. You will have the chance to learn first-hand and to network with industry and professional leaders, making connections before you enter the workforce. Practicum placements and internships will allow you to experience the workplace with opportunities across Australia and overseas.
**Student representation**

There are a number of ways in which students are represented at CHC.

**Student Representative Council (SRC)**

The SRC is elected as a representative body each year, and includes students from across Schools and year levels. It aims to organise events which enrich student life and the CHC student experience, such as sporting activities, beach days, BBQs and other social activities. It also plays a prominent role in CHC functions such as Orientation Week and Open Day.

See the SRC page on the CHC website for details and information regarding the SRC, or contact studentcouncil@chc.edu.au.

**Student representation on committees**

Students are represented on Academic Board and the Learning and Teaching Committee, which are the bodies that govern academic processes and guide learning and teaching practices at CHC. Students are also included in the membership of School Advisory Committees and course development committees, which review School operations and provide advice in relation to course accreditation processes, and of panels that are established to consider student grievances regarding academic decisions.

Students who are interested in serving in a representative capacity should enquire with the SRC.
Section 5: Student support

Counselling

The CHC Counselling and Support Centre promotes counselling where students are empowered to facilitate their own counselling journey.

This is a confidential service to students on an individual or group basis, regarding issues such as stress management, depression, grief, relationship difficulties, study, finance and university procedures. Counsellors will assist you to identify your desired outcomes and provide appropriate guidance or intervention to open new horizons for you as you take this journey. In this safe, friendly environment you can be assured that you will be valued as an individual and encouraged as you seek a more fulfilled life.

CHC’s student counsellors are trained in a variety of counselling theories, therapies and techniques that have been proven to be effective in dealing with the problems faced in the fast-paced and at times confusing world in which we live. All student counsellors have completed a majority of their coursework and are thoroughly trained in counselling approaches and skills, having been assessed as competent by academic staff members before becoming counsellors in the centre. In addition, they are mentored by academic staff members and are supervised by registered counsellors whom they also see regularly.

Counselling sessions are by appointment only, and can be made by email at counselling@chc.edu.au. After hours appointments are available under special circumstances. A fee of $20.00 per hour session applies, although there is no charge for CHC students. No referral is necessary for initial appointments.

Critical Incident policy

CHC Policy: Critical Incident Policy for Overseas Students describes the actions that are to be taken in the event of a traumatic event, or the threat of such, within or outside Australia that causes extreme stress, fear or injury to an overseas student. The policy includes contact information for organisations that may be able to assist in such a situation. Where a critical incident occurs as defined by the policy, records of action are kept on the student’s file.

Grievance policy for overseas students

Overseas students who wish to request a review of a decision made by CHC, whether of an academic or a non-academic nature, should consult CHC Policy: Grievance Policy for Overseas Students.

Overseas Student Liaison Officer

CHC is committed to providing its overseas students with a high quality student experience. In addition to the support services available to domestic students, overseas students have access to services specific to their needs. The Overseas Student Liaison Officer provides a first point of contact upon arrival at CHC and is available for continued support throughout the period of study.

The Overseas Student Liaison Officer can be contacted through Student Administration at sadmin@chc.edu.au or by telephone on +61 (0)7 3347 7900.

CHC provides a 24-hour contact number for overseas students in cases of emergency: +61 (0)402 489 044.
Overseas Students Ombudsman

The Australian government has established the Overseas Students Ombudsman as an external complaints and appeals mechanism available to all registered private education providers and to current, or intending, overseas students under Standard 8 of the National Code 2007. The Overseas Students Ombudsman will investigate complaints at no cost to the provider or student.

The Overseas Students Ombudsman can investigate complaints about action taken by private providers in connection with overseas students. Complaints might, for example, be about:

- refusing admission to a course;
- fees and refunds;
- course or provider transfers;
- course progress or attendance;
- cancellation of enrolment;
- accommodation arranged by a provider;
- incorrect advice given by an education agent.

The Overseas Students Ombudsman cannot 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 (for example, students who are studying on a visitor, working holiday or temporary business visa).

Information regarding the Overseas Students Ombudsman can be found by accessing the Overseas Students Ombudsman website, which includes a section on Frequently Asked Questions (FAQs), or by telephoning 1300 362 072.

Pastoral care

CHC provides pastoral care for its students and seeks to support the growth of individual lives and encourage the development of a thriving CHC community through both its own activities and joint initiatives with bodies such as the Student Representative Council, the CHC Community Development Officers and Red Frogs Australia.

Pastoral care staff are available for students to talk to about personal, social, academic or spiritual issues in a relaxed and confidential environment.

Student Administration

Student Administration is where you will find assistance with many aspects of your enrolment, from completing your unit selection form to changing units, transferring course, examinations, results and graduation. Student Administration can be contacted at SAdmin@chc.edu.au.

Student advocacy

CHC seeks to promote an inclusive culture which values the individual and engages students as members of a vibrant and positive community. To this end, the services of a Student Advocacy Officer are provided to support students as they navigate the policies and processes of the institution.
The role of the Student Advocacy Officer is to support and assist students in relation to matters arising under the academic and procedural rules and regulations of CHC. The Student Advocacy Officer aims to act in the interests of students and, in doing so, to be disassociated from CHC’s decision-makers in respect of its academic and procedural rules and regulations and other staff who administer them.

The Student Advocacy Officer is located in the CHC Learning Hub. Students can make appointments by email at studentadvocacy@chc.edu.au or ask at the Library front desk.

**Study support**

Study support is available to assist students in the area of study skills, such as:

- effective writing – grammar, essay structure, sentence and paragraph structure;
- in-text referencing;
- how to unpack a topic – what does the assessment task actually require;
- time management/organisational issues – the assessment plan of attack;
- effective study habits.

The Academic Support Office is located in the CHC Learning Hub. The Study Support Tutor is available by appointment and can be flexible with times to meet the needs of individuals or groups as required.

Students can make appointments by email at studysupport@chc.edu.au, or ask at the Library front desk.
Section 6: Financial information

Overseas students are liable for a range of different types of fees and charges. These may be categorised as tuition fees, non-tuition fees and other costs, and apply to all overseas students, regardless of the type of visa they hold. These fees and charges are explained in the following pages.

CHC reserves the right to vary these fees and to levy additional fee types. Overseas students should be aware that all fees are subject to annual increase, and that the revised annual fees apply to all overseas students who are currently enrolled at CHC, not to commencing students only.

Full details regarding the fees and charges payable by overseas students are available in the Fees and Charges information sheet, which is published in October for the following academic year.

Tuition fees

Tuition fees for overseas students at CHC are calculated in accordance with Australian government guidelines.

Tuition fees for overseas students are reviewed annually and are subject to annual increase. The revised annual tuition fees for a particular year apply to all overseas students who are enrolled at CHC in that year, not to commencing students only.

In 2017, tuition fees for overseas students at CHC are calculated at the following rates (in Australian dollars):

<table>
<thead>
<tr>
<th>Unit level</th>
<th>Fee amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate units</td>
<td>$210.00 per credit point ($2,100 per 10 credit point unit)</td>
</tr>
<tr>
<td>Postgraduate units (400-level)</td>
<td>$245.00 per credit point ($2,450 per 10 credit point unit)</td>
</tr>
<tr>
<td>Postgraduate units (500-level; 600-level)</td>
<td>$275.00 per credit point ($2,750 per 10 credit point unit)</td>
</tr>
</tbody>
</table>

Overseas students are required to pay a specified amount of tuition fees upfront in order for their enrolment to be finalised, as follows:

<table>
<thead>
<tr>
<th>Course duration</th>
<th>Minimum amount of tuition fees upfront</th>
</tr>
</thead>
<tbody>
<tr>
<td>One semester</td>
<td>Full amount of course tuition fees (100%)</td>
</tr>
<tr>
<td>One year</td>
<td>First semester’s tuition fees (50% of full amount of course tuition fees)</td>
</tr>
<tr>
<td>Two years</td>
<td>First semester’s tuition fees (25% of full amount of course tuition fees)</td>
</tr>
<tr>
<td>Three years</td>
<td>First semester’s tuition fees (16.7% of full amount of course tuition fees)</td>
</tr>
<tr>
<td>Four years</td>
<td>First semester’s tuition fees (12.5% of full amount of course tuition fees)</td>
</tr>
</tbody>
</table>

Overseas students may choose to pay more than the amount required to finalise their enrolment, up to the full amount (100%) of their tuition fees for their course. Overseas students who choose to pay more than the amount required will be able to indicate this on their returned Written Agreement.

For courses that have a duration of more than one semester, following the payment of the specified amount of fees upfront, tuition fees are charged on a semester-by-semester basis according to the number of credit points undertaken in each particular semester. Students are issued with a Tax Invoice at the beginning of each semester which indicates the amount of tuition fees to be paid for that semester. These fees are payable upfront at the beginning of each semester. Students may choose to pay more than the amount of tuition fees that are invoiced.

Overseas students may be eligible for a refund of tuition fees under certain circumstances. For information regarding the conditions under which overseas students may be eligible for a refund of tuition fees, please see CHC Policy: Refunds for Overseas Students.
Non-tuition fees

A range of non-tuition fees are charged by CHC and payable by overseas students. These include transfer of credit fees, and various administrative and miscellaneous fees that may be incurred by overseas students depending upon the units in which they enrol, the actions they take with regard to their enrolment, and any fines they may incur. These are explained below.

Non-tuition fees for overseas students are reviewed annually and are subject to annual increase. The revised annual non-tuition fees for a particular year apply to all overseas students who are enrolled at CHC in that year, not to commencing students only.

Transfer of credit fees

Overseas students who wish to apply for transfer of credit into a CHC course should do so at the same time as applying for admission to CHC.

In 2017, the following fees (in Australian dollars) apply to overseas students who apply for transfer of credit into a CHC course:

<table>
<thead>
<tr>
<th>Item</th>
<th>Fee amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfer of credit application fee</td>
<td>$100.00</td>
</tr>
<tr>
<td>Credit transfer fee</td>
<td>$6.00 per credit point</td>
</tr>
</tbody>
</table>

Overseas students are required to pay the total amount of their transfer of credit fees upfront in order for their enrolment to be finalised. Transfer of credit fees are non-refundable.

Overseas students who are studying under the provisions of a student visa will have the outcome of their application included in their Written Agreement. This outcome will be taken into consideration when determining the course end date to be indicated on the Confirmation of Enrolment (CoE) certificate.

For information regarding transfer of credit arrangements for overseas students, please see the section, ‘Transfer of credit’.

Miscellaneous costs

Some courses may involve miscellaneous costs which are payable by overseas students. Most are associated with elective units and will be incurred only if students choose to enrol in those units. However, some costs are associated with activities which are part of core units.

Information regarding the units in which such fees may be payable is included in the Fees and Charges information sheet, which is published each October for the following academic year.

All miscellaneous unit costs will be declared to students at the commencement of the semester in which the unit enrolment occurs. Any such costs are non-refundable.

Administrative fees

A range of administrative fees may be charged to overseas students depending upon actions taken by overseas students.

In 2017, the amounts of administrative fees (in Australian dollars) are as follows:
<table>
<thead>
<tr>
<th>Item</th>
<th>Fee amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application fee</td>
<td>$300.00</td>
</tr>
<tr>
<td>Replacement Student ID card</td>
<td>$20.00</td>
</tr>
<tr>
<td>Replacement or additional official academic transcript*</td>
<td>$20.00</td>
</tr>
<tr>
<td>Replacement testamur *</td>
<td>$50.00</td>
</tr>
<tr>
<td>Overdue library resources – General loans</td>
<td>$1.00 per resource per day</td>
</tr>
<tr>
<td>Overdue library resources – Closed reserve</td>
<td>$1.00 per resource per day</td>
</tr>
<tr>
<td>Overdue library resources – Library use only</td>
<td>$1.00 per resource per hour</td>
</tr>
<tr>
<td>Withdrawal fee**</td>
<td>$1,000.00</td>
</tr>
</tbody>
</table>

* A $6.00 postage fee will also apply where the item is to be mailed.
** Overseas students who withdraw from their course on a date between the end of a semester and on or before the census date of the following semester will incur the withdrawal fee. Please note that overseas students who withdraw from their course on a date after the census date of a semester do not incur the withdrawal fee but are liable for their full tuition fees for that semester.

Administrative fees are charged at the time of the associated action being requested or taken, and are non-refundable.

**Other costs**

A range of other costs that are not levied by CHC are, or may be, payable by overseas students, as follows:

**Overseas Student Health Cover (OSHC)**

The Australian government requires overseas students who are studying under the provisions of a student visa, and their dependants, to possess health insurance cover for the duration of their visas (exceptions apply for Norwegian, Belgian and some Swedish students). This cover must be obtained prior to a student visa being granted. OSHC provides cover for medical and hospital care costs which overseas students may need while in Australia. The Department of Health of the Australian government provides a Frequently Asked Questions page with regard to OSHC.

CHC’s preferred OSHC provider is Medibank, and CHC is able to accept payment of OSHC premiums on its behalf. However, overseas students are able to obtain their own OSHC by dealing directly with another of the government-approved providers. These are:

- AHM;
- Allianz Global Assistance;
- Bupa; and
- nib.

The costs of OSHC premiums for these providers are available on their respective websites, or may be compared using the OSHC Australia website.

Overseas students who choose to arrange their own OSHC must provide evidence of payment to the OSHC provider and the period of OSHC prior to CHC issuing of a Confirmation of Enrolment (CoE) certificate. Students are then to provide evidence of their OSHC cover directly to DIBP in conjunction with their student visa application.

Overseas students who request that CHC arrange their OSHC through its preferred provider are required to pay the full amount of Overseas Student Health Cover upfront in order for their enrolment to be finalised.

OSHC providers have their own policies regarding the circumstances under which overseas students may be eligible for a refund of monies paid. Overseas students should contact OSHC providers for information regarding the conditions under which refunds may be available.
Accommodation

Accommodation options for overseas students vary according to a number of factors; for example, whether alone or with family members. The options include houses or units which are available through commercial rental agencies, off campus units which offer shared accommodation for individuals, and off campus boarding arrangements with families. Accommodation information is available on the CHC website.

Agencies that overseas students may access with regard to rental of accommodation include realestate.com.au, Domain and individual real estate companies.

There are two major student accommodation residence buildings located in the suburbs surrounding CHC – UniResort and Genesis 1. Information regarding these facilities is available on their respective websites, and application is made directly to these facilities.

All contact and arrangements regarding accommodation, including the establishment of agreements, payment of bonds, amount and frequency of rental money payments, policies regarding conduct, termination of agreements and the conditions under which refunds of any monies may be paid, are made directly between overseas students and the agencies and/or individuals through which such accommodation is offered.

Educational costs for school-aged dependants

Overseas students who intend to bring family members to Australia should first confirm that the conditions of their visa allows for this. Overseas students should be aware that, while in Australia, they are responsible for supporting their dependants. Overseas students bringing a spouse and/or children to Australia will need to demonstrate that they possess, or have access to, sufficient funds to support them and their dependants before the Australian government will grant a visa. This includes paying childcare and/or education tuition fees (as applicable) for school-age dependants aged 5-18. The financial capacity requirements for a student visa are such that, where school-aged children are included in the student visa application, schooling costs of AUD $8,000.00 per year for each child will need to be demonstrated.²

Further information regarding visa requirements for the dependants and children of overseas students is available on the DIBP website.

Dependent school-age children are required to attend school full time. Australia has a dual school system, a government schools sector and an independent schools sector, and both charge tuition fees for school-age children who are in Australia as dependants on an overseas student’s student visa. Information regarding fees and other requirements for enrolling children in Queensland government schools is available from the Queensland government’s Department of Education and Training. For information regarding enrolling children in Christian and other independent schools in the Brisbane region, please visit the websites of Associated Christian Schools, Independent Schools Queensland and Christian Schools Australia.

Citipointe Christian College and Citipointe Childcare are located on the same campus as CHC, for overseas students with children who may find this to be a convenient arrangement. Citipointe Christian College offers education from Preparatory to Year 12, while Citipointe Childcare caters for children aged 6 weeks to 5 years.

All contact and arrangements regarding childcare and education for dependent school-age children, including enrolment and acceptance fees and processes, the amount and frequency of payment of childcare fees and tuition fees for school-age children, policies regarding conduct, termination of enrolment and the conditions under which refunds of any monies may be paid, are made directly between overseas students and the childcare centres and/or schools through which such childcare and/or education services are offered.

² Where school aged children are included in a student visa application, schooling costs of AUD 8,000 per year for each child will need to be added to the amount of funds that is needed to fulfil the financial capacity requirements for a student visa. This amount is the minimum required for a visa application and does not represent actual schooling costs. Overseas students are responsible for researching schooling costs and the availability of places.
Refunds for Overseas Students policy

The following circumstances are those under which overseas students may be eligible for a refund of tuition fees:

- provider default;
- student default;
- withdrawal from or suspension of studies by a student prior to the census date;
- withdrawal from or suspension of studies by a student after the census date where special circumstances apply; and
- cancellation of enrolment for reasons of failing to maintain satisfactory progress where tuition fees for the subsequent semester are pre-paid.

Explanations of these circumstances, and the process for applying for a refund, are contained in CHC Policy: Refunds for Overseas Students. This policy is provided to prospective overseas students prior to them entering into an agreement with CHC or paying course money to CHC.

Employment

Student visas

Student visa conditions allow overseas students to work a maximum of 40 hours per fortnight after their course has commenced and while their course is in session. There is no limit placed upon the number of hours that can be worked when a course is not in session. Work that is a formal part of a course is not included in the 40-hour limit.

Overseas students may undertake voluntary, unpaid work if it is of benefit to the community and is for a non-profit organisation. Such work is not included in the 40-hour limit. If the voluntary work could have been undertaken by an Australian resident who would have received a wage, however, then this is included in the 40 hours.

The following is an example of how an overseas student’s compliance with this visa condition is calculated:

<table>
<thead>
<tr>
<th>After the commencement of the course, an overseas student works the following number of hours over a four-week period:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Week 1: 15 hours</td>
</tr>
<tr>
<td>• Week 2: 25 hours</td>
</tr>
<tr>
<td>• Week 3: 25 hours</td>
</tr>
<tr>
<td>• Week 4: 10 hours</td>
</tr>
</tbody>
</table>

In the fortnight comprising Weeks 1 and 2, the overseas student worked a total of 40 hours (15 hours in Week 1 and 25 hours in Week 2). The visa condition is not breached.

In the fortnight comprising Weeks 3 and 4, the overseas student worked a total of 35 hours (25 hours in Week 3 and 10 hours in Week 4). The visa condition is not breached.

However, in the fortnight comprising Weeks 2 and 3, the overseas student worked a total of 50 hours (25 hours in Week 2 and 25 hours in Week 3). The visa condition has been breached.

Overseas students who are found to have breached the conditions of their student visa by working more than 40 hours in any 14-day period may be subject to cancellation of their visa.

Student visa conditions allow dependent family members to undertake work once the overseas student has commenced their course. A dependent family member can work up to 40 hours per fortnight at all times (there is no restriction regarding whether or not the course is session). If the overseas student has commenced a course towards a masters degree, there is no limit on the number of hours a dependent family member may work.

Information regarding work conditions for student visa holders and dependent family members is available on the DIBP website.
Other temporary visas

Overseas students who are studying under the provisions of another type of temporary visa should consult DIBP to ascertain the work rights that are associated with their particular visa type.

Living costs

Living costs might include items such as accommodation and utilities, food (self-catered), clothing, public transport and entertainment.

The financial capacity requirements for a student visa are such that the following 12-month living cost amounts will need to be demonstrated:

- Student/guardian – AUD $19,830.00;
- Partner/spouse – AUD $6,940.00;
- Child – AUD $2,971.00.

Scholarships

CHC does not offer any scholarships for overseas students.

Travel concessions

State government travel concessions are not available to overseas students at CHC.

Goods and Services Tax

Generally, tuition fees and course materials are GST free. However, GST is payable on textbooks and other materials sold by CHC.

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3 The 12-month living costs are the amounts that overseas students will need to demonstrate for themselves and any dependants in order to fulfil this aspect of the financial capacity requirements for a student visa, and do not represent the actual amount of living costs that may be incurred by overseas students.
## Section 7: General courses information

### Summary of available courses

**Student visas**

The CHC courses that are available to overseas students who are studying under the provisions of a student visa are listed in the table below.

Information regarding these courses appears in Sections 8-12 of this publication, and on the individual course pages on the CHC website.

<table>
<thead>
<tr>
<th>Course Name and Code</th>
<th>CRICOS Code</th>
<th>Course Length</th>
<th>Annual Tuition Fee</th>
<th>Total Tuition Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Business courses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diploma of Business (BS01)</td>
<td>030721G</td>
<td>1 52</td>
<td>16,800</td>
<td>16,800</td>
</tr>
<tr>
<td>Associate Degree in Business (BS04)</td>
<td>092842G</td>
<td>2 104</td>
<td>16,800</td>
<td>32,600</td>
</tr>
<tr>
<td>Bachelor of Business (BS11)</td>
<td>030720G</td>
<td>3 156</td>
<td>16,800</td>
<td>50,400</td>
</tr>
<tr>
<td><strong>Education and Humanities courses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bachelor of Education (Primary) (ED21)</td>
<td>073749F</td>
<td>4 208</td>
<td>16,800</td>
<td>67,200</td>
</tr>
<tr>
<td>Bachelor of Education (Secondary) (ED23)</td>
<td>073742B</td>
<td>4 208</td>
<td>16,800</td>
<td>67,200</td>
</tr>
<tr>
<td>Bachelor of Arts/Bachelor of Education (Secondary) (CC23)</td>
<td>073747G</td>
<td>4 208</td>
<td>16,800</td>
<td>67,200</td>
</tr>
<tr>
<td>Graduate Diploma in Education (Secondary) (ED25)</td>
<td>073745K</td>
<td>1 52</td>
<td>24,500</td>
<td>24,500</td>
</tr>
<tr>
<td><strong>Liberal Arts courses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diploma of Liberal Arts: Foundations of Learning (MI01)</td>
<td>092839B</td>
<td>1 52</td>
<td>16,800</td>
<td>16,800</td>
</tr>
<tr>
<td>Diploma of Liberal Arts: Foundations of Wisdom (MI02)</td>
<td>092840J</td>
<td>1 52</td>
<td>16,800</td>
<td>16,800</td>
</tr>
<tr>
<td>Bachelor of Arts in the Liberal Arts (MI11/MI12)</td>
<td>092841G</td>
<td>3 156</td>
<td>16,800</td>
<td>50,400</td>
</tr>
<tr>
<td><strong>Ministries courses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diploma of Ministry (MS07)</td>
<td>056901M</td>
<td>1 52</td>
<td>16,800</td>
<td>16,800</td>
</tr>
<tr>
<td>Bachelor of Ministry (MS11)</td>
<td>020767J</td>
<td>3 156</td>
<td>16,800</td>
<td>50,400</td>
</tr>
<tr>
<td>Graduate Certificate in Ministry (MS43)</td>
<td>050094G</td>
<td>0.5 26</td>
<td>9,800</td>
<td>9,800</td>
</tr>
<tr>
<td>Graduate Diploma in Ministry (MS44)</td>
<td>045358J</td>
<td>1 52</td>
<td>19,600</td>
<td>19,600</td>
</tr>
<tr>
<td><strong>Social Sciences courses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diploma of Social Science (SS04)</td>
<td>076204D</td>
<td>1 52</td>
<td>16,800</td>
<td>16,800</td>
</tr>
<tr>
<td>Bachelor of Social Science (Counselling) (SS12)</td>
<td>076206B</td>
<td>3 156</td>
<td>16,800</td>
<td>50,400</td>
</tr>
<tr>
<td>Bachelor of Applied Social Science (SS17)</td>
<td>092836E</td>
<td>3 156</td>
<td>16,800</td>
<td>50,400</td>
</tr>
<tr>
<td>Graduate Certificate in Social Science Leadership (SS31)</td>
<td>092837D</td>
<td>0.5 26</td>
<td>11,000</td>
<td>11,000</td>
</tr>
<tr>
<td>Master of Counselling (SS51)</td>
<td>075672F</td>
<td>2 104</td>
<td>22,000</td>
<td>44,000</td>
</tr>
<tr>
<td>Master of Social Science Leadership (SS54)</td>
<td>092838C</td>
<td>1.5 78</td>
<td>22,000</td>
<td>33,000</td>
</tr>
</tbody>
</table>

---

*The ‘Annual Tuition Fee’ and ‘Total Tuition Fee’ amounts shown are based on 2017 fees rates. Tuition fees for overseas students are reviewed annually and are subject to annual increase. The revised annual tuition fees for a particular year apply to all overseas students who are enrolled at CHC in that year, not to commencing students only.*
Other temporary visas

In addition to the courses listed in the table above, the CHC courses that are available to overseas students who are studying under the provisions of another type of temporary visa are as follows.

<table>
<thead>
<tr>
<th>Course Name and Code</th>
<th>Course Length</th>
<th>Annual Tuition Fee^5</th>
<th>Total Tuition Fee^5</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Years (FTE)(^6)</td>
<td>Weeks</td>
<td>AUD</td>
</tr>
<tr>
<td><strong>Business courses</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate Certificate in Management (BS41)</td>
<td>0.5</td>
<td>26</td>
<td>11,000</td>
</tr>
<tr>
<td>Graduate Diploma in Management (BS42)</td>
<td>1</td>
<td>52</td>
<td>22,000</td>
</tr>
<tr>
<td>Master of Business Administration (BS61)</td>
<td>1.5</td>
<td>78</td>
<td>22,000</td>
</tr>
<tr>
<td><strong>Education and Humanities courses</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate Certificate in Christian Education (ED42)</td>
<td>0.5</td>
<td>26</td>
<td>11,000</td>
</tr>
<tr>
<td>Master of Education (ED51)</td>
<td>1</td>
<td>52</td>
<td>22,000</td>
</tr>
<tr>
<td><strong>Ministries courses</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Master of Ministry Leadership (MS51)</td>
<td>1</td>
<td>52</td>
<td>22,000</td>
</tr>
</tbody>
</table>

Information regarding these courses is available on the individual course pages on the CHC website.

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^5 The ‘Annual Tuition Fee’ and ‘Total Tuition Fee’ amounts shown are based on 2017 fees rates. Tuition fees for overseas students are reviewed annually and are subject to annual increase. The revised annual tuition fees for a particular year apply to all overseas students who are enrolled at CHC in that year, not to commencing students only.

^6 Not all courses are offered on a full time basis. See the relevant course pages on the CHC website for details of course offerings.
Section 8: Business courses

Courses available

The Business courses are designed from the perspective of 'Business as mission', in which attention is given to the God-given purpose for each business, which will embrace production, people, planet and profit. Although all 'missional' businesses are concerned for all four ‘P’s, each will concentrate more on one area than the others depending on the exact nature of its God-given mission.

Student visas

The following Business courses are available to overseas students who are studying under the provisions of a student visa:

- Diploma of Business (BS01)
- Associate Degree in Business (BS04)
- Bachelor of Business (BS11)

Information regarding these courses is available on the following pages and on the individual course pages on the CHC website.

Other temporary visas

In addition to the courses listed above, the following Business courses are available to overseas students who are studying under the provisions of another type of temporary visa:

- Graduate Certificate in Management (BS41)
- Graduate Diploma in Management (BS42)
- Master of Business Administration (BS61)

Information regarding these courses is available on the individual course pages on the CHC website.

Course duration and cost

The duration and cost of the Business courses are as follows:

<table>
<thead>
<tr>
<th>Course Name and Code</th>
<th>CRICOS Code</th>
<th>Course Length</th>
<th>Annual Tuition Fee</th>
<th>Total Tuition Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diploma of Business (BS01)</td>
<td>030721G</td>
<td>1 Years (FTE)</td>
<td>16,800</td>
<td>16,800</td>
</tr>
<tr>
<td>Associate Degree in Business (BS04)</td>
<td>092842G</td>
<td>2 Years (FTE)</td>
<td>16,800</td>
<td>32,600</td>
</tr>
<tr>
<td>Bachelor of Business (BS11)</td>
<td>030720G</td>
<td>3 Years (FTE)</td>
<td>16,800</td>
<td>50,400</td>
</tr>
<tr>
<td>Graduate Certificate in Management (BS41)</td>
<td>N/A</td>
<td>0.5 Years (FTE)</td>
<td>11,000</td>
<td>11,000</td>
</tr>
<tr>
<td>Graduate Diploma in Management (BS42)</td>
<td>N/A</td>
<td>1 Years (FTE)</td>
<td>22,000</td>
<td>22,000</td>
</tr>
<tr>
<td>Master of Business Administration (BS61)</td>
<td>N/A</td>
<td>1.5 Years (FTE)</td>
<td>22,000</td>
<td>33,000</td>
</tr>
</tbody>
</table>

7 The ‘Annual Tuition Fee’ and ‘Total Tuition Fee’ amounts shown are based on 2017 fees rates. Tuition fees for overseas students are reviewed annually and are subject to annual increase. The revised annual tuition fees for a particular year apply to all overseas students who are enrolled at CHC in that year, not to commencing students only.
Diploma of Business (BS01)

General information

The Diploma of Business is a one-year full time course. Studies include business communication, accounting, marketing, management, information systems and economics. The course integrates theory and practice in a range of business-related fields, and provides the basis for early entry into employment.

The Diploma of Business exists in a nested relationship with the Associate Degree in Business and the Bachelor of Business and normally consists of the first year of these awards.

Students who commence the Diploma of Business but later decide to transfer their studies into the Associate Degree in Business or the Bachelor of Business may articulate with full credit into the higher award.

Students who successfully complete the Diploma of Business may apply to enter the Associate Degree in Business or the Bachelor of Business.

Students who are enrolled in the Associate Degree in Business or the Bachelor of Business may exit with the Diploma of Business, subject to the completion of course requirements.

Transfer of Credit

Students may apply for transfer of credit from previous studies/prior learning. Such applicants will be subject to the normal transfer of credit protocols as outlined in CHC Policy: Transfer of Credit for Overseas Students.

Course Requirements

The Diploma of Business requires 80 credit points for completion. The course comprises eight core units that provide basic knowledge of business principles and practices.

Further information regarding course requirements is available on the Diploma of Business course page on the CHC website.

Entry requirements

Admission to the Diploma of Business is available in Semester 1 and Semester 2.

Educational qualifications

Applicants for the Diploma of Business must have successfully completed Year 12 studies and earned the Queensland Certificate of Education, or equivalent.

It is assumed that applicants have a minimum grade of Sound Achievement (SA - QCAA), or equivalent, in English.

English language requirements

Applicants for whom English is not their first language must provide certified documentary evidence that:

- their secondary schooling, or tertiary studies of at least one year, was conducted in the English language; or
- they have satisfactory results in an acceptable English Language Proficiency examination (see below). This test must have been conducted less than two years prior to application to CHC.
<table>
<thead>
<tr>
<th><strong>English Language Proficiency examination</strong></th>
<th><strong>Minimum result required</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>IELTS (International English Language Testing System)</td>
<td>6.5 overall, with a minimum of 6.0 in all subtests</td>
</tr>
<tr>
<td>ISLPR (International Second Language Proficiency Rating)</td>
<td>Not accepted by CHC</td>
</tr>
</tbody>
</table>
| TOEFL (Test of English as a Foreign Language) | 575 or better (pBT; paper-based)  
233 or better (cBT; computer-based)  
90 or better with no subscore lower than 20 (iBT: internet-based) |
| STAT (Special Tertiary Admissions Test) | 156 or higher in the Verbal component of the STAT |

**Associate Degree in Business (BS04)**

**General information**

The Associate Degree in Business is a two-year full time course that is designed to provide students with an understanding of the broad principles of business and their applications in a range of contexts, with emphasis on management theory and practice. Graduates will be aware of the relevance of Biblical Christian worldview for the conduct of business, and may be employed in church or parachurch organisations and other not-for-profit organisations, in private businesses as owners or employees, and in state-owned enterprises or government departments.

The Associate Degree in Business exists in a nested relationship with the Bachelor of Business and normally consists of the first two years of that award.

Students who commence the Associate Degree in Business but later decide to transfer their studies into the Bachelor of Business may articulate with full credit into the higher award.

Students who successfully complete the Associate Degree in Business may apply to enter the Bachelor of Business.

Students who are enrolled in the Bachelor of Business may exit with the Associate Degree in Business, subject to the completion of course requirements.

**Transfer of Credit**

Students may apply for transfer of credit from previous studies/prior learning. Such applicants will be subject to the normal transfer of credit protocols as outlined in CHC Policy: [Transfer of Credit for Overseas Students](#).

**Course Requirements**

The Associate Degree in Business requires 160 credit points for completion. The course comprises 16 units – 12 core units that provide basic knowledge of business principles and practices, and four elective units.

Further information regarding course requirements is available on the [Associate Degree in Business](#) course page on the CHC website.

**Entry requirements**

Admission to the Associate Degree in Business is available in Semester 1 and Semester 2.

**Educational qualifications**

Applicants for the Associate Degree in Business must have successfully completed Year 12 studies and earned the Queensland Certificate of Education, or equivalent.
It is assumed that applicants have a minimum grade of Sound Achievement (SA - QCAA), or equivalent, in English.

**English language requirements**

Applicants for whom English is not their first language must provide certified documentary evidence that:

- their secondary schooling, or tertiary studies of at least one year, was conducted in the English language; or
- they have satisfactory results in an acceptable English Language Proficiency examination (see below). This test must have been conducted less than two years prior to application to CHC.

<table>
<thead>
<tr>
<th>English Language Proficiency examination</th>
<th>Minimum result required</th>
</tr>
</thead>
<tbody>
<tr>
<td>IELTS (International English Language Testing System)</td>
<td>6.5 overall, with a minimum of 6.0 in all subtests</td>
</tr>
<tr>
<td>ISLPR (International Second Language Proficiency Rating)</td>
<td>Not accepted by CHC</td>
</tr>
</tbody>
</table>
| TOEFL (Test of English as a Foreign Language) | 575 or better (pBT; paper-based)  
233 or better (cBT; computer-based)  
90 or better with no subscore lower than 20 (iBT: internet-based) |
| STAT (Special Tertiary Admissions Test) | 156 or higher in the Verbal component of the STAT |

**Bachelor of Business (BS11)**

**General information**

The Bachelor of Business is a three-year full time course that is designed to meet the educational requirements for entry-level employment in business (both for-profit and not-for-profit) or for entry into higher degree study in business specialisations. The course integrates a Christian worldview into general business studies, with majors offered in Accounting, Business Administration, Management and Marketing.

The Bachelor of Business develops students’ professional skills and knowledge, from academic and practical perspectives, and an understanding of practices in a real business environment. Students gain a strong theoretical foundation and develop a base of skills and practical experience in a range of business-related fields. An internship in the final year of the course, integrates theory and practice in the field of the student’s major.

The Bachelor of Business (Accounting major) is accredited with Chartered Accountants Australia and New Zealand (CA) and CPA Australia. A graduate who successfully completes the Bachelor of Business (Accounting major) attains the competency level required to enter the accounting profession, the educational requirements for entry into the CA Program and the educational requirements for entry into the CPA Australia Program, and is eligible for associate membership of CPA Australia. Graduates are also approved by the Institute of Public Accountants for associate membership.

The Diploma of Business and the Associate Degree in Business exist in a nested relationship with the Bachelor of Business and normally consists of the first year and first two years, respectively, of that award.

Students who commence the Diploma of Business or the Associate Degree in Business but later decide to transfer their studies into the Bachelor of Business may articulate with full credit into the higher award.

Students who successfully complete the Diploma of Business or the Associate Degree in Business may apply to enter the Bachelor of Business.

Students who are enrolled in the Bachelor of Business may exit with the Diploma of Business or the Associate Degree in Business, subject to the completion of course requirements.
Transfer of Credit

Students may apply for transfer of credit from previous studies/prior learning. Such applicants will be subject to the normal transfer of credit protocols as outlined in CHC Policy: Transfer of Credit for Overseas Students.

Course Requirements

The Bachelor of Business requires 240 credit points for completion. The course comprises 24 units – 12 core units that provide basic knowledge of business principles and practices, one core unit that analyses Biblical Christian worldview in business and management contexts, eight units chosen as a major study and three elective units.

Further information regarding course requirements is available on the Bachelor of Business course page on the CHC website.

Entry requirements

Admission to the Bachelor of Business is available in Semester 1 and Semester 2.

Educational qualifications

Applicants for the Bachelor of Business must have successfully completed Year 12 studies and earned the Queensland Certificate of Education, or equivalent.

It is assumed that applicants have a minimum grade of Sound Achievement (SA - QCAA), or equivalent, in English.

Personal suitability requirements

The Bachelor of Business includes an Internship in which students engage in a real-life business context. This Internship occurs in Year 3 of the course. Applicants who may be interested in undertaking this experience in a context which involves children under the age of 18 should be aware that to do so will require the holding of a Blue Card issued by the Public Safety Business Agency (PBSA) of the Queensland government. Other Australian states and territories have similar restrictions on professional practice.

While the holding of a current Blue Card is not a requirement for entry to the Bachelor of Business, applicants should be aware of the need for a Blue Card in order to complete the practical requirements of the course where they involve children under the age of 18. The requirements for obtaining a Blue Card can be found on the Blue Card website.

English language requirements

Applicants for whom English is not their first language must provide certified documentary evidence that:

- their secondary schooling, or tertiary studies of at least one year, was conducted in the English language; or
- they have satisfactory results in an acceptable English Language Proficiency examination (see below). This test must have been conducted less than two years prior to application to CHC.

<table>
<thead>
<tr>
<th>English Language Proficiency examination</th>
<th>Minimum result required</th>
</tr>
</thead>
<tbody>
<tr>
<td>IELTS (International English Language Testing System)</td>
<td>6.5 overall, with a minimum of 6.0 in all subtests</td>
</tr>
<tr>
<td>ISLPR (International Second Language Proficiency Rating)</td>
<td>Not accepted by CHC</td>
</tr>
<tr>
<td>TOEFL (Test of English as a Foreign Language)</td>
<td>575 or better (pBT; paper-based) 233 or better (cBT; computer-based) 90 or better with no subscore lower than 20 (iBT: internet-based)</td>
</tr>
<tr>
<td>STAT (Special Tertiary Admissions Test)</td>
<td>156 or higher in the Verbal component of the STAT</td>
</tr>
</tbody>
</table>
Section 9: Education and Humanities courses

Courses available

Student visas

The following Education and Humanities courses are available to overseas students who are studying under the provisions of a student visa. Students who successfully complete these courses are eligible for registration with the Queensland College of Teachers (QCT) and with similar bodies in other states of Australia. These bodies have separate registration requirements for English language proficiency and applicants should contact them directly for this information.

- Bachelor of Education (Primary) (ED21)
- Bachelor of Education (Secondary) (ED23)
- Bachelor of Arts/Bachelor of Education (Secondary) (CC23)
- Graduate Diploma in Education (Secondary) (ED25)

Information regarding these courses is available on the following pages and on the individual course pages on the CHC website.

Other temporary visas

In addition to the courses listed above, the following Education and Humanities courses are available to overseas students who are studying under the provisions of another type of temporary visa:

- Graduate Certificate in Christian Education (ED42)
- Master of Education (ED51)

Information regarding these courses is available on the individual course pages on the CHC website.

Course duration and cost

The duration and cost of the Education and Humanities courses are as follows:

<table>
<thead>
<tr>
<th>Course Name and Code</th>
<th>CRICOS Code</th>
<th>Course Length</th>
<th>Annual Tuition Fee(^8)</th>
<th>Total Tuition Fee(^8)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor of Education (Primary) (ED21)</td>
<td>073749F</td>
<td>4</td>
<td>208</td>
<td>16,800</td>
</tr>
<tr>
<td>Bachelor of Education (Secondary) (ED23)</td>
<td>073742B</td>
<td>4</td>
<td>208</td>
<td>16,800</td>
</tr>
<tr>
<td>Bachelor of Arts/Bachelor of Education (Secondary) (CC23)</td>
<td>073747G</td>
<td>4</td>
<td>208</td>
<td>16,800</td>
</tr>
<tr>
<td>Graduate Diploma in Education (Secondary) (ED25)</td>
<td>073745K</td>
<td>1</td>
<td>52</td>
<td>24,500</td>
</tr>
<tr>
<td>Graduate Certificate in Christian Education (ED42)</td>
<td>N/A</td>
<td>0.5</td>
<td>26</td>
<td>11,000</td>
</tr>
<tr>
<td>Master of Education (ED51)</td>
<td>N/A</td>
<td>1</td>
<td>52</td>
<td>22,000</td>
</tr>
</tbody>
</table>

\(^8\) The ‘Annual Tuition Fee’ and ‘Total Tuition Fee’ amounts shown are based on 2017 fees rates. Tuition fees for overseas students are reviewed annually and are subject to annual increase. The revised annual tuition fees for a particular year apply to all overseas students who are enrolled at CHC in that year, not to commencing students only.
Bachelor of Education (Primary) (ED21)

General information

The Bachelor of Education (Primary) is a four-year full time course which provides initial teacher education for people who wish to work in Primary classroom settings (Preparatory to Year 6). It is designed to introduce students to the learning and developmental needs of children between 5-12 years of age, and to cover the content, curriculum and pedagogy of the eight key learning areas, with a specialisation in one key learning area (KLA).

Transfer of Credit

Students may apply for transfer of credit from previous studies/prior learning. Such applicants will be subject to the normal transfer of credit protocols as outlined in CHC Policy: Transfer of Credit for Overseas Students.

Course requirements

The Bachelor of Education (Primary) requires 320 credit points for completion.

The Bachelor of Education (Primary) consists of four strands, with the break-down of credit points as follows:

- Christian Studies 30 credit points
- Education Studies 80 credit points
- Professional Experience 50 credit points
- Discipline Studies 160 credit points

Students will complete at least one Professional Experience in each of the following:

- early phase context (P-2);
- middle primary (3-4); and
- later primary (5-6)

The Discipline Studies strand consists of the following:

- discipline content – 70 credit points;
- curriculum and pedagogy – 70 credit points; and
- electives – 20 credit points in one KLA.

Further information regarding course requirements is available on the Bachelor of Education (Primary) course page on the CHC website.

Entry requirements

Admission to the Bachelor of Education (Primary) is available in Semester 1 and Semester 2.

Educational qualifications

Applicants for the Bachelor of Education (Primary) must have successfully completed Year 12 studies and earned the Queensland Certificate of Education, or equivalent. Applicants must also have gained a minimum grade of Sound Achievement (SA - QCAA), or equivalent, in the following:

- English; and
- Maths A, B or C; and
- any Queensland Curriculum and Assessment Authority (QCAA) Science subject.
Personal suitability requirements

The teaching profession has legal requirements attached to the right to practise in that profession. Consequently, those people who are preparing to become teachers in Queensland are required to hold a Blue Card issued by the Public Safety Business Agency (PSBA) of the Queensland government. Other Australian states and territories have similar restrictions on professional practice.

Applicants seeking to enter the Bachelor of Education (Primary) must be able to successfully apply for a Blue Card in order to commence the professional experience requirements of the course. The requirements for obtaining a Blue Card can be found on the Blue Card website.

English language requirements

English language requirements apply to all applicants for whom English is not their first language. The minimum English language requirements for entry to the Bachelor of Education (Primary) are as follows:

- A minimum overall band score of 7.5 in IELTS (Academic) with a score of at least 8.0 for Listening and Speaking and a score of at least 7.0 for Reading and Writing;

OR

- A score of at least 4 in each of the areas of Speaking, Listening, Reading and Writing in the ISLPR. The ISLPR test will only be accepted if it has been administered by Migrant Projects, TESOL Unit, Queensland University of Technology or by ISLPR Language Services, Mt Gravatt, Queensland.

English test results must be no more than two years old.

The requirement to demonstrate English language proficiency as stated above will apply to all applicants who do not have English as a first language with the exception of those students who are admitted via the following English admission pathway:

Satisfactory completion within the past five years (from Canada [excluding Quebec], New Zealand, Australia, Republic of Ireland, United States or United Kingdom) of senior secondary or accredited higher education sector studies of at least two years (full-time equivalent).

The Queensland College of Teachers requires graduating teachers to have evidence of English language requirements as stated above to demonstrate their English language proficiency prior to registration.

Bachelor of Education (Secondary) (ED23) and Bachelor of Arts/Bachelor of Education (Secondary) (CC23)

General information

The Bachelor of Education (Secondary) and Bachelor of Arts/Bachelor of Education (Secondary) are four-year full time courses which provide initial teacher education for people who wish to work in Secondary classroom settings (Years 7-12). They are designed to introduce students to the learning and developmental needs of children between 12-18 years of age.

The Bachelor of Education (Secondary) covers the curriculum and pedagogy for two teaching areas of equal weighting.

The Bachelor of Arts/Bachelor of Education (Secondary) covers the curriculum and pedagogy for one major teaching area in a Humanities area, and one minor teaching area.
Transfer of Credit

Students may apply for transfer of credit from previous studies/prior learning. Such applicants will be subject to the normal transfer of credit protocols as outlined in CHC Policy: Transfer of Credit for Overseas Students.

Course requirements

The Bachelor of Education (Secondary) and Bachelor of Arts/Bachelor of Education (Secondary) each require 320 credit points for completion.

The Bachelor of Education (Secondary) and Bachelor of Arts/Bachelor of Education (Secondary) each consist of four strands, with the break-down of credit points as follows:

- Christian Studies 30 credit points
- Education Studies 80 credit points
- Professional Experience 50 credit points
- Discipline Studies 160 credit points

The Discipline Studies strands of the courses each contain 4 units (40 credit points) of curriculum and pedagogy units as well as 12 units (120 credit points) of discipline content units, which differ as follows:

- Bachelor of Education (Secondary)
  Two teaching areas of six units (60 credit points) each comprising:
  - Minimum of 2 introductory units; and
  - Minimum of 3 advanced units.

- Bachelor of Arts/Bachelor of Education (Secondary)
  One major of eight units (80 credit points) in a Humanities area comprising:
  - Maximum of 3 introductory units; and
  - Minimum of 5 advanced units, including minimum of 1 unit at 300-level.

  One minor of four units (40 credit points) comprising:
  - Maximum of 2 introductory units; and
  - Minimum of 2 advanced units.

Introductory units are those that are listed as 100-level units, and advanced units are those that are listed as 200- or 300-level units.

Teaching areas in the Bachelor of Education (Secondary) are offered in Biblical Studies, Business Education, Dance, Drama, English and History.

Majors in the Bachelor of Arts/Bachelor of Education (Secondary) are offered in Biblical Studies, Dance, Drama, English and History. Minors in the Bachelor of Arts/Bachelor of Education (Secondary) are offered in Business Education, Biblical Studies, Drama, English and History.

Students may access cross-institutional enrolment for other teaching areas, majors and minors.

Further information regarding course requirements is available on the Bachelor of Education (Secondary) and Bachelor of Arts/Bachelor of Education (Secondary) course pages on the CHC website.
Entry requirements

Admission to the Bachelor of Education (Secondary) and Bachelor of Arts/Bachelor of Education (Secondary) is available in Semester 1 and Semester 2.

Educational qualifications

Applicants for the Bachelor of Education (Secondary) and Bachelor of Arts/Bachelor of Education (Secondary) must have successfully completed Year 12 studies and earned the Queensland Certificate of Education, or equivalent. Applicants must also have gained a minimum grade of Sound Achievement (SA - QCAA), or equivalent, in the following:

- English; and
- Maths A, B or C.

Personal suitability requirements

The teaching profession has legal requirements attached to the right to practise in that profession. Consequently, those people who are preparing to become teachers in Queensland are required to hold a Blue Card issued by the Public Safety Business Agency (PSBA) of the Queensland government. Other Australian states and territories have similar restrictions on professional practice.

Applicants seeking to enter the Bachelor of Education (Secondary) and Bachelor of Arts/Bachelor of Education (Secondary) must be able to successfully apply for a Blue Card in order to commence the professional experience requirements of the course. The requirements for obtaining a Blue Card can be found on the Blue Card website.

English language requirements

English language requirements apply to all applicants for whom English is not their first language. The minimum English language requirements for entry to the Bachelor of Education (Secondary) and Bachelor of Arts/Bachelor of Education (Secondary) are as follows:

- A minimum overall band score of 7.5 in IELTS (Academic) with a score of at least 8.0 for Listening and Speaking and a score of at least 7.0 for Reading and Writing;

OR

- A score of at least 4 in each of the areas of Speaking, Listening, Reading and Writing in the ISLPR. The ISLPR test will only be accepted if it has been administered by Migrant Projects, TESOL Unit, Queensland University of Technology or by ISLPR Language Services, Mt Gravatt, Queensland.

English test results must be no more than two years old.

The requirement to demonstrate English language proficiency as stated above will apply to all applicants who do not have English as a first language with the exception of those students who are admitted via the following English admission pathway:

Satisfactory completion within the past five years (from Canada [excluding Quebec], New Zealand, Australia, Republic of Ireland, United States or United Kingdom) of senior secondary or accredited higher education sector studies of at least two years (full-time equivalent).

The Queensland College of Teachers requires graduating teachers to have evidence of English language requirements as stated above to demonstrate their English language proficiency prior to registration.
Graduate Diploma in Education (Secondary) (ED25)

General information

The Graduate Diploma in Education (Secondary) is a one-year full time course which provides initial teacher education for people who possess a previous Bachelor degree who wish to work in Secondary classroom settings (Years 7-12). It is designed to introduce students to the learning and developmental needs of children between 12-18 years of age, and covers the curriculum and pedagogy required for teaching two nominated teaching areas, as based upon applicants’ previous Bachelor degree studies.

Please note that the Graduate Diploma in Education (Secondary) will not be available after 2017.

Transfer of Credit

Students may apply for transfer of credit from previous studies/prior learning. Such applicants will be subject to the normal transfer of credit protocols as outlined in CHC Policy: Transfer of Credit for Overseas Students.

Course requirements

The Graduate Diploma in Education (Secondary) requires 100 credit points for completion.

The Graduate Diploma in Education (Secondary) consists of three strands, with the break-down of credit points as follows:

- Education Studies 30 credit points
- Professional Experience 20 credit points
- Discipline Studies 50 credit points

Further information regarding course requirements is available on the Graduate Diploma in Education (Secondary) course page on the CHC website.

Entry requirements

Admission to the Graduate Diploma in Education (Secondary) is available in Semester 1 only.

Educational qualifications

Applicants for the Graduate Diploma in Education (Secondary) must possess a Bachelor degree that meets the prerequisites for entry into two teaching areas in Queensland. Applicants must have successfully completed majors of at least six semester units of study in each of their chosen teaching areas, or at least eight semester units of study in one teaching area and at least four units of study in a second area.

Teaching areas are: Accounting; Art; Biology; Business Studies; Chemistry; Computing; Dance; Drama; Economics; English; Film and Television; Geography; Graphics; Health and Physical Education; Health Education; History; Hospitality; Information and Communication Technology; Information Processing and Technology; Legal Studies; Languages Other Than English (LOTE); Mathematics; Music (Classroom); Music (Instrumental); Physical Education; Physics; Science 21; Study of Religion; Technology Studies; Visual Arts.

Applicants possessing a Bachelor degree without sufficient breadth of previous studies may be required to supplement their degree studies with further studies to meet the breadth requirement.
Personal suitability requirements

The teaching profession has legal requirements attached to the right to practise in that profession. Consequently, those people who are preparing to become teachers in Queensland are required to hold a Blue Card issued by the Public Safety Business Agency (PSBA) of the Queensland government. Other Australian states and territories have similar restrictions on professional practice.

Applicants seeking to enter the Graduate Diploma in Education (Secondary) must be able to successfully apply for a Blue Card in order to commence the professional experience requirements of the course, and are required to obtain a Blue Card no later than the start of the Orientation Week in the year of enrolment. The requirements for obtaining a Blue Card can be found on the Blue Card website.

English language requirements

English language requirements apply to all applicants for whom English is not their first language. The minimum English language requirements for entry to the Graduate Diploma in Education (Secondary) are as follows:

- A minimum overall band score of 7.5 in IELTS (Academic) with a score of at least 8.0 for Listening and Speaking and a score of at least 7.0 for Reading and Writing;

OR

- A score of at least 4 in each of the areas of Speaking, Listening, Reading and Writing in the ISLPR. The ISLPR test will only be accepted if it has been administered by Migrant Projects, TESOL Unit, Queensland University of Technology or by ISLPR Language Services, Mt Gravatt, Queensland.

English test results must be no more than two years old.

The requirement to demonstrate English language proficiency as stated above will apply to all applicants who do not have English as a first language with the exception of those students who are admitted via the following English admission pathway:

Satisfactory completion within the past five years (from Canada [excluding Quebec], New Zealand, Australia, Republic of Ireland, United States or United Kingdom) of senior secondary or accredited higher education sector studies of at least two years (full-time equivalent).

The Queensland College of Teachers requires graduating teachers to have evidence of English language requirements as stated above to demonstrate their English language proficiency prior to registration.
Section 10: Liberal Arts courses

Courses available

The following Liberal Arts courses are available to overseas students who are studying under the provisions of a student visa:

- Diploma of Liberal Arts: Foundations of Learning (MI01)
- Diploma of Liberal Arts: Foundations of Wisdom (MI02)
- Bachelor of Arts in the Liberal Arts (MI11/MI12)

Information regarding these courses is available on the following pages and on the individual course pages on the CHC website.

Other temporary visas

All courses listed above are available to overseas students who are studying under the provisions of another type of temporary visa.

Course duration and cost

The duration and cost of the Liberal Arts courses are as follows:

<table>
<thead>
<tr>
<th>Course Name and Code</th>
<th>CRICOS Code</th>
<th>Course Length</th>
<th>Annual Tuition Fee(^9)</th>
<th>Total Tuition Fee(^9)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Years (FTE)</td>
<td>Weeks</td>
<td>AUD</td>
<td>AUD</td>
</tr>
<tr>
<td>Diploma of Liberal Arts: Foundations of Learning (MI01)</td>
<td>092839B</td>
<td>1</td>
<td>52</td>
<td>16,800</td>
</tr>
<tr>
<td>Diploma of Liberal Arts: Foundations of Wisdom (MI02)</td>
<td>092840J</td>
<td>1</td>
<td>52</td>
<td>16,800</td>
</tr>
<tr>
<td>Bachelor of Arts in the Liberal Arts (MI11/MI12)</td>
<td>092841G</td>
<td>3</td>
<td>156</td>
<td>16,800</td>
</tr>
</tbody>
</table>

Diploma of Liberal Arts: Foundations of Learning (MI01)

General information

The Diploma of Liberal Arts: Foundations of Learning introduces students to subjects that comprised the seven original liberal arts: the trivium of grammar, logic and rhetoric and the quadrivium of geometry, music and astronomy (arithmetic is not offered in this course). These studies are supplemented with two Christian worldview units that include a study of the relationship between faith and learning.

The Diploma of Liberal Arts: Foundations of Learning exists in a nested relationship with the Bachelor of Arts in the Liberal Arts and normally consists of the first year of that award.

Students who commence the Diploma of Liberal Arts: Foundations of Learning may apply to transfer their studies to the Bachelor of Arts in the Liberal Arts and articulate with full credit into the higher award.

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\(^9\) The 'Annual Tuition Fee' and 'Total Tuition Fee' amounts shown are based on 2017 fees rates. Tuition fees for overseas students are reviewed annually and are subject to annual increase. The revised annual tuition fees for a particular year apply to all overseas students who are enrolled at CHC in that year, not to commencing students only.
Students who successfully complete the Diploma of Liberal Arts: Foundations of Learning may apply to enter the Bachelor of Arts in the Liberal Arts.

Students who are enrolled in the Bachelor of Arts in the Liberal Arts may exit with the Diploma of Liberal Arts: Foundations of Learning, subject to the completion of course requirements.

Transfer of Credit

Students may apply for transfer of credit from previous studies/prior learning. Such applicants will be subject to the normal transfer of credit protocols as outlined in CHC Policy: Transfer of Credit for Overseas Students.

Course Requirements

The Diploma of Liberal Arts: Foundations of Learning requires 80 credit points for completion.

Further information regarding course requirements is available on the Diploma of Liberal Arts: Foundations of Learning course page on the CHC website.

Entry requirements

Admission to the Diploma of Liberal Arts: Foundations of Learning is available in Semester 1 and Semester 2.

Educational qualifications

Applicants for the Diploma of Liberal Arts: Foundations of Learning must have successfully completed Year 12 studies and earned the Queensland Certificate of Education (or equivalent) and have a notional ATAR of 74. It is assumed that applicants have a minimum grade of High Achievement (5 - HA) in English.

Additional entry requirements

Applicants must also submit a portfolio which will include:

- the year 12 school based reports;
- a personal statement (500-700 words) outlining what the applicant seeks to achieve through the course and their rationale for undertaking studies in the liberal arts;
- a reflection (500-700 words) on three or more books describing how these have shaped the applicant’s intellectual development.

Applicants will also be required to attend an interview.

English language requirements

Applicants for whom English is not their first language must provide certified documentary evidence that:

- their secondary schooling, or tertiary studies of at least one year, was conducted in the English language; or
- they have satisfactory results in an acceptable English Language Proficiency examination (see below). This test must have been conducted less than two years prior to application to CHC.

<table>
<thead>
<tr>
<th>English Language Proficiency examination</th>
<th>Minimum result required</th>
</tr>
</thead>
<tbody>
<tr>
<td>IELTS (International English Language Testing System)</td>
<td>6.5 overall, with a minimum of 6.0 in all subtests</td>
</tr>
<tr>
<td>ISLPR (International Second Language Proficiency Rating)</td>
<td>Not accepted by CHC</td>
</tr>
<tr>
<td>TOEFL (Test of English as a Foreign Language)</td>
<td>575 or better (pBT; paper-based) 233 or better (cBT; computer-based) 90 or better with no subscore lower than 20 (iBT; internet-based)</td>
</tr>
<tr>
<td>STAT (Special Tertiary Admissions Test)</td>
<td>156 or higher in the Verbal component of the STAT</td>
</tr>
</tbody>
</table>
Diploma of Liberal Arts: Foundations of Wisdom (MI02)

General information

The Diploma of Liberal Arts: Foundations of Wisdom is designed to meet the growing interest in the Christian community for an introduction to philosophy and the Great Books. It develops cognitive and communication skills to facilitate heightened success in further learning.

The Diploma of Liberal Arts: Foundations of Wisdom exists in a nested relationship with the Bachelor of Arts in the Liberal Arts and normally consists of a combination of first and second year units of that award.

Students who commence the Diploma of Liberal Arts: Foundations of Wisdom may apply to transfer their studies to the Bachelor of Arts in the Liberal Arts and articulate with full credit into the higher award.

Students who successfully complete the Diploma of Liberal Arts: Foundations of Wisdom may apply to enter the Bachelor of Arts in the Liberal Arts.

Students who are enrolled in the Bachelor of Arts in the Liberal Arts may exit with the Diploma of Liberal Arts: Foundations of Wisdom, subject to the completion of course requirements.

Transfer of Credit

Students may apply for transfer of credit from previous studies/prior learning. Such applicants will be subject to the normal transfer of credit protocols as outlined in CHC Policy: Transfer of Credit for Overseas Students.

Course Requirements

The Diploma of Liberal Arts: Foundations of Wisdom requires 80 credit points for completion.

Further information regarding course requirements is available on the Diploma of Liberal Arts: Foundations of Wisdom course page on the CHC website.

Entry requirements

Admission to the Diploma of Liberal Arts: Foundations of Wisdom is available in Semester 1.

Educational qualifications

Applicants for the Diploma of Liberal Arts: Foundations of Wisdom must have successfully completed Year 12 studies and earned the Queensland Certificate of Education (or equivalent) and have a notional ATAR of 74. It is assumed that applicants have a minimum grade of High Achievement (5 - HA) in English.

Additional entry requirements

Applicants must also submit a portfolio which will include:

- the year 12 school based reports;
- a personal statement (500-700 words) outlining what the applicant seeks to achieve through the course and their rationale for undertaking studies in the liberal arts;
- a reflection (500-700 words) on three or more books describing how these have shaped the applicant’s intellectual development.

Applicants will also be required to attend an interview.
English language requirements

Applicants for whom English is not their first language must provide certified documentary evidence that:

- their secondary schooling, or tertiary studies of at least one year, was conducted in the English language; or
- they have satisfactory results in an acceptable English Language Proficiency examination (see below). This test must have been conducted less than two years prior to application to CHC.

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<td>ISLPR (International Second Language Proficiency Rating)</td>
<td>Not accepted by CHC</td>
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<tr>
<td>TOEFL (Test of English as a Foreign Language)</td>
<td>575 or better (pBT; paper-based)</td>
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<tr>
<td></td>
<td>233 or better (cBT; computer-based)</td>
</tr>
<tr>
<td></td>
<td>90 or better with no subscore lower than 20 (iBT: internet-based)</td>
</tr>
<tr>
<td>STAT (Special Tertiary Admissions Test)</td>
<td>156 or higher in the Verbal component of the STAT</td>
</tr>
</tbody>
</table>

Bachelor of Arts in the Liberal Arts (MI11/MI12)

General information

The Bachelor of Arts in the Liberal Arts provides foundational skills in critical reasoning, analysing, evaluating, calculating, writing and speaking, and equips students to discern meaning in the physical, logical, numerical, spatial, musical and moral orders of the universe. It also trains students to bring historical, literary, philosophical and theological perspectives to bear on central human questions from a Christian worldview perspective.

Students who commence the Diploma of Liberal Arts: Foundations of Learning or the Diploma of Liberal Arts: Foundations of Wisdom may apply to transfer their studies to the Bachelor of Arts in the Liberal Arts and articulate with full credit into the higher award.

Students who successfully complete the Diploma of Liberal Arts: Foundations of Learning or the Diploma of Liberal Arts: Foundations of Wisdom may apply to enter the Bachelor of Arts in the Liberal Arts.

Students who are enrolled in the Bachelor of Arts in the Liberal Arts may exit with the Diploma of Liberal Arts: Foundations of Learning or the Diploma of Liberal Arts: Foundations of Wisdom, subject to the completion of course requirements.

Transfer of Credit

Students may apply for transfer of credit from previous studies/prior learning. Such applicants will be subject to the normal transfer of credit protocols as outlined in CHC Policy: Transfer of Credit for Overseas Students.

Course Requirements

The Bachelor of Arts in the Liberal Arts requires 240 credit points for completion.

The Bachelor of Arts in the Liberal Arts is available as a three-year course of study (MI11) or as an accelerated course of study whereby the three-year course is completed in two years (MI12). Whereas the standard course requires students to enrol in four units in each of Semesters 1 and 2 of an academic year (eight units per year), in the accelerated course students enrol in five units in each of Semesters 1 and 2 and two intensive units offered in Winter Semester (June-July). Students therefore complete 12 units in each academic year, or 24 units (240 credit points) over two years. Students who enrol in the accelerated program may change to the standard program after completing either one or two semesters of the course.
Further information regarding course requirements is available on the Bachelor of Arts in the Liberal Arts course page on the CHC website.

Entry requirements

Admission to the Bachelor of Arts in the Liberal Arts is available in Semester 1 and Semester 2.

Admission to the accelerated track of the Bachelor of Arts in the Liberal Arts is available in Semester 1 only.

Educational qualifications

Applicants for the Bachelor of Arts in the Liberal Arts must have successfully completed Year 12 studies and earned the Queensland Certificate of Education (or equivalent) and have a notional ATAR of 74. It is assumed that applicants have a minimum grade of High Achievement (5 - HA) in English.

Accelerated Track

Applicants who wish to complete the accelerated track of the Bachelor of Arts in the Liberal Arts must have successfully completed Year 12 and earned the Queensland Certificate of Education (QCE), or equivalent, and have a notional ATAR of 79. It is assumed that applicants have a minimum grade of High Achievement (5 - HA) in English.

Additional entry requirements

Applicants must also submit a portfolio which will include:

- the year 12 school based reports;
- a personal statement (500-700 words) outlining what the applicant seeks to achieve through the course and their rationale for undertaking studies in the liberal arts;
- a reflection (500-700 words) on three or more books describing how these have shaped the applicant’s intellectual development.

Applicants will also be required to attend an interview.

English language requirements

Applicants for whom English is not their first language must provide certified documentary evidence that:

- their secondary schooling, or tertiary studies of at least one year, was conducted in the English language; or
- they have satisfactory results in an acceptable English Language Proficiency examination (see below). This test must have been conducted less than two years prior to application to CHC.

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</tr>
<tr>
<td>ISLPR (International Second Language Proficiency Rating)</td>
<td>Not accepted by CHC</td>
</tr>
<tr>
<td>TOEFL (Test of English as a Foreign Language)</td>
<td>575 or better (pBT; paper-based)</td>
</tr>
<tr>
<td></td>
<td>233 or better (cBT; computer-based)</td>
</tr>
<tr>
<td></td>
<td>90 or better with no subscore lower than 20 (iBT; internet-based)</td>
</tr>
<tr>
<td>STAT (Special Tertiary Admissions Test)</td>
<td>156 or higher in the Verbal component of the STAT</td>
</tr>
</tbody>
</table>
Section 11: Ministries courses

Courses available

The following Ministries courses are available to overseas students who are studying under the provisions of a student visa:

- Diploma of Ministry (MS07)
- Bachelor of Ministry (MS11)
- Graduate Certificate in Ministry (MS43)
- Graduate Diploma in Ministry (MS44)

Information regarding these courses is available on the following pages and on the individual course pages on the CHC website.

Other temporary visas

In addition to the courses listed above, the following Ministries courses are available to overseas students who are studying under the provisions of another type of temporary visa:

- Master of Ministry Leadership (MS51)

Information regarding these courses is available on the individual course pages on the CHC website.

Course duration and cost

The duration and cost of the Ministries courses are as follows:

<table>
<thead>
<tr>
<th>Course Name and Code</th>
<th>CRICOS Code</th>
<th>Course Length</th>
<th>Annual Tuition Fee(^10)</th>
<th>Total Tuition Fee(^10)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Years (FTE)</td>
<td>Weeks</td>
<td>AUD</td>
</tr>
<tr>
<td>Diploma of Ministry (MS07)</td>
<td>056901M</td>
<td>1</td>
<td>52</td>
<td>16,800</td>
</tr>
<tr>
<td>Bachelor of Ministry (MS11)</td>
<td>020767J</td>
<td>3</td>
<td>156</td>
<td>16,800</td>
</tr>
<tr>
<td>Graduate Certificate in Ministry (MS43)</td>
<td>050094G</td>
<td>0.5</td>
<td>26</td>
<td>9,800</td>
</tr>
<tr>
<td>Graduate Diploma in Ministry (MS44)</td>
<td>045358J</td>
<td>1</td>
<td>52</td>
<td>19,600</td>
</tr>
<tr>
<td>Master of Ministry Leadership (MS51)</td>
<td>N/A</td>
<td>1</td>
<td>52</td>
<td>22,000</td>
</tr>
</tbody>
</table>

Provider arrangements

The Ministries courses provided by CHC are delivered by Citipointe Ministry College (CMC). CMC is the ministry college of Citipointe Church Brisbane, as well as being the School of Ministries of CHC. CMC staff, while employed by Citipointe Church, have representation on the peak CHC academic and management bodies and follow CHC academic policies and procedures. The quality of all aspects of the School of Ministries courses and their delivery by CMC are assured by Christian Heritage College.

\(^{10}\) The ‘Annual Tuition Fee’ and ‘Total Tuition Fee’ amounts shown are based on 2017 fees rates. Tuition fees for overseas students are reviewed annually and are subject to annual increase. The revised annual tuition fees for a particular year apply to all overseas students who are enrolled at CHC in that year, not to commencing students only.
Diploma of Ministry (MS07)

General information

The Diploma of Ministry is a one-year full time course which provides an initial preparation for Christian ministry. It is structured to accommodate students who desire studies at degree level as preparation either for further study or as foundational for their ministry calling, and offers students opportunity to begin preparing for evangelical/charismatic Christian ministry and leadership. It also prepares students for ancillary ministry and vocational roles which require the integrating of biblical and theological knowledge with the practice of ministry, and allows people with life or ministry experience the opportunity to gain formal qualifications for ministry in the church and the wider society.

The Diploma of Ministry fulfils the ordination requirements of International Network of Churches (INC) as a senior pastor.

The Diploma of Ministry exists in a nested relationship with the Bachelor of Ministry and normally consists of the first year of that award.

Students who commence the Diploma of Ministry may apply to transfer their studies to the Bachelor of Ministry and articulate with full credit into the higher award.

Students who successfully complete the Diploma of Ministry may apply to enter the Bachelor of Ministry.

Students who are enrolled in the Bachelor of Ministry may exit with the Diploma of Ministry, subject to the completion of course requirements.

Transfer of Credit

Students may apply for transfer of credit from previous studies/prior learning. Such applicants will be subject to the normal transfer of credit protocols as outlined in CHC Policy: Transfer of Credit for Overseas Students.

Course Requirements

The Diploma of Ministry requires 80 credit points for completion.

Further information regarding course requirements is available on the Diploma of Ministry course page on the CHC website.

Entry requirements

Admission to the Diploma of Ministry is available in Semester 1 and Semester 2.

Educational qualifications

Applicants for the Diploma of Ministry must have successfully completed Year 12 studies and earned the Queensland Certificate of Education (or equivalent).

It is assumed that applicants have a minimum grade of Sound Achievement (SA - QCAA), or equivalent, in English.

Personal suitability requirements

Since scholastic achievement is not the sole requirement in ministry, additional factors are considered in assessing applicants’ suitability for entry into the Diploma of Ministry.
Applicants are asked to submit a personal statement outlining their Christian experience, their understanding of their call to ministry and reasons for seeking to enter the course. Students are also expected to provide, through a pastoral reference, evidence of aptitude and potential for ministry service in terms of temperament, personal qualities, interests and attitude.

An interview with the Course Coordinator will be conducted with individual applicants.

The criteria against which an applicant’s personal suitability for entry to the Diploma of Ministry is assessed are:

- Recommendation by the applicant’s local church Pastor/Minister;
- Personal alignment with the doctrinal values within the evangelical/charismatic tradition, as expressed in the Citipointe Ministry College Statement of Faith and Code of Ministry Ethics; and
- Agreement to adhere to the Citipointe Ministry College Code of Ministry Ethics.

These criteria are assessed through the triangulation of information collected through each applicant’s personal statement, pastoral referee report and interview.

The Citipointe Ministry College Statement of Faith and Code of Ministry Ethics is available upon request from the School of Ministries.

### English language requirements

Applicants for whom English is not their first language must provide certified documentary evidence that:

- their secondary schooling, or tertiary studies of at least one year, was conducted in the English language; or
- they have satisfactory results in an acceptable English Language Proficiency examination (see below). This test must have been conducted less than two years prior to application to CHC.

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<thead>
<tr>
<th>English Language Proficiency examination</th>
<th>Minimum result required</th>
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<tbody>
<tr>
<td>IELTS (International English Language Testing System)</td>
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</tr>
<tr>
<td>ISLPR (International Second Language Proficiency Rating)</td>
<td>Not accepted by CHC</td>
</tr>
<tr>
<td>TOEFL (Test of English as a Foreign Language)</td>
<td>575 or better (pBT; paper-based)</td>
</tr>
<tr>
<td></td>
<td>233 or better (cBT; computer-based)</td>
</tr>
<tr>
<td></td>
<td>90 or better with no subscore lower than 20 (IBT: internet-based)</td>
</tr>
<tr>
<td>STAT (Special Tertiary Admissions Test)</td>
<td>156 or higher in the Verbal component of the STAT</td>
</tr>
</tbody>
</table>

### Other course requirements

All full time internal students (and, where possible, external students) are required to be actively involved in worship and devotional meetings, ministry seminars, outreach and missions programs and workshops for the ongoing enrichment and development of personal and community life.

All full time internal students are required to attend tertiary writing skills classes to promote good academic practice, unless granted exemption by the Board of Studies.

Students must make application for a Blue Card (or equivalent) and have received this card prior to engaging in ministry with children and young people under the age of 18 years of age within the course of their ministry practice units. The requirements for obtaining a Blue Card can be found on the Blue Card website.
Bachelor of Ministry (MS11)

General information

The Bachelor of Ministry is a three-year full time course which offers an initial professional award for Christian ministry and leadership. It provides a broad understanding of ministry which prepares students to fulfil a variety of full time ministry roles within local churches and wider society, as well as biblical, theological and ministry knowledge and their fundamental principles and tenets. It develops students’ academic skills for lifelong learning and is designed to provide the practical skills required to function effectively in a professional ministry context.

For students who, while undertaking the Bachelor of Ministry, re-evaluate their personal suitability and readiness for ministry, the Diploma of Ministry provides an early exit point (subject to the completion of requirements).

Students who commence either the Diploma of Ministry may apply to transfer their studies to the Bachelor of Ministry and articulate with full credit into the higher award.

Students who successfully complete the Diploma of Ministry may apply to enter the Bachelor of Ministry.

Transfer of Credit

Students may apply for transfer of credit from previous studies/prior learning. Such applicants will be subject to the normal transfer of credit protocols as outlined in CHC Policy: Transfer of Credit for Overseas Students.

Course Requirements

The Bachelor of Ministry requires 240 credit points for completion.

Further information regarding course requirements is available on the Bachelor of Ministry course page on the CHC website.

Entry Requirements

Admission to the Bachelor of Ministry is available in Semester 1 and Semester 2.

Educational requirements

Applicants for the Bachelor of Ministry must have successfully completed Year 12 studies and earned the Queensland Certificate of Education, or equivalent.

It is assumed that applicants have a minimum grade of Sound Achievement (SA - QCAA), or equivalent, in English.

Personal suitability requirements

Since scholastic achievement is not the sole requirement in ministry, additional factors are considered in assessing applicants’ suitability for entry into the course.

Applicants are asked to submit a personal statement outlining their Christian experience, their understanding of their call to ministry and reasons for seeking to enter the course. Students are also expected to provide, through a pastoral reference, evidence of aptitude and potential for ministry service in terms of temperament, personal qualities, interests and attitude.

An interview with the Course Coordinator will be conducted with individual applicants.
The criteria against which an applicant’s personal suitability for entry to the Bachelor of Ministry is assessed are:

- Recommendation by the applicant’s local church Pastor/Minister;
- Personal alignment with the doctrinal values within the evangelical/charismatic tradition, as expressed in the *Citipointe Ministry College Statement of Faith and Code of Ministry Ethics*; and
- Agreement to adhere to the *Citipointe Ministry College Code of Ministry Ethics*.

These criteria are assessed through the triangulation of information collected through each applicant’s personal statement, pastoral referee report and interview.

The *Citipointe Ministry College Statement of Faith and Code of Ministry Ethics* is available upon request from the School of Ministries.

**English language requirements**

Applicants for whom English is not their first language must provide certified documentary evidence that:

- their secondary schooling, or tertiary studies of at least one year, was conducted in the English language; or
- they have satisfactory results in an acceptable English Language Proficiency examination (see below). This test must have been conducted less than two years prior to application to CHC.

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**Other course requirements**

All full time internal students (and, where possible, external students) are required to be actively involved in worship and devotional meetings, ministry seminars, outreach and missions programs and workshops for the ongoing enrichment and development of personal and community life.

All full time internal students are required to attend tertiary writing skills classes to promote good academic practice, unless granted exemption by the Board of Studies.

Students must make application for a Blue Card (or equivalent) and have received this card prior to engaging in ministry with children and young people under the age of 18 years of age within the course of their ministry practice units. The requirements for obtaining a Blue Card can be found on the [Blue Card](http://bluecard.com) website.

**Graduate Certificate in Ministry (MS43)**

**General information**

The *Graduate Certificate in Ministry* is a one-semester full time course. As an introductory postgraduate award, it offers the Christian professional a biblical, theological and ministry foundation to support their vocation and introduces students to the core elements of Christian ministry. Many Christians choose care-based professions that they consider to be their ministry in society. The Graduate Certificate in Ministry affords the student an initial grounding in the disciplines that undergird such a ministry.
Further, the Graduate Certificate in Ministry offers students who are reassessing their profession an introduction to vocational knowledge and skills in a new professional area. The course provides opportunity for students to begin preparing for ministry in an evangelical/charismatic setting or leadership position.

Students who commence the Graduate Certificate in Ministry may apply to transfer their studies to the Graduate Diploma in Ministry and articulate with full credit into the higher award.

Students who successfully complete with the Graduate Certificate in Ministry may apply to enter the Graduate Diploma in Ministry.

Transfer of Credit

Students may apply for transfer of credit from previous studies/prior learning. Such applicants will be subject to the normal transfer of credit protocols as outlined in CHC Policy: Transfer of Credit for Overseas Students.

Course requirements

The Graduate Certificate in Ministry requires 40 credit points for completion.

Further information regarding course requirements is available on the Graduate Certificate in Ministry course page on the CHC website.

Entry requirements

Entry to the Graduate Certificate in Ministry is available in Semester 1 and Semester 2. Applicants are advised that the units that are available to students will differ according to the semester of entry due to the modes in which particular units are delivered and student visa conditions that restrict the amount of a course that can be undertaken in the external delivery mode to a total of 25%. Prospective students should contact the School of Ministries to determine if the units that are available in either Semester 1 or Semester 2 are those in which they are interested.

Educational requirements

Applicants for the Graduate Certificate in Ministry must have successfully completed an undergraduate degree in a field other than Ministry, or equivalent.

Personal suitability requirements

Since scholastic achievement is not the sole requirement in ministry, additional factors are considered in assessing applicants’ suitability for entry into the course.

Applicants are asked to submit a personal statement outlining their Christian experience, their understanding of their call to ministry and reasons for seeking to enter the course. Students are also expected to provide, through a pastoral and other reference, evidence of aptitude and potential for ministry service in terms of temperament, personal qualities, interests and attitude.

An interview with the Course Coordinator will be conducted with individual applicants.

The criteria against which an applicant’s personal suitability for entry to the Graduate Certificate in Ministry is assessed are:

- Recommendation by the applicant’s local church Pastor/Minister;
- Personal alignment with the doctrinal values within the evangelical/charismatic tradition, as expressed in the Citipointe Ministry College Statement of Faith and Code of Ministry Ethics; and
- Agreement to adhere to the Citipointe Ministry College Code of Ministry Ethics.
These criteria are assessed through the triangulation of information collected through each applicant’s personal statement, pastoral referee report and interview.

The *Citipointe Ministry College Statement of Faith and Code of Ministry Ethics* is available upon request from the School of Ministries.

**English language requirements**

Applicants for whom English is not their first language must provide certified documentary evidence that:

- their secondary schooling, or tertiary studies of at least one year, was conducted in the English language; or
- they have satisfactory results in an acceptable English Language Proficiency examination (see below). This test must have been conducted less than two years prior to application to CHC.

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<td>156 or higher in the Verbal component of the STAT</td>
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**Other course requirements**

All full time internal students (and, where possible, external students) are required to be actively involved in worship and devotional meetings, ministry seminars, outreach and missions programs and workshops for the ongoing enrichment and development of personal and community life.

**Graduate Diploma in Ministry (MS44)**

**General information**

The *Graduate Diploma in Ministry* is a one-year full time course. As an introductory postgraduate award, it offers the Christian professional a biblical, theological and ministry foundation to support their vocation. Many Christians choose care-based professions that they consider to be their ministry in society. The Graduate Diploma in Ministry affords the student an initial grounding in the disciplines that undergird such a ministry.

Further, the Graduate Diploma in Ministry offers students who are reassessing their profession an introduction to vocational knowledge and skills in a new professional area. The course provides opportunity for students to begin preparing for ministry in an evangelical/charismatic setting or leadership position.

For students who, while undertaking the Graduate Diploma in Ministry, re-evaluate their personal suitability and readiness for ministry, the Graduate Certificate in Ministry provides an early exit point (subject to the completion of requirements).

Students who commence the Graduate Certificate in Ministry may apply to transfer their studies to the Graduate Diploma in Ministry and articulate with full credit into the higher award.

Students who successfully complete with the Graduate Certificate in Ministry may apply to enter the Graduate Diploma in Ministry.
Transfer of Credit

Students may apply for transfer of credit from previous studies/prior learning. Such applicants will be subject to the normal transfer of credit protocols as outlined in CHC Policy: Transfer of Credit for Overseas Students.

Course requirements

The Graduate Diploma in Ministry requires 80 credit points for completion.

Further information regarding course requirements is available on the Graduate Diploma in Ministry course page on the CHC website.

Entry requirements

Admission to the Graduate Diploma in Ministry is available in Semester 1 and Semester 2.

Educational requirements

Applicants for the Graduate Diploma in Ministry must have successfully completed an undergraduate degree in a field other than Ministry, or equivalent, or a Graduate Certificate in Ministry, or equivalent.

Personal suitability requirements

Since scholastic achievement is not the sole requirement in ministry, additional factors are considered in assessing applicants’ suitability for entry into the course.

Applicants are asked to submit a personal statement outlining their Christian experience, their understanding of their call to ministry and reasons for seeking to enter the course. Students are also expected to provide, through a pastoral and other reference, evidence of aptitude and potential for ministry service in terms of temperament, personal qualities, interests and attitude. An interview with the Course Coordinator will also be conducted with individual applicants.

The criteria against which an applicant’s personal suitability for entry to the Graduate Diploma in Ministry is assessed are:

- Recommendation by the applicant’s local church Pastor/Minister;
- Personal alignment with the doctrinal values within the evangelical/charismatic tradition, as expressed in the Citipointe Ministry College Statement of Faith and Code of Ministry Ethics; and
- Agreement to adhere to the Citipointe Ministry College Code of Ministry Ethics.

These criteria are assessed through the triangulation of information collected through each applicant’s personal statement, pastoral referee report and interview.

The Citipointe Ministry College Statement of Faith and Code of Ministry Ethics is available upon request from the School of Ministries.

English language requirements

Applicants for whom English is not their first language must provide certified documentary evidence that:

- their secondary schooling, or tertiary studies of at least one year, was conducted in the English language; or
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| STAT (Special Tertiary Admissions Test) | 156 or higher in the Verbal component of the STAT |

**Other course requirements**

All full time internal students (and, where possible, external students) are required to be actively involved in worship and devotional meetings, ministry seminars, outreach and missions programs and workshops for the ongoing enrichment and development of personal and community life.
Section 12: Social Sciences courses

Courses available

The following Social Sciences courses are available to overseas students who are studying under the provisions of a student visa:

- Diploma of Social Science (SS04)
- Bachelor of Social Science (Counselling) (SS12)
- Bachelor of Applied Social Science (SS17)
- Graduate Certificate in Social Science Leadership (SS31)
- Master of Counselling (SS51)
- Master of Social Science Leadership (SS54)

Information regarding these courses is available on the following pages and on the individual course pages on the CHC website.

Other temporary visas

All courses listed above are available to overseas students who are studying under the provisions of another type of temporary visa.

Course duration and cost

The duration and cost of the Social Sciences courses are as follows:

<table>
<thead>
<tr>
<th>Course Name and Code</th>
<th>CRICOS Code</th>
<th>Course Length</th>
<th>Annual Tuition Fee</th>
<th>Total Tuition Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diploma of Social Science (SS04)</td>
<td>076204D</td>
<td>1</td>
<td>52</td>
<td>16,800</td>
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<tr>
<td>Bachelor of Social Science (Counselling) (SS12)</td>
<td>076206B</td>
<td>3</td>
<td>156</td>
<td>50,400</td>
</tr>
<tr>
<td>Bachelor of Applied Social Science (SS17)</td>
<td>092836E</td>
<td>3</td>
<td>156</td>
<td>50,400</td>
</tr>
<tr>
<td>Graduate Certificate in Social Science Leadership (SS31)</td>
<td>092837D</td>
<td>0.5</td>
<td>26</td>
<td>11,000</td>
</tr>
<tr>
<td>Master of Counselling (SS51)</td>
<td>075672F</td>
<td>2</td>
<td>104</td>
<td>22,000</td>
</tr>
<tr>
<td>Master of Social Science Leadership (SS54)</td>
<td>092838C</td>
<td>1.5</td>
<td>78</td>
<td>33,000</td>
</tr>
</tbody>
</table>

Diploma of Social Science (SS04)

Course information will be updated following the conclusion of TEQSA renewal of accreditation processes.

Bachelor of Social Science (Counselling) (SS12)

Course information will be updated following the conclusion of TEQSA renewal of accreditation processes.

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11 The ‘Annual Tuition Fee’ and ‘Total Tuition Fee’ amounts shown are based on 2017 fees rates. Tuition fees for overseas students are reviewed annually and are subject to annual increase. The revised annual tuition fees for a particular year apply to all overseas students who are enrolled at CHC in that year, not to commencing students only.
Bachelor of Applied Social Science (SS17)

General information

The Bachelor of Applied Social Science is designed to provide students with broad and coherent knowledge and skills for professional work and future learning in applied social science discipline areas. Broadly speaking, it reflects a desire to engage meaningfully and positively with the important questions of human experience, to the development of the individual, to the improvement of society and to the development of skills and understandings in the area of people helping. Specifically, the course has emphases in theoretical understanding of, and practical skills working with, diverse groups of human beings and the issues they face in modern society, and of the roles and skills required of those working in contemporary applied social sciences contexts.

Students who commence the Diploma of Social Science may apply to transfer their studies to the Bachelor of Applied Social and articulate with full credit into the higher award.

Students who successfully complete the Diploma of Social Science may apply to enter the Bachelor of Applied Social Science.

Students who are enrolled in the Bachelor of Applied Social Science may exit with the Diploma of Social Science, subject to the completion of course requirements.

Transfer of Credit

Students may apply for transfer of credit from previous studies/prior learning. Such applicants will be subject to the normal transfer of credit protocols as outlined in CHC Policy: Transfer of Credit for Overseas Students.

Course requirements

The Bachelor of Applied Social Science requires 240 credit points for completion.

The first year of the course comprises a program of core units that introduce students to concepts regarding Christian worldview, the skills and processes required for academic and professional communication within a higher education context, and foundational knowledge and understanding associated with the applied social sciences. The second and third years of the course comprise further core units and the opportunity for students to undertake a specialisation within one of the following discipline areas:

- Chaplaincy;
- Community aid and development;
- Community mental health;
- Disability and aged care;
- Family support and child protection;
- Human behaviour; and
- Youth work.

Within their specialisation, students undertake either a practicum stream or a coursework stream. Both streams contain a series of discipline-specific units that address the theory, skills, current and emerging issues of, and reflective practice within, the area of specialisation. Students who engage in the practicum stream undertake 400 hours of practicum across a number of units, while the coursework stream allows students to engage in research- and project-based units.

Further information regarding course requirements is available on the Bachelor of Applied Social Science course page on the CHC website.
**Practicums**

Students who undertake the *practicum* stream in the Bachelor of Applied Social Science engage in 400 hours of practicum that are undertaken in various industry-based placements under the supervision of qualified and experienced personnel. Practicums challenge students to implement the skills and understandings they have gained in their studies in order to demonstrate their effectiveness in real-life contexts.

As well as engaging in the range of activities undertaken within the particular placements, students will be involved with mentors in discussing, reflecting upon and reviewing the issues raised and strategies employed in the context of the placement in order for personal growth and critical evaluation to occur. The development of students’ working relationship with their mentors is an important part of the placement experience as a means of ensuring appropriate supervision and accountability for graduates of the course in their future practice.

Further details of practicum requirements are available from the School of Social Sciences Practicum Manager.

**Entry Requirements**

Admission to the Bachelor of Applied Social Science is available in Semester 1 and Semester 2.

**Educational requirements**

Applicants for the Bachelor of Applied Social Science must have successfully completed Year 12 studies (or equivalent). It is assumed that applicants have a minimum grade of Sound Achievement (SA - QCAA), or equivalent, in English.

**English language requirements**

Applicants for whom English is not their first language must provide certified documentary evidence that:

- their secondary schooling, or tertiary studies of at least one year, was conducted in the English language; or
- they have satisfactory results in an acceptable English Language Proficiency examination (see below). This test must have been conducted less than two years prior to application to CHC.

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**Graduate Certificate in Social Science Leadership (SS31)**

**General information**

The *Graduate Certificate in Social Science Leadership* is designed to facilitate the acquisition of advanced knowledge and skills related to a specific field of social sciences practice, as well as critical thinking and reflection. In addition, it incorporates a strong leadership focus with a theoretical understanding of contextual social sciences engagement and Christian worldview integration. The course is therefore intended for those who already possess a foundational understanding of the social sciences or are interested in up-skilling as they are promoted into leadership positions within the social sciences.
The Graduate Certificate in Social Science Leadership exists in a nested relationship with the Master of Social Science Leadership and normally consists of the first semester of the higher award.

Students who commence the Graduate Certificate in Social Science Leadership may apply to transfer their studies to the Master of Social Science Leadership and articulate with full credit into the higher award.

Students who successfully complete the Graduate Certificate in Social Science Leadership may apply to enter the Master of Social Science Leadership.

Students who are enrolled in the Master of Social Science Leadership may exit with the Graduate Certificate in Social Science Leadership, subject to the completion of course requirements.

**Transfer of Credit**

Transfer of credit is not available into the Graduate Certificate in Social Science Leadership.

**Course requirements**

The Graduate Certificate in Social Science Leadership requires 40 credit points for completion. The course comprises a program of core units.

Further information regarding course requirements is available on the [Graduate Certificate in Social Science Leadership](http://www.chc.edu.au) course page on the CHC website.

**Entry Requirements**

**Educational requirements**

Applicants for the Graduate Certificate in Social Science Leadership must have successfully completed a Bachelor or higher qualification in the Social Sciences or a closely related discipline.

**English language requirements**

Applicants for whom English is not their first language must provide certified documentary evidence that:

- their previous Bachelor or higher qualification was conducted in the English language; or
- they have satisfactory results in an acceptable English Language Proficiency examination (see below). This test must have been conducted less than two years prior to application to CHC.

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**Master of Counselling (SS51)**

Course information will be updated following the conclusion of TEQSA renewal of accreditation processes.
Master of Social Science Leadership (SS54)

General information

The Master of Social Science Leadership is designed to facilitate the acquisition of advanced leadership knowledge and skills within specific social sciences professional practice contexts. Contemporary social realities require an ever deepening understanding of professional social sciences practices that enable practitioners to engage more successfully with their spheres of influence. The course is designed to further equip practitioners in social sciences fields to better handle the roles and responsibilities that potential career advancement may bring. It also promotes critical thinking and reflection, theoretical understandings of team and project leadership and other leadership skills, Christian worldview integration and application, and research skills and experience in those who already possess a foundational understanding of the social sciences.

The Graduate Certificate in Social Science Leadership exists in a nested relationship with the Master of Social Science Leadership and normally consists of the first semester of the higher award.

Students who commence the Graduate Certificate in Social Science Leadership may apply to transfer their studies to the Master of Social Science Leadership and articulate with full credit into the higher award.

Students who successfully complete the Graduate Certificate in Social Science Leadership may apply to enter the Master of Social Science Leadership.

Students who are enrolled in the Master of Social Science Leadership may exit with the Graduate Certificate in Social Science Leadership, subject to the completion of course requirements.

Transfer of Credit

Students may apply for transfer of credit from previous studies/prior learning. Such applicants will be subject to the normal transfer of credit protocols as outlined in CHC Policy: Transfer of Credit for Overseas Students.

Course requirements

The Master of Social Science Leadership requires 120 credit points for completion. The course comprises a program of core units.

Further information regarding course requirements is available on the Master of Social Science Leadership course page on the CHC website.

Entry Requirements

Educational requirements

Applicants for the Master of Social Science Leadership must have successfully completed a Bachelor or higher qualification qualification in the Social Sciences or a closely related discipline, or the Graduate Certificate in Social Science Leadership.

English language requirements

Applicants for whom English is not their first language must provide certified documentary evidence that:

- their previous Bachelor or higher qualification was conducted in the English language; or
- they have satisfactory results in an acceptable English Language Proficiency examination (see below). This test must have been conducted less than two years prior to application to CHC.
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Section 13: How to apply to CHC

Christian Heritage College (CHC) welcomes applications from prospective overseas students who are over the age of 18 at the commencement of their studies.

If you wish to study at CHC but are not an Australian citizen, Australian permanent resident, New Zealand citizen or holder of a permanent humanitarian visa, you are considered to be an overseas student.

Entry requirements for courses

All courses at CHC require minimum academic and English language requirements to be met in order for admission to be granted to those courses. Personal suitability requirements also apply to particular courses.

The entry requirements for the courses offered by CHC are specified in the School sections in this Guide and also on individual course pages on the CHC website.

How to apply for admission

To apply for admission to a course at CHC, follow the steps below:

1. Complete an Application for Admission (Overseas Students) form available on the CHC website.

2. Submit certified copies of passport information and all other relevant documents (as applicable), such as previous qualifications, transfer of credit documentation and current visa information. The documentation required will differ according to the course for which application is made, and is specified on the Application for Admission (Overseas Students) form.

3. Submit the application, together with the application fee.

Applicants who are completing Year 12 in Australia may apply to CHC through the Queensland Tertiary Admissions Centre (QTAC). Details regarding QTAC applications are available on the QTAC website.

Closing dates for on-time applications

The closing dates for on time applications for admission from overseas applicants are:

- Entry in Semester 1: 1 October
- Entry in Semester 2: 1 May

Applications may be made after these dates for the respective semesters: however, overseas applicants should be aware that visa application processes can be lengthy and that late applications may mean that visa approvals are not granted in time for the beginning of the desired semester. No late fees apply to the submission of applications after the closing dates.

Entry is not available in Semester 3.
Transfer of credit

All arrangements regarding transfer of credit are governed by CHC Policy: [Transfer of Credit for Overseas Students](#).

If you have completed previous higher education studies, or other prior formal training, work experiences and/or life experiences, you may be granted transfer of credit towards your course at CHC where these previous studies and prior training and/or experiences are comparable with CHC course requirements.

It is your responsibility to make application for transfer of credit. While CHC staff may be able to make suggestions and give advice, the onus is on students to complete the appropriate application form(s), assemble the necessary documentation and submit the application(s).

A non-refundable application fee is charged to cover the costs of processing applications for transfer of credit. Where applications are successful, a further fee per credit point granted is charged. Information regarding fees and charges at CHC is available on the [Fees and Charges](#) information sheet on the CHC website.

For overseas students who are studying under the provisions of a student visa, any applicable transfer of credit fees will appear on the Written Agreement sent to you if your application is successful. These fees must be paid in full upfront when accepting your offer of admission.

For overseas students who are studying under the provisions of another type of temporary visa, any applicable transfer of credit fees will be notified through a tax invoice prior to the commencement of the first semester of study. These fees must be paid in full upfront prior to the commencement of the semester. This is a separate tax invoice to your tuition fee tax invoice.

Overseas students must apply for transfer of credit at the same time as making an application for admission to CHC in order that any credit granted is taken into consideration when determining the course end date which will appear on the Confirmation of Enrolment (CoE) certificate. This process includes the development of a personal study plan which you are required to follow so that you finish your course within the proposed length of time. Applications for transfer of credit for studies undertaken prior to application to CHC will not be accepted after you commence your studies.

**Documentation required**

Transfer of credit procedures involve a consideration of the documentary evidence submitted, and may also involve an interview or practical test where appropriate. Depending upon the nature of the application for transfer of credit, some or all of the following documentation is required to be submitted with the [Application for Transfer of Credit](#) form:

- certified copy of your official academic transcript for previous courses and/or units;
- unit outlines for individual units for which transfer of credit is sought;
- for recognition of prior learning or current competence, descriptions and/or documented evidence of such learning or competencies;
- any other relevant documentation or information to support your application.

**Evaluation procedures**

On receipt of an application for transfer of credit, the Course Coordinator will nominate an assessor, who will normally be an instructor for the relevant unit(s). The Course Coordinator may choose to handle an application personally, and may seek additional advice if it is thought necessary. The assessor will verify the application and make a judgement about the equivalence of the studies and/or experiences you are claiming.
**Outcome of the evaluation**

Overseas students who are studying under the provisions of a student visa will be notified of the outcome of an application for transfer of credit, including any effect on course duration, through the Written Agreement. Signing the Written Agreement signifies that you accept the outcome of your application for transfer of credit.

Overseas students who are studying under the provisions of another type of temporary visa will be notified of the outcome of an application for transfer of credit.

Should you not be satisfied with the outcome of an application for transfer of credit and wish to request a formal review of this decision, please refer to CHC Policy: [Grievance Policy for Overseas Students](#).

**Transferring from another provider**

If you are currently in Australia on a student visa and are studying at another registered provider, there are conditions that apply if you wish to transfer your studies to CHC. These conditions are related to the length of time that you have been enrolled in your principal course. In all cases, students who wish to apply to transfer to CHC from another registered provider are subject to the minimum eligibility requirements of CHC courses.

If you have been enrolled in your principal course for more than one semester, there are no restrictions which apply to you transferring to CHC, and you may simply follow the normal application processes.

If you have been enrolled in your principal course for less than one semester, there are restrictions which apply to you transferring to CHC. In this case, you must follow the normal application processes and, if successful, you will be issued with a Letter of Offer from CHC. You must present this Letter of Offer to your current provider to obtain a Letter of Release. Your request for a Letter of Release will be subject to the policies and processes of your current provider.

If you are unsuccessful in obtaining a Letter of Release, you may wish to refer to the complaints and appeals processes offered to you by your current provider. CHC cannot proceed with your enrolment until you have been granted a Letter of Release from your current provider.

If you are successful in obtaining a Letter of Release, you must submit a certified copy of this letter to CHC, after which CHC can continue to process your application.

Please note that CHC will accept students who wish to transfer from another registered provider at the beginning of a semester only. Students who wish to transfer will need to make early application to allow time for the relevant processes to be completed prior to the beginning of classes for a particular semester.

**Accepting an offer**

You will be notified in writing of the receipt of your application.

**Student visas**

Overseas students who are studying under the provisions of a student visa, if successful, will receive an electronic Letter of Offer and a Written Agreement.

The electronic Letter of Offer will indicate the name and code of the course into which you are being offered admission, your CHC Student Number, the name of your Course Coordinator and any important information you should note with regard to the returning of the Written Agreement and your Orientation activities.
The electronic Letter of Offer will also contain links to pages on the CHC website which provide information concerning enrolment processes, the range of CHC services and facilities that are available to students, and various guides and publications.

You are to keep your electronic Letter of Offer for your own records.

The Written Agreement sets out important information regarding the following:

- the name and code of the course into which you are being offered admission;
- any conditions relating to your enrolment, including any transfer of credit granted and its implications for your course end date;
- an itemised list of the minimum amount of tuition fees and other fees to be paid when accepting the offer of admission;
- the CHC Code of Conduct;
- CHC Policy: Refunds for Overseas Students;
- CHC Policy: Grievance Policy for Overseas Students;
- the circumstances in which your personal information may be shared between CHC, the Australian government and other relevant authorities (this information includes personal and contact details, course enrolment details and changes, and the circumstances of any suspected breach of the conditions of your student visa); and
- the necessity for you to notify CHC of a change of address while enrolled in your course.

You are required to return the Written Agreement by the date specified in your electronic Letter of Offer to indicate your acceptance or rejection of the offer of admission.

It is necessary for you to make payment of certain fees and charges to accept the offer of admission at CHC. These are indicated in the Written Agreement and consist of a minimum amount of tuition fees, the Overseas Student Health Cover premium and transfer of credit fees (as applicable). You may choose to pay more than the minimum amount of tuition fees indicated in your Written Agreement.

Payment of fees is to be made in Australian dollars concurrently with the returning of the Written Agreement. Methods of payment include bank cheque or international bank draft made payable to Christian Heritage College, and electronic funds transfer, details for which are available from the CHC Corporate Services office. When both your Written Agreement and payment are received, your enrolment will be confirmed in writing and you will be issued with a Confirmation of Enrolment (CoE) certificate, which is required for your student visa application.

Should your application for admission be unsuccessful and you wish to request a formal review of this decision, please refer to CHC Policy: Grievance Policy for Overseas Students.

Other temporary visas

Overseas students who are studying under the provisions of another type of temporary visa, if successful, will receive an electronic Letter of Offer.

The electronic Letter of Offer will indicate the name and code of the course into which you are being offered admission, your CHC Student Number, the name of your Course Coordinator and any important dates you should note with regard to your Orientation activities. It will also contain instructions regarding how to respond to your offer, and links to pages on the CHC website which provide information concerning enrolment processes, the range of CHC services and facilities that are available to students, and various guides and publications.

You are to keep your electronic Letter of Offer for your own records.
Applying for a visa

If you do not already hold a visa that grants the right to study, you can apply for a visa after you have accepted your offer of a place at CHC.

If you are not presently in Australia, you will need to apply for a visa at an Australian Diplomatic Mission in your home country. Office locations can be obtained from the DIBP website. As the visa application process can be lengthy, you should make any enquiries sufficiently early to ensure that you are able to begin your studies at CHC at the time you desire.

If you are already in Australia – for example, you may be holidaying and hold a tourist visa – you may be able to apply for an Australian visa onshore at a DIBP office. If you are already in Australia on another type of visa, you may not have to apply for a student visa. Please check with DIBP for the type of visa you will require to study in Australia. Alternatively, you may already hold a student visa and be studying at another registered provider in Australia. In this case, there are special conditions that apply to transferring your studies to a course at CHC (see Transferring from another provider above).

The DIBP website contains information regarding the medical, financial and other requirements which must be satisfied in order for an Australian visa to be granted. These requirements differ according to the passport held by the applicant. In general, overseas applicants must demonstrate that they possess, or have access to, sufficient financial resources to support themselves, and any family or dependants, for the duration of their course.

Student visas

To apply for a student visa, you will require:

- a Letter of Offer from CHC;
- a Confirmation of Enrolment (CoE) certificate from CHC;
- evidence of payment of Overseas Student Health Cover (OSHC);
- a medical check-up, if and as required by legislation; and
- proof of financial support, if and as required by legislation.

After your student visa has been granted, you are to provide CHC with an electronic copy, or a certified paper copy, of your visa and any other relevant documents.

Student visas generally last for the period of the course for which you are applying and are granted on the condition that you leave Australia soon after completing your studies. If you wish to stay in Australia for your graduation ceremony and your visa expires prior to that date, you can apply in Australia for a visitor class visa.

More information regarding studying in Australia and the conditions of and requirements for student visas and other types of temporary visas can be found on the Study in Australia website. The process for applying to study in Australia can be depicted as follows:\[12\]:

\[12\] Taken from the Study in Australia website at http://www.studyinaustralia.gov.au/global/apply-to-study
**Other temporary visas**

If you are applying for another type of temporary visa, you will need to contact DIBP to ascertain the requirements of the particular visa.

After you have been granted your visa, or if you already hold another type of temporary visa, you are to provide CHC with an electronic copy, or a certified paper copy, of your visa and any other relevant documents.
Section 14: Managing your enrolment

There are various changes to your enrolment that can occur once you have begun your studies at CHC. These changes may be initiated at your request or by CHC where grounds exist to do so, and are explained below. All forms to which the following sections refer are available on the CHC website.

Contact details

It is important that CHC has up-to-date Australian residential addresses, phone numbers and email addresses for its students.

If your contact details change while you are enrolled at CHC, you should complete a Change to Personal Details form available on the CHC website. Contact CHC Student Administration if you require assistance.

Holders of student visas are to note that the conditions of the visa require that overseas students inform their higher education provider of any changes to their contact details.

Changing your CHC course

It is possible that, once students have commenced their studies at CHC, they wish to change their course. This may result from various factors, such as a change to or growing awareness of their interests or an inability to meet certain requirements of the original course. If you wish to enquire about changing your course, you are to consult the Registrar’s Office regarding the processes involved and the implications of this action for your visa. You should also speak to the Course Coordinators of both your current and your proposed courses. Please note that restrictions apply regarding the point in a semester at which a new course may be entered.

If you wish to change your course to one which is offered by the same School as your current course, you are to submit a completed Application to Transfer Course form, and any supporting documentation, by the date indicated on the form.

If you wish to change your course to one which is offered by a different School to that of your current course, you are to complete a new Application for Admission (Overseas Students) form.

Due to the processing time involved, any such applications should be made early. If you have completed any previous non-CHC studies that you wish to have considered for transfer of credit into your new course, you must complete and submit an Application for Transfer of Credit form, with your Application to Transfer Course form or Application for Admission (Overseas Students) form.

In making a decision regarding an application to change course, CHC will assess your meeting of the entry requirements for your proposed course. If it is determined that you meet these entry requirements, CHC will then consider any applications for transfer of credit, as well as any completed CHC studies, and apply them to your proposed course.

You will be advised in writing of the outcome of your application.

Should your application to change your course be denied, you are able to request a formal review of this decision. Your enrolment will be maintained in your original course of study during any such review process. If a review process finds in your favour, the process will proceed as described above. If a review process upholds CHC’s original decision, you may choose to remain in your original course or to cancel your enrolment at CHC.
Student visas

For overseas students who are studying under the provisions of a student visa, if your application to change course is approved, you will be sent a new electronic Letter of Offer and Written Agreement which sets out your new course details and contains instructions regarding enrolment and unit selection in your new course.

Once you have signed and returned the new Written Agreement and paid any associated fees, CHC will issue you with a new Confirmation of Enrolment (CoE) certificate. You should be aware that this action will affect your student visa, and that you will need to contact DIBP to apply for a new student visa.

Other temporary visas

For overseas students who are studying under the provisions of another type of temporary visa, if your application to change course is approved, you will be sent a new electronic Letter of Offer which sets out your new course details and contains instructions regarding enrolment and unit selection in your new course.

Changing your unit selection

Circumstances may arise where you wish to change the units you have selected for a particular semester.

If, after the submission of a Unit Selection form for a particular semester you wish to change the units in which you are enrolled for that semester by adding and/or dropping units, you are to submit an Application for Change to Unit Selection form. This should be done in consultation with both your Course Coordinator and the CHC Registrar’s Office to ensure that all conditions relating to your visa continue to be met.

The last day to add units in each semester is the end of Week 2.

There are academic and financial implications that apply if you drop units. These are associated with the census date of the semester. The dates and conditions that apply to dropping units are as follows:

<table>
<thead>
<tr>
<th>Date of dropping units</th>
<th>Semesters 1 &amp; 2</th>
<th>Winter Semester</th>
<th>Semester 3</th>
<th>Transcript entry</th>
<th>Financial liability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to &amp; including census date</td>
<td>Prior to &amp; including census date</td>
<td>Prior to &amp; including census date</td>
<td>Nil</td>
<td>Nil</td>
<td></td>
</tr>
<tr>
<td>After census date to end of Week 8</td>
<td>After census date to end of Week 3</td>
<td>After census date to end of Week 6</td>
<td>W (Withdraw)</td>
<td>Full tuition fees</td>
<td></td>
</tr>
<tr>
<td>End of Week 8 to end of semester</td>
<td>End of Week 3 to end of semester</td>
<td>End of Week 6 to end of semester</td>
<td>WF (Withdraw Fail)</td>
<td>Full tuition fees</td>
<td></td>
</tr>
</tbody>
</table>

Deferring your studies and leave of absence

Deferral from a course (postponement of the commencement of a course) is available to overseas students who have accepted an offer of admission to CHC, while leave of absence (temporarily suspending enrolment in a course) is available to overseas students who have successfully engaged in at least one semester of study within their course. Applications to defer or for a leave of absence do not attract a fee.

Where a student is eligible, applying to defer or for a leave of absence is available prior to the census date of the semester for which the deferral or leave of absence is sought only. If you wish to discontinue your studies after the census date in a semester, you should apply for a suspension of your studies. There are both academic and financial conditions which apply should you wish to suspend your enrolment after the census date for a particular semester.
You may defer or take a leave of absence for whole semester periods only. The initial period of deferral or of leave of absence is one or two semesters, after which you may apply for a further period.

Periods of leave of absence contribute to time limits for course completion, and you should be aware that the granting of a period of deferral or leave of absence may have consequences for your course in terms of the sequencing and availability of units, and thus for your expected course end date.

All Library borrowing rights and access to CHC services are suspended for the period of deferral or leave of absence.

**Student visas**

For overseas students who are studying under the provisions of a student visa, the conditions of your visa allow you to apply to defer the commencement of your studies or to apply for a leave of absence from your studies where there are compassionate or compelling reasons to do so. These are generally circumstances which are beyond your control and which have an impact upon your course progress or wellbeing. Such grounds could include, but are not limited to:

- serious illness or injury, where a medical certificate states that you are unable to attend classes;
- bereavement of close family members such as parents or grandparents (where possible, a death certificate should be provided);
- major political upheaval or natural disaster in your home country which requires emergency travel;
- a traumatic experience, such as involvement in or witnessing of a serious accident, or witnessing or being the victim of a serious crime (these cases should be supported by police or psychologists’ reports);
- CHC not being able to offer a prerequisite unit; or
- your inability to begin studying on the course commencement date due to a delay in receiving a student visa.

If you wish to apply for a deferral of the commencement of your studies or for a leave of absence from your studies, you are to contact the CHC Student Administration regarding the processes involved and the implications of this action for your visa.

You will be advised in writing of the outcome of your application.

If your application is approved, CHC will notify the Department of your transfer via PRISMS of the deferral of your enrolment or your leave of absence and any impact it has upon your expected course end date. Should your expected course end date be extended as a result of the deferral of your enrolment or your leave of absence, you will be issued with a new Confirmation of Enrolment (CoE) certificate, either prior to beginning your period of deferral or leave of absence, or upon your notifying CHC of the date of your intended return. You will also be notified of the date by which you will need to contact your Course Coordinator regarding the processes which apply to your return from the period of deferral or leave of absence.

In the event that your application is denied, you have 20 working days in which to request a formal review of this decision, as outlined in CHC Policy: [Grievance Policy for Overseas Students](#). Should you choose to access these procedures, your enrolment will be maintained and CHC advises that you should remain in your classes until the process is complete. You will be advised in writing of the outcome of any review process.

Should your application be denied, either as an initial decision by CHC or as the result of a review which upholds this decision, or if you request a review of the decision but then withdraw from the process, your enrolment will continue unchanged.

In general, if you have been granted a period of deferral or leave of absence which is **28 days or longer** you are required to return to your home country, unless special circumstances exist. While it is CHC that determines your enrolment status, it is DIBP that decides whether you may remain in Australia during the period of deferral or leave of absence, or if you must return home. You should contact DIBP regarding whether or not you are allowed to remain in Australia throughout the period of your deferral or leave of absence.
Please note that a decision which grants you permission to defer your studies or take leave of absence such that your expected course end date is extended will affect your student visa. In this case, you will need to contact DIBP to apply for a new student visa.

Other temporary visas

Overseas students who are studying under the provisions of another type of temporary visa who wish to apply for a deferral of the commencement of studies or for a leave of absence from your studies are to contact the CHC Student Administration regarding the processes involved and the implications of this action for your visa.

You will be advised in writing of the outcome of your application.

In the event that your application is denied, you have 20 working days in which to request a formal review of this decision, as outlined in CHC Policy: Grievance Policy for Overseas Students. Should you choose to access these procedures, your enrolment will be maintained and CHC advises that you should remain in your classes until the process is complete. You will be advised in writing of the outcome of any review process.

Should your application be denied, either as an initial decision by CHC or as the result of a review which upholds this decision, or if you request a review of the decision but then withdraw from the process, your enrolment will continue unchanged.

Transferring to another provider

Student visas

Overseas students who are studying under the provisions of a student visa are able to transfer their enrolment to another registered provider following the completion of one semester of study in their principal course of study at their original provider. In some circumstances, transfer may be permitted prior to the completion of one semester of study.

In the event that you wish to transfer from CHC to another registered provider, you should consult your Course Coordinator and the CHC Registrar’s Office for advice concerning your student visa; should you then wish to proceed with the transfer, the following provisions apply according to whether you are seeking to transfer after or prior to the completion of one semester of study.

If you wish to transfer from CHC to another registered provider after the completion of one semester of study, you must submit an Advice of Withdrawal form. You should be aware that there are academic and financial implications associated with withdrawing from your course depending upon the time in the semester that you withdraw, and that certain fees and charges apply to withdrawing from your course. Please note that transferring providers may require that you be granted a new visa, and you should seek advice from DIBP in this regard. Following the completion of these processes, CHC will notify the Department of your transfer via PRISMS and your Confirmation of Enrolment (CoE) certificate will be cancelled.

If you wish to transfer from CHC to another registered provider prior to the completion of one semester of study, you must provide CHC with a certified copy of a valid offer of enrolment from another registered provider and an Advice of Withdrawal form, after which CHC will provide you with a Letter of Release for sighting by your new provider. You should be aware that there are academic and financial implications associated with withdrawing from your course depending upon the time in the semester that you withdraw, and that certain fees and charges apply to withdrawing from your course. Please note that transferring providers may require that you be granted a new visa, and you should seek advice from DIBP in this regard. Following the completion of these processes, CHC will notify the Department of your transfer via PRISMS and your Confirmation of Enrolment (CoE) certificate will be cancelled.
Other temporary visas

Overseas students who are studying under the provisions of another type of temporary visa are able to transfer to another provider without the requirement of completing one semester of study in their principal course of study at their original provider.

If you wish to transfer from CHC to another registered provider, you must submit an Advice of Withdrawal form to withdraw from your course at CHC. You should be aware that academic and financial penalties apply to withdrawing from your course depending upon the time in the semester that you withdraw, and that certain fees and charges apply to withdrawing from your course. All applications made to other providers are subject to the admission rules and policies of those providers and do not involve CHC in any capacity.

Suspending your enrolment

Under the provisions of the CHC Code of Conduct, and according to the guidelines which govern the enrolment of overseas students, CHC is able to suspend an overseas student’s enrolment on the grounds of misconduct.

CHC may become aware of alleged student misconduct through a range of circumstances and/or sources. Such misconduct may lead to the suspension of a student’s enrolment. Depending upon the nature of the circumstances involved, this period of suspension may vary from one week to one whole compulsory study period. All Library borrowing rights and access to CHC services are revoked during the period of suspension.

Upon becoming aware of alleged student misconduct, CHC will undertake a process to determine the accuracy of the information. This process will involve least one interview with the student to whom the alleged misconduct applies, and any other measures which CHC deems to be appropriate. The student for whom suspension is proposed may be assisted by a third party at any time in the initial interview or any subsequent process.

Where CHC has determined that misconduct has occurred and that suspension of enrolment is the appropriate response, you will be notified in writing of the intention to suspend, of the period of suspension, and the reasons for this decision.

If CHC notifies you that it intends to suspend your enrolment as a result of misconduct, you may choose to accept this outcome or, alternatively, you have 20 working days in which to request a formal review of this decision, as outlined in CHC Policy: Grievance Policy for Overseas Students. Should you choose to access these procedures, your enrolment status will be maintained until their conclusion, at which point it will be reviewed according to the outcome of the process. However, you may or may not be offered learning opportunities during the 20 working days or any subsequent review period.

Student visas

Overseas students who are studying under the provisions of a student visa should be aware that a period of suspension may have consequences for your course in terms of the sequencing and availability of units, for the expected duration of your course and for your student visa.

Under the conditions that apply to student visas, CHC must report the suspension of a student’s enrolment to the Department via PRISMS; however, CHC will not report the suspension prior to the expiration of the 20 working days in which you are able to access the provisions of CHC Policy: Grievance Policy for Overseas Students.

If you choose not to access the provisions of CHC Policy: Grievance Policy for Overseas Students and your expected course end date is not affected by the period of suspension, CHC will report the suspension to the Department via PRISMS.
If you choose not to access the provisions of CHC Policy: *Grievance Policy for Overseas Students*, policy and your expected course end date is affected by the period of suspension, CHC will report the suspension to the Department via PRISMS and will create a new Confirmation of Enrolment (CoE) certificate which indicates your revised course end date. In this case, you will need to contact DIBP to apply for a new student visa.

If you do choose to access CHC Policy: *Grievance Policy for Overseas Students*, the suspension of your enrolment will not be reported to the Department via PRISMS until after the conclusion of the review process, depending upon its outcome.

Should any such review process find in your favour, your enrolment will continue and no report will be made to the Department via PRISMS.

Should any such review process uphold the decision to suspend your enrolment, CHC will report the suspension to the Department via PRISMS. If your expected course end date is not affected by the period of suspension, CHC will report the suspension to the Department via PRISMS. If your expected course end date is affected by the period of suspension, CHC will report the suspension to the Department via PRISMS and will create a new Confirmation of Enrolment (CoE) certificate which indicates your revised course end date. In this case, you will need to contact DIBP to apply for a new student visa.

Please note that CHC Policy: *Grievance Policy for Overseas Students* contains provision for you to access an external review process should you not be satisfied with the outcome of the internal review process. However, should you choose to access this external process, CHC may choose to notify the Department via PRISMS of its intention to suspend your enrolment prior to its completion.

Further, although CHC must generally wait until the completion of the internal review process to notify the Department via PRISMS of its intention to suspend your enrolment, should you choose to access it, provision exists for this notification to occur earlier if CHC believes that there are extenuating circumstances which relate to your welfare. Such circumstances could include, but are not limited to you:

- being missing;
- having medical concerns, severe depression or psychological issues which lead CHC to fear for your wellbeing;
- engaging or threatening to engage in behaviour that is reasonably believed to endanger yourself or others;
- being at risk of committing a criminal offence.

*Other temporary visas*

Overseas students who are studying under the provisions of another type of temporary visa should be aware that a period of suspension may have consequences for your course in terms of the sequencing and availability of units and for the expected duration of your course.

Following receipt of notice that CHC intends to suspend your enrolment as a result of misconduct, you have 20 working days in which you are able to access the provisions of CHC Policy: *Grievance Policy for Overseas Students*.

If you choose not to access the provisions of CHC Policy: *Grievance Policy for Overseas Students*, the terms of the suspension will become effective following the expiration of the 20 working day period.

If you choose to access the provisions of CHC Policy: *Grievance Policy for Overseas Students*, your enrolment status will be maintained until their conclusion, at which point it will be reviewed according to the outcome of the process.

You may or may not be offered learning opportunities during the 20 working day period or any subsequent review period.

Should any such review process find in your favour, your enrolment will continue.
Should any such review process uphold the decision to suspend your enrolment, the terms of the suspension will become effective.

Please note that CHC Policy: *Grievance Policy for Overseas Students* contains provision for you to access an external review process should you not be satisfied with the outcome of the internal review process.

**Cancelling your enrolment**

CHC recognises that the needs of overseas students can change during their studies and that at times it may be necessary for students to withdraw from their course. This may be due to students wishing to return to their home countries – for example, due to changed family circumstances or an inability to meet the academic demands of their course – or to transfer to another registered provider to undertake a different course of study.

Also, under the guidelines which govern the enrolment of overseas students in Australia, CHC is able to cancel students’ enrolment on the grounds of failing to make satisfactory course progress, or gross misconduct.

All Library borrowing rights and access to CHC services are revoked upon the cancellation of enrolment.

*Cancellation initiated by students*

You may choose to withdraw from your course at any time, although there are both financial and academic implications associated with this action depending upon whether it occurs prior to, or following, the census date for the semester in which you withdraw. You should also be aware that certain fees and charges apply to withdrawing from your course.

Students who request a cancellation of enrolment and whose enrolment is cancelled on or before the census date in a particular semester receive a full refund of any tuition fees paid for that semester, less a withdrawal fee, and do not suffer any academic penalty. The amount of this withdrawal fee is published in October in each preceding year and is available on the CHC website.

Students who request a cancellation of enrolment and whose enrolment is cancelled after the census date in a particular semester do not receive any refund of tuition fees paid for that semester and should be aware that academic penalties will apply depending upon the point of the semester at which the cancellation is effective.

Please note that requests for cancellation will not be processed until all outstanding monies, such as Library fines or late fees, are paid. If payment of these monies is not made on or before census date, students will be liable for their full tuition fees for that semester and no refund will be given.

*Student visas*

For overseas students who are studying under the provisions of a student visa, should you wish to withdraw from your course, you should first consult your Course Coordinator and the CHC Registrar’s Office for advice concerning your student visa. If, after this, you wish to proceed with your withdrawal, you are to submit an *Advice of Withdrawal* form. Upon receipt of this form, CHC will notify the Department via PRISMS of your withdrawal and your Confirmation of Enrolment (CoE) certificate will be cancelled. You should contact DIBP regarding the status of your student visa following your withdrawal.

You should also submit an *Advice of Withdrawal* form as part of the process associated with transferring to another registered provider.
Cancellation initiated by CHC

There are two circumstances in which CHC may initiate the cancellation of an overseas student’s enrolment: failure to maintain satisfactory course progress, and gross misconduct.

Course progress

Student visas

For overseas students who are studying under the provisions of a student visa, it is a condition of your visa that you maintain satisfactory course progress. If, following the processes associated with any intervention strategies implemented by CHC, you again fail two or more units in a semester or fail the same unit for a second time, you will be deemed as failing to maintain satisfactory course progress and CHC will notify you in writing that it intends to report you to the Department via PRISMS for failing to maintain satisfactory course progress and to cancel your enrolment. The action of cancelling your enrolment in this regard will occur at the end of a compulsory study period only and will be based upon the grades awarded for the units in which you were enrolled in that period. The notice of CHC’s intention to report you to the Department via PRISMS will be issued prior to the commencement of the next compulsory study period.

If CHC notifies you that it intends to cancel your enrolment, you may choose to accept this outcome or, alternatively, you have 20 working days in which to request a formal review of this decision under the provisions of CHC Policy: Grievance Policy for Overseas Students. Should you choose to access these procedures, your enrolment status will be maintained until their conclusion, at which point it will be reviewed according to the outcome of the process.

CHC will not report the cancellation of your enrolment to the Department via PRISMS prior to the expiration of 20 working days.

Should you choose to access CHC Policy: Grievance Policy for Overseas Students, the cancellation of your enrolment will not be reported until after the conclusion of the review process, depending upon its outcome. You will be advised in writing of the outcome of any review process.

Should any such review process find in your favour, your enrolment will continue.

Should any such review process uphold the decision to cancel, CHC will notify the Department via PRISMS of the cancellation of your enrolment. You should be aware that this outcome will affect your student visa, and your individual circumstances will be assessed by DIBP in any decision regarding your student visa.

Please note that CHC Policy: Grievance Policy for Overseas Students contains provision for you to access an external review process should you not be satisfied with the outcome of the internal review process. However, should you choose to access this external process, CHC may choose to notify the Department via PRISMS of its intention to cancel your enrolment prior to its completion.

Further, although CHC must generally wait until the completion of the internal review process to notify the Department via PRISMS of its intention to cancel your enrolment, should you choose to access it, provision exists for this notification to occur earlier if CHC believes that there are extenuating circumstances which relate to your welfare. Such circumstances could include, but are not limited to you:

- being missing;
- having medical concerns, severe depression or psychological issues which lead CHC to fear for your wellbeing;
- engaging or threatening to engage in behaviour that is reasonably believed to endanger yourself or others;
- being at risk of committing a criminal offence.
Students whose enrolment is cancelled by CHC on the grounds of failing to make satisfactory course progress will not receive refunds for units for which final grades have been awarded.

Should any monies have been paid as tuition fees in advance for the following semester, these monies will be refunded following the expiration of the 20 working days within which the student may request a formal review of the decision by accessing CHC Policy: *Grievance Policy for Overseas Students*, and in accordance with CHC Policy: *Refunds for Overseas Students*. If the student chooses to access CHC Policy: *Grievance Policy for Overseas Students*, these monies will be refunded following the conclusion of the review process where the outcome is to uphold CHC’s decision to cancel. In the event that the review process finds in the student’s favour, the student may continue in their original course or to cancel their enrolment at CHC. If the student chooses to continue in their original course, no refunds will be available. If the student chooses to cancel their enrolment at CHC, the monies will be refunded, less a withdrawal fee, the amount of which is published in October in each preceding year and is available on the CHC website.

**Other temporary visas**

Overseas students who are studying under the provisions of another type of temporary visa are deemed as failing to maintain satisfactory course progress if, following the processes associated with any intervention strategies implemented by CHC, you again fail two or more units in a semester or fail the same unit for a second time. In this case, you will be deemed as failing to maintain satisfactory course progress and CHC will notify you in writing that it intends to cancel your enrolment. The action of cancelling your enrolment in this regard will occur at the end of a compulsory study period only and will be based upon the grades awarded for the units in which you were enrolled in that period. The notice of CHC’s intention to cancel your enrolment will be issued prior to the commencement of the next compulsory study period.

If CHC notifies you that it intends to cancel your enrolment, you may choose to accept this outcome or, alternatively, you have 20 working days in which to request a formal review of this decision under the provisions of CHC Policy: *Grievance Policy for Overseas Students*. Should you choose to access these procedures, your enrolment status will be maintained until their conclusion, at which point it will be reviewed according to the outcome of the process.

Should you choose to access CHC Policy: *Grievance Policy for Overseas Students*, the cancellation of your enrolment will not be reported until after the conclusion of the review process, depending upon its outcome. You will be advised in writing of the outcome of any review process.

Should any such review process find in your favour, your enrolment will continue.

Should any such review process uphold the decision to cancel your enrolment, the terms of the cancellation will become effective.

Please note that CHC Policy: *Grievance Policy for Overseas Students* contains provision for you to access an external review process should you not be satisfied with the outcome of the internal review process.

Students whose enrolment is cancelled by CHC on the grounds of failing to make satisfactory course progress will not receive refunds for units for which final grades have been awarded.

Should any monies have been paid as tuition fees in advance for the following semester, these monies will be refunded following the expiration of the 20 working days within which the student may request a formal review of the decision by accessing CHC Policy: *Grievance Policy for Overseas Students*, and in accordance with CHC Policy: *Refunds for Overseas Students*. If the student chooses to access CHC Policy: *Grievance Policy for Overseas Students*, these monies will be refunded following the conclusion of the review process where the outcome is to uphold CHC’s decision to cancel. In the event that the review process finds in the student’s favour, the student may continue in their original course or to cancel their enrolment at CHC. If the student chooses to continue in their original course, no refunds will be available. If the student chooses to cancel their enrolment at CHC, the monies will be refunded, less a withdrawal fee, the amount of which is published in October in each preceding year and is available on the CHC website.
Misconduct

CHC may from time to time become aware of alleged gross student misconduct through a range of circumstances and/or sources. Such misconduct may lead to the cancellation of a student’s enrolment. Upon becoming aware of alleged student misconduct, CHC will undertake a process to determine the accuracy of this information. This process will involve at least one interview with the student to whom the allegation of misconduct applies, and any other measures which CHC deems to be appropriate. The student for whom cancellation is proposed may be assisted by a third party at any time in the initial interview or any subsequent process.

Where CHC has determined that gross misconduct has occurred and that cancellation of enrolment is the appropriate response, the student concerned will be notified in writing of the intention to cancel, the reasons for this decision and the terms that are to apply to the cancellation of enrolment, such as the date of effect and duration of the cancellation.

Student visas

For overseas students who are studying under the provisions of a student visa, if CHC notifies you that it intends to cancel your enrolment, you may choose to accept this outcome or, alternatively, you have 20 working days in which to request a formal review of this decision under the provisions of CHC Policy: Grievance Policy for Overseas Students. Should you choose to access these procedures, your enrolment status will be maintained until their conclusion, at which point it will be reviewed according to the outcome of the process. However, you may or may not be offered learning opportunities during the 20 working days or any subsequent review period.

CHC will not report the cancellation of your enrolment to the Department via PRISMS prior to the expiration of 20 working days.

Should you choose to access CHC Policy: Grievance Policy for Overseas Students, the cancellation of your enrolment will not be reported until after the conclusion of the review process, depending upon its outcome. You will be advised in writing of the outcome of any review process.

Should any such review process find in your favour, your enrolment will continue.

Should any such review process uphold the decision to cancel, CHC will notify the Department via PRISMS of the cancellation of your enrolment. You should be aware that this outcome will affect your student visa, and your individual circumstances will be assessed by DIBP in any decision regarding your student visa.

Please note that CHC Policy: Grievance Policy for Overseas Students contains provision for you to access an external review process should you not be satisfied with the outcome of the internal review process. However, should you choose to access this external process, CHC may choose to notify the Department via PRISMS of its intention to cancel your enrolment prior to its completion.

Further, although CHC must generally wait until the completion of the internal review process to notify the Department via PRISMS of its intention to cancel your enrolment, should you choose to access it, provision exists for this notification to occur earlier if CHC believes that there are extenuating circumstances which relate to your welfare. Such circumstances could include, but are not limited to you:

- being missing;
- having medical concerns, severe depression or psychological issues which lead CHC to fear for your wellbeing;
- engaging or threatening to engage in behaviour that is reasonably believed to endanger yourself or others;
- being at risk of committing a criminal offence.

Students whose enrolment is cancelled by CHC on the grounds of gross misconduct will not receive any refunds and will have academic penalties applied, regardless of the point in the semester at which the cancellation takes effect.
A grade of ‘WF (Withdraw Fail)’ will be recorded on the student’s academic transcript for all units in which the student is enrolled at the time of the cancellation.

If a decision is made not to provide learning opportunities to a student during the 20 working days or any subsequent review period, and the review finds in favour of the student, no refunds will be given. However, if it is impracticable for the student to complete the requirements of any units in which they are enrolled due to the reduced or withdrawn learning opportunities, the student will be permitted to undertake the specific units involved, or comparable units, in a subsequent semester and will not incur any tuition fees for those units.

**Other temporary visas**

For overseas students who are studying under the provisions of another type of temporary visa, if CHC notifies you that it intends to cancel your enrolment, you may choose to accept this outcome or, alternatively, you have 20 working days in which to request a formal review of this decision under the provisions of CHC Policy: [Grievance Policy for Overseas Students](#). Should you choose to access these procedures, your enrolment status will be maintained until their conclusion, at which point it will be reviewed according to the outcome of the process. However, you may or may not be offered learning opportunities during the 20 working days or any subsequent review period.

You will be advised in writing of the outcome of any review process.

Should any such review process find in your favour, your enrolment will continue.

Should any such review process uphold the decision to cancel your enrolment, the terms of the cancellation will become effective.

Please note that CHC Policy: [Grievance Policy for Overseas Students](#) contains provision for you to access an external review process should you not be satisfied with the outcome of the internal review process.

Students whose enrolment is cancelled by CHC on the grounds of gross misconduct will not receive any refunds and will have academic penalties applied, regardless of the point in the semester at which the cancellation takes effect. A grade of ‘WF (Withdraw Fail)’ will be recorded on the student’s academic transcript for all units in which the student is enrolled at the time of the cancellation.

If a decision is made not to provide learning opportunities to a student during the 20 working days or any subsequent review period, and the review finds in favour of the student, no refunds will be given. However, if it is impracticable for the student to complete the requirements of any units in which they are enrolled due to the reduced or withdrawn learning opportunities, the student will be permitted to undertake the specific units involved, or comparable units, in a subsequent semester and will not incur any tuition fees for those units.
Section 15: Glossary

These are terms which you will find as you read information from CHC and other higher education providers.

**Award** – a recognised certification of achievement that is granted to a student after completing the requirements of a higher education course (eg Master of Education).

**Academic Record** – an official document which details a student’s complete academic record at CHC, showing course(s) of study, semester(s) enrolled, units of enrolment, exit grades awarded, grade point value and grade point average (GPA) (produced in the form of a transcript).

**Advanced level unit** – usually undertaken by students in the second or third years of their studies at CHC. Entry to these units normally requires the completion of introductory units. These units are usually coded as 200- or 300-level units (eg CS253 or BS397).

**Associate Degree** – the title for an undergraduate course (eg Associate Degree in Business). Associate degrees at CHC normally require the completion of 160 credit points. At a standard full time enrolment rate of four units per semester, an associate degree normally takes two years of study to complete. At a standard part time enrolment rate of two units per semester, it normally takes four years.

**Bachelor** – the title for an undergraduate degree course (eg Bachelor of Ministry). With the exception of undergraduate Education courses, Bachelor degrees at CHC normally require the completion of 240 credit points. At a standard full time enrolment rate of four units per semester, a Bachelor degree normally takes three years of study to complete. At a standard part time enrolment rate of two units per semester, it normally takes six years. Undergraduate Education courses require 320 credit points for completion, or four years at a standard full time rate of four units per semester.

**Blue Card** – issued by the Public Safety Business Agency (PSBA) of the Queensland government and required for students whose courses involve any kind of interaction with children under the age of 18.

**Census date** – the date by which you must finalise your enrolment in each semester. The census dates for each semester are advertised in Student Handbooks and on the CHC website.

**Combined degree** – a combination of two undergraduate degrees taken simultaneously (eg Bachelor of Arts/Bachelor of Education). Combined degrees at CHC vary in credit point requirements and are dependent upon the combination of courses, but as a guide take a standard full time enrolment of four years to complete.

**Completion within the expected duration of study** – each course at CHC has an expected duration based upon the number of credit points required for completion undertaken with a full time study load. Overseas students are expected the complete their courses within this timeframe.

**Contact hours** – the number of scheduled hours which students are expected to attend class (eg lectures, tutorials, workshops).

**Core units** – units which must be undertaken as part of the requirements of a course. These units enable students to gain skills and knowledge which are deemed essential to the course. At CHC these vary from course to course.

**Course of study (or course)** – the complete award with which a student graduates (eg Diploma of Social Science).

**Course code** – a combination of letters and numbers that identifies a course of study for administrative purposes.

**Credit points** – each individual unit is given a credit point value to represent the proportion of the award that each unit comprises. Units at CHC are generally 10 credit points in value. Each credit point represents one hour per week which a student should devote to that unit throughout the semester, comprising contact time, personal study time and assignment and exam preparation.

**CRICOS** – the Commonwealth Register of Institutions and Courses for Overseas Students. This body registers institutions and courses which are available to overseas students.

**Dean** – a member of the academic staff responsible for the management of a School at CHC.

**Deferral** – a process where a student is able to delay the commencement of study at CHC, normally for a period of six months. Approved deferrals are not included in the maximum time allowed to complete a course of study.

**Degree** – a recognised certification of achievement that is granted to a student after completing the requirements for a higher education course (eg Bachelor of Education).

**DET** – the Department of Education and Training of the Queensland Government.

**DIBP** – the Department of Immigration and Border Protection of the Australian government. DIBP is the body which assesses and issues student visas.

**Diploma** – the title for an undergraduate course (eg Diploma of Ministry). Diplomas at CHC vary in credit point requirements and interested students should check the relevant course guide.

**Direct entry** – Applications that are made directly to CHC.

**EFTSL** – an acronym for Equivalent Full Time Study Load, where an annual full time study load in a course is expressed as 1.0.

**Elective** – a unit that is chosen from a number of alternative units.

**Enrolment** – the process whereby an applicant, having been made a written offer of admission to a particular course of study, accepts the offer to study at CHC, chooses the units they wish to study within the course for the first semester, pays the appropriate fees and is issued with a student number, and student card.

**External mode** – where a unit is offered off campus by distance education.

**Full time student** – a student who studies at least 75% of a standard full time workload in a semester.

**Graduand** – a student who has completed their course requirements but is yet to receive their testamur.

**Graduate** – a student who has completed their award and has received their testamur.
Intensive mode – where units are taught in a compressed format rather than weekly, usually for four or five days, continuously during holiday breaks or across a number of weekends.

Internal mode – where classes are conducted on campus in face-to-face mode each week throughout the semester.

Introductory level unit – units which provide a sound knowledge of essential areas and a foundation for studies in particular majors and/or minors within a course. They are normally coded as 100-level units (eg YO100).

Leave of absence – available to students who wish to apply to temporarily suspend their enrolment in their course, normally for a period of six months. Approved periods of leave are included in the maximum time allowed to complete a course of study.

Lecture – where a member of the academic staff presents to students enrolled in a particular unit the themes and concepts related to that unit.

Major – a sequence of eight units from one particular area of study within a course.

Minor – a sequence of four units from one particular area of study within a course.

Miscellaneous student – a student who is enrolled in a unit(s) that does not lead to an award (eg Bachelor of Education).

OP – an acronym for 'Overall Position' and indicates a Queensland Year 12 student’s state-wide rank order position, which is based on overall achievement.

Part time student – a student who studies less than 75% of a standard full time workload in a semester.

Postgraduate – a student who has an undergraduate degree and is pursuing studies for a more advanced qualification (eg Master of Education).

QTAC – Queensland Tertiary Admissions Centre, through which applications are made for the majority of CHC undergraduate courses.

Satisfactory course progress – a condition of student visas that overseas students make satisfactory progress through their courses.

School – a department within CHC devoted to a particular area (eg the School of Social Sciences).

Semester – the academic year is divided into two semesters. Semester 1 generally runs from February to June, and Semester 2 from July to November.

Semester 3 – a non-standard teaching period in the academic year, running between December and mid-February, which has fewer teaching weeks than Semesters 1 or 2 and so units are available in intensive or external modes.

Study load – a description of the amount of study undertaken by a student in a semester in relation to the declared duration of a particular course, and is usually expressed as ‘full time’ or ‘part time’, or as a proportion of an EFTSL.

Study mode – the means by which a unit of study is delivered to students, which may be ‘internal’ or ‘intensive’ (face-to-face classes) or ‘external’ (distance education).

Testamur – the certificate awarded to a graduate upon completion of a course of study.

Transfer of Credit – may be granted in recognition of prior academic work or other work identified as being of equal depth and rigour to units offered at CHC. The granting of credit reduces the number of units that must be completed to satisfy course requirements.

Tutorial – normally a forum for the consolidation of the themes and concepts introduced in a lecture, and in many cases gives students a chance to practically apply unit content. Tutorials usually contain between 15 and 25 students and provide an atmosphere for discussion, presentation and debate.

Undergraduate – a student who studies a Diploma, Associate Degree or Bachelor degree course at a higher education institution. An undergraduate may already hold a degree but is taking a second or subsequent degree at the same level.

Unit – (also known in universities as a subject or a course) a component of a course that is normally one semester in length.

Unit code – a combination of letters and numbers that identifies a unit of study for administrative purposes.

Written agreement – the document which sets out the course and enrolment details and conditions for overseas students.
## Section 16: CHC Calendar 2017

The information provided below is correct at the time of publication. Please check the [Calendar](#) on the CHC website on a regular basis as dates are subject to change.

### SEMESTER 1, 2017 (2017S1)

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### WINTER SEMESTER, 2017 (2017WS) [4]

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### Important Dates:
- [1] Last day for adding units: 2017S1 - Friday 10 March; 2017WS - Friday, 9 June
- [2] Census date (Last day for dropping units without financial penalty): 2017S1 - Wednesday 22 March; 2017WS - Monday, 12 June
- [3] Last day for dropping units without academic penalty: 2017S1 - Friday 28 April; 2017WS - Friday 23 June
- [4] ANZAC Day: Tuesday 25 April
- [5] Easter Monday: Monday 17 April
- [6] Easter Break: Good Friday: Friday 14 April
- [7] Labour Day: Monday 1 May
- **Public Holidays:**
  - Good Friday: Friday 14 April
  - Easter Monday: Monday 17 April
  - ANZAC Day: Tuesday 25 April
  - Easter Break: Good Friday: Friday 14 April
  - Labour Day: Monday 1 May

### Public Holidays:
- Good Friday: Friday 14 April
- Easter Monday: Monday 17 April
- ANZAC Day: Tuesday 25 April
- Easter Break: Good Friday: Friday 14 April
- Labour Day: Monday 1 May

### CHC Events:
- School of Ministries Graduation (2016 graduands): Sunday 26 March

### Notes:
1. Students in initial teacher education courses are to consult the calendar contained in the School of Education, Humanities and Business – Education courses handbook for the dates that apply to PEP units and Study/Exam Weeks.
2. Universities Australia common vacation week
3. The School of Ministries has a two-week Easter break.
4. 2017WS is available to Millis Institute students only. Not available to commencing students.
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<th>COMMENCING</th>
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**SEMESTER 3, 2017 (2017S3)**

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<td>23 February</td>
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<tr>
<td>30 October</td>
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<tr>
<td>6 November</td>
<td>16</td>
<td>Exam Week</td>
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<tr>
<td>13 November</td>
<td>17</td>
<td>Exam Week</td>
<td>Exam Week</td>
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</tbody>
</table>

**Important Dates:**
- Last day for adding units: 2017S2 - Friday 4 August; 2017S3 - Friday 1 December
- Last day for dropping units without financial penalty: 2017S2 - Thursday 17 August; 2017S3 - Monday 11 December
- Last day for dropping units without academic penalty: 2017S2 - Friday 15 September; 2017S3 - Friday 5 January

**Public Holidays:**
- Brisbane Exhibition: Wednesday 16 August
- Queen’s Birthday: Monday 2 October
- Boxing Day: Tuesday 26 December
- New Year’s Day: Monday 1 January
- Australia Day: Friday 26 January
- Graduation: To be advised

**CHC Events:**
- Open Day: Saturday 5 August
- Graduation: To be advised

**Notes:**
- Students in initial teacher education courses are to consult the calendar contained in the School of Education, Humanities and Business – Education courses handbook for the dates that apply to PEP units and Study/Exam Weeks.
- Universities Australia common vacation weeks
- The School of Ministries has a two-week Easter break.
- CHC closed Monday 25 December - Monday 2 January (inclusive)
### Important dates 2017

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 1, 2017 last day of Early Bird payment (QTAC applications)</td>
<td>30 September 2016</td>
</tr>
<tr>
<td>Semester 1, 2017 unit selection on-time submission</td>
<td>20 January</td>
</tr>
<tr>
<td>Semester 1, 2017 close of applications</td>
<td>18 February</td>
</tr>
<tr>
<td>Semester 1, 2017 orientation program for commencing students</td>
<td>22-24 February</td>
</tr>
<tr>
<td>Semester 1, 2017 commences</td>
<td>27 February</td>
</tr>
<tr>
<td>Semester 1, 2017 last day for adding units</td>
<td>10 March</td>
</tr>
<tr>
<td>Semester 1, 2017 last day for dropping units without financial penalty</td>
<td>22 March¹</td>
</tr>
<tr>
<td>School of Ministries graduation ceremony (2016 graduands)</td>
<td>26 March</td>
</tr>
<tr>
<td>Semester 1, 2017 mid-semester Break</td>
<td>17-21 April</td>
</tr>
<tr>
<td>Semester 1, 2017 last day for dropping units without academic penalty</td>
<td>28 April</td>
</tr>
<tr>
<td>On-time date for application to graduate - mid-year conferral</td>
<td>1 May</td>
</tr>
<tr>
<td>Winter Semester, 2017 unit selection on-time submission¹⁴</td>
<td>15 May</td>
</tr>
<tr>
<td>Semester 2, 2017 close of on-time applications¹⁵</td>
<td>19 May</td>
</tr>
<tr>
<td>Winter Semester, 2017 commences</td>
<td>5 June</td>
</tr>
<tr>
<td>Winter Semester, 2017 last day for adding units</td>
<td>9 June</td>
</tr>
<tr>
<td>Winter Semester, 2017 last day for dropping units without financial penalty</td>
<td>12 June¹</td>
</tr>
<tr>
<td>Semester 1, 2017 exam period</td>
<td>12-23 June</td>
</tr>
<tr>
<td>End of Semester 1, 2017</td>
<td>23 June</td>
</tr>
<tr>
<td>Winter Semester, 2017 last day for dropping units without academic penalty</td>
<td>23 June</td>
</tr>
<tr>
<td>Semester 2, 2017 unit selection on-time submission</td>
<td>30 June</td>
</tr>
<tr>
<td>Semester 1, 2017 results released</td>
<td>10 July</td>
</tr>
<tr>
<td>Semester 2, 2017 close of applications</td>
<td>14 July</td>
</tr>
<tr>
<td>End of Winter Semester, 2017</td>
<td>14 July</td>
</tr>
<tr>
<td>Semester 1, 2017 deferred and supplementary exam period</td>
<td>17-21 July</td>
</tr>
<tr>
<td>Semester 2, 2017 orientation program for commencing students</td>
<td>20 July</td>
</tr>
<tr>
<td>Winter Semester, 2017 results released</td>
<td>25 July</td>
</tr>
<tr>
<td>Semester 2, 2017 commences</td>
<td>24 July</td>
</tr>
<tr>
<td>Applications for 2018 open</td>
<td>1 August</td>
</tr>
<tr>
<td>Semester 2, 2017 last day for adding units</td>
<td>4 August</td>
</tr>
<tr>
<td>Open Day</td>
<td>5 August</td>
</tr>
<tr>
<td>Semester 2, 2017 last day for dropping units without financial penalty</td>
<td>17 August¹</td>
</tr>
<tr>
<td>On-time date for application to graduate - end-of-year conferral</td>
<td>1 September</td>
</tr>
<tr>
<td>Semester 2, 2017 last day for dropping units without academic penalty</td>
<td>15 September</td>
</tr>
<tr>
<td>Semester 2, 2017 mid-semester Break</td>
<td>25-29 September</td>
</tr>
<tr>
<td>Semester 1, 2018 last day of Early Bird payment (QTAC applications)</td>
<td>30 September</td>
</tr>
<tr>
<td>Semester 3, 2017 unit selection on-time submission¹⁶</td>
<td>27 October</td>
</tr>
<tr>
<td>Semester 2, 2017 exam period</td>
<td>6-17 November</td>
</tr>
<tr>
<td>End of Semester 2, 2017</td>
<td>17 November</td>
</tr>
<tr>
<td>Semester 3, 2017 commences</td>
<td>20 November</td>
</tr>
<tr>
<td>Semester 3, 2017 last day for adding units</td>
<td>1 December</td>
</tr>
<tr>
<td>Semester 2, 2017 results released</td>
<td>4 December</td>
</tr>
<tr>
<td>Semester 3, 2017 last day for dropping units without academic penalty</td>
<td>11 December¹</td>
</tr>
<tr>
<td>Semester 2, 2017 deferred and supplementary exam period</td>
<td>11-15 December</td>
</tr>
<tr>
<td>CHC graduation ceremony (2016 graduands) (not School of Ministries)</td>
<td>15 December</td>
</tr>
<tr>
<td>Semester 3, 2017 last day for dropping units without academic penalty</td>
<td>5 January 2018</td>
</tr>
<tr>
<td>End of Semester 3, 2017</td>
<td>23 February 2018</td>
</tr>
<tr>
<td>Semester 3, 2017 results released</td>
<td>12 March 2018</td>
</tr>
</tbody>
</table>

¹³ Semester Census dates.
¹⁴ Winter Semester is available to Millis Institute students only. Not available to commencing students.
¹⁵ Due date to apply and to submit documentation for major offer round.
¹⁶ Semester 3 is not available to commencing students.