



# Capernwray Torchbearers Australia Limited

ABN 21 056 021 820 CRICOS Provider # 00984K National Provider # 90256

Registrar PO Box 210 Moss Vale NSW 2577 Australia

[www.torchbearers.com.au](http://www.torchbearers.com.au) Phone (02) 4868 1516 Fax (02) 4868 1079

## BIBLE SCHOOL APPLICATION FORM

**Priority placement will be given to students attending the 45 week course**

**Certificate III in Christian Ministry & Theology (45 week course) CRICOS # 065753K**

**(Please state year) beginning January, 20.....**

**beginning July, 20.....**

**Statement of Attainment in partial completion of Certificate III in Christian Ministry & Theology (21 week course)**

CRICOS # 065753K

**(Please state year) beginning January, 20.....**

**beginning July, 20.....**

### PLEASE PRINT CLEARLY

Surname ..... Given Names .....

Male/Female ..... Date of Birth .....  
*(Please write in full)*

Country of Birth ..... Citizenship .....

Current Passport number at time of travel to Australia *(optional)* .....

Postal Address.....

.....

Post/Zip Code ..... Marital Status .....

Phone No..... Fax No.....

E-Mail Address .....

Occupation.....

Employer's Name & Phone No.....

Highest level of Education completed .....

If English is not your first language, are you able to comprehend English well and

converse freely? Please give details .....

.....

### NEXT OF KIN (for notification in an emergency)

Full Name .....

Relationship..... Phone Number.....

### NAMES AND ADDRESSES OF REFEREES

Your Minister an Elder or Deacon

Friend or Associate

.....

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.....

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.....

### OFFICE USE ONLY

Date Received .....

Appl. Fee \$ .....

Receipt No .....

School for which accepted:

January 20.....

July 20.....

Date Accepted .....

Signature .....

Accept. Letter.....

Cond. of Enrol.....

Received.....

Info Check.....

Deposit.....

OSHC .....

Date.....

Receipt.....

Balance \$.....

*(Inc. GST)*

Deposit letter.....

Info. sheet sent .....

Confirm of Enrol.....

Tax Invoice .....

Comments .....

## CHURCH AFFILIATION

Name and address of church you attend? .....

.....

Phone No. .... Denomination.....

Give an account of your involvement/responsibilities in your church or other Christian work.....

.....

.....

## FINANCES

Students are responsible for supplying their own support. Scholarships are not given by the School.

a) Are you in a position to pay fees? .....

b) Are you able to provide for all your personal expenses? .....

c) Are you able to pay all your travel expenses, including your return journey? .....

## HEALTH

a) Do you suffer from a disability that would limit you doing practical duties? .....

b) Have you had a nervous breakdown or mental breakdown at any time?.....

c) Have you had recent surgery or extended medical care? .....

d) Have you suffered from, and had treatment for, anorexia nervosa or bulimia? .....

e) Do you have diabetes, epilepsy, blackouts or other medical problems? .....

f) Do you require a special diet for medical reasons? .....

g) Do you regularly require any prescribed medicine?.....

h) Do you have a learning disability? .....

i) Do you smoke? .....

j) Do you drink alcohol? .....

k) Do you use non-prescription drugs?.....

l) Do you have any allergies? If so, details .....

If your answer is YES to any of the above questions please give details on a separate sheet.

Would you be prepared for a doctor to provide a report? .....

## RELATIONSHIPS

a) Do you have any friend/s applying to the same school you are planning to attend? .....

b) If so, please give their name/s .....

c) What is the nature of the relationship? .....

## TALENTS AND HOBBIES

a) Do you play a musical instrument? If so, which one(s)?.....

b) Do you have any specific hobbies/interests that could be useful for the practical running of the School?  
(eg. audio/visual, carpentry, etc.).....

.....

.....

## HOW DID YOU HEAR ABOUT THE SCHOOL?

Staff member/past student/friend ..... (name)

Internet .....

Other .....



## CONDITIONS OF ENROLMENT

Students are expected to be mature and committed to growing in the knowledge and love of the Lord Jesus. It is our aim to keep regulations to a minimum and to **expect proper behaviour rather than legislating**. However, in community living there needs to be a clear understanding of practical guidelines in order to function as a body.

**REGARDING TIMETABLE** - All students are expected to devote themselves unreservedly to their studies in lectures and study periods, which are compulsory, and to conform willingly to the timetable throughout the day. Punctuality and co-operation are essential for the smooth running and well-being of the school and for personal discipline. All students join together for worship and prayer each day, and participate in Sunday services in the local churches of the area. All students help in the daily domestic duties necessary in a well-run home. One day per week is set aside for practical duties in the buildings and grounds. All students participate in a broad programme of Christian Outreach.

**REGARDING STUDY OBLIGATIONS** - All students are expected to complete the Course applied for, remaining to the closing date advertised. The School Authorities reserve the right to terminate the studies of any student who proves unsatisfactory. Printed notes are sometimes available, but students are required to take their own notes in all lectures.

**REGARDING APPEARANCE** - Clean, neat and modest dress as worthy of a Christian who desires to glorify the Lord Jesus, will be expected. Please show moderation and modesty at all times, regardless of prevailing fashions in a permissive society. Because students are involved in local churches and on ministry teams representing Capernwray we ask that you observe the following:

1. All students are expected to keep their hair clean, tidy and well-groomed; (men: a reasonable length)

Once a student arrives they will not make radical changes to their hair, e.g. shaving, colouring etc.

2. Men are not to commence growing a beard during term time, as this often looks scruffy.

3. The following types of clothing and fashions are unacceptable:

- Grunge
- Body Piercing and Facial Piercing and related trends (men - plain single earring/stud acceptable in ear, women - maximum 2 pairs of earrings/studs in ear)
- No Body/Facial piercing and or tattoos are allowed to be received while a student.
- Short skirts/dresses and short shorts
- Tank tops and any clothing that reveals the midriff and/or undergarments.

4. All students are expected to dress appropriately for church, Sunday night programme and during outreach - similar to the above.

Cultural adjustments: Students must realise that in attending our Bible School they may be moving into a different national culture, and must therefore be willing to make the necessary adjustments.

**REGARDING ACCOMMODATION** - We regret that it is not possible to have single rooms, and although age is taken into consideration, it is normally necessary to share bedrooms with a number of others in dormitory style accommodation. No responsibility can be accepted by the School either for accommodation or travel at the end of the School session.

**REGARDING ADDICTIONS** - The use of tobacco, alcoholic beverages, and illegal drugs are **strictly forbidden for all students** (for legal, moral and spiritual reasons). It is required that students who are involved in any of these practices will quit **prior** to course commencement and **abstain** throughout the course. (Rom. 14:21)

More Information can be found on the website [www.torchbearers.com.au](http://www.torchbearers.com.au) including:

The Prospectus

The Student Handbook

Transfer Between Registered Providers Policy and Student Transfer Request Form

To access the Australian Government's Education Services for Overseas Students Act 2000, the National Code 2007 and the ESOS National Framework for Students go to [www.aei.dest.gov.au/ESOS](http://www.aei.dest.gov.au/ESOS)

## FEE STRUCTURE

(As of July 18, 2011). Please check the website for current fees. [www.torchbearers.com.au](http://www.torchbearers.com.au)

Australian student	1 Semester (21 weeks including term break)	\$10000 (AUD)
	2 Semesters (45 weeks including term breaks)	\$15500 (AUD)
Overseas student (AUD)	1 Semester (21 weeks including term break)	\$10000 (AUD) + Compulsory Overseas Health Cover \$429
	2 Semesters (45 weeks including term breaks)	\$15500 (AUD) + Compulsory Overseas Health Cover \$429 (AUD)
Breakdown of Fees:	Tuition (all students)	\$4000 (AUD) per semester \$8000 (AUD) per year
	Accommodation & Food (Australian student)	\$6000 (AUD) per semester \$7500 (AUD) per year
	Accommodation & Food (Overseas student)	\$6000 (AUD) per semester \$7500 (AUD) per year
Married Couples:	Spouse (student)	75% of tuition, accommodation & food
	Spouse (not a student)	Accommodation & Food only
Children:	On-campus while parent/s is a student	
	0 – 2 year old	Free
	3 - 4 year old	\$1400
	5 – 17 year old	50% discount of accommodation & food
	18+ (not a student)	Accommodation & food only
	17+ (student)	50% discount of tuition, accommodation & food

### ACCEPTANCE PROCEDURE

1. We receive your Application with application fee of \$50 (AUD). Application may be for 1 semester or 2 semesters.
2. We send an e-mail to you acknowledging your application and invite open communication to deal with any questions you may have
3. Once accepted, we send an acceptance letter for either 1 semester or 2 semesters.  
Attachment: Receipt for \$50 (AUD) application fee  
Payment options sheet  
Conditions of Enrolment to be signed and returned with the deposit
4. We receive your Deposit of \$1550 (AUD) plus premium for OSHC
5. We send a letter of acknowledgement for the Deposit for 1 semester or 2 semesters.  
Attachment: Tax Invoice  
Confirmation of Enrolment certificate (CoE)  
Student Information Sheet
6. We receive balance of your payment prior to course commencement

### PROTECTION OF FEES

On receiving the Application Fee, Deposit and Balance of Fees, all monies are deposited in a 'Student Trust Account', (WESTPAC & ING) which are separate bank accounts assigned only to receive School Fees. Money from the student is not drawn from this account until the calendar year the student commences the course. Capernwray Torchbearers Australia is also a member of a Tuition Assurance Scheme.

### Fee Change

Please note that fees may be subject to change. If fees are increased, there will be no additional increase if the Application Fee \$50 (AUD) has been received by the Bible School. If fees are decreased, there will be no adjustment or refund of the decreased amount once the Application Fee \$50 (AUD) has been received by the Bible School subject to the discretion of the Bible School National Director.

## REFUND POLICY

Capernwray Torchbearers Australia Limited will refund the fees within four weeks after the day the student withdraws from the course, less any amounts related to expenses the School incurred for the student's course before the day the student withdrew from the course. The School will issue a statement explaining how the refund is worked out in accordance with the School Refund Policy.

### *Refund Policy – Overseas Student*

#### **Cancellation Prior to Commencement of Course:**

Refund less administration expenses totalling no more than the lesser of:

- \$250
- 5% of the total amount of course money that the School received in respect of the student for the course before the day the student withdrew from the course.

#### **Non-completion of Course:**

Refund of course money that the School received in respect of the student before the day the student withdrew from the course, less the following deductions:

- the proportion of course money that is equal to the duration of the course provided to the student before the day the student withdrew from the course.
- 50% of balance of above proportion (or less at the discretion of the Principal for exceptional circumstances) to offset expenses of accommodation and other domestic services that cannot be offered to another student.

#### **Refund of OSHC:**

Monies that the School has received on behalf of the student for OSHC will be refunded in accordance to the following position:

- If the School has paid the OSHC fee on behalf of the student before the day the student withdrew from the course, a refund will need to be obtained from Medibank Private.
- If the School has not paid the OSHC fee on behalf of the student before the day the student withdrew from the course the School will refund the full OSHC fee received on behalf of the student.

### *Refund Policy – Australian Student*

#### **Cancellation Prior to Commencement of Course:**

Refund less administration expenses totalling no more than the lesser of:

- \$250
- 5% of the total amount of the course money that the School received in respect of the student for the course before the day the student withdrew from the course.

#### **Non-completion of Course:**

Refund of course money that the School received in respect of the student before the day the student withdrew from the course, less the following deductions:

- the proportion of course money that is equal to the duration of the course provided to the student before the day the student withdrew from the course.
- 50% of balance of above proportion (or less at the discretion of the Principal for exceptional circumstances) to offset expenses of accommodation and other domestic services that cannot be offered to another student.

#### **Austudy/Student Allowance:**

If the student is in arrears with School fees when the student withdraws from the course because he/she is receiving payments from Centrelink, the School will invoice the student for:

- the proportion of course money that is equal to the duration of the course provided and
- 50% (or less at the discretion of the Principal for exceptional circumstances) to offset expenses for accommodation and other domestic services that cannot be offered to another student.

### **Refund in the event of non-delivery of course**

In the event that Capernwray Torchbearers Australia is unable to deliver the course offered, Capernwray Torchbearers will contact the applicant/student within 7 days following sufficient evidence for being unable to deliver the course. A full refund of monies paid will be offered and given within 7 days after written notification by the applicant/student requesting a refund. Capernwray Torchbearers will also notify the applicant/student of other colleges delivering the course and/or other Capernwray Torchbearer Bible Schools which may accept the student.

## Term Breaks

There is a two (2) week break between each term and a three (3) week break mid-year between Semesters 1 & 2 and an eight week (8) break at the end of each year (December/January). All students must leave the campus during these breaks, so when calculating finances, students should allow for this. Many overseas students use this time to travel. The cost of living during Term Breaks is dependent on where the student travels to & from, stays and activities he/she undertakes.

Suggested websites for more information include:

<u>Travel</u>		<a href="http://www.travel.com.au">www.travel.com.au</a>
		<a href="http://www.cityrail.info">www.cityrail.info</a>
<u>Accommodation</u>	Youth Hostel	<a href="http://www.yha.com.au">www.yha.com.au</a>
	Caravan Park	<a href="http://www.big4.com.au">www.big4.com.au</a>
	Hotel	<a href="http://www.hotel.com.au">www.hotel.com.au</a>

Meals Budget approx \$30 per day (minimum)

## PRIVACY POLICY

Capernwray Torchbearers Australia Limited acknowledges and respects the privacy of individuals in accordance with the principles listed below:

1. We will only collect personal information from you with your prior knowledge and consent.
2. We will only use personal information provided by you for the purposes for which it was collected.
3. We will not disclose your personal information to a third party without your consent.
4. We will not disclose your personal information to other institutions and authorities except if required by law.
5. We will provide you with a copy of your personal information in our records within 14 days of your written request.
6. We protect the personal information that we have under our control from unauthorised access, improper use, or alteration by restricting access to our files and database to only those personnel responsible for their maintenance and use.

## REGISTER OF CONSENT

### Confidentiality Procedure

Information about a student, except as required by law or as required under the Standards for Registered Training Organisations, is not disclosed without the student's written permission and that of their parent or guardian if the student is under 18 years of age. Where a student consents to disclosure of information, this consent is kept on the 'Register of Consent' Form in the Registrar's office.

Students have access to their personal records.

People external to the school who act on its behalf, e.g. on complaints committees or technical experts in internal audits, are made aware of these procedures before they begin work in the school.

# ENROLMENT AGREEMENT - TO BE SIGNED BY ALL APPLICANTS

I have read and I fully understand the Conditions of Enrolment and the Refund Policy.

I agree unreservedly to carry out my studies and duties at all times to the best of my ability.

I will accept the decisions, disciplines and regulations of the School Authorities during my stay at the Bible School.

Signature of Applicant .....Date .....

## ENROLMENT AGREEMENT – ALSO TO BE SIGNED BY PARENT/GUARDIAN IF APPLICANT UNDER 18

I have read and I fully understand the Conditions of Enrolment and the Refund Policy.

Name and Signature of Parent/Guardian who consents for the applicant to attend if the applicant is under the age of 18.

Name of Parent/Guardian (please use block letters) .....

Postal Address of Parent/Guardian (please use block letters) .....

.....  
.....  
.....

Phone No.: ..... Fax No.: .....

e-mail: .....

Signature Parent/Guardian.....Date.....

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

**IMPORTANT** ⇒

### HAVE YOU ENCLOSED THE FOLLOWING?

- An Application Fee of AUD \$50.00 [Bank draft, Credit Cards (+2% Bank Fee) No personal cheques]  
This Application Fee is not refundable on cancellation.
- Two Passport size photos
- Two completed reference forms (**one from your pastor**)

### PLEASE NOTE:

*Parts or all of the information provided on these forms may be made available to Commonwealth and State Agencies, Fund Manager of the ESOS Assurance Fund, Medibank Private, ACPET, pursuant to obligations under the ESOS Act 2000 and the National Code 2007*