



# Australian College of Theology

## Coursework Course Application Form



**Information collected on this form is required to be reported to the Department of Education, and will be used to provide targeted support to students.**

A reminder to submit any relevant identity documents, Working With Children Check (if applicable), and evidence of previous studies.

### APPLICANT DETAILS:

Legal name in Full (as shown on your Passport): .....

Title                      First Name(s)                      Surname

Preferred Name: ..... Date of Birth (DD/MM/YYYY) .....

ACT student number (if known): ..... USI (Unique Student Identifier): .....

Find your USI at <https://usi.gov.au>

Gender:  Male     Female     Unspecified

**Contact Details:**

*Term address:*

No. & Street:		Suburb:	
State:	Postcode:	Mobile:	
Phone:	Emergency Contact: (name, phone number and relationship)		
Email:			

*Permanent home address (overseas students and Temporary Permit Visa holders MUST fill in their HOME country details):*

No. & Street:			
Suburb	State:	Postcode:	
Country	Email:		
Phone:	Mobile:		

### COURSE ENROLMENT:

Course name: .....

Intended study load (full-time or part time): ..... Commencing Semester: ..... Year: .....

Intended payment method (upfront fees or a FEE-HELP loan): .....

Intended study mode (on-campus, off-campus, or a mixture of both): .....

Tuition fees for units are outlined at [actheology.edu.au/fees](http://actheology.edu.au/fees). See [actheology.edu.au/fees](http://actheology.edu.au/fees) for FEE-HELP eligibility and application process.

### DEMOGRAPHIC:

Country of birth: ..... Year of arrival in Australia if born outside Australia: .....

Language spoken at home (other than English): .....

**Do you identify as Aboriginal and/or Torres Strait Islander?**

Aboriginal             Torres Strait Islander             Both Aboriginal and Torres Strait Islander             Neither

## DISABILITY:

### Do you have a disability, impairment or a long-term medical condition which may impact your learning experience?

YES  NO  PREFER NOT TO SAY      If **YES**, please indicate the area/s of impairment. Please mark all that apply.

- hearing       physical       vision       medical condition       acquired brain injury
- intellectual       specific learning disability       mental health condition       neurological condition
- other – please specify .....       Prefer not to say

Disability effective from: ..... /..... /.....

If you have said yes to any of the above, would you like to receive advice on support services and facilities which may assist you?  YES  NO

## PREVIOUS QUALIFICATIONS:

Your highest educational attainment: .....

Year of Completion: .....

Your highest level of school attainment in Australia:  Year 9  Year 10  Year 11  Year 12  Unknown

If you completed year 12 in Australia, please state the year of completion: .....

In what state did you attend year 12 (if completed overseas, skip to the HEP questions):

NSW  QLD  NT  WA  SA  VIC  TAS  ACT

Suburb of your school during your final year of secondary school: .....

The Australian suburb and postcode of your permanent home residence in your last year of secondary school:

.....

Did you attend a previous Higher Education Provider (HEP):  Yes  No

What year did you last attend: .....

What was the name of the Higher Education Provider: .....

Australian Tertiary Admission Rank (ATAR) (value will range from 0.05 to 99.95): .....

*(note: Old students must convert their OP scores. Talk to your enrolling college for details).*

Basis for admission to current course:

- Previous higher education course       Previous VET qualification       Secondary education
- Other basis: .....

IELTS score (including subtest scores): .....

(for applicants from a non-English speaking background)

## CITIZENSHIP:

### Citizenship status (please tick only one):

- Australian citizen       New Zealand citizen
- Permanent Resident       Temporary permit visa (incl. Student Visa)
- Permanent Humanitarian Visa       Other (please state) .....

Citizenship status effective from: ..... /..... /..... (applies only if the student provides evidence that their citizenship or residence status has changed)

## PARENT DETAILS:

What was the highest level of education completed by your parent/guardian #1 (please tick only one box):

1. Postgraduate qualifications (eg masters, PhD)
2. Bachelor qualification
3. Other post school qualification (eg, VET/TAFE certificate, apprenticeship, associate degree or diploma)
4. Completed Year 12 or equivalent
5. Did not complete Year 12 or equivalent
6. I don't know

What was the highest level of education completed by your parent/guardian #2 (please tick only one box):

1. Postgraduate qualifications (eg masters, PhD)
2. Bachelor qualification
3. Other post school qualification (eg, VET/TAFE certificate, apprenticeship, associate degree or diploma)
4. Completed Year 12 or equivalent
5. Did not complete Year 12 or equivalent
6. I don't know

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## REGULATION/TERMS OF ENROLMENT:

**Overseas Students:** The information provided by overseas students to the provider (the Australian College of Theology) may be made available to Commonwealth and State agencies and the Fund Manager of the Educational Services for Overseas Students (ESOS) Assurance Fund, pursuant to obligations under the ESOS Act 2000 and the National Code; and the provider is required, under section 19 of the ESOS Act 2000, to tell the Department about: (i) certain changes to the student's enrolment; and (ii) any breach by the student of a student visa condition relating to attendance or satisfactory academic performance.

**Variation of Enrolment:** Students who wish to vary their enrolment by addition of or withdrawal from a unit should consult their Affiliated College Registrar for the critical dates that apply to that unit and the procedure to use to apply for a variation. Withdrawal from a unit after the Withdrawal Date will attract a fail (FW) grade. [For more information, see [www.actheology.edu.au](http://www.actheology.edu.au) – Variation of Enrolment]

**Closing dates for application:** An application for enrolment in a unit lodged after the Administrative Date for the unit may be subject to the Variation of Enrolment Fee.

**Credit Transfer / RPL:** ACT's Credit Transfer and Recognition of Prior Learning policies are published on the ACT's website [www.actheology.edu.au](http://www.actheology.edu.au).

**Grievance Resolution:** The ACT's Grievance Resolution Policy for Domestic Students and the Grievance Resolution Policy for Overseas Students are available on the ACT website at [www.actheology.edu.au](http://www.actheology.edu.au).

**Refunds of tuition fees:** Candidates who withdraw after the census date of a unit and wish to apply for a tuition fee refund must apply in writing to the Registrar of the Australian College of Theology. A copy of the Tuition Fee Refund application form and policy can be found on the Australian College of Theology website [www.actheology.edu.au](http://www.actheology.edu.au).

## APPLICATION AND DECLARATION:

I apply to be enrolled in the Course and Units set out above and agree that, upon acceptance, I will be enrolled at the Australian College of Theology on the terms set out above.

Unless I am applying for cross-institutional enrolments or Single Unit Study, I note that am enrolling in units contributing to the completion of a course of the Australian College of Theology and I declare my intention to complete this course of study.

Should I be accepted as a student of the Australian College of Theology, I will abide by its rules and policies. I understand that I can access the rules and policies relating to my course and my enrolled units on the website of the Australian College of Theology at [www.actheology.edu.au](http://www.actheology.edu.au).

In particular, I acknowledge that I have read, understand and accept:

- the Grievance Resolution Policy for Domestic/Overseas Students; and
- (if I am an overseas applicant) the ACT Refund Policy and Agreement for Overseas Students.

I also understand that:

- The Australian College of Theology is collecting the information in this form for the purpose of assessing my eligibility for the Higher Education Loan Program under the *Higher Education Support Act 2003* and allocation of a Commonwealth Higher Education Student Support Number to me; and for program administration purposes, including the viewing of survey data by relevant parties.
- The Australian College of Theology will disclose this information to the Australian Government as required under the *Higher Education Support Act 2003*.
- The Australian Government is required to store the information securely.
- The Australian College of Theology may disclose information to government departments in relation to transport concessions.
- The Australian College of Theology and the Australian Government will not otherwise disclose the information without my consent unless required or authorised by law.
- My information may be sent to software vendors in order for me to access software relevant to my course at reduced rates, and not on-sold to any provider.
- I have read and acknowledge ACT's statement on COVID-19 vaccination.
- Work submitted in relation to this course may be submitted to organisations for academic integrity assurance.

Noting that giving false or misleading information is a serious offence under the Criminal Code, I confirm that, to the best of my knowledge, all the information in this form is correct.

**Signature of applicant** ..... **Date:** .....

(NB: only the applicant may sign this form – no proxy signatures will be accepted)



mst

**Melbourne School of Theology**

Supplementary Application Form  
Australian Citizens and Residents

Melbourne School of Theology exists to equip God's people with **transformational theology**, **biblical depth** and a **missional heart**, to effectively communicate the Gospel of Christ to a diverse and changing world.



## The Supplementary Application Form

The Supplementary Application Form requires the applicant to provide further details specific to the Melbourne School of Theology application process, in addition to the ACT/MST Application Form.

You will need to provide three references, as well as respond to a number of questions about your Christian Life.

## Pastoral Reference

The required Pastoral Reference form can be found on the MST website (<https://www.mst.edu.au/apply/>). It is important for you to email your Pastor the *Pastoral Reference Form*, who will then need to email the completed form to [enrolments@mst.edu.au](mailto:enrolments@mst.edu.au), as part of the application process. Please contact MST if you are unable to obtain a Pastoral Reference.

## Processing your Application

Once the Enrolment office has received your Application Form (completed in full), reference form, and copies of your transcripts and certificates, your application will be reviewed by the Applications Committee. The Applications Committee usually invites applicants to attend an interview at the College in person, or over the phone.

## Offer of Study

Once the Applications Committee has approved your application, you will receive an official MST Acceptance Letter as well as a Student Agreement document by email. You will need to fill out the Student Agreement and return to the Enrolment Coordinator by email ([enrolments@mst.edu.au](mailto:enrolments@mst.edu.au)) to confirm your acceptance.

## Enrolment

When your acceptance has been confirmed, you will then need to attend the Orientation & Enrolment Day to enrol into your subjects for your first semester at MST. If you cannot attend Orientation Day, you will need to contact the Enrolment Coordinator to arrange a time to either enrol in person or over the phone before the start of the semester. The enrolment process *must be completed* prior to attending lectures.

## eCampus and Study

After you have enrolled you will receive notification from the MST IT Manager that your eCampus account has been created for you. You will be able to log in using the username and password provided. It is recommended that you change your password immediately. Once you have access to eCampus then you have successfully completed all of the Application and Enrolment processes at MST, and will be ready to commence your studies.

**If you have any questions regarding the application process, please phone MST on 03 9881 7800 to speak with a representative from our Enrolments Office.**

## SECTION 1: REFEREE

Please give a reference forms to your Pastor. The Pastoral Reference form can be downloaded from the MST website. Your Pastor will need to have known you for at least 2 years, and not be a family relative.

Please supply the following details of the Pastor you have given a reference form:

### PASTORAL REFEREE

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Name:

Phone:

Email:

Church:

Position in your church:

## SECTION 2: YOUR CHRISTIAN LIFE

The following questions are asked to assist us in understanding your intention to study, and for you to share with us your story. We are interested to know when and how you became a Christian, your personal goals in applying to study at MST, areas of Christian service you are presently involved in, what you expect to get out of your studies at MST, and where you see yourself in the future. We recognise that every person has a different story, and that there are no 'right answers'. It's your story.

**Tell us how you came to receive Christ as your personal Lord and Saviour:**

**How do you feel that studying at MST will help you in your Christian faith and witness?**

What areas of ministry (church, community, or mission context) are you currently serving in?

Do you have a sense of where God is leading you to serve Him?

Can you foresee any circumstances that could hinder the completion of your studies?

How would you describe your current level of support/affirmation to study from your church leadership, family, and friends?

Is there anything else you would like to say in support of your application?



## SECTION 3: DECLARATION

Please read through the regulations and declaration regarding the conditions of applying.

**Closing dates for application:** Applications need to be submitted by 30<sup>th</sup> January for Semester 1 or 30<sup>th</sup> June for Semester 2. As the application process can take up to 3-4 weeks, it is advised to submit all paperwork as early as possible. Applications submitted beyond these dates cannot be accepted.

I certify that to the best of my knowledge the above details are correct, and I understand that giving false or misleading information is a serious offence under the Criminal Code.

Please check:

- I have read the Student Fee Schedule and the Student Fee Policy (as found on the MST website ([www.mst.edu.au/fees](http://www.mst.edu.au/fees)) and I understand my fees for my studies at MST will be relative to the MST Fee Schedule and are subject to change on an annual basis.
- I am in complete accord with the MST Mission Statement, Core Values, and Theological Position (as stated on the MST website [www.mst.edu.au](http://www.mst.edu.au)).
- I have understood, and have access to, all the requirements set out in the ACT Student Handbook (<https://www.actheology.edu.au/documents/>) and agree to live and work, by God's grace, within this framework while I am at College.

I understand that the college is bound by government regulations on vaccine requirements for Higher Ed providers which may affect my ability to attend On Campus classes.

Signature of Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

Please forward your completed application to the Enrolment Office by email to [enrolments@mst.edu.au](mailto:enrolments@mst.edu.au). Alternatively, you can send your completed form via post. Our contact details are provided for you below.



### CHECKLIST



I have included copies of my transcripts/certificates.

I have included a copy of my Photo ID.

Referee form has been sent to my elected referee.

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Ph: +61 (03) 9881 7800

[www.mst.edu.au](http://www.mst.edu.au)

[enrolments@mst.edu.au](mailto:enrolments@mst.edu.au)



MST is an affiliated college of the  
Australian College of Theology  
CRICOS code: 02650E

