



Australian Institute of Family Counselling

Excellence in Christian Counselling Training

RTO Provider 88037 - CRICOS Provider 02400A



Accredited Course Codes: Advanced Diploma 80884ACT, Certificate IV 80882ACT

AIFC INTERNATIONAL STUDENT'S PACKAGE

Instructions for Completing the Application for Enrolment for the Advanced Diploma of Counselling and Family Therapy (Christian)

Those wishing to apply for enrolment for the Advanced Diploma of Counselling and Family Therapy (Christian) **Overseas Student Program (OSP)** need to observe the following:

- **Conduct of the course, in 2011, is dependent upon AIFC receiving sufficient applications by Friday 15th October, 2010.**
- The course for overseas students, studying on a student visa, is **only held in Canberra, ACT.**
- The course will only be available in **English** and all students **MUST have an IELTS score of at least 6.5.**
- Read the AIFC Prospectus and International Student Package statement and note:
 - AIFC's CRICOS Overseas Student Provider number is 02400A and the course accreditation number is 066546J for the Advanced Diploma.
 - Requirements for application and enrolment.
 - The course fees.
 - The non-refundable application fee (unless AIFC does not deliver the course).
 - The fee refund policy generally.
 - The term dates, especially the start date. You will need to be settled into living arrangements in Canberra before the start date to ensure you are organised for success.
- Obtain **four (4)** current passport-sized photographs and send them with your application.
- Note the term and intensive-teaching seminar dates on page 2 of these instructions.
- The *Application for Enrolment form* is to be completed fully, including the check-list, signed and dated.
- Keep a complete copy of your application (including: these *Instructions for Completion*, *Application form* and *Annex A Information for Students*) for your records and future reference.
- Secure your application with all enclosures attached (photographs, fee, referee form Annexes etc).
- Post the whole package to the AIFC National Office in Canberra.
- We will process your application as soon as possible and you will be notified of the result.
Please do not send your application until it is complete, it cannot be processed until it is.
- If you wish to apply for Recognition of Prior Learning (RPL) you will also need to obtain and complete an *Application for RPL* form. These are available from the office or the website.
- Previous AIFC students who have completed the AIFC Certificate IV and who wish to complete the Advanced Diploma (Year 2) and those who wish to upgrade from Diploma to Advanced Diploma level will need to submit an *Application for Re-enrolment* and an *Application for RPL*.

FEES FOR 2011 (All fees are in Australian dollars, are subject to change and may change for 2012)

Application Fees

Must accompany your application and apply as follows:

\$500 "Early bird" Application Fee: application received by Friday 1st October, 2010, or

\$600 Application Fee: applications received after 1st October, 2010.

Please note: The Application Fee is not refundable unless AIFC does not deliver the course.

Course Fees (Could change if the proposed primary campus becomes unavailable).

The first term payment MUST be paid by one of the methods on your invoice no later than 10th November, 2010. Students who apply after Wednesday 10th November, 2010 MUST pay the first term fee with their application. The term fee will be refunded if the application is not accepted.

Year 1	Year 2	
\$10,100	\$10,700	If paying for the whole year, or
\$2,575 per term (total \$10,300)	\$2,725 per term (total \$10, 900)	If paying by term, Term 2, 3 and 4 fees must be paid at least two weeks before Seminar 2, 3 and 4 respectively. An admin. fee of \$30 applies if not paid by the due date or 10% of the total term fee, plus GST, if paid 2 weeks after due date

Other fees that may apply

Late Assignment Fees:	\$60 (incl. GST) per assignment,
Administration fees:	\$30 (incl. GST) for payments not received by due date, or \$60 (incl. GST) for payments made at seminars, or
Late Payment fee:	10% of the total term fee (incl. GST) for payments made after seminars.

What the fees include

- Handbook for Students;
- Eight comprehensive training volumes (provided one per term) prepared by Dr. Bruce and Mrs. Nellie Litchfield;
- Assessment, handouts, tests and coaching;
- Intensive-teaching seminars including morning and afternoon refreshments; and
- For Year 2, professional indemnity insurance cover for the practical counselling sessions.

What the fees do not include

- Accommodation, travel costs and lunch at seminars and during class sessions;
- Year 1 textbooks: approximately \$275; and
- Year 2: a) Textbooks: approximately \$375;
b) Counselling supervision: 12 one-hour sessions are required and they could cost from \$40 to \$100 each, if your supervisor charges; and
c) Counselling association membership fee.

TERM DATES AND CAMPUS

The course duration is 40 weeks comprising attendance at the:

Primary Campus	Secondary Venue
Location: YWAM, 76 Federal Highway, Watson, ACT, 2602. Except weeks Intensive teaching seminars attended	Location: The Rheinberger Centre, Corner Weston and Loch Streets, Yarralumla, ACT, 2600.
For class room activities Students are required to attend classes: 9.00 am to 5.00 pm Monday and Tuesday and to 2-30 pm Wednesday.	For Intensive-teaching Seminars Students are required to attend Intensive-teaching Seminars as follows:
Term 1: 3 March to 20 April Term 2: 12 May to 13 July Term 3: 21 July to 7 September Term 4: 22 September to 23 November	Seminar 1: 3 to 5 March Seminar 2: 12 to 14 May Seminar 3: 21 to 23 July Seminar 4: 22 to 24 September Seminar 5: 3 December

USE OF PERSONAL INFORMATION

The privacy of any personal information, supplied to AIFC to support your application, will be respected. Such information will not be divulged, without your permission, except to AIFC staff, where necessary for proper conduct of the course, to Commonwealth and State agencies and the Fund Manager of the ESOS (Education Services for Overseas Students) Assurance Fund where required by law. This information includes personal and contact details, course enrolment details and changes and the circumstance of any suspected breach, by the student, of a student visa condition.

AIFC, PO Box 210, Gungahlin, ACT 2912 Phone: 61 2 6242 5111 Fax: 61 2 6242 5333

Email: aifc.info@aifc.com.au

Website: www.aifc.com.au



Australian Institute of Family Counselling

- Excellence in Christian Counselling Training -



Accredited Course Codes: Advanced Diploma 80884ACT, Certificate IV 80882ACT

Application for Enrolment

AIFC INTERNATIONAL STUDENTS

Please complete, check, sign, date and send to:

Australian Institute of Family Counselling

PO Box 210, Gungahlin, ACT, 2912, Australia

Phone: 61 2 6242 5111 Facsimile: 61 2 6242 5333

Email: aifc.registrar@aifc.com.au website: www.aifc.com.au

Please affix one

Photograph

here

Section 1: Personal Details

Course Location **Canberra Overseas Student Programme** Year _____

Family name _____ Title _____ Given names (*in full*) _____
(Please underline preferred name)

Address _____
_____ Post Code _____

Phone: Home _____ Business _____ Fax _____

Mobile _____ Email _____

Date of birth _____ Marital status _____ Gender (*circle*): Male / Female

Current occupation _____ Passport number _____

Country of Birth _____ Citizen of which country? _____

Health (*circle*): Excellent / Good / Average / Poor (Attach further details of any health problems)

Disability that could affect your studies _____

Education - Secondary School _____
_____ Level _____ and Year _____

Education – Tertiary: (*Name of College, Institute or University*) _____

Qualification/Year attained _____

Education – Other _____

Employment history and other relevant information (*Applicants without tertiary qualifications should give full details including life and work experiences. Provide an attachment if insufficient room*): _____

Church denomination _____ Year of conversion _____

Name of church _____ Position _____

Name of two Referees (*Also attach the Referee's report from your Church/Ministry leader or representative*)

1. Church leader: Name _____ Position _____ Phone _____

Address: _____

2. Other referee: Name _____ Position _____ Phone _____

Address: _____

Briefly describe your Christian experience? (*Provide an attachment if insufficient room*) _____

Please list any courses you have undertaken in Christian studies (*Provide an attachment if insufficient room*) _____

Please list any courses/seminars you have undertaken in Counselling (*Provide an attachment if insufficient room*) _____

Counselling experience _____

Attach a short outline (about half page) explaining why you are applying to do this course and how you believe that God is leading you to do it.

How did you find out about this course? (circle) Friend / Magazine / Internet / Church / Mail / Radio

Please provide precise details: _____

Do you plan to do the whole two-year training program? (circle) Yes / No. Please provide details _____

Do you have sufficient funds to pay course fees and living expenses whilst in Australia? Yes / No. Please provide details _____

ARE YOU ALREADY ENROLLED WITH ANOTHER EDUCATION PROVIDER IN AUSTRALIA? YES/NO (circle).

If so you **MUST** obtain, from the National Office, a copy of the AIFC "Policy Applicable to Overseas Students Who Wish To Transfer From Another Provider TO AIFC Whilst on a Student Visa" and meet all of the requirements therein **BEFORE** your application can be considered.

Section 2: English Language, Literacy, Numeracy Self-Assessment

1. Is English your first language? (circle) Yes / No

2. Please rate your general **READING** ability by circling a number below.

1. 2. 3. 4. 5.
Very poor Average Very good

3. Please tick the statements that are **TRUE** for you.

- I can read details on most forms eg. Medicare forms, enrolment forms, etc.
- I read magazine articles, books, street maps and TV Guides.
- I read newspaper articles
- I can follow instruction manuals.

4. Please rate your general **WRITING** ability by circling a number below.

1. 2. 3. 4. 5.
Very poor Average Very good

Section 2 Continued on next page

5. Please tick the statements that are TRUE for you.

- I write lists and complete forms.
- I write letters and can take a written phone message.
- I could write a letter of complaint.
- I could write a letter of application for a job.

6. Please rate your general MATHEMATICAL ability by circling a number below.

1. 2. 3. 4. 5.
Very poor Average Very good

7. Please tick the statements that are TRUE for you.

- I can add, subtract, multiply and divide using a calculator
- I can add, subtract, multiply and divide without a calculator
- I can work out percentages

For Those With English As A Second Language

AIFC's approach is to ensure that people entering its courses have the skills to successfully complete them and gain the maximum benefit from them. This particularly applies to language and literacy skills.

Applicants are required to have a current International English Language Testing Scheme (IELTS) test score of at least 6.5. You must include a certified-true copy of your IELTS test score with your *Application for Enrolment*.

You will only be accepted into the course if it is considered that your English ability is sufficient to enable you to effectively participate in and benefit from the course

Section 3: Extra Learning Support – Self-Identification Checklist

Please indicate below, areas where you think you may need support during your course, do this by placing a tick in the appropriate box.

- 1. Focussing on tasks and understanding concepts
- 2. Retaining or recalling information
- 3. Research skills, note-taking, organising information and referencing
- 4. Expressing ideas in writing (reports, assignments)
- 5. Analytical and critical thinking skills
- 6. Oral presentation skills
- 7. Numeracy skills (x, +, %, measurement, calculations)
- 8. Computing skills / word processing
- 9. Help with English pronunciation

Section 4: Application Fee, non-refundable fee, attached / authorised

- Correct fee identified (**circle one**): "Early-Bird" / Application
- Payment by (**circle one**): Cheque / Money order / Cash / Credit card
(DO NOT SEND CASH BY MAIL)

Type of credit card (**circle one**): MasterCard / Visa (these are the only cards accepted)

Person's name on credit card _____

Credit card number _____ Expiry _____

Signature of card holder _____ Date _____

Section 5: Application Correct and Complete Check-List

Please carefully review and check-off below, all requirements throughout your application to ensure it is accurate and complete. This will ensure that your application can be processed.

Checklist	Complete (Tick)
Section 1: Personal Details	
Photographs attached: Four passport size with name written in block-letters on the back	
Referee report from Church or Ministry Leader attached as per page 2	
Short outline attached as per page 2	
Section 2: English Language, Literacy, Numeracy Self-Assessment	
A certified-true copy of your IELTS test score is attached as per page 3	
Section 3: Extra Learning Support – Self-Identification Checklist	
Section 4: Non-refundable Application Fee attached / authorised on page 3	
Term 1 fee to be attached/authorised (if application submitted after 10 November 2010).	
Course Fees proposed payment option: <ul style="list-style-type: none"> • This information is to provide AIFC with an idea of how you might pay your course fees so we can make adequate administrative arrangements. <div style="text-align: center;"> Year in advance / By term in advance <i>(Circle which applies):</i> </div> • We will endeavour to send an invoice to you, before payment is due. This will be sent by e-mail so please supply a valid e-mail address. • Payments, apart from the application fee, are to be made by one of the methods on your invoice before the due date. • The term 1 fee is to be paid with your application if it is submitted after 10th November, 2010. • You are responsible for payment by the due date whether or not you receive the invoice. If you have not received the year/term invoice, one week before the payment due date (payment due dates are 10th November for seminar 1 and 2 weeks before seminars 2, 3 & 4), please contact our Accounts Manager (Phone 61 2 6242 5111 or e-mail to AIFC.accounts@aifc.com.au). 	Year Fee \$
Instructions for Completing the Application for Enrolment: Read, understood, initialled, dated and attached	
Annexure A: Information for Students: Read, understood, initialled, dated and attached	
Copy of completed and complete application retained for own reference	

Correct, complete and agreed: *I declare that:*

The information on this form is, to the best of my knowledge, correct and complete in every detail, and I have carefully read and taken the time and appropriate advice to understand all the information included and accept the requirements detailed in the AIFC Prospectus, the Instructions for Completing the Application for Enrolment, Annexure A being the International Student Package Information for Students and other relevant information and I agree to accept all conditions contained therein and I agree to abide by all of the requirements stated.

Signature of applicant: _____ Date: _____

Applicant's name (Block letters): _____

Thank you for your cooperation in completing all the detail in this application. This has been necessary to ensure your application complies with the requirements of the Australian Quality Training Framework (AQTF).

AIFC INTERNATIONAL STUDENT'S PACKAGE

Information for Students

Annexure A to the Application for Enrolment

International (Overseas) applicants are invited to the *Australian Institute of Family Counselling Ltd's* (AIFC's) courses in Canberra, Australia, which are accredited by the Australian Government.

The requirements of the *Australian Commonwealth Register of Institutions and Courses for Overseas Students* (CRICOS) must be observed in order for students to obtain student visas. The AIFC CRICOS provider code is 02400A, and the course code is 066546J for the Advanced Diploma.

Why Study in Australia?

Australia offers a unique cultural and educational experience. It is one of the most multicultural countries in the world and provides for people from many different countries.

Australia also offers a very high quality of life, with a high standard of living at a relatively low cost, an excellent climate, security and safety, low population density, clean environment, diverse entertainment and affordable housing.

Australia has an educational system that is considered to be amongst the best in the world. Some 80,000 international students are currently studying in Australian tertiary institutions.

Entry procedures for overseas students are relatively simple and students admitted on a student visa may undertake paid work, for up to 20 hours a week.

The educational system is based on the British model, which consists of different levels of awards (eg. Certificates I to IV, Diplomas, Advanced Diplomas and high degrees).

The courses conducted by AIFC are nationally recognised, Australian Government accredited courses, which emphasise practical application and competency.

The *Advanced Diploma of Counselling and Family Therapy (Christian)* is a very popular and expanding course conducted in nine centres in Australia for Australian citizens or permanent resident visa holders.

AIFC is highly committed to integrity and accuracy in its marketing of its training program and in its general conduct.

English Proficiency

Students from non-English speaking countries are required to meet the Australian Government requirements for English proficiency before being issued with a student visa. This is also very necessary in order to satisfactorily complete a practical course such as the one offered by AIFC. All applicants are subject to assessment by visa processing authorities.

Students must be tested on *International English Language Testing System (IELTS)*. **Testing must be undertaken at level 6.5 to be eligible for AIFC courses.** The IELTS test must have been taken no more than two (2) years before the date of your application for your visa. The test result will not be considered by the *Australian Department of Immigration and Citizenship (DIAC)* if you take the test after you have lodged your visa application with the Immigration Authorities.

A **certified** copy of the IELTS must be included with your Application for Enrolment.

It is your responsibility to contact an IELTS centre and to make arrangements to take the test. Test centres are listed on www.immi.gov.au.

Student Selection Procedure

Applicants must complete the detailed Application for Enrolment Form, supply full medical history for any health problems, supply details of financial viability and complete the Language, Literacy and Numeracy form. Your outline as to why you want to do the course and how you believe that God is leading you to do the course will also be considered and should include your personal commitment.

Incomplete applications will not be processed.

Recognition of Prior Learning

The Australia Institute of Family Counselling recognises prior learning (RPL), recognition of prior competencies (RPC) and accredited courses of other institutions, in view of credit transfer, where applicable, within the context of the specialised competency based Christian training program.

Information regarding exemption from study already undertaken cannot generally be processed until the application has been received and the student accepted into the course.

Students would then be required to follow the procedure outlined below.

- Evidence of an applicant's level of learning and/or competency will be required. The procedure for this initially is for the applicant to discuss the possibility of this with the Course Director, and then if it is possible to complete and send to the Course Director a formal Application for Recognition of Prior Learning. Forms can be downloaded from the AIFC website.
- An applicant who has completed previous studies at another educational institution will need to produce a certified copy or his or her complete academic record including detailed unit outlines of subjects taught. Samples of written work may also be required.
- Credit can only be given for a whole unit, not a portion of a unit.
- Formal testing and bridging assignments may be required.
- Where there is a credit transfer a non-graded assessment result for that unit or portion of the unit may appear on the student's academic transcript.
- A non-refundable application fee of \$95 AUD **per unit** is charged for a formal credit transfer or RPL assessment. Where RPL is granted a credit, for fees payable for that unit, is given.
- A student who wishes to make an appeal over an RPL decision may do so by following the procedure set out in the Appeals and Grievance Policy in the prospectus or on the website.

Student Appeals and Complaints Policy

Students wishing to make an appeal or complaint are required to proceed in the following manner:

- A student may make a complaint or appeal about an assessment or anything else relating to their participation in the course orally or in writing. Oral complaints will be dealt with informally. The written, formal complaints process will commence within ten (10) working days of formal lodgement, at the National Office, of the complaint or appeal and supporting information. All reasonable measures will be taken to finalise the process as soon as practicable. A written response will be made.
- Where AIFC has assessed that a student is not achieving satisfactory course progress or attendance, he or she will be notified, in writing, of the intention to cancel his or her enrolment or, in the case of an overseas student on a student visa, to report to the relevant authorities, for not achieving satisfactory course progress or attendance. Should the student be aggrieved by the decision to cancel his or her enrolment or report him or her, as the case may be, the student may lodge a complaint and appeal, in accordance with the AIFC Complaints and Appeals Policy. A student will have twenty (20) working days in which to do so. The twenty working days shall be taken from the date of the student's formal notification.
- A student who has a complaint about assessment should first go to their tutor and discuss it with him/her. If this is unsuccessful the student may go to the AIFC Centre Director to seek resolution.
- If the student has a complaint of another nature, the student may, likewise, report the complaint firstly to their tutor. If this is unsuccessful they may report it to the AIFC Centre Director to seek resolution.
- If this is unsuccessful the student may report it, in writing, to the AIFC Chief Executive Officer, at the National Office, for a full investigation and resolution.
- If this is unsuccessful, the student may report the complaint, in writing, to the Chief Executive Officer requesting a meeting with him/her and two external persons who will do all possible to resolve the matter.
- Any student still dissatisfied with the outcome of their complaint may refer the matter to the ACT Accreditation and Registration Council, which is currently located at Level 5, 220 Northbourne Avenue, Braddon, ACT, 2600. The postal address is GPO Box 158, Canberra City, ACT, 2601, telephone number 02 6205 7091 and facsimile is 02 6205 7045."

Student Fee Refund Procedure

Fees must be paid in advance, preferably for the whole year. The course fees are provided in the instructions for completing the application.

The fee refund policy for students who do not wish to continue with the course is as follows:

- The application for enrolment fee is not refundable, unless AIFC fails to deliver the course.
- Any fees paid for a course or unit that is not delivered (e.g. because of insufficient enrolments) will be fully refunded unless the student voluntarily enrolls at a different location.
- A student who has paid tuition fees for a course or unit will be entitled to refund of the current term/unit fees where they withdraw as follows:
 - Before the term fee payment is due 100%,
 - After the term fee payment is due but before term commencement 75%,
 - On the first day of a seminar 50%
 - On the second day of seminar 25%,
 - After the second day of seminar Nil.
- A student who has not paid tuition fees for a course or unit and who withdraws, will be liable to pay portion of the course fees as follows:
 - Withdrawal received before fee payment is due Nil
 - Withdrawal after the fee payment is due but before the term starts 25%
 - Withdrawal on the first day of the seminar 50%
 - Withdrawal on the second day of the seminar 75%
 - Withdrawal after the second day of the seminar 100%
- Students who have paid fees for terms/units beyond the current term/unit will have fees refunded in full for those terms/units in accordance with the above.
- Those withdrawing before the course commences must communicate directly with the registrar, at the National Office, phone 61 2 6242 5111 or e-mail AIFC.registrar@aifc.com.au.
- Students who withdraw during the course must **also** discuss their situation with their Tutor and/or Centre Director then submit a Student Withdrawal form to National Office, with an information copy to their tutor.
- The **withdrawal date** is the date that the National Office is notified.
- Where the Tutor/Centre Director is attempting to assist the student to remain in the course, they should notify the Registrar of the fact. The withdrawal date will then be taken as the day upon which the Tutor/Centre Director advises the Registrar, if the student decides to continue with his/her withdrawal.
- The refund will be paid within four weeks of National Office receiving a valid written claim.
- The claim is to be a letter, requesting a refund, sent to the Registrar, National Office, PO Box 210, Gungahlin, ACT, 2912.
- The above requirements do not remove the right of the student to take further action under Australia's consumer protection laws or to seek independent legal advice and pursue other legal remedies. Attention is also drawn to the Student Complaints and Appeals policy, which is in the Prospectus and the Handbook for Students.

Note: The term “**Withdrawal**” in this policy shall be taken to include those students who are “**Deferring.**”

Student's fees, paid in advance, will be protected in every way in order to make refunding possible if it is necessary. Fees paid in advance are held in a trust fund and AIFC participates in a tuition assurance scheme to secure fees for overseas students.

Nothing in this fee refund policy, in respect to overseas students, shall overrule the fact that, in the unlikely event of default by AIFC, the situations are covered by the provisions of the ESOS (Education Services for Overseas Students) Act 2000 and the ESOS Regulations 2001.

Student Support

AIFC is committed to providing support to all students and especially overseas students while doing their courses. This includes students who are in any way disadvantaged.

Support is offered in the following manner:

- Students receive a very comprehensive Handbook for Students at the commencement of the course with full details about the course, especially about elements, assignments, presentation of assignments, and methods of assessment. Staff of the Overseas Student Programme (OSP) will be responsible to provide reasonable language literacy and numeracy support.
- Each student will be personally supported and mentored throughout the two-year training program, by an allocated tutor. Other AIFC local support persons are also available to assist in this.
- In addition to this, students are encouraged to discuss problems with the OSP staff and/or during the seminars, with AIFC teachers, visiting teachers and staff trainers.
- Students are encouraged to discuss any problems relating to the course, preferably with their tutor, coordinator, or the AIFC National Office, either by personal visit, telephone, fax or email.
- With the counselling practicum, students can discuss problems with their counselling supervisor.
- Students are encouraged to openly share with their tutor any problems they may be having with the assignments, issues that may be arising from the teaching, finances, personal problems relating to the course or any other problem.
- Students who have personal problems not related to the course should seek help through their local church or a professional counsellor. A list of counsellors can be provided on request.

Teaching Methods

The teaching methods for overseas students will consist of a structured class-room delivery.

Structured intensive-teaching tutorials. Self managed learning with Tutor support. Counselling sessions (practicum) with counselling supervision which is to be arranged by the student.

Assessment Methods:

Assessment strategy throughout the course includes:

Written assignments for each unit	Peer assessment of performance criteria
Tutor assessment of performance criteria	Assessment of units in conjunction with other units
Assessment of consistent performance	Weekly journaling
Book assignments	Observation of participant's counselling skills
Small group skills assessments	Assessment of counselling skills
Practical classroom simulated exercises	Regular interview of each student
Self assessment twice yearly (forms supplied)	A literature review in year 2
An oral presentation in year 2	Report on supervised therapy sessions in year 2
Report of attendance at 3 Twelve Step Groups	Report of Counselling supervisor
Report of student's Church leader, annually.	

The Location - Canberra

Overseas students on student visas, desiring to do AIFC courses, will be required to attend classes three days per week. These classes will be in Canberra.

Canberra, a city of 350,000 population, is the capital city of Australia and one of the most attractive capital cities in the world. It has a very pleasant and mild climate and provides excellent living conditions. Canberra is three hours by road south west of Sydney and easily reached by air, bus or train. Cost of living in Canberra is favourable and general living costs are moderate by western standards.

Accommodation

AIFC does not provide accommodation for students. It is the student's responsibility to arrange their own accommodation while in Australia.

Newly arrived students may be able to stay at the *Youth With A Mission* (YWAM) base in Canberra for a few days, at a very nominal cost, until they find their own accommodation. This will depend on space available (contact Hospitality at info@ywamcanberra.org # 61 2 6241 5500).

Rental costs vary depending upon where the accommodation is located. Generally a two bedroom flat can cost about \$300 to \$450 AUD per week plus utilities (gas, electricity, water etc.). Other good shared room rental is in the vicinity of \$110 - \$200 AUD per week and utilities are usually shared.

Course Venues

All classroom activities are held in the *Youth With A Mission (YWAM) Institute of the Nations* Canberra campus, 76 Federal Highway, Watson, ACT, 2602. The training centre is easily reached by bus from most parts of Canberra. Students are also required to attend Intensive-teaching Seminars as per the schedule at the Rheinberger Centre, Corner Weston and Loch Streets, Yarralumla, ACT, 2600.

Facilities, Equipment and learning Resources Available

Library: Use of the *YWAM/Institute of the Nations library* will be available at a charge in the vicinity of \$20 to \$50 per year plus penalty fines for late return of books.

Photocopier: Use of the *YWAM/Institute of the Nations photocopier* will be allowed by arrangement with the librarian. There is a coin operated photocopier in the Library and the charge is currently 10 cents per copy but may increase to about 15 or 20 cents.

Internet Access: Some wired connections are available in the *YWAM/Institute of the Nations dining room* and wireless internet access is available for people who have their own laptops. Internet use will need to fit in with the use by *YWAM/Institute of the Nations Students* who will have first preference. There will be a reasonable charge for use of the internet.

Heating and Cooling: Heating and cooling will be available for the classroom when necessary.

Tables and Chairs: Tables and chairs will be available for use as desks.

Meals and Morning and Afternoon Tea: AIFC students will be able to have a light lunch and morning and afternoon tea or coffee in the *YWAM/Institute of the Nations dining room*. Morning and afternoon tea will consist of beverages only. Students will need to bring their own food if they want any. The cost for the light lunch and morning and afternoon tea will be about \$75 to \$100 per 9 week term and must be paid in advance to the AIFC class supervisor.

Data Projector, Videos, DVDs and Power Point Slides: These will be available with teaching from other centres for the students to view.

Training Manuals: The eight training manuals, produced by Dr. and Mrs. Litchfield, will be supplied at various times over the relevant stages of the course (one is supplied each term).

Orientation: Orientation will occur on the first day of the course. Orientation by the *YWAM/Institute of the Nations Leader* about use of and conditions applying to your presence on their property will also be provided as soon as possible when in the *YWAM classroom*.

Blackboard and/or Whiteboard: These will be available for use by those teaching and/or supervising the course

Accompanying Children

Please note that if you bring dependent school age children with you and you wish to send them to a government or non-government school, you will be required to pay full school fees.

Course Details

Details of the course can be found in this package, the AIFC Prospectus and on the website: www.aifc.com.au. Full details of the course will be given at the commencement of the course in a very comprehensive *Handbook for Students*. Students, studying on a student visa, cannot choose to transfer from the Advanced Diploma to the Diploma level unless they return to their own country and complete the course by Distance Education. AIFC will need to notify immigration, through PRISMS (Provider Registration and International Students Management System), that you have withdrawn from the Advanced Diploma Course.

Course Requirements

Students are required to attend classes for at least 20 hours per week for 36 weeks in Year 1 (Certificate IV) and for a further 20 hours per week for 36 weeks in Year 2 (Advanced Diploma). Students are required to attend all course sessions each week for the duration of the 36 weeks. Monday and Tuesday from 9.00 am to 5.00 pm and Wednesday from 9.00 am to 2.30 pm. The Intensive Training Seminars are included as part of the 36 weeks.

Students who are required to repeat a unit may only do so once. Students are not permitted to defer studies, except on the grounds of illness (doctor's certificate required) or for some other exceptional compassionate reason such as bereavement.

Notification of Authorities for Failure to Meet Requirements for Attendance and Academic Performance: Where AIFC has assessed that a student is not achieving satisfactory course progress or attendance, he or she will be notified, in writing, of the intention to report him or her for not achieving satisfactory course progress or attendance. Should he or she be aggrieved by the decision to report the student, he or she may lodge a complaint and appeal, in accordance with the AIFC Complaints and Appeals Policy. He or she has twenty (20) working days in which to do so (see Complaints and Appeals policy). The twenty working days shall be taken from the date of the student's formal notification.

Where a student, holding a Student Visa, withdraws from the course, AIFC will notify the Immigration authorities in accordance with the law.

Residential Address and Contact Details:

Students must inform the AIFC National Office immediately of any change in contact details (address, telephone, etc.) This is a Department of Immigration requirement. Failure to do so is a breach of your visa conditions.

Medical Insurance Cover:

Medical insurance cover is compulsory and MUST be obtained before you apply for your visa. See www.medibankprivate.com.au for information regarding Overseas Student Health cover. Cover may be available from other funds acceptable to the visa processing authorities.

Referee's report from your Church/Ministry leader or representative is required to meet accreditation requirements of PACFA (the Psychotherapy and Counselling Federation of Aust.).

Method of Payments

All payments are to be made in advance, by the due date and in Australian dollars. The application fee MUST accompany the application and may be paid by cheque, money order or credit card (MasterCard or Visa only). Where the application is received after 10th November, 2010 the first term fees MUST accompany the application also. The term fee will be refunded if you are not accepted to the course or if you are unsuccessful in gaining a visa to come to Australia.

We will endeavour to send an invoice to you, before payment is due. This will be sent by e-mail so please supply a valid e-mail address. Payments are to be made by one of the methods shown on your invoice.

You are responsible for payment by the due date whether or not you receive the invoice. If you have not received the year/term invoice, one week before the payment due date (**10th November, 2010 for seminar 1 and 2 weeks before seminars 2, 3 & 4**). Please contact our Accounts manager: Phone 61 2 6242 5111 or e-mail to AIFC.accounts@aifc.com.au.

Note: If additional charges are incurred by AIFC for deposit of a bank cheque or bank draft they will be payable by the student.

Completion

The agreement, on page 4, is to be signed and is applicable to all pages of this package. All pages of this package are to be initialled.

The whole package is to be sent to:

AIFC National Office,
Post Office Box 210,
Gungahlin, ACT, 2912,
Australia.

You should keep a copy of this whole package for your reference.