



RIVERVIEW LEADERSHIP COLLEGE

# **Student Handbook**

**Semester 2 — 2010**

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## Welcome to Riverview Leadership College

The following information is designed to make your transition to college life as smooth and enjoyable as possible. Please use it to familiarise yourself with the college policies and all other aspects of college life. The RLC staff are available to help you with any queries, so please make yourself known to them.

### 1 Student Conduct

It is expected that every RLC student desires to grow and develop in his or her capacity to Live Well, Serve Well and Lead Well. This would include a desire to develop the fruit of the Spirit and a consistent life of prayer, study and regular church attendance. A desire to serve the Lord and to follow Him is normal for those called to ministry and should be evident in all areas of their lives both outside and inside of RLC.

#### 1.1 Church Attendance

Participation in at least one Riverview Church weekend service is expected for all students enrolled at RLC.

## 1.2 Class Attendance

Students are only permitted 3 absences per subject per semester. This includes illness as well as other legitimate reasons. **Any more than 3 absences per subject will result in a grade of Not Competent for that subject.** Any prolonged illness may require the student to transfer to external studies.

To comply with visa requirements International Students must maintain a minimum 80% attendance record in all courses studied at the College. The College is legally obliged to report instances of non-attendance without adequate explanation to the Department of Immigration and Multicultural Affairs.

## 1.3 Classroom Standards

To facilitate the smooth running of the classes and to train the students in courtesy and consideration of others and the facilities provided please

- No food to be consumed in the classes.
- Absorb spillage with a paper towel immediately to prevent staining the carpet beyond repair. Paper towels are available in toilet rooms, office and on drink trolley. If the spillage is major contact the office.
- Tip liquids in sink (not drinking fountain) before depositing cups in rubbish bin
- Be aware when writing with a felt tip pen to have protection underneath as it stains the table tops
- Keep classrooms clean and tidy; pick up your own rubbish and papers.
- All students are required to assist with setting & packing up chairs & tables (stored in the store room after each college day.)

## 1.4 Lateness

Students are to be seated in the classroom a few minutes before the commencement of each class. Students who arrive late to class must collect and fill out a late pass from forms cabinet next to the post boxes.

This pass is to be given to the Trainer, with all the details completed as soon as practical after the student enters the classroom. These will be filed in your personal file. **Please note that three (3) late passes is equal to one (1) class absence.** Also, should you leave partway through a class, lecturers will also record this partial attendance on your record.

Although College will endeavour to advise students when their absences are accruing, it is the student's responsibility to keep track of all absences.

## 1.5 Dress Code

It is expected that students of RLC will aspire to excellence in all they do and demonstrate consideration for others. Therefore, students are expected to dress in a clean, tidy and appropriate manner.

## 1.6 Personal Hygiene

Students and staff are expected to maintain a high level of personal hygiene (cleanliness, body odour, breath freshness, etc), in deference towards others.

## **1.7 Smoking**

RLC strongly encourages people to give up smoking, essentially for health reasons. For those still needing to smoke, the designated smoking area is the park adjacent to Riverview. Dispose of cigarette stubs appropriately.

## **1.8 Alcohol**

RLC respects the student's right to enjoy alcohol in moderation on appropriate occasions but drunkenness or offensive behaviour will be regarded as a clear breach of conduct for students attending RLC, and disciplinary action will be taken.

## **1.9 Illegal Drug Use**

Use or selling of non-prescription and illegal drugs by RLC students is totally forbidden. Breaches of this rule are grounds for instant dismissal. Students found engaging in this activity will be subject to disciplinary action.

## **1.10 Sexual Behaviour**

Disciplinary action will be taken for sexual misconduct or inappropriate sexual behaviour on the part of any RLC student.

## **1.11 Soliciting, Borrowing or Lending Money**

RLC strongly discourages the practice of students attempting to borrow significant sums of money from other students. We believe that this places the student being asked in a very difficult position. If you are having difficulty paying your fees, you should discuss this with the College faculty.

If another student does approach you in this manner, please bring it to the attention of a College faculty member *before lending them any money*. This is because there may well be other relevant issues that need to be taken into consideration in the decision.

## **1.12 Use of English Language Policy**

In order to facilitate community and avoid exclusivity it is expected that students of RLC and their friends and family will communicate using English language whilst on College premises or at College events/functions.

# **2 ACADEMIC**

## **2.1 Course Changes**

Course Enrolment status may be changed up until the commencement of the third week of Semester. To do this an interview with the Academic Dean will need to be arranged.

## **2.2 Credit Transfer**

Students seeking credits for courses undertaken at other Bible Colleges or institutions are to provide all details of the course, the work, the Institution and results obtained to the Academic Dean. Any application for Credit costs \$40 with this fee non-refundable, whether Credit is granted or not.

### 2.3 Recognition of Prior Learning (RPL) Policy

A revised definition for Recognition of Prior Learning (RPL) has been agreed to nationally. The revised AVETMISS (V.6) definition which will apply from 1 January 2007 is outlined below:

RPL involves the assessment of previously unrecognized skills and knowledge an individual has achieved outside the formal education and training system. RPL is an assessment process that assesses the individual's non-formal and informal learning to determine the extent to which that individual has achieved the required learning outcomes or competency standards.

The outcome of this application is that RPL will be either granted or not granted, and will be reported against the relevant AVETMISS codes.

RLC offers competency-based training within Certificate and Diploma programmes. However, we recognise that students can gain competency outside of such programmes, especially through experience, which could have been obtained in paid or voluntary employment, participation in various church programmes, or numerous other ways.

Our policy is to fully recognise these competencies that you may have gained, however, the onus is on *you* to provide the evidence that we require to show that you should be granted this recognition. This evidence will need to be in the form of a written portfolio that is directed towards the written goals of each Riverview subject. Each person's RPL claim will be highly individualized and it is possible that you will be granted full recognition for some subjects, but granted only partial recognition for others and be required to undertake some further work in these areas before your competency is recognised.

If you feel this applies to you please make an appointment to discuss this with the RLC Director.

### 2.4 National Recognition

RLC recognises AQF (Australian Qualification Framework) qualifications and Statements of Attainment issued by other Registered Training Organisations.

Any applicant will be required to provide one of the following:

- The original AQF Qualification, or
- Statement of Attainment, or
- Certified true copy of AQF Qualification, or
- Statement of Attainment, or
- Duplicate of AQF Qualification, or
- Statement of Attainment issued by the originating Registered Training Organisation.

RLC may choose to contact the originating RTO in order to verify the AQF Qualification or Statement of Attainment. The results of any verification attempt will be documented & kept on file with the application.

### 2.5 Plagiarism & Collusion

**Plagiarism is using someone else's material without adequate acknowledgement, thereby passing it off as your own work. Essentially, it is no different from stealing.**

Plagiarism applies to any printed material including the work of other students and material downloaded from the Internet. If you try to present another student's work as your own work *with* their permission, this is called COLLUSION. Students studying in groups are to ensure that the lecturer's requirements for the Assessment are clear.

Plagiarism is dishonest and constitutes the theft of another person's ideas and therefore will not be tolerated at RLC. First year students will be given **one warning** and are required to re-submit the assessment concerned; second year students or re-offending first year students found guilty of plagiarism or collusion, will automatically **fail the unit** concerned. Disciplinary action for a subsequent offence includes possible expulsion from the College.

Avoiding plagiarism is simple, if adequate referencing is used. Please contact the Academic Dean for further information.

## 2.6 Taking Notes

It is essential that you take notes during each lecture and spend time reviewing the notes and scriptures. Students may bring their own personal tape recorders to assist with their comprehension and learning.

Laptops and PDA's may be also used for such purposes. If however any electronic device interferes with or disrupts the class/training the Trainer may request it be turned off or not used in that class.

## 2.7 Referencing

Students may not directly copy any work unless it is adequately referenced. When you quote or paraphrase someone else's work, you must:

- Clearly **delimit** the quote/paraphrase, indicating where it starts and where it ends. Indent and/or use quotation marks.
- Limit quotes/paraphrases to no more than **10%** of the word count.
- Acknowledge the source with both **in-text** and **end-text** references.

Unless otherwise indicated, ALL assessments must contain these references in addition to any quotations from your Bible (including study bibles) and course notes:

- **First Year** (Certificate IV subjects): at least **TWO (2)** references
- **Second Year** (Diploma subjects): at least **FOUR (4)** references

Use the **Chicago referencing standard**. Your software may help you, e.g:

- **Microsoft Word** 2007 or later: on the *References* tab of the ribbon, in the *Citations & Bibliography* group, set *Style* to "Chicago."
- **Logos Bible Software** version 4: under *Tools* | *Program Settings*, set *Citation Style* to "Chicago Manual of Style."

The end-text reference (also called Bibliography) appears after the text of your assignment. Follow the examples below.

The in-text reference occurs in-line with the text of your assessment, showing where you actually used the references named in the bibliography. As the examples below show, place three items in brackets, separated by commas: author, year, page.

**You may use footnotes** instead of the (author, year, page) in-text reference. The footnote appears on the same page as the quotation (i.e. do not use endnotes.) Even if your footnote contains full details of the publication you are referencing, **you must also list it in your bibliography** (end-text reference.) In any assessment you must be consistent: use either footnotes OR in-text referencing, not a combination of both.

The examples below illustrate how to reference different kinds of resource.

### Book (single author):

**End-text:** Hazlett, I. 1991. *Early Christianity: Origins and Evolution to AD 600*. London: SPCK

**In-text:** (Hazlett, 1991, 23)

### **Book (two or more authors):**

**End-text:** La Sor, W.S., Hubbard, D.A., Bush, F.W. 1992. *Old Testament Survey: The Message, Form, and Background of the Old Testament*. Grand Rapids: Eerdmans

**In-text:** (La Sor, Hubbard and Bush, 1992, 85)

### **Journal/book with articles by different authors:**

**End-text:** Garber, P.L. 1988. Sheep; Shepherd. In *The International Standard Bible Encyclopaedia*, Volume 4. ed. G.W. Bromiley, 463-465. Grand Rapids: Eerdmans.

**In-text:** (Garber, 1988, 465)

*[Note: the author of the article may not be the editor of the book. You must give credit to the author; listing the editor is not enough.]*

### **Internet**

**End-text:** DiMaio, M. Constantine I (ca.272 or 273-336, C.E.). In *ORB Online Encyclopaedia*, <http://www.salve.edu/~dimaiom/conniei.html> [Accessed 24/4/06]

**In-text:** (DiMaio)

*[Note: follow the same guidelines as above where possible, i.e. give author, date, title, etc. Internet sites generally lack page numbers, and may not have a publication date. Indicate the date you accessed the material, as web pages may change over time.]*

### **Electronic sources (computer software)**

**End-text:** Ellis-Smith, M.A. 1994. Qumran. In *Holman Bible Dictionary for Windows Version*. Hiawatha: Parsons

**In-text:** (Ellis-Smith, 1994)

*[When you copy material from Logos Bible Software into Microsoft Word, it creates the footnote for you. In some cases (as above) page numbers are not available. Don't forget to include these in your bibliography as well.]*

## **2.8 Submitting Assessments**

Every page of your assessment should include the subject name, the assessment number, the page number, and your name.

Use a page footer laid out like this:

New Testament 1b, Assessment #2	Page 3	John Citizen
Leadership Studies 1b, Assessment #1 resubmission	Page 2	Mary Lamb

### **Submissions on paper**

Attach a completed coversheet. Staple the top-left corner. Do not use folders or slip-in sheets.

Submit to tray provided in Administrator's office. If the office is unattended, you may slip the assessment under the door.

### **Electronic submissions**

You may submit a Microsoft Word document electronically via the college website, or in email to the Administrator.

Name your document like these examples (for New Testament 1b assessment #2, assuming your name is Arthur Dent):

NT1b\_2\_ArthurDent

NT1b\_2\_Resub\_ArthurDent

Do NOT use dots in the file name (other than the extension which is typically hidden.)  
File names with dots will not arrive (due to network security issues.)

You will receive an email acknowledging submissions via the website.

## **2.9 Requesting an Extension (Assessments)**

The only person able to grant assessment extensions is the Academic Dean. Extension requests must be submitted on the Extension Request Form and submitted as soon as the student knows the situation requiring extension.

Students are instructed *not* to ask individual Trainer/Assessors for an extension. If an extension has been granted, the appropriate form will be attached to the student's assessment, signed by the Academic Dean, specifying the new due date for that assessment and whether any penalty is to be applied when marking.

This system is to ensure that RLC is consistent in its practice of granting extensions. Under no circumstances do we grant extensions simply because of "busyness". We believe that as students are advised of all assessment due dates at the beginning of semester, it is their responsibility to arrange their other commitments accordingly. Extensions are usually only granted due to unforeseen circumstances over which the student had no control.

## **2.10 Late Assessments**

The subject outlines specify the week the assessments are due:

- **Monday night subjects are due at 9.30pm Monday**
- **Wednesday taught subjects are due at 5pm Wednesday**

Assessments may be submitted electronically (verified by email receipt) or dropped into the assessment box in the RLC office. The receipt date will be stamped on the assessment and forwarded to the Assessor.

### **Penalties:**

- 1 day late – The student is penalized one Grade level. For example, A PD becomes a PM; a PM becomes a PC.
- More than one day late – The student will be assessed as Competent or Not Yet Competent only

All assessments handed in more than 2 weeks late will receive a grade of NC. This is non-negotiable unless an extension has been granted.

### **No late submission on resubmissions.**

## **2.11 Copies of Submitted Assessments**

**PLEASE NOTE:** Students are required to keep copies of all submitted Assessments including handwritten material (e.g. journal or notes) you are strongly advised to keep a photocopy for the same reason. Please keep all these copies until the academic year is completed and you have your academic printout with your final results. While every care is taken with your work, it is possible that some may be misplaced; in this event, you need to be able to produce a copy of your work.

## **2.12 Re-Submitting an Assessment**

Assessments will be given a grade of NC if the student has clearly not succeeded in meeting the Assessment requirements and criteria. The Assessor will write comments on the assessment for the student to address and resubmit the Assessment within 7 days of notification.

For any assessment, only one resubmission opportunity is given, and no extensions of the resubmission date or late submissions are possible. **The maximum mark available for a resubmitted Assessment is Competent.** If you do not submit a satisfactory assessment by the resubmit date, you will receive a Not Competent grade. **No late submission on resubmissions.**

Lecturers may also ask for Assessments to be reworked if they have not met a certain requirement (e.g.: if not adequately referenced, inadequate bibliography, etc). In these cases, the Assessments have not failed so they will not have a grade on them and the reworked Assessments may still be graded higher than Competent. Please resubmit with a Resubmit-Coversheet found in the library and attach original assessment with the new submission together.

### 2.13 Grading

PD	81-100	Performance with Distinction
PM	60-80	Performance with Merit
PC	Below 60	Performance is Competent
C		Competent
NC		Not Yet Competent

Further details available in *RLC Academic and General Policies & Procedures* on the website under Additional Information.

### 2.14 Exams

Should a student fail to attend an exam without prior approval, the penalty is likely to be a NC Grade unless the student provides a reason, which is acceptable to the Academic Dean.

A Student can ask for permission to sit an exam earlier or later than the confirmed date of the exam, but must request such an approval in writing at least 1 week before the date of the exam.

Marked exam papers will not be returned to students.

### 2.15 Supplementary Exams

Should a student fail an exam, he/she may apply to do a supplementary exam at the cost of \$25 **cash** per subject. The maximum grade awarded for all supplementary exams is Competent.

### 2.16 Marked Assessments

Lecturers will attempt to ensure that all marked assessments are returned to the college within 2 weeks of assessment being received. Marked assessments will be placed in the student's post-box; the collection of these assessments is the responsibility of the student. Assessments will not be posted out to students.

It is essential that students keep all marked assessments until you receive your qualification. This is to assist in clarifying any misunderstanding about academic records.

### 2.17 Academic Reports

Students will be issued with a statement of Academic Record each semester. Every effort will be made to issue these within 5 weeks of the final exam date. The charge for a replacement record is \$10.

## 2.18 Accreditation

RLC is a Registered Training Organisation and its Certificate IV and Diploma Courses are fully accredited by the Training Accreditation Council of WA:

2411	Riverview Leadership College – National Provider Code
51989	Certificate IV in Ministry
51990	Diploma of Ministry
01487G	CRICOS – Register Code of Overseas Students

## 2.19 Statement of Agreement

All students are required to read this handbook carefully, sign the *Statement of Agreement* form, and hand it back to RLC office.

# 3 COLLEGE LIFE

## 3.1 Post Boxes

All students have a personal post box in the library.

The post boxes are to be checked regularly for notices from the administration office and any other relevant information.

## 3.2 Forms

All relevant student forms are in the forms cabinet in the library next to the post boxes. If these copies run out please notify the College Administrator. Most are on the website under Additional information.

## 3.3 Parking

Students are required to use the RLC car park **behind** the auditorium or street **at all times** for parking of vehicles and motorbikes. Students are **not** permitted to use the administration car park at the church entrance.

## 3.4 Book Store & Textbooks

RLC Students receive a 15% discount on all items purchased from the Riverview bookstore. Whenever textbooks are assigned for a course, these books are ordered in bulk at the maximum possible discount that is passed on to students. RLC has a policy of keeping textbook requirements and prices to a minimum, however if students are genuinely unable to afford the textbooks, copies are available in the college library.

## 3.5 Staff Contact

The offices of all college personnel are located on the ground floor. In addition to their availability during normal office hours, at least one staff member will also be available on Monday evenings. College personnel will always be happy to meet with you to discuss any issues, although sometimes an appointment may be necessary.

## 3.6 Social Events

A variety of social events are arranged throughout the year to assist in providing a sense of community and connectedness.

### **3.7 Student Leadership Group**

The SLG is a group of students whom the faculty believe demonstrate a positive influence within the student body and have the capacity to develop that influence further.

Broadly speaking, the purpose of the SLG will be to provide:

- A liaison between students and faculty
- Assistance in the day to day functioning of the college
- Those in the SLG have an opportunity to practice, and be further equipped in their leadership capacities

Participants in the SLG are invited to be part of the group by the Director before the commencement of the College year

**It is envisaged that the SLG will:**

- Observe, be aware of and instruct the faculty on issues related to the health of the student body so that the faculty can take these into account in planning and actions
- Be available to students as an initial contact for general concerns. The SLG member will then assist if possible or direct the student to the appropriate course of action
- Observe any College day operational problems that may occur and be proactive in resolving them
- Assist the faculty in College day operational concerns
- Assist in the running of Orientation Days
- Receive guidance, assistance and development in performing their role

The SLG will be under the immediate Leadership of the Head Student, but both the SLG and the Head Student come under the direct Leadership of the Student Dean.

### **3.8 Student ID Passes**

All full- time RLC students will receive a student ID card and are eligible to receive a concession with Transperth (Public transport).

### **3.9 Messages**

Riverview Church and RLC regret that they are unable to take messages for students, *except in the case of a genuine emergency*. In such cases, the messages will be passed to the student concerned as soon as possible. Students may not use the facsimile machine, photocopier, telephones or public address system for any personal communications.

### **3.10 Phone Calls**

Mobile phones must be turned off during all classes at all times. A \$2.00 fine may be imposed on students whose mobile phone rings in class. This money is to be paid to the Student Leadership Group.

### **3.11 Photocopying**

Printing and photocopying facilities for study purposes are available to students at the cost of 10c per sheet. Please put exact amount of money in cup next to photocopier, no receipt for these monies will be issued.

### **3.12 Lost Property**

Unclaimed items found at RLC during the week should be handed in to RLC Staff. Items found at Riverview Church during Conferences and events should be handed

into the lost Property at the information desk. For lost property enquiries, please speak with the Venue Manager.

### 3.13 Noticeboard

The RLC notice board is located in the library. Please check this notice board daily for communication and administration notices. The notice board also enables students to advertise accommodation; work wanted and work available, goods for sale and services provided. All notices must be given to the RLC Administrator for approval.

### 3.14 Changes To Name, Address & Telephone

Students who have changed name, address, email address, telephone numbers, bank details or any other important information that the college should be aware of, are to complete the relevant form in the top drawer of the post boxes and hand to RLC Staff as soon as these changes become effective.

It is essential that the college be able to contact students at all times.

### 3.15 Library Facilities

The RLC Student library is located on the ground floor. The library will be open on college days and evenings. The library can be accessed on non-college days through arrangement with college staff.

The library may be used as a study area with access to all books however; **books may not be taken from the library**. The books are for use only in the library – there are no exceptions.

The library is a quiet area so talking should be kept to a minimum.

Please ensure that you tidy your station when you leave i.e. Return books to shelves and remove all your stationery items.

There are a limited number of computers in the library, available for student use. These computers contain the Logos Bible Software, which is the real hub of the library.

All Second year students are expected to access additional libraries for resources. Consider joining a theological library such as:

- Vose Seminary            20 Hayman Rd, Bentley            9361 9962
- Harvest West            79A Robinson Ave, Belmont            9479 3443
- Murdoch University    South Street, Murdoch            9360 2563

All of these libraries offer memberships at a cost per annum. RLC students can access Harvest's library for \$30 per annum. This is well under half the cost of accessing the other two libraries and although Harvest's collection is much smaller, it is still extensive (more than 12,000 volumes).

### 3.16 Counselling and Pastoral Care

The RLC Student Dean is available for contact by any student who wishes to discuss personal Issues. In addition other RLC Staff are also available for student contact by arrangement. Should the need arise, students (local and International), have access to counselling by Counsellors that have been employed by the church.

### 3.17 Discrimination

RLC does not discriminate against any student on the basis of race, colour, sex, religious denomination, nationality or any physical abilities during the enrolment process or course of study.

Please note that none of the above issues excuse any student from the overall requirements for study and assessment procedures.

### **3.18 Harassment**

Harassment, bullying, or intimidation will not be tolerated in any form, whether from staff or clients.

### **3.19 Duty of Care**

RLC staff will take all reasonable measures to ensure the safety and welfare of those who attend or visit the college during college hours.

### **3.20 Conferences**

Riverview Church hosts various significant conferences during the college year. It is a requirement of RLC Students that they participate in an area of service for The Big Weekend and Church Together. Students who do not attend may be graded as Not Competent for their Practical Ministry subject. Opportunities to serve at other events may also be offered to the student body as part of leadership development.

### **3.21 Graduation**

The RLC Graduation Service is held at the beginning of each College year. Fulltime students graduate in January following the successful completion of their course. Family and friends of the graduates are invited to attend Graduation.

The Graduation requirements are as follows:

- Grade of "C" or above obtained in every subject
- Satisfactory attendance record in all classes (see "Class attendance"). Withdrawal from one or more subjects will be deemed to be part time study
- Evidence of effort, willingness to participate in areas of ministry as required during the course. i.e. seminars and conferences,
- Full payment of all monies due to RLC
- Satisfactory evidence of Christian conduct at all times throughout the year
- Compliance with all rules in the Student Handbook.

### **3.22 Austudy / Abstudy**

RLC is accredited to allow students to apply for Austudy and Abstudy assistance. It is the student's responsibility to notify Centrelink concerning their payments etc.

### **3.23 Complaints and Appeals Procedure**

In all instances it is the intention of the college to address any complaint and/or appeal in a manner that seeks to find a resolution that is acceptable to both the student/faculty and the college, wherever possible, and to do so within the shortest time possible.

#### **Student**

Discuss complaint and/or appeal with Head of SLG. If the complaint and/or appeal is unable to be satisfied it is to be brought to the Student Dean for discussion and resolution.

If after these steps the Student is still unsatisfied or the complaint and/or appeal was unable to be satisfied they may request a meeting with the RLC Director.

If after meeting with the RLC Director the Student is still unsatisfied, the college can arrange for the student to meet with an independent person. As part of the larger

Riverview Group, the college has access to a variety of personnel for this role such as the Executive Minister of Riverview Church, and an independent Pastoral Supervisor.

For International Students if a complaint and/or appeal is still unreconciled after all these steps, the student may contact the Conciliator at The Dept of Education Services.

All complaints and/or appeals presented to the college and the outcome of any discussions will be documented and recorded in writing, and made available to the student initiating the complaint and/or appeal. A register of complaint and/or appeal and the resultant outcomes will be kept by the Administrator to assist in continuous improvement.

If a complaint and/or appeal is in relation to a grading or academic concern the student present their complaint and/or appeal initially directly to the relevant Teacher or Assessor, after which the above procedure should then be followed.

### **Faculty**

If a member of the faculty has a complaint and/or appeal they are to present the complaint and/or appeal directly to the RLC Director for discussion & resolution.

### **3.24 Withdrawal from Classes**

The RLC staff take the matter of a student withdrawing from class as a serious matter. A student should consider this before submitting a "Withdrawal" form. The following procedures must be adhered to:

- Discuss thoughts of withdrawal with Director
- Complete a "Withdrawal" form. Forms are in RLC library forms cabinet, RLC Administrator or from the RLC website
- Complete the form providing all required details
- Arrange for an EXIT interview with the Academic Dean

No withdrawal is considered effective until all the above steps have been completed. Students who withdraw from a unit before the end of week 2 of the semester receive a **W** on their Academic Record. Any withdrawal after this time will result in a **W/NC** (Withdraw/Not Competent) grade for that subject appearing on the student's academic record.

Students will be billed up to the time of the exit interview.

A **\$200 withdrawal fee** will be charged for full-time students. Part-time students are charged a withdrawal fee of **\$15 per subject**.

### **3.25 Transfer to another Education Provider**

RLC will provide a Letter of Release upon receipt of

1. Offer of enrolment from another institution
2. Any outstanding finances
3. Completed and signed Withdrawal form
4. Withdrawal fee

RLC will issue any application for transfer if an offer has been received after 6 months of study with RLC.

A prior 6 months transfer may be granted if it can be demonstrated that it is in the student's or college's best interests. Such situation may include an occurrence of a critical incident, see 3.27

A prior 6 months transfer may be refused if RLC is not satisfied that a transfer is in the genuine best interest of the student.

Transfer requests will be reviewed and a decision provided within 14 working days of receipt.

### **3.26 Deferral of Studies**

A student may defer studies for up to 12 months. After that period the student will need to apply as a new student if they return. Deferral can only happen at the end of a semester.

### **3.27 Critical Incident Policy**

A Critical Incident is defined in the National Code as:

A traumatic event or threat of such (within or outside Australia) which causes extreme stress, fear or injury.

This includes but is not limited to:

- Missing students
- Severe verbal or physical aggression
- Death, serious injury or any threat of such
- Natural disasters
- Domestic violence
- Sexual abuse
- Drug or alcohol abuse

In the event that RLC becomes aware of a Critical Incident in the life of a RLC student, the following procedure is to be followed:

1. Director to be informed
2. Faculty Point Person allocated
3. Faculty Point Person to contact source to ascertain necessity and extent of response by RLC
4. Faculty Point Person to attempt to contact affected student
5. Faculty Point Person to assist affected student in contacting relevant people, organisations and accessing appropriate assistance
6. Faculty Point Person to retain regular contact with affected student until resolution of Incident or relevant termination of helping relationship

Relevant people and organisations may include:

- Student
- Student's family
- Student's residence
- Police/Ambulance/Fire
- DIMA
- Riverview Pastoral Response Dept
- Riverview Community Services Inc
- Independent Conciliator
- Embassy
- Practical Service Supervisor

## **4 COLLEGE FEES**

### **4.1 Fee Structure**

All fee payment arrangements must be confirmed before you commence studies.

Different requirements apply for international students (anyone studying in Australia on a student visa.)

### **Application Fee**

Your [application](#) to study at RLC must include:

International students	\$350
Local students	\$50

The application fee is non-refundable.

Provided you commence studies within 15 months, you will not pay this fee again.

### **Tuition Fee**

Tuition fees are payable each semester:

International students	\$340 / subject
Local students	\$310 / subject

A full-time load is 7 subjects per semester (see [Course Info.](#)) There are two semesters a year.

Tuition fees are halved for students who audit classes (not studying towards a qualification.) International students must study full time, for credit.

### **Other costs**

As RLC is not a live-in college, the fees do not include your living expenses (rent, food, transport, etc.)

International students must have health cover, which can be arranged through the college. As a guide, 12 months cover for a single person is \$388.80.

Other charges may be levied as appropriate, e.g. to resit an exam, or if your bank dishonours a payment.

### **Payment Options**

Fees are due each semester, by [orientation day](#).

International students must pay the semester's fees in advance, by cash, or credit card.

Local students may make arrangements to pay over 5 months by direct debit.

All payments are processed on the 1st of each month (Feb – June, Jul - Nov.)

In the event that a direct debit bounces you will be given until the 10th of the same month to pay the monies. Students in this position will be liable for a dishonour fee of \$50.

Students who default without having made previous arrangements with the Director of the college may be suspended from the college. Serious consideration will be given to suspending any student from college for a second bounced payment.

Classes missed due to such a suspension will count as absences and may lead to failure of the subjects concerned on these grounds. Please note that you are required to keep all receipts of any monies paid directly to the college.

### **Future years**

Fees will rise by approximately 10% per year.

## **4.2 Cheques**

Under no circumstances will any student's personal cheques be cashed.

Please note that, where cheques are used to pay for college fees, they are to be made payable to Riverview Leadership College.

A cheque that is dishonoured will be subject to normal bank charges to be paid by the student. Students will not be permitted to pay by cheque for any further payments.

### 4.3 Refund Policy

The following Refund Policy applies to all students both International and local who have paid fees to RLC.

Application Fee is **non refundable**

In the event of a course not being delivered the student will have the full amount refunded.

**Overseas Health Cover:** Refunded in full / pro rata once course has commenced

**Tuition Fees:** Tuition fees paid in advance will be refunded as follows:

- Student did not commence class in the first week of college: all tuition fees will be refunded less 10%.
- Students leaving part way through a semester for any reason (including breach of international student visa): fees will be refunded on a pro rata basis, for the unused calendar months.

**Withdrawal Fee: \$200 withdrawal fee** will be charged for full-time students. **\$15 withdrawal fee per subject** will be charged for part-time students. This applies once the student has already started attending classes.

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. <http://www.aei.dest.gov.au/esos>

### 4.4 Fees Assistance

RLC offers fee assistance in four categories

1. Professional Development Fee Exemption
2. Riverview Leaders' Discount
3. Spouse Discount

#### **Professional Development Fee Exemption**

Riverview staff who wish to study a course or subject with RLC that relates to their performance in their current role or ministry pathway can apply to have a PDFE. This simply means if the study qualifies as PD, then fees relating to that study can be waived.

Fulltime staff are eligible for PDFE of up to fulltime study fees. Part-time staff (up to and including 3 days/week) are eligible for PDFE up to a maximum of 50% of fulltime study fees.

#### **Process for Professional Development Fee Exemption Application**

Staff member discusses with Department Leader and SAM the possibility of studying a RLC course or subject in terms of work roster and whether it fits the criteria of PD.

If approved by DL and SAM, Staff Member commences and complies with RLC application procedures with an attached letter/email from SAM requesting PDFE.

#### **Leaders Discount**

Staff, for whom study may not qualify as PD, the spouse of a staff member and any current leader within the life of Riverview is eligible for a 30% discount on tuition fees.

#### **Process for Leader's Discount Application**

Staff, Spouse of Staff, Leader submits an application for study with Riverview with an attached letter/email requesting leader's discount. The letter will indicate in which area they are a leader, who their supervisor/Leader is, and how long they have been a Riverview leader.

RLC will assess the application, confirming the validity of leadership status.

RLC will contact the applicant regarding acceptance of application and provision of leader's discount.

### **Spouse Discount**

If a person enrolls or is a currently enrolled fulltime student, their spouse can enroll as a fulltime student and receive a 50% discount on tuition fees.

### **Process for Spouse Discount Application**

Indicate on your application that your spouse is currently a fulltime student, or is currently enrolling as fulltime student with RLC.

RLC will then automatically apply the spouse discount to your enrolment.

### **Successful Application**

An application for Professional Development Fee Exemption or Riverview Leader's Discount does not automatically ensure acceptance. Provision of a PDFE or Riverview Leader's Discount will take into account whether the applicant meets the criteria, the availability of places within RLC, or any other circumstance that may have the potential to be detrimental to the applicant, RLC college or Riverview Church.

### **Ongoing Provision**

Ongoing provision of a PDFE, Riverview Leader's Discount is contingent on the student maintaining acceptable academic performance and staff/leadership position related performance, adherence to the expectations outlined in the RLC Student Handbook and Riverview Staff Manual (for Staff).

In addition Riverview Church or RLC reserves the right to discontinue any enrolment and/or associated discount if its continuation is likely to discredit either the church or the college in any way.

## **4.5 Repeating Subjects**

If you do not pass a subject, you may apply to enroll in that subject again next time it is offered. You will be charged additional fees.

# **5 INTERNATIONAL STUDENTS**

## **5.1 Medibank Private**

It is a student visa condition to keep health insurance **current**. The college will arrange health cover with Medibank Private. If students have their own health cover a receipt needs to be produced.

Failure to keep your health insurance current is a breach of the law and the student will be removed from classes.

Medibank Private now also offers free counselling service for OS students. Sessions can be conducted via email or web cam, call 1800 234 601 for information.

## **5.2 Passport & Student Study Visa**

It is the responsibility of all International students with a Student Study Visa to ensure that their visa and passport remain current. A student who allows their visa dates to expire becomes an illegal immigrant and may be asked to return to their home country within 24 hours.