



# STUDENT APPLICATION AND DECLARATION

This form is to be completed by anyone seeking to study an **Accredited Course or part thereof** through Unity College Australia. Please **COMPLETE ALL SECTIONS** clearly and carefully by writing in **BLOCK LETTERS** using a **Black or Blue** pen. Students should keep a copy of their completed application form for reference.

## SECTION 1 – APPLICANT INFORMATION

APPLICANT DETAILS				
Please complete <b>*full name and date of birth.</b> (tick type of ID supplied)	ID should be a <b>current photo ID</b> . Provide <b>authenticated copies</b> of ID when lodging this form.			
	<input type="checkbox"/> Driver's licence	<input type="checkbox"/> Passport	<input type="checkbox"/> Other photo ID: _____	
*Surname				
*Given name		*Middle name		
Preferred name <small>If different to above</small>		*Date of Birth <small>Day/Month/Year</small>	/	/
Gender (please tick)	<input type="checkbox"/> Male	<input type="checkbox"/> Female		
Title (please tick)	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Other
Home Phone		Work Phone		
Mobile Phone		Fax		
Email				
Residential Address	Number/Street		State	
	Suburb		Postcode	
Postal Address <small>If different from above</small>	Number/Street		State	
	Suburb		Postcode	

CURRENT ENROLMENT DETAILS	
Have you ever been enrolled, or are you currently studying with Unity College Australia?	<input type="checkbox"/> No <input type="checkbox"/> Yes – please complete details below what course/year

OFFICE USE Only	
PROOF of ID (required for issuing formal Qualifications or Statements of Attainment)	
Details of Evidence provided <small>(please tick &amp; write details)</small>	<input type="checkbox"/> Driver's licence number:
	<input type="checkbox"/> Passport number:
	<input type="checkbox"/> Birth certificate - country issued:
	<input type="checkbox"/> Visa (if not Aust resident) type & number:
Original sighted by <small>(Name of Staff Member)</small>	Authenticated Copy of ID on file <input type="checkbox"/> Yes

APPLICATION CHECKLIST			
Date Received (d/m/yr)		Unity College ID# Issued	#
Agreement Signed (Pg5)	<input type="checkbox"/> Yes	Application Fee Received	<input type="checkbox"/> N/a <input type="checkbox"/> Yes \$ _____
CV Received (d/m/yr)		Course Payment Received	<input type="checkbox"/> Yes \$ _____
RPL Kit Requested	<input type="checkbox"/> Yes	Letter Of Offer Sent (d/m/yr)	

## SECTION 2 – COURSE / STUDY & FINANCIAL INFORMATION

COURSE ENROLMENT DETAILS – complete all sections			
Into which actual course are you applying to enrol? <i>(please also complete date/fees information)</i>			
Title of Course	Christian Ministry & Theology		
Qualification Level	<input type="checkbox"/> Certificate IV		
	<input type="checkbox"/> Non-award		
Competencies & NTIS Codes Where not studying a full qualification, please provide the title & NTIS code for the competencies/units you wish to study.	Competencies/Units Title <i>(list below)</i>		NTIS Codes <i>(list below)</i>
Study Load	<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	<input checked="" type="checkbox"/> On-line
Expected Start Date <small>(day/month/year)</small>	/ /	Course / Package Fees	\$
CV	Please provide a brief CV and include the following: (i) Any relevant employment/work past and present (ii) Any <b>volunteer work</b> relevant to your application (iii) Relevant <b>qualifications/awards &amp; certificates</b> (attach <b>authenticated</b> copies)		

RPL & NATIONAL RECOGNITION	
Do you wish to apply for Recognition of Prior Learning (RPL) or recognition of current skills or relevant competencies acquired through another Australian Registered Training Organisation (National Recognition) for any part of your selected course?	<input type="checkbox"/> No - go to next section ' <b>Finances</b> ' <input type="checkbox"/> Yes – <i>Unity College Australia will supply you with an RPL Submission Kit. Submissions should be received <b>four weeks</b> prior to commencement of the course. Go to next section '<b>Finances</b>'</i>

FINANCES	
Who is paying for your course/study package? <i>Fees, withdrawal and refund policies are detailed in the Course Outline and in the Handbook, available on <a href="http://biblecollege.cityview.org.au">biblecollege.cityview.org.au</a>.</i>	
Are you paying your own fees?	<input type="checkbox"/> Yes – go to next section ' <b>Education &amp; Employment</b> '
Are your fees being paid by your employer?	<input type="checkbox"/> Yes – go to next section ' <b>Education &amp; Employment</b> '
Are you seeking government or other funding for course fees?	<input type="checkbox"/> Yes – please provide details below: name/type of grant/funding, state and date. Attach copy of approval where able.

### SECTION 3 – EDUCATION & EMPLOYMENT INFORMATION

Information collected in this section is used for the purposes of National reporting and planning.

Please **COMPLETE ALL SECTIONS**.

<b>PRIOR EDUCATION</b> (to be completed by all applicants)	
What was your highest <b>completed</b> level at school and <b>where</b> did you study? eg. Year 9 = secondary school, Year/Form 3, Year 12 = secondary school, Year/Form 6; <b>State (&amp; Country if not Australia)</b>	
12 <input type="checkbox"/> Year 12 or equivalent;	08 <input type="checkbox"/> Year 8 or below;
11 <input type="checkbox"/> Year 11 or equivalent;	02 <input type="checkbox"/> Did not go to school
10 <input type="checkbox"/> Year 10 or equivalent;	00 <input type="checkbox"/> Still at school – if so, what year are you currently studying & where? _____
09 <input type="checkbox"/> Year 9 or equivalent;	
In what year did you complete that school level? _____	What age were you at that time? _____
Have you undertaken any <b>non-accredited</b> post secondary training/study?	<input type="checkbox"/> No - go to next question ' <b>Qualifications</b> ' <input type="checkbox"/> Yes – please provide details below: name of institution or organisation, particulars of study & dates

<b>QUALIFICATIONS</b> (to be completed by all applicants)	
Do you have post secondary qualifications from any accredited/recognised Educational Institutions?	N <input type="checkbox"/> No - go to next question ' <b>Employment Details</b> ' Y <input type="checkbox"/> Yes – <b>please provide details below:</b> title, name of institution and year awarded. Please list ALL qualifications achieved [and provide <b>authenticated copies</b> with this application]. Attach extra pages where required
008 <input type="checkbox"/> Bachelor Degree or Higher Degree	
410 <input type="checkbox"/> Advanced Diploma or Associate Degree	
420 <input type="checkbox"/> Diploma (or Associate Diploma)	
511 <input type="checkbox"/> Certificate IV (or Advanced Certificate/Technician)	
514 <input type="checkbox"/> Certificate III (or Trade Certificate)	
521 <input type="checkbox"/> Certificate II	
524 <input type="checkbox"/> Certificate I	
990 <input type="checkbox"/> Certificates other than above (please give details)	
Have you ever been dismissed, suspended, or denied admission by any other institution?	<input type="checkbox"/> No - go to next question ' <b>Employment Details</b> ' <input type="checkbox"/> Yes – please provide details below

<b>EMPLOYMENT DETAILS</b> <i>(to be completed by all applicants)</i>	
Of the following, which best describes your current employment status? <i>(please tick ONE box only)</i>	
06 <input type="checkbox"/> Unemployed – seeking full-time work	01 <input type="checkbox"/> Full-time employed
07 <input type="checkbox"/> Unemployed – seeking part-time work	02 <input type="checkbox"/> Part-time employed
08 <input type="checkbox"/> Not employed – not seeking employment	02 <input type="checkbox"/> Casual Employed
00 <input type="checkbox"/> Volunteer worker	03 <input type="checkbox"/> Self employed – not employing others
00 <input type="checkbox"/> Retired	04 <input type="checkbox"/> Employer
05 <input type="checkbox"/> Employed – unpaid worker in the family business	00 <input type="checkbox"/> Other <i>(please provide details):</i>

<b>REASON FOR UNDERTAKING THE STUDY</b> <i>(tick as many boxes as are relevant)</i>	
Of the following, which best describes your reason for undertaking the course/study?	
01 <input type="checkbox"/> To get a job	07 <input type="checkbox"/> I wanted extra skills for my job
02 <input type="checkbox"/> To develop my existing business	08 <input type="checkbox"/> To get into another course of study
03 <input type="checkbox"/> To start my own business	12 <input type="checkbox"/> For personal interest or self-development
04 <input type="checkbox"/> To try for a different career	11 <input type="checkbox"/> Other <i>(please provide details):</i>
05 <input type="checkbox"/> To get a better job or promotion	
06 <input type="checkbox"/> It was a requirement for my job	

#### SECTION 4 – ADDITIONAL INFORMATION

Information collected in this section is strictly confidential, available only to limited college staff and for the purposes of National reporting and planning.

Do you consider that you have any type of medical condition that may affect your ability to undertake training?	N <input type="checkbox"/> No - go to next question ' <b>Language &amp; Cultural Diversity</b> '
	Y <input type="checkbox"/> Yes – please tick boxes and provide details below
11 <input type="checkbox"/> Hearing/Deaf	16 <input type="checkbox"/> Acquired Brain Impairment
12 <input type="checkbox"/> Physical	17 <input type="checkbox"/> Vision
13 <input type="checkbox"/> Intellectual	18 <input type="checkbox"/> Medical Condition
14 <input type="checkbox"/> Learning	19 <input type="checkbox"/> Emotional Condition
15 <input type="checkbox"/> Mental Illness	19 <input type="checkbox"/> Other (please specify):

<b>LANGUAGE &amp; CULTURAL DIVERSITY</b> <i>(to be completed by all applicants)</i>	
Country of Birth	1101 <input type="checkbox"/> Australia <input type="checkbox"/> Other (please specify):
Do you have Australian Citizenship or Permanent Residency?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Aboriginal &/or Torres Strait Islander Origin	04 <input type="checkbox"/> No
	01 <input type="checkbox"/> Aboriginal
Language spoken at home	02 <input type="checkbox"/> Torres Strait Islander
	03 <input type="checkbox"/> Aboriginal & Torres Strait Islander
How well do you speak English?	1201 <input type="checkbox"/> English Only <i>(skip the next question)</i> <input type="checkbox"/> Other (please specify):
	001 <input type="checkbox"/> Very Well    002 <input type="checkbox"/> Well    003 <input type="checkbox"/> #Not well    004 <input type="checkbox"/> #Not at all # You may need to complete a separate Language & Literacy assessment

**SECTION 5 – CHRISTIAN LIFE & EXPERIENCE**

<b>CHRISTIAN BACKGROUND</b>			
<i>Have you accepted Jesus Christ as your personal Lord and Saviour?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>How long have you had a personal relationship with Jesus Christ?</i>	
<i>Have you been baptised?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> As a child <input type="checkbox"/> As an adult	
<i>Name of the church you currently attend</i>		Denomination	
<i>Name of Pastor/Minister/Leader</i>		How long have you worshipped there?	
<i>Please list the names of all churches you have regularly attended or belonged to within the last 10 years.            (Attach extra pages where required.)</i>		Denomination	
		Denomination	
		Denomination	
		Denomination	
<i>What, if any, is your present ministry or involvement with your church?            This is not necessary for admission to the college.</i>			
<i>What do you feel is God's calling for your life?</i>			



## SECTION 6 – APPLICANT PRIVACY & AGREEMENT

### PRIVACY

Information collected on this form may be collated for course analysis and statistics related to training reports and/or submitted to Australian Government Departments on a legislated need to know basis. Information collected is strictly confidential. All information is held in accordance with National Privacy Principles and legislation associated with Australian Registered Training Organisations.

### APPLICANT DECLARATION & AGREEMENT

*The information I have provided in this application form is true & correct.*

I have read and understood the course outline. By signing this application form, I am agreeing to the refund policy as provided in the course outline and the Cityview Bible College Handbook (*available from biblecollege.cityview.org.au*)

If accepted, I am prepared to undertake the full discipline of the course and of campus life (where relevant). I will endeavour to uphold the integrity of Cityview Bible College and its Christian ethic.

<b>Name</b> (please print)		<b>Signed</b> (must be applicant's actual signature)	
<b>Date</b> (day/month/year)	/ /		

### APPLICANT'S CHECKLIST

Please tick ✓ boxes below to ensure you have completed each element of your application

**NOTE: Photocopies must be authenticated** by Unity College Australia staff, a Commissioner for Declarations, a Justice of the Peace or a Minister of Religion - in these instances the person must sign, date and include their occupation on the photocopy.

- Completed **all** sections of application and signed the Declaration & Agreement (*above*)
- Enclosed application fee of \$100 (*see below for Payment Details*)
- Provided an **authenticated copy** of your identification (*DO NOT send originals in the mail*)
- Attached a brief CV including:
  - (i) Any relevant employment/work past and present
  - (ii) Any relevant voluntary work past and present
  - (iii) Relevant qualifications/awards & certificates (*attach **authenticated copies** - do not send originals in the mail*)

### PAYMENT DETAILS - please complete details below

#### Funds Transfer options\*

- Bank Transfer  Bank Cheque
- Personal Cheque
- Other (*please provide details and note extra fees may apply*):

#### Fees can be paid via Bank Transfer directly to:

St George Bank Limited  
Account Name: Cityview Church  
Branch Number (BSB): 112 879  
Account Number: 056214711  
Branch Address: 4-16 Montgomery Street, Kogarah, NSW 2217 Australia

**\*Identify your payment in the transaction description: APPLY + your SURNAME**

### COMPLETED STUDENT APPLICATIONS

Please mark clearly '**Student Application**' and return completed form to:

Cityview Bible College

- Post: PO Box 178  
Frenchs Forest, NSW 2086  
AUSTRALIA
- Email: info@cityview.org.au
- Fax: +61 (0)2 9453 3727

Once your Student Application and application fee have been received, you will be contacted by the college.



Training under the auspices of Unity College  
**MENTOR NOMINATION**



Each student in this online Cert IV is required to nominate 2 people for purposes of oversight, accountability and mentorship. These are the Academic Mentor and the Spiritual Mentor

The Spiritual Mentor will provide spiritual oversight for the student and would be someone of spiritual maturity who is in good standing with the local church and general community. This person's primary role is to meet with the student at regular intervals to encourage and provide accountability with regard to their spiritual growth and development and their involvement in the local church. This role may be filled by a pastor, elder or leader in the local church.

The Academic Mentor will provide encouragement, direction and advice to the student with regard to their academic studies and practical projects. It is expected that this person would have completed tertiary studies themselves, have an appreciation of the standards of scholarship required and be familiar with research and referencing protocols.

Students must submit a separate form completed by each mentor.

MENTOR DETAILS				
Mentor Type	<input type="checkbox"/> Spiritual Mentor		<input type="checkbox"/> Academic Mentor	
Name				
Age		Next of Kin		
Role/Position in local church and duration				
Employment History (brief summary)				
Academic Qualifications <i>Include teaching experience, if any</i>				
Contact details	Daytime number		Mobile	
	Email address			
MENTOR REFERENCE				
How long have you known the student?				
What is your relationship to the student?				
What area of the local church has the student been serving in and for how long?				
Would you recommend the student for further responsibilities in the local church?				
<i>Nominate 2 people whom we can contact as referees (for the mentor)</i>				
Referee Name				
Contact details	Daytime number		Mobile	
	Email address			
Referee Name				
Contact details	Daytime number		Mobile	
	Email address			





Training under the auspices of Unity College  
**MENTOR NOMINATION**



Each student in this online Cert IV is required to nominate 2 people for purposes of oversight, accountability and mentorship. These are the Academic Mentor and the Spiritual Mentor.

The Spiritual Mentor will provide spiritual oversight for the student and would be someone of spiritual maturity who is in good standing with the local church and general community. This person's primary role is to meet with the student at regular intervals to encourage and provide accountability with regard to their spiritual growth and development and their involvement in the local church. This role may be filled by a pastor, elder or leader in the local church.

The Academic Mentor will provide encouragement, direction and advice to the student with regard to their academic studies and practical projects. It is expected that this person would have completed tertiary studies themselves, have an appreciation of the standards of scholarship required and be familiar with research and referencing protocols.

Students must submit a separate form completed by each mentor.

MENTOR DETAILS				
Mentor Type	<input type="checkbox"/> Spiritual Mentor		<input type="checkbox"/> Academic Mentor	
Name				
Age		Next of Kin		
Role/Position in local church and duration				
Employment History (brief summary)				
Academic Qualifications <i>Include teaching experience, if any</i>				
Contact details	Daytime number		Mobile	
	Email address			
MENTOR REFERENCE				
How long have you known the student?				
What is your relationship to the student?				
What area of the local church has the student been serving in and for how long?				
Would you recommend the student for further responsibilities in the local church?				
<i>Nominate 2 people whom we can contact as referees (for the mentor)</i>				
Referee Name				
Contact details	Daytime number		Mobile	
	Email address			
Referee Name				
Contact details	Daytime number		Mobile	
	Email address			