

C3 COLLEGE **STUDENT HANDBOOK** **2010**



c3
college

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ALL INFORMATION IN THIS HANDBOOK SUPERSEDES PREVIOUS HANDBOOKS.

On Commencing College

Accommodation

C3 College operates as a non-residential College. Therefore, it is necessary for other accommodation arrangements to be made by overseas students and those travelling from interstate and country New South Wales.

These arrangements are the responsibility of the student; however the College will assist with suggestions and accommodation options that come through the College Reception. Students must not rely on the College to provide an accommodation solution. It is also necessary to look in newspapers, visit Real Estate offices and pursue the usual flat or house search options. A list of Real Estate Agents in the local area is available at College Reception.

In some cases, billeting with one of our church families may be arranged for the first few weeks of College to give you the chance to find something more permanent. (Please speak to College Reception to be placed on the billeting list). It is also possible to arrange to share a house or flat with other students who require accommodation. The Northern Beaches (where the Colleges are situated) has many rental properties that range in price from AUD\$320 per week upwards for a two bedroom flat.

All accommodation contacts offered through the College are pastorally checked before being made available. If you are considering accommodation independently with a member of C3 Church Oxford Falls, we strongly recommend that you check with your College before making any commitment.

Address and Telephone Changes

Students making address or telephone changes MUST notify the College Administration as soon as these become effective by completing a *Change of Address Form*. It is essential that the College be able to contact students throughout the academic year.

Transport

The Church and College campus is in Oxford Falls, which is 10-minutes drive inland from the beaches. We are close to shopping malls and only 20-minutes from the Manly Ferry. However, there is no public transport directly to the Colleges. The closest bus stop is a 20-minute walk away, so if possible we recommend that you own a car. If you are unable to do this DON'T WORRY, there has never been a student who has been unable to get to and from College. There are car pools and you can always find a student who is going your way.

Full-time Enrolment

C₃ College offers one, two and three year full-time courses of Bible Teaching, coupled with practical training intended to equip men and women for creative and

effective service and ministry in their local church, in their work environment, in church pioneering and in all aspects of life.

Completion of a Certificate IV is a prerequisite for enrolment in the Diploma course.

The satisfactory completion of a Diploma in the Creative Ministry stream is a prerequisite for enrolment in the Advanced Diploma in the Creative Ministry stream.

Part-time Enrolment

In the Creative Ministry stream the standard full-time attendance is 4 mornings per week from 8:00am to 1:30pm (times differ significantly for some majors). The option is available to complete the courses on a part time basis. The standard pattern of part time attendance is 2 mornings per week (from 8:00am to 1:30pm), therefore completing each year equivalent of the full-time programme over 2 years. It is highly recommended that students study their core classes before their majors in a part time program.

In the Leadership & Ministry stream the part-time options are 1, 2 or 3 days a week, or a choice of individual subjects.

Part-time enrolment incurs higher fees than the equivalent full time enrolment, due to higher administrative costs. In most cases, all first year subjects must be undertaken before second year subjects can be attempted and all second year subjects must be undertaken before third year subjects can be attempted.

Program Information

Each C3 College course consists of learning modules. Some courses consist entirely of core (or compulsory) modules, while others consist of core studies and specialisation electives.

Subject Prerequisites

A prerequisite for entry into any module is:

1. Admission to College

AND EITHER

2. Successful completion of any prerequisite modules (see program outlines)

OR

3. Recognition of Prior Learning for any prerequisite modules (refer any enquiries to the Assistant Principal or Dean)

Payment of Fees

Students should take note that attendance at classes constitutes acceptance of the terms and conditions as set forth in the student handbook, including fee and refund terms and conditions.

Enrolment in the C3 College incurs the obligation to pay the full tuition fee for the course.

Full fees are payable in advance and are not refundable except in special circumstances (refer to “Refunds & Overdue Payments”).

Payment of fees for each full term is required before attendance at any class in that term.

Tuition fees may be paid:

1. Before the first week of College:
2. Each term in advance - the following conditions apply:
 - Creative Ministry Students paying on the term basis are liable for the full Academic Year's tuition fee after the cooling off period in the same way as students paying the full fee up front. This applies regardless of whether students successfully complete their programme.
 - Leadership and Ministry students are liable for the full term, even if they should withdraw before the end of term.
 - Payment for the full term is required prior to attendance at the first class.
 - Late payment of fees (i.e. after the first day of term) will result in a \$100 late fee

NB: All Creative Ministry students studying on a Student Visa are required to pay their annual tuition fees in full before their commencement of classes due to the work restrictions associated with their Visa.

Fees are received at the C3 College Reception on the 3rd floor of the Theatre Building. Student office hours are 11:00am-11.30am and 1.30pm-4.00pm ONLY during College terms, or 9.30am – 4.00pm in College breaks. Cheques should be made payable to C3 College. All fees are payable in Australian Dollars only.

Creative Ministry students, please note that the above is a summary of the financial terms and conditions of your enrolment for and attendance at C3 College. Please refer to your Financial Agreement for further details.

Refunds & Overdue Payments

1. Fees are non-refundable should you change your mind during the year. There is a cooling off period of the first four weeks of your first term. If you decide that the course does not meet your needs and withdraw during that time, you will be liable for only one term's fees.
2. Students in the Creative Ministry stream who withdraw after this cooling off period, will be liable for the full year's tuition fee. This is because classes in the Arts require minimum student numbers in attendance to function effectively and the College makes commitments to your class and lecturers to run your course on the basis of your commitment to C3 College and your signed agreement to pay the fees. The College, your fellow students and faculty therefore rely on your commitment to study for the full year. Students who are forced to discontinue for medical or compassionate reasons may be eligible for exemption from this condition.
3. In the event that the course applied for is not offered the student will receive a full refund of fees.

4. Graduation is conditional upon payment of fees in full.
5. Students with any fees (including late fees) unpaid at the end of the College year will not graduate and The C3 College will charge interest on the outstanding balance at prevailing Bank overdraft rates. This will apply until outstanding fees and accrued interest are paid.
6. Students in the Leadership & Ministry stream will be refunded for any term not yet commenced.

Sundry Charges

Students will be liable for sundry charges where applicable. No student will be charged a sundry item without prior notice. Sundry charges include:

- Photocopying and faxing
- Internet Access Fee
- Assessment Appeal Fee
- Re-assessment Fee
- Late Assessment Fee
- Late tuition payment Fee
- Art supplies
- Tape costs
- Equipment damage costs
- Chart Book non-return fee
- Studio and rehearsal room hire
- Library fees for late returns, damaged or lost items
- Travel and accommodation expenses for ministry trips.

All students requiring a Student Visa will also incur the following additional charges:

- Overseas student fee of AUD\$250 to contribute to extra costs associated with international students; and
- The cost for Health Insurance, as required by the Australian Government under Student Visa conditions – currently \$324 for single students and \$648 for a student and family – (from 2006, students pay the insurance company direct, rather than through the College).

Church Membership

Becoming a Church Member

Students must be active members of a local Church, attending at least once per week. This provides the opportunity for ministry and allows for necessary pastoral oversight. For these reasons, students who are not able to maintain active church attendance in their home church while at College are required to join and maintain active membership of a local church.

Students may join C3 Church Oxford Falls by completing a C3 Church Membership form.

All new members of C3 are encouraged to attend a C3 New Members' Luncheon where they are able to hear about the vision of the church. New Members Luncheons are held every 6 weeks after the 10:00am Sunday service. Please check at the College Reception for the date of the next luncheon.

The church membership requirement is purely aimed at providing adequate support for students who have come from churches outside of Sydney during their time as students. Students are therefore encouraged to maintain strong contact with their sending church throughout their time at College.

Church Attendance

All students are required to be active members of their church, attending at least one service per week. This is necessary, as College life requires the outlet of normal Christian service. Your position in the College can be reviewed if you fail to remain in active church life.

Connect Group Attendance

As a general rule, students who are well established in a Connect Group experience fewer problems with College life, as:

- under C3 Church's pastoral system, Connect Group leaders are the first line of pastoral support for members, and
- there is an instant network of believers (apart from the student body) you can be a part of.

Connect Groups are the life of the church. It's where you can really get to know people and see God move through you as you share part of your life with others.

When you're in a new church and don't know many people and College is really busy, it can be tempting to opt out of Connect Groups and think College is enough. But speaking from the experience of students - **YOU NEED A CONNECT GROUP AND YOUR CONNECT GROUP NEEDS YOU!** You will be built up in the Word of God, practice what you've learnt and meet people who can help and encourage you.

For these reasons, it is a requirement that you maintain active membership of a Connect Group. Information on Connect Groups may be obtained at the Information Desk in the Church Foyer, or through the Church Reception.

Health & Safety

Personal Safety

The College is committed to providing a safe college for all. We have taken all possible precautions, and followed all the guidelines as recommended under the Federal and State legislation.

We expect that students in turn accept their responsibility to behave safely. This means behaving with common sense and foresight. All students are expected to follow the safety procedures that apply to our organisation.

Any injury to a student may cause physical suffering as well as loss of study time and income and affect the morale of other students. The following rules are common sense and should be followed by all students:

- Keep areas clean at all times: it reduces the chance of any injury and also makes the area a more attractive learning environment
- Always wear the appropriate safety equipment when doing any hazardous work. You will be supplied with this if required
- Do not run in the buildings
- Where footpaths have been identified and clearly marked use them
- No smoking is permitted anywhere within the buildings
- Have respect for electricity - do not overload any outlet. Never have any electrical wires rolled up (like extension leads) - they may create heat and cause fire danger
- Be aware of hot water temperature and especially boiling water from kettles and coffee machines
- Always be aware of the proper lifting techniques. Do not try to lift something that is obviously too heavy-always look for assistance. Always help others with lifting activities where their abilities are not appropriate for the task

Report ANY injury immediately to the lecturer, and then to the Dean. Student Liaison will give you an Injury Report Form for you to complete. If you notice a situation or practice that seems unsafe, you should immediately discuss this with your lecturer or Dean, or correct it yourself if it is personally safe to do so.

Fire Safety & Evacuation

Throughout the building, there are fire detection and prevention devices such as:

- A fire hose and fire extinguisher on every floor.
- Smoke detectors in each area that will set off the fire alarms
- Fire Alarm System

In the event of a fire alarm or discovery of smoke please follow the plan of action below.

- Follow the instructions of your lecturer
- Switch off any equipment
- Close all windows
- Turn off air-conditioning
- Close all doors behind you
- Assist anyone with mobility problems
- Walk quickly to your nearest evacuation meeting point
- Follow the instructions of management or the supervisor in charge
- Remain calm and do not take risks

There are two evacuation meeting points, located safely away from all buildings.

- One near the fence on Dreadnought Road, west of the entry driveway
- One near the fence on Wakehurst Parkway, behind the air conditioning plant room.

Conduct

General Conduct

C3 Church is a place of worship and ministry training. Students, staff and visitors are expected to behave with due regard and respect for those who are working, studying and practicing within the Church buildings. A minimum noise level should be maintained at all times.

Food and Drink

FOOD, DRINK AND CHEWING GUM (apart from water in resealable containers) IS PROHIBITED AT ALL TIMES IN THE CHURCH BUILDINGS, THE COLLEGE, & AUDITORIUM. A break for tea/coffee/food will be held from 11.00am-11.30am each morning.

Personal Conduct

The church and the community see students as ambassadors for Christ. As such, the conduct of those who commit themselves to the C3 College is to be, in both truth and appearance, in accordance with principles laid down in Scripture.

Specific conditions include:

1. **Smoking** - is not permitted during College hours or on C3 grounds and is seen as undesirable and needing to be rectified. Pastoral or counselling help can be arranged if necessary.
2. **Mixed flatting** - Under normal circumstances the College does not approve of mixed flatting. For your own protection, students are required to clear their arrangements with the Assistant Principal if they are in or considering a mixed flatting arrangement.
3. **Morality** - As a student in C3 College, we expect you to live by the high standard of excellence worthy of that calling. Students are expected to maintain a lifestyle that will not have a negative influence on their Christian growth. Drug use, sexual immorality, dishonesty and violence are not acceptable for any College student.
4. **Attitude and behaviour** - Attitudes need to be commensurate with people wishing to seek and serve God. Students are expected to display respect for Lecturers, College staff and other students at all times. In all matters, students will seek to display the fruit of the Holy Spirit.
Galatians 5:22, 23a But when the Holy Spirit controls our lives he will produce this kind of fruit in us: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control.
5. **Alcohol** - may not be consumed during College hours. Consumption of alcohol is a matter of personal conscience, however intoxication with alcohol at anytime constitutes grounds for expulsion from College. Intoxication is defined by the College as a blood alcohol content in excess of 0.05%. Alcohol may not be consumed at any gathering that could be construed as a Church or C3 College

event. If you have an addictive problem with either smoking or alcohol, counselling and pastoral assistance can be provided to assist you.

6. **Property** - At no time will a student borrow equipment from another student or staff member without consulting the owner first. At no time will a student borrow College equipment (instruments, amplifiers, microphones, CD players overhead projectors etc) without the prior approval of the College administration. Students will at all times respect the personal property of others, whether that of teaching staff or fellow students. Students will at all times respect the property of the C3 College and C3 Oxford Falls. This includes not resting feet on seats or climbing over them. Food and drinks other than water are prohibited at all times in lecture rooms, class rooms and auditoriums.
7. **Dress** - Members of both sexes are required to dress modestly. A smart standard of dress is required and the College reserves the right to decide what is appropriate. As a guide, clothes in poor condition, beach wear, strap-shouldered or strapless tops, low-cut tops and bare midriffs are not acceptable. Students are expected to dress in a manner that is appropriate to some-one training to be in ministry.
8. **Relationships** - Students are expected to attend C3 College with the goal of seeking and growing in God. To help students maintain their focus on this goal, the College does not allow students to enter into any new romantic relationships during their first year of any course. In second or third year, any new romantic relationships must be immediately notified to your pastor and the Assistant Principal. All romantic relationships are required to remain non sexual and with pastoral oversight so as not to hinder the students' progress in God.

Violation of any of these standards of conduct will result in the student coming under College discipline.

College discipline

Should a student's conduct, attendance, punctuality, attitude or quality of work be less than satisfactory, they will come under College discipline. College discipline takes a number of forms:

1. Interview with Registrar
2. Interview with the Dean
3. Interview with the Assistant Principal
4. Intervention by a Pastor and/or Assistant Principal
5. Assignment of extra duties
6. Suspension from ministry
7. Suspension from classes
8. Expulsion from College

Sexual Harassment and Bullying

C3 College will not tolerate sexual harassment or bullying of any kind. Sexual harassment must not occur in any relationship between a student and a staff member or other student.

Sexual harassment can be physical, verbal or written. It is an offence to harass or bully any individual on the basis of:

- Marital, parental or career status
- Physical features
- Pregnancy
- Gender

Sexual harassment includes:

- Comments about a person's sexual life or physical appearance
- Suggestive behaviour
- Unnecessary physical intimacy such as brushing up against a person
- Sexual jokes, offensive telephone calls, photographs, reading matter or objects
- Sexual propositions or continued requests for dates
- Physical contact such as touching or fondling
- Indecent assault or rape (which are also criminal offences)

If for any reason you believe you are a victim of harassment, sexual harassment or bullying it is important that you report this to the Dean or, if preferred, the Assistant Principal or Registrar. A report of the facts will be made in complete confidence. Where appropriate C3 College will not hesitate to report sexual harassment allegations to the Equal Opportunity Commission. If it has been established that an offence has been committed it may result in immediate dismissal to the offender.

Attendance

General Attendance

At the discretion of the Assistant Principal, a student who does not attend 80% of the contact time for a module may be deemed ineligible for assessment in that module.

Rosters

All students will be involved in various rosters. These include rosters for Chapel preaching and worship team, cleaning, and classroom set-up. These rosters will be publicised clearly for students to note. It is the responsibility of students to ensure they fulfil their part of the roster.

Punctuality

All students are expected to attend chapel as part of their course requirements and must register their attendance on the Chapel roll before 8:00am. The Assistant Principal may grant an exemption from this requirement when special circumstances exist, if requested by the student in writing.

For all classes, students are expected to be in the appropriate room ready for the class to commence at the relevant starting time.

If students are late for chapel or class, a *Late for College form* (available at College Reception) must be filled in by the student and left in the tray at College Reception, on the same day. *Late for College forms* will not be accepted after the day in which the lateness occurred.

Repeated or excessive lateness will result in disciplinary action.

Absences from Class

Class rolls will be marked regularly to ensure that students are punctual for classes. In **ALL** cases of absence, the student must complete an *Absence Form* promptly on return and submit this to the College Reception in order to maintain an acceptable attendance record.

Absence from Class due to Illness

Students are requested to leave a message at the College Reception by 10am on each day of absence to advise us of the reason for absence and enable us to pray for them. An *Absence Form* must be submitted upon return to College. Students can be absent for reasons of illness up to **2 days in a term** without obtaining a medical certificate. For subsequent days (in each term) a medical certificate is required to substantiate the circumstances for the absence and should be submitted with your *Absence Form*. If a student is unable to obtain a medical certificate as required, then he or she must contact the Dean to report the absences, reason, and explain why a medical certificate cannot be obtained so that their attendance record is not deemed unsatisfactory.

Absence from Class on Compassionate Grounds

Students should as a matter of urgency contact the Dean should they require leave from classes for matters of a compassionate nature.

Absence from Class for Other Reasons

Consent must be obtained from the Assistant Principal or Dean prior to an absence known in advance. Requests should be submitted in writing using the *Request for Leave of Absence form* (available at College Reception).

College Initiated Leave of Absence

The Assistant Principal can require a student to take leave of absence from class for a specified time if such leave is in the interests of the individual student and/or the class. The initiation of such leave of absence is at the Principals discretion. It is not disciplinary action.

Right of Appeal

A student shall have the right to appeal against any penalty imposed by any member of teaching or administrative staff.

The appeal must be in writing and lodged with the Dean within fourteen days of the imposition of the penalty.

Disputes Procedure

In the event that a student should have a complaint concerning the College, its operation, accounting system, teaching staff, curriculum, or management, then they should immediately and confidentially bring this to the attention of the Dean, Assistant Principal, or the Registrar and seek an interview.

A summary of this interview will be kept noting what resolutions were suggested and any strategies that were agreed to resolve the matter. Should there be no satisfactory resolution arrived at during that or subsequent meetings, then the student may seek an interview with the Chief Executive of the College to arbitrate. An appointment with the Chief Executive can be made through his Personal Assistant (inquire at the Main Reception).

Student Grievances

The College seeks at all times to facilitate the resolution of grievances. Human interaction is often complex and many grievances are the result of poor communication. If you have an issue with a member of staff or another student, we encourage you to first take some time to think about the situation from both points of view. Then promptly talk to the person concerned to seek an acceptable solution.

If your attempt to resolve your grievance is unsuccessful, the procedure for notifying a grievance and grievance handling is as follows:

- All grievances will be notified to the Dean in the first instance, who will attempt to resolve the grievance.
- If this is unsuccessful, the Dean will refer the issue to the Assistant Principal or Registrar for resolution.
- If the Assistant Principal or Registrar is unable to resolve the issue, the grievance will be referred to the Chief Executive of the College.
- If the Chief Executive is unable to resolve the issue, then the student may seek to have their grievance dealt with through a registered mediator external to C3 College. External mediation is a formal process, and is undertaken with a contract between the student, the mediator, and the College. Both the student and the College pay fees to the mediator for the cost of the mediation. Fees vary, but range from \$150 - \$250 for the student. Contact details for the registered external mediation agency are available from the Registrar.
- The student may choose to include a nominee to assist them in any meeting.

College Facilities

Morgan Road

There have been many car accidents on Morgan Road. This route should be approached with extreme caution and should be considered hazardous.

Oxford Falls Ring Road

The road surrounding the church buildings is a one-way ring road. Entrance is permitted only through the second set of driveways and driving must always be at a slow speed (not to exceed 15km/hr).

Parking

Students are not permitted to park in the “reserved” or other staff parking bays adjacent to the CCTV Building, or in the bitumen parking bay adjacent to the children’s playground (the Northern Side of the Theatre Building). Students are permitted to park in any other bitumen/paved parking areas on the campus. **Parking on the grassed parking areas is discouraged in the interests of saving the grass from an untimely death.**

Only vehicles with disabled driver stickers may park in the marked disabled parking areas, at any time.

Visitors

Visitors are not permitted to attend any of the teaching sessions without permission from C3 College. Only enrolled students and staff will be permitted in classes. Students wishing to gain approval for a visitor to attend any class must submit a *Visit Request* form.

College and Church Offices

The C3 College Office is located on the 3rd Floor of the Theatre Building. Office Hours for students are as follows:

During College terms: Monday – Friday 11:00am-11.30am and 1.30pm-4.00pm
Outside College terms: Monday – Friday 9.30am–4.00pm

Students are not permitted in the general office area in the Main Church Building, nor in the counselling rooms and kitchen.

Appointments with Staff and Counsellors

Appointments with the Assistant Principal, Dean or the Registrar may be made through the College Reception.

Counselling appointments may be made directly through the completion of an intake form located in the Main Foyer or the Dean.

Use of Facilities Outside of College Hours

All C3 College students are permitted to use College rooms for study, rehearsal and practice purposes when they are not being used for scheduled lectures, classes and pre-booked events. In all cases they must be booked (see “Booking Facilities for Outside College Hours” for details).

Rooms may only be used by students outside formal classes subject to the following conditions:

- Use of these facilities will not inconvenience any person or class
- Noise must be kept to a minimum
- The person booking the rehearsal shall be responsible for any loss or damage to College equipment or property

College resources are available only to those students presently enrolled in College. In particular, the use of rehearsal facilities free of the normal hire charges is only available to bands where all the members are current College students.

A student who uses College rooms outside of hours, without permission, resulting in the fire alarm being activated will be charged the resulting fee.

Booking Facilities for Outside of College Hours

The C3 College is open 9:00am–5:00pm Monday to Friday.

All rooms and facilities to be used outside formal classes must be booked prior to the time of use. Rehearsal rooms must be booked with Kathryn Dixen.

Use of C3 College equipment

C3 College equipment may only be used with prior approval from the College administration. A booking system is in place, and equipment must be signed out and in. The person signing the equipment out is personally liable for the cost of repairing or replacing equipment damaged or lost during the time they have it signed out. Any loss or damage to equipment must be reported immediately to C3 College staff.

Use of the C3 College Studio

The studio must be booked at the C3 College office and the key signed out. Any lost keys will result in a \$50 fee.

Lost Property

Student and staff property (including instruments and other musical equipment) should not be left unattended at any time in any part of the Church or C3 College buildings. The C3 College is not responsible for any personal property belonging to students or staff, however, the Church does maintain a "Lost Property Centre" where property can be collected by its owners.

Telephone Calls

The Church office telephone number is NOT to be given out as a daily contact number for students. Only in emergencies will messages be taken and passed on to students.

Mobile Phones

STUDENTS ARE REQUIRED TO SWITCH OFF ANY MOBILE PHONES/PAGERS DURING CLASS AND CHAPEL TIME.

Photocopying

Photocopying facilities are available for students for study purposes in the College Library at a cost of 10 cents per copy. Students are not permitted to use photocopiers in the Church offices without prior approval from college staff. Photocopying must be in accordance with copyright regulations detailed at the end of this handbook.

The Goldstore

All College students are entitled to discounts at the Goldstore. This offer gives students a 10% discount on all books purchased from the Goldstore. The student discount does not apply to food, drinks or music products.

College Library

NO FOOD OR DRINK IS ALLOWED IN THE LIBRARY

1. The library has a reference collection that may not be borrowed, and non-reference resources, which may be borrowed for a maximum of 48hrs.
2. Books are classified according to the Dewey Decimal System. All books are shelved in Dewey Decimal order. Students are requested NOT to return books to shelves after using them. When returning books, please leave them at the book return point in the library and the overseer will shelve them.
3. Hours of Opening - The library is available during the following hours only (11.00-11.30am and 1.30pm - 4.00pm) Tuesday to Friday.
4. It is expected that students will take great care in handling the books. Do not mark, write on or tear or otherwise damage books. If accidents occur, please report problem to library overseer.
5. As well as the Library area, the Lecture Rooms may be available each day during library hours for study (provided other church meetings permit). Please refer to "Use of Facilities Outside of College Hours" and "Booking Facilities for Outside of College Hours" for conditions of use.
6. The library also has computers and printers available to students for assignment work. The computers must be booked. Please see the library overseer for help with the computer and for details of the booking system.

Recognition of Prior Learning (RPL)

The College has a formal process for assessing and recording prior learning or current competence.

Students applying for RPL may satisfy the evidence criteria by supplying equivalent qualifications from accredited institutions, or by providing adequate documentary evidence of relevant occupational experience at the required level, or by undertaking the relevant assessments.

Students wishing to apply for RPL should initially meet with the Dean to discuss the evidence that is required in their particular circumstance.

Applications for RPL must be made with the RPL Application form available from your Dean, or the Registrar. The evidence supporting your application must be attached, along with the RPL fee of \$60 per module. The Assistant Principal or Dean will assess RPL applications, with advice from lecturers where relevant.

RPL will be granted on a module-by-module basis for equivalent or higher qualifications and statements of attainment issued by other Australian Registered Training Organisations, and equivalent overseas institutions.

Prior learning achieved other than by study will be assessed based on evidence submitted by the applicant.

If insufficient documentary evidence is available, then the applicant may elect to undertake an assessment, equivalent to the assessment normally undertaken as part of the relevant programme.

RPL will not be granted where it would disadvantage students in other modules of study.

If an applicant is not granted RPL for a module, but believes that they have current competence and that RPL should be granted, they may request to undertake an assessment, equivalent to the assessment normally undertaken as part of the relevant programme.

The cost of RPL assessment is \$60 per module assessed.

RPL granted to students for course modules or units of competence will be recorded on the College Database and the student's Transcript of Credit.

RPL and Overseas Students

When the College grants RPL to an overseas student prior to the issue of the Student Visa, the College will advise DIMIA and DETYA of the actual shortened course duration.

When the College grants RPL to an overseas student after the issue of the Student Visa, DIMIA will be notified of the change of course duration and the student will be advised of the conditions of their visa.

In order to meet visa requirements, all overseas students must study at least 20 contact hours per week, even if RPL has been granted.

Assessment

Notice to students of assessment tasks

Students will be notified in writing of all assessment tasks, including all components contributing to assessment for any given module.

Initial notice of assessment tasks

Assessment components will be detailed in the course or module outline, which will be distributed in the first class for each course or module.

Wherever relevant, initial notice of assessment tasks will include:

- weighting towards final assessment allocated to each task
- due dates for all assessment tasks
- title and assessment number for each assessment task
- required reading for each assessment task
- description of the assessment mode and conditions

Changes to assessment components and/or tasks

Any changes to assessment components, weightings of assessment components, or details of assessment tasks (including questions, due dates, required reading, etc) will be notified to students, either:

1. in writing distributed to individual students in class, or
2. in writing on the College notice board, or
3. in writing distributed via the student's file.

A minimum of 14 days notice will be given for significant changes to the assessment task or weighting that would substantially affect students.

Notices of changes to assessment components and/or tasks will be displayed on the College notice board from the time they are announced in class, until the due date of the assessment task.

Responsibility for awareness of assessment tasks

In all cases where the College has complied with the preceding policy on notification of assessments and changes to assessments, it is the students' responsibility to make themselves aware of all details of assessment tasks and changes to assessment tasks.

Responsibility for awareness of lecture content

In all cases it is the student's responsibility to make themselves aware of the teaching and information given in lectures (or any part thereof) they have missed, regardless of their reason for absence.

Written Assignments

Submitting assignments

Keep a copy of every written assignment you submit.

Criteria for assignments to be accepted

Except when specifically instructed otherwise, assignments will only be accepted when:

- all pages are fastened together
- accompanied by an attached Assignment Cover Sheet or the corresponding Mark Sheet distributed in class, fully completed with all correct details (including the assignment title and number)
- accompanied by an APPROVED "Request for Extension" if submitted after the due date

Assignments will not be deemed submitted until they meet all of the above criteria. Normal penalties will apply for late submission due to any of the preceding criteria not being met.

How to submit assignments

On-time assignments (submitted by 4.00pm on the due date)

On-time assignments will only be accepted through the following channels:

1. the class secretary (where there is one) before 1:30pm on the due date, or
2. College Reception before 4.00pm on the due date.

No assignments will be accepted:

- in electronic form unless specifically allowed for the purposes of the individual assignment
- via fax or e-mail
- under office doors or in the files of College staff or lecturers or their Personal Assistants
- by any class leader other than the class secretary
- by any College staff other than the person on duty at the College reception desk
- by lecturers or their Personal Assistants.

Late assignments (submitted any time after the due date)

Late assignments will only be accepted via the College Reception.

Other than in exceptional circumstances, the College Reception desk is attended at least Monday to Friday:

- in the College break between 11:00am and 11:30am, and
- from 1:30pm to 4.00pm.

Any assignments submitted after 4.00pm are deemed received the following College day and must be left in the Assignment Submission File at the College reception desk. This will be the date used to calculate any penalty for late submission.

The date noted on the date stamp applied to the Assignment Cover Sheet, is the accepted date for all assignments.

Assignment extensions

Assignment extensions will only be granted by the Dean or Assistant Principal and only after the request is made in writing via a fully completed *Request for Extension* form.

Assignment extensions will not be granted by lecturers, their Personal Assistants, or any other staff.

A *Request for Extension form* available from College Reception, must be submitted to College Reception before the due date and, if approved, must be attached to the assignment upon submission.

Extensions will **not** be granted on or after the due date except in the following circumstances:

- Serious misadventure
- Serious compassionate circumstances
- Serious medical condition with doctors certificate

Penalties for late submission of assignments

Written assignments that are submitted after the due date will incur the following penalties:

1. Mark deductions of 2% per calendar day from the due date until the date they are submitted, and
2. A late submission fee of \$30, which must be paid at College Reception.

The late assignment will be accepted without the payment of the fee, at which point the penalty mark deductions will cease, but the assignment will not be marked until the late fee is paid.

The late submission fee may only be waived in the following circumstances:

- Serious misadventure
- Serious compassionate circumstances
- Serious medical condition with doctors certificate

Penalty mark deductions will be applied, within the following limitations:

1. Where the late penalty would reduce the total mark to less than 50%, and the student has demonstrated all of the required competencies for the given assessment task, it will receive a "Competent" grade and, if graded, a mark of 50%.
2. If the student does not demonstrate all of the required competencies for the given assessment task, it will receive a "Not yet competent" grade which will not be adjusted with late marks.

Close-off dates for assessments

Assessment close-off dates are fixed for each term. **Assessments will not be accepted after 4.00pm on the close-off date.**

Assessment close-off dates for 2010 are:

Term 1:	Friday 4 June (4.00pm)
Term 2:	Friday 13 August (4.00pm)
Term 3:	Friday 29 October (4.00pm)
Term 4:	Friday 3 November (4.00pm)

Assignment marking turn-around

On-time assignments

The College will make every endeavour to mark and return on-time assignments to students within 3 weeks of their due date.

Late assignments

Late assignments may take longer to mark and return to students.

In-class assessment tasks (including tests)

In-class assessment tasks will be held in accordance with details notified to students through the policy procedure outlined.

Absence for in-class assessment tasks

Where a student is absent for an in-class assessment task, the opportunity will only be given for the student to undertake the assessment task with the approval of the Assistant Principal. Such approval will only be given upon payment of a fee of \$30 in advance, or in the following circumstances:

- Serious misadventure
- Serious compassionate circumstances
- Serious medical condition with doctors certificate

Examinations will be re-run for approved students at an appropriate time and location which will be advised at the time of booking or in writing via the student file.

Where the assessment is a Creative Ministry practical assessment the re-assessment fee will be \$50

Responsibility for gaining approval to submit a missed in-class assessment task

In all cases it is the **student's responsibility** to:

- notify the course coordinator that they have missed the in-class assessment task
- gain approval to submit any in-class assessment they have missed due to absence from class.

Marking turn-around for in-class assessment tasks

Where appropriate, in-class assessment results will only be distributed when all qualifying students have undertaken the relevant assessment task. In other cases, assessment results will be distributed as soon as possible, with a 3-week turn-around where practicable.

Variation of assessment tasks for students with special needs

The Assistant Principal or Dean may vary assessment tasks for students with special needs, including the following:

- Students with special needs that affect their ability to demonstrate competency through the standard assessment task will be entitled to demonstrate the required competencies through an alternate assessment task or have the standard task varied to compensate for the special needs
- Students with English as a second language will receive ESL support in the assessment event to help them:
 - comprehend the assessment instructions and questions
 - express their answers in English.

Assessment is on the learning outcomes and competencies for the course. The effect of the ESL student's language needs will be "factored out" of the assessment result to the greatest extent possible by the assessor.

Failure to demonstrate required competencies

Students who have not evidenced competencies for any given subject due to failure or non-completion of assessment tasks will be awarded a grading of "Not yet competent" in the relevant subject. When this situation occurs in a subject for which competency is required for graduation, students will not graduate.

Assessment marking

For many assessments, a mark and/or grade are awarded in addition to the assessment of "Competent" or "Not yet competent". The objectives of marking are:

- to provide the student with realistic and constructive feedback on their performance, and
- To facilitate the students' progression to an institution under the higher education system.

With these ends in mind, assignments will be marked:

- according to the most recently published grading schedule associated with the relevant subject, and
- using the criteria-referenced assessment instrument developed for the assessment task, and
- solely based on the learning outcomes and competencies for the course.

Assessment feedback given to students will at minimum comprise of a grading of "Competent" or "Not yet competent". If a mark/grade is awarded, they will be provided:

1. Marks achieved for each component of the assessment, and
2. The total mark achieved.

Appeal against adverse assessment

- A student may appeal against an assessment result of "Not yet competent" under either of the following circumstances:
 - a) The mark awarded for the assessment is incorrect due to miscalculation.

- b) The assessment was marked “Not yet competent”, but the student believes that the assessment task was completed competently.
- Where there has been a miscalculation of the mark, the student must advise the lecturer for the module, who will arrange for the mark to be corrected in all College records. No fee will be charged in these circumstances.

Where the assessment was marked “Not yet competent” but the student believes that the assessment task was completed competently, the student must discuss the assessment with the lecturer to determine the grounds for the adverse mark. If the student is then satisfied that the mark is correct no fee will be charged. If the student still believes that the mark is incorrect, then the student may appeal to the Assistant Principal or Dean by submitting:

- a letter detailing the grounds for the appeal;
- the assessment documentation;
- an appeal fee of \$30; and
- any other relevant evidence.

In the case of a Creative Ministry Re - Assessment in the Major classes the fee will be \$50

The Assistant Principal / Dean will arrange for a different assessor to review all of the evidence submitted. If the appeal is upheld, the assessment mark will be adjusted accordingly, and the appeal fee will be refunded.

- If the appeal is disallowed, a brief summary of the reasons for the adverse assessment will be provided to the student, and the appeal fee will be retained.

Re-submission of assessment tasks

Applications to re-submit assessment tasks must be accompanied by the re-assessment fee of \$30. Such applications must be approved by the Assistant Principal or Dean, in consultation with the relevant lecturer.

Students may apply to re-submit assessment tasks only where:

1. They have been assessed as “Not yet competent”, or
2. Their performance was affected by serious misadventure; circumstances of a serious compassionate nature; or a serious medical condition substantiated by a doctor’s certificate.

Such applications will be considered on a case-by-case basis.

Students may only re-submit assessment tasks once, other than in exceptional circumstances beyond the control of the student.

Where the assessment task is a test, or any other form of assessment where the student may have an advantage in re-doing the original assessment task, the lecturer must set a new assessment task, testing the same competencies at the same level as the original assessment task.

Written Assignments

All written assignments in C3 College must be completed according to the following method:

1. Work presented should be set out in neat, legible writing or preferably typed or printed (computer).
2. If handwriting assignments, drafts must be re-written into a final, presentable version for submission.
3. Paper on which the assignment is presented must be clean and neat. Torn edges do not qualify as "neat".
4. Leave a one-inch margin on the left-hand page.
5. Provide references, footnotes and quotes where utilising the work of others. Plagiarism is considered to be a serious issue and will result in the student being withdrawn from the relevant module.
6. Include a bibliography in all assignments.
7. Respect the prescribed lengths and limits. Marks will be deducted for excessively lengthy work.

Presenting a Bibliography

Bibliographies should be presented in the following format:

Author - Title - Publishing Company - Year

eg. Irvin Jensen, "Enjoy Your Bible", Moody Press Chicago, 1969

Please note marks may be deducted where there is no bibliography presented.

Using Footnotes

Footnotes should be presented in the format of the following example:

Quotation: "The Bible is written to be read"

Footnote:

1. W.A. Torry, "Study your Bible" p.50
2. Ibid (same book) for several consecutive references from the same book: e.g. Ibid p.6
3. Torry, Op Cit (already cited) p.100. When you have referred to another work since noting Torry, "op cit" refers back to the last mention of that work but not necessarily the same page or passage.

Personal Integrity in Assessable Tasks

Students are expected to be honest in completing all assessment tasks. All assessments are to be solely the submitting students' own work unless otherwise specified by the relevant lecturer.

Plagiarism or dishonesty of any kind, including cheating in an exam, is a serious violation and will result in automatic issue of a "Not yet competent" grade in the relevant module. The lecturer will report any such incidents or suspected incidents to the Dean. The Dean will investigate the incident and notify the student and the Assistant Principal in writing to this effect. The student may appeal the decision through the assessment appeal procedure to resolve the matter.

Overseas Students Course Progress Policy and Procedures

Definitions

C3 College defines course requirements as the assessments due in each term for the qualification in which the student is enrolled.

Unsatisfactory progress is defined as not successfully completing or demonstrating competency in at least 50% of the course requirements in that term.

Communication

The course requirements for each term are made clear to students at the start of each course. The VET Course Administrator provides this information to each student in the form of module outlines and copies of all assessment materials.

The course progress intervention strategy is included in the C3 College student handbook which is available on the C3 College website.

C3 College monitors and records the course progress of each student currently enrolled. The Student Liaison staff update the student database with assessment results as each assessment is marked.

The C3 College Dean monitors assessment results at the end of each term to identify when a student has not passed or demonstrated competency in 50% or more of the course requirements.

C3 College faculty regularly communicate with the Dean or Assistant Principal regarding students' progress and identify prior to the end of term any students who are at risk of unsatisfactory course progress.

Overseas Students Course Progress Intervention Strategy

At the end of each term, overseas students are assessed by the C3 College Dean against the course progress policy. If a student is identified for the first time as not making satisfactory course progress, the intervention strategy is implemented. The intervention strategy must be activated within the first four weeks of the following term.

However, if the C3 College Dean identifies that a student is at risk of making unsatisfactory course progress before the end of the term, the Dean will implement the intervention strategy as early as practicable.

The Dean will promptly meet with the student to determine the best strategy to assist the student to achieve satisfactory course progress.

Suitable strategies may include but not be limited to advising on the suitability of the course, arranging for reassessment, making allowable adjustments to assessment tasks, arranging for tutoring, language support, medical support or counselling support.

The Dean will advise the overseas student that unsatisfactory course progress in two consecutive terms for a course could lead to the student being reported to DIAC and cancellation of his or her visa, depending on the outcome of any appeals process.

Course progress in a non-compulsory term is to be disregarded when considering whether there has been unsatisfactory progress in two consecutive compulsory terms.

If a student is identified for a second, but not consecutive, term as not making satisfactory course progress, C3 College **does not** report the student for unsatisfactory course progress.

The C3 College Dean keeps records on the student file of the advice and assistance given students who have been assisted under C3 College's intervention strategy.

Creative Ministry Private Tuition

Creative Ministry students specialising in Contemporary Music and Worship Leading, Contemporary Vocals and Worship Leading or Contemporary Songwriting will each receive private tuition based on the following hours:

Music students: up to 34 x 1/2 hour lessons (total of 17 hours)

Vocals students: up to 34 x 1/2 hour lessons (total of 17 hours)

Songwriting students: up to 16 x 1/2 hour lessons (total of 8.5 hours)

Should a student require a tutor with special expertise or should a suitable tutor not be available within C3 College, an external tutor will be contracted. Should that tutor not accept the C3 College rate of pay, students may receive fewer hours tutoring in order to receive the best training.

Please note some student may receive private tuition in paired lessons. Students will be matched with another student as a “practise partner” to facilitate learning outcomes.

Part-time students receive private tuition while studying the specialisation components of their programme, except by special arrangement

Creative Ministry Productions & Performances

All Students in the Creative Ministry Performance Courses are required to contribute to major Church events outside College hours - notably the Easter, and End of Year productions, and at other times of the year. All of these contributions are assessable. There is an audition process for the productions so that the Productions reflect excellence.

The amount of time involved will vary from major to major and from student to student and requirements will be announced well in advance to allow students to make themselves available.

Rehearsals for these events are to be considered as integral to the actual event itself. The Production schedules include three weeks of evening and Saturday rehearsals prior to the actual performances.

Visual artists - must be involved in some role whether on stage or backstage or in production in first second year and also for Easter of third year.
Songwriters – 1st yrs to be on stage, 2nd, 3rd yrs to be involved whether on stage or backstage or in production.

The Creative Ministry stream host assessment performances called Café Connect, usually in the Theatre at C3 Oxford Falls. All Creative Ministry students are required to assist at two Café Connect Event at which they are not performing. This affords the student invaluable training in running a Connect Event, allows for cross Faculty integration in the College and ensures that the workload for Café Connect is fairly distributed.

Café Connect has an entry fee to cover production costs. Students are eligible for a Café Connect Season Pass that is available at College reception.

Student Volunteering

Student volunteering is a vital part of your training at C3 College. Students are the 'volunteer army' for our major annual church conferences. Volunteering at these conferences allows you the opportunity to see how large-scale events work behind the scenes and also be an important part of people all around the world having life-changing experiences with Jesus Christ. You will also be able to sit in on many of the sessions and hear some of the best speakers in the world.

All students (part-time and full-time) will be serving at 2 major conferences throughout the year:

Presence Conference: Tuesday 6th April – Friday 9th April 2010

Everywoman Conference: Thursday 28th October – Saturday 30th October 2010

1st years only will also be serving at the RealMen Conference in July:

RealMen Conference: Friday 30th July – Saturday 31st July 2010

It is important that you arrange with your employer to have time off work for conference volunteering. (see below for details of times on the conference dates).

If you need special exemption from serving at any of these events you need to apply in writing to Emily McIntyre (Dean) providing details of your exceptional circumstances.

Presence Conference

In the weeks leading up to Presence, you will sign up for volunteer teams. Before the conference you will have an opportunity to meet your team leaders and be trained for the tasks you sign up for.

All students will meet at C3 Oxford Falls on the days of the conference for the volunteer bus service into the Darling Harbour Convention Centre. You will receive a lunch pack on arrival at C3 Oxford Falls and dinner at the Convention Centre. Most of the days of conference you will be leaving Oxford Falls Campus at 10am and arriving back at around 10pm.

For your services at Presence Conference you will receive 20 hours credit towards your Practical Ministry hours (see Practical Ministry section).

Women's Conference

You will be required from:

1.30pm-10pm Thursday 28th October 2010

8am-10pm Friday 29th October 2010

8am-4pm Saturday 30th October 2010

All meals will be provided from Thursday night through to Saturday afternoon.

For your services at Women's Conference you will receive 10 hours credit towards your Practical Ministry hours (see Practical Ministry section).

RealMen Conference (1st years only)

You will be required from approximately:

1.30-10pm Friday 30th July 2010

8am-4pm Saturday 31st July 2010

All meals will be provided from Friday night through to Saturday afternoon.

For your services at RealMen Conference you will receive 10 hours credit towards your Practical Ministry hours.

Conference Registration

You do not need to register as a delegate for any of these conferences. Please let the events team know if you have already paid for a conference before starting college. They will be able to reimburse you. We will arrange for you to attend as many conference sessions as possible so you can catch the spirit of these events. For example at the Presence conference most students will be serving in the day and attending night sessions or vice versa.

Other Commitments

From time to time College lecturers are invited to other churches to minister. Frequently it will be possible for students to accompany lecturers and assist them. These opportunities provide valuable training for students. While priority is given to second and third year students, all students should take advantage of such opportunities when they arise.

Student Welfare

If you require guidance or support at any time during College please contact College Reception or the Course Co-ordinator who will organise an appointment for you with the Dean.

We encourage students to let the Dean know if they are experiencing difficulty or seeking counselling or advice, so this may be taken into account by the College.

Finishing College

Graduation Requirements

To graduate from C3 College, the following conditions must be met:

1. Satisfactory (competent) results in assessments in all required modules.
2. Attendance and punctuality to all components of the course (including classes, Chapel, Ministry Placement, Private Tuition, etc.) must be maintained at or above 80%.
3. Practical ministry must be completed and competence achieved.
4. Principles and policies outlined in this handbook must be complied with fully.
5. Fees (including late fees) are to be paid in full.
6. Please note that all Creative Ministry students need to reapply for the Diploma and Advanced Diploma programmes upon completion of their Certificate IV and Diploma programmes respectively. Admission to the Creative Ministry Diploma and Advanced Diploma programmes is offered by C3 College at the discretion of the C3 College management, based on documented selection criteria and assessment of the applicant's ability to successfully achieve the learning outcomes and competencies for the programme they have applied for.

Results Withheld

Results may be withheld for non-payment of fees or failure to return materials on loan from the College, or for non-payment of sundry charges.

Academic Transcripts

After graduation, students receive an Academic Transcript. Additional copies of Academic Transcripts require a minimum of 1 week's notice, and a fee of \$30 is charged.

Academic Transcripts will indicate the final result for each module as follows, in order to facilitate recognition of prior learning for graduating students continuing studies elsewhere:

- A: Competent (final mark of between 80% - 100%)
- B: Competent (final mark of between 65% - 79%)
- C: Competent (final mark of between 50% - 64%)
- CQ: Competent Conceded
- P: Competent- where a module is assessed Competent/Not Yet Competent
- NC: Not Yet Competent.
- W: Withdrawn without penalty
- I: Incomplete
- N: Not Yet Competent: Not attempted
- R: Competency granted on RPL
- Z: Deferred
- X: Result withheld - financial
- CT: Credit Transfer

Withdrawal from C3 College

Withdrawal from the College is a serious matter. We recommend that pastoral advice/counselling be sought if you are considering withdrawing from College. To obtain a withdrawal, the following procedures must be adhered to:

1. Discuss your thoughts with your Dean prior to formally requesting withdrawal.
2. Secure a *Request for Withdrawal form* from College Reception.
3. Complete the form by printing all requested information.
4. You are required to have a subsequent personal interview with the Assistant Principal to discuss your reasons for withdrawal. You must secure his or her signature on the form provided.
5. NO WITHDRAWAL IS CONSIDERED EFFECTIVE UNTIL THE ABOVE STEPS ARE COMPLETED.
6. Should an Creative Ministry student leave the College after week 4, the full fee for the year is payable. In Leadership Ministry, the fee for the term in which the withdrawal occurs is payable.

Deferral

Deferral of C3 College is also seen as a serious matter. We recommend that pastoral advice/counselling be sought if you are considering deferring your enrolment in College. To obtain a deferral, the following procedures must be adhered to:

1. A 'Request for Deferral Form' must be secured from College Reception and completed thoroughly according to instructions.
2. You are required to have a personal interview with the Assistant Principal to discuss your reasons for deferral. You must secure his/her signature on the form to validate the request for deferral. NO DEFERRAL IS CONSIDERED TO HAVE OCCURED UNTIL THIS PROCEDURE HAS BEEN COMPLETED. This means that you will be recorded as being absent from classes. These absences will be recorded in your academic record.
3. Full fees must be paid by the first working day in February of the following year in which deferral was lodged.
4. Grades already achieved in the academic year of the original enrolment can be counted towards the deferred year with the approval of the Assistant Principal.
5. Modules assessed "Not yet competent" in the deferred year can be reattempted, and additional fees may apply.
6. Deferral is available for a period of 12 (twelve) months only. A student who does not return in the subsequent year is automatically considered to have withdrawn.

Copyright

The Australian Copyright Act (1968) only allows copying in limited circumstances for individual tertiary students. The relevant section of the Act is Section 41 (the Fair Dealing Section), which allows some copying for private research and study. (See below).

What you can copy for private research and study

BOOKS, TEXTBOOKS, COLLECTIONS OR ANTHOLOGIES OF PRINT MUSIC, LYRICS, POEMS, PLAYS OR SCRIPTS

Up to 10% of a single work contained in a collection.
Only a single copy can be made.

AN ARTICLE IN A PERIODICAL PUBLICATION

EG: newspapers, magazines, journals

One article from a periodical or

Two or more articles in the same periodical if they are related to the same subject matter.

SEPARATELY PUBLISHED SHEET MUSIC, LYRICS, POEMS, PLAYS OR SCRIPTS

Only up to 10% of the individual work, for example one page of a ten page piece .
Not to be used for performance purposes.

UNPUBLISHED WORKS

The permission of the composer / lyricist /author or copyright owner of the work must be sought

What if the textbook or music is unavailable or out of print?

You must contact the copyright owner / publisher of the work to seek permission to photocopy the work. Often publishers keep archive copies of old works from which they can licence photocopies.

If you have been told it is out of print, you still need to consult with the publisher.

How long is Copyright in Australia?

All works are protected for the life of the composer/author/playwright + 50 years.

A musical arrangement is protected for the life of the arranger + 50 years.

A published edition is protected from the date of publication for 25 years.

Unpublished works remain in copyright until 50 years after their first release to the public in either a performance, broadcast, recording or publication.

If any of the above are in copyright, you may not copy without permission.

What happens if you breach copyright?

Not only are you breaking the law, but you are depriving artists/authors of their rightful income.

Buying published copies of creative works keeps the arts industries alive and helps secure a future for you as an artist, so respect copyright.

If you breach copyright, you could be prosecuted under the Australian *Copyright Act*.

Writing out by hand

You will be infringing copyright if you write out an artist's work by hand if it is in copyright. The only exception to this is if you are writing it out for study purposes, for example in a class situation.

Arrangements of musical works

If you transcribe a work, you must be careful that the work is not in copyright, or else you must seek permission from the copyright owner / publisher / author of the work. This is particularly important if you intend selling your arrangements of the music, or using it in a show reel as audition material.

Copyright and computers

If you write a piece out using a computer, you must be careful that the piece of music is not in copyright, otherwise you will need permission to print the work. If you intend a work from a book, you will be infringing the print edition copyright, so you could only do this if all protected components were out of copyright.

Copyright and a Students Work

Any work produced by you while studying at MTC is considered to be the your property i.e. you hold the copyright. MTC would ask that as a courtesy on publishing a work you acknowledge the relevant College.

Copyright Contacts

For more information about copyright, the following contacts may be useful:

About print music copyright- AMCOS (02) 9954 3655

Recordings and mechanical licences - AMCOS (02) 9954 3655

Legal advice - Australian Copyright Council (02) 9318 1788

General business advice - Arts Law Centre (02) 9356 2566

Statutory licence - Copyright Agency Limited (02) 9394 7600

Performing and broadcast rights - APRA (02) 9922 6422

Disclaimer

C₃ College does not guarantee placement in any ministry position as a result of successful completion of any of its courses. Appointment to ministry is a factor of many personal attributes, as well as training.

The College reserves the right to require the withdrawal of a student at any time if, in the judgement of the relevant College staff, such action is deemed necessary to safeguard the standards of the College.

C3 College reserves the right to change timetables, lecturers, details or conditions as outlined in this document.

Timetables may vary from year to year. Part-time students should note that access to a particular course on a particular day and time cannot be guaranteed for future years.

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STATEMENT OF AGREEMENT

I agree to dress in accordance with College guidelines.

I agree to be punctual to all College activities.

I agree to attend all lectures, excursions and class commitments unless I have permission from the College Assistant Principal or Dean not to attend.

I agree to complete assigned work to the satisfaction of the Colleges.

I agree to complete the full program of study.

I agree to the fulfilment of all fee commitments as outlined in the Student Handbook and Fee Agreement (if applicable).

I understand that I am responsible for ensuring that I do not damage College equipment. If equipment is lost or damaged due to my failure to use reasonable care, then I am liable to pay within 30 days all costs for the replacement or repair of the equipment.

I agree to execute or deliver all performance assignments at the required time.

I have read the Student Handbook and I clearly understand all the policies and other rules therein. During this College year I agree to abide by all the policies and rules stated in the Student Handbook and those communicated to me verbally.

I will exemplify good Christian character at all times.

I understand that attendance at C₃ College is a privilege and not a right. I also understand that the College reserves the right to require me to withdraw at any time, if in the judgement of the Education Board such action is deemed necessary to safeguard the standards of the College.

Name: _____ (Please Print)

Signature: _____

Date: _____

I release my image and written comments made during my time at C3 College to be used on the Web site or in marketing materials for the C3 College.

Signed _____

CONTRACT FOR PRIVATE TUITION

***** To be filled out by all Vocals, Music & Songwriting students *****

I _____ agree to attend all organised/booked lessons at a venue appropriate to the teacher and at a time agreed between the teacher and myself.

I understand that any cancellation I make of classes must take place at least 48 hours prior to the set lesson time and must be for a valid reason. These classes will then need to be rescheduled with the teacher. I understand that if I cancel any lesson less than 48 hours prior to the set lesson time I will forfeit that lesson, except where I can demonstrate medical grounds (certificate must be supplied) or compassionate grounds to the satisfaction of the Dean.

Any cancellation by the teacher will automatically be re-scheduled to another time without penalty to me.

I agree to pay C3 College for lessons in excess of my allotted hours or to replace forfeited lessons at a cost of \$40/hour..

Signed

Date

Office Use Only

Allocated Tutor: _____

Day: _____ Time: _____