



INFORMATION SHEET FOR OVERSEAS STUDENTS SEEKING ADMISSION TO COURSES OF THE SYDNEY COLLEGE OF DIVINITY

The Sydney College of Divinity (SCD) is recognized by the Commonwealth Government as a Higher Education Provider, offering accredited higher education courses in theology and ministry. The College was established in 1983. It is structured as an ecumenical consortium of over 1000 students, enrolled in 7 Member Institutions approved to teach the awards of the College on its behalf and two Schools centrally managed by the Office of the Dean. These awards range from two-year diplomas, three-year undergraduate degrees and coursework master's degrees to masters and doctoral research degrees.

The College is the legal entity that offers the courses and is responsible for all regulations relating to the courses of study that it owns. Its awards are accredited directly by the Australian Government - Tertiary Education Quality and Standards Agency (TEQSA) or under the self-accrediting authority granted to the College by TEQSA, and the various awards are offered across various states of Australia.

The College has a single, shared, centrally devised and managed curriculum and a quality assurance process that is applied across the whole network of Member Institutions and SCD Schools. The day-to-day education system is managed by the Dean from the Office of the Dean in Sydney. The Academic Board and its Committees share this responsibility. The Academic Board oversees policy, regulation, review of units, and course structure for both coursework and research awards.

The Academic Board and its committees are comprised mostly of principals or senior faculty members of Member Institutions or the SCD Schools. A number of senior university academics also sit on the Board and its committees to help ensure that the practice of the College (especially in the outcome of the consideration of research examiner's reports and general academic policy) remains in line with best practice in the university sector.

The College is governed by a Council, which delegates management of all academic matters to the Academic Board. Council members are drawn from college stakeholders and members of the public.

The Sydney College of Divinity welcomes students from overseas to study at its Member Institutions that are authorized to accept international student enrolments and at its two centrally managed Schools.

The Sydney College of Divinity does not use agents to recruit and or administer overseas students.

The Sydney College of Divinity is nationally registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) and is the legal entity for all courses offered by its Member Institutions within Australia.

The CRICOS provider code for the Sydney College of Divinity and its course codes are:

National Registration: CRICOS Provider Code: 02948J

Course	Course Code
Diploma of Theology	063702D
Diploma of Christian Studies	071257J
Associate Degree of Christian Thought and Practice	071256K
Bachelor of Ministry	082719D
Bachelor of Theology	063703C
Bachelor of Ministry (Honours)	082720M
Bachelor of Theology (Honours)	063704B
Graduate Certificate in Arts	082669J
Graduate Diploma of Arts	063707K
Master of Arts	063708J
Master of Divinity	063710D
Master of Theology	063709G
Diploma of Christian Studies (Korean)	082723G
Associate Degree of Christian Thought and Practice (Korean)	082721K
Bachelor of Theology (Korean)	063705A
Bachelor of Theology (Honours) (Korean)	082722J
Graduate Certificate in Arts (Korean)	082724G
Graduate Diploma of Arts (Korean)	082725F
Master of Arts (Korean)	082726E
Master of Divinity (Korean)	082727D
Master of Theology (Korean)	082728C
Master of Philosophy	082668K
Doctor of Ministry	063714M
Doctor of Philosophy	063715K
Doctor of Theology	063716J

1. Responsibilities of the SCD and its Member Institutions:

- a) The SCD (as the legal entity for all courses and the Provider) ensures that no fees for a course from an overseas student, or an intending overseas student, are accepted if the SCD has not given the student a copy of the following Refund Policy:

REFUND AND WITHDRAWAL POLICY

Introduction

The Sydney College of Divinity Refund Policy has been developed in accordance with Section 28 of the ESOS Act 2000 (as amended in 2018).

A copy of this policy must be given to all intending and enrolling students before any tuition fees are paid. The tuition fees are reviewed each year and the revised tuition fee implemented on 1st January each year.

Overseas students are required to pay their tuition fees up-front in full when due, unless special arrangements have been made in writing.

Overseas students are required to maintain satisfactory course progress to complete the course within the expected duration, taking at least one unit that is not by distance or online learning in each compulsory study period, for a total of not more than one-third of the units for the whole course to be taken by distance or online learning.

In the event that an offer of a place is withdrawn by the College on the grounds that the original offer was made on the basis of incomplete or incorrect information supplied by the overseas student, the college reserves the right to withhold 10% of the tuition fee paid for the first semester and to refund the balance.

This Refund Policy applies to **all students** with some special arrangements particularly for Overseas students as noted.

Refund if a Student defaults

A student may withdraw from a unit or course at any time in a semester during their course of study, but the student needs to be aware of the consequences of such an action.

Students may withdraw from units without academic penalty only if notice of withdrawal is submitted in writing to the Registrar by 4.00 pm on the Census Date applicable to the unit in question.

If withdrawal occurs in writing up to 4.00 pm on the Census Date the tuition fee will be refunded in full, however a withdrawal fee may be charged to the student. A written request to the Registrar in the case of exceptional circumstances (see below) may waive the withdrawal fee. The refund will be paid to the student within four weeks of the date of withdrawal.

If a student withdraws after 4.00pm on the Census Date of the unit in question, a Fail grade will be given and tuition fees will not be refunded. If there are exceptional circumstances around this withdrawal a written request needs to be sent to the Registrar seeking a refund and detailing the exceptional circumstances. A full or pro-rata refund (based on the number of weeks into the semester the withdrawal occurs) may be made in such cases.

Any fees paid in advance for an upcoming semester not yet commenced will be refunded in full within four weeks of the withdrawal.

A written request for withdrawal due to exceptional circumstances may be accepted as grounds for a total or partial refund of fees subject to the student providing acceptable documentary evidence in support of their claim. Exceptional circumstances may include:

- Inability to obtain a student visa
- Illness or disability
- Failure to meet English language requirements for admission
- Death of the student or a close family member (parent, sibling, spouse, child)

Refund if the Provider defaults

The process for refunds if the registered provider defaults is outlined in the written agreement between the provider and an overseas student, in line with the provisions of the ESOS Act 2000 and the ESOS Regulations 2001 and will be followed by the registered provider.

In the case of provider default, student will have the option to have refunded the total of course money paid, less any amount relating to provider expenses incurred for the student for the course before the day of default, within two weeks of the default. The student may alternatively choose to accept an offer into a suitable alternative course, either arranged by the provider (at the provider's expense) or arranged by the tuition protection service. If the student accepts the offer (in writing) into a course as arranged under these circumstances, the provider is relieved of its obligation to provide a refund.

Payment of Refund

In the case of student default, the refund owed will be paid within four weeks after the default day. In the case of Provider default, the refund owed will be paid within two weeks after the default day.

The payment will be made in the same currency as the fees were originally paid.

The refund will normally be paid to the student. If the student wishes the refund to be paid to a third party (e.g. in the event that the fees were paid by another person), the student must provide a letter of authority signed by both the student and the receiving party and including account details of the receiver, enabling the provider to pay the other party.

If the student is offered an alternative place of study, any refund will be paid directly to the new institution accepting the student. Refunds in the form of transfer of fees to another institution will be made subject to the student presenting evidence of acceptance into that institution.

This policy and the availability of complaints and appeals processes do not remove the right of the student to take action under Australia's consumer protection laws.

PLEASE NOTE: The SCD has a Tuition Protection Service (TPS). This Service ensures that, if one of its Member Institutions or the SCD itself is forced to terminate the delivery one of its programmes, Overseas students enrolled in that programme will be assisted to transfer to a programme delivered by another provider or will receive a refund of their costs. A copy of this policy can be found on the SCD website: <https://scd.edu.au/international-students/>.

- b) The following information will be provided by SCD Member Institutions and Schools approved to enrol overseas students to each overseas student prior to acceptance for enrolment in an SCD approved course:
- This *Information Sheet for Overseas Students*
 - A general description of the content of the course and assessment requirements
 - The qualification gained on completion
 - The duration of the course
 - Any pre-requisites for the course including language requirements
 - Information about the minimum level of English language proficiency, educational qualifications and work experience required for the student to be accepted for the course, as set out in the course description
 - The assessment methods used in the course
 - Modes of study available
 - Any work-based training requirements
 - A general description of the facilities, equipment, and learning resources and support available to students
 - An accurate description of the local environment in which the Member Institution or School operates, including the location of the campus, transport options, and indicative costs of living and accommodation options
 - Where relevant, schooling obligations and options for school-age dependents accompanying the student to Australia, including advice that they must pay fees whether enrolled in a government or non-government school
 - Details of any arrangements with other providers for recognition of the course or completed components of the course
 - Indicative course fees including advice on the potential for fees to change during the student's course and applicable refunds
 - A copy of the SCD Student Grievance Policy and Procedures
 - Advice that, should an applicant wish to seek credit based on previous study or RPL towards the course for which they are applying, the application for credit needs to be lodged at the same time as the application for admission and, if credit is granted and reduces the period of study, this will be reflected on the Confirmation of Enrolment (COE) issued for that student and will be recorded on PRISMS. All applications for credit for previous study or recognized prior learning are processed as documented in the SCD Credit for previous Study, Recognition of Prior Learning Procedure.
 - Information about the grounds on which the student's enrolment may be deferred, suspended or cancelled
 - A description of the ESOS framework made available electronically.
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- c) Either prior to or concurrently with accepting course money from the student, the SCD will enter into a written agreement with the student, signed by that student. The written agreement will:
- Identify the course or courses in which the student is to be enrolled, and any pre-requisites or other conditions of enrolment
 - Provide an itemized list of course money payable by the student
 - Set out the circumstances in which the student's personal information may be shared between the provider and the Australian Government and designated authorities, and, if relevant, the Tuition Protection Service and the ESOS Assurance Fund Manager.
 - Advise the student of his or her obligation to notify the registered provider within 7 days of a change of address and other contact details and the student's emergency contacts while enrolled in the course.
 - Include a copy of the SCD Refund Policy, outlining refund entitlements, processes and options in case of student or provider default, in keeping with the requirements of the ESOS Act.

When the student signs the Overseas Student Enrolment Agreement, they will acknowledge that they have read and understood the contents of this Information Sheet as well as the Letter of Offer.

- d) The SCD will regularly monitor the enrolment load of students to ensure they complete the course within the duration specified in their COE, and do not exceed the allowable portion of online or distance learning (maximum 1/3 of the course by online or distance learning).
- e) The SCD will monitor students' course progress at the end of every semester. An intervention strategy will be put in place for any student at risk of not meeting satisfactory course progress requirements, at a minimum when the student has failed 50% or more of the units attempted in any study period. In addition, under the SCD Students at Academic Risk Policy, the teachers will address learning difficulties being experienced by students in the course of studying individual units and provide support.
- f) The SCD will contact the Department of Home Affairs (DHA), via PRISMS if any overseas student is breaching the terms of their visa relating to course progress requirements.

2. Responsibilities of overseas students on a student visa:

- a) An overseas student must be studying full time, maintaining a sufficient study load throughout the course of study to ensure that at all times he or she is in a position to complete the course within the expected course duration as specified on the student's COE. The amount of study undertaken in distance/online mode must not exceed one-third of the total units for completion of the degree.
- b) Students must be made aware that any school-aged dependants accompanying them to Australia will be required to pay full fees if they are enrolled in either a government or non-government school.

- c) Overseas students are not allowed to defer commencement of their studies, or suspend their studies, except on the grounds of illness, evidenced by a doctor's certificate, or other exceptional compassionate circumstances beyond the control of the student, for example, bereavement. If a student defers or suspends their studies on any other grounds, the SCD must report the student as not complying with visa conditions. Overseas students are advised to contact the DHA to seek advice on whether such changes impact on their visas.
- d) Overseas students have a duty to advise the SCD within 7 days of any change in their contact details (i.e. Australian residential address email and telephone number) and also their emergency contacts. If students do not keep their contact details up to date and the SCD has to send a notice informing that student of their failure to satisfy course requirements, this may result in automatic student visa cancellation without the knowledge of the student. Such cancellation may not be revoked if it has occurred where the student has failed to keep the SCD informed of their address.
- e) Overseas students are responsible for arranging health insurance, and for maintaining the currency of that insurance each year. Details of the insurance policy should be provided to the relevant Member Institution or School at the time of application.
- f) Before arranging a visa, overseas students must ensure that they have the financial resources available to cover their tuition and other related study costs such as accommodation, health insurance, living expenses, childcare, etc.

Regulations:

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

Further information:

For details information on accommodation resources, the local environment of the campuses, and other details of campus life, students should refer to the web pages of those Member Institutions or Schools endorsed to enrol overseas students. These sites can be accessed through SCD's website at <https://scd.edu.au>.