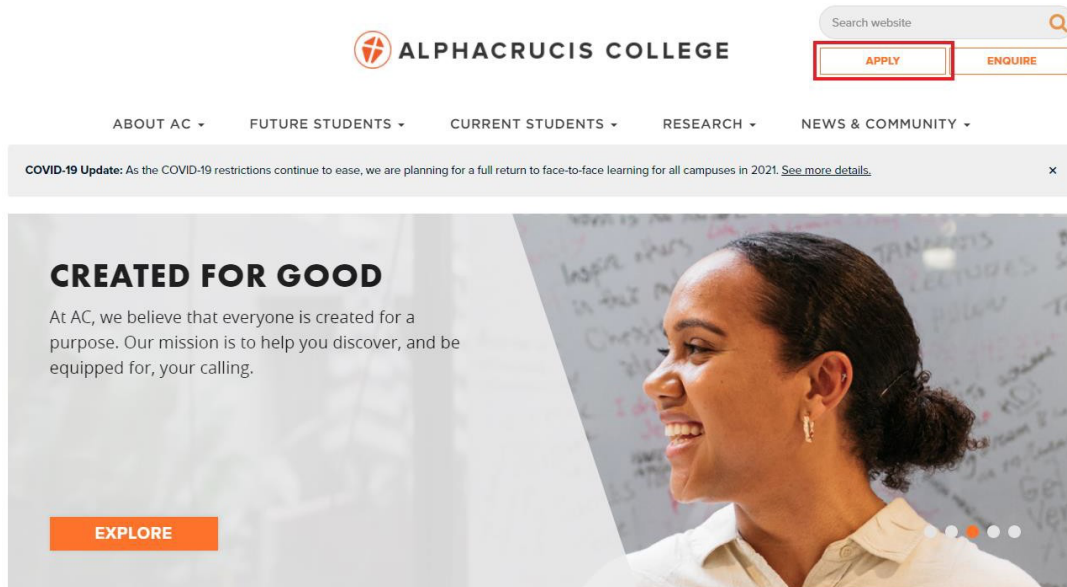
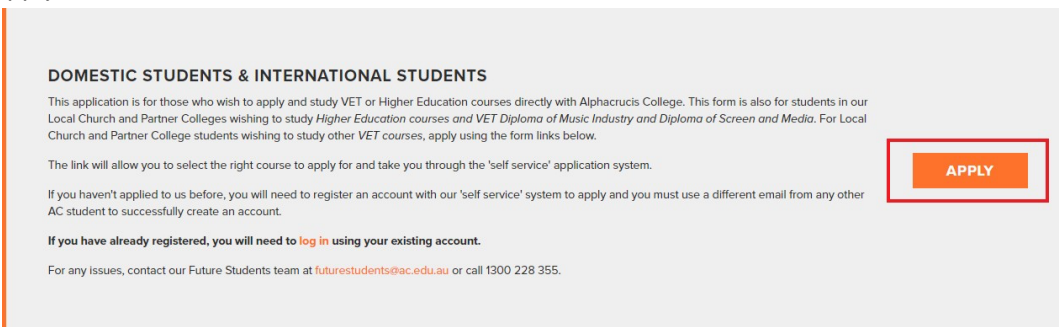


LCC (HE) – Apply Online

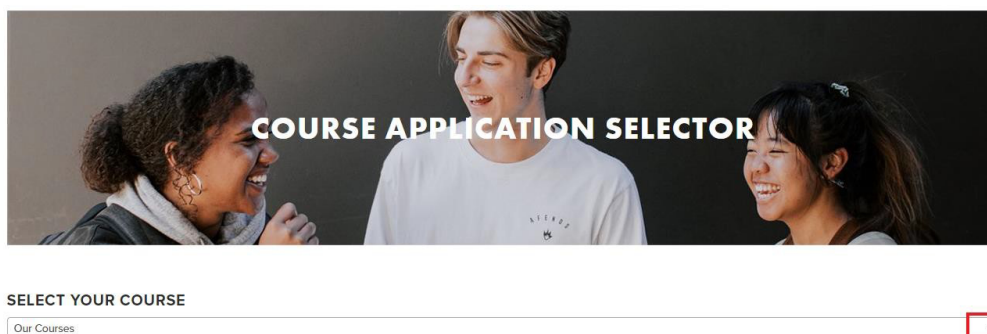
1. Click Apply



2. Click Apply



3. Select your Course



4. Select your Location - *Local Church -Facilitated Online Studies*

SELECT YOUR LOCATION


Sydney Campus (and Online)
Brisbane Campus (and Online)
Hobart Campus (and Online)
Perth Campus (and Online)
Adelaide Campus (and Online)
Melbourne Campus (and Online)
Online
Local Church - Facilitated Online Studies

5. Click on the displayed link (this will depend on your selection). You will now be taken to the gateway.

CLICK TO APPLY

- [Diploma of Ministry 2021 Semester 1 LCC/Partner College](#)

6. New Users will select New Account, otherwise sign in using your Username and Password.



ALPHACRUCIS COLLEGE

Sign in

Existing Users:

* Username

* Password

Sign in

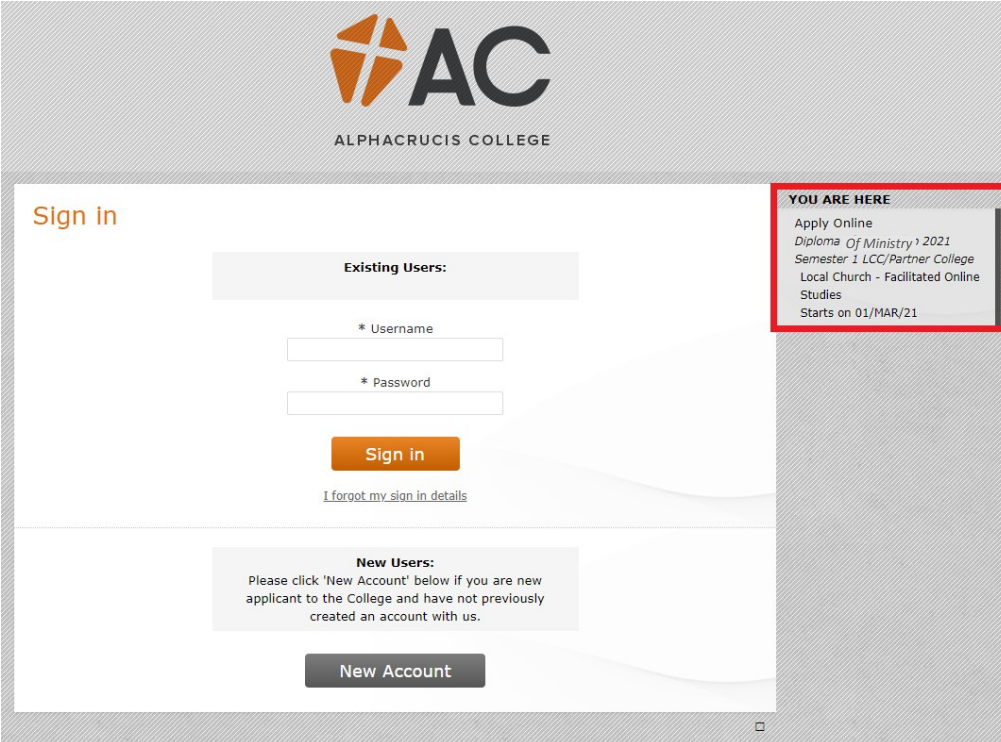
[I forgot my sign in details](#)

New Users:
Please click 'New Account' below if you are new applicant to the College and have not previously created an account with us.

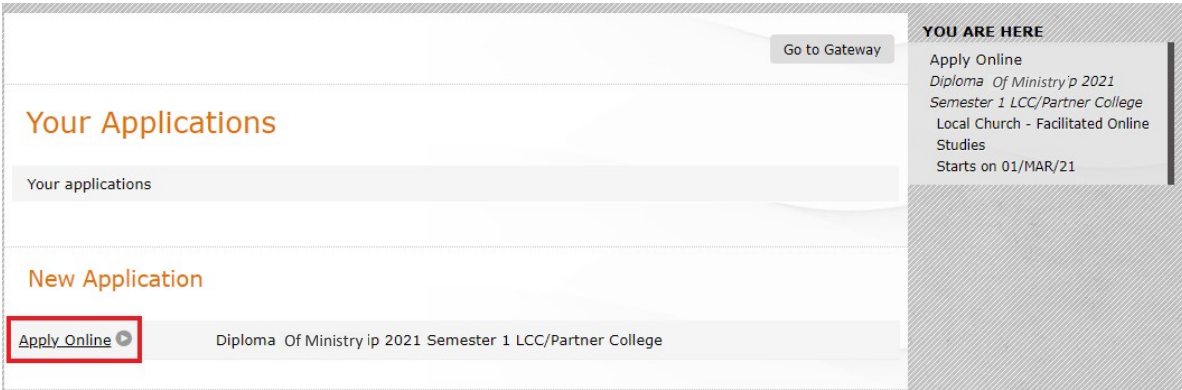
New Account

YOU ARE HERE
Apply Online
Diploma Of Ministry[®] 2021
Semester 1 LCC/Partner College
Local Church - Facilitated Online Studies
Starts on 01/MAR/21

The course will now appear on the right-hand side.



After signing in, the *Your Applications* page will appear, select the *Appy Online* link.



Your Details page will appear with details listed as provided by the student. If you intend to apply for *Commonwealth Assistance*, tick *Yes*, if you intend to pay your fees upfront, tick *No*.

Your Details

Please start your application to Alphacrucis College here. You can save your application and log back in to complete and submit it at any time.

Commonwealth Assistance
Commonwealth assistance is available for eligible students to assist in financing your studies. For more information about these loans (eg. Fee-Help or VET Student Loans) including eligibility criteria please visit the [Study Assist website](#).
If you require assistance during this process, please contact studentsupport@ac.edu.au.

Title

* First Name

Middle Name

* Last Name

* Email

* Confirm Email

* Date of Birth

* Gender

[Apply for Commonwealth Assistance?](#) Yes No

* [Click here to read the Marketing Correspondence Notice.](#) Opt In Opt Out

YOU ARE HERE

Apply Online
Diploma of Ministry
Local Church - Facilitated Online Studies
Starts on 01/03/2021

Your Details

- Address
- Australia USI
- Student Statutory Collection
- Personal Data
- Emergency Contacts
- Additional Details
- Document Upload
- Review

The Address page follows, use the tick box under Mailing address to copy the Home Address into the fields.

Address

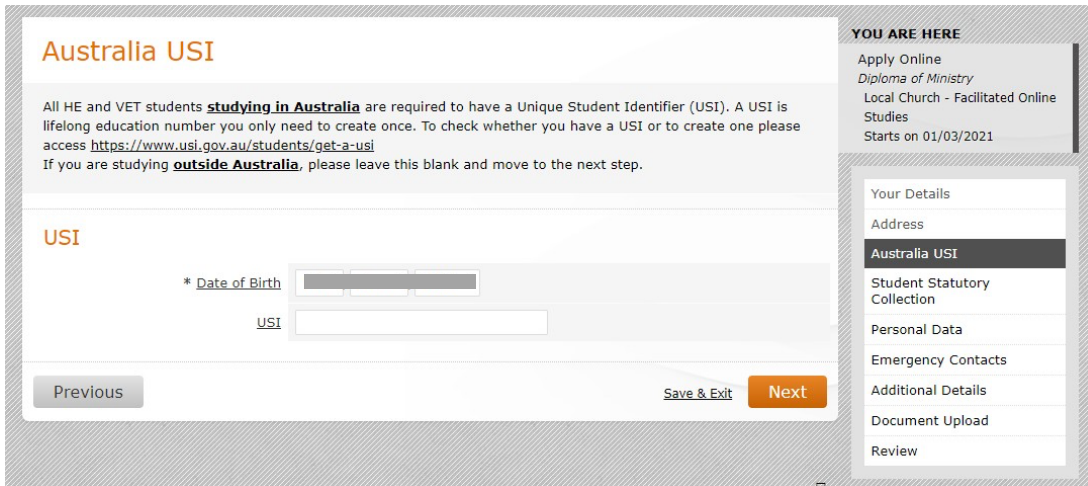
We will communicate with you primarily via email, but we will require your postal address should we need to mail anything to you e.g. transcripts.
For certain important messages related to your course or study, we may also send you text / SMS notifications.

Home Address

Mailing Address

Same as Home Address

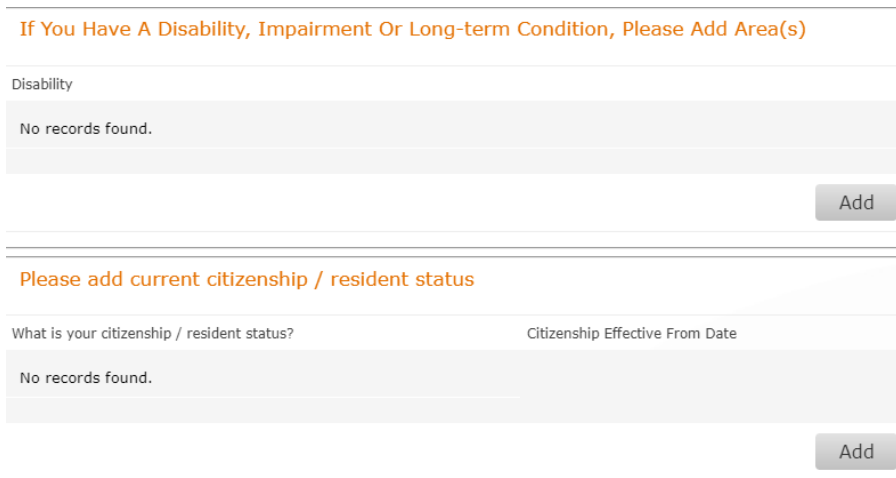
The Australia USI page are mandatory fields (remember at any time throughout the application process, you can *Save & Exit* your application and come back later). Continue though the application by clicking *Next*.



The next page allows you to upload any relevant documentation relating to Citizenship and Disabilities (if relevant)



If you click Add, you will be taken to another page in which more information can be disclosed.



Enter you Nationality on the next page

Personal Data

Please use this section to provide personal data.

* Nationality


Previous Save & Exit

The *Emergency Contacts* screen allows you to add multiple Emergency Contacts, you can also edit these details.

Emergency Contacts

Please enter details of a person we can contact in case of an emergency.

Contact Details

Contact ↑	Relationship	Phone	Address	Edit
				

Previous Save & Exit

The *Additional Details* screen lets AC know how you heard about the College.

Additional Details

Please fill in the additional details.

Referral Details

* Where did you hear about us?

Please select

- AC Student or Alumni
- AC Staff or Faculty
- AC Website
- Australian Christian Churches (ACC)
- Career or Employment Expo
- Chaplaincy Australia
- Christian Tertiary Institution
- Church or Pastor
- Email
- Print Media
- School
- Search Engine
- Social Media
- Other

Previous Save & Exit

YOU ARE HERE

Apply Online
Diploma of Ministry
Local Church - Facilitated Online
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Your Details

- Address
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- Document Upload
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If applicable, enter your ATAR.

Additional Details

Please fill in the additional details.

Course Admissions

Provide the Australian Tertiary Admission Rank (ATAR), Leave blank if not applicable

Previous Save & Exit **Next**

After you select *Next*, type in the name of your Local Church College (LCC). This is a mandatory field.

Additional Details

Please fill in the additional details.

LCC or Partner Details

* Please type the name of your Local Church College or Partner College

Previous Save & Exit **Next**

The next screen on *Additional Details* concerns your current study status. Complete the relevant information, select *Next*.

Current Studies

* Are you currently studying elsewhere?

If Yes, specify Qualification

Current Status

Expected End Date (dd/mm/yyyy)

* Do you wish to apply for Recognition of Cross Credit (RCC) based on previous related studies or Recognition of Prior Learning (RPL)?

Previous Save & Exit **Next**

On the following screen, indicate how you intend to pay for your fees.

Additional Details

Please fill in the additional details.

Payment of Tuition Fees

Tuition Fees are required before each Semester / Term begins. Please indicate how you plan to pay for your study.

If you are considering to apply for a FEE-HELP loan, you MUST read the FEE-HELP information for 2017 booklet before completing this form. You can download your copy from the Study Assist Website which will tell you about the loan and your obligations. Please note that there is a loan fee of 25% to be added to the loan amount of each unit.

For information about Fee-Help please see the fees page on our website <http://ac.edu.au/documents/fees-and-fee-help-information/>.

To check your eligibility please visit <http://studyassist.gov.au/sites/StudyAssist/>

* Tuition Fee Payment Options

Please select ▼

Please select

Credit Card

Fee Help (Australian Citizens Only)

Sponsorship (eg: Paid via by Employer or Relative)

Other

[Previous](#)

[Save & Exit](#) [Next](#)

Next, complete the Declaration, all fields are mandatory.

Additional Details

Please fill in the additional details.

Declaration

* Are you under the age of 18? - ▼

* I understand and accept the Policies and Procedures of Alphacrucis College. I wish to be considered for entry into the program that I have nominated. I declare that the information that I have provided herein is true and accurate to the best of my knowledge. Please select ▼

* I understand that the Mission and Values of Alphacrucis College are based on Christian faith and beliefs. I acknowledge that Christian worldview and values will be an integrated part of the curriculum in all courses. Please select ▼

* I understand and agree to abide by AC's Code of Conduct Policy: (<http://ac.edu.au/ppm/code-conduct-policy/>) Please select ▼

[Previous](#)

[Save & Exit](#) [Next](#)

YOU ARE HERE

Apply Online
Diploma of Ministry
Local Church - Facilitated Online Studies
Starts on 01/03/2021

- Your Details
- Address
- Australia USI
- Student Statutory Collection
- Personal Data
- Emergency Contacts
- Additional Details
- Document Upload
- Review

The Document Upload stage is an integral part of an application. Read the information carefully and ensure the required documents are **certified** and uploaded.

Document Upload

In this section, you are required to upload the necessary documents:

Domestic Applicants

- Passport or Birth Certificate
- A certified copy of your transcripts if required for eligibility requirements
- A signed [Parent/Guardian Consent Form](#) if you are under the age of 18
- Permanent Residency visa or Australian Citizen Certificate - Only upload if you are not born in Australia and do not hold an Australian Passport

International Applicants

- Certified copy of your passport
- Certified copy of proof of English proficiency
- Certified copies of any relevant academic transcripts

What is a certified document?

A certified (notarized) document is a copy of an original document, such as a birth certificate, academic transcript or proof of identity, that has been authorised (or stamped) as being a true copy of an original by an authorised person (e.g. There is a wide range of authorised occupations and office holders who may certify a document both within and outside of Australia. These include Accountants, Bank Managers, Barristers, Ministers/Clergymen, Police Officers or School Principals.)

To obtain certified copies of your documents, you will need to take both an original and a photocopied version of the document to an appropriate authorised person. They will certify that the photocopy is a true copy of the original. The certification should include a statement such as "This is a true copy of the original document sighted by me" and include the name and address, contact phone number, profession or occupation of the person who certifies the documentation and date signed.

If you have completed previous study at AC, you are not required to certify your academic documents.

Attach File No file chosen

* Description

You can upload multiple documents; they will appear below.

Attach File No file chosen

* Description

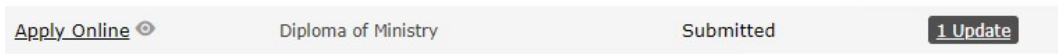
File name	Description	Download	Delete
[REDACTED]	BIRTH CERTIFICATE		

After you have uploaded all relevant documentation and have clicked Next, it is time to review the application. Once again, review the information carefully, you can go back and amend if needed using the *Previous* button. If satisfied with the application, tick the declaration, and then Submit.

* I declare that the form was completed accurately.

The application will now be reviewed by AC staff.

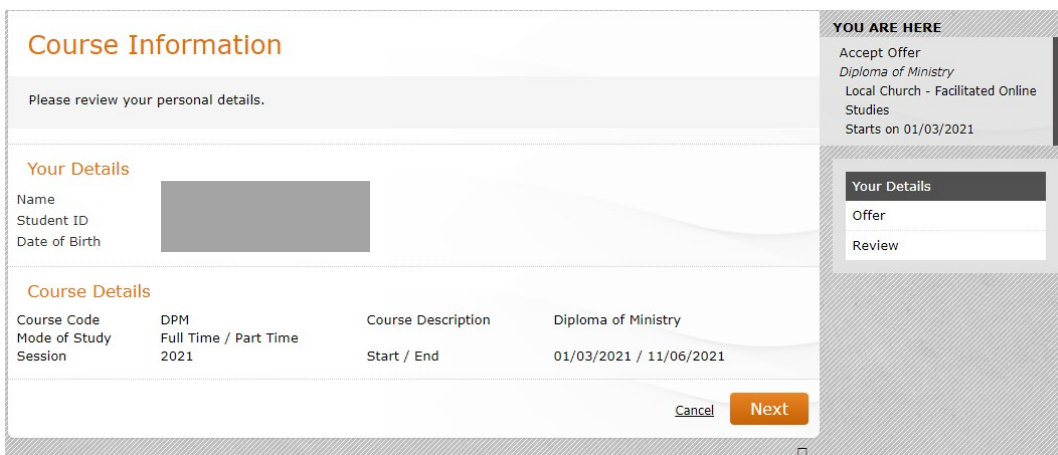
Your Updates page now shows that you have *Submitted* an application.



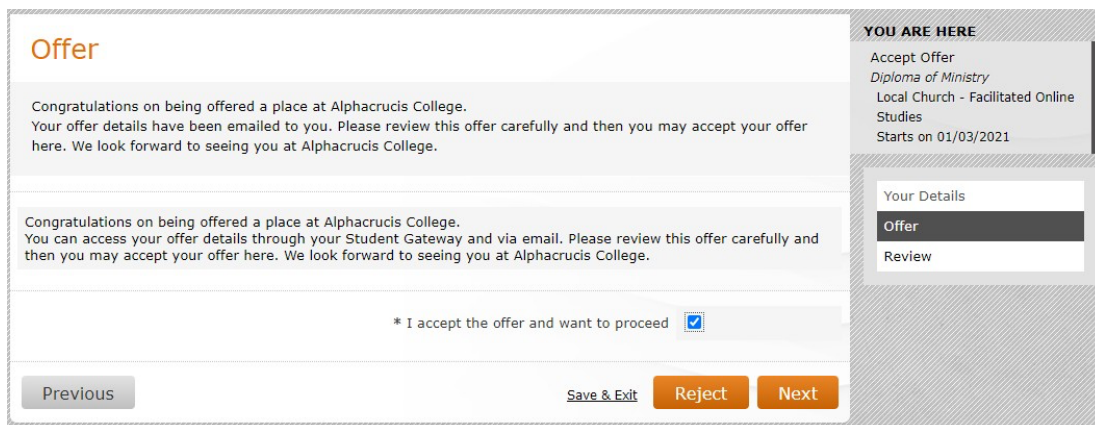
Once reviewed, AC staff may or may not be in touch to move forward with your application. However, if an offer has been received it will be under the Updates section. Click the link to accept the offer.



Clicking on Accept Offer will take you to a page which will show personal and course details. Click *Next*.



Applicants can tick the box to accept, then *Next*.



The final screen is for the applicant to review, read the T&Cs, then *Submit*.

Review

Please verify that the details below are correct before final submission of your application. If you need to make any corrections please correct it before proceeding.

Your Details

Name [REDACTED]
 Student ID [REDACTED]
 Date of Birth [REDACTED]

Course Details

Course Code	DPM	Course Description	Diploma of Ministry
Mode of Study	Full Time / Part Time	Start / End	01/03/2021 / 11/06/2021
Session	2021		

Your Offer

Congratulations on being offered a place at Alphacrucis College. You can access your offer details through your Student Gateway and via email. Please review this offer carefully and then you may accept your offer here. We look forward to seeing you at Alphacrucis College.

* [Click here to read the Terms and Conditions and then tick to accept.](#)

YOU ARE HERE

Accept Offer
 Diploma of Ministry
 Local Church - Facilitated Online
 Studies
 Starts on 01/03/2021

Your Details

Offer

Review