

# LCC (HE) – Apply Online

## 1. Click Apply



### 2. Click Apply

DOMESTIC STUDENTS & I	NTERNATIONAL STUDENTS	
This application is for those who wish to a ocal Church and Partner Colleges wishin Church and Partner College students wish	pply and study VET or Higher Education courses directly with A g to study Higher Education courses and VET Diploma of Musi ning to study other VET courses, apply using the form links belo	Alphacrucis College. This form is also for students in our ic Industry and Diploma of Screen and Media. For Local ow.
'he link will allow you to select the right o	ourse to apply for and take you through the 'self service' applic	ation system. APPLY
f you haven't applied to us before, you wi AC student to successfully create an acco	II need to register an account with our 'self service' system to a unt.	pply and you must use a different email from any other
f you have already registered, you will n	eed to log in using your existing account.	
	ts team at futurestudents/flac edu au or call 1300 228 355	

### 3. Select your Course



•



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

ECT YOUR LOCATION
dney Campus (and Online)
isbane Campus (and Online)
bart Campus (and Online)
rth Campus (and Online)
lelaide Campus (and Online)
elbourne Campus (and Online)
line
cal Church - Facilitated Online Studies

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



- Diploma of Ministry 2021 Semester 1 LCC/Partner College
- 6. New Users will select New Account, otherwise sign in using your Username and Password.

Sian in		YOU ARE HERE
	Existing Users:	Diploma Of Ministry 2021 Semester 1 LCC/Partner College Local Church - Facilitated Online Studies
	* Username	Starts on 01/MAR/21
	* Password	
	Sign in	
	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	



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

Sign in	Existing Users:	YOU ARE HERE Apply Online Diploma Of Ministry > 2021 Semester 1 LCC/Partner College Local Church - Facilitated Online Studies
	* Username * Password	Starts on 01/MAR/21
	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	D

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

		YOU ARE HERE
Your Applications	Go to Gateway	Apply Online Diploma Of Ministry'p 2021 Semester 1 LCC/Partner College Local Church - Facilitated Online Studies
Your applications		Starts on 01/many21
New Application		
Apply Online Diploma Of Ministry ip 2021 Semester 1 LCC/Partner College		



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*.

Verus Detaile	YOU ARE HERE
Your Details	Apply Online Diploma Of Ministry P
Please start your application to Alphacrucis College here. You can save your application and log back in to con and submit it at any time. Commonwealth Assistance	nplete Local Church - Facilitated Online Studies Starts on 01/03/2021
Commonwealth assistance is available for eligible students to assist in financing your studies. For more inform about these loans (eg. Fee-Help or VET Student Loans) including eligibility criteria please visit the <u>Study Assis</u> website.	nation Your Details
If you require assistance during this process, please contact <u>studentsupport@ac.edu.au</u>	Address
	Australia USI
Title	Student Statutory Collection
* First Name	Personal Data
Middle Name	Emergency Contacts
* Last Name	Additional Details
* Email	Document Upload
* Confirm Email	Review
* Date of Birth	
* Gender	
Apply for Commonwealth Assistance?	
* <u>Click here to read the Marketing Correspondence Notice.</u> O Opt In • C	Opt Out
Cancel	Next

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





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*.

	YOU ARE HERE
Australia USI	Apply Online Diploma of Ministry
All HE and VET students <u>studying in Australia</u> are required to have a Unique Student Identifier (USI). A USI is ifelong education number you only need to create once. To check whether you have a USI or to create one please creess <u>https://www.usi.gov.au/students/get-a-usi</u>	Local Church - Facilitated Online Studies Starts on 01/03/2021
, you are stadying <u>outside Austrania</u> , picase leave this blank and move to the next step.	Your Details
IST	Address
	Australia USI
* Date of Birth	Student Statutory Collection
USI	Personal Data
	Emergency Contacts
Previous Save & Exit Next	Additional Details
	Document Upload
	Review

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

Student Statutory Collection	YOU ARE HERE
Student Statutory Conection	Apply Online Diploma of Ministry
Provide additional details.	Local Church - Facilitated Online Studies
Privacy Notification	Starts on 01/03/2021
Please note, we may disclose your personal information to Australian Government agencies, including Services	
Australia, where this is required or authorised by Australian law.	Your Datails
Information about your enrolment with us may be disclosed if you are claiming or receiving a payment from	Tour Decails
Services Australia.	Address
You are still required to notify Services Australia of any change in circumstances that may affect your payment. Personal information disclosed to Services Australia is protected by law, including the <u>Privacy Act 1998</u> . More	Australia USI
information about the way Services Australia handles personal information can be found on their privacy webpage.	Student Statutory Collection

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

If You Have A Disability, Impairment Or Long-term	Condition, Please Add Area(s)	
Disability		
No records found.		
		Add
Please add current citizenship / resident status		
What is your citizenship / resident status?	Citizenship Effective From Date	
No records found.		
		Add

Enter you Nationality on the next page



Personal Data			
Please use this section to provide	personal data.		
* <u>Nationality</u>	(Select)		
Previous		 Save & Exit	Next

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

Emerg	jency Co	ontacts		
Please enter	r details of a pe	rson we can o	contact in case of an emergency.	
Contact	Details			
<u>Contact</u> ↑≞	<u>Relationship</u>	Phone	Address	Edi
				Add New
Previous				Save & Exit Next

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

	a the		YOU ARE HERE
Please fill in the additional details.			Apply Online
			Diploma of Ministry Local Church - Facilitated Online Studies Starts on 01/03/2021
Referral Details			Your Details
			Address
water and the second			Australia USI
* Where did you hear about us? Please select		Student Statutory Collection	
	AC Student or Alumni AC Staff or Faculty		Personal Data
Previous	AC Website Australian Christian Churches (ACC)	Save & Exit Next	Emergency Contacts
	Career or Employment Expo		Additional Details
	Christian Tertiary Institution		Document Upload
	Email		Review
	Print Media School Search Engine Social Media Other		

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 Det	ails		
Please fill in the additional d	tails.		
LCC or Partner Det	ails		
* Please type the name of your Local Church College or Partner College	Energise		
Previous		Save & Exit Nex	xt

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

* Are you currently studying elsewhere?	- 🗸	
If Yes, specify Qualification		
Current Status	Please select 🗸	
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 & Evit

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-feehelp-information/. To check your eligibility please visit http://studyassist.gov.au/sites/StudyAssist/ \* Tuition Fee Payment Please select ~ Options Credit Card Fee Help (Australian Citizens Only) Sponsorship (eg: Paid via by Employer or Relative Previous Save & Exit Next

Next, complete the Declaration, all fields are mandatory.

Other

A d dillo and D		YOU ARE HERE
Please fill in the additional def	IIS ilis.	Apply Online Diploma of Ministry Local Church - Facilitated Onlin Studies Starts on 01/03/2021
Declaration		Your Details
		Address
		Australia USI
* Are you under the age of 18?	- •	Student Statutory Collection
* I understand and accept		Personal Data
of Alphacrucis College. I		Emergency Contacts
wish to be considered for entry into the program that I		Additional Details
have nominated. I declare	Please select ¥	Document Upload
that the information that I have provided herein is true and accurate to the best of my knowledge.		Review
* 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

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:
<ul> <li>Domestic Applicants</li> <li>Passport or Birth Certificate</li> <li>A certified copy of your transcripts if required for eligibility requirements</li> <li>A signed <u>Parent/Guardian Consent Form</u> if you are under the age of 18</li> <li>Permanent Residency visa or Australian Citizen Certificate - Only upload if you are not born in Australia and do not hold an Australian Passport</li> </ul>
International Applicants <ul> <li>Certified copy of your passport</li> <li>Certified copy of proof of English proficiency</li> <li>Certified copies of any relevant academic transcripts</li> </ul>
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 Eila Chassa Eila Na filo shasan
* Description

You can upload multiple documents; they will appear below.

* Descrip	tion U	pload	
ile name	Description	Download	Delete
	BIRTH CERTIFICATE	0	•

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.



The application will now be reviewed by AC staff.



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

Apply Online 👁	Diploma of Ministry	Submitted	1 Update

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 lick to accept the offer.

Accept Offer 🖒	Diploma of Ministry	Incomplete

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

0	for for more than a			YOU ARE HERE
Please review yo	ur personal details.			Accept Offer Diploma of Ministry Local Church - Facilitated Online Studies Starts on 01/03/2021
Your Details				Vaus Dataile
Name Student ID				Offer
Date of Birth				Review
Course Deta	ils			
Course Code Mode of Study	DPM Full Time / Part Time	Course Description	Diploma of Ministry	
Session	2021	Start / End	01/03/2021 / 11/06/2021	
			Cancel	t
				B

Applicants can tick the box to accept, then Next.

Offer	YOU ARE HERE
Congratulations on being offered a place at Alphacrucis College. Your offer details have been emailed to you. Please review this offer carefully and then you may accept your offer here. We look forward to seeing you at Alphacrucis College.	Accept Offer Diploma of Ministry Local Church - Facilitated Online Studies Starts on 01/03/2021
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.	Your Details Offer Review
* I accept the offer and want to proceed	
Previous Save & Exit Reject Next	

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



Desident				YOU ARE HERE
Review				Accept Offer
				Diploma of Ministry
Please verify that	t the details below are correct	t before final submission of y	our application. If you need to make any	Studies
corrections pleas	e correct it before proceeding	þ.		Starts on 01/03/2021
Your Details				Your Details
lame				Offer
tudent ID				Review
Date of Birth		_		6
Course Detail	ls			
Course Code	DPM	Course Description	Diploma of Ministry	
Pode of Study Session	Full Time / Part Time 2021	Start / End	01/03/2021 / 11/06/2021	
Your Offer				
Congratulations of You can access yo then you may acc	n being offered a place at Alp our offer details through your ept your offer here. We look f	hacrucis College. Student Gateway and via en forward to seeing you at Alpl	nail. Please review this offer carefully and nacrucis College.	
		,		
	* <u>c</u>	lick here to read the Terms a	nd Conditions and then tick to accept.	
Previous			Submit	
Previous			Submit	