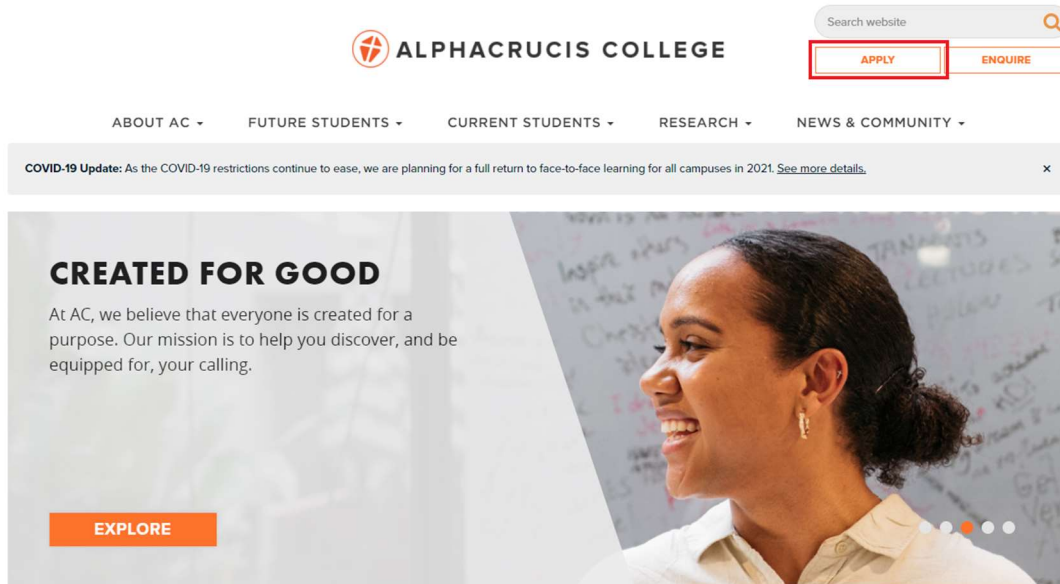
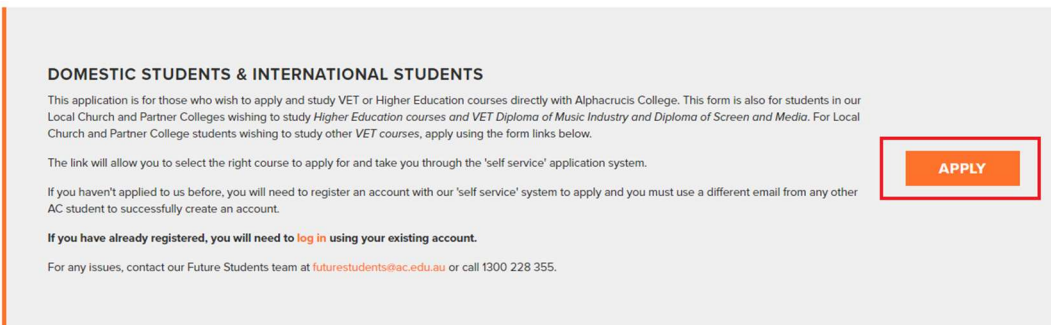


LCC (VET) – Apply Online

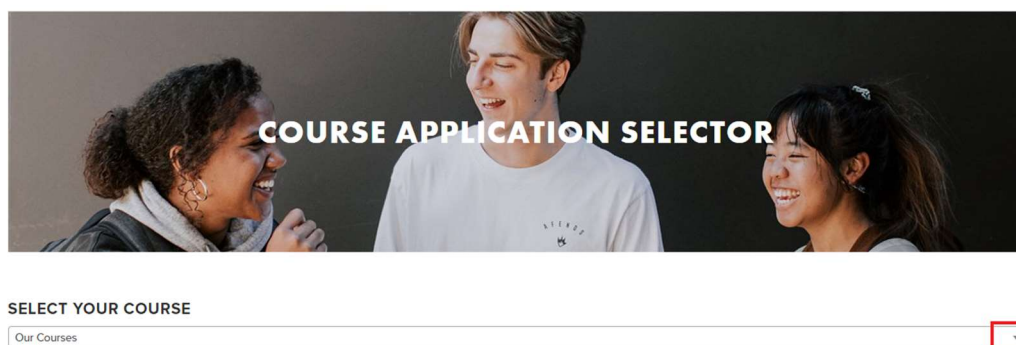
1. Click Apply



2. Click Apply

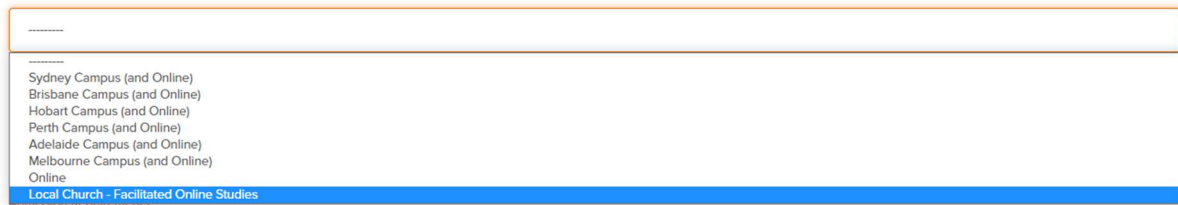


3. Select your Course



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

SELECT YOUR LOCATION



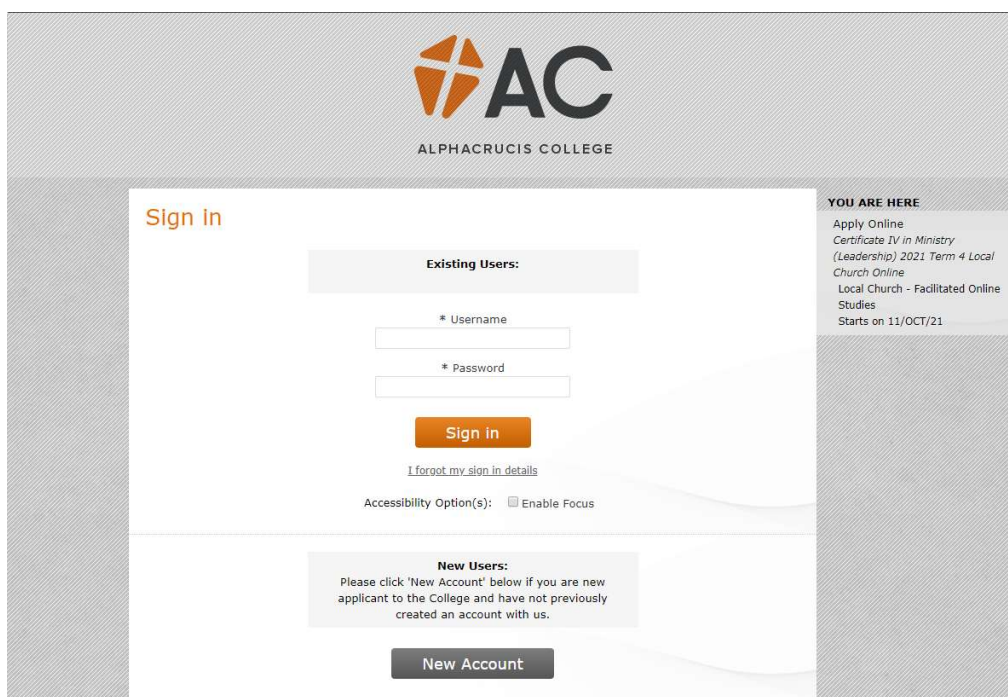
5. Click on the displayed link (this will depend on your selection). You will now be taken to the gateway.

CLICK TO APPLY

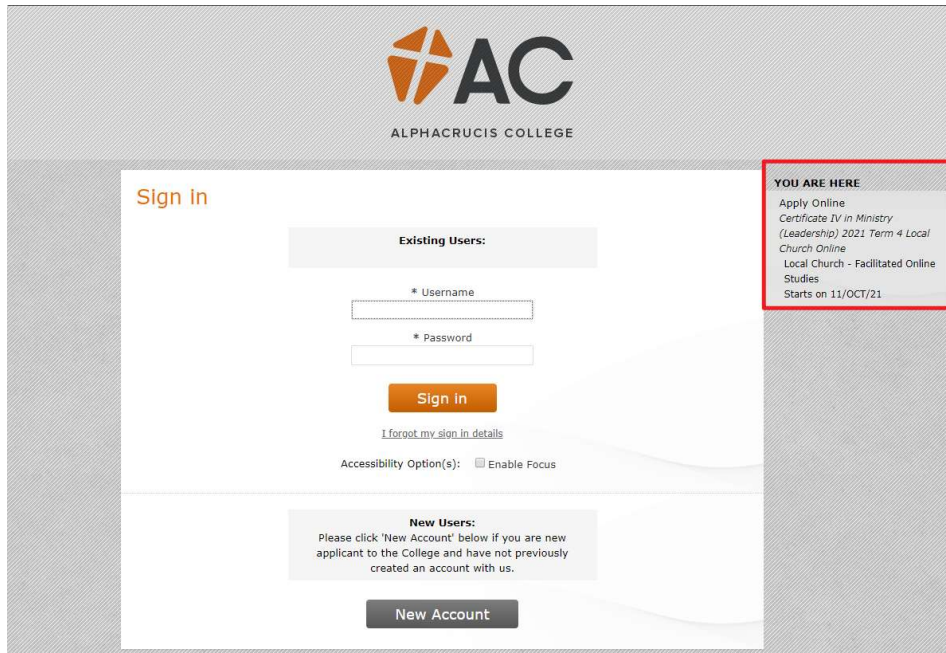


NB: Where there are multiple intakes listed, please check with your liaison which intake you are to select.

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



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



After signing in, the *Your Applications* page will appear, select the *Apply 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

* [Do you use a single name?](#)

Title

* First Name

Middle Name

* Last Name

* Email

* Confirm Email

* Date of Birth

* Gender

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

YOU ARE HERE

Apply Online
Certificate IV in Ministry (Insert Stream)
Local Church - Facilitated Online Studies
Starts on 11-Oct-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 through the application by clicking *Next*.

Australia USI

All HE and VET students **studying in Australia** are required to have a Unique Student Identifier (USI). A USI is lifelong education number you only need to create once. To check whether you have a USI or to create one please access <https://www.usi.gov.au/students/get-a-usi>
If you are studying **outside Australia**, please leave this blank and move to the next step.

USI

* Date of Birth

* USI

YOU ARE HERE

Apply Online
Certificate IV in Ministry (*Insert Stream*)
Local Church - Facilitated Online Studies
Starts on 11-Oct-2021

Your Details

Address

Australia USI

Student Statutory Collection

Personal Data

Emergency Contacts

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

Provide additional details.

Privacy Notification
Please note, we may disclose your personal information to Australian Government agencies, including Services Australia, where this is required or authorised by Australian law.
Information about your enrolment with us may be disclosed if you are claiming or receiving a payment from Services Australia.
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 [Privacy Act 1998](#). More information about the way Services Australia handles personal information can be found on their [privacy webpage](#).

YOU ARE HERE

Apply Online
Certificate IV in Ministry (*Insert Stream*)
Local Church - Facilitated Online Studies
Starts on 11-Oct-2021

Your Details

Address

Australia USI

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.

* Nationality (Select) ▼


Previous Save & Exit Next

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
				

Add New

Previous Save & Exit Next

The *Additional Details* screen lets AC know your statement of purpose.

Additional Details

Please fill in the additional details.

Course Details

* Statement of Purpose
(200 words)

Previous
Save & Exit
Next

YOU ARE HERE

Apply Online
Certificate IV in Ministry (Insert Stream)
Local Church - Facilitated Online Studies
Starts on 11-Oct-2021

Your Details

Address

Australia USI

Student Statutory Collection

Personal Data

Emergency Contacts

Additional Details

Document Upload

Review

Where did you hear about us?

Additional Details

Please fill in the additional details.

Referral Details

* Where did you hear about us?

Please select

- 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
Next

YOU ARE HERE

Apply Online
Certificate IV in Ministry (Insert Stream)
Local Church - Facilitated Online Studies
Starts on 11-Oct-2021

Your Details

Address

Australia USI

Student Statutory Collection

Personal Data

Emergency Contacts

Additional Details

Document Upload

Review

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

NB: Please note FEE HELP is NOT available for Certificate IV in ministry. Payment will need to be made by credit card only.

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
Certificate IV in Ministry (Insert Stream)
 Local Church - Facilitated Online Studies
 Starts on 11-Oct-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		

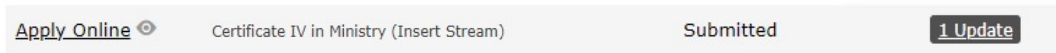
[Save & Exit](#)

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.

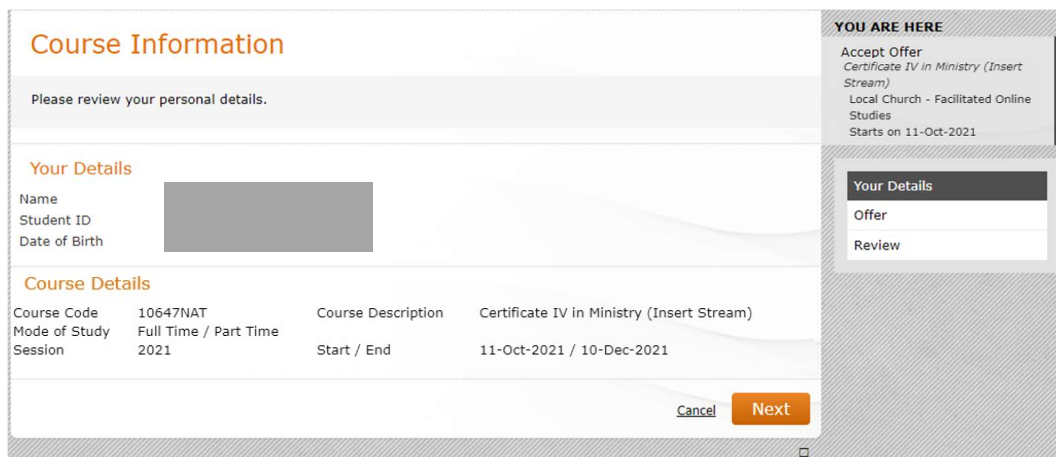
Your Updates page now shows that you have *Submitted* an application.



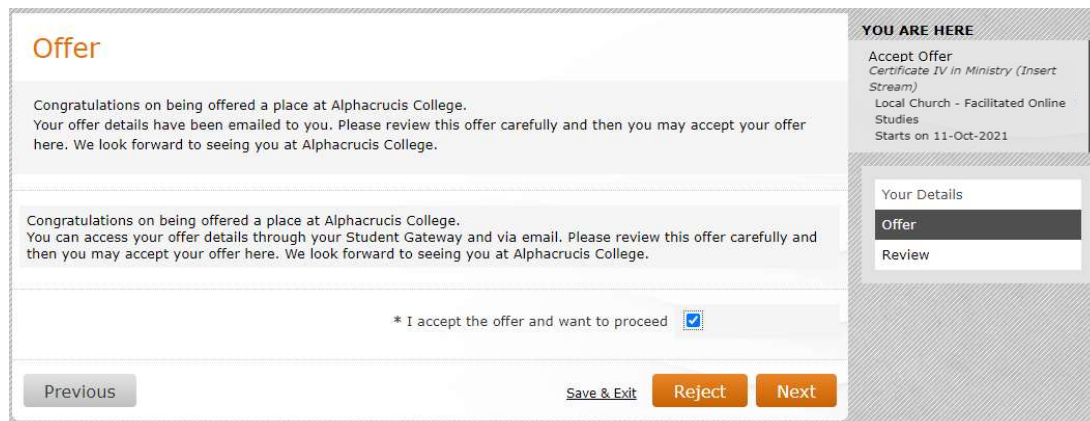
Once reviewed, AC staff may or may not be in touch to move forward with your application. However, if an offer has been received it will be under the Updates section. Click the link to accept the offer.



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.

YOU ARE HERE
 Accept Offer
 Certificate IV in Ministry (Insert Stream)
 Local Church - Facilitated Online Studies
 Starts on 11-Oct-2021

Your Details

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

Course Details

Course Code	10647NAT	Course Description	Certificate IV in Ministry (Insert Stream)
Mode of Study	Full Time / Part Time	Start / End	11-Oct-2021 / 10-Dec-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.

Enrolment

Once the offer has been accepted you will receive a confirmation message, after you click Exit at the bottom of the screen, you can now proceed to enrol/select your units.

Confirmation

Your application has been submitted. If you have any queries regarding your application please contact Student Support. You can proceed to enrol into your Units by clicking on the 'Enrol Here!' button in Student Gateway on the Courses tab.

Your Details

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

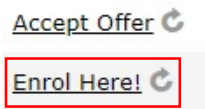
Course Details

Course Code	10647NAT	Course Description	Certificate IV in Ministry (Insert Stream)
Mode of Study	Full Time / Part Time	Start / End	11-Oct-2021 / 10-Dec-2021
Session	2021		

Your Offer

Congratulations on being offered a place on the course above. Your offer details are Unconditional to proceed please accept these details. We look forward to seeing you at the College.

1. In the Gateway (found on the AC website > Current Students > Student gateway – enrol here) there will now be an Enrol Now button, select this to begin selecting units.



Course Information

Please verify that your personal details are correct.

Your Details

Name

Student ID

Date of Birth

Course Details

Course Code	10647NAT	Course Description	Certificate IV in Ministry (Insert Stream)
Mode of Study	Full Time / Part Time	Start / End	11-Oct-2021 / 10-Dec-2021
Session	2021		

[Cancel](#)
[Next](#)

YOU ARE HERE

Enrol Here!
Certificate IV in Ministry (Insert Stream)
 Local Church - Facilitated Online Studies
 Starts on 11-Oct-2021

Your Details

Address

Your Curriculum

Payment

Review

2. Confirm your Address, both *Home* and *Term*. Tick the *Same as Home* box if your address while studying is the same as your Home address.

Address

Please enter the correct details of your permanent or home address. Term address should be the address where you will reside during your studies. It is important to keep this information up to date so please amend as soon as any change occurs.

YOU ARE HERE

Enrol Here!

Certificate IV in Ministry (Insert Stream)

Local Church - Facilitated Online Studies

Starts on 11-Oct-2021

Your Details

Address

Your Curriculum

Payment

Review

Home Address

* Country

Building/Property Name

Flat/Unit Details

* Street or Lot Number

* Street Name or PO delivery Box

* Suburb

* State

* Email

* Postcode

Phone

* Mobile

Term Address

Same as Home

* Country

Building/Property Name

Flat/Unit Details

* Street or Lot Number

* Street Name or PO delivery Box

* Suburb

* State

* Postcode

Phone

Mobile

* Email

3. Select your units. (**Remember: what is shown on your screen may differ, depending on the course being enrolled**).

Your Curriculum

Please select units from the list below. Further information regarding the individual units can be found on the AC website, located under course <https://www.ac.edu.au/awards/>.

YOU ARE HERE

Enrol Here!
 Certificate IV in Ministry (Insert Stream)
 Local Church - Facilitated Online Studies
 Starts on 11-Oct-2021

Your Details

Address

Your Curriculum

Payment

Review

Course Credit Target 6.7-26.67
 Selected Credits 0
 EFTSL 0.0000
 Fee **0.00**

Your Curriculum

No units selected.

Choose Units

Unit	Type	Start	End Date	Credits/Contact	EFTSL	AUD	
BSBLDR414 Lead Team Effectiveness	Elective	11-Oct-2021	10-Dec-2021	8	0.1000	310.00	<input type="checkbox"/>
CHCPAS001 Plan for the provision of pastoral and spiritual care	Core	11-Oct-2021	10-Dec-2021	8	0.1000	310.00	<input type="checkbox"/>
LEDCOM501 Deliver a public speech	Elective	11-Oct-2021	10-Dec-2021	8	0.1000	310.00	<input type="checkbox"/>

The bottom of the screen will let you know how the *Credit Target* (eg. Minimum 10 credits=1 unit, max. 50 credits=5 units). Selected credits displays how many have been selected, in this case, 3 units or 30 credit points.

Course Credit Target 6.7-26.67
 Selected Credits 24
 Fee **AUD**

Previous

Next

- The next screen will take you to Payment. Click the tick box after reading the Terms and Conditions, before clicking *Next*.

Payment

Below is an overview of the fees due.
A non-refundable surcharge fee applies for all Visa and MasterCard Payments.

Your Fees

Diploma of Ministry – DPM21S1LCO [2021] Detail View

Course	Amount (\$)
Certificate IV in Ministry (Insert Stream) - M4N21T4LCO [2021]	930.00
Fees	930.00
Total	930.00

Fee	AUD 930.00
Amount Due	AUD 930.00

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

Previous
Save & Exit
Next

YOU ARE HERE

Enrol Here!
Certificate IV in Ministry (Insert Stream)
Local Church - Facilitated Online Studies
Starts on 11-Oct-2021

Your Details

Address

Your Curriculum

Payment

Review

5. The next screen(s) will prompt you to enter your payment method / details

Important Information

Payment Method

Confirmation

Transaction	Course Fee	Credit card payments are handled through a third-party payment service called PayPath™. A non-refundable service fee will be added to your payment.
Amount	A\$930.00	

Cancel
Continue



Welcome to the PayPath Payment Service!

This service allows you to make real-time Credit or Debit card payments for Alphacrucis College student accounts. PayPath accepts most major Credit/Debit cards for your convenience. A non-refundable PayPath surcharge of 1.00% (minimum \$3.00) will be added to your card payment. You will be given an opportunity to approve your payment prior to processing. Your campus also accepts ACH bank transfers outside of this service without charge. Thank you for using PayPath.

Description:	Course Fee
Payment amount:	\$930.00
Transaction Id:	44233619

PayPath Payment Service accepts:



[Cancel](#) [Continue](#)



PayPath Payment Service accepts:



Payment Card Information

Name on card:

Card account number:

Card expiration date:

Card security code: [What is this?](#)

Billing Address

Check if address is outside of the United States:

Billing address:

City:

State:

Zip code:

Email address:

Confirm email address:

Phone number: (optional)

[Cancel](#) [Continue](#)

You are now enrolled!

The confirmation screen is a summary of student details, including Address, Curriculum and Payment.