



PRACTICAL INFORMATION

ACADEMIC APPEALS

Tabor College NSW has a detailed procedure in place for dealing with academic appeals. This procedure is for addressing disputes involving results awarded for individual modules and the concerning the outcome of an application for Advance Standing or Credit Transfer. Details of this procedure may be found at Academic Appeals Procedure.

ACCOMMODATION

Tabor College NSW campus does not have accommodation facilities and is not able to arrange accommodation for students. From time to time notices concerning rental accommodation are placed on the College notice board. Students must personally investigate the suitability of such accommodation. The placing of any notice on the College notice board does not imply endorsement by the College.

Local motels may provide possible accommodation for while attending intensives. The closest motels are Abcot Motor Inn, Sylvania Heights, (15-20 mins walk) and Metro Inn, Miranda, (20 mins walk - near station and Westfield Miranda Fair). Caravan parks may be another option. The accommodation listed here are possibilities only and bookings must be made directly with the venue, not through the College. Being listed here does not imply endorsement by Tabor College NSW, you should enquire as to their suitability for your needs.

APPLICATION PROCEDURE

Enrolments for new on-campus students occur in January-February and June-July each year. Enrolments for Distance Study students may be accepted at other times. Applications should be lodged as early as possible and at least 14 days before the commencement of any course.

Applicants should complete a Tabor College NSW Enrolment Application Form and forward it to the College with the supporting documentation. Those considering application are encouraged to discuss their study options with the College before applying for entry into a particular course. The College staff are always willing to assist individuals in this process. Application forms are available for download.


Normally, each applicant will be interviewed by the relevant Faculty Head to discuss the individual's suitability for a course and to discuss the preferred study path. The College will normally contact at least one of the applicant's referees for a reference.

If you are considering applying to enrol at Tabor College NSW you are encouraged, firstly, to research the information on this website. It contains comprehensive details about the Admission & Application Procedures for Undergraduate Courses OR VET Courses, Courses Offered, Fees Schedule, and other Practical and Academic Information which will help you in your decision. Prospective students may find it helpful and are encouraged to discuss their study options with the College Registrar before applying for entry into a particular course. College staff are always pleased to assist individuals in this process.

ATTENDANCE

On-campus students are expected to attend all prescribed sessions (lectures, tutorials, etc.) and to fulfil any practical and field education requirements of their courses. Attendance for at least 75% of prescribed sessions is required, except in extenuating circumstances where formal exemption from this requirement has been granted. Students who miss more than 25% of sessions may receive a grade reduction or a fail mark for the subject concerned, or may be required to do extra work to gain a pass in the subject. In any courses or subjects where attendance requirements are more stringent than this, students will be informed accordingly. Additional details are provided in the Student Orientation Handbook.

If you are unable to attend a session due to illness or circumstances beyond your control, please email the College during office hours, before the session and submit a Student Apology Form (available at Useful Forms). Administration will then print your Student Apology Form so that you will not be



penalised for your absence. Alternatively, a Student Apology Form can be submitted the next time the student is at the college. Additional details are provided in the Student Orientation Handbook.

AUSTUDY, ABSTUDY AND YOUTH ALLOWANCE

Austudy, Abstudy and Youth Allowance are available for qualifying students studying in courses up to and including Bachelor level. Recipients are required to make satisfactory progress for payments for studies to continue. Application and enquiries should be made directly to Centrelink

AVAILABILITY OF COURSES AND SUBJECTS / MODULES

Prospective students are encouraged to ask the College about the availability of particular courses and subjects in specific semesters. Some of the College's accredited courses &/or subjects may be offered only if there is sufficient demand.

Most core subjects for the courses on offer are available on campus at least once a year, but at times core subjects may be offered more, or less, frequently. The availability of particular elective subjects varies from time to time. The College reserves the right to cancel any course or subject for which there are insufficient enrolments. The semester programs & timetables available from the College show the on-campus subjects planned for each semester.

CODE OF PRACTICE

The Code of Practice provides the basis for good practice in the marketing, operation, financing and administration of the education and training services by Tabor College NSW. More detailed information about the policies and practices of the College is given in the appropriate sections of this website, in the College Handbook, and in the Student Orientation Handbook and the College's Manual of Policies and Procedures that are available on campus. [Click here to see the full Code of Practice.](#)

COMPLAINTS AND GRIEVANCES

The College has detailed procedures in place for dealing with complaints and grievances made by students. Academic and non-academic matters are governed by separate policies. The policies include information relating to, but not limited to:

- The relevant contact staff at the college for complaints,
- The procedure to be followed by the College in dealing with complaints,
- Rights of students/applicants,
- Appeals process,
- Availability of external arbitration, and
- Student input into and feedback on the complaints process.

The College's Grievances Handling Procedures include specific details.

EXCLUSION FROM STUDIES

Tabor College NSW seeks to encourage students in their personal, Christian and ministry development, and aims to provide the best possible opportunities for all students. Sometimes, however, students may prove unsuited to the academic demands of some of their courses. In rare instances, a student's conduct may be such that the student is asked to discontinue studies at the College. The Exclusion Policy details on what bases a student may be excluded from his or her studies.

FACILITIES

Tabor's facilities in NSW are constantly being developed. Currently they include:

- Comprehensive library of over 25,000 items, including books, periodicals, DVD's, CD's etc..
- Computers and printers for exclusive student use
- Free wireless internet access on campus
- Photocopying services
- Video and audio equipment availability
- Plenty of free off-street parking
- Student counselling service
- Complimentary tea, coffee
- Snack bar

- Close to Westfield Miranda

FEES - GENERAL INFO

Tuition fees depend on the level of study, credit weighting and nature of modules. Textbook costs are not included in tuition fees. No enrolment application fee applies for permanent Australian residents. For International Students only an Application Fee is payable when a student first applies to study at the College - this is a one off non-refundable fee.

Payment of fees

Fees are charged on a semester basis, as the majority of modules run for a full semester. Students who cannot pay for a full semester must make alternative arrangements at their pre-entry interviews. A minimum of 25% of any term's fees must be paid by the first week of that term. A surcharge is added to the balance of any fees unpaid after enrolment week.

Government FEE-HELP may be available to approved applicants studying a Higher Education Approved Course (Bachelor level) further information can be found on our FEE-HELP page.

Overdue fees

Penalties for overdue fees are described in the Student Orientation Handbook. The College will not normally issue academic transcripts or statements of attainment to students who have fees outstanding.

FEE-HELP

FEE-HELP is a government loan scheme available to Australian citizens (and some others) to pay their tuition fees. It is available through approved private Higher Education Providers (HEP's) of which Tabor College NSW is one. FEE-HELP is available to students at Tabor College NSW enrolled in a Associate Degree and Bachelor degree level courses. FEE-HELP is available to both full-time and part-time students and there is no means test. A FEE-HELP Information Book and an application form are available from the College. Click here for further information on FEE-HELP.

Currently FEE-HELP is NOT available for VET level courses; i.e. Diploma or Certificate courses.

REFUND POLICY (GENERAL)

For specific information about refunds or credit go to the Policies on Refunds / Re-Crediting of Fees for VET Courses or Higher Education Courses. Administration fees are not refundable.

HOW MUCH WORK IS INVOLVED?

Tabor Courses are accredited by the relevant accrediting body and are highly regarded both in Australia and overseas. They are required to meet rigid academic standards. All courses require students to apply themselves diligently in order to successfully complete the requirements of each subject of each course.

Assessment methods vary from subject to subject but may take the form of short answer quizzes, class presentations, special projects, or essays, some requiring research and independent study, to name just a few. The amount of work or study will vary from student to student and will depend on the course undertaken and level of study. An indication of the amount of work typically involved is given below:

CERTIFICATE & DIPLOMA COURSES

Certificate and Diploma courses are studied at a basic level and provide a solid basis for personal growth and understanding or as a basis for further study. Students are not expected to undertake the same in-depth research and study required for the Degree courses, however personal application is essential to successfully fulfil the requirements of these courses.

A standard one semester subject at this level entails about 84 hours of work in total. This includes 28 contact (classroom) hours, or equivalent, and 56 personal study hours. Depending on the subject, approximately 3,000 words of written work are required in total. Multiple-choice, short-answer, assertion and reason tests are often included. The written work required for these courses are less complex than for degree courses. Students are required to explain, describe, discuss, summarise and apply a wide range of understandings and concepts. For more practical subjects, the ratio of practical to study time increases considerably, the total allocation of time is the same and the amount of





written work varies.

Subjects in the Diploma course build on the knowledge, understanding and skills gained in the Certificate IV course and develop additional skills.

ASSOCIATE DEGREE & BACHELOR DEGREE COURSES

All degree courses require students to apply themselves diligently and undertake personal study and research. These courses are accredited Higher Education courses and therefore are of university standard. Students should not expect these courses to be easy. The subjects studied in the first year of these courses are foundational and subjects taken in a subsequent year builds on knowledge, understanding and skills gained in the preceding year.

A standard one semester subject entails about 160 hours of work in total and is worth 6 credit points. One year of full-time study in Bachelor degree courses is worth 48 credit points. In each standard one semester subject there is normally 40 contact (classroom) hours (or equivalent) and 120 additional personal study hours. Approximately 5,000 words of written work are required. For more practical subjects, the ratio of practical to study time increases considerably. The total allocation of time is similar but the amount of written work will vary.

The degree courses require the development of a high standard of academic skill in reading, explaining, evaluating, discussing, critiquing, summarising, and synthesising information and concepts. Almost all subjects entail tutorials. Some subjects include final examinations.

INTELLECTUAL PROPERTY

Tabor College students generally own copyright in any work produced as part of the programs in which they are enrolled, save if they are involved on a project governed by an agreement between the College and a third party and they agree to be bound by the terms and conditions of any relevant agreement.

Tabor College expressly subscribes to the Copy-right Act 1968 (Cth) and maintains a statutory education licence with the Copyright Agency Limited (the Federal Attorney-General's authorized collecting agency for authors and publishers and tertiary institutions). Guidelines for photocopying and reproduction are provided in the current Student Orientation Handbook.

OUTREACH

Students have many opportunities for practical outreach. Ministry teams from the College visit local churches where students lead worship, share testimonies, preach, and minister through prayer, the use of spiritual gifts and in other ways. Practical opportunities for mission and evangelism are included in many courses.

PHOTOCOPYING

As outlined in Section 40 of the Copyright Act 1968, for the purposes of individual research and study, an individual may make a single copy of:

1. one article in each issue of a periodical publication, and more than one article if the articles relate to the same subject material (parts of more than one article may not be copied unless they relate to the same subject matter);
2. a reasonable portion of a work that has been published separately (A "reasonable portion" of a literary, dramatic or musical work, in an edition of not less than 10 pages, is defined in Section 10 of the Copyright Act as 10% of the number of pages in that edition or up to one chapter of a book. A "reasonable portion" is not defined in relation to a work in an edition of less than 10 pages or in relation to artistic works.); and
3. one chapter or up to 10% of the number of words of text material published in electronic form.

Students may use specified College photocopying machines if the requisite photocopying fees are paid and copyright regulations are followed. More detailed information on copyright is available in the College library and from the Australian Copyright Council.



PRIVACY POLICY

The College's Privacy Policy ([click here](#)) sets out the requirements for dealing with students' personal information, in accordance with the relevant legislation. Students have access to their paper records upon request (or electronic records where applicable).

Third party access to student files will only be granted when a student provides written authorisation or where required by law. The student's access to their personal and/or academic files is detailed in the Student Orientation Handbook.

STUDENT SUPPORT

Students are encouraged to discuss their progress with faculty members and to make appointments to do so. Where problems arise that relate to their studies, students are encouraged to speak to the lecturer/s concerned or to their Program Co-ordinator, who will offer help or suggest an alternative avenue of assistance. The Program Co-ordinator will provide academic guidance and support in addition to that which may be provided by other lecturers/supervisors in individual modules. Students whose performance indicates the need for special assistance will normally be detected early in their course of study and be offered academic support. Further information is provided in the Student Orientation Handbook and in the College's Policy and Procedure documentation.

All students are required to have at least one interview with academic staff each year where they can freely raise any concerns related to their studies and seek advice and guidance, as necessary.

Where personal problems are of concern to students, the College Chaplain and counsellors are available at the College, although for problems unrelated to their studies, students are normally advised to seek help through their own church or through formal counselling or other professional services.

Student progress and well-being are monitored, e.g. attendance, academic results, satisfaction. Formal processes are in place through which lecturers can communicate concerns about student progress and through which they can be informed about particular student needs. Students are counselled, where appropriate. Commencing students in some streams may be assigned to care groups that meet regularly. Students may subsequently continue in these groups if they so desire. Peer support also occurs on an informal basis. Students are advised of various other support mechanisms available to assist them in their studies.

STUDENTS WITH DISABILITIES

Abilities, Disabilities and Support

All students have strengths and weaknesses, some of which may affect their studies. At Tabor College staff seek to encourage and help all students to develop their gifts and abilities to the fullest possible extent. Students who have disabilities may seek special consideration. Many students with disabilities have studied successfully at Tabor College.

Providing information

While it is never easy to acknowledge a personal disability, unless disabilities are acknowledged, understood and recorded, they cannot be taken into account in relation to College requirements. Students who have a disability that may affect their studies are asked to indicate this in the appropriate place on the Tabor College Application form. The College will take disabilities into account if students make their needs known in the appropriate way and at the appropriate time.

Students who wish to have disabilities taken into account in relation to their studies are responsible for discussing this with the Registrar or the appropriate Stream Head at the earliest possible opportunity. This should be done before the second week of the semester in which the student commences studies and generally is best done at the initial interview prior to enrolment.

Normally, an official certificate must be supplied to provide evidence of the nature and significance of a disability. For example, a student who is seeking to have allowances made for dyslexia will need to provide formal evidence of having this disability.



Confidentiality

Personal information about student disabilities will be kept confidential, as far as possible. However, if a disability is to be taken into account in relation to assessments or learning exercises, the College will need to advise the lecturers/assessors concerned.

Allowances

Having a disability will not exempt students from being required to meet certain standards in their work. The College is obliged to require a certain standard of work in all its accredited courses. All students must demonstrate the required knowledge, understanding and skills to pass in any module. Students are expected to seek advice, help or assistance before, rather than after, submitting their assignment work.

The sorts of allowances that may be made for students with disabilities include: additional time for assignments and examinations, and alternative forms of assessment, e.g. oral examinations or multiple-choice examinations.

Facilities

Facilities to assist disabled students include an access ramp to lecture rooms, parking and toilets for the disabled and easily accessible tea/coffee-making facilities.

STUDENT RIGHTS AND RESPONSIBILITIES

Tabor College seeks to provide the best possible learning environment and opportunities for each student. Arising out of this commitment and obligations imposed by law, students have certain rights but they also have certain responsibilities towards the college, its staff and their fellow students. The following link details these Student Rights and Responsibilities.

ADDITIONAL INFORMATION ON POLICIES AND PROCEDURES

Additional information in relation to the education and training services offered by the College is provided for students in the current Student Orientation Handbook and for academic staff in the current Lecturers' Handbook. In addition, the College has extensive manuals of Policies and Procedures, which are available to all staff in hard copy and in electronic form, and relevant sections of which are available in the library to students.