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ALL INFORMATION IN THIS HANDBOOK SUPERSEDES PREVIOUS HANDBOOKS.

Commencing School

Accommodation

CHTC operates as a non-residential School. Therefore, it is necessary for other accommodation arrangements to be made by students and those travelling from interstate and other countries.

These arrangements are the responsibility of the student; however CHTC will assist with suggestions and accommodation options that come through the office. Students must not rely on the School to provide an accommodation solution. It is also necessary to look in newspapers, visit Real Estate offices and pursue the usual apartment or house search options.

It is also possible to arrange to share a house or apartment with other students who require accommodation. Aliso Viejo and other surrounding nearby cities have many apartments to rent.

Address and Telephone Changes

Students making address or telephone changes MUST notify the CHTC Administration as soon as these become effective by completing a *Change of Address Form*. It is essential that the School be able to contact students throughout the academic year.

Transport

The Church and College campus is in Aliso Viejo, is close to shopping centers and restaurants within walking distance. It is not necessary for students to own a car. There are car pools and students can always find another student who is going their way if they live nearby.

Overseas Students

CHTC recognizes that students who are coming to Orange County to study will have many questions and have extra challenges to face. CHTC will therefore make every effort to ensure that the move to Orange County and assimilation into School and Church life is as easy as possible. Overseas Students can contact the CHTC with any questions.

Privacy and Personal Information

CHTC is required to gather and record certain personal and private information of students. This includes their name, local address and overseas address (as applicable), age, gender, medical history and other relevant information. CHTC will treat this information with the strictest of confidence, except in the following circumstances;

- Where information is required to be given to a government body, such as the Department of Immigration and Border Protection; or
- If the student is the subject of a grievance complaint, or brings a complaint against another student or the School, and the Administration need to be advised of the student's personal details for the purposes of handling the complaint or appeal process.

Full-time Enrolment

CHTC offers 1 and 2 year courses, coupled with practical training intended to equip men and women for creative and effective service and ministry in their local church, in their work environment, in church pioneering and in all aspects of life.

Payment of Fees

Students please note that this is a summary of the financial terms and conditions of enrolment for and attendance at CHTC. Please refer to the individual fee agreement provided upon confirmation of enrolment for a complete description of the financial terms and conditions.

Fees are payable in advance and are not refundable except in special circumstances (refer to “Refunds & Overdue Payments”).

Tuition fees may be paid in one of two ways:

1. In full before the first week of School. (\$1,200 with the \$300 pre-payment discount)
2. Monthly; \$500 before the first week of School and 5 payments of \$200 due on the 2nd day of the following month. (\$1,500 total)

- Payment for the full term or \$500 for the monthly option is required prior to attendance at the first class. Students will not be permitted to attend class unless the fees are up-to-date.
- Late payment of fees (i.e. after the first day of term) will result in a \$100 late fee.
- Refunds will be given in limited circumstances (see policy below.)

Fees can be paid by Electronic Transfer or received at the CHTC Reception. Checks should be made payable to City Harvest Church. All fees are payable in US Dollars only.

The School reserves the right to suspend any student from class for non-payment of fees. Suspension may be for a limited period or may even result in removal from School altogether in extreme circumstances. Any suspension will only take place after sufficient warnings have been given to the student.

Refunds & Overdue Payments

1. Fees are non-refundable should a student change their mind during the year. However, there is a **cooling off period** of the first 2 weeks of first term. If a student decides that the course does not meet their needs and withdraws during that time, they will not be liable for the term’s fees. Please note that withdrawal must be in accordance with the “Withdrawal from School” policies in this Handbook.

4. Graduation is conditional upon payment of fees in full. Students with any fees (including late fees) unpaid at the end of the Semester will not graduate and CHTC will charge interest on the outstanding balance. This will apply until outstanding fees and accrued interest are paid.

5. Students who are forced to discontinue for medical or compassionate reasons may apply for exemption from this condition in accordance with the CHTC policies in the Student Handbook.

6. Any requests for a refund should be submitted in writing to the CHTC office.

Sundry Charges

Students will be liable for Sundry Charges where applicable. No student will be charged a sundry item without prior notice. Sundry charges include:

- Photocopying and faxing
- Late tuition payment Fee
- Equipment damage costs

Please note that the costs for these Sundry Charges are contained in the Fee Agreement or can be obtained from College staff.

Overseas Students

CHTC is not an accredited school yet and therefore is not able to apply for student visas. Students are required to obtain any necessary travel documents and/or visa information before beginning the School.

Church Membership

Church Attendance

All students are required to be active members of their church, attending at least one service per week. This is necessary, as CHTC life requires the outlet of normal Christian service. It also provides the opportunity for ministry and allows for necessary pastoral oversight. For these reasons, students who are not able to maintain active church attendance in their home church while at CHTC are required to join and maintain active membership of a local church.

This is an important aspect of CHTC life and a student's position in the School can be reviewed if they fail to remain an active church life.

Becoming a City Harvest Church Member

Students may join City Harvest Church by attending the Welcome to Church Party, where they are able to hear about the vision of the church. Welcome to Church Party Luncheons are held every 6 weeks after the 10:00am Sunday service. Please check at the CHC offices in the Church Foyer for the date of the next luncheon.

The church membership requirement is purely aimed at providing adequate support for students who have come from churches outside of Orange County during their time as students. Students are encouraged to attend their local church or maintain strong contact with their sending church throughout their time at CHTC.

Connect Group Attendance

All CHTC students are required to maintain active membership of a Connect Group.

This is an important aspect of School life and contributes significantly to the welfare and spiritual development of the student. As a general rule, students who are well established in a Connect Group experience the following benefits:

- under CHC's pastoral system, Connect Group leaders are the first line of pastoral support for students;
- there is an instant network of believers (apart from the student body) that students can be a part of, which is especially important for students who are not from CHC;
- Connect Groups are the life of the church. It's where students can really get to know people and see God move through them as they share part of their life with others.
- Students who are in a Connect Group generally find that **THEY NEED A CONNECT GROUP AND THE CONNECT GROUP NEEDS THEM!** Students will be built up in the Word of God, practice what they have learnt and meet people who can help and encourage them.

Information on Connect Groups may be obtained at the Information Desk in the Church Foyer, or by contacting CHTC.

Health & Safety

Personal Safety

The School is committed to providing a safe environment for all. CHTC has taken all possible precautions, and followed all the guidelines as recommended under the relevant Federal and State legislation.

The School expects that students in turn accept their responsibility to behave safely. This means behaving with common sense and foresight. All students are expected to follow the safety procedures that apply to CHTC.

Any injury to a student may cause physical suffering as well as loss of study time and income and affect the morale of other students. **The following rules should be followed by all students:**

1. Keep areas clean at all times: it reduces the chance of any injury and also makes the area a more attractive learning environment.
2. Always wear the appropriate safety equipment when doing any hazardous work. Students will be supplied with this if required.
3. Do not run in the buildings.
4. Where footpaths have been identified and clearly marked use them.
5. No smoking is permitted anywhere within the buildings.
6. Have respect for electricity - do not overload any outlet. Never have any electrical wires rolled up (like extension leads) - they may create heat and cause fire danger.
7. Be aware of hot water temperature and especially boiling water from kettles and coffee machines.
8. Always be aware of the proper lifting techniques. Do not try to lift something that is obviously too heavy - always look for assistance. Always help others with lifting activities where their abilities are not appropriate for the task.

Students should report ANY injury immediately to a member of the staff or the trainer, and then to the Church office. Student Liaison will give the student an Injury Report Form to complete. If a student should notice a situation or practice that seems unsafe, they should immediately discuss this with a member of School staff or the Pastors, or correct it themselves if it is personally safe to do so.

Fire Safety & Evacuation

Throughout the building, there are fire detection and prevention devices such as:

- A fire hose and fire extinguisher on every floor.
- Smoke detectors in each area that will set off the fire alarms
- Fire Alarm System

In the event of a fire alarm or discovery of smoke please follow the plan of action below;

- Follow the instructions of a member of CHTC staff or the trainer if in class
- Switch off any equipment
- Close all windows
- Turn off air-conditioning
- Close all doors
- Assist anyone with mobility problems
- Walk quickly to the nearest evacuation meeting point
- Follow the instructions of management or the supervisor in charge
- Remain calm and do not take risks

Student Welfare

Students should feel free to seek assistance from School staff during the regular office hours described in this Handbook. Those students who have welfare issues, require guidance or support at any time during CHTC should contact one of the pastors or an administrative staff, who will organize an appointment with one of the pastors.

We encourage students to let the pastors know if they are experiencing difficulty or seeking counseling or advice, so this may be taken into account by CHTC.

Conduct

General Conduct on CHC grounds

CHC is a place of worship and ministry training. Students, staff and visitors are expected to behave with due regard and respect for those who are working, studying and practicing within the Church buildings. A minimum noise level should be maintained at all times.

Food and Drink

FOOD, DRINK AND CHEWING GUM (apart from water in resealable containers) IS PROHIBITED AT ALL TIMES IN THE HALLS. A break for tea/coffee/food will be held from each morning. Students must finish food and drink before returning to class.

Personal Conduct

The church and the community see CHTC students as ambassadors for Christ, both in church and also in their personal lives. As such, the conduct of those who commit themselves to the School is to be, in both truth and appearance, in accordance with principles laid down in Scripture.

Specific conditions include:

1. Smoking – Smoking is not permitted during School hours or on CHC grounds and is seen as undesirable and needing to be rectified. Pastoral or counselling help can be arranged if necessary.

2. Mixed roommates - Under normal circumstances the School does not approve of mixed renting. For your own protection, students are required to clear their arrangements with the CHC Pastors if they are in or considering a mixed flatting arrangement.

3. Morality - CHTC expects students to live by the high standards of moral excellence worthy of their calling. Students are expected to maintain a lifestyle that will not have a negative influence on their Christian growth. Drug use, sexual immorality, dishonesty and violence or bullying are not acceptable for any CHTC student.

4. Attitude and behaviour - Attitudes need to be commensurate with people wishing to seek and serve God. Students are expected to display respect for Trainers, staff and other students or church members at all times. In all matters, students will seek to display the fruit of the Holy Spirit.

Galatians 5:22, 23a but when the Holy Spirit controls our lives he will produce this kind of fruit in us: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control.

5. Alcohol - Alcohol may not be consumed during School hours. Consumption of alcohol is a matter of personal conscience, however,

intoxication with alcohol at any time constitutes grounds for expulsion from CHTC. Intoxication is defined by the School as a blood alcohol content in excess of 0.05%. Alcohol may not be consumed at any gathering that could be construed as a Church or CHTC event. If a student has struggles in these areas or an addictive problem with alcohol, counseling and pastoral assistance can be provided.

6. Property - At no time will a student borrow equipment from another student or staff member without consulting the owner first. At no time will a student borrow any School equipment (including instruments, amplifiers, microphones, CD players, etc) without the prior approval of the School. Students will at all times respect the personal property of others, whether that of teaching staff or fellow students. Students will at all times respect the property of CHTC and CHC. This includes not resting feet on seats or climbing over them.

7. Dress - Members of both sexes are required to dress modestly. A smart standard of dress is required and the School reserves the right to decide what is appropriate. As a guide, clothes in poor condition, beach wear, strap-shouldered or strapless tops, low-cut tops and bare midriffs are not acceptable. Students are expected to dress in a manner that is appropriate to someone training to be in ministry.

8. Relationships - Students are expected to attend CHTC with the goal of seeking and growing in God. To help students maintain their focus on this goal, the School does not allow students to enter into any new romantic relationships during their first six months of any course. In second year, any new romantic relationships must be immediately notified to the respective Connect Group leaders and the Pastors. All romantic relationships are required to remain non-sexual and with pastoral oversight so as not to hinder the students' progress in God.

Violation of any of these standards of conduct will result in the student coming under School discipline.

College discipline

Should a student's conduct, attendance, punctuality, attitude or quality of work be less than satisfactory, they will come under School discipline. School discipline could entail one or a number of the following, depending on the circumstances and issues involved;

1. Interview with a Connect Group Leader or Pastor
2. Intervention by a Pastor and/or Assistant Principal
3. Assessment of extra duties
4. Suspension from ministry
5. Suspension from classes
6. Expulsion from College

Sexual Harassment and Bullying

CHTC will not tolerate sexual harassment or bullying of any kind. Sexual harassment must not occur in any relationship between a student and a staff member or other student.

Sexual harassment can be physical, verbal or written. It is an offence to harass or bully any individual on the basis of:

- Marital, parental or career status
- Physical features
- Pregnancy
- Gender

Sexual harassment includes (but is not limited to):

- Comments about a person's sexual life or physical appearance
- Suggestive behavior
- Unnecessary physical intimacy such as brushing up against a person
- Sexual jokes, offensive telephone calls, photographs, reading matter or objects
- Sexual propositions or continued requests for dates
- Physical contact such as touching or fondling
- Indecent assault or rape (which are also criminal offences)

Any student who believes they are a victim of harassment, sexual harassment or bullying should immediately report this to the Pastor. A report of the facts will be made in complete confidence.

If it has been established that an offence has been committed it will result in the student coming under the College Discipline Policy (above) and may result in immediate dismissal to the offender. Where appropriate, CHTC will not hesitate to report sexual harassment allegations to the relevant Government authority, including the Police.

Note that these policies should be read in conjunction with the Complaints and Appeals Procedures below, which detail the steps that should be taken if a complaint or a grievance is reported.

Removal from CHTC

The School reserves the right to require the withdrawal of a student from CHTC at any time if, in the judgment of staff and pastors, such action is deemed necessary to safeguard the standards of the School or the welfare of staff, students or trainers. Any removal from School of this nature will be advised in writing.

A student who receives written notice that their enrolment is to be cancelled will have 14 working days to lodge an appeal against removal from School, in accordance with the School's normal Complaints and Appeals policies. Enrolment will not be

cancelled until this 14 day period has expired or the review process has taken its course. The only exception is that if there are serious and extenuating circumstances that warrant immediate expulsion for the welfare of the student or other students, CHTC staff or church members, then a student will be removed from School immediately.

Attendance

General Attendance

At the discretion of the Pastors, a student who does not attend 80% of the contact time for a module may be deemed ineligible for assessment in that module.

Rosters

All students will be included in rosters for ministry and worship team, cleaning, and classroom set-up. These rosters will be publicized clearly for students to note. It is the responsibility of students to ensure that they fulfill their part of the roster.

Punctuality

All students are expected to attend Services as part of their course requirements and must register their attendance. The Pastors may grant an exemption from this requirement when special circumstances exist, if requested by the student in writing.

For all classes, students are expected to be in the appropriate room ready for the class to commence at the relevant starting time.

If students are late for Service or class, they should inform the CHTC staff or pastors. Repeated or excessive lateness will result in disciplinary action in accordance with the School Discipline policy above.

Absences from Class

Class rolls will be marked regularly to ensure that students are punctual for classes. In **ALL** cases of absence, the student must complete an *Absence Form* promptly on return and submit this to the CHTC Reception in order to maintain an acceptable attendance record.

Absence from Class due to Illness

Students are requested to leave a message with one of the CHTC administrative staff by two hours before each day of absence to advise the reason for absence and enable the School to pray for them. An *Absence Form* must be submitted upon return to College.

Students can be absent for reasons of illness up to **2 days in a term** without obtaining a medical certificate. For subsequent days (in each term) a medical certificate is required to substantiate the circumstances for the absence and should be submitted with the *Absence Form*. If a student is unable to obtain a medical certificate as required, then he or she must contact the pastors to report the absences,

reason, and explain why a medical certificate cannot be obtained so that their attendance record is not deemed unsatisfactory.

Absence from Class on Compassionate Grounds

Students should as a matter of urgency contact the pastors should they require leave from classes for matters of a compassionate nature.

Absence from Class for Other Reasons

Consent must be obtained from the pastors prior to an absence known in advance. Requests should be submitted in writing using the *Request for Leave of Absence form*

School Initiated Leave of Absence

The pastors can require a student to take leave of absence from class for a specified time if such leave is in the interests of the individual student and/or the class. The initiation of such leave of absence is at the pastor's discretion. It is not disciplinary action.

Grievance and Appeals Procedures

CHTC will treat all student grievances or complaints seriously and in strict confidence. The following processes should be followed for lodging, investigating and resolving grievances, appeals or complaints against the School, a staff member, or another student. The aim is to find a satisfactory outcome and to provide access to a fair and inexpensive complaints and appeals process for all students.

Grievances against CHTC

The procedures detailed below are to be followed where a student wishes to bring a complaint or appeal against the actions or decisions of CHTC relating to;

- **Academic matters**, such as student progress, assessments, curriculum and awards in a course or appeals against an assessment result; or
- **Non-academic matters** such as in relation to personal information that is held about a student; decisions made by CHTC including (but not limited to) its operation, accounting system, teaching staff, curriculum, financial matters, fines and payments, application procedures, exclusions from events and facilities or management.

Interpersonal Grievances

The procedures below are also to be followed if a student has a grievance or complaint arising out of the interpersonal conduct of a CHTC staff member or another student.

This applies to any form of behavior which causes the student concern and gives rise to a grievance. This includes (but is not limited to) issues relating to bullying, harassment, vilification, discrimination or other forms of personal conduct.

The Grievance and Appeals Handling Process

Should a student have a grievance or complaint against the School, a staff member (including trainers) or against a fellow student, then the following steps should be taken;

Step 1 – Informal resolution

- A student with a grievance or concern should initially try and discuss the matter with the other person(s) involved (whether they are a member of CHTC staff or a fellow student) and try and resolve the issue in a friendly and considered manner.
- If the student is not comfortable doing this, or it is not possible, then the student can have an initial, confidential discussion with the Connect Group Leader or pastors and raise their concerns.
- They will ask the student the nature of the grievance, what the circumstances are, and then discuss what sort of outcomes the student would like to see.
- If the issue can be resolved during this discussion, or the student does not wish this matter to be taken any further, then it will be sufficient to make a file

note of the grievance (to be kept by the pastors) and the matter will be considered to have been resolved at this point.

- However, if the student wishes the matter to be taken further, then the issue will be determined to be a “Formal Complaint” and the steps below will be taken.

Step 2 – Formal Complaint

- Should a student not be able to resolve the issue in an informal manner, and they wish to have their grievance investigated further, then a meeting with one of the pastors will be arranged within 1 week of the student first raising this complaint with the CHTC staff member listed above.

- The pastor will take detailed notes of the complaint including the nature of the complaint, any strategies that were agreed to investigate the matter or to enable an investigation and what resolutions were suggested to resolve the complaint.

- The pastor will then determine the appropriate steps to resolve the issue, in consultation and with the full agreement of the student. This may include a face to face meeting with the person(s) who caused the grievance, a number of separate meetings, interviews with other staff or students to determine the facts, or other steps as are required to determine the appropriate measures to implement in order to resolve the issues.

- The pastor will do everything they can to investigate and resolve the complaint within 6 weeks of receiving the formal complaint.

- Once the pastor has concluded their investigation, they will then prepare a written statement. This will contain details of the outcome of the complaint, details of the decision made and any other relevant information. The written statement will be given to the complainant and the respondents within 2 weeks of the complaint being resolved.

Step 3 – Internal Review

- Should there be no satisfactory resolution arrived at, or the student is not happy with the decision, then they have the right of appeal. The student may seek an interview with the Pastors Advisory Board to raise their concerns. This will take place within 2 weeks of lodging the request.

- The CHTC staff member or other party who has caused the grievance may be asked to attend this meeting as well, at the discretion of the student and Pastors Advisory Board.

- The Pastors Advisory Board will then determine the appropriate course of action to resolve the grievance and initiate a full investigation.

- The Pastors Advisory Board will do everything necessary to investigate and resolve the complaint as quickly as practicable given the circumstances and the issues involved.

- Once the Pastors Advisory Board has concluded their investigation, they will then prepare a written statement. This will contain details of the outcome of the complaint, details of the decision made and any other relevant information. The written statement will be given to the complainant and the respondents within 2 weeks of the complaint being resolved.

Step 4 – External Review Process

- In the event that the above process is not successful, the student may seek to have an external party mediate the complaint.

- External mediation is a formal process, and is undertaken with a contract between the student, the mediator and the School.

Important Information regarding Grievances and Complaints

- These procedures cover all CHTC students and prospective students, whether they are situated in the USA or overseas, in their dealings with CHTC, staff and other students.
- Any student who brings a false, vexatious or misleading complaint may be subject to disciplinary action under the CHTC Discipline Policy.
- Any person who is involved in the complaint may be accompanied and assisted by a third party at any relevant meeting or during any part of the process.
- Any complainant will be given a written statement of the outcome of the complaint and any appeals, including details of the reasons for the outcome.
- There will be no charge to students for the internal complaints or appeals processes. The fees for an external appeal are outlined above, and will be explained in greater detail to the appellant so they are able to make an informed decision and understand the likely costs involved.
- The procedures for handling Grievances and Complaints will be complete and unambiguous, and will not discriminate against any complainant or respondent.
- Appropriate records of the grievance, investigation and outcomes will be kept for a minimum of 5 years.
- The records of any complaint or resolution process will be kept in the strictest confidence. However, the parties to the complaint and any relevant external authorities may have access to the records in accordance with CHTC's Privacy Policy.
- All CHC staff are aware of the grievance and complaints policies and have been trained in managing the many delicate and sensitive issues that arise.
- This policy has been ratified by the CHC Board and may be amended at any time due to external review. If this happens, then the policy will be re-issued to students and staff, there will be training sessions for all CHTC staff members so they are familiar with the policy, and it will be posted on the CHTC website with appropriate notification to all staff, students and prospective students.

College Facilities

Parking

Students are permitted to park in any parking areas on the campus.

Only vehicles with disabled driver stickers may park in the marked disabled parking areas at any time.

Visitors

Visitors are not permitted to attend any of the teaching sessions without permission from CHTC. Only enrolled students and staff will be permitted in classes. Students wishing to gain approval for a visitor to attend any class must first submit a *Visit Request* form.

College and Church Offices

The CHC and CHTC Offices are located on the 1st Floor by the Vision Room side of the building. Office Hours for students are as follows:

- CHTC Office Hours (during school weeks): Friday: 6:30pm – 11pm, Saturday, 8am – 2pm
- CHC Office Hours: Monday – Thursday: 10am – 5:00pm, Saturday, 10am – 2:00pm

Students are not permitted in the general office area nor in the counseling rooms and pantry.

Appointments with Staff and Counselors

Appointments with the pastors may be made through the CHTC Reception.

Use of School Facilities Outside CHTC Hours

All CHTC students are permitted to use the School rooms for study, rehearsal and practice purposes when they are not being used for scheduled lectures, classes and pre-booked events. In all cases they must be booked (see “Booking Facilities for Outside College Hours” below for details).

Rooms may only be used by students outside formal classes in accordance with the following conditions:

- Use of these facilities will not inconvenience any person or class;
- Noise must be kept to a minimum; and
- The person booking the room shall be responsible for any loss or damage to CHC/CHTC equipment or property.

CHTC resources are available only to those students presently enrolled in School. In particular, the use of rehearsal facilities free of the normal hire charges is only available to where all the members are current CHTC students.

A student who uses CHTC rooms outside hours, without permission, resulting in the fire alarm being activated will be charged the resulting fee.

time of use. Rehearsal rooms must be booked with Adrian Valencia or a staff member.

Lost Property

Student and staff property (including instruments and other musical equipment) should not be left unattended at any time in any part of the Church or CHTC. The School is not responsible for any personal property belonging to students or staff, however, the Church does maintain a "Lost Property Centre" where property can be collected by its owners. For more information, contact the CHC staff.

Telephone Calls

The Church office telephone number is NOT to be given out as a daily contact number for students. Only in emergencies will messages be taken and passed on to students.

Mobile Phones and Social Media

CHTC believes that social media can add to students' experience at School. CHTC allows for the appropriate use of social media during class.

The guidelines for appropriate use of social media are:

- All phones must be on silent during class.
- Students must not answer a phone call during class.
- All posts to social media must be relevant to the class and respectful to CHTC students, trainers and staff.
- CHTC staff will be checking social media sites and must be able to follow relevant posts.
- Students should pay attention in class and not be on social media sites (such as Facebook, Instagram or Twitter).

Photocopying

Photocopying facilities are available for students for study purposes in the CHC offices at a cost of 10 cents per copy. Students are not permitted to use photocopiers in the Church offices without prior approval from CHC staff. Photocopying must be in accordance with copyright regulations detailed in this handbook.

Textbooks

CHTC Required Readings are available from the Church office.

Students can also access the Pastors' Library. Books can be borrowed for 1 week and must be returned on time or a late charges will be charged at \$5 per day.

Assessments

Notice to students of assessment tasks

Students will be notified in writing of all assessment tasks, including all components contributing to assessment for any given module.

Changes to assessment components and/or tasks

Any changes to assessment components, weightings of assessment components, or details of assessment tasks (including questions, due dates, required reading, etc) will be notified to students.

Responsibility for awareness of assessment tasks

In all cases where the School has complied with the preceding policy on notification of assessments and changes to assessments, it is the students' responsibility to make themselves aware of all details of assessment tasks and changes to assessment tasks.

Extensions will **not** be granted on or after the due date except in the following circumstances:

- Serious misadventure
- Serious compassionate circumstances
- Serious medical condition with doctor's certificate

Responsibility for awareness of lecture content

In all cases it is the student's responsibility to make themselves aware of the teaching and information given in lectures (or any part thereof) they have missed, regardless of their reason for absence.

Submitting assessments

Unless otherwise stated, all assessments should be emailed or turned in during class based on the teacher's instructions. Students should keep a copy of every assessment they submit.

Assessment extensions

Assessment extensions will only be granted by the pastors and only after the request is made in writing.

Assessment extensions will not be granted by trainers, their CHC staff, or any other CHTC staff.

Late submission of assessments

Late assessments are those submitted after the due date. Late assessments will be accepted and stamped the day they are received. This will be the date used to calculate any penalty for late submissions (see below).

Penalties for late submission of assessments

Written assessments that are submitted after the due date will incur the following penalties:

- Mark deductions of 2% per calendar day from the due date until the date they are submitted, and
- A late submission fee of \$30, which must be paid at CHTC Reception.

The late assessment will be accepted without the payment of the fee, at which point the penalty mark deductions will cease, but the assessment will not be marked until the late fee is paid.

The late submission fee may only be waived in the following circumstances:

- Serious misadventure
- Serious compassionate circumstances
- Serious medical condition with doctor's certificate

Penalty mark deductions will be applied within the following limitations:

1. Where the late penalty would reduce the total mark to less than 50%, and the student has demonstrated all of the required competencies for the given assessment task, the assessment will receive a "Competent" grade and, if graded, a mark of 50%.

Assessment marking turn-around

The School will make every endeavor to mark and return on-time assessments to students within 2 weeks of their due date.

Late assessments may take longer to mark and return to students.

In-class assessment tasks (including tests)

In-class assessment tasks will be held in accordance with details notified to students through the policy procedure outlined.

Absence for in-class assessment tasks

Where a student is absent for an in-class assessment task, the opportunity will only be given for the student to undertake the assessment task with the approval of the pastors. Such approval will only be given upon payment of a fee of \$30 in advance, or in the following circumstances:

- Serious misadventure
- Serious compassionate circumstances
- Serious medical condition with doctors certificate

Examinations will be re-run for approved students at an appropriate time and location which will be advised at the time of booking or in writing.

Responsibility for gaining approval to submit a missed in-class assessment task

In all cases it is the **student's responsibility** to:

- notify the course coordinator that they have missed the in-class assessment task
- gain approval to submit any in-class assessment they have missed due to absence from class.

Marking turn-around for in-class assessment tasks

Where appropriate, in-class assessment results will only be distributed when all qualifying students have undertaken the relevant assessment task. In other cases,

assessment results will be distributed as soon as possible, with a 3-week turn-around where practicable.

Variation of assessment tasks for students with special needs

The pastors may vary assessment tasks for students with special needs, including the following:

- Students with special needs that affect their ability to demonstrate competency through the standard assessment task will be entitled to demonstrate the required competencies through an alternate assessment task or have the standard task varied to compensate for the special needs

Assessment is based on the learning outcomes and competencies for the course. The effect of the student's needs will be "factored out" of the assessment result to the greatest extent possible by the assessor.

Failure to demonstrate required competencies

Students who have not evidenced competencies for any given subject due to failure or non-completion of assessment tasks will be awarded a grading of "Not yet competent" in the relevant subject. When this situation occurs in a subject for which competency is required for graduation, students will not graduate.

Assessment marking

For many assessments, a mark and/or grade are awarded in addition to the assessment of "Competent" or "Not yet competent". The objectives of marking are:

- to provide the student with realistic and constructive feedback on their performance, and
- to facilitate the students' progression to an institution under the higher education system.

With these ends in mind, assessments will be marked:

- according to the most recently published grading schedule associated with the relevant subject;
- using the criteria-referenced assessment instrument developed for the assessment task; and
- solely based on the learning outcomes and competencies for the course.

Assessment feedback given to students will at minimum comprise a grading of "Competent" or "Not yet competent". If a mark/grade is awarded, they will be provided as:

- Marks achieved for each component of the assessment, and
- The total mark achieved.

Appeal against adverse assessment

A student may appeal against an assessment result of “Not yet competent” under either of the following circumstances:

- The mark awarded for the assessment is incorrect due to miscalculation; or
- The assessment was marked “Not yet competent”, but the student believes that the assessment task was completed competently.

Where there has been a **miscalculation of the mark**, the student must advise the trainer for the module, who will arrange for the mark to be corrected in all College records. No fee will be charged in these circumstances.

Where the assessment was marked “Not yet competent” **but the student believes that the assessment task was completed competently**, the student must discuss the assessment with the trainer to determine the grounds for the adverse mark. If the student is then satisfied that the mark is correct no fee will be charged. If the student still believes that the mark is incorrect, then the student may appeal to the pastors by submitting:

- a letter detailing the grounds for the appeal;
- the assessment documentation;
- an appeal fee of \$30; and
- any other relevant evidence.

The pastors will arrange for a different assessor to review all of the evidence submitted. If the appeal is upheld, the assessment mark will be adjusted accordingly, and the appeal fee will be refunded.

If the appeal is disallowed, a brief written summary of the reasons for the adverse assessment will be provided to the student, and the appeal fee will be retained.

If the student is still not satisfied with the result, then they may bring a complaint under the Grievance and Complaints handling policy contained in the Handbook.

Re-submission of assessment tasks

Applications to re-submit assessment tasks must be accompanied by the re-assessment fee of \$30. Such applications must be approved by the pastors, in consultation with the relevant trainer.

Students may apply to re-submit assessment tasks only where:

1. They have been assessed as “Not yet competent”, or
2. Their performance was affected by serious misadventure; circumstances of a serious compassionate nature; or a serious medical condition substantiated by a doctor’s certificate.

Such applications will be considered on a case-by-case basis.

Students may only re-submit assessment tasks once, other than in exceptional circumstances beyond the control of the student.

Where the assessment task is a test, or any other form of assessment where the student may have an advantage in re-doing the original assessment task, the trainer must set a new assessment task, testing the same competencies at the same level as the original assessment task.

Written Assessments

All written assessments in CHTC must be completed according to the following method:

1. All written assessments must be submitted with the Student's name and the Subject in the header of the document.
2. Assessments must be submitted in .doc or .pdf format unless specified otherwise.
3. Work presented should be set out in neat, legible writing or preferably typed or printed.
4. If handwriting assessments, drafts must be re-written into a final, presentable version for submission.
5. Paper on which the assessment is presented must be clean and neat. Torn edges do not qualify as "neat".
6. Leave a one-inch margin on the left-hand page.
7. Provide references, footnotes and quotes where utilizing the work of others. Plagiarism is considered to be a serious issue and will result in the student being withdrawn from the relevant module.
8. Include a bibliography in all assessments.
9. Respect the prescribed lengths and limits. Marks will be deducted for excessively lengthy work.

Presenting a Bibliography

Bibliographies should be presented in the following format:

Author - Title - Publishing Company - Year

e.g. Irvin Jensen, "Enjoy Your Bible", Moody Press Chicago, 1969

Please note marks may be deducted where there is no bibliography presented.

Using Footnotes

Footnotes should be presented in the format of the following example:

Quotation: "The Bible is written to be read"

Footnote:

1. W.A. Torry, "Study your Bible" p.50

2. Ibid (same book) for several consecutive references from the same book: e.g. Ibid p.6

3. Torry, Op Cit (already cited) p.100. When you have referred to another work since noting Torry, "op cit" refers back to the last mention of that work but not necessarily the same page or passage.

Personal Integrity in Assessable Tasks

Students are expected to be honest in completing all assessment tasks. All assessments are to be solely the submitting students' own work unless otherwise specified by the relevant trainer.

Plagiarism or dishonesty of any kind, including cheating in an exam, is a serious violation and will result in automatic issue of a "Not yet competent" grade in the relevant module. The trainer will report any such incidents or suspected incidents to the pastors. The pastors will investigate the incident and notify the student and the Pastors Advisory Board in writing to this effect. The student may appeal the decision through the assessment appeal procedure to resolve the matter.

Student Volunteering

Student volunteering is a vital part of the training at CHTC. Students are the 'volunteer army' for church events. Volunteering at these conferences allows students the opportunity to see a how large-scale event works behind the scenes and also to be an important part of people from all around the world having life-changing experiences with God. Students will also be able to sit in on many of the sessions and hear some of the best speakers in the world.

It is important that students arrange it with their employer to have sufficient time off work for conference volunteering.

If students need special exemption from serving at any of these events they need to apply in writing to the pastors, providing details of the exceptional circumstances.

Practical Ministry

All students, in order to graduate, must complete a certain number of hours in a Practical Ministry Placement. This is where students will learn how to work in teams, lead others and serve the vision of their local church.

All students do their Practical Ministry hours in the church of which they are a member.

All other students will be able to choose their own Practical Ministry Placement. An application form will need to be approved by the pastors.

Any part-time students who wish to enroll in the Practical Ministry subject will need to apply to do so. Applications can be found at CHC's website (chcus.org).

Course Progress Policy and Procedures

Definitions

CHTC defines course requirements as the assessments due in each term for the qualification in which the student is enrolled.

Unsatisfactory progress is defined as not successfully completing or demonstrating competency in at least 50% of the course requirements in that term.

Finishing School

Graduation Requirements

To graduate from CHTC, the following conditions must be met:

1. Satisfactory (competent) results in assessments in all required modules.
2. Attendance and punctuality to all components of the course (including classes, Service Practical Ministry, Connect Groups etc.) must be maintained at or above 80%.
3. Practical ministry must be completed and competence achieved.
4. Principles and policies outlined in this handbook must be complied with fully.
5. Fees (including Sundry Charges and MTF) are to be paid in full.

Results Withheld

Results may be withheld for non-payment of fees or failure to return materials on loan from the College, or for non-payment of sundry charges.

Academic Transcripts

After graduation, students receive an Academic Transcript. Additional copies of Academic Transcripts require a minimum of 1 weeks' notice, and a fee of \$30 is charged.

Academic Transcripts will indicate the final result for each module as follows, in order to facilitate recognition of prior learning for graduating students continuing studies elsewhere:

A: Competent (final mark of between 90% - 100%)

B: Competent (final mark of between 80% - 89%)

C: Competent (final mark of between 70% - 79%)

D: Competent (final mark of between 65% - 69%)

F: Not Competent (final mark below 64%)

NC: Not Yet Competent.

W: Withdrawn without penalty

I: Incomplete

N: Not Yet Competent: Not attempted

X: Result withheld - financial

CT: Credit Transfer

Withdrawing from School

Withdrawing from the School is a serious matter. Pastoral advice/counseling should always be sought if considering withdrawing from School. The following procedures must be followed for the withdrawal to become effective:

1. Discuss the issues with the Connect Group Leader or Pastors prior to formally requesting withdrawal to see if an alternative course of action can be taken.
2. Complete and submit a CHTC *Request for Withdrawal form*
3. Attend a subsequent personal interview with the Pastors to discuss the reasons for withdrawal and obtain his or her signature on the form provided.

Deferring Study

Deferring study at CHTC is also seen as a serious matter. Pastoral advice/counseling should always be sought if considering deferring enrolment in College. The following procedures must be followed for the request for deferral to become effective:

1. An '*Request for Deferral Form*' must be secured from School Reception and completed thoroughly according to instructions.
2. Attend a personal interview with the pastors to discuss the reasons for the deferral request and secure his/her signature on the form to validate the request for deferral.

Please note the following important aspects of deferring study;

- The student will be recorded as being absent from classes until the deferral is approved, and these absences will be recorded in their academic record.
- Deferral is available for a period of 12 (twelve) months only. A student who does not return in the subsequent year is automatically considered to have withdrawn.

Copyright

Students at CHTC must observe the relevant Copyright laws at all times, regardless of their course or stream of study.

The United States Copyright Act (1976) only allows copying in limited circumstances for individual students. The relevant section which allows some copying for private research and study. (See below).

What can be copied for private research and study?

1. BOOKS, TEXTBOOKS, COLLECTIONS OR ANTHOLOGIES OF PRINT MUSIC, LYRICS, POEMS, PLAYS OR SCRIPTS

- Up to 10% of a single work contained in a collection.
- Only a single copy can be made.

2. AN ARTICLE IN A PERIODICAL PUBLICATION (EG: *newspapers, magazines, journals, etc*)

- One article from a periodical or
- Two or more articles in the same periodical if they are related to the same subject matter.

3. SEPARATELY PUBLISHED SHEET MUSIC, LYRICS, POEMS, PLAYS OR SCRIPTS

- Only up to 10% of the individual work, for example one page of a ten page piece.
- Not to be used for performance purposes.

4. UNPUBLISHED WORKS

- The permission of the composer / lyricist /author or copyright owner of the work must be sought

What if the textbook or music is unavailable or out of print?

Students must contact the copyright owner / publisher of the work to seek permission to photocopy the work prior to use. Often publishers keep archive copies of old works from which they can license photocopies.

If it is out of print, students still need to consult with the publisher.

How long is Copyright protection valid in the USA?

- All works are protected for the life of the composer/author/playwright + 70 years.
- A musical arrangement is protected for the life of the arranger + 70 years.

- A published edition is protected from the date of publication for 25 years.
- Unpublished works remain in copyright until 50 years after their first release to the public in either a performance, broadcast, recording or publication.

If any of the above are in copyright, do not copy without permission.

What happens if there is a breach of copyright?

Students who breach copyright could be prosecuted under the USA Copyright Act.

Not only is it breaking the law, but also depriving artists/authors of their rightful income.

Writing out by hand

It will also be infringing copyright if students write out an artist's work by hand if it is in copyright. The only exception to this is if students are writing it out for study purposes, for example in a class situation.

Arrangements of musical works

If students transcribe a work, they must be careful that the work is not in copyright, or else they must seek permission from the copyright owner / publisher / author of the work. This is particularly important if students intend selling their own arrangements of the music, or using it in a show reel as audition material.

Copyright and computers

If students write a piece out using a computer, they must be careful that the piece of music is not in copyright, otherwise they will need permission to print the work. If students intend a work from a book, they will be infringing the print edition copyright, so could only do this if all protected components were out of copyright.

Copyright and a Students Work

Any work produced by a student while studying at CHTC is considered to be the property of the student (i.e. that student will hold the copyright to the materials they have produced).

Copyright Contacts

For more information about copyright, the following contacts may be useful:

<https://www.copyright.gov/circs/circ15a.pdf>

Disclaimer

CHTC does not guarantee placement in any ministry position as a result of successful completion of any of its courses. Appointment to ministry is a factor of many personal attributes, as well as training.

The School reserves the right to require the withdrawal of a student at any time if, in the judgment of the Pastors Advisory Board or relevant CHTC staff, such action is deemed necessary to safeguard the standards of the School or the welfare of staff, students or trainers.

CHTC reserves the right to change timetables, trainers, details or conditions as outlined in this document.

Timetables may vary from year to year. Students should note that the current timetable may change in subsequent years.

STATEMENT OF AGREEMENT

I have read the Student Handbook and I clearly understand all the policies and other rules contained therein. During this CHTC year I agree to abide by all the policies and rules stated in the Student Handbook and those communicated to me verbally.

I agree to dress in accordance with CHTC guidelines.

I agree to be punctual to all CHTC activities.

I agree to attend all lectures, excursions and class commitments unless I have permission from the pastors not to attend.

I agree to complete assigned work to the satisfaction of CHTC.

I agree to complete the full program of study.

I agree to the fulfillment of all fee commitments as outlined in the Student Handbook and Fee Agreement (if applicable).

I understand that I am responsible for ensuring that I do not damage CHTC equipment. If equipment is lost or damaged due to my failure to use reasonable care, then I am liable to pay within 30 days all costs for the replacement or repair of the equipment.

I agree to execute or deliver all assessments at the required time.

I will exemplify good Christian character at all times.

I understand that attendance at CHTC is a privilege and not a right. I also understand that CHTC reserves the right to require me to withdraw at any time, if in the judgment of the Pastors Advisory Board such action is deemed necessary to safeguard the standards of CHTC.

I release my image, written comments, or creative content made during my time at CHTC to be used on the Web site, in Productions, or in marketing materials for CHTC.

Name: _____ (Please Print)

Signature: _____

Date: _____