

# UNITS FOR AUDIT\* INFORMATION SHEET

## SEMESTER 2, 2018



(\*study with no assessments)

*Welcome to your study journey at Citipointe Ministry College!*

This information is made available to advise of the units available for audit in Semester 2, 2018.

This information sheet indicates the units for audit that are offered by the School of Ministries.

To undertake a unit for audit is to engage in the learning of a unit via unit learning materials, readings and activities, but not to complete any assessment tasks associated with the unit. Units for audit do not carry credit towards the completion of CHC course requirements, and individuals who engage in units for audit are not students of CHC or enrolled in any CHC course unless they are otherwise enrolled in a CHC course.

Engagement in units for audit requires access to a computer and a reliable internet connection in order to access unit learning materials and activities.

**Where learning resources for units for audit are available via CHC's learning management system (Moodle™), 'guest' access will be provided.**

## MINISTRIES

<i>Unit</i>	<i>Mode</i>	<i>Level</i>
JA102 Biblical Studies in the Old Testament	Internal	Undergraduate
JB105 Theology of Ministry	Internal	Undergraduate
JB203 Christian Ethics	Internal	Undergraduate
JB204 Reflections in Theology	Internal	Undergraduate
JC101 Introduction to Ministry Practice	Internal	Undergraduate
JC103 Leadership for Life and Ministry	Internal	Undergraduate
JC200 The Holy Spirit in Ministry	Internal	Undergraduate
JC217 Social Justice and the Local Church	Intensive	Undergraduate
JC310 Effective Teams	Internal	Undergraduate
JM504 Ministry Leadership – A Commissioned Paradigm	Intensive	Postgraduate (Masters)

Engagement in units for audit does not provide access to the CHC Library or CHC computers. Library membership is available separately, for the prescribed annual fee, and does not include access to electronic databases or resources on short term loan. Information regarding Library membership is available from the Library.

Unit outlines are available on the relevant [Course](#) pages on the CHC website.

The [Timetable](#) and [Calendar](#) are available on the CHC website.

To enrol in a unit for audit, please submit a completed **Application to Audit Units** form (attached). Up to four (4) units may be selected.

The fees relating to units for audit are:

- ***Undergraduate level - \$600 per unit for individuals;***
- ***Undergraduate level - \$800 per unit for married couples;***
- ***Postgraduate Masters level (JM504) - \$800 per unit for individuals;***
- ***Postgraduate Masters level (JM504) - \$1,000 per unit for married couples.***

**Fees must be paid upfront** before guest Moodle access will be granted. An invoice will be generated with the submission of a completed *Application to Audit Units* form. **Fees for units for audit are non-refundable.**

Please note that fees for current students undertaking units for audit cannot be deferred through HELP, as these units are not undertaken for credit.

Christian Heritage College (CHC) reserves the right to remove units for audit from offer, in which case CHC will provide information regarding alternative arrangements.

The closing date for applications is the end of Week 2 of each semester.

Finally, we wish you all the best as you consider studying with Citipointe Ministry College / School of Ministries of CHC.

Please make contact with our team here if you have any questions or we can help in any way.

**Ps Andrew Staggs**

**Principal** - Citipointe Ministry College

**Dean** - School of Ministries Christian Heritage College



## Application to Audit\* Units (\*study with no assessments)

*Welcome to your study journey at Citipointe Ministry College!*

Please use this form to apply to engage in one or more units for audit, without enrolling in an accredited award course of study at Citipointe Ministry College (CMC; School of Ministries of CHC).

This form is to be completed in conjunction with an understanding **Units For Audit\* Information Sheet (attached)**.

Please complete the following:

### Personal Details

Name\*

Prefix\*  First Name\*  Last Name\*

Phone\*

Email\*

Address

City

State  Postcode

Are you currently enrolled as a student at CHC?\*

Yes  No

### Unit Details

The units that are available to audit are indicated in the Units For Audit\* Information Sheet. Please consult this form to determine the unit that you wish to audit, and enter the details below.

Year\*

Semester\*

Semester 1  Semester 2

Unit Code\*

Unit Name\*

Do you want to enrol in more than one unit in the same semester? You may choose up to four (4) units.\*

Yes  No

**Please enter the code and name of the unit/s in which you wish to enrol for audit:**

Unit Code	<input type="text"/>	Unit Name	<input type="text"/>
Unit Code	<input type="text"/>	Unit Name	<input type="text"/>
Unit Code	<input type="text"/>	Unit Name	<input type="text"/>

**Unit Costs**

- The fees to audit units are:
  - **Undergraduate level - \$600 per unit (or \$800 for a married couple per unit);**
  - **Postgraduate Masters level - \$800 per unit (or \$1,000 for a married couple per unit).**
- Fees must be paid upfront, and are non-refundable.
- Fees for current students cannot be deferred through HELP, as audit units are not undertaken for academic credit.

**Declaration**

Please read the following statement and tick that you agree, then sign and date the form before submitting.\*

I will comply with all relevant CMC and CHC policies including Code of Conduct, Discrimination, Library Borrowing, Library Conduct, Library Equipment Usage, and Privacy.

I declare that the information provided on this form is, to the best of my knowledge, correct and complete in every detail.

Signature\*

Date\* Month  Day  Year

**After submitting this form, an invoice will be sent to you to complete your payment.**

**Fees must be paid upfront** before guest Moodle™ access will be granted.

Postal Address:	Administration Officer, Citipointe Ministry College, PO Box 2111, MANSFIELD, Qld, 4122
Email:	<a href="mailto:cmc@citipointechurch.com">cmc@citipointechurch.com</a>
Phone:	07 3343 8888 Fax: 07 3343 9291

<b>CMC OFFICE USE ONLY</b>
Date received: ___/___/___
Received by: _____
Amount to be invoiced: _____
Notify CHC Finance: _____