

Australian College of Christian Studies Special Circumstances Procedures

STUDENTS WITH SPECIFIC DISADVANTAGES

Where necessary, the College faculty (through the Academic Dean) provides special additional support and direction to students of non-English-speaking cultural background, students who are from socially disadvantaged background, and students with poor literacy skills. The College is also committed to accommodating students who have physical disabilities and related needs. Support Services are provided in the form of extra time for completing assessments, special tutoring or any specific support for physical disability as College resources permit. Please see the Registrar or Principal if you require any such support.

PROVIDING INFORMATION

Students who have any disability, which may affect his/her studies, are asked to indicate this in the appropriate place on the College Application form.

In addition, if you have a disability, which you would like to be taken into account in any way in relation to your studies, it is your responsibility to discuss this with the Principal or the Registrar at the earliest possible opportunity. Generally, this is best done at your initial interview prior to enrolment.

If you haven't discussed it at that time, you should make an appointment to do so before the second week of the semester in which you commence studies.

Normally, an official certificate must be supplied to provide evidence of the nature of a disability. For example, if you are seeking to have allowances made because of dyslexia, you will need to provide formal evidence.

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 provide some advice to the lecturers/ markers concerned.

LANGUAGE SUPPORT

All studies at the College are in English. If students require language support please speak to the Registrar or Principal so that such support can be provided.

SPECIAL ACADEMIC ALLOWANCES

The existence of a disability or special condition of disadvantage 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 accredited courses. All students must demonstrate the required knowledge, understanding and skill to pass in any subject. Students are expected to seek advice, help or assistance before rather than after submitting their work.

The sorts of allowances that may be made for students will include: additional time for assessments and examinations, alternative forms of assessment, e.g. oral examinations etc.

STUDENT SAFETY

ACCS is concerned about your personal safety when at college and when travelling to and from college. For students who are concerned for their safety, the following suggestions may be helpful:

- When leaving college at night you are encouraged to walk with other students to your vehicle.
Alternately a staff member will be happy escort you when they are leaving
- When moving to and from College, especially at night, walk confidently and be aware of your surroundings. Know where you are going.
- Avoid dark or isolated areas. Avoid hanging around outside the building after night classes.
- If using public transport, be aware of the timetable to avoid long waiting times.
- If using public transport feel free to ask a staff member to arrange a lift to Miranda station or another convenient location.
- A personal alarm may be useful to carry in your pocket or purse. If accosted use it or scream loudly to attract attention.
- Call police on "000" immediately if you are being followed or are concerned for your safety.

For the safety of others report any incidents to college staff.

SUPPORT

The Faculty is here to support you. If you make your needs known to them they will seek to do all they can to help you succeed in your studies.

FACILITIES

Special facilities to assist disabled students can be arranged in consultation with the Registrar. These include an access ramp (northern end of the main auditorium) and toilets for the disabled (northern end of the ground floor).

Extracted from Student Handbook 2016 (pages 18-19)