

STUDENT HANDBOOK



OUR VISION

**To build a Bible College that is Bible -based and
Christ centred**

OUR MISSION

**To bring people out of darkness into the light of the
gospel**

OUR MOTTO

**PRESERVE
EQUIP
RELEASE**

WWW.RISEANDWALK.ORG.AU

Welcome to



SYDNEY AUSTRALIA

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| WELCOME MESSAGE

George & Natalie



Dear Student,

On behalf of all students, church members of Rise and Walk Church Australia, it is my honour and great pleasure together with my wife, Natalie to welcome you to RAWBC. Thank you for choosing to study with Rise & Walk Bible College Online. We look forward to offering you a rich and enjoyable study experience filled with the presence of God.

We have prepared this Student Handbook with the goal of explaining some important information about Rise & Walk Bible College. Please take a moment to read through it, and keep a copy for future reference, as it contains important information on the College's policies and procedures.

If you have questions or suggestions about anything, we are more than happy to listen. Our goal is to collaborate or work with you, to achieve your goals and our goals and to help you pursue your calling and destiny in Christ Jesus. It is not a mistake that you chose Rise & Walk Bible College Sydney. God bless you!!

Wishing you all the best in Christ Jesus.

Yours faithfully,

George & Natalie

A handwritten signature in black ink, appearing to read 'George & Natalie', is located below the printed names.

Lead Pastors @
Rise and Walk Church
Sydney Australia
0425338781

OUR MOTTO
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THE MINISTRY MANDATE

God once said to Pastor George, “Go! I’m sending you like I sent Moses, my prophet, to liberate my people from all oppressions of the devil through the preaching and teaching of the word of faith. Raise the foundations of many generations, prophesy over them and school them into supernatural knowledge, wisdom and exploits; impart into them my power and wisdom; release them into their glorious and unparalleled destinies.”



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| THE COLLEGE

Rise and Walk Bible College is an extension of the Rise and Walk Church in Sydney, Australia. At the moment, we will offer Online Bible Courses. However, our vision is to eventually offer both online and on-campus courses. Hence, we are seeking course accreditation with the Australian Skill Quality Authority (ASQA). Our courses will get accredited and registered as Vocational Education Training (VET) in Australia. They will also get recognised across the country by any job skill agency.

Rise and Walk Bible College Online and On-campus training will be different in the way it will prepare and deliver its lessons or courses. We will focus more on the Holy Spirit, the Word of God, faith, holiness, gifts of the Holy Spirit, the coming of our Lord Jesus Christ Jesus, and much more. This is to equip anyone for the end time revival of souls. Our Bible College will be concise, impactful, knowledgeable, and Spirit filled. Once again, we are strictly a Word of Faith Bible College operating on the wings of supernatural faith in Christ Jesus.

THE 7-FOLD MISSION OF RAWBC

1. To raise up ministers of the gospel who will pioneer, establish and plant churches, ministries or do the work of the ministry.
2. To train, prepare, establish, and release those who have a genuine calling into ministry to serve God wholeheartedly.
3. To raise up an army of end-time revivalist who will operate in the gifts of God, in faith, and in the Word of God.
4. To transform and empower Christians believers with purpose, integrity, skill, faith, and knowledge to rescue the dying world.
5. To raise up end time soul winners through various platforms as the world is groaning, waiting for the manifestation of the sons and daughters of God.
6. To raise up God-fearing men and women of God who are called to operate in apostolic, prophetic and pastoral grace.
7. To re-define the gospel of faith, grace, righteousness, and holiness wherever people have devalued or misinterpreted it. Above all, to bring glory and honour to Jesus.

THE TRAINERS

Rise and Walk Bible College, both online and on campus, will have a unique way of training and equipping its students. Our approach will be more of imparting God's presence as much as we will impart the knowledge of God's Word. This is because we believe in God's presence more than anything else there is. RAWBC will have great, anointed, knowledgeable, and God-fearing trainers, also men and women of God's presence.

The trainers will execute the same vision God gave Pastor George Mfula, where he saw himself graduating and releasing Bible and ministry students into the harvest field of souls and ministry. Hence, we will always seek God's face, for both our students and Bible College. Our prayer is that RAWBC won't get built on the wisdom of men, but on the power of God in Christ Jesus. Nothing else!!

Each Bible College is different, especially with the vision and delivery of courses. However, at RAWBC, we will focus more on the end time revival of souls as we will equip the youth, young adults, even the elderly, how to win souls and establish the spiritual lives of people. We will also focus on preserving destinies, empowering, equipping, and releasing them into their glorious destinies in Christ Jesus. You don't want to miss out on what will happen here at Rise and Walk Bible College soon as we prepare the lives of people for eternity in Christ Jesus.



COURSE ORIENTATION

Rise and Walk Bible College believes in the spirit of excellence! Hence, at the beginning of every term, especially the first week of learning, we will take one day just to go through the entire course and subjects. We will also orient students so that they may understand the purpose and outcome of each course. Besides, each course and subject will get outlined and explained carefully. We will also talk about what students should expect upon completion of their course study.

In addition, we will also interpret and give insights on the courses in relationship to everyone's calling into ministry. Our learning will be interactive and exciting in every way. We will give students time to ask questions regarding what to expect at the end of each Bible College course or term. We tailor our courses or subjects to equip and empower the spiritual lives of people or the students taking the courses.

Each course will have a prophetic agenda in as far as God's Kingdom is concerned. We won't be training you just to have a certificate that will secure you a ministry just job. No! Well, there is nothing wrong with getting a career or a job out of the courses we are offering. However, that is not our vision here at RAWBC. We are equipping you to be an end time revivalist, to do the work of the ministry in Christ Jesus. Nothing else!

RAWBC will offer 3 different courses for both online and on-campus training. Well, the major reasons for all these courses is to bring glory and honour to God. Apart from that, to give you the skill and keys you need to operate effectively in ministry. We don't have time for laziness or idleness—we believe in hardworking. We don't have time to waste at all. Instead, we have souls to save and preserve. It is time for us to save God's people from going to Hell.

POLICIES & PROCEDURES

COURSE FEES

- **Students** must pay all term course fees in full
- If you are not paying your fees even after a reminder, you will be asked to explain.
- If you struggling to pay your course fees for any justifiable reason, let us know.
- We encourage all students to pay the course fees in advance as this will help us manage the College expenses

COURSE ATTENDANCE

- It is very important as a student you attend 80% of the lectures.
- If you cannot attend, let us know the reason and how we can be of help.
- If you miss any class or lesson, make sure you make up the hours or learning.
- Satisfactory attendance at RAWBC is very important and nonnegotiable.
- If a student does not make at least 50% of enrolled subjects for 2 consecutive terms, the student will not pass those subjects.

COMPLIANCE WITH LEGISLATION

Harassment & Discrimination

Rise and Walk Bible College is against all forms of harassment and discrimination. We believe and appreciate every student attending RAWBC either Online or on campus.

The Anti-Discrimination Act 1977 applies to students in prohibiting harassment, victimisation, bullying, and discrimination by and against students. In order to comply with legal/ regulatory requirements, RAWBC must inform students (Online or campus) of their legislative obligations and provide a harassment-free environment to our team and students.

Staff and students should avoid the following unwanted behaviour:

Bullying/ Harassment: Any uninvited and /or offensive behaviour or comment that intimidates, embarrasses, offends, humiliates and/or undermines a person. It may include verbal abuse, physical assault, unjustified criticism, sarcasm, undue pressure, and sabotage.

Breach of Confidentiality: Spreading information that was given on the trust of confidentiality.

Discrimination: Treating others unequally because they belong to a particular group or category of people such as gender, marital status, pregnancy, family responsibility, family status, race, religious beliefs, political conviction, gender history, disability, age, or sexual orientation.

Racial Vilification: When a person is threatened or abused or taunted on the grounds of their race, descent or nationality, colour, language or ethnic origin, or a racial characteristic.

Sexual Harassment: A verbal or physical action implicating sexual indications or conduct which is uninvited by the recipient. It may include inappropriate comments, kissing/ touching, or displays of sexually graphic or suggestive material.

Victimisation: Includes any unfavourable treatment because of involvement in an equal opportunity complaint. Unfavourable treatment could include adverse changes to the work environment and/or denial of access to resources or work. The following specific principles will be followed in dealing with issues of harassment and discrimination in the college:

- All reports of harassment and discrimination will be treated seriously and impartially
- When management is informed of any harassment or discrimination, it will take immediate and appropriate action to investigate and address it

- In dealing with all complaints of harassment and discrimination, the rights of all individuals will be respected and confidentiality maintained
- Whenever possible, all complaints will be resolved by a process of discussion, cooperation, and conciliation
- No person making a complaint, or assisting in the investigation of a complaint should be victimised
- All staff and other participants are expected to participate in the complaint resolution process in good faith

Privacy Act 1988

This Act requires the College to follow the national privacy principles in the handling of personal information of students / employees and other confidential information obtained.

Collection: Collect only the information necessary and individuals will be told the purposes for which the information is collected.

Use and disclosure: Personal information will not be used or disclosed for a secondary purpose unless the individual has consented, or a prescribed exception applies.

Data quality: Take all reasonable steps to make sure that the personal information the College collects uses or discloses is accurate, complete and up to date.

Data Security: Take all reasonable steps to protect the personal information the College holds from misuse and loss and from unauthorised access, modification or disclosure.

Openness: Document how the College manages personal information and when asked by an individual, will explain the information it holds, for what purpose and how it collects, holds, uses and discloses the information.

Access and correction: The individual will be given access to the information held except to the extent that prescribed exceptions apply. Information errors described by individuals will be corrected and updated where appropriate.

Sensitive Information: Seek the consent of an individual when collecting sensitive information about the individual such as health information, or information about the individual's racial or ethnic background, or criminal record.

Copyright laws

All RAWBC staff and students must follow the provisions of the Copyright Act 1968. Infringement of copyright is not permissible. All staff and students should note the following conditions in relation to the copying or reproduction of materials:

- One may copy one or more articles in each issue of a newspaper or magazine relating to the same subject matter
- One may copy up to 10% of the number of pages in a collection of works, as long as the works being copied have not been separately published
- One must acknowledge the copyright holder by stating the title of the work, its author/artist, and the name of the publisher
- One must maintain a register of the copies being made
- Students may copy only up to 10% of a chapter of work
- While using any form of material that is copyrighted or subject to a copyright claim, staff must take reasonable steps to get prior approval from the concerned source

Recognition of Prior Learning (RPL) /Advanced Standing

Rise and Walk Bible College recognises students may already have knowledge and skills from life and work experience, previous courses and training, or self-taught knowledge and skills. If a student can provide evidence that he/she already has the relevant skills and knowledge, he/she may be able to use this to gain recognition for all or part of a course via Recognition of Prior Learning (RPL). To provide fair and equitable processes for RPL, the College will ensure:

- It implements and maintains policies and procedures for RPL
- RPL is offered to all students on enrolment and that RPL processes are structured to minimize time and cost to applicants
- Adequate information and support to applicants to gather reliable evidence to support their claim

This policy applies to all students seeking skills recognition through RPL/ Advanced Standing/Credit Transfer at Rise and Walk Bible College. This policy satisfies the requirements of RTO Standards 2015 in relation to Recognition of Prior Learning and in relation to credit transfer of the standards for NVR Registered Training Organisations of the National Vocational Education and Training Regulator Act 2011.

Fees & Charges Policy

Students are required to pay the application fee, tuition fee, OSHC fee, optional fee as mentioned in the offer of admission and other charges outlined in the offer of admission and student acceptance contract. If this agreement is cancelled or changed at any time, the new fee structure at that time will apply to the new offer letter. Students wishing to accept an offer of admission to a course must pay the application fee, first term tuition fee, and other optional fees as mentioned in the offer of admission, if applicable.

The balance of tuition fees is payable as an instalment 28 days prior to the term start date. Total tuition fee means the total course fee for a proposed course and does not cover the cost of additional materials, stationery and other administration charges. Students must pay the charges for general documents requested to receive the services as outlined in the student acceptance contract.

Tuition fee payment

- Students must pay their fees 28 calendar days prior to the start of each term
- A reminder and an invoice will be sent to all continuing students 14 days prior to the fee due date
- Where a student enrolls within 28 days of the start of their course, they must pay their tuition fees at the time of enrolment
- Students who have paid their fees in advance will be automatically enrolled as continuing students. However, they still need to register for each term 1 week prior to the start of the term to confirm their class timetable
- Students who do not pay their tuition fees prior to 14 days of their next term study period will be sent a reminder notice providing them a further opportunity to pay.

Payment methods

Fees may be paid by paypal, electronic fund transfer, credit card, and debit card or (in limited circumstances) by cash.

- **Paypal** must be made out to Rise and Walk Church email: riseandwalk@hotmail.com (Use RAWBC as payment reference)
- **Electronic Fund Transfer (EFT Transfer)** is available with the following details:

Account Name: Rise and Walk Church Incorporated

Bank Name: Commonwealth Bank of Australia

BSB No: 062-265

Account No: 11227487

Swift Code: CTBAAU2S

Reference: Student ID and if space allows followed by first name and family name.

- Debit cards incur no processing charge.
- Credit cards (Visa, MasterCard and American Express) can be used by completing a credit card authorisation form available from the accounts department. An additional surcharge of may apply for credit card payments (We do not accept Amex card).
- Cash payments are accepted, but students are encouraged to pay via the bank. The College may accept cash in limited circumstances (i.e.: if student has requested it in advance. Coins are not accepted.)

RAWBC Online Campus Tuition Fees Policy

- All tuition fees including the application fees are to be paid in full before the commencement of each term
- If students are experiencing financial hardship they should contact the RAWBC administration team on: riseandwalk@hotmail.com
- All fees and charges records will be kept with confidence. None of it will be disclosed to the third party or public.
- RAWBC will help students struggling with Tuition fees by means of scholarship only in unique circumstances.

RAWBC Online Campus Tuition Fees

Course BIBLICAL STUDIES & MINISTRY	Duration	Tuition Fees*
Certificate (iv) of Biblical Studies & Ministry	Term 1	
Certificate (iv) of Biblical Studies & Ministry	Term 2	
Certificate (iv) of Biblical Studies & Ministry	Term 3	
Certificate (iv) of Biblical Studies & Ministry	Term 4	
Courses BIBLICAL STUDIES & MINISTRY	Duration	Tuition Fees*
Diploma of Biblical Studies & Ministry	Term 1	
Diploma of Biblical Studies & Ministry	Term 2	
Diploma of Biblical Studies & Ministry	Term 3	
Diploma of Biblical Studies & Ministry	Term 4	
Courses BIBLICAL STUDIES & MINISTRY	Duration	Tuition Fees*
Advanced Diploma of Biblical Studies & Ministry	Term 1	

Advanced Diploma of Biblical Studies & Ministry	Term 2	
Advanced Diploma of Biblical Studies & Ministry	Term 3	
Advanced Diploma of Biblical Studies & Ministry	Term 4	
All fees are bound to change from time to time and will be updated if need be*		

Course Progress Policy

- 1. Students must be 'competent' in at least 60% of the subjects enrolled each term.**
- 2. To be competent in a unit, students must successfully complete all requirements of assessment for that unit.**
- 3. If a student fails to achieve a 'competent' grade in any particular unit, they may elect to request re-assessment. Where necessity requires a student to undertake supplementary assessment in order to prove their competence.**
- 4. If a student fails to achieve a 'competent' grade after reassessment, the student will be allowed to repeat the unit in full.**
- 5. Ultimately, students must be deemed competent in at least 50% of enrolled units during any two terms period in order to be regarded as making satisfactory academic progress, and therefore able to continue their studies at Rise and Walk Bible College either Online or campus.**

Monitoring and recording course progress

The following procedure is implemented to assess course progress of the students enrolled in this college.

Ongoing progress monitoring:

- i. Trainer/Assessors record the performance of individuals as and when assessment takes place according to unit requirement.
- ii. Trainers provide ongoing support to students for achieving satisfactory course progress.
- iii. The trainers and assessors will provide a list of students requiring early intervention for students who are at risk of not meeting satisfactory course progress.
- iv. We believe in high levels of excellence and integrity, with course commitment and attendance. Our team is there to help any student struggling with the course or subjects.
- v. We put intervention strategies offering academic and personal counselling into action for each student at risk.
- vi. At RAWBC we require 100% commitment to the course, exams and assessments from each student undertaking courses.

Assessments & Exams

All assessments and exams developed under the auspices of RAWBC will:

- Comply with the assessment and exam guidelines included in the training package or lectures.
- Provide for applicants to be informed of the context and purpose of the assessment, exam and assessment process.

- Focus on the application of knowledge and skills required in life and ministry.
- Involve the evaluation of sufficient evidence and practical ministry experience and research
- In each subject, there will be two assessments and one exam
- All assessments will comprise Bible knowledge and application
- All assessments will contain correct academic referencing in ABA Style.
- Late submission of assessment is not allowed at RAWBC only in exceptional cases. However, there is has to be a written note showing the reason for late submission.

All assessments developed under the auspices of RAWBC must be developed in compliance with the following principles:

- **Validity** - We define Elements of competencies and types of evidence to ensure that all assessments are valid and get undertaken by qualified assessors
- **Reliability** - Assessments are conducted using structured assessment processes to ensure consistency of the approach to ministry.
- **Fairness** - The structured approach provides for a fair assessment and also allows for feedback and re-assessment, if required
- **Flexibility** - Assessment process can be adjusted to suit a student's needs (e.g.: shift work, timing of assessment, language/literacy requirements, special consideration for supplementary examination, etc.)

Student's Code of Conduct Policy

RAWBC believes that as students training to be in ministry or do the work of God, there is a Bible standard to exhibit. As RAWBC is part of the Christian Community, it is appropriate that the required code of conduct reflects the expectations of that community:

Respect: all students should advocate and practice respect for all people regardless of age, race or background.

Tolerance: all students should demonstrate tolerance towards those who may hold differing opinions or positions.

Honesty: students should conduct themselves in such a way as to uphold their integrity. They should practice honesty in their dealings with all other parties.

Harassment: at no time should a student engage in behaviour which is of a harassing nature. This can include, but is not limited to, sexual innuendo, bullying, joking at the expense of others, name calling or labelling.

Discrimination: at no time should a student engage in activities which seek to separate and exclude students based on derogatory discrimination. Students should seek to be as inclusive of all as possible.

Physical intimidation and violence: students should not use physical intimidation or violence in their interactions with others. Students should not respond with physical intimidation or violence, even if they believe they have been provoked by others.

Drunkenness: RAWBC recognises that alcohol consumption is a matter on which each student must make their own decision. However, drunkenness or drinking alcohol is not tolerated at RAWBC. Alcohol is not permitted within the boundaries of the campus.

Illicit drugs: RAWBC does not tolerate the use of illicit drugs or the misuse of prescription drugs and smoking: RAWBC recognises that smoking is a matter on which each student must make their own decision. Smoking and vaping is not permitted within the boundaries of the campus.

Sexual purity: RAWBC affirms the New Testament injunction that sexual activity should be constrained within the covenant of marriage. Marriage is considered by the College as being between a man and a woman. Students should maintain their sexual purity in this regard. Outside of the covenant of marriage, students should seek to maintain relationships which respect RAWBC's definition of marriage, and seek to uphold the sexual purity of others.

Pornography: RAWBC does not tolerate the viewing or distribution of pornography. Using college facilities to view or distribute or create pornographic materials would be considered as a serious breach of this code of conduct.

Dress code: RAWBC students should seek to dress culturally appropriately, which would not be construed as offensive (such as in t-shirt slogans/print) or overtly sexually provocative

Enrolment Process

We understand that enrolling in a new college can sometimes be a complicated, and even confusing, process. That is why, from the moment you call or walk into one of our offices, we aim to make it as straightforward and pleasurable an experience as possible.

While there are still a lot of boxes to tick when enrolling, we also love talking with new families about RAWBC and how we can partner with you.

We will ensure we make it easier for you to enrol and apply for the course you would love to undertake or study. Here are the steps to help you understand the enrolment process at the next page:

Step 1: Go to our website and read through all our course requirements.

Step 2: Select the course you want to study and look at the college calendar and ensure it suits your planning and time of study.

Step 3: Then, on our website, you can start the application process with an application fee.

Step 4: Receive the letter of offer, advising you that you have been offered and accepted to study at RAWBC both online and on-campus.

Step 5: Pay your course fees for the term to start your classes at RAWBC.

Step 6: Receive confirmation of payments and admission from our college administration.

Step 7: Receive a student ID number that will be used throughout the period of study.

Results & Marking

RAWBC will always ensure that marking is done in time and also results get published in a timely manner before the next term starts. The following are procedures and information about results and marking at RAWBC:

- 1. All assessments will have a due date to facilitate our marking and results.**
- 2. No due assessment will be allowed. This is to help the college mark and release the results in time.**

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3. All results will be marked based on the “competent” or “Not competent” criteria: C will be (Competent) while NC will be (Not competent).
 4. All results will be sent or emailed to your email.
 5. If there are any complaints with the results, then the student can arrange to talk to the trainers or college.
 6. If a student is marked “Not Competent” in a unit, then the student has to be reassessed until he /or she passes that subject.
 7. If a student is marked “competent” then that student can proceed to the next term of study.

Course Accreditation & Certification

Each student will receive certificates for the course they got enrolled in.

All our courses will be accredited with Australian Skill Quality Authority (ASQA).

The certification will be nationally recognised for anyone wanting to use them.

No certificate will be issued or granted in the case a student is incompetent.

A student will be able to receive both a transcript showing are the subjects and certification/results.

Student will need to pay a fee for the production or certificates.

All our courses and certification will have the Australian Qualification Framework (AQF).

FINAL WORDS OF FAITH

- Our goal is to provide the best spiritual equipment for your life and calling in Christ Jesus.
- We are not a Bible College to promote our own agenda, but God's perfect will of saving souls.
- We are not a secular College, our operations will be Word of God and Holy Spirit driven.
- Our prayer and desire is to impact every student to become vessels God called them to be.
- To raise the foundations of many generations for the end time revival of souls.
- Our passion is to reveal the glory of God in the lives of the students as they pursue their calling in Christ Jesus.
- We are looking forward to build a people of God's fear and glory to become agents of transformation to the entire world.

OUR MOTTO

**PRESERVE
EQUIP
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Rise & Walk Bible College

ADMISSIONS CONTACT DETAILS

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Website

www.riseandwalk.org.au

City/ Country

SYDNEY AUSTRALIA

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