

## **Compulsory Student Services Fees – Report 2017**

As a component of the compulsory tuition fees paid to Faith Bible College, an amount of \$300 per Full-time Student is designated for Student Services Fees. This amount is divided into \$150 per student per semester, and funds key services to assist in the success, learner support, and overall well-being of students while studying at FBC. Student Services Fees are payable by all students and can be borrowed against their student loans.

Within the general accounting practices of Faith Bible College, unique income and expense codes are allocated specifically for Student Services in order to accurately monitor how these funds are spent.

In consultation with the student body, the following report outlines the key services funded by the Student Services Fees in the 2017 Academic Year.

This consultation occurs through our Student Representatives, who are invited to attend our fortnightly staff meetings and report back on any student issues / concerns.

A designated CSSF meeting is also set once per term to discuss a proposed budget with the Student Representatives, who then present this to their classes and feedback on any specific projects the students would like to see included. (For example, in Nov 2017 the students elected to use their surplus CSSF balance to celebrate their Graduation week at a local restaurant.)

The Finance Administrator is also available during office hours to take requests on Compulsory Student Service Fees from the Student Representatives, and pass these to Management for approval.

Details of the types of services provided by Faith Bible College are set out below:

### **Advocacy and Legal Advice**

Faith Bible College operates an “Open door policy” whereby our staff are available during office hours for students to meet with for academic support, accommodation support, and other matters relating to their study. This is seen as part of the costs covered in the student’s tuition fees, and therefore is not included in the Compulsory Student Services Fee. Should further legal advice be required, staff will be available to arrange referrals.

### **Careers Advice and Guidance**

Staff are available to discuss career options with students throughout their course. This can include consultation surrounding their practicum placement, and arranging meetings with local and visiting ministry speakers. Faith Bible College also has a large number of Alumni, practitioners, and other stakeholders who interact with students regularly and remain in contact with the college and can provide careers advice and guidance. This is considered to be included in student tuition costs.

### **Clubs and Societies**

Any clubs or societies are to be self funding.

### **Childcare Services**

Childcare services are not provided on the Faith Bible College campus. Our Registrar is able to provide students with information about childcare centres and schools in the surrounding area prior to enrolment.

### **Counselling and Pastoral Care**

Counselling and Pastoral Care is considered to be a core component of the courses offered at Faith Bible College. Staff are available to assist students with personal matters during office hours at no additional cost. Should a further referral be required, FBC has connections with several local Christian counsellors who provide discounted rates for students (not covered in CSSF). During each Semester, a separate ladies night and men's night is organised by staff to provide an environment where emotional matters can be discussed. Costs associated with this include décor, and food, and are limited to \$10 per student per semester.

### **Employment Information**

See explanation under "Careers Advice and Guidance" above.  
Job listings that are received through FBC's office are listed on the student notice boards, at no cost.

### **Financial Support and Advice**

Our Financial Administrator is available three mornings per week to discuss budgeting needs with students. Our Registrar is also available during office hours to assist with Studylink / WINZ applications and enquiries. This is considered to be covered by the student's tuition fees and is not charged under Compulsory Student Services Fees.

## **Health Services**

Faith Bible College has three First Aid Kits around the campus which are checked and restocked regularly by an approved company. This is considered a Health & Safety requirement and is therefore not included in the Compulsory Student Services Fee. Staff are available should students require transport when seeking medical assistance.

## **Media**

Faith Bible College does not operate any independent media activities.

## **Sport, Recreation and Cultural Services**

Faith Bible College provides a student common room and gym that can be accessed by students who live on campus as well as those students who are off campus. A \$500 per semester maintenance fee is charged for these areas, and other equipment / furniture has been purchased in consultation with the student body (detailed in the chart below). Graduation Week is also an important part of the College's Semester. As part of this, a 3-course celebration meal is held in the last week of term, as well as a "Special Breakfast" on Friday, and a "Graduation Supper" following our Saturday Graduation Service. For 50 years this has been the culture of the college to honour graduating students for their commitment and sacrifice throughout the year. Students contribute \$40 per person, per term, towards these events from their Compulsory Student Service Fees. Faith Bible College heavily subsidises these events also.

Presbytery is also held during Graduation Week, where every graduating student is prayed for and commissioned by a group of local pastors or ministers. A recording of these individual sessions is given to each student, and our Alumni have given feedback on how precious these have been throughout the years. A gift is given to these ministers on behalf of the students. A social "Fun night" is also organised by the staff each semester, and students contribute \$5 per person from their CSSF towards décor and food for this event. Any additional costs incurred are covered by Faith Bible College.

Morning Tea is provided by the Faith Bible College chef for all students Mon-Fri. This includes filter coffee / tea, and a selection of biscuits or baked goods. Costs of morning tea is not included in the 3 meals per day package provided to on campus students, and is covered by CSSF at a rate of \$0.50 per student per day (over 40 weeks).

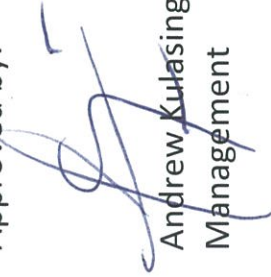
Category	INCOME		EXPENSES	
	Semester 1	Semester 2	Semester 1 (Based on 20 students)	Semester 2 (Based on 22 students)
<i>Advocacy &amp; Legal Advice</i>	\$0.00	\$0.00	\$0.00	\$0.00
<i>Careers Advice &amp; Guidance</i>	\$0.00	\$0.00	\$0.00	\$0.00
<i>Clubs &amp; Societies</i>	\$0.00	\$0.00	\$0.00	\$0.00
<i>Childcare Services</i>	\$0.00	\$0.00	\$0.00	\$0.00
Counselling & Pastoral Care				
- Care Groups	\$100.00	\$110.00	(see Fun Nights)	\$140.00
<i>Employment Information</i>	\$0.00	\$0.00	\$0.00	\$0.00
<i>Financial Support &amp; Advice</i>	\$0.00	\$0.00	\$0.00	\$0.00
<i>Health Services</i>	\$0.00	\$0.00	\$0.00	\$0.00
Sport, Recreation & Cultural Services				
- Common Room / Gym / Sports Equipment	\$300.00	\$350.00 (used for student lunch)	\$195.00 (Fire pit) \$35.00 Volleyball net \$105.00 Pool cue, table tennis	\$500.00
- Common Room / Gym (Repairs & Maintenance)	\$500.00	\$500.00	\$500.00	\$500.00
- Graduation Week Celebration meals	\$800.00	\$880.00	\$800.00	\$880.00
Presbytery	\$300.00	\$300.00	\$300.00	\$350.00 Student lunch \$300.00
- Fun Nights	\$100.00	\$170.00	\$185.00	\$140.00
- Morning Tea	\$900.00	\$990.00	\$900.00 (\$0.50/day pp) \$0	\$990.00
- Music Equip				\$0
<b>TOTALS</b>	<b>\$3000.00</b>	<b>\$3300.00</b>	<b>\$3020.00</b>	<b>\$3300.00</b>
	<b>\$6300.00</b>		<b>\$6320.00</b>	

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