



# **STUDENT APPLICATION**

***A Discipleship School of  
Southern Lights  
Skye, Melbourne***

# ***Excelerate Student Application Index***

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**Please Not: When printing this document, do not print double sided as parts of the application will need to be separated.**

# ***Excelerate Apostolic Training***

## ***INTRODUCTION***

The first Australian Master's Commission class was inducted in February 1999. It was a joint undertaking of Southern Lights and Harvest Christian Fellowship Spokane Washington U.S.A. Since then it has flourished and to date has trained over 100 disciples.

Southern Lights are Prophetic/Apostolic in nature with a strong national and international vision. As a church we have turned our hearts to the next generation, providing an environment to train and release young people into their destiny through the Apostolic model of discipling. After 10 years, 'The Master's Commission' has been shaken by God and has consequently come into a new season of grace and a name change to better capture the heart of discipling within Southern Lights. The new name, '***Excelerate Apostolic Training***', was introduced in January 2009, and now reflects a course that ***accelerates*** young people's lives years ahead of what any traditional bible college would, and ignites a spirit of ***excellence*** to develop and train righteous leaders. We are passionate to see the revival of the Spirit and revival of the Word operating in the lives of young people through this intense training environment (Isaiah 59: 21).

Our aim in Apostolic training is: 'CHANGING HEARTS TO CHANGE A NATION'. Excelerate develops and trains individuals into the making of Apostolic Sons and Daughters, prepared to extend the Kingdom of Heaven in all domains.

Southern Lights have been experiencing an amazing outpouring of the Holy Spirit for over 18 months now. This outpouring is called Zion. Zion is the place where Heaven meets Earth and the Glory of God fills all things. The revelation of Zion is extraordinary and will form Kingdom patterns in your life, firmly establishing destiny within your heart. The spiritual acceleration and prophetic download that a year of Discipling will add to your life is incomparable. This spiritual acceleration is essentially due to the preceding word of God and is never the same from year to year.

Excelerate Master's Commission is a full time discipleship training ground for single young adults aged 18-30. It is an intensive one to two year journey designed to produce godly leaders in our generation who will pursue a deep relationship with the Lord, and uphold an authenticity of Christ-likeness. The aim of Excelerate Master's Commission is to ***mature disciples*** (Eph 4:14-16) in the Body of Christ, (not merely believers), through God encounters in the Holy Place, expressed in and through the Church, (the Appointed Place) and outworked in their vocation (the Market Place). It is designed to be a time of self-sacrifice and ***strict training*** that will lay a solid foundation for a lifetime of serving God and pursuing their God-given destiny. God is rising up a finishing generation to take a stand and to see God's kingdom being advanced in all nations, to see a group of passionate, counter-culture, servant leaders who have accurately aligned their lives with the principles and values of the Kingdom of God.

"Do you not know that in a race all the runners run, but only one gets the prize? Run in such a way as to get the prize. Everyone who competes in the games goes into ***strict training***. They do it to get a crown that will not last; but we do it to get a crown that will last forever. Therefore I do not run like a man running aimlessly; I do not fight like a man beating the air. No, I beat my body and make it my slave so that after I have preached to others, I myself will not be disqualified for the prize (1 Cor 9:24-27)".

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Senior Pastors: Peter and Karen Nicholes Location: 20 McCormicks Road, Skye VIC 3977 Postal Address: PO Box 6022, Karingal VIC 3199  
Phone: (03) 9785 112 Fax: (03) 9786 5129 E-mail: [excelerate@southernlights.org.au](mailto:excelerate@southernlights.org.au) Web Site: [www.southernlights.org.au](http://www.southernlights.org.au)

# **BENEFITS**

## **Overview:**

- The privilege of giving a year of full-time service to the Kingdom of God and to the Church as a disciple.
- To bridge the gap between VCE and university/career by bringing them into a deep personal relationship with God where the life of Christ flows from them as a continual stream of life giving water.
- To be equipped to fulfil their calling, in areas of ministry such as, education, business, politics, media and entertainment, where they can carry a revival spirit.
- The development of academic disciplines expressed through personal study habits, and learning to communicate through life.

## **Personal intimacy with Jesus**

A daily, vital relationship with Jesus Christ expressed through devotional prayer, worship and scripture memorisation is the cornerstone of Excelerate Master's Commission. Each student will learn the joy of personal intimacy with Christ as they learn to hear His voice and walk in obedience.

## **Character Building**

Excelerate Master's Commission makes building character a primary focus. A strong foundation of character will allow the anointing to flow through each individual's gifting. Students will be challenged to submit more fully: to the Holy Spirit, to those in authority over them and to their fellow students through a thorough curriculum of study and heart applications.

## **Biblical Studies**

Excelerate Master's Commission curriculum seeks to strengthen each student in God's Word. Time is spent daily studying the Bible, various teachings and books on Christian development. The students also learn to prepare and teach lessons in a variety of topics such as integrity, servant hood, discipline, relationships, spiritual maturity, etc. Over the course of the year, the students also complete a Certificate IV in Christian Ministry and Theology through ACOM.

## **Ministry of the Holy Spirit**

The leadership of the Holy Spirit in each believer's life is of paramount concern in Excelerate Master's Commission. Much time is spent on breaking through in the Spirit and the ability to follow the Holy Spirit's leading by hearing His voice.

## **Unity & Relationships**

In Excelerate Master's Commission, young adults learn how to relate to others biblically. Each class spends time together building relationships and teamwork as well as learning the life-skills of communication and submission. Together, they write and sign a covenant in which they commit themselves to the Lord and each other.

## **Mission Trips & Evangelism**

Each year the students have the opportunity of participating in short term mission trips either locally or abroad. This experience develops within them a heart and burden both for their nation and the lost.

# **ACCURATE PATTERNS OF LIFESTYLE**

These guidelines are purposefully designed to draw the students into the centre of God's presence, and to enhance their relationships with others by teaching them to show preference to one another. This is a brief outline of the accurate patterns of lifestyle for students:

## **LIVING ARRANGEMENTS AND RESPONSIBILITIES**

Whether students are living at home or with another family, we ask the students to keep in mind that it is a tremendous privilege to live there. Houseparents sacrifice greatly in order to enable the students to dedicate themselves to God for one year. The student is asked to have a teachable spirit and develop sensitivity to how the home they are staying in functions. They will be a great blessing to the family if they are teachable. The students are also asked to live by the Golden Rule (Matthew 7:12); *be considerate at all times*. Home life is a far more accurate measure of one's growth in God than how one lives anywhere else. In that spirit, the students are asked to follow these guidelines.

## **DRESS AND UNIFORM**

*Excelerate Master's Commission students are ambassadors of Christ. We cannot dress down what we carry. God sees what is on the inside, others do not. All dress should reflect Him and not a certain look. Modesty guidelines will be discussed in full during orientation.*

- Please be modest, not causing your brother or sister to stumble
- As ambassadors of Christ we ask that there be no obvious facial piercing
- Students to be clean shaven and neat and tidy, daily

## **PERSONAL RELATIONSHIPS**

Excelerate Master's Commission has a no dating policy for the entire year of training. This is a tested and proven pattern to protect and strengthen the students' relationship with the Lord and to protect their integrity as disciples. It will be easier for students to get to know one another as brothers and sisters and become a unified group of disciples. This protects student's emotions during the year in Excelerate Master's Commission while they give their whole heart to the Lord. This is a year of sacrifice and pursuing Gods heart. Above all else guard your heart for it is the wellspring of life. (Proverbs 4:23)

## **SCHEDULES**

Students are expected to attend all nominated Church functions, and all Excelerate Master's Commission activities, unless express permission has been granted prior to the activity. An Excelerate day varies from day to day and incorporates morning prayer, various teaching sessions, exercise, home groups, and youth events.

## **CAR REPAIRS**

Car repairs, registration and insurance are part of the responsibility of each individual student, not Excelerate Master's Commission. Student's cars need to be 100% reliable before coming into the course; this can be done by having a vehicle inspection completed by a reliable mechanic prior to entry into Excelerate Master's Commission.

\* A Car Intensive & Maintenance Checklist will be undertaken during the Orientation Period.

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## **MEDICAL GUIDELINES**

Students are responsible for their own health care expenses. Students must discuss any medical conditions (past or present) that require specialised medical attention or supervision with the directors, at their interview. Students need to discuss with their parents and MC staff how they want to handle minor emergencies or sickness requiring a Doctor's care.

***We strongly advise applying for a health care card.***

Overseas students are required, as a condition of their Visa, to have medical insurance to cover the time of their stay in the course.

## **ALCOHOL AND SMOKING**

Students are not permitted to drink alcohol or smoke cigarettes during their year with Excelerate Master's Commission.

## **HOLIDAYS**

There are a number of specific 'breaks' throughout the year including, Christmas where students are encouraged to return home where practical. Specific dates will be notified to the students at the beginning and updated during the year.

## **AIRPORT TRAVEL**

It is the responsibility of the student to find their own way to and from the airport. Some transport options are:

- 1) Frankston Peninsula Airport Bus – This is a shuttle bus that will take you from the airport all the way to Frankston. You must pre-book and pre-pay. The cost is approx \$34.00 one way or \$60.00 return for one adult. For reservations or additional information ring 03 9783 1199 or enquire at their website at [www.fapas.com.au](http://www.fapas.com.au)
- 2) Melbourne Airport Transfers – Sky Bus, express bus service to Southern Cross Station (formerly Spencer Street Station), approx \$16 one way for one adult (enquire at [www.totaltravel.com.au](http://www.totaltravel.com.au)). From Southern Cross Station take the train to Frankston (enquiries for the train info on [www.metlinkmelbourne.com.au](http://www.metlinkmelbourne.com.au)) - this would cost approx \$7.20 for a 2-hour ticket. Once in Frankston, depending upon your accommodation location you could take a taxi or bus (readily available- ask at the Frankston train station).

## **FINANCE INFORMATION**

Additional items may be required for Excelerate Master's Commission's Mission Trip. Money must be put aside by students for this prior to starting MC (\$100) so that purchase can be made just before the trip, when the list is finalised. The list may vary depending on the location of the mission trip.

Student fees are given in detail on page 19. The fee varies from \$9500 - \$11000 depending on the chosen payment option and may change as a result of external factors, e.g. Destination for mission trip(s) and uniform requirements. Please note these figures are in Australian Dollars.

**Further explanation of the General Guidelines will be discussed during interviews and orientation**

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## ***PREPARATION FOR EXCELERATE***

1. Prospective students must be single, between the ages of 18 and 30 years, and be competently literate in English and Maths.
2. **Restrictive health conditions must be advised at the time of interview and managed on an ongoing basis.**
3. The Following Personal items need to be acquired **before** Parent/Student Orientation Night:
  - Work shoes or boots
  - Work clothes, work gloves
  - Lunch box and food containers labelled with student's name
  - Bible – Preferable translations - NIV, NKJV or NASB
  - Carry bag that is clean and neat for MC books, manual etc to be used daily
  - Medium size travel bag for mission's trip e.g. suitcase, duffel bag or pack.
  - Sleeping bag, sleeping bag cover, and pillow
  - Water bottle - able to hold one or two litres
  - Toiletries, Medication ie: Panadol
  - Dress clothes for men - shirts, black slacks x2, black dress socks x3, black closed in dress shoes, white dress shirt, and white singlet.
  - Dress clothes for women: sleeved dresses, skirts, black slacks x2, black dress socks x3, black closed in dress shoes, white dress shirt, white singlet, sports bra for exercise.
  - Neat casual clothes
  - Track pants or shorts (for exercise)
  - Sun smart swim wear
  - Sun Hat and SPF 30 sun screen (or greater)
  - Flashlight and batteries
  - Travel clock
  - Any musical instrument that the student plays
  - Ear plugs
  - Thankyou cards, Small gifts, stamps and envelopes
  - Runners

**Note:** If in doubt about clothing please contact Exceletrate Master's Commission staff.

# Student Enrolment Application

Please neatly print or type the following information: (Complete all Fields)

Applicant's Name:		
Home Address:		
Suburb:		
State:		
Postcode:		
Home Phone: ( )	Work Phone: ( )	Mobile Phone: ( )
Age:	Date of birth:	Male/ Female:
Email Address:		
<b><u>Vehicle Information</u></b>		
Will you have a reliable vehicle during Excelerate Master's Commission?		
If yes how many people does it carry?		
Is it road worthy and in good running condition?		
Is your Car: (Circle one) Manual or Automatic	Do you have a valid Drivers License? Please Circle: Full, Green P's, Red P's, L's	License Type: Manual or Auto
<b><u>Parental Information</u></b>		
<u>Father's Name:</u>		
Address:		
Suburb:	State:	Postcode:
Home Phone: ( )	Work Phone: ( )	Mobile Phone: ( )
<u>Mother's Name:</u>		
Address:		
Suburb:	State:	Postcode:
Home Phone: ( )	Work Phone: ( )	Mobile Phone: ( )
<b><u>Home Church Information</u></b>		
Home church:	Senior Pastor/s:	
Address:	Phone Number:	
<b><u>Education</u></b>		
Secondary School:	Years Attended:	Results:
University:		
Other:		
*If more than one school please use a separate sheet of paper.		
* Home Schooled students are required to get the VCE equivalent before come into the course.		





## ***PERSONAL PROFILE***

Please type your answers to the following questions on a separate sheet of paper:

1. What is your birth order in your family (oldest, youngest, middle)?
2. How many brothers do you have? How many sisters?
3. Do you live at home? If not, please describe when you left home and the circumstances behind it.
4. Are your parents married, widowed, separated or divorced?
5. Has your immediate family been born again?
6. What date did you accept Jesus as Lord?
7. What date were you baptised in the Holy Spirit?
8. Have you been water baptised? If so, when?
9. Who has influenced your life the most and why? (both male and female)
10. Describe your relationship with each immediate family member.
11. How do your parents feel about you coming into Excelerate Master's Commission?
12. What do you hope to achieve during your time in Excelerate Master's Commission? How?
13. What percent of your life does Jesus have? Please explain.
14. What are your goals (for example: university, ministry, business, etc)?
15. What do you believe God is calling you to, and how do your goals fit in with that calling?
16. On a separate sheet of paper, in three hundred words or less, explain which of the following describes your greatest need:
  - a) The leper in need of healing.
  - b) The blind man in need of sight.
  - c) The Pharisee who came to Jesus by night in need of spiritual birth.
  - d) Lazarus in need of resurrection.

## ***HEALTH CARE INFORMATION***

**Please fill out the following information as thoroughly and accurately as possible and send it to Excelerate Master's Commission.**

Student's Name (last, first, middle):			
Mother's Name:		Father's Name:	
Mobile Phone: ( )	Work Phone: ( )	Mobile Phone: ( )	Work Phone: ( )
Family Physician:		In Case of Emergency, contact:	
Phone: ( )	Mobile Phone: ( )	Phone: ( )	
Insurance Company if applicable:		Policy Number:	
List any medical conditions (past or present) that require specialised care or medical attention/supervision:			
Allergies:		Medications you are currently taking:	
In case of minor medical emergencies, I would like to go to the following doctor or medical clinic:			
Clinic Address:			Contact Number:
Are you fully immunised? If not why?			
Are you an asthmatic? If so, explain the severity of symptoms.			Medicare Number:
Student's Signature:.....			Date.....

# CONFIDENTIAL REFERENCE

## Applicant's Instructions:

This form is to be filled out by a Mentor, Secondary School or University Teacher, Employer or Friend and mailed directly to Excelerate Master's Commission. A family member should not fill out this form.

## Referee's Instructions:

Each applicant for Excelerate Master's Commission must submit two references, one of which is a confidential reference. Serious consideration will be given to your comments: therefore we ask that you complete this form carefully and return it directly to Excelerate Master's Commission. Your comments will be held in confidence. Any additional comments can be added on a separate sheet of paper.

### 1. In your opinion this applicant's Christian Faith is which of the following?

- Mature                       Contagious                       Genuine and Growing  
 Over-emotional                       Superficial                       Other: \_\_\_\_\_

### 2. What character strengths or weaknesses would you like to comment on?

---

---

### 3. What specific gift do you recognise in this applicant?

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---

### 4. Does this applicant have any persistent habits that you feel would restrict him or her from fitting into an intensive program?

---

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### 5. Would you recommend this applicant for acceptance into Excelerate Master's Commission?

- Yes                       No                       Hesitant

Why? \_\_\_\_\_  
\_\_\_\_\_

### 6. What is your relationship to the applicant?

- Employer                       University Teacher                       Secondary School Teacher  
 Friend                       Other \_\_\_\_\_

### 7. You have known the applicant for \_\_\_\_\_ years. How close is your relationship?

- Very close                       Fairly close                       An acquaintance                       Minimal

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**Please check the appropriate box.**

	Excellent	Good	Fair	Poor
Mental/cognitive ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Industry/Achievement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disposition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal devotion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Church Attendance/Involvement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spiritual growth observed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-image	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emotional stability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coping with personal problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Response to pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reliability/Faithfulness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Honesty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Openness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Moral standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Positive attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enthusiasm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Judgment/Common sense	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adaptability/Flexibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teamwork/Cooperation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Servant hood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Follow instructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teachable spirit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Liked by others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Concern for others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can express feelings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to motivate, organise, train others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to plan and set goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self discipline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical condition or health	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Applicant's Name:</b>				
<b>Name of referee:</b>				
<b>Address:</b>				
<b>Suburb:</b>		<b>State:</b>	<b>Postcode:</b>	<b>Phone:</b>
<b>Church &amp; Denomination:</b>				
<b>Position in church (if any)</b>				
<b>Signature:</b>				<b>Date:</b>

This will be treated with the strict confidentiality.

**Please send to:**       Excelerate Master's Commission  
Southern Lights  
P.O. Box 6022  
KARINGAL, VIC 3199

# PASTOR'S REFERENCE

## Applicant's Instructions:

This reference should be completed by your pastor and mailed directly to Excelerate. If your parent is the pastor, please refer the form to the assistant pastor or youth pastor in your church. If a person other than your pastor (assistant pastor or youth pastor) completes the form, an explanation should be provided.

## Pastor's Instructions:

Each applicant for Excelerate Master's Commission must submit two references, one of which is a reference from their pastor. The information requested on this form will aid us in evaluating the applicant's suitability for entry into Excelerate Master's Commission. This reference will be kept in confidence. Thank you for your assistance.

1. How long have you known the applicant? \_\_\_\_\_

2. How long has the applicant attended your church? \_\_\_\_\_

3. Areas the applicant has served in your church and for what period.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. How well do you know him/her?

Very well       Fairly well       Casually       By name/sight

5. In your association with the applicant, what has been their level of commitment?

Faithful       Inconsistent       Other: \_\_\_\_\_

6. Evaluation of applicant's emotional maturity (please check one)

- Outstandingly mature.  
 More mature and emotionally stable than average.  
 Possesses adequate emotional stability and maturity.  
 Experience has shown that the applicant might not be able to endure under stress.  
 Applicant has frequently demonstrated signs of inability to cope with stress  
 Applicant is erratic in attitude and action or has demonstrated instability in other ways.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**7. How does the applicant usually react in trying situations?**

- Withdraws                       Gets discouraged                       Gets angry  
 Accepts patiently                       Acts constructively  
 Other (please explain) \_\_\_\_\_

**8. Has the applicant proven on any occasion to be unreliable, dishonest or of questionable character?**                       Yes                       No

If yes, please explain

\_\_\_\_\_

\_\_\_\_\_

**9. As far as you know, has the applicant ever been arrested for any offences?**     Yes     No

If yes, please explain \_\_\_\_\_

\_\_\_\_\_

**10. Evaluation of the applicant's over-all characteristics** (please check one under each category)

<b>Physical Condition</b>	<b>Willingness to serve</b>	<b>Relationships</b>
<input type="checkbox"/> Frequently incapacitated <input type="checkbox"/> Below average <input type="checkbox"/> Fairly healthy <input type="checkbox"/> Good health	<input type="checkbox"/> Reluctant to serve <input type="checkbox"/> Motive confused <input type="checkbox"/> Usually willing to serve <input type="checkbox"/> Eager to serve as needed	<input type="checkbox"/> Avoided by others <input type="checkbox"/> Tolerated by others <input type="checkbox"/> Liked by others <input type="checkbox"/> Well liked by others
<b>Intelligence</b>	<b>Leadership ability</b>	<b>Christian Experience</b>
<input type="checkbox"/> Learns and thinks slowly <input type="checkbox"/> Average mental ability <input type="checkbox"/> Alert/Has a good mind <input type="checkbox"/> Brilliant/Exceptional	<input type="checkbox"/> Makes no effort to lead <input type="checkbox"/> Tries but lacks ability <input type="checkbox"/> Has some leadership ability <input type="checkbox"/> Good leadership ability	<input type="checkbox"/> Relatively superficial <input type="checkbox"/> Over emotional <input type="checkbox"/> Genuine but mild <input type="checkbox"/> Genuine and growing
<b>Team work</b>	<b>Responsiveness to Others</b>	<b>Achievement</b>
<input type="checkbox"/> Frequently causes friction <input type="checkbox"/> Insists on having own way <input type="checkbox"/> Usually cooperative <input type="checkbox"/> Works well with others	<input type="checkbox"/> Slow to sense how others feel <input type="checkbox"/> Reasonably responsive <input type="checkbox"/> Understanding and thoughtful <input type="checkbox"/> Usually responsive & thoughtful	<input type="checkbox"/> Starts but does not finish <input type="checkbox"/> Does only what assigned <input type="checkbox"/> Meets average expectations <input type="checkbox"/> Takes initiative

**Other:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**11. Please check words that describe the applicant** (choose only a few that stand out).

- |   |  |  |   |
|---|--|--|---|
| <input type="checkbox"/> Teachable      | <input type="checkbox"/> Nervous       | <input type="checkbox"/> Flexible        | <input type="checkbox"/> Easily discouraged |
| <input type="checkbox"/> Moody          | <input type="checkbox"/> Dependable    | <input type="checkbox"/> Committed       | <input type="checkbox"/> Humorous           |
| <input type="checkbox"/> Understanding  | <input type="checkbox"/> Anxious       | <input type="checkbox"/> Tolerant        | <input type="checkbox"/> Wise               |
| <input type="checkbox"/> Critical       | <input type="checkbox"/> Perfectionist | <input type="checkbox"/> Domineering     | <input type="checkbox"/> Enthusiastic       |
| <input type="checkbox"/> Lacking humour | <input type="checkbox"/> Motivated     | <input type="checkbox"/> Disciplined     | <input type="checkbox"/> Patient            |
| <input type="checkbox"/> Good listener  | <input type="checkbox"/> Stable        | <input type="checkbox"/> Peaceful        | <input type="checkbox"/> Easily embarrassed |
| <input type="checkbox"/> Prejudiced     | <input type="checkbox"/> Kind          | <input type="checkbox"/> Easily offended | <input type="checkbox"/> Servant's heart    |

**12. In your opinion, in which of the following areas of ministry does the applicant seem gifted?**

- |  |                                       |  |                                     |
|--|---------------------------------------|--|-------------------------------------|
| <input type="checkbox"/> Communication | <input type="checkbox"/> Secretarial  | <input type="checkbox"/> Children's work | <input type="checkbox"/> Worship    |
| <input type="checkbox"/> Teaching      | <input type="checkbox"/> Discipleship | <input type="checkbox"/> Evangelism      | <input type="checkbox"/> Welding    |
| <input type="checkbox"/> Music         | <input type="checkbox"/> Counselling  | <input type="checkbox"/> Prayer          | <input type="checkbox"/> Electrical |
| <input type="checkbox"/> Carpentry     | <input type="checkbox"/> Medical      | <input type="checkbox"/> Administration  | <input type="checkbox"/> Computers  |
| <input type="checkbox"/> Hospitality   | <input type="checkbox"/> Encourager   | <input type="checkbox"/> Plumbing        | <input type="checkbox"/> Dance      |
| <input type="checkbox"/> Drama         | <input type="checkbox"/> Art          | <input type="checkbox"/> Labouring       | <input type="checkbox"/> Other      |

**13. Do you recommend the applicant for acceptance as a disciple of Excelerate Master's Commission?**

- Yes, unreservedly       Yes, hesitantly       No

<b>Applicant's Name:</b>				
<b>Name of referee:</b>				
<b>Address:</b>				
<b>Suburb:</b>		<b>State:</b>	<b>Postcode:</b>	<b>Phone:</b>
<b>Church &amp; Denomination:</b>				
<b>Position in church (if any)</b>				
<b>Signature:</b>				<b>Date:</b>

This will be treated with the strict confidentiality.

**Please send to:**      Excelerate Master's Commission  
 Southern Lights  
 P.O. Box 6022  
 KARINGAL, VIC 3199

## ***FINANCIAL INFORMATION***

Fees are to cover, but not limited to, the following areas:

- ACOM (CERT IV in Christian Ministry)
- Apostolic Teaching
- Australian School of the Prophets Conference
- Beginning and End of Year Retreats
- Books and Manuals
- Covenant ring
- Class photos
- Liability insurance
- Youth Events & Conferences
- Stationary
- Tuition fees
- Mission trips
- Uniforms
- Various Ceremonies and Certificates

Fees also cover the general day-to-day costs of running Excelerate Master's Commission

### **FEE STRUCTURE**

The Fee structure and different payment options for the upcoming year of 2011 is as follows:

- **Payment option 1. \$9,500** – For students who pay up front by the orientation day of the Year.
- **Payment option 2. \$10,000** – For students who pay **\$2,500** by orientation day and a further **\$7,500** by February 28 of that year. The **\$7,500** could be gained by a student/bank loan and paid off via the fortnightly Youth Allowance/Austudy scheme if eligible.
- **Payment option 3. \$11,000** – For students who pay **\$2,500** by orientation day then a further **\$8,500** through a fortnightly pay-back plan for students eligible for the Government Youth Allowance/Austudy scheme. Students selecting option three must enter into a loan agreement with Excelerate Master's Commission. Students entitled to Youth Allowance/Austudy receive approximately \$370 per fortnight and will need to nominate Excelerate Master's Commission account for their Austudy/Youth Allowance to be credited to. It is the responsibility of the student to obtain proof of eligibility for Austudy or Youth Allowance from Centrelink prior to orientation.

**Please note:** Some higher income families will not be eligible for this option as Centrelink strictly scrutinise parental income in determining student eligibility.

If you are receiving Youth Allowance you will need to have your letter of payment details with you on Orientation night. If you are not receiving Youth Allowance you need to have a letter of financial commitment at your interview.

**An Application fee of \$200 must be paid at the time of lodging application, this will not be reimbursed. This application fee is included in the \$2500 required by orientation.**

## MONTHLY SUPPORT

In addition to tuition fees, the student is required to have **\$200.00 per month** (\$2,400 per year) for personal support (students are asked to find sponsors or have written verification that they have enough money to cover twelve months support). The support money is what the students live off of; this also contributes to the fuel for the carpool drivers for the year.

The student is required to bring in their sponsorship of \$200.00 into class the last Wednesday of every month; the MC finance person will calculate how much of this money needs to be given to the carpool drivers to cover fuel costs for the next month. The remaining sponsorship is then distributed back out to the students.

***A list of sponsors and/or written verification indicating financial support for 12 months along with their First Support of \$200 is required on or before Orientation Day.***

## REFUND POLICY

### **Payment options 1 & 2:**

In the event that a student withdraws from the course, a partial refund will be granted under the following guidelines. Please note under payment option 1 and 2 total fees payable are \$9,500 and \$10,000 respectively.

1. If a student withdraws from the course during the first four weeks, 25% of the total fees payable will be retained by Excelerate Master's Commission. In this instance the student will be entitled to a 75% refund.
2. If a student withdraws from the course during the next four weeks, an additional 10% of the total fees payable will be retained by Excelerate Master's Commission. In this instance the student will receive a 65% refund. This pattern of an additional 10% per four weeks will apply until there is no refund available (approximately mid September).

### **Payment option 3:**

In the event that a student withdraws from the course, a debt will occur and is the responsibility of the student to pay the outstanding balance as quickly as possible. Please note under payment option 3 total fees payable is **\$11,000**.

1. If a student withdraws from the course during the first four weeks, 25% of the total fees payable (\$2750) will be retained by Excelerate Master's Commission.
2. If a student withdraws from the course during the next four weeks, the balance payable to Excelerate Master's Commission will increase by 10% of the total fees payable (i.e. \$3850). This pattern of an additional 10% per four weeks will apply until the balance payable to MC Australia reaches the full fees (\$11,000).

Part of the process of Excelerate Master's Commission is to honour your financial commitments and to trust God for His provision. Failure to pay fees will directly affect the running of Excelerate Master's Commission as each student's contribution is budgeted for the year's costs. Although this is not our heart, default in payment will result in the student not graduating from Excelerate Master's Commission.

## FINANCIAL QUESTIONNAIRE

Please complete each question on a separate sheet and return with your application form.

- Do you have any debts that will need to be paid during the year (This includes mobile phone monthly contracts, Private Health Insurance, Car registration, Car Loans and Car Insurance or other previous unpaid debts that you are committed to)? If so, how much will they be?

Debt	Amount	Due Date	Frequency
<i>Eg: Telstra Mobile</i>	<i>\$50</i>	<i>4<sup>th</sup> of every Month</i>	<i>Monthly</i>

- If you have a car and will be driving it this year do you have enough money set aside for maintenance, e.g. Breakdowns, services? Do you have money to pay for your car registration, repairs, maintenance and insurance? (For students who bring their car there is petrol allowance if they contribute to transporting other students).

- Which Payment Option do you intend to commit to?

Option 1: \$9500                     
  Option 2: \$10000                     
  Option 3: \$11000

How do you intend to pay for this?

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**I have read and understand my financial responsibilities as explained in this application and I agree to fulfil these responsibilities upon entering Excelerate Master’s Commission.**

**Applicant’s Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# **FINAL CHECKLIST**

**Please send in the following completed pages.  
The remaining pages are for your reference.**

- |  |   |
|--|---|
| <input type="checkbox"/> "Enrolment Application" (pg 7-9)<br><input type="checkbox"/> "Personal Profile" (pg 10)<br><input type="checkbox"/> "Health Care Information" (pg 11)<br><input type="checkbox"/> "Confidential Reference" (pg 12-14)<br><input type="checkbox"/> "Pastor's Reference" (pg 15-17)<br><input type="checkbox"/> "Financial Questionnaire" (pg 20)<br><input type="checkbox"/> Youth Allowance Letter (YA)<br><input type="checkbox"/> Letter of Financial Commitment (non-YA) | <input type="checkbox"/> Team & Leadership Styles Test (pg 23-26)<br><input type="checkbox"/> Completed ACOM application (pg 27-32)<br><input type="checkbox"/> \$200.00 Application Fee, non-refundable<br><input type="checkbox"/> Current Picture<br><input type="checkbox"/> VCE or High School Year 12 marks<br><input type="checkbox"/> Two Passport photos<br><input type="checkbox"/> "Final Checklist" (pg 21) |
|--|---|

The information in this application is accurate. I have read the entire packet and wish to apply as a student in Excelerate Master's Commission year of \_\_\_\_\_.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **APPLICATION DEADLINE**

Applications from **Australian Students** are due **by December 1<sup>st</sup>** prior to the year that the student is applying for.

- **For example**, if the student wishes to apply for the class of 2011, he or she needs to have an application in our hands by **December 1st, 2010**.

**(Overseas students – 1<sup>st</sup> August 2010)**

**Please mail to Excelerate Master's Commission pages 8-32 of your application along with a business self addressed envelope, a current picture and your \$200.00 application fee.**

Excelerate Master's Commission  
P.O. Box 6022  
KARINGAL, VIC 3199

<b>Please do not write below this line. Reserved for MC staff use</b>		
Date received:	Deposit:	Forms:
Interviewed by:	Date:	\$:
Housing:	Monthly Support:	Picture: <input type="checkbox"/>

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Senior Pastors: Peter and Karen Nicholes Location: 20 McCormicks Road, Skye VIC 3977 Postal Address: PO Box 6022, Karingal VIC 3199  
Phone: (03) 9785 112 Fax: (03) 9786 5129 E-mail: [excelerate@southernlights.org.au](mailto:excelerate@southernlights.org.au) Web Site: [www.southernlights.org.au](http://www.southernlights.org.au)

# **TEAM ROLES, LEADERSHIP AND REPORTING STYLE QUESTIONNAIRE**

***"What is needed is not well balanced individuals;  
but individuals who balance well with each other."***

**Dr Merideth Belbin**

## **TEAM ROLES**

Everyone's jobs are becoming more complex, whether you work in the community, in the church, at home, at school and many tasks can no longer be done by one individual.

Dr Meredith Belbin conducted extensive studies involving successful and unsuccessful teams competing in Business Games in England, where Managers taking part in the exercise were tested on a range of psychometric instruments and placed into teams, made up in a variety of ways.

Belbin defined a team role as:

*"... a pattern of behaviour of the way in which one team member interacts with another where performance serves to facilitate the progress of the team as a whole. The value of team-role theory lies in enabling an individual or team to benefit from self knowledge and adjust according to the demands being made by the external situation."*

Ultimately **nine different clusters of behaviour**, or "Team Roles," were identified as underlying the success of teams. But why is it worthwhile looking at this? By knowing ourselves we can ensure that we are working with God in fulfilling our destiny. By looking at the diversity of functions/roles we get an insight into the perceptions we not only have of ourselves, but perceptions others have of us.

## **LEADERSHIP STYLES**

Why are Leadership Styles relevant? Leadership styles are relevant in a variety of situations particularly where you are required to provide direction for others. Leadership styles (how you prefer to lead) are also relevant when thinking about 'subordinate or reporting' styles (the best way to lead you to get the most out of you).

As with the areas of temperaments, team roles etc, there are various 'labels' for leadership styles within the workplace; the ones we work with are: Directive, Delegative, Participative, Consultative, Negotiative

## **REPORTING OR SUBORDINATE STYLES**

With each Leadership style there is a 'reporting' style that works best with them, they are: Receptive, Self-Reliant, Collaborative, Informative and Reciprocatve.

## ABOUT THE QUESTIONNAIRE

This questionnaire contains a number of statements/words, please circle one number against each statement as indicate in the example below. Least like you is when **most** of the time the statement **does not** reflect your normal behaviour and you should select '1' or '2'. Equally if the statement **does reflect** your normal behaviour **most** of the time, then circle '4' or '5'

	Least like you		Most like you		
<b>Sets team goals</b>	1	2	3	4	5
<b>Makes things happen</b>	1	2	3	4	5
<b>Original thinker</b>	1	2	3	4	5
<b>Keeps team on track</b>	1	2	3	4	5

Circle which

## WHAT WILL THIS QUESTIONNAIRE IDENTIFY?

The results are then grouped into three categories, unlikely to adopt, may adopt and likely to adopt. This will be indicative of your preferences given normal circumstances.

It will show that Team Roles you are most likely to take up when involved in a team, and those roles you are unlikely to take up. It will show what your preferred leadership style is, as well as your most preferred way to be lead (Reporting Style). The middle group of figures identify roles, styles that if there are no others present with this inclination you can take them up.

This is a self perception test, and there are no wrong answers. Please sign the statement below regarding the release of the results.

---

I authorise the results of this questionnaire to be shared with the Senior Pastor(s) of my church and the Directors and Leadership Team of The Australian Master's Commission, for development purposes.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# TEAM ROLE, LEADERSHIP AND REPORT STYLE QUESTIONNAIRE

Name : \_\_\_\_\_

Date : ..... / ..... / .....

*For each statement please rate yourself with  
1 for the least like you (you rarely if ever do this) and  
5 being the most like you (you do this most if not all of the time).*

	Least like you			Most like you	
	1	2	3	4	5
Helps team members air their views	1	2	3	4	5
Makes things happen	1	2	3	4	5
Original thinker	1	2	3	4	5
Keeps team on track	1	2	3	4	5
Does not seek the opinions of others	1	2	3	4	5
Detached (does not get emotionally entangled)	1	2	3	4	5
Takes time over decisions	1	2	3	4	5
Keeps clear sense of priorities	1	2	3	4	5
Innovative (pioneering, original, inventive)	1	2	3	4	5
Does not allow personal opinions to effect decisions	1	2	3	4	5
Sees things through to the end	1	2	3	4	5
Puts team goals before personal ambition	1	2	3	4	5
Objective (impartial, unbiased, neutral)	1	2	3	4	5
Detail conscious	1	2	3	4	5
Turns strategy into specific jobs or tasks	1	2	3	4	5
Takes responsibility	1	2	3	4	5
Gets ideas to work	1	2	3	4	5
Hard working	1	2	3	4	5
Promotes team harmony	1	2	3	4	5
Methodical (systematic, logical, disciplined)	1	2	3	4	5
Opportunistic (takes advantage of all situations/opportunities)	1	2	3	4	5
Follows instructions	1	2	3	4	5
Has own ideas	1	2	3	4	5
Prefers radical methods	1	2	3	4	5
Conscientious (reliable, thorough, diligent, hardworking)	1	2	3	4	5
Does not place a high priority on finishing tasks	1	2	3	4	5
Wants everyone to feel part of the team's success	1	2	3	4	5
Values others in the team	1	2	3	4	5
Gives others a 'free hand'	1	2	3	4	5
Can juggle the opinions of different people in the group	1	2	3	4	5
Negotiates to get results	1	2	3	4	5
Expresses opinions	1	2	3	4	5

	Least like you		Most like you		
<b>Keeps firm control of activities of self and others</b>	1	2	3	4	5
<b>Expects others to work with a minimum of supervision</b>	1	2	3	4	5
<b>Involve others in decisions</b>	1	2	3	4	5
<b>Friendly (welcoming, sociable)</b>	1	2	3	4	5
<b>Provides information</b>	1	2	3	4	5
<b>Stubborn (immovable, obstinate, wilful, inflexible)</b>	1	2	3	4	5
<b>Co-ordinates team activity</b>	1	2	3	4	5
<b>May be thought of as harsh</b>	1	2	3	4	5
<b>Follows through to get the job done</b>	1	2	3	4	5
<b>Creative (imaginative, inventive, resourceful)</b>	1	2	3	4	5
<b>Respected by others</b>	1	2	3	4	5
<b>Success is more important than popularity</b>	1	2	3	4	5
<b>Mixes well with others</b>	1	2	3	4	5
<b>Opinionated</b>	1	2	3	4	5
<b>Worries about problems</b>	1	2	3	4	5
<b>Gets results</b>	1	2	3	4	5
<b>Focussed on objectives</b>	1	2	3	4	5
<b>Establishes priorities</b>	1	2	3	4	5
<b>Democratic</b>	1	2	3	4	5
<b>Prepared to make the final decision after consulting others</b>	1	2	3	4	5
<b>Identify needs of others</b>	1	2	3	4	5
<b>Prefers clear guidelines</b>	1	2	3	4	5
<b>Independent, self sufficient</b>	1	2	3	4	5
<b>Challenge the view of others</b>	1	2	3	4	5
<b>Makes deals</b>	1	2	3	4	5
<b>Sticks to deadlines</b>	1	2	3	4	5
<b>Prefers to work alone</b>	1	2	3	4	5
<b>Unconcerned with symbols of status</b>	1	2	3	4	5
<b>Prefer to work independently</b>	1	2	3	4	5
<b>Intelligent (clever, gifted, intellectual)</b>	1	2	3	4	5
<b>Driven to ensure results are achieved</b>	1	2	3	4	5
<b>Assigns tasks rather than ask people their preferences</b>	1	2	3	4	5
<b>Easily offended</b>	1	2	3	4	5
<b>Encourages others to be involved in what needs to be done</b>	1	2	3	4	5
<b>Lots of ideas</b>	1	2	3	4	5
<b>Accepts final decision</b>	1	2	3	4	5
<b>Prepared to take a backseat role</b>	1	2	3	4	5

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	Least like you		Most like you		
Diplomatic, tactful	1	2	3	4	5
Good listener	1	2	3	4	5
Know what makes people 'tick'	1	2	3	4	5
Unorthodox (untraditional, unconventional)	1	2	3	4	5
Able to identify problems when analysing information	1	2	3	4	5
Not upset by criticism	1	2	3	4	5
Defines (identify, outline) roles	1	2	3	4	5
Win at all costs	1	2	3	4	5
Prefers (consensus) decision making (ensuring that all agree)	1	2	3	4	5
Does not rush decision making	1	2	3	4	5
Keeps emotions in check	1	2	3	4	5
Good with detail	1	2	3	4	5
Prepared to push that own views are adopted by the group	1	2	3	4	5
Emphasises communication with others	1	2	3	4	5
Impatient, intolerant	1	2	3	4	5
Imaginative (creative, inventive, ingenious)	1	2	3	4	5
Easy going and accepting of others	1	2	3	4	5
Unassertive (will not push themselves forward with others)	1	2	3	4	5
Salesperson	1	2	3	4	5
Loyal to the organisation	1	2	3	4	5
Good improviser	1	2	3	4	5
Emotionally controlled	1	2	3	4	5
Peacemaker (Negotiator, diplomatic, mediator)	1	2	3	4	5
Logical (rational, reasonable, consistent)	1	2	3	4	5
Doesn't like restrictions	1	2	3	4	5
Enjoys group efforts	1	2	3	4	5
Enthusiastic (eager, animated, passionate)	1	2	3	4	5
Competitive	1	2	3	4	5
Not emotional	1	2	3	4	5
Good network of contacts	1	2	3	4	5
Intolerant of casual approach	1	2	3	4	5
Likeable (amiable, agreeable)	1	2	3	4	5
Unsympathetic (insensitive, unfeeling, uncaring)	1	2	3	4	5
Orthodox (conventional, conformist, traditional)	1	2	3	4	5
Prefers to be asked, not told	1	2	3	4	5
Likes involvement	1	2	3	4	5
Thinks "outside the box"	1	2	3	4	5
Confident (self assured)	1	2	3	4	5
Concerned with basics	1	2	3	4	5

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# ACOM ENROLMENT APPLICATION FORM



## Personal Information

<i>MR/MRS/Miss</i>		
<i>Surname</i>		
<i>First Names (all)</i>		
<i>Current Address</i>		
	City:	
	State:	Postcode:
<i>Phone</i>	Home:	Work:
	Mobile:	
<i>Email</i>		
<i>Date of Birth</i>		
<i>Gender</i>	Male	Female
<i>Emergency Contact</i>	Name:	
	Phone:	Mobile:
<i>Country of Birth</i>		

## Course You Are Applying For

Certificate IV in Assessment and Workplace Training	
Certificate III in Christian Ministry	
Certificate IV in Christian Ministry *	Yes
Diploma in Christian Ministry	

## Term and Year of Enrolment

<i>Eg. Term One</i>	<i>2009</i>	
---------------------	-------------	--

## Enrolment Status

<i>Fulltime *</i>	Yes
<i>Part Time</i>	

<i>Part-Time Students – Please list the subjects you are applying for.</i>	
<i>Subject No.</i>	<i>Title</i>

## Educational Details

<i>Are you attending Secondary School?</i>	<i>Yes</i>	<i>No</i>
<i>Highest Secondary School Level Completed</i>		
<i>Tertiary Qualifications Completed</i>		
<i>Any other Qualifications</i>		

## **ATTACHMENT (A)**

Please attach certified copies of qualifications, awards and transcripts of results  
 (Only if you intend to apply for recognition of prior learning or recognition of a qualification)

Materials Attached

## Employment History

Please show details of the last five years. Use extra pages in needed.		
Dates	Nature of Employment eg. Part-time, Fulltime, Self Employed	Position

## Personal Information

How well do you speak English	Very Well	Well	Not Well
	Not at All		
Do you speak a language at home apart from English?	Yes	No	
If so please specify the language			
Are you of Aboriginal or Torres Strait Islander Origin?	Yes	No	
Do you consider yourself to have a disability, impairment or long term condition?	Yes	No	
If so please indicate the area of disability, impairment or long term condition.			

## Christian Faith

Please attach a short statement outlining how and when you became a Christian (Please attach another page if required)		
Please list any leadership experience you have had in the local church, roles or Christian Service activities undertaken		
Position/Role	Activities Involved	Duration



## Other Information

Please include any other information or comments considered helpful to your application.

**ACOM DECLARATION:**

I have read the student handbook and I declare that the information provided in the application is to the best of my knowledge accurate in all respect.

I hereby authorise ACOM staff to use personal information to process and effect my application.

**Signature**..... **Date**.....

**PRIVACY:**

Australian College of Ministries (ACOM) requires the information requested of you in this form in order to provide you with education services and to cater for particular students' needs. If you do not provide all the relevant information, then we may not be able to provide such services or assess your academic progress.

*Please also note that ACOM may provide the personal information given on this application form to third parties (such as universities, colleges, accreditation bodies and Australian government bodies eg Centrelink) in order to provide you with education services and to assess your academic progress or suitability.*

Please indicate, by signing your name, whether you understand and accept this privacy legislation.

**Signature**..... **Date**.....

<b>Office Use Only</b>
Date Rec'd ___\___\___
Acpt'd/Decl _____
Receipt No. _____
Student No. _____