

**CHRISTIAN LEADERS' TRAINING COLLEGE  
OF PAPUA NEW GUINEA**

***Master of Theology***  
***Student Application Form for 2020 Intake***

This form is to be completed by you in your own writing/typing.

Name _____ <i>(first)</i> <i>(last)</i>
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Date Received (CLTC Office use only) \_\_\_\_\_

**About the Master of Theology (MTh) Programme:** The MTh particularly equips theological educators for Colleges in the South Pacific. It also will equip Christian ministers and Christian service agency personnel for contextualized ministry in the South Pacific.

**Pre-requisites:**

1. A theological degree or equivalent from CLTC or other accredited institution.
2. Theological research as evidenced in a Bachelor's thesis or other significant writing.
3. Competency with computers, especially word processing.
4. Good grasp of English language (evidenced by achieving a satisfactory score on CLTC's Entrance Exam.

**MTh Award Completion-** the MTh programme is an academic and research oriented graduate programme. The MTh consists either of six taught courses and a 20,000 word thesis or seven taught courses and a 10,000 thesis. Each course requires a total of 300 learning hours, including class and personal study, and requires approximately 8,000 words of writing. Students with a focus on Bible will be required to take Greek and Hebrew.

**Full-time of Part-time** – Students generally study full-time at the Banz campus. Some courses are available as 3 to 4 week intensives with course work required before and after the intensive. This allows for students to come for selected courses and so complete the degree part-time.

**MTh Fees and Sponsorship-** see pages 8-9

I, the undersigned, understand the advanced nature of this course and feel that I can successfully complete this course in the two years given.

Signature: \_\_\_\_\_

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

## Welcome!

Thank you for your interest in Christian Leaders' Training College. This is the application form for Admission to the MTh programme at CLTC. Selection for this programme is highly competitive. To ensure that your application is considered, please use the checklist below to make sure you have completed and included each of the required documents. Please use a Commissioner of Oaths to certify awards and transcripts. The completed application should be submitted by 30 June 2018.

### Checklist for Admission

- Application Form
- English Entrance Exam. You will need to go to a certified CLTC agent who will give you the CLTC English test. You will pay the agent K20 to do this test. A list of CLTC agents is provided at the end of this form.  
In special circumstances we will send the English test to a person you nominate. Please write giving reasons for your inability to visit one of the CLTC agents and provide information about the person you nominate. Also attach a deposit receipt for K20 for the processing fee. The CLTC Bank accounts are listed below.
- Certified copy of your Theological Degree award and official transcript. (If you are a CLTC graduate, you do not need to send copies).
- A copy, electronic if possible, of your Bachelor's thesis. If you did not write a Bachelor thesis, send us an example of academic research writing. (If you are a CLTC graduate, you do not need to send a copy of your thesis).
- Letters of recommendation. These must be original documents on letterhead dated within the last 12 months. Photocopies or recommendations more than 12 months old will not be accepted.
  - Letter of recommendation from your local church pastor
  - Letter of recommendation from the theological institution from which you earned your degree.
  - Letter of recommendation from your church denomination on church letterhead (or with contact details).
  - A character reference from a community member.
- A certified medical report. (See page 7)
- Certified letter of reference from the supervisor of your current job or ministry. If you do not have a job currently, then the most recent full-time job. Additional work references since finishing degree studies will help your application.
- For citizens of countries other than PNG, provide a copy of the biodata page of your passport and the biodata page of the passport of each of your family members.

Bank Name	Westpac Bank	BSP Bank
Branch Name	Mt Hagen	Mt Hagen
Account Name	CLTC IHE	CLTC Education
Account #	600 180 3621	100 522 9800
SWIFT Code	WPACPGPM	BOSPPGM
BSB	038038	088307

**PERSONAL INFORMATION**

Your full name: \_\_\_\_\_  
(first name) (last name)

Gender: (*male or female*): \_\_\_\_\_ Marital status: (*married or single*): \_\_\_\_\_

Applicant's date of birth: \_\_\_\_\_ Place of birth: \_\_\_\_\_

Postal address \_\_\_\_\_  
\_\_\_\_\_

Mobile phone number (s): \_\_\_\_\_

E-mail: \_\_\_\_\_

What is your main work or ministry currently? \_\_\_\_\_

**Married Applicants need to complete the remainder of the page**

Spouse's full name: \_\_\_\_\_

Can she/he speak Melanesian Pidgin? \_\_\_\_\_ Can she/he read and write in Pidgin? \_\_\_\_\_

Can she/he speak English? \_\_\_\_\_ Can she/he read and write in English? \_\_\_\_\_

*(If your spouse is illiterate, she/he will automatically be enrolled in literacy courses)*

If you are accepted into the MTh programme will your wife (assuming you are the male spouse)  
(circle choice 1 or 2):

1. Undertake the Certificate of Bible and Ministry course (taught in Melanesian Pidgin through the Wives Programme) or
2. Does she qualify for and wish to undertake Diploma or Bachelor studies (taught in English through the Undergraduate Programme)? **If so, she will need to submit an application** and English proficiency exam of her own. Please request a separate application for her.

Children you will bring with you to CLTC, if accepted:

Name of Child	Male/female	Year Born	Age in 2019	Grade in 2019

*Note: You may only bring your natural born or legally adopted children under the age of 18 with you to CLTC. If you have adopted children, you must send a Statutory Declaration or certified adoption papers stating that the child has been adopted. You may not bring adult children (18+ years) or children who have left school.*

**LOCAL CHURCH INFORMATION**

What is the name of your church denomination? \_\_\_\_\_

What is the name of your local church? \_\_\_\_\_

What is the name of your local church leader or pastor? \_\_\_\_\_

Pastor's mobile number: \_\_\_\_\_

Email (if he has one): \_\_\_\_\_

**Post-Secondary EDUCATION**

Use the chart below to list any post-secondary studies completed (studies after high school).

Name of Course	Name of Institution	Date started & date finished	Award Earned

(Use an additional page if you need more space.)

**WORK AND MINISTRY EXPERIENCE-**

What have you done since you left secondary school?

Type of Work or Ministry	Employer	Date started & date finished

*Don't forget to send copies of certificates or references received for the above.*





## MEDICAL SECTION

Applicant, please give this section to a Community Health Nurse, a qualified nursing officer or a qualified doctor.

Dear Health Officer,

The person presenting this form is applying to study at Christian Leaders' Training College. Could you please assist us by answering the following questions:

1. Does the candidate have a visual impairment? Yes/No
2. Does the candidate have a hearing impairment? Yes/No
3. Does the candidate have a physical disability? Yes/No
4. Does the candidate have a history of psychiatric illness? Yes/No
5. Does the candidate have a chronic illness?  
(such as diabetes, epilepsy, asthma, heart condition) Yes/No
6. Is there any evidence that he/she chews or has habitually chewed betel nut? Yes/No
7. Is there any evidence that he/she smokes or has habitually smoked tobacco? Yes/No
8. Is there any evidence that he/she smokes or has smoked marijuana? Yes/No
9. Is there any evidence that he/she is using or has used illegal drugs? Yes/No
10. Is there any evidence that the candidate drinks alcohol? Yes/No

If you answered YES to any of the above questions, please give details below.

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Is the candidate fit and healthy and able to take part in study and work such as gardening, sport and general duties?

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Name of person completing this report	
Signature	
Professional role	
Date of examination	
Telephone/Mobile #	
Address	
<b>PLEASE AFFIX THE OFFICIAL STAMP OF YOUR HEALTH CENTRE/FACILITY/HOSPITAL</b>	

## **STUDENT FEES for 2020**

The average cost of the MTh programme is about K22,000 per student per year! The cost of your MTh programme will be heavily subsidized by CLTC support programmes and also the Overseas Council Australia (OCA), who by faith and hard work seek to find funding to support you. Christian Leaders' Training College has been selected to be the primary institute of higher theological education for students in the South Pacific by OCA. However we still expect each student to contribute towards the full K22,000 cost by paying the tuition fee of K5,880 if you are single and K9,300 if you are married. The married fee includes the training of both the husband and the wife. The tuition fee will go up 10% the following year.

## **How your fees are used by CLTC**

The tuition covers your training. Each student is also given garden space to grow vegetables. In addition, through the sponsorship of OCA, you are paid a food allowance each fortnight of K40 per adult and K20 per child. You must budget your allowance carefully. This allowance will not be enough to meet all your additional living expenses, so we strongly recommend that all students bring extra money that can be deposited in your account at the college. This additional money is for your use and is not part of college fees. Students who do not bring extra money will struggle to provide for all their personal needs.

## **OCA SPONSORSHIP**

### **Expenses OCA will try to cover through your OCA Sponsorship:**

- Travel to the college at the beginning of your study and return travel upon graduation. (International student's airfares to and from PNG are covered by OCA)
- Accommodation and basic household furniture, and issue of gas for cooking.
- Cost of bringing in international lecturers
- Course materials and library resources (to be purchased as needed by your lecturers.)
- Living allowance (K40/adult and K20/child/fortnight)
- Children's schooling (up to K200 child/yr).
- Medical treatment (up to K50/person/year).

If you are accepted into CLTC's Master of Theology Programme, it is expected that you will be thankful for OCA's support and will acknowledge and thank your OCA sponsor regularly with written communication, updates, photos, etc.

*I understand my responsibility to be an ambassador for CLTC and the South Pacific.*

Signed, \_\_\_\_\_



## STUDENT FEES

Church leaders and applicant: Please fill in this chart and sign the fee commitment.

2020 FEES	TOTAL FEES
Single	5,880
Married, 0 child	9,420
Married, 1 child	9,700
Married, 2 child	9,980
Married, 3 child	10,260
Married, 4 child	10,540
Married, 5 child	10,820

Complete the following chart:

ITEM	TOTAL AMOUNT	CHURCH agrees to pay this amount	STUDENT agrees to pay this amount
CLTC fee (see table above)	K		
Additional living allowance (at least K500 per adult)	K		
School fees for children attending primary and secondary schools	K		
Additional computer and book allowance	K		
<b>TOTAL AMOUNT</b>	<b>K</b>		

We, the undersigned, agree to pay the above student fees if the applicant is accepted. We understand that fees must be paid before the student will be allowed to attend classes. Failure to pay fees before classes commence at the beginning of each year will result in the student being sent home at their own expense.

Signature of applicant \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Church Leader \_\_\_\_\_ Date: \_\_\_\_\_

**Applicant:** Even if your church or church school is not contributing towards your fees please have your church leaders sign in the space above. The church needs to acknowledge the cost of your training and your sacrifice in attending CLTC.

If you are **sponsored** by an organization or individual, a letter to confirm sponsorship must be sent with this application form.

If you are a **self-sponsored** student (paying your own fees), briefly describe how you will meet your school and living expenses on the following page.



## **CLTC COMMUNITY LIFESTYLE COMMITMENT**

Christian Leaders' Training College (CLTC) is a Christian community joined together for the purpose of academic study, personal development and spiritual growth. We are committed to the Lordship of Jesus Christ and believe that the scriptures establish the basic principles that should guide our life together. These principles include the responsibility to love God with all our being, love our neighbours as ourselves, seek after righteousness, practice justice, help those in need, forgive others, seek forgiveness and responsibly exercise freedom with loving regard for others. One of the important lessons you will learn here is about the way you should live together with people from different places and with different customs. We acknowledge that it is impossible to create a community with expectations that are totally acceptable to every member. Nevertheless, clearly stated expectations promote orderly community life. The Word of God tells us that "everything must be done decently and in order" (1 Cor. 14:40).

*As a member of the CLTC community, I will strive to practice stewardship of mind, time, abilities and finances. I will pursue opportunities for intellectual and spiritual growth and demonstrate care for my body. I also will exercise social responsibility in my standard of living and use of economic resources. Realizing the destructive character of an unforgiving spirit and harmful discrimination based on prejudice, I will seek to demonstrate unselfish love in my actions, attitudes and relationships. I will be honest and show respect for the rights and property of others. I recognize that some social practices are harmful to me, as well as harmful or offensive to others. Therefore, respecting the values of others and the mission of Christian Leaders' Training College, I recognize my responsibility as a member of the community to refrain from sexual relationships outside of marriage, sexual harassment and abuse, pornography, acts of violence, abusive or demeaning language and the use of illegal drugs. Recognizing that CLTC supports non-use of alcohol, tobacco, and betel nut, I will respect and abide by the college policy that prohibits the use of alcohol, tobacco, and betel nut both on and off campus. I pledge myself to carry out this commitment in a spirit of openness and helpfulness through mutual accountability motivated by love.*

TICK the following boxes after you have read the Commitment.

- I have read the Community Lifestyle Commitment and understand the purpose and mission of CLTC.
- I accept the lifestyle expectations as my own while I am a student at CLTC.
- I agree to withdraw my application should I find myself unable to support them.

By signing this application I confirm that all information submitted for admission to CLTC is accurate. I understand that if I have falsified information I may be asked to withdraw my application or leave the college if enrolled.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**If necessary, write on separate paper additional information you would like CLTC to know.**

## **COMPUTER USE**

It is recommended that all MTh students bring their own laptop computer with Microsoft Office and wireless capabilities. If you are unable to bring a laptop, the CLTC computer lab will be available. But you will share this lab with all other CLTC students. You should purchase a 1-2Gb Flash drive (USB stick) for your academic work.

Do you have keyboarding/typing skills (*yes or no*) : \_\_\_\_\_

Do you have training and experience in word processing using Microsoft Word or Open Office? (*yes or no*) : \_\_\_\_\_

***Due to the high number of applications that CLTC receives and the limited number of spaces available, it is important that your application is complete.***

***INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED!***

***Post your COMPLETE application and all required documents by 31 Julyto:***

*Registrar  
Christian Leaders' Training College  
PO Box 382  
Mt. Hagen, WHP 281  
Papua New Guinea*

***Or scan and attach all documents in an e-mail sent to registrar@cltc.ac.pg***

***If you have further questions contact Abel Haon on 79650870***

***CHRISTIAN LEADERS' TRAINING COLLEGE***

***"Training Leaders for the South Pacific"***

