



STUDENT HANDBOOK

2023 - 2024

FAITH
BIBLE COLLEGE INTERNATIONAL

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INTRODUCTION

It's incredible......this journey you're embarking on. What you are about to experience will revolutionize your life. Why? It's not just an education. It's an experience!

This experience is exciting! It's about yielding to God, learning from Him, sitting at His feet, meeting great people, and pulling together to accomplish God's purpose in our lives! Then again, because it involves people, there are some established guidelines. This book contains the principles and codes of behavior that help make life at FBCI work. The guidelines were built on the principles of self-discipline and consideration for others. Students should also consider adopting these principles into every aspect of life, whether on campus, at home, or during break times.

Character is Key

Scripture reveals that the impression we give is from who we are and what motivates us, rather than what we do. Psalm 19:14, "Let the words of my mouth and the meditation of my heart be acceptable in Your sight, O Lord, my strength and my Redeemer." Who we are and what we are becoming is vital to God. Some ignore character qualities such as honesty, integrity, and diligence, but at FBCI, character is developed for positive advancement in personal lives and in the kingdom of God.

FBCI has a culture of mentoring that actively encourages character growth. Student-chosen mentors, as well as deans and RA's, are integral members of a team that avail themselves to promote and guide towards a pursuit of excellence. A campus pastor is also available for all students, staff, and faculty to aid in spiritual counsel, wisdom, guidance, and prayer.

OUR HISTORY



- **1959** Faith Bible College International began as Faith School of Theology in Old Orchard, Maine. Founder and first President, Dr. Russell K. Pier served for 44 years.



- **1967** The institute was moved to a larger campus in Brooklin, Maine; but in 1975 the Brooklin facilities were filled to capacity, and the need for a larger campus was evident.



- **1975** The directors of Faith School of Theology acquired Higgins Classical Institute in Charleston, Maine. This provided Faith School of Theology with a campus that was worth millions for only a fraction of the cost.



- **2003** After Dr. Jeffrey A. Bell had served in multiple roles over the course of 25 years, Dr. Pier passed the torch of leadership to Dr. Bell.



- **2015** Dr. Bell and the Board of Directors appointed Rev. Matthew M. Ward to serve as the next president, and Dr. Bell would continue to serve as Chancellor and Dean of Academics at Faith School of Theology.



- **2016** The Board of Directors approved a motion to change the name of Faith School of Theology to Faith Bible College International.



- **Today** Faith Bible College International is continuing to train men and women from across the globe to be servant-leaders who make a world of difference.

SECTION I: ABOUT FAITH BIBLE COLLEGE INTERNATIONAL

MISSION STATEMENT

The mission of Faith Bible College International is to prepare professional, Pentecostal servant-leaders who make a world of difference in fulfilling the Great Commission of the Lord Jesus Christ. (Matthew 28:19, 20)

VISION STATEMENT

FBCI is a single focus institution of higher learning, instructing men and women in theological studies while preparing them to be pastors, evangelists, missionaries, educators, worship leaders, and more. In adhering to our mission, we champion our students to discover, develop, and fulfill their purpose in Christian ministry. Through inspired classes, anointed chapels, individual mentoring, and hands-on ministry experiences, the students will mature in their giftings. Furthermore, we endeavor to offer students a path to the blessing of ministry without the burden of debt.

ENDORSEMENTS

FBCI is recognized as a Non-Profit 501 I (c)(3) organization by the IRS in the State of Maine. All donations are considered by the IRS to be charitable contributions that can be used as deductions for income tax purposes.

INSTITUTIONAL GOALS

Our mission and culture are enhanced by the following core values:

- FBCI is a single purpose, learner-centered institution in biblical higher education, preparing professional Christian ministers in communicating and fulfilling the Great Commission.
- FBCI is a community that will minister to the whole student, addressing educational, Biblical, spiritual, and social needs in a multicultural environment.
- FBCI faculty and staff champion our students to discover, develop, and fulfill their purpose in Christian ministry through inspired classes, anointed chapels, individual mentoring, and hands-on ministry practices.
- FBCI endeavors to offer students a path to the blessing of ministry without the burden of debt.
- FBCI is a Christ-centered environment committed to institutional integrity.
- FBCI will embrace growth in student populations and programs through ongoing strategic planning and assessment.
- FBCI will offer Christ-honoring professional service in all operations of the college.

INSTITUTIONAL CORE VALUES & STUDENT LEARNING OBJECTIVES

PROFESSIONAL

The college will produce professional ministers who demonstrate integrity, skill, and competence in ministry settings.

PENTECOSTAL

The college will produce ministers who understand and communicate Pentecostal doctrine and theology, value living a Pentecostal lifestyle, and demonstrate the ability to minister in Pentecostal ministry settings.

SERVANT-LEADERS

The college will produce exemplary servant-leaders who demonstrate biblical character and leadership qualities which are others-focused, mission-centered, and Christ-reflecting.

HOLY SCRIPTURES

FBCI values the Holy Scriptures. As such, we equip students with an education of the sixty-six books of the Old and New Testament as the complete and divine revelation of God to man. To accomplish this, the students learn how to interpret the Scriptures according to their normal grammatical-historical meaning and apply them to their personal lives.

CALLING

FBCI places an emphasis on God's purpose and high calling. FBCI values calling. As such we aim to equip students with opportunities to discover, develop, and fulfill their purpose in ministry.

EDUCATION

FBCI is an educational institution preparing men and women for ministry. The classroom and Chapel offer opportunities for development.

FBCI values the educational process. As such, students are provided learning opportunities for rigorous academic preparation, application, practical experience, writing, effective communication in general and of the Gospel, and critical thinking. Students will become lifetime learners. They will become familiar with how to utilize academic resources, evaluate and assess the learning process, and develop good study habits for professional ministry.

MINISTRY

FBCI aligns with the Biblical model of the 5-fold ministry: Apostle, Prophet, Evangelist, Pastor, and Teacher, for the equipping of believers for the work of ministry (Ephesians 4:11-12). FBCI values ministry. As such, we provide students with experience in diverse perspectives of ministry and help them to be more effective in making a difference in the world around them.

FAMILY ATMOSPHERE

FBCI facilitates a welcoming family atmosphere where everybody discovers a sense of belonging.

FBCI values a family atmosphere. As such, we are a diverse body with various backgrounds. Relationship development is facilitated through community living. Faculty, staff, administration, and students participate in opportunities to develop healthy relationships and unity.

TENETS (STATEMENT) OF FAITH

We accept the Holy Scriptures as the revealed will of God, the all-sufficient rule of faith and practice. Our Statement of Faith does not exhaust the extent of our faith. The Bible itself is the sole and final source of all we believe. However, we believe that the Statement of Faith accurately represents the teachings of the Bible and therefore is binding upon all members, staff, and volunteers. All print or electronic literature published by the school shall completely agree with the Statement of Faith. All activities permitted or performed in any facilities owned, rented, or leased by the College or engaged in by any member of the College staff (volunteer or paid) and all decisions of the College's administration shall not conflict with the Statement of Faith. In all conflicts regarding the interpretation of the Statement of Faith, the President and Board of Trustees shall have the final authority.

- A. **The Holy Scriptures.** We believe the Holy Scriptures of the Old and New Testament to be the verbally and plenarily inspired Word of God. The Scriptures are inerrant, infallible, and God-breathed and therefore are the final authority for faith and life. The sixty-six books of the Old and New Testament are the complete and divine revelation of God to man. The Scriptures shall be interpreted according to their normal grammatical-historical meaning. (2 Tim. 3:16-17; 2 Peter 1:20-21).
- B. **The Godhead.** We believe in the one true and living God revealed to man as Father, Son, and Holy Spirit. One God, infinite and eternal in His wisdom, power, holiness, justice, and truth. (Deut. 6:4; 2 Cor. 13:14; John 14:10).
- C. **The Deity of the Lord Jesus Christ.** We believe that the Lord Jesus Christ is the Eternal Son of God. The Scriptures declare:
 - 1. His virgin birth (Matt. 1:23; Luke 1:31, 35)
 - 2. His sinless life (Heb. 7:26; 1 Peter 2:22)
 - 3. His miracles (Acts 2:22; 10:38)
 - 4. His substitutionary work on the cross (1 Cor. 15:3; 2 Cor. 5:21)
 - 5. His bodily resurrection from the dead (Matt. 28:6; Luke 24:39; 1 Cor. 15:47)
 - 6. His exaltation to the right hand of God (Acts 1:9, 11; 2:33; Phil. 2:9-11; Heb. 1:3)

D. **The Total Depravity of Man.** We believe that man was created in the image and likeness of God, but that in Adam's sin, the human race fell, inherited a sinful Nature, and became alienated from God; and that man is totally depraved, and of himself, utterly unable to remedy his lost condition (Gen. 1:26-27; Rom. 3:22-23; 5:12; 6:23; Eph. 2:1-3; 4:17-19).

E. **The Salvation of Man.** We believe that man's only hope of redemption is through the shed blood of the Lord Jesus Christ.

1. Salvation is received through repentance toward God and faith toward the Lord Jesus Christ. By the washing of regeneration and renewing of the Holy Ghost, being justified by grace through faith, man becomes an heir of God according to the hope of eternal life (Luke 24:47; John 3:3; Rom. 10:13-15; Eph. 2:8; Titus 2:11; 3:5-7).
2. The inward evidence of salvation is the direct witness of the Spirit. The outward evidence to all men is a life of righteousness and true holiness (Rom. 8:16; Titus 2:12; Eph. 4:24).

F. **The Work of the Holy Ghost.**

1. We believe that the Holy Ghost convicts the world of sin, of righteousness, and of judgment; and that He is the Supernatural Agent in regeneration (John 16:8-11; Rom. 8:9).
2. We believe that He is the Divine Teacher who assists believers to understand and appropriate the Scriptures.
3. We believe all believers are entitled to and should ardently expect and earnestly seek the promise of the Father, the baptism in the Holy Spirit and fire, according to the command of our Lord Jesus Christ. This was the normal experience of all in the early Christian Church. With it comes the endowment of power for life and service, and the bestowment of the gifts and their uses in the work of the ministry (Luke 24:49; Acts 1:4-8; I Cor. 12:1-31). This experience is distinct from and subsequent to the experience of the new birth (Acts 8:12-17; 10:44-46; 15:7-9). With the baptism of the Holy Spirit come such experiences as an overflowing fullness of the Spirit (John 7:37-39; Acts 4:8), a deepened reverence for God (Acts 2:43; Hebrews 12:28), an intensified consecration to God and dedication to His work (Acts 2:42), and a more active love for Christ, for His Word, and for the lost (Mark 16:20).
4. The baptism of believers in the Holy Ghost is witnessed by the initial physical sign of speaking with other tongues as the Spirit of God gives them utterance (Acts 2:4; 10:44-46; 19:1-6). The speaking in tongues in these instances is the same in essence as the gift of tongues (I Cor. 12:4-10, 28), but different in purpose and use.

G. **Sanctification.**

1. We believe that all the saved should live in such a manner as not to bring reproach upon their Savior and Lord; and, that separation from all religious apostasy, all worldly and sinful pleasures, practices and association is commanded by God (Rom 12:1-2; 14:13; 2 Cor. 6:14, 7:1; II Tim 3:1-5).
2. Sanctification is realized in the believer by recognizing his identification with Christ in His death and resurrection, and by faith reckoning daily upon the fact of that union, and by offering every faculty continually to the dominion of the Holy Ghost (Rom 6:1-11, 13; Rom 8:1,2,13; Gal 2:20; Phil. 2:12, 13, I Pet.1:5).

H. **The Second Advent of Christ.** We believe in that “blessed hope,” personal, imminent return of Christ Who will rapture His Church prior to the seven-year tribulation period. At the end of the Tribulation, Christ will personally and visibly return with His saints, to establish His earthly Messianic Kingdom which was promised to the nation of Israel (Ps. 89:3-4; Dan. 2:31-45; Zech. 14:4-11; I Thess. 4:13-18; Titus 2:13; Rev. 3:10, 19:11-16, 20:1-6).

I. **The Eternal State.**

1. We believe in the bodily resurrection of all men, the saved to eternal life and the unsaved to judgment and everlasting punishment (Matt. 25:46; John 5:28, 29; 11:25-26; Rev. 20:5-6, 12-13).
2. We believe that the souls of the redeemed are, at death, absent from the body and present with the Lord, where in conscious bliss, they await the first resurrection, when spirit, soul, and body are reunited to be glorified forever with the Lord (Luke 24:34; 2 Cor. 5:8; Phil 1:23; 3:21; I Thess. 4:16-17; Rev. 20:4-6).
3. We believe that the souls of unbelievers remain, after death, in conscious punishment and torment until the second resurrection, when with soul and body reunited they shall appear at the Great White Throne Judgment, and shall be cast into the Lake of Fire, not to be annihilated, but to suffer everlasting conscious punishment and torment (Matt. 25:41-46; Mark 9:43-48; Luke 16:19-26; 2 Thess. 1:7-9, Jude 6-7; Rev. 20:11-15).

J. **Divine Healing.** We believe that God provides healing for the physical body and that any true child of God may claim the promise of such in the Scriptures (Is. 53:4,5; Matt. 8:16,17; James 5:14-16).

K. **Human Sexuality.**

1. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between one naturally-born man and one naturally-born woman. (Genesis 1:27; 2:24; 5:1-2; 19:5,13; 26:8-9).
2. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, pornography, and child molestation

are sinful perversions of God's gift of sex (Lev. 18:1-30; Rom. 1:26-29; 1 Cor. 5:1; 6:9; I Thess. 4:1-8; Heb. 13:4).

3. We believe that the only Scriptural marriage is the joining of one naturally-born man and one naturally-born woman (Gen. 2:24, Matthew 19:4-5; Rom. 7:2; I Cor. 7:10; Eph. 5:22-23; 5:31).
4. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance. (Genesis 1:27; 5:1-2; Leviticus 18:1-30; Mark 10:6; Deuteronomy 22:5, 1 Corinthians 14:33).

L. **Divorce.** We believe that God hates divorce and intends marriage to last until one of the spouses dies. (Mal. 2:14-17; II Tim. 3:2, 12)

M. **Abortion.** We believe that human life begins at conception and that the unborn child is a living human being. Abortion constitutes the unjustified, unexcused taking of unborn human life. Abortion is murder. We reject any teaching that abortions of pregnancies due to rape, incest, birth defects, gender selection, birth or population control, or the mental well-being of the mother are acceptable (Job 3:16; Ps. 51:5; 139:14-16; Is. 44:24; 49:1,5; Jer. 1:5; 20:15-18; Lu.1:44).

N. **Lawsuits Between Believers.** We believe that Christians are prohibited from bringing civil lawsuits against other Christians or the church-school to resolve personal disputes between members. We do believe, however, that a Christian may seek compensation for injuries from another Christian's insurance company as the claim is pursued without malice or slander (I Cor. 6:1-8; Eph. 4:31-32)

FBCI is incorporated as Faith School of Theology and is "Doing Business As" Faith Bible College International. Faith School of Theology has been exempted by the State of Maine legislature from oversight by the Maine Department of Education. "Pursuant to the Maine Revised Statutes, Title 20-A, section 10708, subsection 4, this institution is not required to obtain authorization from either the State Board of Education or the Maine State Legislature in order to: (1) use the name "junior college," "college," or "university," (2) offer courses or programs for academic credit, or (3) confer degrees."

FBCI is approved for the Student and Exchange Visitor Program (SEVP) to grant I-20s to international students who meet criteria of the Admissions Committee.

FBCI holds membership with the Evangelical Training Association. This qualifies the college to award the ETA Teaching Diploma to those students who meet the requirements.

Faith Bible College International holds applicant status with the Association for Biblical Higher Education Commission on Accreditation, 5850 T. G. Lee Blvd., Ste. 130, Orlando, FL 32822, 407.207.0808. Applicant status is a pre-membership status granted to those institutions that meet the ABHE Conditions of Eligibility and that possess such qualities as may provide a basis for achieving candidate status within five years.

FACILITIES & GROUNDS



CAMPUS GROUNDS

Situated on more than 40 acres, the campus of FBCI gives students an opportunity to enjoy the beauty of Maine.

The “Fellowship Five-Hundred” allows students to walk the front portion of the campus early in the morning, between classes, after meals, and in the evening. Students can often be found sitting under the large maple trees enjoying a snack or studying.

A large field across the road from the main campus is large enough to accommodate a full-size football or soccer field and is complete with a little league-sized baseball field. Students can enjoy flag football, Wiffle ball, baseball, softball, soccer, and many other activities. The campus also has a tennis court located behind the Chancellor's Home.

CAMPUS FACILITIES

The main buildings of the campus consist of the Institute Building, the Chapel, the Faith Auditorium, and the Tracy Dormitory Building. These buildings are all interconnected making travel within the buildings conveniently possible during inclement weather.

The Higgins Classical Institute Building, named after the original inhabitant of the campus, is the oldest building on campus, constructed in 1901. It has the charm of a historic building, bright and airy with large windows, high tin ceilings, and open spaces, but has been modernized to appeal to students and visitors alike. The Institute is the hub of the academic experience for students, encompassing the classrooms, Bertha

Andrews Memorial library, student lounge, bookstore, music room, game room, along with staff and faculty offices.

Housing is available for single full-time students in the Tracy Dormitory Building. The Dormitory Fee covers the cost of housing for on-campus, full-time students. **There is limited housing** available on campus for married students with or without children. This housing consists of various rental units at different rates.

The Elva P. Valerius Chapel is a beautiful, modern sanctuary accommodating 200 people. Chapel services occur regularly (see Section 4: Chapel Services for more information) and are shared via Livestream through Facebook and YouTube (visit www.faithbci.org for more information). Students have access to the Chapel for times of prayer and worship individually and collectively (see the Student Handbook for more details).

The Faith Auditorium is a multi-purpose space used most often for physical activities like volleyball, basketball, but can easily be converted into a lovely space for banquets and activities held by FBCI during the semesters. The Auditorium has a cardio and heavy weight area for those interested in greater physical fitness.

Tracy Hall, our main dormitory building, is a student's home away from home. The 1st, 2nd, and 3rd floors are where students reside. Each room is furnished with a bed, dresser, desk, shelving, and a closet for each side of the room. Students are typically assigned a dorm roommate and share a community bathroom. Each floor has a communal lounge area with refrigerator, washers, dryers, smart television, comfortable furnishings, and more. Students can prepare additional food while studying or watching television, all while completing a load of laundry.

The lower level of Tracy Hall is home to the Dining Hall and Hooper's Corner Café, known to all as the FBCI Snack Bar. A favorite social place for students, visitors, staff, and faculty, the snack bar offers reasonably priced burgers, fries, sandwiches, and specialty items.

SECTION II: ABOUT ACADEMICS

COLLEGE YEAR CALENDAR

FALL 2023		SPRING 2024	
Virtual Freshman Orientation	Aug 8	Christmas Break	Jan 1-6
Staff Return	Aug 16-18	Staff Return	Jan 5-6
RAs Arrive	Aug 17	Mid-Year Freshmen Arrive	Jan 6
Freshmen Arrive	Aug 19	Mid-Year Freshman Orientation	Jan 6-7
Freshman Orientation	Aug 19-20	Upperclassmen Arrive	Jan 6-7
Upperclassmen Arrive	Aug 19-20	Classes Begin	Jan 8
All Student Orientation	Aug 21	All Student Orientation	Jan 8
Classes Begin	Aug 21	Students Depart	Feb 16
ABHE Team Visit	Sep 4-7	Spring Break	Feb 17-24
Board Meeting	Sep 5	Students Return	Feb 25
IMPACT	Sep 23-Oct 2	IMPACT	Mar 16-25
Canadian Thanksgiving - No Classes	Oct 9	Easter	Mar 31
Revival Services	Oct 13-15	Registration Week	Apr 1-5
Campus Days	Oct 19-21	No Classes	April 4
Registration Week	Oct 30-Nov 3	Campus Days	April 18-20
Students Depart	Nov 17	Classes End	April 26
Thanksgiving Break	Nov 18-25	Finals	Apr 29-May 2
Students Return	Nov 26	Class Night	May 3
Christmas Banquet	Dec 7	Closing Activities	May 1-3
Classes End	Dec 15	Banquet	May 3
Students Depart	Dec 15	Graduation	May 4
Christmas Break	Dec 16-31		
Christmas Day	Dec 25		

ACADEMIC ATTENDANCE POLICIES

ATTENDANCE AT COLLEGE ACTIVITIES

Opening (including orientation) and Closing (including graduation week activities) are an integral part of the training offered at FBCI; therefore, attendance is mandatory. The graduation ceremony officially concludes the spring semester. Students not present for all of Commencement week activities may be penalized, such as, but not limited to, taking a semester off, losing letter grades for the previous semester, etc.

Permission to miss commencement week events due to extraordinary emergencies must come from the Dean of Academic Affairs.

For all questions regarding attendance: please contact the Registrar's office.

CLASS ATTENDANCE

In order for students to get the most out of their education, class attendance is mandatory. Faith BCI does realize that emergencies and sickness may require an occasional absence. Students will be permitted three days of excused absences for the funerals of immediate Family Members. Immediate family is limited to the spouse, parents, stepparents, foster parents, father-in-law, mother-in-law, children, stepchildren, foster children, sons-in-law, daughters-in-law, grandparents, grandchildren, brothers,

sisters, brothers-in-law, sisters-in-law, aunts, uncles, nieces, nephews, and first cousins. First cousin means the child of a parent's sibling, i.e., the child of an aunt or uncle.

Students needing to attend a funeral should connect with the Academic Office.

To make provision for those times when a student is sick or has an emergency, the following maximum absences apply:

- 1 credit course - 2 absences
- 2 credit course - 4 absences
- 3 credit course - 6 absences

5 points will be deducted off the course grade for each absence beyond the above maximum absences.

class

Note: When two or more sessions of a particular class period are scheduled on the same day, two or more absences will be applied accordingly (i.e. two consecutive class periods = two absences).

Students with extenuating circumstances may appeal to the Academic Committee using the Attendance Appeal Form. Please contact the Academic department to access this form if needed.

- **Automatic Withdrawal:** Students missing over 33% of classes are automatically withdrawn from the course.
- **Absences due to school business:** When a student is absent because of school business, which was approved by the appropriate authority at the request of FBCI, the student's attendance records will be adjusted accordingly.
- **Absence records and notification:** Each student is responsible to keep a record of his own absences. Attendance records should be checked regularly for attendance status. Students should not ask a teacher or office personnel to check the attendance records to determine how many cuts they have taken. As a courtesy, the Administration will send warnings to students who reach the total number of allowed absences.
- **Professor Absent:** When an instructor is late or absent, the class president should contact the Registrar or Dean of Academic Affairs for instructions. If unavailable, wait ten minutes before dismissal.

INCLEMENT WEATHER POLICY

Though FBCI students value in-person learning, sometimes inclement weather affects the commute of off-campus students. As such, the college administration may excuse absences for off-campus students if inclement weather is in the forecast and safety becomes an issue. If the student's town or RSU68 cancels public school, or the college administration announces that off-campus students do not need to attend in person due to inclement weather. To receive an excused absence, off-campus students should email

the Registrar before returning to class and note that they could not attend due to weather-related events. Their request will be recorded, and their absences will generally be excused when merited. Students who cannot attend are expected to get class notes from their peers.

VIRTUAL ATTENDANCE

In the **rare** circumstance where students have permission to attend virtually, the following policies apply:

- Students are expected to attend all class periods sitting upright at a desk, looking presentable with their camera on for the entire class.
- Students who are tardy must email their professor **immediately** after joining the class, letting them know they have arrived. Otherwise, they may be marked absent.
- The student is responsible for keeping track of all tardy classes (3 lates = 1 absence).
- Students absent from the class are responsible for obtaining the material missed from their peers.

TARDINESS

Three times tardy to the same course equals one absence. Students must retrieve a late slip from the librarian before arriving to class after the bell has rung. Arriving to class over 10 minutes late, regardless of having a late slip, will result in an absence. Students are expected to stay in class for its entirety and utilize the provided breaks between classes as needed. In the event that a student must leave during class, the student must let the instructor know after class why they were not able to stay in class. Failure to do so may result in an unexcused absence."

CLASS POLICIES

CANCELED CLASSES: A class is not canceled unless an official announcement is made from either the professor or the academic office.

CHAPEL CLASSES: When class (including choir) is being held in the chapel, it should be respected as a classroom.

COURSE ENROLLMENT CHANGE

Within the first week of the semester, a student may add a course to his schedule, with the approval of the Registrar. After the first week, a student may not add a course to his or her schedule. Students can drop a course within the first two weeks without affecting their record.

A student may withdraw from a course at any time during the semester with the approval of the Academic Dean. The assessment of grade is as follows:

- It will be marked VWD (Voluntary Withdrawal) within weeks three through eight.
- After the eighth week, a grade of F is automatic unless extenuating circumstances necessitate such withdrawal.

ACADEMIC FORGIVENESS POLICIES

Grade Forgiveness Policy: If the student fails half or more of his/her core courses in a single semester, the student may appeal to remove the GPA penalty for the core courses from that semester. Please note the following additional stipulations:

- Grade Forgiveness can only be used once.
- The student must wait a full school year before applying for Grade Forgiveness. Meanwhile, the student must retake and pass all failed core courses.
- After retaking the course, the original Failure will be marked as "F*" and will remain on the transcript but will NOT affect the student's GPA.
- The retaken courses must be identical to the originals (use the same course codes).
- Courses retaken through another college do not qualify for Grade Forgiveness.

Circumstance Forgiveness Policy: If the student drops out of a course due to extended illness or an emergency beyond their control and is unable to complete their final project or final exam before the end of the semester, the course will be marked INCOMPLETE and will not factor into the student's GPA.

ACADEMIC HONESTY

Ministers are expected to be Christians that exhibit integrity and are above reproach. Therefore, a high standard of academic honesty is to be agreed upon and upheld. Academic dishonesty may take a number of forms such as the following:

- Using unauthorized aids in tests/examinations
- Looking at another student's test, paper, or work
- Obtaining unauthorized information about a test prior to the test
- Possessing or distributing a test or other assignment material before it is administered
- Copying another person's class work/assignments and/or homework then submitting it as one's own
- Having another person do one's paper, or any other assignment, in whole or in part then submitting the assignment as one's own work
- Cooperating in or assisting in any of the above
- Plagiarism (the submission of work that was done by someone else as if it were their own). Plagiarism consists of the following categories:
 - Use of another's ideas without giving credit
 - Quoting material from published or unpublished works, or oral presentation, without giving proper citation
 - Paraphrasing material, whether published or unpublished, written or oral, without proper citation
 - Cutting and pasting from the internet without proper citation

Students found guilty of academic dishonesty will be subject, but not necessarily limited to the following discipline:

- Receive an "F" for the assignment/course
- Suspension
- Dismissal

ACADEMIC PROBATION

Students must maintain a minimum average of “C” or 2.0 GPA each semester.

When a student falls below the minimum for a semester, he/she is placed on academic probation for the following semester. The Office of Academic Affairs will notify the student of his/her academic status. The College desires that the student endeavor to raise his/her grades to a satisfactory level. For this purpose, the College employs a graduated three-semester plan.

Probation: Tier 1

1. Take College Learning Skills (if they have not done so).
2. Reduce semester credits to 12.
3. Enroll in AMP (Academic Mentoring Program).
4. Meet weekly with an assigned Academic Advisor.
5. Report daily and weekly goals to the assigned academic advisor for the purpose of academic coaching and accountability.
6. See the Student Handbook for additional information on eligibility requirements for student positions.
7. Assigned library time as needed throughout the semester per the recommendation of their academic advisor.
8. Meetings with the Academic department as needed.

Probation: Tier 2

1. Reduce semester credits to 12
2. Enroll in AMP (Academic Mentoring Program)
3. Require 6 hours of weekly library study time
4. Meet weekly with an assigned Academic Advisor.
5. No class absences allowed (absences will only be allowed for sickness with a sick note from the Registrar's Office)
6. Academic counseling, if necessary.
7. See the Student Handbook for additional information on eligibility requirements for student positions.

Probation: Tier 3

1. Reduce semester credits to 12
2. Remain on AMP (Academic Mentoring Program)
3. Require 12 hours of weekly library study time
4. Participate in mandatory study group time (if one is available)
5. Meet weekly with an assigned Academic Advisor.
6. No class absences allowed (absences will only be allowed for sickness with a sick note from the Registrar's Office)
7. Academic counseling, if necessary.

8. See the Student Handbook for additional information on eligibility requirements for student positions.

This three-semester system is not consecutive. For instance, if a student comes off the first semester of academic probation, has a semester not on probation, but then goes back on probation the next semester, that student will pick up where he/she left off in this three-semester progression.

Each student's progress will be assessed at the end of each semester that the student is on probation.

Students on academic probation for three consecutive semesters will automatically be required to take a one-semester suspension from school.

CHANGE OF GRADE

If an error is made in calculating or reporting a grade, the student should immediately present their case to the professor. The student must retain all assignments, quizzes, and exams until final grades have been posted. If warranted, the professor will initiate a grade change with the Registrar. The deadline for a grade change request is six weeks after the close of a semester. The Dean of Academic Affairs must approve a change of grade. Students should check Blackboard for individual assignment/exam grades throughout the semester.

FAILED COURSES

Students who have failed required courses have two options:

- Take the course again at FBCI the next time it is offered. Schedule conflicts may occur causing the student to spend an extra semester or year at FBCI.
- Take the course from an approved college or university. If the student does not finish the course(s) by the next school year, they will automatically be enrolled in the course at FBCI.

Students who fail a course that is mandatory for graduation twice must pass the course at another approved college or university and transfer the credit to FBCI to complete their program.

GRADUATION REQUIREMENTS

To graduate from FBCI a student must:

- demonstrate doctrinal understanding of the beliefs held and taught by FBCI
- demonstrate Christ-like character, which should exemplify integrity, honesty, and morality above reproach (determined by the faculty and Board of Directors)
- be approved for a degree or certificate by the Dean of Academic Affairs
- meet all financial and academic obligations
- have earned a high school diploma or its equivalent
- have completed a minimum of 30 credit hours at FBCI
- have completed the requirements for Ministry Formation*
- maintain a cumulative grade point average of 2.0 or higher
- have met programmatic requirements:
 - Cornerstone Program Completion Requirements:

- The One Year Certificate in Theological Studies: Complete a minimum of 30 credit hours
- Associate Program Graduation Requirements
 - Associate Degree in Theological Studies: Complete a minimum of 60 credit hours
- Bachelor's Program Graduation Requirements
 - Bachelor's Degree in Theological Studies: Complete a minimum of 120 credit hours
 - Graduates are expected to be baptized with the Holy Spirit with evidential tongues (Acts 2:4, 10:44-46, 19:6)

*Refer to the section on Ministry Formation for further details.

HONORS

The following honors are published each semester for academic achievement at FBCI.

- President's List: GPA of 3.5 or higher
- Dean's List: GPA of 3.0 or higher

The following honors are awarded at graduation to Bachelor's Degree students who have completed all of the mentioned graduation requirements for academic achievement at FBCI.

- Valedictorian: The highest CGPA
- Salutatorian: The second-highest CGPA
- Summa Cum Laude: CGPA between 3.9 and 4.0
- Magna Cum Laude: CGPA between 3.7 and 3.89
- Cum Laude: CGPA between 3.5 and 3.69

SYLLABUS POLICIES

COURSE POLICIES AND PROCEDURES

Classroom Etiquette:

All cell phones are to be turned off before class. Any exceptions must be cleared with the professor prior to class. Note-taking devices are allowed in class, but with conditions:

- The only programs allowed are Bible software and note-taking programs (i.e., Microsoft Word).
- The use of computers in the classroom is not a right but a privilege granted by the instructor, which may be revoked if necessary.
- No food is permitted in the classroom unless permitted by the professor. Beverages are permitted as long as they have lids.

Communication and Records:

Students are responsible for checking their FBCI email and Blackbaud accounts regularly regarding announcements, grades, attendance, etc.

Attendance:

Students are expected to attend all class periods. When a student is late, the following policy applies:

- Students who are tardy to class must receive a late slip before entering the classroom.
- The student is responsible for keeping track of all tardy classes (3 lates = 1 absence).
- Students arriving late to class are responsible to inform the teacher after class that they are present. Otherwise, the instructor will mark them absent for the class.
- It is recommended to date notes for each class in case attendance discrepancies should arise.
- Students absent from the class are responsible for obtaining the material missed from their peers.

Assignment and Paper Grading and Submission Policy:

The student is required to submit all assignments that require Turabian as follows:

- **Check the grammar**, both by proofreading and using grammarly.com.
- Submit the paper to the instructor through Blackbaud.

The Instructor will then grade the paper accordingly and update Blackbaud.

Assignments will be graded based on content, grammar, Turabian, and punctuality.

Late Assignment Policy:

- All late papers and projects turned in after the due date will receive an automatic five-point deduction.
- For each twenty-four-hour period that the assignment is not turned in, another five points will be deducted.
- **If the paper is not submitted within one week from the due date and time**, an automatic score of zero (0) will be entered for the grade with no chance of making up the paper.

Extensions:

Extensions for assignments or tests will only be granted for the following four reasons:

- 1) Hospitalization for illness. A doctor's note confirming such is required.
- 2) An extended **serious** illness that prevents a student from attending classes.
- 3) Funerals or family emergencies granted as an approved absence by the Dean of Academic Affairs.
- 4) School-approved activities.

Make-up Exam Policy:

If the student is absent without permission on a day a test or quiz is given, he or she will automatically fail the exam. If the student fails a test or quiz, a make-up will be allowed in accordance with the following guidelines:

- The student must email the instructor to express a desire to retake the test within five days of the date of the original exam (excluding weekends).
- A different test may be administered to the student.
- The highest grade a student can make on a retest is a 70.

Academic Integrity:

We live in a day in which students may need this spelled out clearly.

- Academic integrity is expected of all FBCI students.
- Plagiarism (stealing others' ideas and presenting them as their own) has become a way of life for many as the Internet has proliferated.
- Material, whether published or unpublished, copied from another writer, must be identified by the use of quotation marks and documentation with a specific citation of the source.
- Paraphrased material must likewise be attributed to the original author.
- A student who submits written material as his/her own work, which has been copied in whole or in part from another person's work without proper acknowledgment, is guilty of plagiarism.
- Copying another student's paper, with or without permission, or using his/her ideas with only minimal reworking, is plagiarism.
- Having another person perform an assignment and submitting it as having originated from themselves personally is guilty of plagiarism—which is cheating.
- Any student who submits a plagiarized paper or who permits another person to copy his/her work is subject to either a grade of "zero" for the work or failure and expulsion from the class.

Faculty members will submit all such cases to the Office of the Dean of Academic Affairs.

WITHDRAWAL/LEAVE OF ABSENCE POLICY

Any student who wishes to withdraw fully from Faith Bible College International at any point during the semester or after registration for the next semester should do so in writing with the appropriate form. This form can be obtained from the Academic Department. If a student takes a leave of absence, they must remember that specific courses in the program may have changed or are no longer offered.

Eligibility: The Leave of Absence Policy applies to students who sit out for a semester or need to leave during the semester due to:

1. Extreme or life-threatening medical situations (personal or immediate family member)
2. Compassionate reasons affecting immediate family
3. Financial crisis
4. Reserve military training
5. A need for certain specific classes for graduation that are not offered until a future term (applies to seniors).

To be eligible, students must be in good academic standing. Students on academic probation are not eligible. Students who desire to attend another school, or want to take a semester off, or are gone for reasons other than stated above are not eligible for a leave of absence.

Length of Leave: Typically approved for one semester but may be extended for up to one year in extenuating circumstances.

Applications: May be obtained in the Office of the Registrar.

Student Status and Readmission: Students who are granted a leave of absence will continue to have access to Blackbaud and FBCI email; however, they will not be considered current students. They will not need to apply for readmission through the Admissions Office. However, students who are granted a leave of absence due to personal medical situations will need to submit a supporting letter from their doctor indicating their ability to return as a student. Students are responsible for contacting the Registrar to schedule courses for the next semester and evaluate the needs for successful completion of their program.

RETURNING AFTER WITHDRAWAL OR FORMALLY REQUESTED TIME OFF

Students who have formally withdrawn from school, either by personal choice or an administrative decision, will have to make up any courses with different credit hours or new core classes since the withdrawal.

Students who have formally requested time off or part-time students will not have to make up specific course credit hours to complete their degree; they may substitute other courses to meet the necessary credit hours.

SECTION III: ABOUT FINANCES

FEE STRUCTURE

As a faith-based college with a purpose to graduate students Day 1, Debt-Free, our tuition and dormitory fees are kept to a minimum.

FIRST SEMESTER		SECOND SEMESTER	
Registration (<i>non-refundable</i>)	\$125.00	Registration (<i>non-refundable</i>)	\$125.00
Tuition	\$1,500.00	Tuition	\$1,500.00
Dormitory	\$1,855.00	Dormitory	\$1,855.00
Fall Activity Fee	\$140.00	Spring Activity Fee	\$140.00
Class Dues	\$50.00	Class Dues	\$50.00
Room & Key Deposit (<i>per yr</i>)	\$200.00	Textbooks	\$250.00-\$300.00 ¹
Textbooks	\$250.00-\$300.00 ¹		
TOTAL	\$4,120.00 - 4,170.00*	TOTAL	\$3,920.00 - 3,970.00*
<p>Approximate total cost per yr. \$8,140.00*</p> <p>*Fees listed are for the 2023-2024 academic year. FBCI reserves the right to adjust fees annually at the discretion of the Board of Trustees.</p>			

OTHER FEES	
Application Fee	\$35.00
ID Fee	\$25.00
Banquet Fee	\$30.00
Late Fee	\$75.00 ²
Late Registration Fee	\$75.00 ³
Late Enrollment Fee	\$125.00 ⁴
Late Payment Fee	\$25.00 ⁵
Graduation Fee (as applicable)	\$75.00
<p>¹ Textbook costs vary. Books may be purchased through Christian Book Distributors or independent sources.</p> <p>² A late fee will be applied to accounts of students that do not complete Financial Arrangements prior to the semester deadlines (refer to Financial Assistance Application and Payment Arrangement Expectations)</p> <p>³ For those who register after the designated registration week (refer to the college year calendar).</p> <p>⁴ For those who do not finalize their registration for their courses before arriving on campus.</p> <p>⁵ For those who do not make payments by the payment due date.</p>	

DESCRIPTION OF FEES

ACTIVITY FEE

The Activity Fee each semester covers a Library Learning & Technology fee, an internet Student Government Activities, and a graduation banquet ticket.

CLASS DUES

This is to fund class events, activities, and other projects for the class.

PART-TIME FEES AND AUDIT FEES

The cost per credit hour is \$100.00. Students taking a part-time course load will be billed for tuition based on the number of credit hours they take multiplied by the cost per credit hour. PT students may be billed other fees in addition to tuition.

The cost to audit a course is a \$35.00 application fee and a \$50.00 per credit hour tuition fee. Full-time students who desire to audit a class must request permission from the Dean of Academic Affairs and the professor.

REGISTRATION FEE

The registration fee is \$125 per semester. The Registration Fee is due upon acceptance for new students and during Registration Week for returning students. A late registration fee of \$75 will be applied to the accounts of those students that do not pay during Registration Week.

ROOM & KEY DEPOSIT

If no damage is done to the room and the key is returned, the deposit will be credited to the student's account each year and returned to students at the completion of their time at FBCI. Rooms are subject to inspection.

PAYMENT ARRANGEMENTS

The student has several options for payment: payment in full for a semester or a monthly payment plan for a semester. Once a student is accepted at FBCI, he will receive information regarding setting up his payment plan. If a student fails to comply with setting up arrangements by the deadline, a late fee of \$75 will be applied to his/her account.

PAYMENT ARRANGEMENT EXPECTATIONS

Upon acceptance the student should expect the following payment arrangement procedure

- Payment of Registration Fee - secures the student's enrollment, due upon acceptance.
- Payment of Room & Key Deposit - secures the student's room in the dormitory, due upon receipt of student billing statement.
- Minimum down payment of \$500 due prior to campus arrival (see college year calendar).
- A monthly arrangement if the student is unable to pay in full, due by the 15th of each month.

Returning students should expect the following payment arrangement procedure in the fall semester:

- Payment of Registration Fee - secures the student's enrollment, due Registration Week.
- Payment or Credit (from the previous year) of Room & Key Deposit - secures the student's room in the dormitory, due on receipt of student billing statement.
- Minimum down payment of \$500 due prior to campus arrival (see college year calendar).
- A monthly arrangement if the student is unable to pay in full, due by the 15th of each month.

Returning students should expect the following payment arrangement procedure in the spring semester:

- Payment of Registration Fee - secures the student's enrollment, due Registration Week.
- Minimum down payment of \$250 due prior to campus arrival (see college year calendar).
- A monthly arrangement if the student is unable to pay in full, due by the 15th of each month.

FINANCIAL PAYMENT ARRANGEMENT FORM (FPA)

Each student enrolled at FBCI will be required to complete an initial Financial Payment Arrangement Form along with renewal each semester. The information will document the student's financial intentions. This form is due in August for the fall semester and December for the spring semester. If a student misses the deadline for the FPA, a late fee of \$75 will be applied to the student account. Depending on a student's interest in Financial Assistance, Work-Study, Discounts, & Scholarships, a student will complete a Financial Assistance Application (FAA). The details of Financial Assistance are found in the next section on Student Financial Services.

WITHDRAWALS

If a student, paid in full, leaves FBCI during the first four weeks of the semester, he will receive a 50% refund on his tuition and dormitory fees. No refund will be made thereafter. FBCI reserves the right not to refund/discount students that have not paid in full and withdraw early. This policy does not cover administrative dismissals and is not entitled to refunds of institutional charges.

VETERAN AFFAIRS PRO RATA REFUND

Faith Bible College International will refund the unused portion of prepaid tuition and fees pro rata. The exact proration will be determined by the ratio of the number of days of instruction completed by the student to the total number of instructional days in the course. Any amount more than \$10.00 for an enrollment fee or registration fee will also be prorated. (38 CFR 21.4254(c)(5))

STUDENT FINANCIAL SERVICES

The Office of Student Financial Services exists to help students who need financial assistance to pursue a college education. Financial assistance is available for those who qualify. Most aid is awarded to students based on financial needs. The premise of the financial aid program is that the primary responsibility for meeting college expenses rests with the student. Where appropriate, parents and spouses are considered when determining resources available to meet educational expenses.

The total amount of aid a student is awarded will not exceed the student's cost of attendance.

Financial Aid falls into three categories (1) Discounts, fee reduction applied directly to qualifying student accounts; (2) Scholarships, also referred to as gift aid because it does not need to be paid back; (3) Work-Study, part-time employment, also referred to as self-help aid.

FINANCIAL ASSISTANCE APPLICATION (FAA)

Each student enrolled at FBCI interested in being considered for Financial Aid will be required to complete a Financial Assistance Application each year, along with verification each semester. This application will provide FBCI with information on the student's in determining financial need and eligibility for scholarships, discounts, and Work-Study. This application is due August 1st for the fall semester and December 1st for the spring semester. If a student misses the deadline for the FAA, the administration will determine

if they are still allowed to apply. A late fee of \$75 will be applied to the account of any student that misses the FAA application deadline.

Students Applying for Aid must:

1. Be admitted into a program at Faith Bible College International.
2. Be a full-time student during the semester(s) assistance is requested.
3. Submit a typed essay expressing how financial assistance will help reach academic/ministry goals.
4. Submit current income tax forms for the responsible financial party.
5. Submit a current reference form.

DISCOUNTS

The following discounts are available for students who qualify through the Financial Assistance Application process. FBCI reserves the right to offer discounts and refunds at the college's discretion.

MINISTER'S DISCOUNT

A Dormitory Fee discount is offered to the unmarried children of active, full-time ministers. Each semester, this request should be made in writing by the student to the finance office via the Financial Assistance Application and should include the following:

- Parent name
- Ministry Involved In
- Position Held in Ministry

ALUMNI DISCOUNT

A Dormitory Fee discount is offered to the children of FST/FBCI alumni. Alumni are defined as graduates of FST/FBCI or those who attended for one year or more. Each semester, this request should be made in writing by the student to the finance office via the Financial Assistance Application and should include the following:

- Parent name
- Year(s) of attendance/graduation

SIBLING DISCOUNT

A Dormitory Fee discount is offered to the siblings of the same family enrolled full-time at FBCI. Each semester, the student should make this request in writing to the finance office via the Financial Assistance Application. Each sibling should make the request and include the following:

- Sibling Name
- Sibling Grade Level at FBCI (Freshman, Sophomore, Junior, Senior)

EMPLOYEE DISCOUNT

A Tuition discount is offered to FBCI employees, their spouse, and children. This is a percentage-based discount and varies on certain criteria set by the Finance Committee. Each semester, the student should make this request to the finance office in writing via the Financial Assistance Application.

MARRIED DISCOUNT

A Tuition discount is offered to students who are married and both attend FBCI full-time. Each semester, the student should make this request to the finance office in writing via the Financial Assistance Application. Each student should make the request and include the following:

- Spouse Name
- Spouse Grade Level at FBCI (Freshman, Sophomore, Junior, Senior)

SCHOLARSHIPS

Scholarship candidates should have a minimum GPA of 2.0 unless otherwise specified. Some scholarships are based on demonstrated financial need as determined by the FAA. Other scholarships may be offered at various times based on private contributions. Some scholarships may be awarded by a “luck of the draw.”

CAMPUS DAYS SCHOLARSHIP

Each semester a campus days applicant is awarded a scholarship for attendance to FBCI. The luck of the draw determines these awards. Luck of the draw scholarships are not transferable.

DEPARTMENTAL SCHOLARSHIPS

Academic scholarships are awarded annually to select qualified students within each concentration department at FBCI. The scholarship committee and academic committee evaluate eligible candidates based on merit. Students who have chosen a concentration may apply for Departmental Scholarships through the Financial Assistance Application.

Christian Education Department
Missions Department
Pastoral Theology Department
Worship & Music Department

REVS. BILL & MARCY PIER MEMORIAL SCHOLARSHIP

A memorial scholarship has been set up in honor of Rev. Bill & Rev. Marcy Pier. They devoted their lives to the mission field and winning souls for the Kingdom. They taught at Faith School of Theology for a number of years. They had hearts after God and were role models for many. Their reward in Heaven will be great as they accumulated very little on earth. This scholarship is available to those students pursuing the Missions or Pastoral Theology Concentrations and to International students. Each year, the student should make this request to the finance office in writing via the Financial Assistance Application. This scholarship is awarded annually.

NEED-BASED SCHOLARSHIPS

Need-based scholarships are awarded based on financial need. The number of need-based scholarships awarded varies depending on the availability of scholarship funds and are not guaranteed to be granted annually. Students can apply for need-based scholarships through the Financial Assistance Application.

WORK-STUDY

On-campus employment is available for eligible students through the Work-Study Program. Work-Study is available to eligible students after their first year at FBCI. Work-Study consists of various on-campus jobs including but not limited to, kitchen helpers and dishwashers, janitorial positions, snack bar cooks, maintenance workers, and some office positions. To be eligible for Work-Study a student is required to successfully complete the In-Service requirement of 60 hours of on-campus community service.

The Work-Study Program (WS) is a part-time employment program that helps students with their financial obligations to FBCI and promotes community involvement. It offsets the cost of their education by allowing them to make payments on their account with their earnings. Students are chosen through the Financial Assistance Application process, and they work on campus during the semester. The program is inclusive, and students gain valuable work experience and earn part of their educational expenses. FBCI strives to provide Work-Study positions that complement each student's educational program and offer a positive learning experience.

This handbook provides detailed information and policies for the Work-Study Program. It defines terms and conditions for students and supervisors and emphasizes the importance of compliance with regulations. Non-compliance may result in termination from the program.

The staff of the Finance Office and the Director of the Work-Study Program are committed to providing the student and supervisor with quality services. Questions concerning the Work-Study Program should be directed to:

SECTION IV: ABOUT STUDENT LIFE

PHILOSOPHY & OBJECTIVES

FBCI is a school committed to upholding a family atmosphere while training professional Pentecostal ministers. Student life is a discipleship ministry with Christian staff and faculty, regular chapel services, a standard of conduct, and fellowship that all contribute to this goal. The Student Life Department is responsible for providing each student with leadership and oversight while they are a student at FBCI. Our desire and goal is for students to mature and develop self-discipline which leads to godliness, which is profitable in this life and will reap rewards in eternity. (1 Tim 4:7-8)

STUDENT LIFE & DEVELOPMENT

PURPOSE

The purpose of student life and development is that all students make significant progress in their overall personal growth and maturity, develop genuine Christ-likeness, and gain an abiding understanding of and commitment to their calling and ministry within the body of Christ.

GOAL

The student life and development ministry aspire for all students to achieve a positive level of personal holiness, vitality, and maturation that will provide an enduring foundation for an effective and fulfilling life and ministry.

OBJECTIVES

To achieve the goals of student life and development, this ministry includes the following objectives:

- A. To provide a vibrant spiritual atmosphere on campus that is consistent with the authority of Scripture, reflects the character of Christ, and is catalytic for personal spiritual formation and maturity.
- B. To develop among all students and staff a sense of family that fosters campus camaraderie, a sense of belonging, and personal connectedness.
- C. To promote the development of Christ-centered relationships in the context of the Christian community by providing appropriate activities that both model and nourish relational development.
- D. To nurture Christ-centered relationships by offering appropriate instruction and counsel regarding mutual respect, integrity, sexuality, marriage, positive attitudes, personal responsibility, healthy interpersonal communication and relationship skills.
- E. To assist students in the development of personal disciplines that contribute to an exemplary lifestyle, honorable character, holy relationships, and life-long learning.
- F. To motivate students to develop healthy lifestyles and to take proactive responsibility in the maintenance of their overall physical, mental and spiritual health and well-being through appropriate programs, instruction, and resources.

- G. To facilitate the development of student leadership through various opportunities and experiences on campus, in local churches, and during IMPACT.
- H. To cultivate a more clearly discerned sense of God's call upon their life and a growing commitment to a life of ministry and service.

STUDENT LIFE DEPARTMENT PERSONNEL

Director of Student Life

Mrs. MaryAnn Pimentel

Provides oversight to the Student Life Department: residence life, spiritual life, leadership development, counseling and health services, Student Government Association, orientation, and student discipline. The Director of Student Life is accountable to the FBCI President.

Dean of Men

Dr. Michael Richard

Assistant Dean of Men

Mr. Josue Calvo Arroyo

Dean of Women

Mrs. MaryAnn Pimentel

Assistant Dean of Women

Miss Elizabeth Siciliano

Provides oversight to Resident Assistants as well as hold Split-Chapel once a month - a time devoted to teaching, addressing issues related to their respective gender, and praying. The Deans help cultivate godly character in the life of every learner while helping to ensure the college norms are adhered to. Deans are also available to mentor students in areas of targeted support.

Resident Assistants: At least 2 Male and 2 Female RA's are assigned to their respective genders each school year. They are available 24/7 to help students as needed. RA's are servant-leaders that offer peer support to students on their respective dorms while also encouraging them to embrace the norms of the culture at FBCI. RA's are directly accountable to their respective Deans.

Director of Ministry

Dr. Michael Richard

Provides oversight to all areas of Ministry Formation, IMPACT, weekend ministry, and in-service. The Director of Ministry also handles ministry placement and internship opportunities.

Director of Mentoring

Dr. Michael Richard

Provides oversight to all areas of the mentor program.

Mentors: Each student is assigned to a member of the staff or faculty who will serve as a mentor. Mentors offer real-life experience and insight into the life of every student while covering a specific topic each semester that aids in the growth process.

Campus Pastor

President Matthew Ward

Provides oversight to chapel services and spiritual growth opportunities.

Campus Chaplain

Dr. Jeffrey Bell

A campus chaplain is available for all students, staff, and faculty to aid in spiritual insight, wisdom, guidance, and prayer. The campus chaplain provides oversight to corporate prayers and chapel services when the campus pastor is not available.

Student Government Association & Campus Activities Mrs. Julia Kelley

The SGA is the liaison between students and administration. Through the SGA Students have the opportunity to submit proposals for policy change. Social life is enhanced through periodic events planned and implemented by this group. Student Government Association officers and representatives are elected annually by the classes. The SGA President is accountable to the Director of Student Life in order to make sure the SGA is run efficiently.

Many activities take place on campus and students are encouraged to lead and/or participate in these activities. In order to ensure activities are well-planned out and seen as an opportunity for leadership development, a Campus Activities Handbook is available to students.

Student Life Committee: The purpose of the SLC is to collectively make decisions concerning the departments within the Student Life Department. The committee is composed of the Student Life Director (Chair), Dean of Men, Dean of Women, Campus Chaplain, SGA Representative, and the Student Body President.

Hospitality Team: Hospitality teams are chosen monthly for chapel services and other special events. Their responsibilities include greeting chapel attendees, taking offerings, and helping out as needed during chapel services and other events.

CAMPUS LIFE

To BRING

On-campus students will need the following:

- Two sets of single sheets and pillowcases
- A pillow
- One twin-size mattress pad
- One or two blankets and one bedspread
- Towels & washcloths
- A hamper or washable laundry bag or basket
- Slippers & Bathrobe (knee-length or longer)
- A wastebasket
- Bedside rug optional
- One pair of curtains (window approximately 50"W x 45"L) Some rooms have two windows.
- One pair of curtains or shower curtain for closet (closet approximately 30"W x 77"L)
- Laundry detergent
- Cleaning supplies: dusting polish, window cleaner, floor cleaner
- Cleaning equipment: broom, dustpan, mop, bucket, paper towels, cleaning cloths
- Driver's license, state ID, or passport for identification purposes
- Proof of auto insurance and registration (if bringing a vehicle)

What not to bring

- Elaborate Stereo Systems

- Televisions larger than 32"
- Mini-fridges (a community refrigerator is in each dorm lounge)
- Microwaves (a community microwave is in each dorm lounge)
- Large Furniture Items (space is not conducive for couches, large chairs, large bookshelves, etc.)
- Electric Heaters/electric mattress pads or blankets

All students should consider purchasing the following for their classes:

- Bible
- Notebooks (spiral or three-ring binders with filler paper)
- Pens, pencils, and highlighters
- Index cards for studying/memorization of Scriptures
- Briefcase, attaché, or backpack
- Laptop computer or tablet

Past and present students enjoy these items. None are required, but you might find this list helpful!

- Passport (required to cross the border into Canada)
- Snacks
- Under bed storage unit
- Shoe organizer
- Wall or desk calendar
- Small desk lamp (no higher than 60-watt bulb)
- Camera or phone
- Ice skates (winter)
- Tennis racket

The following dorm room furniture is provided:

- Single Bed
- Dresser
- Desk and Chair
- Shelving for Books
- A closet

ORIENTATION

Orientation helps integrate students into the culture of FBCI while aiming to see them succeed in the transitions that come with college life. Freshmen will complete the orientation process before classes begin. The orientation process consists of virtual and in-person sessions. It explains the spiritual and educational objectives of Faith, outlines the academic program, and provides instruction on school procedures, norms, and campus life. Mid-year freshmen will complete the orientation with the next freshman class. All students will attend an orientation session at the beginning of each semester.

RESOURCE GUIDE

<u>If You Need:</u>	<u>See...</u>
Furniture	Facilities Director
Tools/materials for Work-Study, or to miss or reschedule Work-Study	Your Work-Study Supervisor
Something fixed	Submit maintenance requests through Upkeep on the Website
To register vehicle w/Faith	Receptionist
To reclaim personal items found	Bookstore
Information regarding social norms	Dean of Men/Women
To stay at FBCI during vacation	Director of Student Life
To be away overnight (weeknight)	Your Respective Dean
To be away overnight (weekend)	Signout sheet on dorm
Special guidance	Your Respective Dean or Campus Pastor
Help with my studies	Dean of Academic Affairs/Registrar
Information about Ministry Formation	Director of Ministry
Permission for overnight visitors	Director of Student Life
Work-Study application/interview, other Work-Study related issues	Director of Work-Study

CHAPEL SERVICES, CORPORATE PRAYERS, AND EVENTS

Chapel services, Corporate Prayers, and events are an integral part of the FBCI experience. Each student is encouraged to attend with an attitude of expectancy as they look to the Lord for direction in their lives. Students who are enrolled full-time or taking nine or more credit hours as part-time students are required to attend all chapels, corporate prayers, special services, and events (excluding split chapel for part time students). Students will be given advance notice through the school year calendar for all events and should plan accordingly. All events on the FBCI calendar are mandatory for full time students and part-time students taking 9 or more credits, unless otherwise stated. Students are expected to stay for the entirety of mandatory events (Chapels, Corporate Prayers etc.), failure to do so will result in an unexcused absence.

Monday Split Chapel (once a month)

Men and women spend time with their respective Deans. This time is devoted to teaching, addressing issues related to their respective gender, and praying with one another.

Tuesday and Thursday Chapel

These chapel services consist of praise and worship, preaching, and valuable time spent around the altar. Special speakers present challenging messages and expose students to the various needs and ministries that exist today. Speakers include pastors, traveling evangelists, missionaries, and school faculty.

Corporate Prayer (Monday/Wednesday/Friday)

Corporate Prayer is a time where the student body will come together during the day to pray for 15 minutes about various topics or needs. Corporate Prayers are organized by the Campus Chaplain.

Friday Chapels

Scheduled once a month, Friday Chapels are held in the morning or the evening depending on the school's schedule. These chapels are set up similar to our weekday chapels, however, there is usually a heightened expectancy in these powerful services.

Special Services

Occasionally there will be Chapel services for multiple consecutive nights or all-day conference events. Advance notice will be given for these events and all full-time students should make plans to attend.

Campus Days

Each fall and spring, a three-day Campus Days weekend allows prospective students to experience campus life at FBCI for themselves. This event is a highlight for both guests and students. The Student Government Association members and students help to make this a dynamic experience for each guest. They help facilitate the activities and accommodate the guests in their dorm rooms.

Campus Days include two evening chapels and many events. All full-time students are required to attend Campus Day's chapels. All students are encouraged to attend the various events that are included in the Campus Days Weekend.

GUESTS

All guests must sign in with the receptionist during business hours, Monday - Friday 8-5 or with the RA's after office hours. Guests must sign out before leaving and return their lanyard to the designated area.

Guests must be off the Dorm by quiet time which is 10PM every night.

Guests must be off campus by curfew which is at 12AM (midnight) every night except for Fridays when curfew is extended to 1AM.

Students bear responsibility for advising their guests of the norms of the college and these norms should be upheld by those who are visiting the campus. Minors are not permitted in the dorm without parental supervision.

OFF-CAMPUS STUDENTS

All full-time students must attend all mandatory prayer events, regardless whether they are on-campus or off-campus. Off-campus students can use the library, student lounge, and gymnasium and eat meals in the Dining Hall. Off-campus students should only be in the dormitories if they accompany an on-campus student.

SECURITY

ALARMS/DETECTORS/EXTINGUISHERS: Touching or tampering with these items is a serious offense.

CARD-CODED DOORS: All students receive a card to access doors on campus upon enrollment at FBCI and pay their key deposit. Cards are returned at the end of the year. Students should not tamper with or prop open card-coded doors. Particular doors may be propped open by authorized staff members on move-in and move-out days.

EXPLOSIVES/FIREWORKS/FIREARMS: Use or storage of such items on campus is prohibited.

FIRE DOORS: These doors should not be propped open.

FIRE DRILLS: When the alarm sounds, everyone (staff, faculty, students, visitors, and even those in sick room) must evacuate every building immediately and report to the designated locations. Guidelines for the fire drill procedure will be covered in orientation and must be adhered to.

SECURITY CAMERAS: As an added security measure, video surveillance monitors activity on the FBCI campus.

CONDUCT AND DISCIPLINE

CODE OF CONDUCT

In a changeable world, FBCI believes in the unchanging Word of God as the basis for Christian behavior. The aim is to develop personal holiness that glorifies God. A disciplined lifestyle does not include dishonesty, immorality, cheating, stealing, and immoral sexual activities. This also includes abstaining from practices such as gambling, pornography, provocative dancing, and the use of substances (tobacco products, cannabis, alcoholic beverages, or non-medicinal drugs).

Students are encouraged to report emergencies or behavior that is dangerous, habitual, or morally questionable to the Deans or RA's.

Christian conduct should also be shown with social media. Students will be held responsible for the information and photos they post on a social networking site.

The RAs, Deans, Assistant Deans, Mentors and the Student Life Disciplinary Committee will serve to promote and help students uphold FBCI's standards of conduct.

For All Students:

DISCIPLINARY GUIDELINES

God places authorities over all of us. Whether it is the government, a parent, a pastor, or an institution, we should recognize authority as such and willingly submit to the leaders in our lives. The Student Life Department is responsible for providing each student with leadership and oversight while they are a student at FBCI. We aim for students to mature and develop self-discipline, which leads to godliness, is profitable in this life, and will reap the rewards in eternity (1 Tim 4:7b-8).

The purpose of these Disciplinary Guidelines and social conduct accountability at FBCI is to facilitate maximum Christian character development. Our goal is to nurture a spiritual atmosphere on campus that is most conducive to Christian growth and maturation. This strategy is designed to help each student assume increasing responsibility for his/her life as a maturing Christian and developing spiritual leader. We believe character transformation takes place within FBCI's Christian community. Our goal is to urge each other towards our highest potential through God's grace. In that context, disciplinary guidelines and actions are designed to be redemptive and transformational through the internalization of self-management principles, not just punitive or conformity to external demands. **Becoming a self-disciplined man or woman of God is seen by FBCI as an essential part of ministry preparation and these guidelines lay at the foundation of that process.**

Please note, any student conduct deemed as criminal activity involving minors will be dealt with in a zero-tolerance manner.

Levels of Violations The following three sections identify different levels of violation of the campus code of conduct. Based on the level of offense, disciplinary actions will be applied as described following this list. **Any incidents that are not specifically listed will be assigned to a level A, B, or C at the discretion of the Student Life Department.** Cited links are provided for convenience but are not limited to the linked information, as violations may be described in multiple sections of the student handbook. Students should read the entire handbook thoroughly.

Level A Violations - Mostly minor issues that offend or disrupt community life.

1. Excessive noise in the residence
 - a. [pg 42 - Curfews](#)
2. Curfew violation
 - a. [pg 42 - Curfews](#)

3. Dress code violation
 - a. [pg 39 - Dress Code](#)
4. Unauthorized furniture removal or rearranging
 - a. [pg 45 - Decorating/Rearranging Rooms](#)
5. Having overnight guests without permission
 - a. [pg 32 - Guests](#)
6. Unsatisfactory room check (1 Dean check, 2 or more RA checks)
 - a. [pg 46 - Room Cleaning Policy](#)
7. Water-fights in buildings
8. Pets in residence hall
 - a. [pg 46 - Pets](#)
9. Improper public display of affection (PDA)
 - a. [pg 47 - Public Displays of Affection](#)
10. Moving or removing signage without permission
11. Letting someone in after hours
12. Having a guest past quiet time on dorm (10pm)
 - a. [pg 32 - Guests](#)
13. Entering another person's room without permission (door unlocked)
14. Use of restricted equipment in Gymnasium
 - a. [pg 50 - Gymnasium](#)
15. Failure to sign-out overnight absences from the dorm
 - a. [pg 43 - Leaving Campus Overnight](#)
16. Cursing or use of profane language or other obscenities
 - a. [pg 33 - Code of Conduct](#)

Level B Violations - More willful actions that are offensive or may create a safety issue.

1. Use of unauthorized appliances/ in residence halls
 - a. [pg 43 - Lounges](#)
 - b. [pg 45 - Electrical Devices](#)
2. Willful property damage
3. Entering another's room without permission (door locked)
4. Offensive materials in dorm room (inappropriate posters, literature, media etc.)
 - a. [pg 42 - Video Games/Movies/Music/Entertainment](#)
5. Inappropriate music or media
 - a. [pg 42 - Video Games/Movies/Music/Entertainment](#)
6. Fighting
7. Misuse of a motor vehicle
 - a. [pg 42 - Speed Limit](#)

Level C Violations - Actions that are considered in our community immoral, illegal, dangerous, or highly offensive.

1. Intentional and repeated disobedience of those in authority evidencing a spirit of rebellion
2. Possession or use of tobacco, vaping or cannabis products

- a. [pg 33 - Code of Conduct](#)
3. Possession or use of illegal drugs and misuse of prescription drugs
 - a. [pg 33 - Code of Conduct](#)
4. Possession of or drinking alcoholic beverages
 - a. [pg 33 - Code of Conduct](#)
5. Possession or use of any pornographic media or material
 - a. [pg 33 - Code of Conduct](#)
 - b. [pg 7 - Human Sexuality](#)
6. Theft
 - a. [pg 33 - Code of Conduct](#)
7. Criminal offense
8. Immoral sexual activity (based on Scriptural prohibitions – all fornication, adultery, and homosexual practices)
 - a. [pg 33 - Code of Conduct](#)
 - b. [pg 7 - Human Sexuality](#)
9. Gambling - wagering of money or merchandise through lottery, internet gambling, or other games of chance
 - a. [pg 33 - Code of Conduct](#)
10. Occult practices - Ouija boards, tarot cards, or use of spiritual charms
11. Hazing - Annoying any student by playing abusive or ridiculous tricks upon a student to frighten, scold, harass, or to subject a student to personal indignity
12. Improper use of fire equipment
 - a. [pg 33 - Alarms/Detectors/Extinguishers](#)
13. Threatening/endangering the welfare of others
14. Lying/dishonesty/cheating
15. Having an unexcused Chapel or Corporate prayers absence
 - a. [pg 58 - Campus Prayers and Chapel Attendance](#)
16. Malicious property damage
17. Endangering people with motor vehicle
18. Unmarried students participating in co-ed sleeping arrangements

Disciplinary Actions

Level A Violations

1. First Offense: A verbal warning from a Resident Assistant, Dean, Mentor or other staff member intended to provide an opportunity to amend behavior.
2. Second Offense: A written or verbal warning from the Dean regarding the unacceptable behavior. Such a warning may be placed in the student's character file.
3. Third Offense: Meet with the Dean and/or Student life Director to discuss the repeated offense(s) and determine the level of restriction which may exclude a student from certain privileges and from participation in certain events. A student will be required to commit to an accountability program with the Student Life Director or some other approved member of the College.
4. Fourth Offense: Reviewed by the Student Life Disciplinary Committee to be treated as a Level C Violation.

Level B Violations

1. First Offense: Meet with the Dean, and/or Student Life Director to discuss the offense and determine the level of restriction which may exclude the student from certain privileges and participation in certain events.
2. Second Offense: Meet with the Student Life Director to discuss the repeated offense and determine the disciplinary probation. A student will be required to commit to an accountability program with the Student Life Director or some other approved member of the College.
3. Third Offense: Reviewed by the Student Life Disciplinary Committee to be treated as a Level C violation.

Level C Violations

1. First Offense:
 - a. Meet with the Dean, Student Life Director, and/or representatives of the Student Life Disciplinary Committee
 - b. Discipline may include campus restrictions, social probation, or suspension.
 - c. The Student will be required to commit to an accountability program.
 - d. An Incident Report including disciplinary actions taken may be sent to the parents of dependent students.
 - e. Certain Level C violations will result in dismissal.
 - f. Some offenses may initiate legal action.
2. Second Offense:
 - a. Meet with representatives of the Student Life Disciplinary Committee, and/or the President.
 - b. Discipline - Suspension or dismissal.
 - c. An Incident Report will be put in the student's permanent record and where appropriate, may be shared with ministerial fellowships.

Definitions of Disciplinary Actions

Campus Restrictions: The student is restricted to campus or certain areas of campus (*ie: dorm room, classroom, cafeteria, and chapel only*) and may only leave with the permission of the Dean or the Student Life Director and is denied certain privileges as directed by the Dean or the Student Life Director. These privileges may include visits to lounge areas, social events, and college activities.

Restitution/Fine: The student is required to make reimbursement for damage to or misappropriation of property and/or funds. This may take the form of appropriate service or repair or otherwise compensate for damages. The process of restitution shall be specified in writing. The student may receive a fine for certain violations that will be applied to their school bill.

Social Probation: A student on social probation will be restricted from certain activities, relationships, or other privileges in order to ensure proper accountability and the rebuilding of trust when the campus code of conduct has been violated. This student is also ineligible to participate in activities in which he or she would represent the College or serve in a leadership role which may include the loss of Student Leadership participation.

Suspension: A temporary exclusion of a student from the College, activities, and all campus facilities. A student may return without formally requesting re-admission at the end of the stated period. The suspension may be followed by a period of social probation. Students are subject to the review of the Student Life Disciplinary Committee. The duration and conditions of the suspension shall be specified in writing and written notification may be sent to the parents of dependent students.

Dismissal: The student's enrollment is terminated from the College for an indefinite period of time. All suspension restrictions are applicable. The duration and conditions of this period will be specified in writing and re-admission will be at the discretion of the proper college officials. Such action shall be noted on the student's permanent record as "dismissed for non-academic reasons" and written notification may be sent to the parents of dependent students.

Student Disciplinary Appeals Process

Students have the right to appeal major disciplinary actions taken by the Director of Student Life, the Deans, or the FBCI Discipline Committee. Appeals will be heard by the Disciplinary Appeal Committee, which will be comprised of two student leaders, two faculty members, a faculty member of the students' choice, the Dean of Men and Dean of Women, and chaired by the Student Life Director. Appeals are to be made in writing, to the Director of Student Life within 48 hours of the original decision. The written appeal shall consist of a statement of detailed facts which make the appeal necessary.

Upon receiving the appeal, Director of Student Life will:

1. Assemble the Disciplinary Appeal Committee (DAC) which will meet with the student at the earliest possible time after the appeal has been requested.
2. Advise the DAC of the rationale for the original disciplinary decision.
3. Provide the student's written statement to the DAC.
4. The decision on the appeal will be rendered within two working days of the appeal and considered final.

A detailed explanation of the appeal process will be given to the student prior to his or her involvement. Only one appeal will be heard on a single disciplinary case.

Student Life Disciplinary Committee

The purpose of the SLDC is to give general counsel and direction to students who have demonstrated a lack of adequate progress and overall development. Students who have shown evidence of chronic problems affecting behavior, attitudes, academic performance, personal relationships, character, self-discipline, or other issues related to ministerial preparation will meet with this committee. The committee comprises the Student Life Director (chair), respective Dean, Campus Chaplin, and any other member or members of the Administration. Their counsel may include disciplinary measures, but all actions are aimed at motivating and encouraging students toward holistic development and excellent preparation for a life of ministerial service.

DRESS CODE

If at any time you are unsure of an outfit, please consult your RA or Dean; they will determine what is acceptable and within the dress code or not. If you attend class or chapel inappropriately dressed or with an unacceptable appearance, you may be asked to go back to your dorm and change.

We also ask that spouses and families of students follow the Dress Code when attending Chapel and other FBCI functions.

FBCI dress code is written to stress an appearance that reflects a decent and modest Christian community. With this in mind, the following lists of attire are a guideline for Men and Women when attending classes, chapels, and corporate prayers.

MEN'S DRESS CODE

Class and Chapel Attire

1. Any collared shirt, sweater, T-shirt, or sweatshirt (with appropriate graphics)
2. Dress pants, jeans, or track pants
 - a. No tight fitting pants
 - b. Pants must be fitted at the waist
 - c. Shorts are NOT permitted during classes, chapels or corporate prayers

Platform Attire/Outside Ministry

Business Casual- (All dress code rules apply from class and chapel)

1. Dress pants or nice jeans
2. Button-down shirt or nice sweater
3. Appropriate shoes

Other

- Men should have at least one suit for special occasions
- No Slippers or Pajamas are permitted off dorm

WOMEN'S DRESS CODE

Class and Chapel Attire

1. Blouses, sweaters, T-shirts, and sweatshirts (with appropriate graphics)
 - a. No form-fitting or low necklines
 - b. Tops should completely conceal midriffs and bra straps
 - c. Sleeveless tops are permitted when fitted closely to the arm
 - d. No spaghetti straps
2. Modest pants, capri pants, cropped pants, skirts that reach mid-thigh, and jeans
 - a. No tight-fitting pants or yoga pants
 - b. Jegging and leggings are permitted with a skirt or shirt that reaches mid-thigh
 - c. Shorts are NOT permitted during class, chapel, or corporate prayers
3. Modest dresses that reach mid-thigh, are not form-fitting or have a low-cut neckline

Platform/Outside Ministry Attire:

Business casual - (All dress code rules from class and chapel apply)

1. Modest dress or skirt or dress pants or nice jeans
2. Blouse or nice sweater
3. Appropriate shoes

Other

- Women should have at least one modest, dressy outfit for special occasions.
- No Slippers or Pajamas are permitted off dorm.

EMERGENCY MEDICAL GUIDELINES

STATEMENT FOR MEDICAL NEEDS

FBCI does not provide healthcare services on campus. However, health facilities are within a reasonable distance of the college (see medical references in the references section). RAs and Staff members are available to help with minor first-aid needs and can assist the students in getting medical help for issues that may require more attention. First-aid kits are located in both men's and women's dorms, in the gym, cafeteria, snack bar, and reception area.

In the event of an emergency where a student has to call 911, an RA should be notified immediately so they can assist with the situation as needed. The RA will also notify administration of the situation. Please note the student is responsible for all emergency calls and any cost involved in using emergency services.

STATEMENT FOR COUNSELING NEEDS

Student's Spiritual, Mental, and Emotional health is of great importance to the administration of Faith Bible College International. On campus, we offer guidance and encouragement from Resident Assistants, Mentors, Deans, and a Campus Pastor. Faculty and staff are available to pray with and assist students as well.

Should trained Christian counseling be needed, FBCI offers personal referrals to local Christian counseling services.

EMPLOYMENT

Students may hold off-campus employment if their work schedule does not interfere with school activities.

VEHICLES

Students are permitted to bring their vehicles to FBCI, considering the following guidelines are adhered to.

INSURANCE/REGISTRATION

Students must have vehicle insurance with the minimum liability limits of the state in which the car is registered.

All vehicles must be registered with the state in which the owner lives.

Students who have an uninsured car (not required by the state in which they live) are not permitted to use their vehicle for school-related activities (IMPACT, Weekend Ministry, etc...) and need to inform any students riding with them for personal use that they do not have insurance.

The vehicle must be registered with the school by supplying the following through the form that is provided

- Copy of state registration
- Proof of insurance
- Valid driver's license

Students must immediately supply any updated information with FBCI.

LOANING/BORROWING VEHICLES

Because the vehicle owner may be liable for losses if an accident occurs, the administration strongly recommends that students not loan out their vehicles.

PARKING

Due to the high volume of cars on campus, it is pertinent that students, staff, and faculty all park in the proper location.

- On-campus Freshman must park in the parking lot behind Jericho. Sophomores, Juniors, and Seniors must park in the back parking lot behind Tracy Hall. The front of Tracy Hall is considered a no-parking zone.
- Off-campus students must park in the Institute parking lot when coming during business hours (8-5). After business hours, off-campus students can park in the back parking lot of Tracy Hall or behind Jericho.
- Students, families, and staff living at Jericho should park in their provided parking as directed by the facilities director.
- Staff and faculty should either park in the Institute parking lot or the designated area in the back parking lot of Tracy Hall.

- Anyone parking in spots reserved for handicapped parking must have a plate or sticker displayed.
- **Students will be charged a \$25 fine for not parking in the proper location.**

Your attention to these details is appreciated!

SNOW REMOVAL

During the winter, parking lots will be regularly plowed by facilities staff. When snow is removed, students will be notified to move their cars to the institute parking lot. Failure to do so will result in a \$25 fine. Additionally, leaving cars overnight in the institute parking lot will also result in a \$25 fine.

Notifications for snow removal are sent through the FBCI app and student email. Students are encouraged to activate notifications for these applications during the winter season to avoid any fines.

SPEED LIMIT

Ten mph is the campus speed limit and is posted as such. Stop signs are on campus for a reason and should be adhered to by all who drive on campus. Reckless driving is prohibited and students should exercise caution when driving on campus.

VIDEO GAMES/MOVIES/MUSIC/ENTERTAINMENT

In keeping with our desire to glorify God in all we do, students are asked to use discretion in video games, movies, music, and other entertainment areas. It may be helpful to vet your entertainment choices using a site like www.pluggedin.com or www.IMDB.com. Since it can be challenging to establish a norm, based strictly on the MPAA, ERSB, and other rating systems, the following content should be avoided:

- Occultic themes
- Sexuality
- Vulgarity

To promote balanced time management skills and an environment conducive to learning, the school encourages all students to exercise wisdom and appropriately limit all forms of media/entertainment throughout the week.

When playing music out loud via a device, consideration should be given to those in the area. The volume should be at a reasonable level so as not to disturb those who may be outside the room. This school norm pertains to the entire campus, especially the dorms. Because the style and preference of music vary, headphones and earbuds may be used around campus; however, they are not used in classes and chapel services.

DORMITORY LIFE

CURFEWS

On-campus students must adhere to a curfew of 12:00 AM every night, except for Friday evening, when the curfew is extended to 1:00 AM.

All curfews remain in effect until 5:00 AM the next day. If a student needs to leave before 5:00 AM, they should be informing the RA's the night before, as well as signing out of the dorm when they leave.

Please note that in the dorm, a quiet time is in place from 10:00pm until 6:00am, and consideration should be given to those around you who may be sleeping during that time. There should also be no guests in the dorm during these times. No laundry or cooking should take place after curfew.

Students who cannot return to campus by dorm curfew due to unforeseen circumstances (inclement weather, car trouble, etc.) should contact their respective RAs.

LEAVING CAMPUS OVERNIGHT

Permission is unnecessary to leave campus overnight on the weekends; however, the student must still notify the RA by signing out. Students can sign out on the provided dormitory sign-out sheet. Students must also sign out if they are going to be off dorm past curfew for any approved reason (prayer in chapel, Work-Study, etc.)

Sunday through Thursday nights, students must have permission from their respective dean to sign out of the dorm overnight. Unmarried student couples must not sign out of the dorm overnight during the same 24-hour period without permission from the Director of Student Life. The couple must explain their strategy for accountability while off-campus and request permission at least one day prior to the requested sign-out date(s).

PRAYER IN CHAPEL AFTER CURFEW

Students are permitted to pray in the campus chapel on assigned nights. Women are permitted to go to the chapel on odd-numbered calendar days. Men are permitted to go to the chapel on even-numbered calendar days. Students must sign out of the dorm when going to the chapel to pray after curfew. Failure to do so will be considered a curfew violation.

- Students should always refer to the calendar date before midnight to determine the appropriate prayer night.
- Example: If a student wants to sign out of dorm to pray in the chapel at 3:00AM on April 26th, it would be considered an odd night since the previous day was the 25th (Women's prayer night).

DORM MEETINGS

Dorm meetings may occur on an as-needed basis to communicate important information, as well as provide opportunities for building community among residents of individual floors. The Resident Assistant or Dean generally leads the dorm meetings. Please keep in mind, dorm meetings are mandatory for on-campus students.

LOUNGES

Limited cooking may be done in the shared dormitory lounges. Refrigerators, microwaves, and coffee pots are provided in each dorm.

- The use of small appliances (toaster oven, induction burner, sandwich maker, blender, etc.) are permitted for use in the lounge areas only, however, they should be stored in the student's room when not in use.
- The use of electric skillets, hotplates, or cooking with grease or oils is **not** permitted in dorm. (This excludes Air Frying)
- In case an appliance is not described in the guidelines or if a student is uncertain about its permissibility, they should reach out to the facilities director to obtain permission.

LAUNDRY FACILITIES: Coin-operated laundry machines are located in men's and women's dormitories. Students will need to provide their detergent/supplies. The towns of Corinth and Dover-Foxcroft also have Public laundromats.

IRONING: Irons and Ironing boards are provided on both men's and women's dorm. As a safety precaution, ironing is not permitted in dorm rooms. Ironing is permitted in dorm bathrooms or lounges.

VACATIONS

There are three vacations (not including summer). They are Thanksgiving, Christmas (between semesters), and Spring Break (see calendar in "Reference Guide" of this Handbook for exact dates). Students must return to campus on the final day of vacation by dorm curfew.

All breaks are clearly spelled out on the College Year Calendar. We delight that students want to stay here rather than go home, but unfortunately, we are not set up to have students staying on campus during school breaks. Please plan to leave by 5:00 pm and arrive no earlier than 8:00 am on arrival and departure dates.

If extenuating circumstances arise, early arrival/late departures are allowed; however, there can be a charge of \$40 per night, depending upon the occasion. The \$40 must be paid upfront to the bookkeeper before you can stay in the dorm. Please note early arrival/late departures are not acceptable for matters of convenience but only in the case of extenuating circumstances. Students will need permission from the Student Life Director.

DORMITORY ROOMS

Rooms should be respected and kept neat at all times. A cleaning checklist is provided on each dorm bulletin board. Personal trash cans should be emptied directly into the dumpster and not in the lounge or bathroom trash cans.

BREAKS: Before a student leaves for break, they need to ensure that their room is in good order (bed made, clutter-free, clothes put away, trash emptied, and dishes done) and their window is shut and locked. It is strongly recommended that students unplug their electrical devices in case there is a power surge. FBCI will not be held responsible for

items damaged over a break. RA's will check rooms before students leave to ensure these things are in order.

DECORATING/REARRANGING ROOMS: Each side of the dorm room is furnished with a single or bunk bed, dresser, desk, desk chair, and bookshelf. These items must be taken care of and in the room at the end of the semester in order to pass inspection. If a student's dorm room does not pass inspection, a fee will be applied to their school account.

Dorm furnishings are not to be moved from rooms without the Director of Facilities permission and the following should be noted about the furniture that is provided for you.

- If you rearrange your room there must still be a clear path to the door
- Students are not permitted to take bunk beds apart
- All furniture should be a minimum of two feet away from the heat register
- Beds cannot be head to head, or pushed together side to side

Each dorm room has screws for hanging pictures, etc. Do not use additional screws, nails, or other materials on the walls. Adhesives may be used, such as 3M & sticky tac. Candles and incense with open flame are not allowed.

ELECTRICAL DEVICES: Due to electrical hazards, mini-refrigerators, and electric heaters are prohibited. This includes but is not limited to heated blankets, heated mattress pads, heating pads, etc. The temporary use of heating pads is permitted for those with medical issues.

ELECTRICITY CONSERVATION: We encourage electricity conservation when rooms are not in use.

HEAT CONSERVATION: If the heat is on, windows may be opened only when the room is occupied, and the door is shut.

LIABILITY STATEMENT: Faith Bible College International is not liable for the loss of money or personal belongings or for damages done to property belonging to any individual, except that which may be done accidentally by regular employees of the college. For the students' protection, it is recommended that dormitory rooms be locked at all times. Students' private property should be insured by renter's insurance. If the room cannot be locked, then obtaining a trunk that can be locked is recommended.

RIGHT TO ENTER & CONFISCATE: FBCI reserves the right for authorized personnel to enter any room at any time to enforce compliance with college rules and/or state and federal laws and investigate suspected violations thereof. FBCI reserves the right to enter for health or other inspections, repairs, or official business. If at any

time there is reason to believe that an occupant is using his or her residence in a manner inconsistent with college policies, a search may be made by one or more college representatives to gather information for use in disciplinary proceedings. Items not permitted in the dorm will be confiscated immediately.

While FBCI officials have the right to access all areas of the campus for official purposes, student needs must be considered. The Maintenance Department will use the following policy when repairs in the dormitory are necessary:

When Facilities staff enter a dorm room they will:

- Knock once and identify themselves.
- Knock a second time. If there is no answer, they will enter using their key.
- In situations where repairs occur without a resident present, the entry door will remain open during the repair so that residents of the room will be alerted to the presence of the Facilities staff member upon returning to the room.
- Facilities staff will enter men's dorm floors or rooms after 8am and women's dorm floors or rooms between 1pm and 2pm. Exceptions to this rule include any emergencies on women's dorm that need immediate attention or preparation for special campus events such as campus days or conferences.

PETS: The only pets that students are permitted to have in their dorm rooms are cold, freshwater fish (i.e. goldfish).

ROOM CLEANING POLICY

In order to promote a healthy and clean environment in the dorms, there are some guidelines for keeping the rooms clean. The "Guidelines for Room Inspection" document and the correlating checklist will be posted on each dorm and should be consulted in order to ensure that rooms are kept in good order.

Two types of room checks are done throughout the semester:

- Weekly checks done by the RA's
- Monthly checks done by the Deans

Please note that there is a \$25 fine for failing three or more of the requirements of the Monthly check done by the deans. This will be a scheduled check, and students will have ample time to ensure their room is up to par.

SICK ROOM POLICY

If a student is not feeling well and will miss a required event, their respective dean needs to be informed.

If a student has a fever (100.3 or above), they should plan to stay in their room for at least 24 hours after there is no fever without the help of fever-reducing medicine such as Tylenol, Ibuprofen, and the like.

Students who are sick are responsible for contacting either their RA, roommate, or another student to bring them meals from the cafeteria.

DORMITORY ROOM SECURITY

There is a room and key deposit, which is either credited to a student's account for the following year, or returned to the student at the end of their time at FBCI. The credit or return of the deposit is contingent upon a room inspection and the return of the room key to the Director of Administrative Services. Students are responsible for locking their rooms and securing valuable items in a safe place as FBCI is not responsible for personal possessions.

SOCIAL LIFE

At Faith Bible College International we understand that we have students come from all over the world and all walks of life. It is our desire that every student feels welcomed and respected. In order to do that, we ask each student to commit to showing respect to each other and to staff, faculty, and administration. The Bible says in John 13:15 "By this all men will know that you are my disciples if you have love for one another". With this in mind, Faith sets a level of conduct that each student, faculty, staff and administration must live with.

DATING

We value being in an environment where students may begin life-long relationships, however, students are held accountable to a high standard of behavior in all relationships.

Students are expected to conduct themselves at all times in a manner that would honor and glorify Christ. All students and couples should set personal standards of behavior in all relationships, which guard against the temptation for misconduct and sin. All fellowship with the opposite sex, on and off campus, will practice the Biblical guideline of 1 Thessalonians 5:22, "abstain from all appearance of evil."

Students are encouraged to exercise caution when it comes to dating those who they meet strictly through online platforms.

PUBLIC DISPLAYS OF AFFECTION (PDA)

- **Appropriate:** Sitting together, holding hands, brief hugs, a discreet brief "good-night" kiss.
- **Inappropriate:** Leaning or lying on each other, petting, fondling or caressing, extended periods of kissing, extended hugs, and body massages.

MARRIED COUPLES

No married person should allow anyone of the opposite sex into the dorm room/home unless the spouse is present.

MIXED GROUPS

Students may leave campus for day trips in male/female mixed groups. Students leaving in mixed groups overnight must discuss plans with their respective deans or the Student Life Director. Failure to do so may be considered a violation. All fellowship with the opposite sex on and off campus will practice the Biblical guideline of 1 Thessalonians 5:22, “abstain from all appearance of evil.”

STUDENT LEADERSHIP OPPORTUNITIES

Students are encouraged to demonstrate leadership through the various student-leadership positions available on campus. Some positions are class positions such as president, vice-president, and secretary; Student Government Association positions such as president, vice-president, secretary-treasurer, and class representatives; various worship team roles; and at least two male and two female resident assistants serving in the dorm. These positions are designed to help the student gain valuable hands-on leadership experience under the supervision of an advisor. Some requirements for these positions can be found in the “Eligibility Requirements for Student Leadership Positions” section of the Student Handbook.

ELIGIBILITY REQUIREMENTS FOR STUDENT LEADERSHIP OPPORTUNITIES

For a student to be eligible to run for office, he or she must have the specified grade point averages (GPA) for the type of office:

Major Office - 2.00 cumulative GPA and a 2.50 semester GPA (previous semester)

Intermediate Office - 2.00 cumulative GPA and a 2.25 semester GPA (previous semester)

Minor Office - 2.00 cumulative GPA and a 2.00 semester GPA (previous semester)

All students holding offices will be asked to resign if their cumulative GPA falls below 2.00 or their semester GPA falls below the requirement for that office. The office holder is responsible for checking his/her GPA and reporting to the appropriate faculty advisor if his/her resignation is forthcoming.

Due to the responsibility that student leadership positions carry, students are encouraged to consider how much they can handle before running for more than one office/position. If a student seems to have overcommitted and is not fulfilling the requirements of the position, the Student Life Department may ask the student to step down from one or more of their positions.

Also, note that only full-time students are eligible for student offices unless permission is given from the Student Life Department.

CLASSIFICATION OF STUDENT OFFICES

Offices are classified and regulated as follows:

Major Offices

- Presidents of classes
- Student Government Association president

- Resident Assistant
- Worship Leaders/Trio
- Church leadership position (pastor, worship pastor, children's pastor, youth pastor, etc.)

Intermediate Offices

- Class officers other than the president
- Student Government Association executive officers other than the president
- All group/organizational presidents not listed above
- Worship team members/band players

Minor Offices

- Class committee chairman and members
- Student Government Association representatives
- Student Government Association ad hoc committee members (non-representatives)
- All other organizational offices not listed above
- Audio/Visual team members

RESIGNING FROM A STUDENT OFFICE

If a student has accepted the responsibility of an office or membership on a committee, he or she must discharge the responsibility to the end of the term of office, except as follows:

- In the case of ill health or unforeseen circumstances, a student may be permitted to resign if the faculty advisor/ Director of Student Life approves.
- Students placed on academic or disciplinary probation will not be allowed to hold office and must resign.

***If you feel you should be eligible for an office but do not meet the above criteria, you may appeal to the Student Life Department.

CAMPUS AMENITIES

BOOKSTORE

The bookstore stocks a variety of books and convenience items such as notebooks, pens, gifts, stamps, snacks, and more. FBCI merch is also available to purchase in the bookstore.

LOST AND FOUND

Items left in the Institute or the dorms are brought to the bookstore. Lost items found anywhere else on campus should be given to the receptionist. Items taken to the lost and found can be bought back for \$1

GAME ROOM

A game room on the basement level of the Institute Building offers board games and video game systems for students to enjoy.

GYMNASIUM (FAITH AUDITORIUM)

FBCI has a full-court basketball court that is used for regular activities such as basketball and volleyball. Additionally, the gym has a ping pong table, foosball table, and various lawn games (cornhole, can jam, etc.) for students to use. The gymnasium also contains weight equipment and cardio machines to help students stay physically fit while attending FBCI.

Students using the volleyball net and equipment are responsible for putting away equipment after use.

The following are not permitted on the auditorium floor:

- Any sports or activity equipment with wheels. Ex: Rollerblades, Skateboards, Bicycles
- Hockey
- Cricket
- Baseball
- Soccer

SNACK BAR

Located just off the dining hall in Tracy Hall, the snack bar is open during most meals and other scheduled hours. Its atmosphere is conducive to good fellowship, and the menu offers a variety of reasonably-priced items such as hamburgers, chicken burgers, French fries, mozzarella sticks, ice cream, and more.

LIBRARY

The third floor of the Institute is home to the Bertha Andrews Memorial Library. The library's airy, bright, open environment is conducive to quiet study and contains over 16,000 volumes to aid students. The library is open weekdays and most weeknights.

FBCI has also partnered with Logos Bible Software to bring students a custom Bible study package as part of their library fee. Training sessions for using Logos are offered periodically to the student body.

LIBRARY BOOKS

Book borrowers are responsible for any damages caused to the books. The overdue book fee is \$0.25 per day.

PRINTING

Documents or photocopies can be printed in the library. Black and white copies are .10 per side, and color is .25 per side. Cash Payment can be made directly to the librarian, or an account may be set up through an app. See the librarian for details.

COMPUTERS

Students can use laptops provided in the library during the library's open hours.

STUDENT SERVICES & CONVENIENCES

CHRISTIANBOOK AFFILIATE

FBCI is an affiliate member of Christianbook and is the primary means students can purchase their textbooks.

FOOD SERVICES

Students can enjoy meals that FBCI provides at the scheduled meal times. Please note that meals should be eaten during meal times, and students are to only take food from the dining hall with permission from the Kitchen Manager.

Students are only permitted in the kitchen or behind the serving area if they are employed in food service Work-Study positions.

Breakfast, lunch, and dinner are served Monday through Friday and Sunday. Saturday meals include a late-morning brunch and an evening meal.

If a student is sick and would like a meal brought to their room, they are responsible for communicating with either their roommate or respective RAs to retrieve their meal. Students retrieving meals for a sick student should make sure to deliver the meal in the provided takeout boxes, as dishes are not permitted to be taken from the cafeteria.

IT RESOURCES

INTERNET

Students with wireless ability on their personal computer may access the coded internet from almost anywhere on campus. Students should be sure to have personal virus protection on their computers. There are computers in the library that allow students to access the internet and perform research when in the library.

FBCI will not be held liable for any activity or actions of the student if the student is found to be using internet/network access for illegal purposes. The student hereby assumes full responsibility.

UNACCEPTABLE USAGE OF INFORMATION TECHNOLOGY RESOURCES

Unacceptable, prohibited usage of IT Resources includes but is not limited to:

1. Transmitting, displaying, printing, or storing any material/software in violation of any federal, state, or local laws, including copyright law;
2. Transmitting, displaying, printing or storing inappropriate material, including but not limited to:
 1. text, images, video, audio or other digital content, with the purpose to harass, intimidate, threaten, abuse, illegally discriminate against or offend another person on the basis of race, sex, color, national origin, age, disability or military service;
 2. sexually explicit, obscene or pornographic comments or images;
 3. fraudulent content;

3. Using Information Technology Resources to harass or bother, whether or not an actual message is communicated, where no purpose for communication exists, or where the recipient has expressed a desire for the communication to cease;
4. Disrupting or damaging administrative, academic or related pursuits of another Client;
5. Violating or threatening to violate the privacy of another Client;
6. Forging email or other digital messages;
7. Distributing unsolicited or unwelcome email or other digital messages;
8. Installing or using any unauthorized Peer-to-Peer (P2P) file-sharing service;
9. Connecting Client Resources to Information Technology Resources;
10. Engaging in or promoting illegal activities;
11. Engaging in any other practice or activity that, in the opinion of the College administration, constitutes unacceptable behavior, results in the misuse of Information Technology Resources or jeopardizes the operation of Information Technology Resources.

If, in the interest of authentic academic or administrative work, a Client needs to perform a specific task considered unacceptable, a request to perform the specific task must be submitted in advance by the student and his or her supervising employee, or by the employee and his or her supervisor, for review by the IT Department.

ACCESS TERMINATION

Any student's credentials are normally disabled approximately 180 days after the last date of the student's active enrollment at the College. All files, email and other content associated with the student's technology accounts will be deleted. Students are strongly encouraged to move any important files, data, emails, etc. to personal accounts/computers if they wish to keep them.

For more information, students should refer to [IT Resources for Students](#)

LOGOS BIBLE SOFTWARE

FBCI partnered with Logos Bible Software to offer students a custom Bible study package. Students will benefit from its powerful features, time-saving tools, and books for their studies. After attending for four years and graduating with a bachelor's degree, students will receive a permanent license to help them in ministry. Training sessions for using Logos are offered periodically to the student body. Students should plan to have a computer that meets Logos system requirements.

MAIL

The campus mailroom and student mailboxes are located off the lounge in the Institute Building. To receive mail at FBCI, students should use the following address: student's name, 29 Main Road, Charleston, ME 04422. Students should plan to check their mailboxes often to receive on-campus communications. The post office in the town of Charleston is within walking distance. UPS and Federal Express regularly deliver to the campus.

MENTORING PROGRAM

One of the unique experiences that a student will receive at Faith Bible College International is mentoring. Mentors often prove to be experienced and trusted advisors to students as they navigate the challenges of balancing life, college, and ministry. FBCI has a culture of mentoring that actively encourages growth in character. Various staff and faculty that serve the student body as mentors, as well as deans and RAs, are integral members of a team that avail themselves to encourage and guide students toward a pursuit of excellence. A campus chaplain is also available for all students, staff, and faculty to aid in spiritual counsel, wisdom, guidance and prayer.

Each year students are paired up with a mentor who will help them succeed in any area in which they may need help. This help can be with academic, spiritual, emotional, or social needs. The mentor will meet the students both in a group situation and individually. Some of the students develop long-term relationships with their mentors.

If a student needs help with character development, the deans will ask the mentors to be the first ones to give guidance to the student.

MISSIONS TRIPS

The Missions Department aids students in participating in missions trips through the school or other organizations.

MUSIC

CHAPEL INSTRUMENTS AND SOUND

The soundboard and instruments are reserved for groups practicing for chapel only. Individuals who would like to practice are to use the music room located in the basement of the institute building. Please see the proper personnel if you feel permission is needed to use the chapel sound/media equipment.

TRIO AND CHAPEL BAND

Students can audition for the Trio and Chapel Band. The Music Department handles auditions, placement, and participation in these opportunities.

OFFICES

Before going to the staff and faculty offices, please call beforehand as a courtesy.

PRAYER GROUPS, ORGANIZATIONS, AND CLUBS

CLASS GOVERNMENT

Class officers (president, vice-president, secretary) are elected annually by each class. A class advisor is appointed to the freshman class and will remain their adviser through to the senior year. Business meetings are held monthly on Mondays as scheduled on the FBCI schedule.

ESTABLISHED GROUPS

- **Missionary Prayers:** Students with a strong heart for missions gather weekly during lunch to support foreign missionaries through fervent prayer and fasting and promote missions' interest on campus.
- **Soul-Winning Prayers:** Students with a strong heart for the lost gather weekly during lunch to fast and pray for the unsaved. Prayer lists are maintained and remembered. Students rejoice as word comes back that individuals on the lists have come to Christ.

Students seeking to form a new group or student organization must see the Director of Student Life concerning the guidelines for establishing an organizational charter.

NEW STUDENT ORGANIZATIONS/GROUPS

Students seeking to form a new student organization must see the Director of Student Life concerning the guidelines for establishing an organizational charter.

STAFF OR FACULTY ADVISOR

A staff/faculty advisor is appointed for each extracurricular organization and is consulted when information is needed. Details concerning each activity must be cleared in advance with the advisor.

Please note that any activity or events, including sports, whether one-time or recurring events, must be coordinated with the Director of Student Life if an advisor is not already established.

STANDARDS FOR CURRICULAR OR EXTRACURRICULAR ACTIVITIES

Student performances, whether curricular or extracurricular, are expected to conform to the following standards:

1. Reverence for Biblical or sacred themes. Humorous or fanciful songs based on Biblical or sacred themes may not be used.
2. Nothing is to be used which would reflect unfavorably on any individual, group, church, denomination, school, or other Christian organization.

Everything done in organizations, clubs, and groups must be in good taste.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association is the liaison between students and administration. Students may submit proposals that could bring policy or rule changes. Social life is enhanced through periodic events planned and implemented by this group. Student Government Association officers and representatives are elected annually by the classes. Candidates will be model students with exemplary Christian Character and maintain specified GPAs. For more information about the Student Government Association, please see the "Bylaws and Constitution" toward the end of this handbook.

PROPOSAL POLICY

At times, a student or group of students may want to submit a proposal to the Student Government Association to change a norm or policy. Students should be prepared to share both pros and cons of such a proposal as it will help the Student Government

Association and Student Life Department as they discuss the proposal. Students should also consider the spirit that a proposal is submitted. If any impropriety is detected, the Student Life Department may ask the student to make corrections and resubmit the proposal. It is also important to realize that submitting a proposal does not guarantee a policy will be changed.

Below is what this process should look like:

Use the link below for all proposals: <https://forms.gle/ZUJrm9WBCFGcMjo39>

SGA Consideration: Once a proposal is submitted, it will go before the SGA for a vote. They may discuss further pros and cons to determine if it is a proposal that will benefit the student body and then decide if the proposal should go to the next step. A simple majority vote will send the proposal to the next level.

Student Life Department Consideration: If the proposal passes the SGA vote, it will be presented to the Student Life Committee, and a similar process will occur.

Implementation of Further Consideration: If the Student Life Department is on board with the proposal, it will either be implemented, or in certain situations, the Director of Student Life will bring it to the Steering Committee for final consideration.

If the proposal goes through all processes and is approved, there will be a policy change, which will be made known from the Student Life Department to the Student Body. This change could be during a semester but may also be postponed until the start of a new semester/school year, depending on the nature of the proposal.

The SGA and the Student Life Department will do their best to communicate to the student regarding their proposal regardless of the outcome. See the Director of Student Life for any questions regarding the proposal process.

STORAGE

The only storage available to students is under the beds and in their assigned dorm room closets. Students must only bring what their allocated storage can contain. Students will remove all personal items from the premises before leaving for summer vacations and upon graduation.

TELEPHONES

The lounge on each dorm floor is equipped with an outside phone line (black phone). This line can be used for local calls. Students should have family and friends call 207-285-3373 at the following extensions and not the receptionist desk (unless it is an emergency):

- 271 for first-floor
- 272 for second-floor
- 273 for third-floor

CELL PHONES

Students should check if their provider covers the Charleston area before purchasing a cell phone. Students are asked not to use cell phones during classes, chapel, Work-Study, and church services.

TELEVISION

The men's and women's dorm, the student lounge, and the game room include smart televisions for use with personal devices or personal streaming accounts. These televisions are not equipped for satellite cable television. Students can have one flat-screen television (no larger than 32") in their dorm rooms for use as a monitor or TV.

YEAR END AWARDS

Each year, FBCI awards those who excel or show the most improvement in a given area. Choosing who gets the awards is always challenging, but the different departments effectively establish the recipients. Below you will find a brief explanation of these awards.

- **Nelson Varghese Award:** Given by the department heads to the student who has shown tremendous appreciation for FBCI and represents the school well.
- **Russell K. Pier Leadership Award:** Named after our founder, this award is chosen by the department heads and granted to the student who has excelled in the area of leadership.
- **Overcomers Award:** Granted to the senior who finished well in spite of various challenges along the way.
- **Student of the Year:** Chosen by the department heads and granted to a male and female student who stand out above the rest in a given year. It is a challenging award to grant as many students excel in our college.
- **Christian Character Award:** Chosen by their respective class, this award is granted to one student in each class who stands out and displays outstanding christian character.
- **Preacher of the Year:** Granted to the student deemed the preacher of the year by the Homiletics II professor.
- **Most Improved Preacher:** Granted to the student that has shown outstanding improvement in the area of preaching. This award is chosen by the Homiletics II Professor.
- **Dean's Award:** Awarded to one male and female student who have shown significant improvement in the area of character and attitude. These awards are selected by their respective deans.
- **Employee of the Year:** This award is decided by the student body by a vote and given to an FBCI Employee in any department.

MINISTRY FORMATION

INTRODUCTION

In light of the College's mission to produce professional, Pentecostal servant-leaders, the Ministry Department exists to equip students for practical ministry in a way that goes beyond the classroom experience.

Ministry Formation is designed to provide students with experiential opportunities in diverse areas of ministry. Ministry Formation uses weekly ministry opportunities, both on and off-campus, as well as an extended period each semester where students are immersed in a church/ministry for the purpose of practical training and impartation of

wisdom and experience. These opportunities will give students a well-rounded perspective of ministry and help them to be more effective in making a difference in the world around them.

Ministry Formation is required for all full-time students (8-semester minimum). If a student transfers in from a different college, the student will participate each semester until graduation. It is optional for part-time students; however, if part-time students desire to graduate, at some point, they will need to complete two semesters of Ministry Formation. (It is strongly recommended that the two-semester requirement be done toward the end of the student's education to get the most out of the experience.)

Throughout the years, this program has been one of the most memorable experiences for many students. These experiences provide a better picture of what ministry is like by partnering with pastors, teachers, and evangelists within the local churches.

EXPECTATIONS

- When a student cannot complete a portion of Ministry Formation, they must speak to the Director of Ministry to find out their requirements.
- Each semester students will be asked to complete a Ministry Formation survey. The information provided in this survey will assist the Ministry Department in adjusting the program to ensure that objectives are met.
- Students are evaluated by Pastors or church leaders both locally and from their time of IMPACT. Personal guidance is given when necessary.
- Students will complete a weekly report stating their attendance and tasks performed.
- More details are provided to students in their syllabus once they have been enrolled in the appropriate Ministry Formation course.

REQUIREMENTS

- In-service (Inside Ministry)
In-Service is required for all full-time, on-campus freshmen. To fulfill the in-service requirement, students will perform sixty hours of on-campus duties (thirty per semester), approximately 2-3 hours per week. Sixty hours of In-Service must be completed before work-study eligibility.
Please note: off-campus students are exempt from In-Service but must meet all other Ministry Formation requirements.
- Weekly Ministry (Outside Ministry)
 - Weekly ministry reports are filled out each Monday
 - Freshmen attend and participate in ministry at the Charleston Campus of Charleston Church
 - Upperclassmen will participate in consistent ministry at the church they have committed to.
 - School scheduled ministry to reinforce ministry experience if necessary
- IMPACT

IMPACT occurs each semester and allows students to partner with a church/ministry for five to ten days, learning various facets of ministry. This time will be one of participation and impartation, allowing the student to experience hands-on ministry.

During the first year, freshmen will serve Charleston Church and possibly the local community under the supervision of FBCI. The upperclassmen leave the area for five to ten days to partner with churches, generally on the East Coast.

USE OF VEHICLE

- Current driver's license, registration, and insurance
- Release and Consent Form signed
- .14 cents per mile plus gas is provided

MINISTRY PLACEMENT SERVICES

The Ministry Department coordinates a ministry placement service that helps connect students and graduates with temporary and permanent ministry positions. Positions are often posted on campus and social media to inform current students and alumni about available opportunities. For any questions, contact the Director of Ministry.

SECTION V: ABOUT SPIRITUAL LIFE

CHAPEL

CAMPUS PRAYERS, CHAPEL AND SPECIAL EVENTS ATTENDANCE

Campus Prayers, Chapels, and Special Events are significant to personal growth and spiritual renewal.

- Absences due to sickness
 - If a student is unable to attend corporate prayers or weekly chapels or split chapels due to sickness, they must notify their respective RA's.
 - If a student is unable to attend a Friday chapel or special event due to sickness, they must notify both their dean and their RA's.
- Absences due to personal reasons
 - If a student would like permission to miss corporate prayers, weekly chapels, or split chapels for personal reasons, they must receive permission from their respective dean.
 - If a student would like permission to miss Friday chapel, or a special event for personal reasons, they must receive permission from the Student Life Director.

Students must request permission for an absence as soon as they become aware of a scheduling conflict. This should be done at the earliest opportunity, and no later than 24 hours before the event. If permission is granted from the appropriate staff, students are also responsible for communicating with their RA's about the approved absence.

Failure to communicate and receive permission from the appropriate staff within the required time frame will result in an unexcused absence. One unexcused chapel absence is cause for a student's dismissal from FBCI.

Students who are over 10 minutes late, or fail to remain at these events for their entire duration will be marked as absent (unexcused).

In the event of emergency or extenuating circumstances that may cause tardiness/absences, students are responsible for communicating with both their respective dean and their RA's. Groups or couples with mixed genders must both communicate with their respective deans/RA's. Permission from one dean does not constitute permission for both genders.

ATTENTIVENESS

Students should enter the chapel with an attitude of reverence and prayer. Cell phones, and tablets should only be used for Bible reference or taking notes.

SPECIAL CIRCUMSTANCES

Occasionally, an altar call develops into a pronounced move of the Holy Spirit, these occasions are welcomed. To maintain order, students not involved will observe the normal dorm curfew.

CHURCH

CHURCH ATTENDANCE

Faithful church attendance is paramount for those preparing to be in ministry. Outside of the expectations students have to attend services on campus, each student is expected to attend their local church for two Sunday services each week. The ideal expectation is that students serve in one of the services and participate in the other. If a student's local church does not have a Sunday night service, students will attend Charleston Church. All Freshmen will attend Charleston Church as their local church for the first year. Occasionally, Charleston Church will have special service(s), and all full-time students are required to attend these services if they are listed on the FBCI calendar.

LOCAL CHURCH SELECTION

Freshman will attend Charleston Church, and each Sophomore, Junior, and Senior student will commit to serving faithfully with a local church/ministry for the school year.

- A list of local churches is provided in the REFERENCE GUIDE section of this handbook.
- Upperclassmen students will have 2 weeks to choose a local church and will be expected to commit to that church for the remainder of the college year.
- Students will get plugged into their local church to fulfill the ministry formation requirement. There may be times that students are sent to various churches at the discretion of the Director of Ministry. Being sent by the ministry department can consist of singing, testifying, preaching, and serving in various capacities

depending on the needs of the receiving ministry. Traveling with the Faith Trio is also a possibility.

- If a student cannot attend their ministry obligation due to illness or emergency, students are responsible to contact the ministry leader at their local church.
- Personal time should be scheduled around weekly ministry. The student must give two weeks' notice to the local church if weekly ministry is going to be missed for personal reasons.
- Students are required to fill out a Weekly Ministry Report after their time of weekly ministry. All reports should be completed on Mondays.

SPECIAL CIRCUMSTANCES

- Sick for Church: Students are to note that they were unable to attend due to sickness on their weekly ministry report.
- Unable to attend local church: Students will attend Charleston Church.
- Outside Ministry Cancellation: Students must attend their local church.

PERSONAL DEVOTIONS

Since spiritual growth is a key to dynamic ministry, each student should develop and maintain a personal devotional time that includes meditating on the Scriptures, worshiping, and praying.

SECTION VI: REFERENCE GUIDE

AREA GUIDE

CHARLESTON Although this town has a population of only about 1,400, it is home to FBI. Charleston has its own post office (a 5-minute walk from the school) and a 9-hole golf course.

CORINTH 10-minutes away (population - 2,500). There is a family restaurant, pizza/sub shop, bank, credit union, gas stations, grocery store, Dunkin' Donuts, family clinic, Family Dollar, and Community Pharmacy.

DOVER-FOXCROFT 20-minutes away (population - 4,500). There are local restaurants, pizza shops, a bakery, McDonald's, Subway, three grocery stores, convenience stores, banks, two pharmacies, and the Northern Light MAYO Hospital. There is also a YMCA.

BANGOR 30-minutes away (population - 32,000). This city offers the following conveniences: major stores (Super Wal-Mart, Sam's Club, Best Buy, Staples, and many more), a mall (with Dick's, JCPenney, and many others), numerous restaurants, and a large public library. Bangor has two hospitals: Saint Joseph's and Northern Light Health (Eastern Maine Medical Center). Various forms of entertainment can be found in the greater-Bangor area.

BREWER 40-minutes away (population – 9,000). This city offers the following conveniences: major stores (Super Wal-Mart, Marden's, and more), numerous restaurants, and a public library.

NEWPORT 30-minute away (population - 3,100). This town offers Super Wal-Mart, fast food restaurants, grocery stores, and banks.

There are other small towns within thirty minutes of FBCI that offer pizza shops, convenience stores, and/or restaurants.

MEDICAL FACILITIES

Below are some available facilities for health-care needs within a reasonable distance of our campus:

Emergency Service:

Northern Light Healthcare (Mayo Regional Hospital)

Address: 897 W Main St, Dover-Foxcroft, ME 04426

Hours: 24-hour emergency services

Phone: (207) 564-8401

14 miles from FBCI

St. Joseph Hospital

Address: 360 Broadway, Bangor, ME 04401

Hours: 24-hour emergency services

Phone: (207) 907-1000

25 Miles from FBCI

Northern Light Healthcare (Eastern Maine Medical Center)

Address: 489 State St, Bangor, ME 04401

Hours: 24-hour emergency services

Phone: (207) 973-7000

27 Miles from FBCI

Walk in Clinic:

Convenient MD

Address: 543 Broadway, Bangor, ME 04401

Hours: 8:00 AM - 8:00 PM

Phone: (207) 922-1300

25 Miles from FBCI

Dental Services:

Penobscot Community Health Care

Address: 1048 Union St, Bangor, ME 04401

Hours: 7:30 AM - 6:00 PM (Mon-Fri)

Phone: (207) 992-2152

25 Miles from FBCI

LOCAL CHURCHES

AUGUSTA

Augusta Family Worship Center ~ 78 miles

385 N Belfast Ave, Augusta, ME 04330

Phone: (207) 622-6561

BAR HARBOR

The River Church ~ 67 miles
1184 State Highway 102
Bar Harbor, ME 04609
Phone: (207) 288-3048

BANGOR

Beacon of Hope Church ~ 27 miles
1612 Ohio St, Bangor, ME 04401
Phone: (207) 945-0224

Christ Chapel Maine ~ 27 miles
268 Odlin Rd, Bangor, ME 04401
Phone: (603) 617-0962

Destiny Worship Center ~ 25 miles
300 Union Street, Bangor, ME 04401
Phone: (207) 991-8452

First Assembly of God ~ 25 miles
614 Finson Rd, Bangor, ME 04401
Phone: (207) 947-1029

Glad Tidings Church ~ 22 miles
1033 Broadway, Bangor, ME 04401
Phone: 207-947-0324

House 27:4 ~ 25 miles
Bangor Mall Blvd, Bangor, ME 04401
Phone: 207-745-2140

The Crossing ~ 27 miles
87 Damascus Road, Carmel, ME 04401
Phone: 603-965-1365

The Rock Church ~ 25 miles
1195 Ohio St., Bangor, ME 04401
Phone: 207-942-9977

BREWER

Life Church ~ 30 miles
15 Littlefield Road, Brewer, ME 04412
Phone: 207-356-5672

BROOKS

Brooks Pentecostal Church ~ 47 miles
178 Monroe Hwy, Brooks, ME 04921
Phone: 722-3197

CHARLESTON

Charleston Church ~ 1 mile
185 Main Rd, Charleston, ME 04422
Phone: 285-3504

DEXTER

Dexter Pentecostal Church ~ 22 miles
38 Railroad Ave, Dexter, ME 04930
Phone: 924-3350

DOVER-FOXCROFT

Living Word Assembly of God ~ 12 miles
176 E Main St, Dover-Foxcroft, ME 04426
Phone: 564-2586

E. MILLINOCKET

Calvary Temple ~ 58 miles
2 Orchard Ave, E Millinocket, ME 04430
Phone: 764-5274

ELLSWORTH

Christian Ridge Church of God ~ 54 miles
53 Christian Ridge Rd, Ellsworth, ME 04605
Phone: 613-4566

Ellsworth Assembly of God ~ 55 miles
131 Beechland Rd, Ellsworth, ME 04605
Phone: 667-8998

Resurrection Life Center ~ 55 miles
248 State St #12, Ellsworth, ME 04605
Phone: 412-0660

EXETER

Exeter Full Gospel Church ~ 16 miles
Box 24, Rt 11, Exeter, ME 04435
Phone: 379-2661

GREENVILLE

New Life Church ~ 49 miles
Mayhew Manor, Greenville, ME 04441
Phone: 695-4316

HARTLAND

Hartland Full Gospel Church ~ 33 miles
Box 43, Hartland, ME 04943
Phone: 983-4659

LINCOLN

Community Evangel Temple ~ 41 miles
PO Box 116
I-95 Access Rd, Lincoln, ME 04457
Phone: 794-6181

MILO

Charleston Church Three Rivers ~ 16
98 Elm St, Milo ME, 04463
Phone: (207) 285-3504

NEWPORT

Jubilee Family Worship Center ~ 29 miles
Outer Elm St, Newport, ME 04963
Phone: 368-5037

Newport Church of God ~ 29 miles
257 Moosehead Trail, Newport, ME 04901
Phone: 989-3553

OLD TOWN

Christ Church of Faith ~ 25 miles
2274 Bennoch Rd, Old Town, ME 04468
Phone: 817-3233

The Rock Church Old Town ~ 25 miles
240 Main St., Old Town, ME 04468
Phone: 942-9977

New Life Old Town ~ 25 miles
239 Main St., Old Town, ME 04468
Phone: 659-6443

ORONO

The Pines Church ~ 30 Miles
6 Stillwater Ave. Orono, ME
Phone: (719) 233-1741

PITTSFIELD

Deeper Life Assembly ~ 53 miles
PO Box 331, Pittsfield, ME 04967
Phone: 487-3085

SCARBOROUGH

Royal Ridge Church of God ~ 140 miles
6 Royal Ridge Road, Scarborough, ME 04074
Phone: (207) 883-4993

SKOWHEGAN

Church of Faith ~ 52 miles

Rt 2, Skowhegan, ME 04976
Phone: 474-3382

Word of Life Assembly ~ 52 miles
Rt 201 N, Skowhegan ME 04976
Phone: 474-2990

SULLIVAN

Charleston Church Downeast ~ 68 miles
2505 US Rt 1, Sullivan ME, 04664
Phone: (207) 285-3504

W. ENFIELD

W. Enfield Church of God ~ 29 miles
Old County Rd, W Enfield, ME 04493
Phone: 732-3014

WHITING

Anchor Church ~ 116 miles
99 Main St, Whiting, ME 04630
Phone: (207) 546-0242

TRANSPORTATION To/From FBCI

PLANE The Bangor International Airport is 30-40 minutes from FBCI and is serviced by at least three major airlines. Boston's Logan Airport is another option. Although 4 hours from Bangor, Concord Trailways offers convenient bus service from the airport to Bangor for about \$45 one way. Those interested in traveling this way should check the Concord Trailways schedule before booking their flight, as shuttle times are limited. Flights into Portland jetport are available and Concord Trailways can get students to the Bangor area.

BUS Bangor has two bus terminals – Greyhound Bus lines (Dysart's Travel Stop, 530 Coldbrook Rd, Herman) and Concord Trailways (Union Street – near the airport). Each terminal is a 30-40 minute drive from FBCI.

TRAIN The closest Amtrak terminal is in Portland, Maine. From there, travelers can make a connection to Bangor via Concord Trailways.

BANGOR TERMINALS TO FAITH Students who travel to Bangor using any of the above modes, may request a ride to FBCI by calling the school office at (207) 285-3373. Please provide 24-48 hours' notice minimum. A staff member or student will be sent to pick up the traveler at the terminal. Students should be prepared to pay the driver a minimum of \$15 for giving them a ride.

DIRECTORY OF PERSONNEL

Board of Trustees

Dr. Jeffery A. Williams	Chair
Rev. Garry L. Hamilton	Vice Chair
Mr. Greg L. Dunlop	Treasurer
Rev. Gary A. Stearn	Secretary
Dr. Matthew M. Ward	President (CEO) of Faith Bible College International
Rev. Bruce A. Blakney	
Rev. Randy V. Crozier	
Mrs. Chaundra R. Eagar	
Rev. Christopher L. Hutchinson	
Rev. Edward C. Michael	
Mrs. Zhenya Atencio	serves as the recording secretary during board meetings.

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Senior Director of Advancement, Senior Director of Facilities	

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Mr. Jordan Day jday@faithbci.org
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Maintenance bkelly@faithbci.org

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Bachelor of Theology – International Seminary
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Concentration: Governmental Accounting
Bachelor of Theological Studies - Faith Bible College International
Concentration: Christian Education

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Master of Arts in Discipleship & Christian Formation – Pentecostal Theological Seminary
Bachelor of Arts – California State University, Fullerton
Major: International Business

STUDENT GOVERNMENT ASSOCIATION CONSTITUTION AND BYLAWS

ARTICLE (I) THE NAME

The name of the body shall be known as The Student Government Association of Faith Bible College International

ARTICLE (II) THE COMPOSITION

The Student Government Association is composed of two branches: The Executive and the Legislative.

- A. The Executive branch of the Student Government Association is comprised of the President, Vice-President, Secretary, and Treasurer.
- B. The Legislative branch of the Student Government Association is comprised of the student representatives from each class. (Two student representatives from the senior, junior, sophomore, and freshman classes.)
- C. The Student Government Association President shall appoint committees at the beginning of the year and they will remain for the year.
 - a. Committees within the Student Government Association serve as a way to divide responsibilities and tasks amongst members. They are formed to focus on specific issues or areas of interest. The purpose of committees is to provide a structured way for members to work collaboratively and effectively toward achieving their goals and objectives while also serving in a leadership position. By delegating tasks to committees, the overall workload of the SGA can be managed more efficiently, and members can work on projects that align with their interests and skill sets.
- D. The standing committees of the Student Government Association are:
 - 1. The Proposal Committee - Vice President**
 - a. The Student Government Association receives, processes, and submits to the Student Life Committee proposals from the students, relative to school policy
 - 2. The Games Committee - Class Representative**
 - a. Responsible for organizing and coordinating recreational and competitive activities for students. This can include events such as sports, game nights, and other social activities. The committee is typically made up of students who are passionate about sports and games and are dedicated to creating a fun and engaging campus experience for their peers.
 - 3. The Communications Committee - Class Representative**
 - a. The communications committee is responsible for managing the organization's communication channels

at FBCI through flyers, announcements, class group chats, etc. Their main goal is to keep the student body informed about the SGA's activities and initiatives and to promote student engagement and involvement. They also work to maintain a positive image of the SGA and to ensure transparency in its operations.

4. The Refreshment Committee - Class Representative

- a. The refreshments committee is responsible for organizing and providing refreshments for various events and meetings. This can include purchasing and setting up food and beverages, as well as managing the budget for refreshments. The committee may also work with other committees or organizations to coordinate refreshments for larger events.

5. The Decoration Committee

- a. The Decoration Committee is responsible for creating and executing plans for the decoration of school events. This includes designing and creating decorations and setting up and taking down decorations for events. The committee works closely with other committees and members of the SGA to ensure that events are visually appealing and enjoyable for all attendees.

6. The Spiritual Emphasis Committee

- a. The committee members will be responsible for organizing/ delegating weekly devotions for the Student Government Association meetings. With the permission of the Director of Student Life, the Spiritual Emphasis Committee will be in charge of initiating prayer and praise meetings, emphasizing participation in soul-winning and missionary prayers.

ARTICLE (III) THE PURPOSE

- A. The Student Life Committee works through the Student Government Association to carry out, promote, arrange, and enhance student activities (For example socials, banquets, special activities, etc.)
- B. The Association, relying on its President as a contact person, endeavors to sustain harmonious relations between the student body and the staff.

- C. The Student Government Association receives, processes, and submits proposals from students relative to school policy to the Advisors.
- D. The Student Government Association is to assist in any way that is beneficial to the welfare of Faith Bible College International
- E. Student Government Association offers students the opportunity to develop leadership skills by providing opportunities to organize events, manage budgets, and represent the student body in meetings with school administration. These experiences can help students enhance their leadership abilities and prepare them for future leadership roles.

ARTICLE (IV) THE PREROGATIVES

- A. The Student Government Association has the right to govern itself under the authority of the Advisor/Director of Student life
- B. The Student Government Association shall appropriate money to its account from the Student Government Association Fees and from other sources as are approved by the Advisor/Director of Student Life. 60% percent of the monies collected shall be used to finance socials, 40% of the monies are for miscellaneous student life needs including sports equipment, monthly events, hospitality and gifts to the school. While the Association is largely responsible for the spending of its own funds, it must do so under the supervision of the Advisor/Director of Student Life.

ARTICLE (V) MEETINGS AND DATES

- A. The President shall chair meetings of the Student Government Association (both branches) at least twice a month, but as often as necessary. A regular time and place for the required bi-monthly meetings shall be established at the beginning of each semester by the President in cooperation with the Advisor/ Director of Student Life.
- B. This is the Calendar of the special days and events for the Student Government Association:
 - 1. Opening Picnic and Activities
 - 2. Welcome Week
 - 3. Welcome Week Social
 - 4. Campus Days (Assisting only)
 - 5. Christmas Tree Decorating Party
 - 6. Christmas Social
 - 7. January Opening Picnic and Activities
 - 8. Spirit Week
 - 9. Spirit Week Social
 - 10. Campus Days (assisting only)
 - 11. Closing Activities

ARTICLE (VI) THE BYLAWS

The Bylaws are the rules by which the Student Government Association shall abide. All students will be presented with a copy of the Bylaws

ARTICLE (VII) THE AMENDMENTS

- A. Annual Revisions Meeting - Each year at least one meeting of the Student Government Association shall be held for the specific purpose of considering any and all proposed amendments to the Bylaws.
- B. The Process for Amendment:
 - a. Any student or group of students may submit a carefully written proposal for amendment of the Bylaws to the Student Government Association through a Google form provided by the Student Government Association.
 - b. The Vice-President shall submit the proposed amendments that they receive to the Association.
 - c. Each proposal for amendment, regardless of its merit, must be discussed and voted on at the next meeting of the Student Government Association at which time the Association may:
 - i. Vote to accept the amendment as is and incorporate it into the bylaws, pending the approval of the Advisor/Director of Student Life ($\frac{2}{3}$ majority vote).
 - ii. Vote to accept a revised version of the amendment (arrived at during the course of their discussions) and incorporate it into the by-laws pending the approval of the Advisor/Director of Student Life ($\frac{2}{3}$ majority vote).
 - iii. Vote to reject the amendment in its entirety causing it to be lost to all consideration in that year.
 - d. In the case of #3a or #3b the amendment(s) must be carried to a meeting of the Student Life Committee by the President. The presentation should be made by the President
 - e. The President will notify the student body of amendments to the bylaws that have been passed by the Association and ratified by the Student Life Committee. These amendments will take force in the next school year.

ARTICLE (VIII) THE QUALIFICATIONS

- A. The position of President can only be held by a student who has served at least one completed term on the Student Government Association.
- B. Students running for office in either branch of the Student Government Association are seeking leadership positions, therefore, they must be able to set a consistent example of character and integrity for their fellow students to follow and look up to. All those elected to office must uphold a high standard of conduct throughout their term in office.

- C. Students who wish to be involved in any area of the Student Government Association must fall in line with the school's academic eligibility requirements. Please see Eligibility Requirements for Student Offices for details.

ARTICLE (IX) THE ELECTIONS

A. EXECUTIVE BRANCH

- a. Nominees and votes for President of the Student Government Association will be taken during the end of the current semester.
- b. Candidates for the office of President will make speeches and be voted on at the end of the current semester. The winner will be announced by the Director of Student Life.
- c. Any student may nominate his/her own self or some other student for the election to any office on the Executive Branch of the Student Government Association, so long as the nominee meets the qualifications for the office.
- d. During the first week of classes nominations for Secretary and Treasurer are taken. Anyone nominated for Secretary or Treasurer are taken, as well. Anyone nominated for Secretary or Treasurer but not voted in qualify to be a class representative along with other nominees.
- e. Elections for the Secretary and Treasurer will take place during the second week of classes, as well, if time permits. It will take place during the third week of classes if time does not permit.
- f. Executive officers shall be elected by a majority vote of the student body.
- g. In the event of a tie, runoff elections will be conducted.
- h. A majority vote wins the election.
- i. The term of office for the representatives to the Executive Branch is one school year. In the case where a student steps down or is unable to serve in their position any longer, a new vote will be established at the earliest opportunity.

B. LEGISLATIVE BRANCH

- a. Nominations for positions on the Legislative Branch of the Student Government Association will be taken during the first available class business after the initial explanation of Student Government Association roles and responsibilities.
- b. Any student may nominate his/her own self or some other student for election as a representative to the Legislative Branch of the Student Government Association.
- c. Elections for representatives to the Legislative Branch of the Student Government Association will take place the same day of the nominations if time permits. If time does not permit, the elections will take place the following week.

- d. Representatives to the Legislative branch shall be elected by a simple majority vote of their class.
- e. The term of office for the representatives to the Legislative Branch is one school year.

ARTICLE (X) DUTIES AND RESPONSIBILITIES

A. Officers of the Executive Branch

A. President

- i. Presides over all meetings and all committees
- ii. Organizes, plans, and delegates
- iii. Brings proposals to the Advisor/Director of Student Life meeting
- iv. Shall not vote in council issues unless it is to break a tie vote
- v. Free to give his/her opinion on matters.
- vi. Gives agendas to council members and arranges any special meetings
- vii. The President shall serve on the Student Life Committee as a representative of the Student Body. This opportunity provides a student perspective in conversations regarding the area of Student Life and changes that may be made in that area.
- viii. There may be other opportunities that arise for the Student Government President to be involved with (i.e. Grievance Committee, etc...)

B. Vice-President

- i. The Vice-President shall be directly responsible to the President.
- ii. The Vice-President shall work hand-in-hand with the President in carrying out and conducting the programs of the Student Government Association.
- iii. The Vice-President shall arrange special meetings for the President.
- iv. The Vice-President shall be the chairman of the Proposal Committee and, at the first meeting of a newly elected Association, shall review the proposal procedure explaining to all.
 - 1. This can be found in the provided "Student Government Association" google drive
- v. The Vice-President shall chair all meetings and or functions of the Student Government Association when the President is not present.
- vi. The Vice-President shall also attend the Student Life Committee in case where the President is not able to be present.

C. Secretary

- i. The Secretary shall record and keep minutes, set appointments, and send notices.
- ii. The Secretary is directly responsible to the President.

- iii. If the President and Vice-President are not present, the Secretary shall preside at all meetings and functions of the Student Government Association.
- iv. All notes should be kept in an individual document and shared with the Director of Student Life and the SGA Advisor.
 - 1. A copy of the “SGA Meeting Notes” and “Attendance” sheet can be found in the provided Student Government Association google drive

D. Treasurer

- i. The Treasurer shall keep up with all funds and all matters related to the finances of the Student Government Association, as the President directs.
- ii. He/she shall furnish the Association with a financial report when needed.
- iii. The treasurer is to gather receipts for any expenditures and update the financial report accordingly.
 - 1. A copy of the financial report can be found on the provided Student Association google drive under “Finance Report”

B. Officers of the Legislative Branch

a. Class Representatives

- i. Responsible for presenting the wishes and opinions of their classmates at meetings of the Student Government Association.
- ii. They shall report to their classes on the actions and activities of the Association.
- iii. They shall share any changes suggested or problems brought to them by their classmates.
- iv. They shall be available to assist in carrying out all of the activities and projects of the Association

ARTICLE (XI) ABSENCES

- A. If any officer or representative of the Student Government Association misses two meetings, without being excused, he shall be removed from the Association. Members can only be excused due to illness or a crucial appointment, and a minimum of 24 hours' notice is required. Once a member misses a meeting, he will receive a notice from the Secretary advising that another miss will require that the individual be removed from the Association. A member who receives such a notice may appeal to be excused at the next meeting of the Association; excuses will be granted on the basis of a simple majority vote in the affirmative.
- B. Officers of the Student Government Association are required to attend all events and activities. Failure to attend events may result in removal from the Association.

ARTICLE (XII) DISMISSALS AND VACANCIES

- A. If a member of the Student Government Association in either the Executive or Legislative Branches is found to be incompetent, lacking in character, or on academic probation, that person can be dismissed from the Association at the discretion of the Director of Student Life.
- B. Disciplinary Policies and Procedures
 - a. If a student violates any of the responsibilities or qualifications stated in the Student Handbook, or they are not present for meetings or campus activities, the student will be subject to disciplinary consequences and removal.
 - b. Depending on the level of offense, the Advisor should be responsible for meeting with students who violate any portion of their agreement. Depending on the severity of the issue, the chain of command should go as followed:
 - i. Level one: president addresses the student
 - ii. Level two: Advisor meets with the student
 - iii. Level three: Advisor and Student Life Director meet with the student.
 - 1. Level one:
 - a. If a student is not meeting basic requirements and responsibilities within their role the president will address it to the student.
 - 2. Level two:
 - a. A continued level-one offense with no change after being spoken to
 - b. Unexcused absences
 - 3. Level three:
 - a. A continued level two offense with no change after being spoken to.
 - b. Removal of the student.
- C. Removal/ Resignation of SGA
 - a. If a student is not able to complete their full term either by removal or resignation, their eligibility to participate in the SGA the next school year will be determined by the Student Life Director.
- D. In the event that the office of the President becomes vacant during the course of a school year, the Vice-President will become President. Should the office of Vice-President, Secretary, or Treasurer become vacant during the school year then another election will be held. If the office of a class representative becomes vacant during a school year, the class will vote to fill the vacant position.

ARTICLE (XIII) THE ADVISOR OF THE STUDENT GOVERNMENT ASSOCIATION

- A. General Responsibilities

- a. To give advice or offer an opinion as to what to do, or how to handle any variety of matters, and in some instances to notify or inform the Association or its members of standing policies or the decisions of the school authority.
 - b. The Advisor is not empowered to:
 - i. Enforce or in any way or require the Association to adopt a policy
 - ii. Take measures, pursue a course of action, or abandon any of the aforementioned.
 - c. The Advisor must scrupulously avoid intentionally or inadvertently assuming leadership of the Association: to do so is in violation of the position and spirit of the Advisor.
 - d. In those instances when the Association, despite the counsel of the Advisor, exercises its privilege to pursue a course of action that the Advisor deems inappropriate or blatantly wrong, the Advisor may approach the Director of Student Life to express concern. Should they see fit, the College President or the Director of Student Life may authorize the Advisor to exceed his/her normal authority and return to the Association and intervene in the specific situation on their behalf.
- B. Specific Responsibilities
- a. Meet weekly with the President on a weekly basis in order to keep track of how things are going and ensure the President is planning for the future effectively.
 - i. Be available for any questions or concerns the president may have.
 - b. Meet with nominees to advise them of the requirements for their campaign speeches.
 - c. Conduct elections by ballot
 - d. Furnish the Director of Student Life with a list of the newly elected officers so that they be installed into office at the following Chapel service.
 - e. Brief all the officers on their various responsibilities and advise them on how they can best be carried out (example: preparing an agenda, conducting a meeting, taking minutes, etc.)
 - f. Brief the entire council on what is generally included in the annual schedule of Association events and the relative timetable to be followed.
 - g. Serve as a liaison between the Association's plans and proposals to the Student Life Department, submitting all of the Association's plans and proposals to the Student Life Director for consideration.
 - h. Accompany the President of the Association to the meeting with the Student Life Committee when the President presents proposals from the Association.
 - i. The Student Life Committee will communicate their various decisions to the Association through the Advisor.

- j. The Advisor will meet regularly with the Director of Student Life to ensure that he/she is fully aware of what is taking place with regard to the Association.
- k. In the event there is no Staff Advisor, the Director of Student Life will assume the responsibilities of the Advisor.

ALTERNATIVE DISPUTE RESOLUTION

FAITH BIBLE COLLEGE INTERNATIONAL ALTERNATIVE DISPUTE RESOLUTION

WE BELIEVE THAT FAITH BIBLE COLLEGE INTERNATIONAL HAS ALL THE RESOURCES NECESSARY TO RESOLVE PERSONAL DISPUTES THAT MAY ARISE AMONG ITS OFFICERS, FACULTY, STAFF, BOARD MEMBERS, AGENTS AND STUDENTS. HAS CHOSEN AN ALTERNATIVE DISPUTE RESOLUTION (ADR), INCLUDING THE USE OF ARBITRATION (SEE OUR ESTABLISHED **PROCEDURES FOR ARBITRATION**), TO RESOLVE CONFLICTS IN LIEU OF GOING TO COURT. WE DO NOT BELIEVE THAT CHRISTIANS ARE FREE TO MAKE DEMANDS, THREATEN, SUE OR ACTUALLY LITIGATE ANY MATTER AMONG THEMSELVES, TO DO SO WOULD BE IN CLEAR VIOLATION OF THE BIBLICAL PROHIBITION CONTAINED IN 1 CORINTHIANS 6:1-8, WHICH AS A PART OF OUR FAITH WE ARE COMMANDED TO OBEY. WE HAVE AGREED TO WAIVE ANY LEGAL RIGHT TO TAKE NON-CRIMINAL DISPUTES TO A COURT OF LAW. WE HAVE AGREED TO SUBMIT ANY AND ALL NON-CRIMINAL DISPUTES, DIFFERENCES AND CONTROVERSIES WHATSOEVER, THAT ANY PARTY CONTINUES TO CONTEST AFTER THE MATTHEW 18 PRINCIPLES HAVE BEEN APPLIED, TO BINDING ARBITRATION.

MATTHEW 18 PRINCIPLE

A process for restoration and reconciliation

Step I

The members, students and staff of Faith Bible College International are expected to demonstrate a special loyalty to and concern for one another. When one of the aforementioned has been offended by or has a grievance against another member of the Faith Bible College International family and wishes to see the dispute resolved he must go to the offending party and seek a restoration of their relationship. Before going the offended person should first examine himself. When he goes he should go with a spirit of humility sincerely seeking the restoration of the resolution of the dispute and the restoration of the fractured relationship. (Mat. 18:16; Gal. 6:1)

Step II

If reconciliation is not achieved by Step I, then the person seeking to achieve the restoration of the relationship must approach the other party, a second time, in the company of a person who holds a leadership position in the school. This second step should also be preceded by self-examination and followed through with in a spirit of humility. (Matt. 18:16; Gal. 6:1)

Step III

If the matter remains unresolved after the steps above have been taken, then the matter must be brought before the Faith Bible College International Board of Directors. The Faith Bible College International Board of Directors will hear the matter. The Faith Bible College International Board of Directors is responsible for dealing with murmuring and grievances within the school family. If the matter between the parties cannot be resolved before the Faith Bible College International Board of Directors, the Faith Bible College International Board of Directors shall recommend that after self-examination the concerned parties make a final effort in private conference with one another to resolve their differences and be reconciled. (Matt. 18:17; Gal. 6:1)

Step IV

If the matter is still unresolved after all of the above steps have been taken, the party(s) to the dispute who refuses to repent and be restored or reconciled shall be, by majority vote of Faith Bible College International Board of Directors, subject to such discipline as the Faith Bible College International Board of Directors deem appropriate, not excluding dismissal.

The procedures outlined above are based upon Matthew 18:15-20; Romans 16:17-18; I Corinthians 5:11-13; I Thessalonians 3:6,10-15; I Timothy 5:19-20; and Titus 3:10-11. To the extent that any of the procedures stated in this section contradict the Scriptures (as interpreted by the board of directors of Faith Bible College International) the Scriptures shall govern.

PROCEDURES FOR ARBITRATION

SECTION I

SCOPE OF ARBITRATION

1. Members, staff and students (parents/legal guardians of students under the age of 18) of Faith Bible College International are agreed that all disputes, apart from public offenses (crimes against someone), will be settled through the ADR process.
2. The parties must, prior to the selection of arbitrators, agree to the scope of the matters to be considered by the arbitrators. In doing so, the parties must conduct themselves with the utmost courtesy as befits believers in Jesus Christ. Failure to do so shall be considered a proper matter for school discipline. If the scope of the dispute for arbitration cannot be agreed upon by the parties, the scope shall be determined by the arbitrators.

SECTION II

SUBMISSION TO ARBITRATION

1. The parties as Christians, believing that civil lawsuits between Christians are prohibited by Scripture and having agreed to submit disputes to binding arbitration, and to waive any legal right to take the dispute to a court of law, will refer and submit any and all disputes, differences, and controversies whatsoever within the scope of arbitration to a panel of three arbitrators, to be selected as follows:

- a. All arbitrators must be born again Christians of good reputation in the community and who affirm the school's statement of faith.
 - b. Each party shall submit a list of three proposed arbitrators to the other party, and the other party will choose one of the three proposed arbitrators to serve on the panel.
 - c. The third arbitrator will be selected by mutual agreement of the other two arbitrators.
 - d. In selecting arbitrators, each party will act in good faith in choosing Christian arbitrators who have no prior knowledge of the facts leading up to the dispute, who are not related to or close friends with the selecting party, and who will act impartially and with fundamental fairness.
 - e. No arbitrator may be an attorney.
 - f. No arbitrator may be employed by, or under the authority of, either party or the other arbitrators.
 - g. The arbitrators will be selected as soon as possible but no later than 30 days after the parties have agreed to the scope of the arbitration.
 - h. The arbitration will be held at a neutral site agreed to by the arbitrators.
 - i. The arbitration agreement will not be signed until the arbitrators are agreed upon.
2. The arbitrators shall, subject to the provisions of these procedures, arbitrate the dispute according to the terms of these procedures, the Bible as interpreted by the school's statement of faith, and any applicable school documents.
 3. Each party may be represented by counsel throughout the process at their own expense. Each attorney shall have absolute freedom to ask questions of any witnesses during the arbitration process. Formal rules of evidence shall not apply. Formal rules of discovery shall not apply and a discovery process agreed upon by the parties must be used.

SECTION III

TERMS AND CONDITIONS OF ARBITRATION

1. The arbitrators shall have full power to make such regulations and to give such orders and directions as they shall deem expedient in respect to a determination of damages in the matters and differences referred to them.
2. The arbitrators shall hold the arbitration hearing as soon as possible, but no later than thirty (30) days after the selection of the third arbitrator.
3. There shall be no stenographic record of the proceedings, and all proceedings are closed to the media and any other parties not directly involved in the proceedings.
4. Normally the hearing shall be completed within 3 hours. In unusual circumstances and for good cause shown, the arbitrators may schedule an additional hearing to be held within 7 days of the initial hearing.
5. There will be no post hearing briefs.
6. The arbitrators are to make and publish their award, in writing, signed by each of them concerning the matters referred, to be delivered to the parties no later than 48 hours

from the date of the conclusion of the hearing unless otherwise agreed by the parties. The arbitrators may, in their discretion, furnish an opinion.

SECTION IV

CONDUCT AND RULES OF HEARING

1. The arbitrators may, in their absolute discretion, receive and consider any evidence they deem relevant to the dispute, whether written or oral, without regard to any formal rules of evidence.
2. The parties and their respective witnesses must, when required by the arbitrators, attend and submit to examination and cross-examination under oath as to all or any of the matters referred to in the proceedings, and to produce and deposit with the arbitrators all or any evidence in their possession or under their control concerning such matters.
3. If a party defaults in any respect referred to in Paragraph 2 above, the arbitrators may proceed with the arbitration in their discretion as if no such evidence were in existence, in so far as it may be favorable to the party in default.
4. All presentations shall be controlled by the arbitrators.
5. Any disputes regarding procedure shall be decided solely by the arbitrators.

SECTION V

DUTIES OF ARBITRATORS

1. The arbitrators are to receive all evidence, prayerfully consider such evidence in an impartial manner, and render a decision which, based upon Scriptural principles, is fair to both parties.
2. The arbitrators have full power to order mutual releases to be executed by the parties, and either of the parties, failing such orders shall have the effect of a release, and be duly acknowledged as such.
3. In the event that either party or a witness for either party shall fail to attend the arbitration hearing, after such written notice to such party as the arbitrators shall deem reasonable, the arbitrators may proceed in the absence of such party or witnesses without further notice.

SECTION VI

DECISIONS OF ARBITRATORS

1. It is preferred that the arbitrators reach a unanimous decision, but if a unanimous position cannot be obtained, a majority decision will be accepted. The written decision of a majority of the arbitrators shall be final and binding on all parties, and judgment upon the award rendered by the arbitrators may be entered in any court having jurisdiction thereof. There is no appeal from the decision of the arbitrators.

2. The decision of the arbitrators is to be kept confidential by all parties for a period of one year. For purposes of these procedures, the members, staff, students or parents of students under the age of 18 may be informed of the decision, if any, of the aforementioned were a party to the proceeding.

3. Should any party commence legal proceedings against any other party with respect to the agreed scope of the dispute or the binding decision of the arbitrators, with an exception of an action to enforce the decision of the arbitrators, that party shall pay to the other party all expenses of said proceedings, including reasonable attorney's fees. In the event it becomes necessary for one party to commence legal proceedings to enforce the decision of the arbitrators, the non-prevailing party must bear all of the costs of said proceedings, including reasonable attorney's fees.

SECTION VII

PARTIES TO COOPERATE

No party is to unreasonably delay or otherwise prevent or impede the arbitration proceedings. No party will involve the news media in the dispute in any way. No party shall publicize the dispute in any way to anyone not a party to the proceedings, except as permitted by the arbitrators, and except that a party may disclose the proceedings of this arbitration to his or her spouse, legal counsel, accountants, insurance carrier, and as otherwise required by law.

SECTION VIII

COSTS AND EXPENSES

Each party must pay his own costs and expenses. The cost of the arbitration, such items as transportation, food, and facilities are to be shared equally by both parties. The parties shall also share the cost of the arbitrators fees (\$10.00 per hour per arbitrator).

SECTION IX

AMENDMENTS

These Procedures for Arbitration may be revised or amended by a majority vote of the board of directors present and voting at a regular meeting.

SECTION X

ADOPTION

1. These Procedures for Arbitration were adopted by a majority vote of the board of directors at which a quorum was present.

2. These Procedures for Arbitration supersede any other Procedures for Arbitration previously adopted by the board of directors if any exist.

FBCI STUDENT GRIEVANCE POLICY

At FBCI it is our goal to provide an equitable system for the speedy and amicable resolution of problems between students and fellow students, faculty, staff, and administrators. If a student encounters a problem that requires mediation for resolution, the following procedures have been instituted.

- Offenses against one another should be corrected with the individuals involved, as prescribed in Matt. 18:15-17 and Gal. 6:1-5.
- For course-related issues, the individual should speak to the instructor. If the problem is still unresolved, the student may petition the Academic Dean in writing. If an issue still exists after the Academic Dean addresses the matter, the student may submit a written petition to the Student Grievance Committee.
- For issues that are not course-related, the student should first speak to the individual(s) involved. If a resolution is not achieved at that level, appeals must be made, in writing, through the following channels (Please seek resolution at one level before going to the next):
 1. First, to the Director of Student Life
 2. Second, to the Student Grievance Committee
 3. Third, to the President
 4. Fourth, to the Board of Directors
 5. An ultimate appeal may be made to the accrediting agency with which FBCI holds applicant status, the Association for Biblical Higher Education, 5850 T. G. Lee Blvd., Suite #130, Orlando, FL 32822

At each level, evidence will be required of sincere attempts to seek resolution, following the steps outlined above.

The Student Grievance Committee is chaired by the Director of Student Life and includes the Campus Pastor, the Dean of Men, the Dean of Women and the Student Government Association President.

SECTION VII: FORMS

ACADEMIC STATUS WAIVER

I, _____, give permission to the department of education to share my academic status with:

Check none, one, or all:

☐ Parent(s) ☐ Pastor ☐ Financial Supporter ☐ FBCI Mentor

Please print full name of selected individual(s).

Your Signature: _____

Date: _____

ALTERNATIVE DISPUTE RESOLUTION CONSENT AND WAIVER FORM

I, the undersigned, _____, for and in consideration of being accepted as a student at Faith Bible College International, agree that in the event of any and all non-criminal disputes, differences, and controversies whatsoever, with the officers, faculty, staff, board members, agents and or students of Faith Bible College International, that I do waive the right to take court action against those persons and will instead follow and abide by the terms and procedures of the Alternative Dispute Resolution.

I expressly agree that this waiver agreement is intended to be broad and inclusive as permitted by the laws of the United States of America.

I, the undersigned, further state **that I HAVE CAREFULLY READ AND UNDERSTAND THE FOREGOING ALTERNATIVE DISPUTE RESOLUTION, ITS MATTHEW 18 PRINCIPLE, THE ATTACHED PROCEDURES FOR ARBITRATION, AND THE RELEASE AND WAIVER AGREEMENT AND THAT I KNOW THE CONTENTS THEREOF AND SIGN THIS RELEASE AND WAIVER AS MY OWN FREE ACT.** I understand that this is a legally binding agreement.

Signature

Date

MEDICATION REGISTRATION

Please list below the name(s) of any prescription medication(s) that you are currently using. If you are not taking any prescription medication(s), please write NONE on form. All students must submit a completed form each year. If prescriptions change during the college year, please notify the Student Life Department as soon as possible.

Name of Drug_____

Reason for Use_____

Frequency of Use_____

Name of Drug_____

Reason for Use_____

Frequency of Use_____

Name of Drug_____

Reason for Use_____

Frequency of Use_____

Name of Drug_____

Reason for Use_____

Frequency of Use_____

Name of Drug_____

Reason for Use_____

Frequency of Use_____

Printed name:_____

Date: _____

MINISTRY FORMATION PARTICIPATION AGREEMENT

I, the undersigned, acknowledge that participation in Ministry Formation, and more specifically, being sent to various churches/ministries/schools for ministry training experience, may involve risk to the participant (myself), and may result in various types of injury, including, but not limited to, the following: sickness, exposure to infectious/contagious disease, bodily injury, death, emotional injury, personal injury, property damage, and financial damage.

In consideration for the opportunity to participate in the activity [1] described above (the “activity”), the participant acknowledges and accepts the risks of injury associated with participation in and transportation to and from the activity. The participant accepts personal financial responsibility for any injury or other loss sustained during the activity or during transportation to and from the activity, as well as for any medical treatment rendered to the participant that is authorized by the sponsor or its agents, employees, volunteers, or any other representatives (collectively referred to as the “activity sponsor”).

Further, the participant releases and promises to indemnify, defend, and hold harmless Faith Bible College International (FBCI) for any injury arising directly or indirectly out of the described activity or transportation to and from the activity, whether such injury arises out of the negligence of the activity sponsor, the participant, or otherwise. If a dispute over this agreement or any claim for damages arises, the participant (or parent/guardian) agrees to resolve the matter through FBCI’s alternative dispute resolution process. If the participant and the activity sponsor cannot agree upon such a process, the dispute will be submitted to a three-member arbitration panel for resolution in accordance with the rules of the American Arbitration Association.

I further state that I have carefully read the foregoing release and know the contents thereof and I sign this release as my own free act. This is a legally binding agreement that I have read and understand.

Signature: _____

Printed Name: _____

Date: _____

PHOTOGRAPH & VIDEO RELEASE FORM

I hereby grant permission to the rights of my image, likeness, and voice sound as recorded on audio or video files without payment or any other consideration to Faith Bible College International. I understand that my image may be edited, copied, exhibited, published, or distributed, and I waive the right to inspect or approve the finished product wherein my likeness appears. Additionally, I waive any right to royalties or other compensation for using my image or recording. I also understand that this material may be used in diverse educational and promotional settings within an unrestricted geographic area.

Photographic, audio, or video recordings may be used for, but not limited to, the following purposes:

- Various forms of advertising
- Publicity and marketing materials
- Informational presentations
- On-line educational courses
- Educational and promotional videos
- Various forms of online marketing, such as social media, advertising and www.faithbci.org

By signing this release, I understand this permission signifies that photographic or video recordings of me may be electronically displayed via the Internet or in public settings.

There is no time limit on the validity of this release, nor is there any geographic limitation on the distribution of these materials.

By signing this form, I acknowledge that I have completely read and fully understand the above release and agree to be bound thereby. I hereby release all claims against Faith Bible College International for utilizing this material for educational or promotional purposes.

Full Name _____

Signature _____

Date _____

STUDENT HANDBOOK ACKNOWLEDGEMENT AND AGREEMENT

After reading the Student Handbook in its entirety, complete this form and submit it to the office.

I, _____, have read the Student Handbook (2023 - 2024 edition) in its entirety. I understand its contents and agree to cheerfully abide by the norms it contains.

Signature_____

Date_____