

STUDENT HANDBOOK

INTERNATIONAL BIBLE CENTER

“FORWARD...”

...and with this word, Leonard Coote, founder of International Bible College (now International Bible Center), went home to be with His Lord. For more than 50 years, this soldier of the cross worked on the “cutting edge” of God’s business in the Far East.

As a young man, Leonard Coote left his home in England to make his fortune in business in Japan; however, like Simon Peter, Jesus captured him and put him in the Father’s business.

While visiting San Antonio during World War II, he received a fresh word from God. According to his own words, he “became convinced it was the eternal purpose of God to found IBC.” In October 1944, the first classes were conducted at a site on the near north side of the city. In the early 50s, the school moved to its current location.

IBC just completed 60th year of preparing students for ministry. Former students are working around the globe to reach the world for Jesus in Asia in countries such as Japan, China, Korea, the Philippines, India, as well as throughout Europe, Latin and South America, North America and Africa. In addition, hundreds of former students are across America, working in all facets of ministry and in support of those in foreign lands.

Leonard Coote’s vision of raising up leaders to reach the world for Jesus continues with you and your classmates. Now it is your time to train to go forward.

POLICY OF NON-DISCRIMINATION

It is the IBC admissions and hiring policy not to discriminate on the basis of race, age, sex, national or ethnic origin.

DISCLAIMER

IBC reserves the right to make any change in procedure or policy appearing in this *Handbook* it deems necessary at any time. Any change will be properly posted, advertised and announced before implementation.

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This ***Handbook*** is produced to inform you of policies and procedures that are designed to help you in the training and educational experience. These policies and procedures are necessary in preparing you to take your place as a leader in God's work. Read each page carefully. You will be asked to signify your agreement to comply by your signature. Without your agreement, you may not register for classes.

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BELIEF STATEMENTS

DOCTRINAL STATEMENT

International Bible Center is a full gospel, nonsectarian institution. Its doors are open to all sincere Christian people irrespective of denominational connection. IBC maintains that God's people are ONE because of Calvary, and therefore fellowship must be based on the Blood rather than on doctrinal interpretation or sectarian ties. It is IBC's loyalty to Christ rather than its opinions about Him that should bind Christians together.

IBC's position is best summed up in the statement: In things essential *UNITY*; in things non-essential *LIBERTY*; in all things *CHARITY*.

STATEMENT OF FAITH

IBC BELIEVES . . .

The Bible is unique and divinely inspired in all its content. IBC accepts its teachings as inerrant and authoritative, that all things were created by God in six days, that its records are scientifically and historically correct, and that it serves as the infallible rule of faith and practice. (II Tim. 3:16; II Peter 1:20-21; Jude 3)

One God eternally exists as Father, Son and Holy Spirit. (Deut. 6:4; Matt. 28:19; II Cor. 13:14; Luke 3:21-22)

The perfect, sinless humanity and the absolute, full deity of the Lord Jesus Christ is indissolubly united in one divine-human person since His unique incarnation by miraculous conception and virgin birth. (Luke 1:30-35; John 1:1, 14, 18, 3:16; Phil. 2:5-11)

Personal salvation comes by God's grace alone and is received through faith alone in the atoning work of God's Son at Calvary. (Rom. 3:24-28; Eph. 2:8-9; Acts 13:38-39)

Every believer should receive water baptism by immersion. (Matt. 28:19; Acts 2:38; 8:36-39)

Sanctification and separation from worldliness is the pattern of the Christian life. (Rom. 6 & 7; II Thess. 5:23; I John 2:15-17)

An unacceptable sexual lifestyle, including adultery, fornication and homosexuality is a sin. (Ex. 2:14; Matt. 5:27, 15:19; Rom. 1:22-45)

The Baptism of the Holy Spirit is given to the believer for service. (Luke 24:49; Acts 1:8, 2:1-41)

God has given to the Church the Nine Manifestation Gifts of the Spirit (I Cor. 12), the Five-Fold Ministry Gifts (Eph. 4) and the Seven Motivational Gifts (Rom. 12).

Divine healing is provided for the believer through Christ the Healer. (I Peter 2:24; Psalm 107:20; Isaiah 53:5)

Mankind is in a lost state. Though created in the likeness of God, mankind incurred both physical and spiritual death through rebellion and thereby became sinful and sinners. (Gen. 2:16-17, 3:6-19; Rom. 3:10-23, 6:23, 7:18, 11:32)

The task of world evangelism is the mission of the Church today. (Matt. 28:18-20; Rom. 10:9-17; Eph. 4:7-16)

At the Second Coming of Christ, He will come personally and bodily to receive His saints and set up His millennial kingdom. (Acts 1:11; I Thess. 4:13-18; I Cor. 15:51-58; II Peter 3:1-13; Rev. 19:11-16, 20:1-6)

There is an evil and malignant being who is personal and spiritual, active in deceiving the world and destined for eternal judgment. He is known as Lucifer, the Great Dragon, Satan, the Devil. (Rev. 20:1-10, 12:9; II Thess. 2:8-10)

There will be a future judgment for the righteous and the wicked. Both the believer and the unbeliever will be resurrected bodily in their own order: the saved unto everlasting bliss, the lost unto everlasting conscious punishment. (I Cor. 15:1-50; I Thess. 4:13-18; Rev. 20:11-15, 21:1-22:5)

VISION AND MISSION STATEMENT

IBC'S VISION — IBC's eternal purpose is to know Jesus Christ, to be like Him and to make Him known.

IBC'S MISSION — In vital partnership with the church, IBC's mission is to educate Christian leaders for ministry roles in their world, in their church and in its global outreach.

STUDENT RESPONSE TO BELIEF STATEMENTS

Students may not totally understand or agree with the above statements. To be admitted into any program of study, however, each student will agree not to be disrespectful or disruptive in regard to his/her disagreement. The student will not actively engage in actions seeking to stand or persuade others to stand in opposition to these tenets of faith. When the student signs the signature page at the end of this *Handbook*, it is with the understanding that he/she is agreeing to abide by this policy and the honor code below.

HONOR CODE

As a member of the IBC family, I pledge myself without reservation to the following life-style commitments:

- to pursue excellence in all I do;
- to look to the Holy Spirit for guidance in my walk;
- to place myself under godly authority at IBC and in all aspects of life;
- to respect and uphold the standards of behavior and conduct set forth in this *Handbook*;
- to live a clear witness for Christ, so that all my actions and words might point to Him;
- to refrain from behavior that would offend the weaker brother;
- to avoid acts of the old, sinful nature (Gal. 5:19); and
- to care for my physical body as the temple of the Lord.

SPIRITUAL PROGRAMS

IBC's programs are educational endeavors which seek to minister to the spiritual development of students; therefore, IBC's challenge transcends human effort and must depend on God's enablement. Thus, we enter into the realm of faith. The spirits of people are born again by faith and daily living is nurtured by faith in the Son of God who loved us and gave Himself in death for us. Psalm 31:14-15 reflects the reality of God's sovereign control and care for us. How can we respond with anything less than complete trust?

"I trust in You, O Lord; I say, 'You are my God,' My times are in Your hands."

INTEGRATED APPROACH

IBC's spiritual program is not separated from other programs and activities, but is integrated into everything we do. Our desire is to honor Jesus Christ in all we do by affirming scripture, by exalting His name and by exhorting students toward godliness in living. One of IBC's primary goals is to foster moral integrity, spiritual discernment and personal responsibility in the lives of the students. Listed below are some of the means which are used to accomplish this goal.

EARLY MORNING PRAYER

This time is set aside each day for both faculty and students to actively seek the Lord in a corporate atmosphere. It is conducted in the chapel between 6:30-7:30 a.m. and everyone is encouraged to participate. We pray for the nations, our families, our church homes, our IBC family and other expressed needs.

CHAPEL

IBC conducts chapel services on Wednesday through Friday of each week. IBC puts great importance on chapel attendance and participation. Chapel services are designed to facilitate spiritual development, affording students and staff the opportunity of coming together at one time in one place, both to be ministered to and to minister.

Attendance for full-time students is required. An attendance grade is assigned, records are kept and become part of the student's transcript. The grade is considered when ministry recommendations are given.

Students exceeding the maximum number of absences may not participate in ministry trips, such as drama, chorale and missions, for the remainder of that semester.

FIELD EDUCATION

The educational culture at International Bible Center combines classroom lecture with practical hands-on ministry experiences. The total educational experience requires the training of students for a lifetime of fruitful service and ministry. Under the supervision of the field education director, the program strives to direct students to specific ministry activities that provide valuable training in various life situations. Opportunities for ministry are available in local churches, parachurch ministries and community service organizations.

MENTORING

This unique program places all students into small groups under the direction of a faculty or staff person. The purpose of the mentoring program is to ensure that each student will receive personal attention that will aid in his/her spiritual, academic, financial and emotional development, as well as provide a forum to discuss the student's participation in field education. Mature students are assigned to groups as mentors-in-training. This is a required course for students carrying 12 or more semester hours.

OUTREACH

One hundred percent participation is mandatory for all school outreaches, such as Christmas musicals, dramas, Easter presentations, etc. This participation may include ushering, greeting, ticket distribution or any other area of need.

INREACH

One hundred percent participation is expected for all-school events, such as HEB Camp, missions convention, year-end convention, etc.

ALL-SCHOOL RETREAT

During the spring semester, IBC has an all-school retreat. The setting for the all-school retreat is the HEB Camp in the Texas Hill Country. The retreat is designed to promote spiritual growth, establish friendships and provide an opportunity to relate to teachers and fellow students in a non-academic environment. It also is a time of spiritual and physical refreshing. The retreat will be held February 18-20, 2005.

CONVENTIONS

Missionary Convention

Each year, IBC participates in the missionary convention at Destiny Church. Many IBC graduates now on the mission field benefit from this well-organized and focused missions endeavor (see page 16).

Year-End Convention

Each school year ends with an exciting three days of ministry. IBC alumni from around the world join students for a wonderful time in the Lord. The week concludes with graduation (see page 16).

CHURCH LIFE

The campus church is International Bible Church. One of the goals of the church is to provide students with hands-on ministry opportunities and experience. Requirements for church attendance is as follows:

Students who have not been permanent residents of San Antonio for six months are required to attend all services at International Bible Church. First- and second-year on-campus students *must* attend all services at International Bible Church. Exceptions must be approved by the president.

Third and fourth year on-campus students must attend International Bible Church on Sunday and Wednesday evenings if the church they attend has no services on those nights. Any other arrangement must be approved by the dean of students or president.

Off-campus students are required to faithfully attend the church in which they are currently involved. It is strongly urged that those students attend the Sunday evening service and/or Wednesday evening service at International Bible Church if their local assembly does not meet on those evenings.

All students must receive approval from the president before changing churches during the school year.

Ministry Transcript

Each student is required to keep and report his/her church attendance and ministry involvement on a church attendance form. This form must be turned in to the business office on the 1st of each month. These forms will then be used in a "Christian Service Transcript," which recognizes the value of a student's total service involvement as part of the IBC experience.

Schedule of Services at International Bible Church

Sunday

Sunday School9:30 a.m.

Morning Praise and Worship 10:30 a.m.

Evening Celebration6:00 p.m.

Wednesday

Adult, Youth and Children's Services ..7:00 p.m.

SPIRITUAL LIFE

CHRISTIAN STANDARDS

Every aspect of a student's life is the classroom for instruction in right living. In recognition of this, we have attempted to develop guidelines and regulations for student life which aids the process in which the Spirit "instructs" the student.

TOBACCO USE

- Campus residents who disregard initial warnings about tobacco use will lead to the loss of the right to reside on campus. Further, any campus resident who encourages any other student to join in the activity will receive an initial warning, then will be dismissed from IBC.
- Off-campus students will not use tobacco on campus or encourage any other student to join in the activity. Students will receive a warning to desist. Failure to heed the warning will be cause for dismissal.

ALCOHOL USE

- Campus residents will be subject to immediate dismissal from IBC if engaged in alcohol use. Illegal actions will be reported to the proper authorities.
- Off-campus students are expected to refrain from using alcoholic beverages both on and off campus and will be dismissed from IBC if found to be encouraging or making available such substances to other students. Illegal actions will be reported to the proper authorities.

ILLEGAL SUBSTANCE USE

- Campus residents will be dismissed from IBC if found to be using illegal substances, or encouraging or making available such illegal substances to other students. Illegal actions will be reported to the proper authorities.
- Off-campus students will be dismissed from IBC if found to be using illegal substances, or encouraging or making available such illegal substances to other students. Illegal actions will be reported to the proper authorities.

VIOLATING THE LAW

- *Any student* convicted of violating the law will be subject to dismissal from IBC.

IMMORAL BEHAVIOR

- Adultery, fornication, homosexuality, deviant behavior and sexual harassment will be considered grounds for immediate dismissal from IBC. Also causes for immediate dismissal are participation in pornography (by traditional means or through the Internet) or attending, renting or otherwise watching sexually explicit movies.

UNBECOMING BEHAVIOR

- Students will be encouraged to resolve interpersonal problems according to the instructions in Matthew 18. Unbecoming behavior will result in a rebuke from an appropriate authority. If the behavior warrants, the administration may require a public apology.

INSURRECTION

- A strifemaker who is guilty of inciting rebellion and strife among the community will be warned to desist. Flagrant disregard of such admonitions will be considered cause for dismissal.

STUDENT RESPONSIBILITIES

STUDENT RIGHTS AND RESPONSIBILITIES POLICY STATEMENT

INTRODUCTION

International Bible Center recognizes that people live in a volatile society in which undue stress is often placed upon the rights of many at the expense of their responsibilities. At the same time, it is abundantly evident from Scripture that God hates injustice and oppression. It is incumbent upon IBC to attempt to establish policies that strike a biblical balance between the student's rights and his/her responsibilities.

THE STUDENT...

...a God Pleaser

The highest aim and purpose any believer may pursue is that of knowing and pleasing God. It is, therefore, the student's responsibility to set himself/herself to seek after God, to submit any resulting sense of direction to God's ordained authority, to decide where he/she should go for training which best suits his/her calling by God. Furthermore, the student is responsible for maintaining his/her spiritual life and to evaluate his/her continuation in the program of training.

The student has the right to expect that IBC has accurately and honestly been represented to him/her. He/she has the right to expect that the faculty, staff and administration will with highest integrity assist him/her in accomplishing the high calling of pleasing God.

...a Client

In order to please God as a client of IBC, the student must see his/her responsibilities toward IBC as both legal and ethical. The student is responsible for observing policies and procedures and is responsible to pay whatever debts he/she has accumulated to IBC. Failure on the part of the student to honestly and properly carry out his/her responsibilities, or to perform at a level of excellence set forth in the publications of the college will be considered grounds for failure and/or dismissal from the college.

The student has a right to expect to be informed of policies and procedures, financial requirements and deadlines, and any codes of behavior which are expected of him/her. The student also has the right to expect the staff and administration of IBC not to seek to entrap the student through misrepresentation, its services, programs, facilities, its financial and academic requirements, its qualifications as a Christian post-secondary institution, or the qualifications of the faculty and staff.

The student has the right to expect that IBC will respond to him/her in a Christian and businesslike way, faithfully carrying out its responsibilities and agreements with him/her. He/she has the right to expect IBC to

maintain his/her records, honor the confidentiality of student records and to give appropriate access to his/her records.

...a Citizen

The student is responsible for submitting to and obeying the earthly powers which God has ordained for man's good. The student is obligated by both his/her citizenship and the Bible to carry out his/her responsibilities as unto the Lord. The student's rights as a citizen is not just a matter of the U.S. Constitution, it is a biblical mandate as well. However, the "royal law" of God calls the student to temper the free exercise of his/her rights for the good of his/her neighbor.

The student should recognize that while IBC seeks to establish policies and regulations which help develop an atmosphere conducive to the good of all students, these expressly written policies may not abridge rights granted by the Constitution. The student must understand that adherence to IBC's policies and regulations is the condition upon which he/she may participate in its programs.

The student has the right to expect the administration and staff of IBC to treat him/her with dignity as a fellow human. The student also has the right to expect that due process and the right of appeal is outlined in this **Handbook**, including matters relating to disciplinary action, grievances, and academic or administrative decisions affecting the scholastic or administrative career of the student. However, the right of due process is not to be misconstrued as the right to disrupt the programs and operations of the school.

...a Student

As a member of the academic community at IBC, the student has the responsibility to apply himself/herself to his/her studies in such a way as to please God, to seek God's truth in all studies and to strive for excellence in all that he/she does. The student has a responsibility to maintain honesty and Christian ethics in his/her academic pursuits, to incorporate good study habits and sound reason to his/her search.

The student has the right to expect IBC to live up to its advertised programs and courses. He/she has the right to expect the programs and courses to be academically sound and comparable to standard post-secondary educational practices. Furthermore, the student has the right to expect the faculty and staff to be capable and helpful. However, the student does not have the right to demand services or instruction not normally provided in the policies and procedures of IBC.

"Let all things be done decently and in order." Above all, the IBC student must understand that the first priority in life is to develop an intimate relationship with God and not just to stockpile knowledge about Him.

GRIEVANCE AND APPEAL PROCEDURES

At some point in the student's stay at IBC, he/she may be wronged by the system. The wrong will not occur by design or desire, but the student may believe that he/she has a legitimate concern and will want to resolve the problem. This policy statement has been developed to outline the correct procedure to present the student's grievance.

DUE PROCESS

A student has the right to due process and appeal for his/her grievance and or dismissal. If the student desires to appeal issues/concerns other than those listed below, he/she must notify the president in writing of such a desire. The president will provide an opportunity for the student to confront any accusers and present testimony in his/her defense and will appoint an impartial panel of at least three members to hear such an appeal. The appeal will be at a specified time and place and shall be announced in sufficient time as to offer opportunity of preparing for a defense.

The student may choose to be represented by a person of his/her choice and to obtain a copy of any recording or transcript which may be made at the hearing. An appeal of the decision of the appointed panel may be made to the president, whose decision will be considered as final. No accuser will be considered as eligible to sit on any appeals hearing opportunity.

ACADEMIC CONCERNS

If the student has a grievance concerning a particular course, appeal in writing to the teacher and seek to discuss the matter privately and respectfully with the teacher. If the problem cannot be resolved with the

teacher, or if he/she believes the grievance has been handled unjustly, the student may appeal in writing to the academic dean. If the student is still convinced of the grievance, his/her final appeal may be made in writing to the president. Grievances concerning academic records or transcripts should be presented first to an academic counselor and then any appeals should follow the pattern outlined in the preceding paragraphs. The student must make his/her first appeal within 14 days of discovering the problem. Once an appeal is made in writing, the student has a right to the full appeals process.

Financial Concerns

All financial grievances should be addressed to the president. The appeal should be in writing.

Social Concerns

All dormitory residents should address their social grievances to their dean. Family community residents should address theirs to the family community dean. However, if the grievance relates to housing maintenance, it should be presented in accordance with the policies outlined in the IBC *Family Community Handbook*. Off-campus students should address their social grievances to the dean of students.

If the student believes the dean's decision to be unjust, he/she may appeal in writing to the dean of students. Only after an appeal is made to the dean of students should a student appeal to the president. In the case of off-campus students, an appeal in writing may be made to the president.

Campus Employment/Work Study Program Concerns

All grievances concerning campus employment should be addressed to the student's immediate supervisor. Appeals should be made in writing to the vice president of student life.

DISMISSAL AND REINSTATEMENT PROCEDURES

"By mercy and truth iniquity is purged. . ." Proverbs 16:6.

All disciplinary measures are tempered with mercy at IBC. While justice demands the severity of the penalty, and the offender should expect no less, its full application may be mitigated at the discretion of the president, the administration and the faculty. Expecting justice, the offender may place him/herself at the mercy of the administration.

DISMISSALS FOR MORAL FAILURES OR CHRISTIAN STANDARDS VIOLATIONS

- The length of time a person is prohibited from re-enrolling will depend on the violation and/or the circumstances. In some cases, re-enrollment may not be allowed. For example, a student dismissed for the practice of homosexuality may not be re-enrolled.
- The person must spend the time away from IBC under pastoral care in a church.
- The person must exhibit genuine repentance and show evidence of healing and restoration.
- The Administrative Council (senior administrators of IBC) will review the request and rule on any final terms of re-enrollment.
- The re-enrolled student will be on probation for one semester.

DISMISSALS FOR FINANCIAL IRRESPONSIBILITY

- All past debt to IBC must have been resolved.
- Financial responsibility must be demonstrated.
- The Administrative Council will review the case and rule concerning re-enrollment.
- The student will be on financial probation for one semester.

DISMISSALS FOR ACADEMIC FAILURE

- The person cannot re-enroll for at least one semester.
- A review will be conducted by the Administrative Council and terms of re-enrollment will be made.
- A student so admitted will be on academic probation for one semester.

FINANCIAL INFORMATION

PAYMENT OF ACCOUNTS

Because IBC is a non-profit organization without large reserve funds or endowments, all tuition and fees are handled as follows:

- **Settlement of Accounts**

All accounts are due and payable at the beginning of the school term or upon arrival. Realizing the need for some students to budget the cost of their semester, there is a “contract of payment” available for students.

- **Contract of Payment Plan**

Students who wish to budget their payment for the semester must sign a legally binding contract with IBC according to the following payment schedule.

- ◆ A down payment of all fees, and one quarter of tuition, room and board is due and payable upon registration. Students must pay all fees and one-half of the tuition when registering. The remaining balance must be paid in three payments over the next three months, due on the first of each month. There is a 10% late penalty for all payments not made by the 5th of the month.

If changes occur in a student's account because of add/drop, it is the student's responsibility to contact the Dean of Students to renegotiate the payment contract. If a contract is not renegotiated, the student will be responsible to fulfill the payment contract agreement, as well as pay any additional charges to his/her account.

- **Delinquent Accounts**

IBC will not carry accounts beyond the due date. A 10% penalty will be charged to the student's account. Additionally, the student may be denied the privilege of classroom attendance and other campus activities.

- **Financial Probation**

Any student with a late payment that goes beyond 15 days in one semester will be placed on financial probation and may be, at the discretion of the administration, suspended from classes. The student will be required to participate in financial counseling with the Dean of Students. Furthermore, financial probation requires the student to pay an additional monthly payment as a down payment for the next semester.

The student may not participate in ministry trips, such as drama, chorale and missions, until probation requirements are met.

Single students may be required to cash their paychecks in the Business Office.

We realize each student's life is an individual situation; however, IBC's financial obligations and the student's own financial commitments must be honored.

All questions concerning payments should be addressed to the Dean of Students.

FINANCIAL ASSISTANCE

Tuition, room and board, and related school fees should be considered well in advance of registration. All educational expenses will be the responsibility of the student.

International Bible Center is committed to assisting the student in completing his/her educational goals. IBC believes that God will be faithful to supply the student's financial needs during this process.

In-house financial aid is available only to assist with tuition costs — not room and board or fees. Aid is assessed on the basis of need and a prospective student's current financial situation. Proper Financial Aid Application forms must be filed with the Dean of Students no later than three weeks before the enrollment date. Details of available financial aid and the necessary forms may be obtained from the Dean of Students.

FINANCIAL ARRANGEMENTS/ASSISTANCE

IBC does not offer financial aid specifically. It offers three forms of financial assistance for its students:

- **Interest-Free Payment Plan**

Students are allowed to pay their tuition and room and board in monthly installments. IBC does not collect a fee or charge interest to enroll a student in the plan. Students can apply for the payment plan by completing a payment plan application and returning it to the Registrar.

- **Campus Work**

A limited number of part-time opportunities are made available to students according to the:

- ◆ school's needs;
- ◆ student's job skills; and
- ◆ student's financial need.

- **Tuition Reduction Incentive Program for Freshmen Dorm Students**

IBC is able to grant a limited amount of tuition money (called TRIP) to freshmen dorm students through the gracious contributions of alumni members and friends. Several factors are considered before tuition assistance is granted to a student. Freshmen dorm students can apply for TRIP by completing a TRIP application and returning it to the Dean of Students.

ROOM AND BOARD

- Room and board is based on a flat semester cost and is charged to the student's account at the beginning of each semester.

Room Requirements/Restrictions

- Room deposit is required before student may move into a dorm room.
- No pets are allowed in any dorm room on campus.
- No adjustments can be made for days when the student is absent from the dorm.
- If a student departs before the end of the semester, the student will be charged for the current month's room charges and the deposit is forfeited. Clean-up rules (on next page) apply or the departing student's account will be charged. Departure forms are available in the Business Office.
- Upon departure from the dorm at the end of the school term, students must leave room in good repair or deposit will be forfeited.
 - ◆ Room must be cleaned thoroughly.
 - ◆ Furnishings must be left in good repair.
 - ◆ All maintenance needs must have been reported.
- If damage exceeds the deposit, the student will be furnished an itemized list of damages with cost of repair/replacement. That amount will be added to the student's account.
- If the student owes on his/her account, the deposit will be applied to the account instead of being refunded.
- Departure forms, available in the Business Office, must be filled out and turned in to the dorm dean before departing.

Board Requirements/Restrictions

- No adjustments can be made for meals missed or dietary restrictions. Board charges are for breakfast, lunch and supper Monday through Friday. Weekend lunch is served only to those who sign up for those meals in advance.
- Meals will be charged for the week of departure for those students leaving school before the end of semester.

CAMPUS HOUSING

- Rent for campus housing (except the new apartment complex) is based on a monthly cost and includes water, gas and garbage pickup; electricity is an additional charge. Both rent and electricity charges will appear on the student's statement each month. Rent and electricity charges must be paid on the first of each month. The

student's account will be assessed a 10 percent penalty for rent or electricity charges not paid by the 5th of each month.

- Rent for the new apartment complex is based on a monthly cost and includes water and garbage pickup. Gas and electricity must be arranged for by the tenant and is a separate charge, billed to the tenant by CPS. Only rent charges will appear on the student's statement each month. Rent must be paid on the first of each month. The student's account will be assessed a 10 percent penalty for rent not paid by the 5th of each month.

Requirements/Restrictions

- A rental deposit is required before student may move into on-campus housing.
- No pets are allowed in any student dwelling on campus.
- No adjustments can be made for days when the student is absent from on-campus housing.
- If departing from on-campus housing at the end of the school term, students must leave dwelling in good repair or deposit will be forfeited. If the student owes on his/her account, the deposit will be applied to the account instead of being refunded. Vacating forms are available in the Business Office.
 - ◆ Dwelling must be cleaned thoroughly.
 - ◆ Furnishings must be left in good repair.
 - ◆ All maintenance needs must have been reported.
- If damage exceeds the deposit, the student will be furnished an itemized list of damages with cost of repair/replacement. That amount will be added to the student's account.

OTHER FEES/CHARGES

Cafeteria meal tickets for students, their friends or family members must be purchased in the Business Office before the meal and the kitchen supervisor notified. The ticket must be presented to the Kitchen Supervisor or host on duty.

<i>Meal</i>	<i>Purchase Deadline</i>	<i>Cost</i>
• Breakfast	5 p.m. previous day	\$2.50
• Lunch	11 a.m. same day	\$5.00
• Supper	4 p.m. same day	\$3.00

STANDARD REFUND POLICY

If a student withdraws from IBC for any reason, and fills out all the necessary forms, the refund policy will be as follows:

- Through the second week80% of the tuition charges (includes Registration Week)
- Through the fourth week50% of the tuition charges
- Through the sixth week25% of the tuition charges
- After the sixth week0% of the tuition charges

Room and board charges will be calculated according to this schedule:

- Room charges will be assessed through the end of the month of departure.
- Food charges will be assessed through the end of the week of departure.

Room deposits will not be refunded if a student withdraws from school for any reason during the course of a semester. Housing deposits will be refunded according to the policy stated in the *Family Community Handbook*.

Before any refunds or adjustments can be made for tuition, room or board or rent, the proper paperwork must be picked up in the Business Office and completed, then submitted to the Business Office. The date used for refunds or adjustments will be the date the paperwork is received by the Business Office.

REFUND POLICY FOR VETERANS

A veteran who withdraws from school will be refunded as provided for in Title 38, U.S.C.

CLASS WITHDRAWAL REFUNDS

If a student withdraws from a course by the end of the fourth week of school but remains enrolled in other courses, the tuition for that course will be refunded in full and a \$25.00 course change fee will be assessed. No adjustment in tuition charges for an individual course will be made after the fourth week of school, including registration week.

ACADEMIC INFORMATION

IBC'S ACCREDITING AGENCY

ICAA

International Christian Accrediting Association
777 S. Lewis | Tulsa, OK 74171 | (918) 495-7054 | Wm. T. Agnew, Director

POLICIES AND PROCEDURES

DROPPING A COURSE

Students withdrawing from a course may do so during the second and third weeks of a semester without having to pay a schedule change fee and will receive 100 percent tuition reimbursement for the course dropped. After the two-week period, there is 100 percent tuition reimbursement minus a \$25 fee assessment. No adjustment, either financial or academic, may be made after the fifth week of school.

- A completed Add/Drop Form, available in the Business Office, must be submitted to the Academic Office each time a schedule change is made. The completed form must include the signature of the class instructor and Academic Dean. Any refund will be calculated from the day the properly completed form is received by the Academic Office.
- Failing to attend class or verbal notification does not constitute official notice of withdrawal. Improper withdrawal results in loss of any refund otherwise due and a failing grade placed on the transcript.
- If withdrawing from a course results in dropping the student below the hours required to qualify to receive financial aid, the student's tuition charges will be recalculated and he/she will be responsible for the full tuition charges on all his/her enrolled courses.

Grade Policy for Course Withdrawals

- Any course dropped during the first four weeks of a semester will be recorded on the student's transcript as a withdrawal passing (WP) and be without consequence to the student's Grade Point Average (GPA).
- A course withdrawal after the first four weeks of a semester will be recorded on the student's transcript as a withdrawal failing (WF) and will have the same impact upon the student's GPA as an F.

ADDING A COURSE

- Students adding a course may do so without paying a schedule change fee during the second and third weeks of a semester. No tuition discount is allowed for adding a course during the two-week period. After the two-week period, there is a \$25 fee assessment plus tuition fees (no discount for late adds). No adjustment may be made after the fifth week of school.
 - ◆ A completed Add/Drop Form must be submitted to the Academic Office each time a schedule change is made. The completed form must include the signature of the class instructor and Academic Dean.

CREDIT TO AUDIT

- A student who enrolled in a course for credit may not change to audit status after the third week of a semester.

ATTENDANCE POLICY

Regular and punctual attendance at all scheduled classes and chapel services is required. Students are responsible for all work and information missed due to absence.

Bad weather closures will follow the Northside Independent School District's (NISD) lead. If NISD is closed because of weather, then IBC will be closed.

Chapel

- A student may be absent from three (3) chapels without incurring a penalty. Thereafter each chapel absence will be assessed a penalty of one (1) point in each course the student is enrolled. That is, a point will be subtracted from the final grade in each course the student is taking for each non-allowed absence.
- If a student is absent from chapel to study for an exam or studies for an exam during chapel, the student's exam will be marked as a failure (F) and the student will be marked absent from chapel.

Classes

- Attendance will be taken immediately after the bell sounds beginning the class.
- Students are expected to be in their assigned seats and ready for class when the beginning bell sounds, regardless of whether the teacher is present. If the teacher is absent without explanation for more than 20 minutes, the class will be dismissed and no attendance penalty will be assessed to the student.

Missions Convention at Destiny Church

- Attendance at the morning sessions is mandatory for all students. Failure to attend may be cause for a reduction in semester grades.
- Attendance at the evening sessions is expected for all students unless students are working during that time.

Year-End Convention/Graduation

- Attendance at the morning and evening sessions is mandatory for all students.
 - ◆ Permission to be absent from employment is expected to be made well in advance of the year-end activities. Special permission by the president must be granted in order to be absent from any year-end activities.
 - ◆ Failure to attend may be cause for a reduction in semester grades.

TARDIES

- A student is marked tardy if he/she:
 - ◆ is not present when the bell sounds (after 10 minutes the student is marked absent);
 - ◆ leaves class without permission.
- Three tardies combine to make an absence.

ABSENCES

- A student is marked absent if he/she:
 - ◆ does not show up for class;
 - ◆ is tardy by more than 10 minutes;
 - ◆ leaves class without permission and is gone for more than 10 minutes.

IBC provides an absentee policy which allows one week of absences per class credit without academic penalty. For example, "Pentateuch" is a three credit course per semester which meets three times a week. Thus, student may miss three "Pentateuch" classes in a semester without academic penalty in that class.

Excessive Absences/Penalties

Excessive absences will result in an academic penalty which lowers the student's final grade for the class. Each absence in excess of the per class credit allowance will be assessed the following academic penalties:

- **Deduction in GPA.** Two grade points per absence will be deducted from final GPA in each course. For example, a student taking two-hour course with an 85 GPA but having six absences will have a final GPA of 77 (out of the six absences, two are excused absences without penalty, but four absences are penalized two grade points each, bringing down the GPA by eight points. The 77 GPA is the score recorded in the student's transcript.
- **Withdraw Fail.** Students missing more than 25 percent of a class during a semester will be dropped from the class roll and given an F for the course. For example, the normal length of a semester is 15 to 16 weeks. In a

16-week semester, four weeks is 25 percent. If a course meets three times a week, then four weeks of absences is 12 classes. The student missing 12 classes would be dropped and receive an F as a final grade.

Appeals

- In the event of extreme and extended illness of more than one week's duration which would result in a GPA penalty, the student may appeal in writing to the Academic Dean for mercy. The appeal must be made within two weeks of the student's return to class. The appeal must include the student's name, the course name and must outline the date and reason for each absence. A student must describe the cause of each absence in the semester to which the appeal pertains.

FIELD EDUCATION

Full-time student (12 hours or more) are required to enroll in IBC's field education program. Program participants meet in small groups with students who share similar ministry interests and goals. During these meetings, students plan, prepare and eventually participate in meaningful ministry experiences. The goal of the program is to place faculty members and students in mentor/mentee relationships that assist in preparing each student for a lifetime of effectual service.

While a major portion of ministry experiences come through involvement in local church ministry, students enrolling in the field education program will have an opportunity to select the department they wish to assist as part of their IBC ministry experience.

• Ministry Department

The Ministry (Biblical Studies) Department staff coordinator will oversee all field education projects assigned to the Ministry Department. Faculty members will lead small groups, under the leadership of the staff coordinator, as students work to organize projects and activities for the Ministry Department, that may include:

- ◆ youth rallies;
- ◆ children's crusades; and
- ◆ drama activities.

• Missions Department

The Missions Department staff coordinator will oversee all field education projects assigned to the Missions Department. Faculty members will lead small groups, under the leadership of the staff coordinator, as students work to organize projects and activities for the Missions Department, that may include:

- ◆ monthly missions trips to Mexico;
- ◆ missions chapels;
- ◆ prayer for missionaries;
- ◆ correspondence with missionaries;
- ◆ missions fundraising; and
- ◆ community outreach.

• Music Department

The Music Department staff coordinator will oversee all field education projects assigned to the Music Department. Faculty members will lead small groups, under the leadership of the staff coordinator, as students work to organize projects and activities for the Music Department, that may include:

- ◆ choir activities;
- ◆ chorale activities; and
- ◆ Christmas and Easter productions.

Participation in Ministry Trips

A student must maintain a "C" average in order to participate in ministry trips. This includes, but is not limited to, missions, chorale and drama trips.

INTERNSHIPS

Internships are required of each student completing his/her sixth semester of course work. The internship must be taken in a ministry that is specific to his/her program of student and specific to the chosen concentration.

LATE WORK

Exams

- **A missed exam.** A student must notify the teacher immediately of the cause for missing an exam. It is the teacher's decision if and when the exam can be made up. If the student believes the teacher was unjust in not allowing a make-up exam, he/she should:
 - ◆ appeal in writing to the teacher.
 - ◆ If the teacher's decision is not changed, the student then can appeal in writing to the Academic Dean, whose decision is final.
- **Thanksgiving week exams.** The exams given on Monday and Tuesday of Thanksgiving week must be taken when given. There are no exceptions.
- **Exams before Spring Break.** The exams given the week before Spring Break must be taken when given. There are no exceptions.
- **Final week of semester exams.** The exams given the final week of the semester must be taken when given. There are no exceptions.

Homework

- Acceptance of late assignments or projects is at the discretion of the teacher. If the teacher advertises an assignment or project with a due date, the teacher is not required to accept the late assignment or project.

GRADES

Student Grade Reports

- Students are given grade reports at the end of a semester. All grades are final unless there is documented proof that an error by the teacher was given to the Academic Office.

Grading System

- The grading scale at IBC is as follows:

Students working toward a certificate or a diploma in any program are required to maintain a "C" (2.0) grade point average. All academic work is graded according to the following system:

A90-100.....4.0	Superior	W	Withdrawal
B80-89.....3.0	Excellent	WP	Withdrawal Passing
C.....70-79.....2.0	Good	WF	Withdrawal Failure
D60-69.....1.0	Poor		(WF will appear on the student's transcript as a failure)
F.....Below 60.....	Failure	I.....	Incomplete
			(must be removed within the following semester. If not, the incomplete will be replaced with an F.)

Cheating

- Students found guilty of cheating on an exam or paper will forfeit credit for the work and their grade will be zero. Habitual cheating will be cause for dismissal.

ACADEMIC PROBATION

A student may be placed on academic probation for the following:

- Failure to satisfy all entrance requirements. For example, a student who has not completed high school may be accepted into the program (usually the decision to admit such a person is made on the basis of his/her life experience or by special recommendations). In such a case, the student will be placed on academic probation for one semester and if the student maintains at least a "C" average, the probation will be lifted on completion of the semester. This provision is limited to 5 percent of the enrollment. A high school diploma or its equivalent must be accomplished before any diploma or other recognition will be granted.

- Failure to perform academic work satisfactorily. The student does not achieve a cumulative GPA of more than 2.0 for the semester. The student who maintains less than a “C” average during a semester will be placed on academic probation during the following semester and may be required to reduce their academic workload. He/she must take a normal schedule. The student will be required to meet with an academic counselor before registration each semester, and if he/she is unable to bring the GPA up to standard, he/she may be reduced to audit, part-time status or may be terminated for academic failure.
- Failure to achieve a cumulative GPA of more than 2.0 for the semester because of excessive absences. Students should be aware that academic probation is noted as part of his/her permanent transcript. The student also should be aware that he/she faces dismissal from IBC after two successive semesters on academic probation.

Academic Report

An academic report will be given mid-semester to students in danger of failing a class due to poor grade performance or excessive absences. This will afford a student the chance to make corrections and renew efforts.

Academic Counseling

Under the auspices of the Academic Dean, a counselor is always available to students to discuss matters relating to program tracking, grades, course difficulties and other related academic issues and concerns. A student who appears to have chronic difficulty with maintaining grades or attendance will be requested to meet with an academic counselor to help resolve issues affecting grades or attendance.

GRADUATION

- Each graduate will be assessed a \$75.00 fee. This fee covers purchases of caps and gowns, announcements and cost of certificate or diploma. Emmanuel Bookroom oversees the purchases.
- In order to participate in graduation exercises, the graduate candidate *must* participate in the full dress rehearsal.

Other Requirements

- Each graduate must complete the Departure/Exit Form and turn it in to the Business Office. Failure to comply will produce the following results:
 - ◆ Final grades cannot be released.
 - ◆ Room deposit is forfeited for any graduate living in a dormitory.
- Each graduate must submit a change-of-address card and turn it in to the Business Office. Graduates are strongly urged to mail change-of-address forms to all from whom he/she receives correspondence.

STUDENT LIFE

STUDENT GOVERNMENT

CLASS ORGANIZATION

Class Names

Each year the freshman class selects a name that remains with the class through graduation. The name should be chosen carefully; it should be one that lends dignity and inspiration to the members of the class.

Class Sponsor

Each class is appointed a sponsor (faculty/staff member who represents the administration) to oversee class activities. The sponsor usually remains during all four years of the class.

- All projects, activity plans or spiritual activities must be cleared through the sponsor.

Class Officers

Each class chooses new officers each year. Election is by secret ballot and meetings are conducted by rules of parliamentary procedure. Class offices are as follows:

- President
- Vice President
- Secretary/Treasurer
- Chaplain

Class Meetings

A class meeting is held once a month in lieu of a chapel service under the direction of the class president. The sponsor must be present at the meeting.

STUDENT SENATE

The Student Senate is a council composed of elected class officers — three officers from each class, freshman through junior, and all four officers from the senior class. An administrative representative appointed by the president serves as sponsor to the Senate.

Purpose

- The Student Senate serves as a liaison between the student body and the administration, helping to define policies for the students and to give input to the administration on matters affecting student life.
- The Student Senate offers input for the *Student Handbook*.
- The Student Senate helps plan for and coordinate events, outreaches and activities and encourages 100% student participation in all events, outreaches and activities.
- The Student Senate helps coordinate student chapels.

Meetings

The Student Senate meets once a month.

EMPLOYMENT

OFF-CAMPUS EMPLOYMENT

The good reputation of former IBC students has opened doors of employment for many current students. Each student should follow good business (and Christian) practices, which include:

- do not discuss religion on the job;
- be on time and ready for work;
- do not goof off or stand around.
- provide sufficient notice if absence becomes necessary;
- provide the minimum two-week notice if employment must be terminated.

Dormitory students may not work beyond 11:00 p.m. or in excess of 30 hours per week without permission from their dean.

CAMPUS WORK

IBC has limited work study opportunities available. International students have priority for these opportunities because the Immigration and Naturalization Service will only allow them to work on campus. Occasionally, IBC will offer a work study opportunity to a non-international student for a specific task or under special circumstances.

- Work participants will use the time clock to track work time.
 - ◆ Handwritten cards are not acceptable.
 - ◆ Time cards will be issued and collected by the supervisor.
 - ◆ Time cards are not to be kept in the student's housing but are to remain in the appropriate time card rack.
 - ◆ Time cards will be collected on the last business day of the month.
- Work participants will receive a monthly statement indicating the amount of credit to their account.

CAMPUS LIFE

DORMITORY LIVING

Unmarried students are required to reside in a dormitory on campus if not living with their immediate family or have not established residency in San Antonio for at least one year before enrolling in IBC.

Although there are benefits of dormitory life, there also are responsibilities and restrictions:

- Dormitory students may not marry during the semester. Marriages during Christmas break must be approved by the president before the start of the fall semester.
- Dormitory students are to refrain from visiting the homes in the family community except by invitation. This will prevent unwanted and unwelcome visits.
- Women are not allowed in the men's dorm. They also are not to enter the men's dorm parking lot either in a vehicle or by foot for any reason, including picking up or dropping off male students.
- Men may not enter the women's dormitory.

Other Dorm Policies

- Refer to the *Dormitory Handbook* for other dorm policies, which will be presented and explained in dorm meetings.

FAMILY COMMUNITY LIVING

Policies regarding life in the family community are addressed in the *Family Community Handbook* and discussed in specially called meetings where attendance is mandatory.

VISITORS

Students are welcome to invite friends and relatives to visit the school.

• Chapel/Class Visitors

- ◆ *Chapel.* Guests should not be seated in the student sections. Students should sit in the visitor's section of chapel with their guests or relatives, however, the rollkeeper must be notified before chapel to ensure the student is marked present.
- ◆ *Classroom.* Guests should not sit in students' assigned seats. In order to ensure seating for guests, the student should arrange for such with the teacher or rollkeeper in advance of class. The student must be in his/her assigned seat for class.

• Visitors to Cafeteria

- ◆ Guests may eat in the cafeteria only if a meal ticket has been purchased in the Business Office by the required time and the kitchen supervisor notified that the guest will be eating in the cafeteria (see Page 15 for times before which to purchase tickets). The ticket should be presented to the kitchen supervisor or host on duty.

• Overnight Visitors

- ◆ *Guest Rooms.* IBC has limited guest room facilities, most of which are in the dormitories. Rooms are available on a first-come-first-served basis. Rooms are available for two days and two nights at no charge to guests. Anything beyond the two days must have the president's approval.
 - ≡ The student is responsible to see that the guest room is clean and ready for the guest.
 - ≡ The student is responsible to see that the guest room is clean and linens are washed after the guest departs.
 - ≡ If the dormitory student is expecting to miss several meals while guests are visiting, the student must notify the kitchen supervisor.

• Guest Rules

- ◆ Guests must abide by dormitory curfews and campus rules while visiting, including no smoking, drinking, use of illegal drugs or any immorality.

GYMNASIUM/WORKOUT ROOM

- General rules and regulations regarding gym and workout room use are posted on the gymnasium door.
 - ◆ *Shoes.* Appropriate shoes must be worn while in the gym. Soft tennis shoes are preferred. Shoes with black and dark soles are prohibited.
 - ◆ *Children.* No children will be allowed in the gym without adult supervision.
 - ◆ *Gym Kitchen.* The gym kitchen is off limits except to authorized personnel.

DRESS CODES

WOMEN

Modesty, femininity and good taste are the guiding principles of women's dress at IBC. These guidelines apply to all women attending IBC.

Because this is a ministry training field, campus attire from 7:00 a.m. until 2:00 p.m. and any evening classes or services shall be:

- Dresses, or skirts or dress slacks with an appropriate top. (Dresses or skirts should be no shorter than 3 inches above the knee.)
- Dressy sandals or shoes.

At all other times, campus attire may be:

- Jeans, shorts (no shorter than 3 inches above the knee), T-shirts, sweatshirts.
- Tennis shoes, flip flops, casual sandals.

Not permitted at any time are:

- bare feet;
- exposed midriff and/or cleavage;
- body piercings (other than ear piercing; then limited to two piercings per ear).
- tight, wrinkled or torn clothing;
- outlandish or unnatural hair color or styles;
- outlandish or unnatural nail color;

MEN

Because this is a ministry training field, campus attire from 7:00 a.m. until 2:00 p.m. and any evening classes or services shall be:

- Dress pants and dress shirts (with collar or banded collar). Sweater may be worn over collared shirt. Shirts must be tucked in and a belt worn if pants have belt loops.
- Dress shoes and socks.

At all other times, campus attire may be:

- Jeans, shorts (no shorter than 3 inches above the knee), T-shirts, sweatshirts;
- Tennis shoes, flip flops, casual sandals.

Additionally, men are permitted to have neatly trimmed beards and/or moustaches.

Not permitted at any time are:

- spiked hair, long hair (over the collar), or ponytails;
- tight, wrinkled or torn clothing;
- body piercings;
- no nail color.
- bare feet;
- muscle shirts;
- outlandish or unnatural hair color or styles.

COMPLIANCE

- If at any time the dress code warrants revision because of new fads or styles, the administration reserves the right to immediately revise the dress code policy.

- Failure to comply with the guidelines will result in disciplinary action. If a student who receives a warning and fails to make the necessary change, he/she will be denied admittance to class and marked absent until the change is made. Continued failure to respond to the discipline shall be considered cause for dismissal.

MISCELLANEOUS

PUBLIC DISPLAYS OF AFFECTION

For the sake of Christian testimony, public displays of affection are not permitted. Public displays of affection include holding hands, kissing, hugging, arms draped around the opposite sex, etc. Because visitors do not know who is or is not married, this policy will cover the entire student body.

VEHICLES

Students who have a vehicle on campus must observe the following regulations:

- Students must hold a valid operating permit/license.
- Students carry the minimum liability insurance as required by the state of Texas.
- No vehicle may be junked or abandoned on the IBC campus. If a vehicle is abandoned or is junked because it is inoperable, the owner will be given a warning to either remove or repair the vehicle within one month. If the vehicle has not been removed or repaired at the end of the month, IBC will arrange for the vehicle to be towed and sold. The owner of the vehicle will be charged for any fees incurred.
- No vehicle may be repaired on campus without permission from the Dean of Students. The repair must be done at a designated area near the campus maintenance shop.
- Washing vehicles is not encouraged on campus. A commercial vehicle washing station with adequate facilities is located near the campus. However, a student may wash his/her vehicle by the shop (the only place permitted on campus) for a \$3.00 charge per wash per vehicle, payable *in advance* in the Business Office.
- IBC is not responsible for theft of personal items or any injury incurred on its campus. Residents will be compensated for loss of property due to fire only to the amount covered by our existing insurance coverage.
- The on-campus speed limit is *10 miles per hour* and is enforced. Repeated offenses in this area will result in the forfeiture of campus driving privileges. A fine of \$10.00 will be assessed for reckless driving on the campus. *Remember, many children reside on the campus.*
- Family community and women's dorm students should take care not to park over the sidewalks. This will ensure sidewalk access to people in wheelchairs and children on bicycles.
- IBC is not responsible for damage caused by acts of God, breakins or theft to or on any vehicle while it is on IBC property.

PERSONAL ACCIDENT INSURANCE

- Students who reside on the campus are required to purchase student accident insurance unless they can prove at registration that they have comparable and adequate insurance. If a student who has insurance chooses not to purchase the insurance available through IBC, he/she must sign a waiver absolving IBC of any co-payment or deductible payment or liability should the student be injured on the IBC campus or while working for the school. The waiver exempts IBC from any liability up to the point that IBC would have been exempt if the accident insurance would have been purchased.

TITHE

IBC believes that paying tithe is a biblical principle that should be practiced by every Christian.

- Students from the San Antonio area who already support a local church should continue to do so.
- Students attending International Bible Church should pay their tithe to the church.

INTERNATIONAL STUDENTS

All international students need to be familiar with the following information:

- F-1 students must be enrolled in a minimum of 12 credit hours every semester. Failure to comply may result in the student falling out of status, thus becoming deportable to his native country. The student also should become familiar with IBC's attendance policy and how it affects his/her grade.
- A student may be recommended for off-campus employment after the student has completed one full year in his/her program of study and can prove financial need. F-1 status with a work permit may work up to 20 hours per week when school is in session and 40 hours a week school is not in session. Immigration law prohibits dependents from securing employment. Also, the student must keep in mind that when applying for a work permit, there is no guarantee he/she will obtain it.
- Immigration laws demand for all F-1 students to depart the country within 60 days from the date the student completes his/her program. Program extensions are granted only on the basis of proven medical conditions and/or change of program. Students may apply for optional practical training three months before completing the program.
- Prospective students are advised not to enter the United States on a visitor's visa and then try to change to F-1. F-1 visas are issued only in the student's native country.
- F-1 students are advised not to leave the country on business, ministry trips or vacation without checking with the Registrar's Office. Some F-1 visas are good for only one entry into the United States.
- F-1 students must bring their I-20s to be signed by the Registrar once every school year. Failure to do so may result in problems when returning to the United States after being absent from the country.

CAMPUS SERVICES

ADMINISTRATION BUILDING

The Business and Executive Offices are located in Building 3, known as the Administration Building. Office hours are Monday through Friday, 8:00 a.m. until 5:00 p.m. (holiday and other exceptions will be posted on the Business Office door).

The Business Office is where you will find the: Registrar; Dean of Students; Bookkeeper; and the receptionist.

The Executive Offices are where you will find the: President (available by appointment through the executive assistant); Activities Director; Executive Assistant.

BUSINESS OFFICE

PHONE MESSAGE CENTER

The Business Office will accept important or emergency messages via telephone for students. The message will be delivered to the student immediately if it is an emergency. Important messages will be delivered to students between classes. If the student is not located, the message will be posted on the message board. All other messages will be posted there as well.

Please do not use the Business Office phone as a personal message center (example: a call from the student's boyfriend/girlfriend). Acceptable calls for students are:

- any emergency;
- any call about a job or from the student's job;
- important message from parent/guardian;
- calls from doctors, dentists, insurance companies, etc.

Please do not ask to make calls from the Business Office unless it is a business call. The calling time must be limited to avoid tying up phone lines.

MAIL DISTRIBUTION CENTER

The outgoing mailbox is located just inside the Business Office. The student may either drop it in the box when the Business Office is open or drop it in the slot to the right of the Business Office door anytime. Use of this box is for outgoing mail only. No messages or mail for any on-campus purpose should be placed in the outgoing mail box.

Mail from USPS is delivered to the Business Office Monday through Friday (no Saturday mail delivery). Also, UPS and Federal Express deliver to the Business Office.

- **Dormitory Student Mail**

Each dorm dean will appoint a person to pick up the mail. The designee will pick up the mail from the Business Office after 1:00 p.m. and take it to the dorm for distribution.

- **Family Community Mail**

Each family is required to rent a mailbox. Mail will be distributed by 1 p.m. if USPS delivery is on time.

- **Packages**

The Business Office will notify the student if a package has arrived that is too large to fit in the student's mailbox or be carried by the designee. Packages may be picked up anytime during business hours.

- **Requirements/Restrictions**

- ◆ Refrain from asking the receptionist if a package or other mail has arrived or to look through undistributed mail for any reason.
- ◆ Outgoing packages must be mailed at the Post Office or other vendor (not in the Business Office).
- ◆ Make sure the return address includes the student's name on any outgoing mail in case it is returned.
- ◆ Incoming mail should be addressed to students by a name recognizable by the Business Office (no nicknames or first name only, etc.)
- ◆ The Business Office should be informed of any names under which the student may receive mail, such as if the student is addressed by more than one last name, or if any of their children have a different last name. Mail will be returned to the sender if names are not recognized by office staff.
- ◆ All on-campus students are asked to refrain from adding their names to mailing lists or signing up for information to be sent from speakers, businesses, recording artists, etc. If the student wishes to receive this kind of mail, he/she should have it sent to an address other than IBC. Acceptable are newsletters and bulletins from the student's home church and the church he/she is now attending.
- ◆ It is mandatory for all former or graduating students or those moving off campus to fill out change of address forms available in the Business Office. You also must send your new address to all companies with which you do business. By law, IBC is required to forward first-class mail for three months. Thereafter, any first-class mail received will be returned as undeliverable. Unforwardable mail, such as non-profit, bulk, standard, and newsletters and magazines, will be discarded because the Post Office will not forward this type of mail.

FINANCIAL TRANSACTIONS

The Business Office is where students pay on student accounts, pay rent and utilities, room and board, and purchase meal tickets. All financial arrangements and/or transactions are confidential.

Student Accounts

- Students receive a monthly statement outlining their obligation to IBC to date. Students may pay on their accounts by cash, money order, cashier's check, traveler's check, personal check, third-party check, payroll check, debit or credit card (VISA, MasterCard, American Express or Diner's Club). If a student loses his/her monthly statement and requires another copy, the student will be assessed a \$3.00 replacement fee.
- Cash received back from a payroll check or money order may not exceed one-quarter of the total check. Personal checks must be for the exact amount.
- Checks must not be post-dated.
- Rolled or loose coins for payment is discouraged.

Rent and Utilities/Room and Board

- On-campus students should pay their rent and utilities/room and board in the Business Office by cash, money order, cashier's check, traveler's check, personal check, third-party check or payroll check, and by credit card.
- Cash received back from a payroll check or money order may not exceed one-quarter of the total check. Personal checks must be for the exact amount.
- Checks must not be post-dated.
- Rolled or loose coins for payment is discouraged.

Meal Tickets

- Non-dormitory students and visitors may purchase meal tickets from the Business Office. There are individual meal tickets and weekly meal tickets available. (See details on Page 15.)

Miscellaneous Financial Transactions

- Cash refunds for tuition overpayment due to schedule changes/ dropped classes.

Requirements/Restrictions

- The Business Office does not cash student checks unless it is incidental to paying on the student's account.
- Students may not use their debit or credit cards to secure cash from the credit card machine in the Business Office.
- A \$15 check fee will be assessed by IBC for all returned checks.
- Authorization may be requested for a financial transaction via debit or credit card if the person making the transaction is different from the person whose name appears on the card. For instance, if a student is using his/her parent's card and the last names are different, then IBC has the right to verify permission to use the card).

OTHER TRANSACTIONS

- Lost and found is located in Business Office. Items found anywhere on campus will be turned in by 5 p.m. and may be picked up the next business day. Items will be donated to a charity or discarded if not claimed in two weeks.
- Change for laundry and/or snack machines may be secured from the Business Office.
- IBC transcripts are available in the Business Office. No transcript will be released until the student's account is paid in full. For married students who have a joint or combined account, both accounts must be clear before a transcript for either student is released.
- Diplomas and certificates are kept in the Business Office until a student's account is paid in full. For married students who have a joint or combined account, the account must be clear before a diploma/certificate for either student is released.
- The Business Office is where various forms may be obtained, including:
 - ◆ course add forms;
 - ◆ course drop forms;
 - ◆ TRIP application forms;
 - ◆ departure forms.

Use of Office Equipment

- Students may send or receive faxes in the Business Office. There is a \$0.75 per page charge for this service.
- Students are NOT permitted to use the copy machine in the Business Office. There is a copy machine in the library. The cost is \$0.10 per copy.

Requirements/Restrictions

- Students may not conduct business during their class time or during chapel. There are no exceptions.
- The Business Office telephone may be used only to conduct business. Calls should be kept short.

MULTI-PURPOSE BUILDING

CLASSROOMS

Located on the main level to the right of the chapel.

CHAPEL

Located on the main level between the classrooms and the gym.

MUSIC DEPARTMENT

Located on the main level behind the chapel.

GYMNASIUM AND WORKOUT ROOM

Located on the main level to the left of the chapel.

ACADEMIC OFFICES

Located on the second floor of Multi-Purpose Building. Housed in the Academic Offices are:

Academic Dean / Academic Assistant

The Academic Dean is in charge of setting the curriculum, overseeing the faculty, tracking student progress and graduation requirements. In addition, the Academic Dean:

- Signs all add/drop forms.
- Approves student workload.
- Counsels or assigns counsel for academic-related problems.

Faculty

Faculty appointments are made by contacting the individual faculty members.

McKINSTRY LIBRARY

Located on the second floor of Multi-Purpose Building.

- Library hours are posted near the door to the library.
- Faculty, staff, any student and his/her family members may use the library. Library cards will be issued to applicants.
- The user must refrain from visiting, eating or drinking in the library. This rule will be strictly applied.

COMPUTER LAB

The library houses the computer lab. Students with a current library card may use the computer lab at anytime the library is open provided they do not have a class or chapel is not in session. The computer lab contains:

- PC-based computers, with high-speed cable Internet; and
- Photocopy machine (\$0.10 per copy).

Additional library policies may be found in the library guidelines in the student packet.

CAFETERIA/KITCHEN

The cafeteria and kitchen are located on the lower level of the Multi-Purpose Building.

Cafeteria

All dormitory students take their meals in the cafeteria.

- Proper etiquette is expected of all who eat in the cafeteria.
- Cafeteria dress code for weekday and Sunday lunch is the same as for chapel/classes. A more casual dress code is allowed for supper and Saturday meals. No hats/caps are allowed at any time.

- A meal ticket must be purchased for non-dormitory students and visitors wishing to eat in the cafeteria. Reservations must be made by 11 a.m. to ensure a place at lunch (see Pages 15 and 23).

Hours

	<i>Monday-Friday</i>	<i>Saturday</i>	<i>Sunday</i>
◆ Breakfast.....	7:00-7:20 a.m.....	No Meal Served.....	No Meal Served
◆ Lunch.....	12:50-1:10 p.m.....	1:00-1:20 p.m.....	2:00-2:20 p.m.
◆ Supper.....	6:00-6:20 p.m.....	No Meal Served.....	No Meal Served

Meal Sign-Up

- No sign-up is needed for lunch and supper Monday through Friday lunch.
- Weekend lunch and supper (*Friday supper, Saturday lunch and Sunday lunch*) are served only to those who sign up for those meals by **Friday at 1:30 p.m.** Sign-up is located in the cafeteria immediately before the serving counter entrance.

Fines

To prevent waste and allow for accurate preparation, there is a \$3.00 fine for:

- ◆ any student who signs up for a meal but fails to show up.
- ◆ any student who shows up for a meal but failed to sign up (the student must wait until all those signed up are served to see if there is sufficient food before they can eat).

The fine must be paid in cash in the Business Office no later than Tuesday at 5 p.m. following the fine. The student should then present the receipt to the host on duty that the fine has been paid before his/her first meal on Wednesday.

Guests

Guests for meals must purchase a ticket in the Business Office beforehand and notification to the kitchen supervisor must be made. The ticket must be presented to the kitchen supervisor or host on duty.

Kitchen

The kitchen is where food is stored and prepared. For the safety of the kitchen workers and for smooth operations only authorized personnel will be allowed in the kitchen area — absolutely NO entering any of the kitchen areas for any reason unless authorized. Unauthorized areas are:

- past the double doors to the left of the serving counter exit.
- the area behind the tray\dish depository.

Please do not ask to get ice from the ice machine or to use the telephone in the kitchen. Both are prohibited.

STUDENT SIGNATURE PAGE

Please print this page and sign, date and turn in to the Registrar. No student will be considered registered until he/she has submitted this signed page.

As with all human documents this one is under constant review and change, the administration reserves the right to make any changes that are deemed necessary. Any change will be properly posted, advertised and announced before implementation.

Please read and sign the following:

I have read the International Bible Center *Student Handbook* and understand the policies and procedures written herein and am willing to accept and abide by them.

Although I am not required to agree with all policies found in this *Handbook*, I will agree not to be disrespectful or disruptive in regard to my opinions while I am a member of the student body of International Bible Center. I also agree that I will not actively engage in actions seeking to undermine these policies nor seek to persuade others to oppose them. I understand that my agreement especially applies to the Statement of Faith.

Furthermore, I agree to abide by the Honor Code stated in this *Handbook*.

Date

Student's Signature

Student's Name (please print)