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# A. Introduction

## 1. Message from Chancellor and Vice-Chancellor

The greatest gift that you can give mankind and this present generation is to realise and release your potential in God and fulfil your destiny; to know why you were born, what is your purpose and possess the ability to accomplish it.

No one is an accident or a mistake. Circumstances may appear to be that but let me assure you that the Bible tells us that God knew us before the foundations of the world, and He planned us to be “holy and without blame”. (**Ephesians 1:3-4**)

Furthermore, you cannot know your destiny, or to put it better ‘the unknown will of God’ for your life, until you are doing the known will of God. God reveals your destiny to you when you are doing His known will by faith.

This is the purpose of CBC is to help you to discover and do the known will of God so that His unknown will may be revealed to you, to fulfil your potential and step into your destiny.

**2 Timothy 2:15** says, “Be diligent to present yourself approved to God, a worker who does not need to be ashamed, rightly dividing the Word of Truth”. The King James Version says, “Study to show yourself approved unto God”. It is only through the study of God’s Word that we can mature into able-bodied workers fulfilling the plans and purposes of God in establishing His Kingdom. The word *approved* means mature, responsible, acceptable and tried, someone who can discern with confidence the will of God for their life.

CBC is God’s five-fold ministry vehicle (**Ephesians 4:11-13**), to assist you in discovering your potential in His Rhema Word, to help you leave the insecurity and failures of your past behind (**Philippians 3:13-14**) and disciple you in the principles of faith to destroy the works of the enemy and become able ministers of the Gospel of Jesus Christ, not in word only, but in demonstration of the Spirit and of power (**1 Corinthians 2:4-5**).

See this time as a time of great change in your life; a time that will be foundational in whatever else the Lord will lead you to do. Let it be a time of investing in God’s Word with an expected anticipation of a hundred-fold return in your life, in your family and in your ministry.

May grace and peace be multiplied to you over the course of your studies.

**Pastors Gerri and Michelle Di Somma**

## 2. Purpose

CBC is a Bible College that makes theology practical endeavouring to impart revelation knowledge from God’s Word to believers and training them to be led by the Holy Spirit (**Romans 8:14**) and to apply the Word in their life and ministry. We focus on the integrity of God’s Word and the operation of the Holy Spirit.

Our core values include honour, integrity, accountability, growth, excellence, submission, diligence and service.

Students are encouraged to:

* Develop their personal relationship with God
* Build a strong Christian character
* Grow spiritually in the knowledge of the Word and in faith
* Take responsibility for their own lives with God’s help
* Learn to flow with the Holy Spirit in ministry
* Find their place and function in the Body of Christ
* Strive for excellence in all their endeavours
* Become dynamic communicators of the Gospel
* Make a positive impact in their home, community, and workplace
* Fulfil their potential and destiny in the Lord

The College places a strong emphasis on the local church. Students attending CBC from various churches and denominations are exhorted to get involved in their local church activities (see section F - Helps Ministry). CBC sees itself as a servant of local churches; training potential candidates for the ministry and sending them back to their churches.

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# B. Financial Policy

Please ensure that you have read and understand the financial information

We consider wisdom in financial matters an asset to successful Christian living and therefore we ask you to calculate the cost of attending CBC as a worthy steward of our Father’s provision. “For which one of you wanting to build a tower, does not first sit down to calculate the expense, to see if he has enough money to complete it.” (**Luke 14:28**)

## 1. Registration Fee

The Registration Fee is a one-off non-refundable payment payable before the first day of the start of term.

## 

## 2. Tuition Fees

The tuition fees can be paid in full on registration or by the monthly payment plan (See section 3).

Tuition fees cover the following:

* Overall Tuition
* Examination Fees
* Reports
* Rental of Graduation Gown and Cap
* Graduation Certificate/Diploma

In addition to the tuition fees, students will be required to purchase required course reading books. These can be purchased in either book or e-reader format.

## 3. Monthly Payments

### 

Your tuition fees are to be paid on or before the 5th of every month. You will need to set up a Standing Order with your bank. You will also need to budget for these monthly payments. Monthly payments commence the month after the registration fee has been paid (dates may vary depending on your college start date).

Tuition fee payments should be kept up to date and any outstanding (overdue) fees need to be paid in full before a student begins the next academic year.

To participate in the graduation ceremony and be part of the graduation service, a student’s account **must be paid in full**. If a student leaves CBC with outstanding fees owing, we will not send out reports and the student will not receive a certificate or diploma until this has been rectified.

## 

## 4. Refund Policy

If you have paid your tuition fees in full and then, for any reason decide to withdraw within the first term from CBC ,after you have registered as a student, the remaining tuition fees will be calculated on a pro-rata basis and a refund will be issued to you within thirty days.

No refund will be given because of withdrawal after the first term of any college year, or if a student is asked to leave because of non-compliance with the college requirements.

## 5. Additional Fees

### Reinstatement Fee

If you are officially removed from the student register by the CBC office, you will have ten days to apply for reinstatement. A reinstatement fee of £25.00 will need to be paid.

### Replacement Student ID Card

Lost student ID cards can be replaced at the cost of £10.

### 5.3 Graduation Gown Deposit

Although we do not charge students for the rental of the graduation gown and cap, we do require a £20 deposit in case of damage to the gown or cap or, if it should need replacing or dry cleaning.

The £20 deposit must be paid once the gown and cap have been selected. The deposit will be returned at the end of the Graduation Ceremony providing the gown and cap are returned in good condition.

## 6. Offerings

No unauthorised offerings or funds shall be collected on the CBC campus for any purpose.

In certain circumstances CBC can authorise offerings, e.g. “Good Samaritan Offerings” – please speak to the CBC office.

## 

## 7. Soliciting Funds

No student will be allowed to solicit funds from fellow-students or partners of Carmel City Church, this involves seeking to obtain funds by persuasion, entreaty or to petition persistently.

This could be grounds for discipline and/or dismissal.

## 8. CBC Payment Details (see Tuition Fee Arrangement form)

Account Name: Carmel Ministries

**Bank**: Bank of Scotland

**Sort Code:** 80-11-00

**Account Number:** 06085191

Reference: **Please reference your payment with CBC and your surname.**

# C. Academic Calendar, Schedule, Curriculum Overview

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## 1. Academic Calendar

For a list of dates when Weekend Bible College convenes please refer to the current academic calendar which can be found on the CBC website ([www.carmelbiblecollege.org](http://www.carmelbiblecollege.org)) under ‘News and Events’.

**Please note dates may be subject to change.**

## 2. **Schedule**

Weekend Bible College runs over four terms each academic year meets on:

**Fridays** from 6:30pm to 9pm, comprising of 3 x 45-minute lectures of one subject.

**Saturdays** from 9:15am to 4:30pm - comprising of 6 x 45-minute lectures for two subjects and one 45-minute video lecture of another subject.

There are comfort/refreshment breaks throughout the evening/day and a lunch break of 45 minutes on Saturdays.

After lunch on Saturday there is a 30-minute prayer time which all students are expected to attend.

A timetable will be emailed out to students before each Weekend Bible College.

We do not meet during the school holidays or over bank holiday weekends and there are no Friday evening lectures in the 4th term.

## 3. Curriculum Overview

Head knowledge is a wonderful thing but knowing how to use that knowledge and implementing it into your life takes wisdom. CBC is committed to not only giving you the necessary biblical knowledge but also, impart godly wisdom to take that head knowledge and turn it into heart understanding.

**Certificate in Biblical Studies.** This programme consists of 24 courses (see CBC website for full course listing) studied over the course of two academic years and is for believers, young and old, desiring a solid foundation and in-depth understanding of the Word of God that can be applied to their daily lives.

Students will develop in their personal walk with God strengthening and deepening their personal relationship with Him.

**Diploma in Ministerial Development.** This programme can be embarked upon after successful completion of the Certificate in Biblical Studies. It also consists of 24 courses (see course listing below) studied over the course of two academic years and is aimed at those wanting to build on the foundation laid during the Certificate programme whilst going deeper still in their study of God's Word or those sensing a call into full-time Christian ministry.

* **Lectures:** You will receive teaching of the Word in spirit and in truth by anointed men and women of God.
* **Prayer:** This is a time where students engage with God through corporate prayer after the lunch break on Saturday afternoons.
* **Serving**: CBC also incorporates a helps ministry programme which encourages students to be involved in serving practically in the local church.

## 5. Courses

A full course listing together with course descriptions can be found at - <https://www.carmelbiblecollege.org/academics>

CBC reserves the right to change the dates, times, courses, required reading books and lecturers as it deems necessary. Required reading books accompanying each course will be announced at the beginning of the course (*see appendix 1: example of course outline and requirements*).

# D. Student Policy

## 1. Admissions

### 1.1 Non-discriminatory Policy

CBC admits male and female students of any race, colour, nation or ethnic origin to all rights or privileges available to students at the college.

It does not discriminate based on sex, race, colour, nation or ethnic origin in administration or its admission and educational policies, scholarship programs, social and other college administered activities.

### 1.2 Visitors

If a student would like a friend/acquaintance to attend CBC as a visitor outside of the scheduled open days, the following procedure must be adhered to:

* An application needs to be made to the CBC office preferably one week in advance of the visit.
* A visitor can attend a maximum of three days in any one academic year (in addition to CBC open days).

### 1.3 Personal Data

The CBC office keeps records of all current students in accordance with the current GDPR guidelines. It is always essential that CBC be able to contact students. Please notify the CBC Office immediately if there is a change in your address, telephone number or other particulars.

All information submitted is protected under the Data Protection Act and is for the exclusive use of CBC in maintaining your academic achievement.

## 2. Class Procedures

### 2.1 Distractions and Interruptions

Lecturers have complete authority in the classroom, and this means they should have your full attention. At no time will a student be permitted to interrupt (stop from continuing) or correct a lecturer.

Classes are recorded for the student’s benefit, so please hold your questions or comments until a designated question and answer time OR during the break.

If you feel the need to discuss a matter, please make an appointment through the CBC Office.

Do not use items such as mobile phones (anything that can take a call) alarm watches, beepers, or headphones in class as they are very disturbing, and you could be asked to leave the class.

A laptop or tablet is permitted to be used in class but, for the purpose of notetaking and not for anything else during lecture time.

Please refrain from distractions of any kind such as cutting nails, tapping of pens or pencils, putting feet on chairs and other bothersome habits or actions. This also includes talking or any needless interruptions.

Students are not allowed to eat or drink while a lecture is in session unless it is bottled water.

Students are not permitted to leave the classroom once the session has begun.

### 2.2 Announcements and Advertising

No one is permitted to make announcements in the classrooms except for CBC staff or head monitors. All other announcements must be approved by the CBC office.

No student or any other person is permitted to hand out any notes, flyers, tracts, advertisements, coupons, or any other material. Please inform the CBC Office immediately if you see any activity of this kind.

No notice is to be put on the CBC notice board without it first being approved and stamped by the CBC office.

### 2.3 Restricted Areas

All students must enter by the CBC side entrance and must proceed immediately to the top of the stairs to enter Hall A.

The following areas are off bounds to CBC students in general:

* **Platforms:** The platforms are out of bounds to any unauthorised person. No student should write on or use the whiteboards for any reason whatsoever.
* **Audio Booths and Desks**: The audio booth and desks are strictly out of bounds to any unauthorised person, as is the setting up or dismantling of any audio/video equipment.
* **CBC Office**: No student will be allowed into the CBC office, apart from monitors who are performing duties. Exceptions to this rule will be for the purpose of student appointments and for volunteer helpers.

### 2.4 Dress Code

CBC seeks to provide an atmosphere conducive to reverent study and the development of strong Christian character and it is our desire that all of our students be dressed appropriately – smart/casual.

Men may wear dress trousers, khakis, jeans (without holes), collared shirts, jumpers, etc.

Ladies may wear dress trousers, jeans (without holes), skirts, dresses, smart tops, jumpers, etc.

The following items of clothing are not acceptable: Trainers, flip flops, shorts, t-shirts, track suits, hoodies, and any clothing that is too revealing

Please note that if dress is deemed inappropriate this will be addressed personally by staff.

### 2.5 Personal Hygiene

Due to the closeness of classroom instruction, it is essential that we always maintain good personal hygiene (including fresh breath) . We ask you to please take special care of your body hygiene during summertime and consider those around you.

### 2.6 ID Cards

Each student is issued with a student identity card, bearing his/her name, student number and photograph. This card must always be worn and adequately displayed so that it can be easily read when on campus during college hours. Anyone finding a lost ID card should turn it in to the CBC Office.

Should your ID card be lost, you must notify the CBC office immediately and complete the proper form. A new ID card can be issued at a cost of £10.

# E. Academic Policy

## General

**CBC does not stress academic achievement** but rather endeavours to impart revelation knowledge from God’s Word to train the believer to apply the Word of God in their life, thereby bringing about transformation.

The assessment procedure we employ is in place to ensure that as a college we maintain a high standard of quality in our lecturing and evaluation and to provide a measure of each students’ achievement.

We therefore try to ensure that our assessment procedure:

* Is fair, maintaining comparable assessment demands across all our courses.
* Is reliable, ensuring that assessment decisions are made consistently.
* Is valid, ensuring that the assessment relates to the intended outcomes of the subject studied.
* Is clear, ensuring that students understand the criteria by which their work is being judged.
* Is non-discriminatory, ensuring equality in assessing all students

### Types of Assessment

The following are types of assessment used at Carmel Bible College:

* Assignments: - An essay, generally dealing with a single topic. This will include an application, usually to some aspect of ministry or personal growth. Assignments may also include book reviews and journals etc.
* Examinations: - it is intended that these take place at the end of a course and may be taken during a specific “exam time” (usually the final lecture). In some instances, students will be given an exam paper to take away and complete at home under exam conditions.

Other practical methods of assessment are used for certain subjects, e.g. Sermon Presentation.

### 1.2 Assessment Guidance

At the start of each subject, you will be informed about the learning outcomes (*see appendix 1: example of course outline and requirements*) that will be covered by the subject and the course requirements. All assessment will be in line with the learning outcomes and the lecturer will give you clear guidance regarding the completing of assignments and in revising for any examination.

### 1.3 Grading System

The pass level for all subjects is 50% and anything below this is regarded as a failure in that subject.

Student Reports are issued each term and display the final grades for the subjects already completed. Subject grades will be given within 3 working weeks after the end of the term. Students are asked not to request oral reports on grades from the CBC office or lecturers.

A final transcript is issued at the end of the programme with the final grades for all completed units. An overall pass mark must be obtained to be able to graduate the Certificate or Diploma programme.

A certificate/diploma based on the final grade will be awarded upon the completion of the course and according to the following categories:

Fail 0-49%

Pass 50%-75%

Distinction 76%-90%

Honours 91%-100%

### 1.4 Submission/Extension Requests/Retake of Assignments/Exams

There is a dedicated email address for the submission of student assignments/exams and they can be emailed on or before the deadline to [info@carmelbible](mailto:info@carmelbible)college.org.

In the event a student is unable to submit an assignment/exam by the required submission deadline date, the student should notify the CBC office **as soon as possible** requesting an extension.

Please note that any extension date is usually only be granted in the case of unavoidable or extenuating circumstances which prohibit the student from submitting his/her assignment/exam before the deadline date expires. Students should provide reasons as to why their circumstances made it extremely difficult or impossible to meet the deadline date.

The extension request will be forwarded to the lecturer concerned and it will be at their discretion whether to allow an extension. Any extension granted can be no longer than two weeks after the submission deadline date.

In the case of an extension date granted due to unavoidable or extenuating circumstances the assignment/exam will be treated as a first attempt and marked as normal if submitted/written by the required date.

If the extension request is denied it will be classed as a second attempt and the marks will be capped at 50%.

In the case of an assignment/exam retake due to failure, a student’s grade will be capped at the pass mark of 50%. This is to avoid giving an unfair advantage to students as they will have had extra time to study and have another opportunity to write an exam that other students have not had.

If a subject has been failed twice, the highest of the two results will be the final grade.

### 1.5 Appeals

The appeals procedure must be followed in all cases where a student disagrees with the outcome of an assessment. Appeals will be considered on matters of procedure, competency, and prejudice.

After a student has received their grade report for the term, any queries about the grades awarded must be submitted in writing to the CBC Office within one week by asking for a grade enquiry.

The grade enquiry will then be investigated, and feedback will be given to the student as soon as possible.

### 1.6 Academic Deceit

CBC takes academic integrity very seriously and each student has an obligation to act with honesty and integrity.

Plagiarism is strongly condemned, as are other forms of cheating - in any academic exercise.

Plagiarism means taking another person’s ideas or writing and passing them off as one’s own. This practice is usually self-exposing by its obviousness to a trained reader who is familiar with student writing.

Plagiarism (passing another person’s work off as your own) involves stealing and lying. It is strongly condemned, as are other forms of cheating - in any academic exercise. Every person who studies at CBC should understand that to submit work which is not his/her own, violates the purpose of the Bible college and the individual’s purpose of being here. In any written material in which the student uses words or ideas of another person, referencing and citation must be made as to the source of the material. This includes copying text from a required reading book, the internet, or any other source.

Useful guidelines on how to reference correctly when using different sources such as books, internet etc can be found at the following link on the ‘Skills You Need’ website - <https://www.skillsyouneed.com/learn/academic-referencing.html>

Any work in which the lecturer suspects that the student has borrowed, copied, paraphrased, or quoted without noting the source, will not be accepted, and will need to be resubmitted and considered a retake capped at 50%.

Each student is responsible for taking his/her own notes. For most courses (at the discretion of the lecturer) students will be issued with a student guide.

Please note Student Guides are not to be duplicated, reproduced, given or sold to anybody. Violations of this rule will be grounds for immediate dismissal from CBC. Any exception to this rule must be authorised in writing.

### 1.7 Special Assessment Requirements

Students who have any learning or reading difficulties are required to make this known to the CBC office at the beginning of the academic year and any extra support will be given to help them achieve success throughout their studies at CBC.

### 1.8 Assessment Terms

The following words may be used in CBC assessments and should be understood by all students:

|  |  |
| --- | --- |
| **Lead word** | **Interpretation** |
| **Analyse / Examine** | Break down situations, statements, theory and/or data into components or essential features in order to discover meaning. |
| **Apply** | Use theory, a set of facts or situations to solve a problem or explain a consequence. |
| **Assess** | Determine the extent to which information and/or situations are appropriate to a particular context and or setting. |
| **Clarify** | Explain the meaning of something. |
| **Compare** | Explain differences and similarities. Comparison involves more than listing the differences and similarities. |
| **Construct** | Pull together parts systematically; pull together reasons to support an argument/a case. |
| **Create** | Build an argument based on sound reasoning. |
| **Criticise** | Make a judgement on something, pointing out any shortcomings. |
| **Define** | Set down the precise meaning of a word or a phrase. |
| **Demonstrate** | Show or prove something by evidence or reasoning; show by reasoning the truth of something. It is very likely that this will involve identifying and clearly stating the steps in an argument. |
| **Describe** | Give an account in words. |
| **Discuss** | State what the subject is and combine knowledge in order to produce a balanced view of the subject. |
| **Distinguish, Differentiate, Contrast** | Specify the differences between. This will involve identifying those features which make two arguments, theories or decisions different. |
| **Employ** | Utilise the given situation, fact or methodology as a means to answer the question. |
| **Evaluate** | Make a judgement based on a reasoned argument. |
| **Explain/comment** | Make something comprehensible by giving a detailed account of the structure or meaning. |
| **Identify** | List items. |
| **Illustrate** | Use an example, chart, diagram, graph or figure as appropriate to explain something. |
| **Inspect** | Examine closely; look for faults or errors. |
| **Interpret** | Give your perception of something based on facts or information. |
| **List** | Itemise |
| **Name** | Give a name to something based on a description. |
| **Plan** | Give a method for obtaining an objective |
| **Prepare** | Make ready; construct using parts or components. |
| **Propose** | Suggest a method of working or solution. |
| **Reconcile** | Make compatible apparently conflicting statements or theories. |
| **Relate** | Show connections between separate matters. |
| **Report** | Give an account of something. |
| **Review** | Assess something critically. |
| **Solve** | Provide a solution to something. |
| **State** | Express, make a statement of something. |
| **Summarise** | Give the essential points, dispensing with examples and details. |

\*This list draws on “Words used by Bloom” published by the Birmingham City University Business School.

## 

## F. Discipleship Policy

## General

As well as measuring a student’s academic progress, CBC has a policy in place to develop growth in a student’s character. The following areas are taken in to account each term:

* Punctuality
* Student Conduct
* Attendance
* Helps Ministry

### 1.1 Punctuality

Punctuality is taken seriously and refers to being present in time for the start of each lecture. Being punctual demonstrates honour towards God, His Word, lecturers, and your fellow students and, should reflect our Christian character.

If a student is running late due to unforeseen circumstances whenever possible please contact the CBC office or post a message on the student WhatsApp page. Please do not phone or post a message if driving!

It is policy that the college entrance will be locked 10 minutes after the start of the Friday evening and Saturday morning lecture schedule. Students arriving after the doors locked will need to wait until the next lecture to be admitted into the classroom.

### 1.2 Student Conduct

Student Conduct refers to abiding by all the conduct regulations of the college, e.g. dress code, no interruptions during lectures, respect for the monitors, etc.

### 1.3 Attendance

The attendance policy is in place to ensure that students gain the full benefit of attending CBC, to help the students to practice discipline in their personal lives and also to maintain a high level of respect for the Word of God and the staff within CBC.

Students are not expected to be absent for any lectures. Leave of absence will only be granted in exceptional cases.

#### Attendance Requirements

#### Attendance at all lectures is compulsory. The students are expected to be alert and play an active part in the learning experience.

CBC has a best practice of students attending over 90% of lectures during the year.

The minimum course attendance that is required for each term is 75%. If attendance falls below this, you will not graduate (extenuating circumstances may be taken into consideration).

Attendance is recorded for each lecture and a register will be circulated for students to sign. It is the students’ responsibility to ensure that they sign the register for each lecture slot.

#### Makeup Policy

Any missed lectures are treated as absences. Students are expected to access and listen to the audio lecture recordings of any missed lectures and take appropriate notes.

These notes must then be shown to the CBC office for review and approval at the next weekend of Bible college classes unless, the student is given alternative direction by the staff. Failure to do so could result in failure of the subject. Should the quality or presentation of the notes be unsatisfactory, the student will be asked to re**-**do them.

For **one weekend only** each term and, on approval granted by the CBC office, on presentation of the notes for the missed class session/s, attendance previously marked as absent, will be marked as present on the student’s attendance record for that class session/s.

#### Approved Absences

CBC provides students with the opportunity to apply for an approved absence.

The CBC office must be notified as far as possible in advance of any absences from lectures. Acceptable reasons for absence include something that is outside of your control/unavoidable. For example:

* Appointments where you are given no option for a time or date, e.g. hospital appointment, opticians appointment, etc. In these cases, a letter/certification must be presented with your request.
* Sickness that prevents you from physically sitting in a lecture
* Accidents & emergencies

#### Follow Up

Attendance is evaluated termly and students who have multiple unapproved absences or whose attendance falls below the accepted percentage will be required to have a meeting to provide reasons for the unsatisfactory attendance and to be provided with the guidance necessary to address the situation.

Should a student’s attendance not improve after receiving the appropriate guidance and support, they may be asked to discontinue their studies for the academic year while still being responsible to pay all outstanding fees according to the CBC financial policy.

### 1.4 Counselling

#### 1.4.1 Counselling

CBC respects the local church and encourages students to receive counsel from their own pastor. Whenever possible we endeavour to co-operate with the local church.

However, if the situation should necessitate it, CBC will counsel a student. An appointment must be made with the CBC office specifying the reason for counselling. An interview will then be arranged with an appropriate member of the faculty. Should the matter be of a more serious nature, it will be referred to a pastor.

Please do not stop the lecturers in the classrooms or corridors before or after lectures. Should you wish to ask any questions pertaining to the subject taught, you can make an appointment through the CBC Office requesting an appointment time and date.

#### Carmel Centre Pastors

If you are a member of Carmel City Church, counselling from one of the Carmel pastors can be arranged by telephoning the church number on 0117 9775533.

### 1.5 Lifestyle

#### 1.5.1 Conduct

All students admitted to CBC must subscribe to and practice a lifestyle in keeping with the standards set out by CBC for the duration of your studies.

Students are encouraged to refrain from the use of tobacco and intoxicants (including alcohol) during their studies.

CBC will not condone or allow sexual immorality, as this is a violation of the commandments of God’s Word (**Romans 1:26-29**) and the code taught and adhered to by CBC.

Every student should therefore desire to develop their life in recognition of the authority of the Word of God, particularly the Biblical teaching of moral standards. A desire to serve the Lord and follow Him is expected of all who are called to the ministry.

#### 1.5.2 Home

Students are expected to live out their testimony at home or the place that they might stay.

#### Physical Condition

It is important for our students to maintain their health and fitness to be able to study at full capacity. Students should remember to take care of their physical body as well as their spirit!

### 1.6 Helps Ministry

CBC serves the local church and does not replace it and therefore we expect each student to belong to and attend a local church for the duration of their studies.

Students are required to become involved in activities of their local church during this period of training and this is measured under the subject of ‘Helps Ministry’.

The Helps Ministry programme involves serving in an area in the local church at least twice per month. At the beginning of the academic year students are issued with a Helps Ministry booklet. The student is required to take responsibility of ensuring that all Helps activates are recorded and that the booklet is signed by the department leader. At the end of each term the booklet needs to be submitted to the CBC office, where it is checked and given back to the student.

### 1.7 Your Local Church

Every student must be committed to a local church and be in regular attendance throughout their time at Bible College.

One goal of CBC is to strengthen the local church, and of course, the local church plays an important role in the Helps Ministry portion of your training.

**Students are not permitted to change churches during their time of training at CBC**.

As CBC is hosted in a church facility, it is especially important that students do not leave their current home church to make the host church their home church while they are attending CBC or during the 6 months after they finish their training at CBC.

If a student feels strongly that they need to change churches, an appointment should be made with the Dean to discuss the situation.

We also request that no-one launches out into ministry during the duration of their studies at CBC without first consulting the oversight of CBC.

## 2. Termination of Studies

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### Withdrawals

The administration of CBC takes the matter of student withdrawals very seriously. A student should take this into consideration before submitting a request for withdrawal. The following procedures must be strictly adhered to by all registered students who wish to withdraw from CBC

Secure a ‘Withdrawal Request’ form from the CBC office, while ensuring that your school fees payments are up to date. Complete this form by printing all required information.

A personal interview will be required with the Dean to discuss the reasons for your withdrawal and, to secure their signature on the Withdrawal Request form.

Submit your student ID card with the completed Withdrawal Request form to the CBC Office. No withdrawal is considered effective until all the above steps are completed.

To leave CBC without completing the above steps is to leave in bad standing. You should show us the courtesy of obeying the above requirements. Refer also to ‘Refund Policy’ in the section under Financial Policy.

### 2.2 Reinstatement

If you are officially dismissed by the CBC Office, you have ten days to apply in writing for reinstatement. Your entire college records will be reviewed and a personal interview with the Dean will be required to be reinstated.

Refer also to ‘Reinstatement Fee’ in the section under Financial Policy.

## 3. General Information

### 3.1 Emblems and Names

All students should understand that the “Carmel City Church” logos, and the names “Carmel Bible College” and “Carmel City Church”, etc. are all names and symbols registered under Carmel Ministries International. There is strict international copyright on these names and emblems.

They are not to be used in any way for advertising, for personal logos or as names of organisations set up by CBC graduates. Graduates can state of course that they have graduated from CBC, but that is the full extent to which the names can be used.

Please do not request permission to use these names or logos in any fashion, as it will not be granted. We are taking this position because we have encountered instances of excessive misuse of similar names and logos.

### 3.2 Restricted Goods

Dangerous weapons and illegal substances are strictly prohibited on campus at all times.

# Appendix 1: Course Outline – Life of Christ

COURSE OUTLINE AND REQUIREMENTS

Course Purpose

|  |  |
| --- | --- |
| HEART%20ICON.pngHeart | To help the student acquire an appreciation of God’s gift of love in the person of Jesus Christ and to grow in gratitude towards Jesus for all that He did. Furthermore, to guide the student to evaluate their own walk of Christlikeness. |
| MIND%20ICON.pngMind | To equip the student with the knowledge and understanding of the person and work of Jesus Christ and the relevance that bears on the believer’s life of faith. |
| HANDS%20ICON.pngHands | To empower the student to follow the example of Jesus by emulating His character in everyday life, including their relationships and ministry; to give their all for His glory. |

Course Outline

1. Introduction
2. The Identity of Jesus
3. The Character of Jesus
4. The Relationships of Jesus
5. The Ministry of Jesus
6. The Suffering and Sacrifice of Jesus
7. The Victory of Jesus
8. The Present Position and Ministry of Jesus

Required Reading and Course Requirements

1. Attend all classes and take good notes.
2. Complete one assignment.

Recommended Reading

1. *Jesus as They Saw Him* by William Barclay
2. *Passion: How Christ’s final day changes your every day* by Mike McKinley
3. *The View from Mount Calvary* by John Phillips
4. *The Master: A Life of Jesus* by John Pollock

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# E. Declarations

## 1. Commitment

I have read the Student Manual of Carmel Bible College and I clearly understand all the policies and guidelines therein.

During this school year I agree to abide by all the guidelines stated therein and those communicated to me verbally. I will always endeavour to exemplify good Christian conduct and character and in all places during the time that I am a student of CBC

I understand that attending CBC is a privilege and not a right and that the Bible College reserves the right to require the withdrawal of a student at any time if, in the judgment of the disciplinary committee, such action be deemed necessary to safeguard the ideals of scholarship or the moral atmosphere of the Bible College.

## 

Students Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: / /

(Detach this page and return completed and signed to the CBC Office)

## 2. Indemnification

I hereby indemnify Carmel Bible College and Carmel City Church (or any of their employees, servants or agents) against any loss or injury of whatever nature sustained by myself or my guest(s) in the course of any activities of Carmel Bible College or Carmel City Church (including organised functions, extramural activities and transportation).

Name of Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Present Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Contact Numbers: (H) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (M) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Parent/Guardian (if under 18 years of age) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Witness: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Witness: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Detach this page and return completed and signed to the CBC Office)

## 3. Financial Agreement

**Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Financial Agreement**  Please select one of the following payment options:  **Individual** | | | | | |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  | 1. Payment in full of £1,360 (includes £100 registration fee) | | |  |  |  |  |  |  |  |
|  | 2. Monthly Payment: £100 registration fee, followed by 20 monthly payments of £70 by standing order to be paid by 5th of each month. | | | | | | | | | |
| Applicant’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: / /  **Married Couple**   |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  | |  | 1. Payment in full of £2,200. | | |  |  |  |  |  |  |  | |  | 2. Monthly Payment: £200 registration fee, followed by 20 monthly payments of £100 by standing order | | | | | | | | | | | | | | |  |  |  |  |  |  |

I agree to abide by the payment plan I have chosen.

Applicant’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: / /

Applicant’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: / /

**Declaration**

“I hereby state that all the information contained in my application is correct and true. If CBC is notified that any of the submitted information is false, it could be grounds for immediate dismissal”.

Students Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: / /

(Students Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: / / )

(Detach this page and return completed and signed to the CBC Office)

## 4. Tuition Fee Arrangement

Tuition Fee Arrangement

**Monthly Payment Plan**

All payments are to be paid by Standing Order by the 5th of each month. The first payment is to be made by 5th of the month following payment of the registration fee (e.g. Registration fee paid in September then monthly fee starts 5th October) then *each month thereafter* for consecutive 20 consecutive months.

It is your responsibility to ensure that this form is returned to CBC office.

Payment details:

Account Name: Carmel Ministries

**Bank**: Bank of Scotland

**Sort Code:** 80-11-00

**Account Number:** 06085191

Reference: **Please reference your payment with CBC and your surname.**

**Other Payment Expenses:**

* Gown deposit (£20 refundable deposit – date tbc)

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**Confirmation of Standing Order**

I ………………………………………………………… confirm that a standing order has been set up from my bank account to Carmel Bible College in the amount of……………… to come out on …………. of each month.

Students Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: / /

(Detach this page and return completed and signed to the CBC Office)