



**Elim Bible Institute and College**  
*Academic Catalog*  
**2020-2021**

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*Disclaimer: The Academic Catalog may be updated without notice.*

## A MESSAGE FROM THE EVPP



*Danuta Case, Ed. S.*

Your experience at Elim Bible Institute and College will be unlike any other. The college provides a setting where intensive Bible study, the development of life skills, and practical ministerial training are woven together. You will have an opportunity to grow in the knowledge of God's Word and deepen your personal relationship with God.

The world desperately needs people who surrender their lives to God, comprehend His love, know His principles, and are brave enough to become change agents willing to withstand the current cultural pressures. The faculty and staff at EBIC are wholeheartedly committed to helping you become such agents and will passionately guide you in reaching your potential and fulfilling the destiny God has for you.

Thank you for joining us here at EBIC. I always welcome your feedback, concerns, compliments, or suggestions. Please write me an email at [danutacase@elim.edu](mailto:danutacase@elim.edu), send me an iMessage (Danuta Case), or drop your comment in the anonymous suggestion box located in the foyer of the library. I look forward to our journey together.

In His service,

**Danuta Case**  
*Executive Vice President and  
Provost*

## ACCREDITATION AND ASSOCIATIONS



Elim Bible Institute and College is a member of the Transnational Association of Christian Colleges and Schools (TRACS), [15935 Forest Road, Forest, VA 24551; Telephone: (434) 525-9539; email: [info@tracs.org](mailto:info@tracs.org)] having been awarded Accredited Status as a Category I institution by the TRACS Accreditation Commission on April 24, 2018. This status is effective for a period of up to five years (2018-2023). TRACS is recognized by the United States Department of Education, the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).



EBIC was granted an absolute charter by **the Board of Regents of the University of the State of New York** to conduct programs leading to the Associate in Applied Science degree. The one-year certificate program is also registered by the NYS Education Department and is part of the NYSED inventory of registered programs.



The Evangelical Council of Financial Accountability (**ECFA**) recognizes Elim Bible Institute and College as one of its charter members. ECFA accredits its members and holds them to high standards of accountability with respect to governance, financial management, and stewardship/fundraising practices. Members include Christian ministries, denominations, churches, educational institutions, and other tax-exempt 501(c)(3) organizations.



### GI Bill®

EBIC is approved by the NYS Division of Veterans Affairs, Bureau of Veteran's Education, for the training of veterans.



The college has been granted eligibility by the United States Department of Education to participate in student financial assistance programs authorized by **Title IV** of the Higher Education Act of 1965.



EBIC is approved for the New York State Tuition Assistance Program (TAP). Eligible New York residents, enrolled in the AAS degree or Launch certificate program, may receive an annual TAP award up to \$5,165. EBIC also participates in Enhanced Tuition Award (ETA) to help advance and assist eligible students who are New York State residents.



Elim Bible Institute and College has been approved by NYS to participate in the National Council for State Authorization Reciprocity Agreements. NC-SARA is a voluntary, regional approach to state oversight of postsecondary distance education.

# WELCOME TO ELIM

To be a world Christian, you must prepare for both the ministry and the marketplace. Time at Elim will strengthen your relationship with God and your grasp on His Word, while providing hands-on ministry experience—at locations ranging from nearby Rochester, to urban New York City, to a mission field across the globe. Come worship with us!

Among Bible schools with a Pentecostal/charismatic emphasis, Elim has an international reputation for excellence. The New York State Education Department (NYSED) Board of Regents approves Elim Bible Institute and College's A.A.S. in Biblical and Theological Studies degree.

## ADVANCED DEGREES

To better fulfill our mission, Elim has chosen to be a degree-granting institution. Our tradition of high academic standards continues to make it possible for our students to transfer most of their course credits to other colleges and universities.

Elim has a unique relationship with several schools of higher learning, including Roberts Wesleyan College and Northeastern Seminary in Rochester, New York; and Nyack College in Nyack, New York.

Elim graduates are able to transfer directly into these undergraduate and graduate institutions and complete a bachelor's degree. Please note, acceptance into this program depends upon a student's prior academic achievement and other criteria. The length of time to complete the program depends upon a student's available study time.

## REACH OUT AS YOU LEARN

Shortly after their arrival, full-time students join local ministry, outreach teams. EBIC oversees more than twenty teams serving each week at churches, colleges, correctional facilities, shelters, hospitals, developmental centers, and nursing homes. Students are also encouraged to participate in teams of dance, drama, music, and leadership.

***Music and Worship:*** Students can pursue their musical abilities on Elim's worship team, ministering with chapel teams, and in Sunday services at area churches.

***Student Council*** consists of elected Class Officers and provides a line of communication between the administration, faculty, and students. Meeting once a week, Student Council prays for all aspects of the school and individual requests of fellow students, staying informed of current needs through daily contact with their peers.

## MINISTRY INTERNSHIPS

Elim builds internship opportunities into the A.A.S. and Launch program, providing hands-on education in practical ministry. Each full-time student spends several weeks in urban ministry outreach at the New York School of Urban Ministry (NYSUM) in New York City.

For internship exceptions, refer to the [Internships and Student Ministries](#) section.

## PREPARATION FOR A CHRIST-CENTERED LIFE

Single, full-time students live in dormitories and married students typically live in on-campus or off-campus apartments. Elim considers this arrangement to be an important part of the education process, providing an excellent experience in community living and discipleship.

*Student On-Campus Services* is an on-campus, community service program, which provides full-time resident Elim students the opportunity to serve in various capacities. Just as a family shares chores around the house, Student On-Campus Service helps students develop responsibility and character, while maintaining daily cleanliness in shared facilities.

Elim is interested in preparing the whole person to assume his or her place in God's service. For more information, please note that the Student Handbook fully describes the biblical principles of modesty, honor, and propriety.

### **LICENSING AND ORDINATION**

Ordination is usually the function of the local church or an agency recognized by local churches. One such agency is Elim Fellowship, with offices located adjacent to the Elim campus. Originally established as a sending agency for Elim missionary graduates, Elim Fellowship has grown over the years and is now comprised of a number of ministries, among which is the issuing of credentials to qualified ministers and Christian workers.

Many EBIC alumni hold credentials with Elim Fellowship, but other agencies also ordain our graduates; these include local church bodies and like-minded denominations. If you desire ordination or credentials, consult the agency through which you wish to be recognized to determine their requirements.

# BIBLICAL FOUNDATIONS STATEMENTS

## Mission Statement<sup>1</sup>

The mission of Elim Bible Institute and College is to prepare Christ-centered, Spirit-empowered servant leaders for global ministry and worldwide revival.

## Vision Statement

To be the premier Christian charismatic college impacting the whole world through Christian workers ministering with integrity in the power of the Holy Spirit.

## Core Values<sup>2</sup>

- **Community Life** – We are committed to building a community of believing staff and students committed to serving each other with integrity.
- **Worship and Prayer** – We are committed to a life of expressive worship and prayer.
- **God’s Word** – We are committed to providing a setting where intensive Bible study takes place.
- **Revival** – We are committed to discern, pursue, and participate in any fresh emphasis of the Holy Spirit’s work in each generation.
- **Missions** – We are committed to preparing students for taking the Gospel to all the world.
- **Character** – We are committed to hating what is evil and embracing what is good.
- **Honor** – We are committed to honoring Jesus in everything and considering others above ourselves.
- **Unity** – We are committed to unity in doctrinal essentials, liberty in non-essentials, and in everything love.
- **Academic Excellence** – We are committed to weaving together Bible study with high academic standards producing excellence which honors God.
- **Practical Ministry** – We are committed to equipping students with practical skills to be able to minister effectively.

## Statement of Faith<sup>3</sup>

1. We believe the Bible to be the inspired, the only infallible, authoritative Word of God. (2 Tim. 3:16,17)
2. We believe in the triune Godhead as eternally existent in three persons: Father, Son and Holy Spirit. (2 Cor. 13:14)
3. We believe in the deity of Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed Blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His present priestly ministry. (Ro. 1:4; Matt. 1:18; 2 Cor. 5:21;

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<sup>1</sup> TRACS Accreditation Std. I.2.1

<sup>2</sup> TRACS Accreditation Std. I.4.1

<sup>3</sup> TRACS Accreditation Std. I.1.1

Matt. 4:23,24; Ro. 3:25,26; 1 Jo. 1:7; Heb. 7:25)

4. We believe in evangelistic and missionary fervor and endeavor. (Acts 1:8; Mark 16:15-18)
5. We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential. We further believe in the keeping power of God. (Heb. 9:22; Jude 24, 25; Tit. 3:5)
6. We believe that sanctification, holiness, and the overcoming life are God's design for the Church, which is the Bride of Christ. (Eph. 5:25-27)
7. We believe that God created mankind as two distinct sexes: male and female, and that each person affirms God's infinite wisdom by living in alignment with their birth sex. (Gen 1:26-28; Matt 19:4-5)
8. We believe that sexual purity is a necessary expression for all of God's children, and requires abstinence from adultery, fornication, incest, homosexuality, and other sexual relationships or practices forbidden by Scripture. (Heb. 13:4; 1 Cor. 6:18; Lev. 18:1-30; Gal. 5:19)
9. We believe that marriage is the uniting of one man and one woman in covenant commitment for a lifetime, and a sacred institution established by God. (Matt. 19:4-6)
10. We believe that God created the existing space-time universe and all its basic systems and kinds of organisms in the six days of the creation week. (Gen.1:1-31)
11. We believe that since mankind is created in God's image, human life is of inestimable worth and significance in all its dimensions, from conception to the grave. (Gen. 1:27; Ps. 139:13, 14)
12. We believe that water baptism is for believers in the Lord Jesus Christ and is to be administered by immersion, thus bearing witness to the gospel of Christ's death, burial and resurrection for us, and our own new life in Him. (Matt. 28:19; Ro. 6:4)
13. We believe that communion, when shared by believers, witnesses to the saving power of the gospel, to Christ's presence in His church, and looks forward to His victorious return. (1 Cor. 11:23-26)
14. We believe in the Baptism of the Holy Spirit as on the day of Pentecost, and in the continuing ministry of the Holy Spirit, as evidenced in charismatic gifts and ministries, and in the fruit of the Holy Spirit in the life of the believer. (Acts 2:4, 10:46, 19:6; Eph. 4:11; 1 Cor. 12:8-11; Gal. 5:22,23)
15. We believe that divine healing is obtained on the basis of the Atonement. (1 Pet. 2:24; Matt. 8:17)
16. We believe in Christ's imminent personal return in power and great glory, and in His present and everlasting dominion. (Acts 1:11; Rev. 1:7; Dan. 7:14)
17. We believe in the resurrection of both the saved and the lost; they that are saved unto eternal life, and they that are lost unto eternal punishment. (John 5:28, 29; Rev. 20:15)

## **Purpose**

The general purposes of this corporation are to:

- Teach, preach and study the Gospel of Christ by any and all legal means;
- Promote the advancement and glory of Christ's Kingdom by missionary, benevolent and Christian education activities;
- Train, teach, mature and equip students, missionaries, pastors, and Christian workers to be effective witnesses of the Gospel through classroom teaching, practical ministry, internships, and online education;
- Institute degree-granting programs from time to time as accepted for registration by the Board of Regents of New York State;
- Publish religious literature;

- Establish, purchase, own and operate any communication media in order to achieve the above stated purposes;
- Do all things necessary for the achievement of the above stated purposes;
- Generally exercise all powers granted by §226 of the Education Law and the applicable provisions of the Religious Corporation Law and Not-for-Profit Corporation Law of New York.

## **Goals and Objectives<sup>4</sup>**

- 1. Biblical Scholarship:**
  - a. Demonstrate a measurable increase of biblical knowledge.
  - b. Exhibit an increasing comprehension of the historical setting of the Bible.
  
- 2. Spiritual Vitality and Formation:**
  - a. Define a measurable increase in personal spiritual formation.
  - b. Provide opportunities for students to embrace our Pentecostal heritage and learn to exercise charismatic gifts and experience the presence of God in chapels, classes, and other events.
  
- 3. Relevance in Culture:**
  - a. Demonstrate knowledge of the principles used to understand various cultures and communities.
  - b. Display the ability to form effective strategies for relevant ministry in any culture or community.
  
- 4. Discipleship and Servant Leadership:**
  - a. Exhibit a Christ-like leadership style of influence on other people.
  - b. Exemplify a biblical work ethic.

## **Philosophy of Education**

The educational philosophy of Elim Bible Institute and College involves the integration of biblical truth into all aspects of a student’s life. This is a dynamic process that happens in relationship with a discipling community. Elim defines its philosophy of education in connection with the following principles:

- Our standard of truth is defined by the absolute standards of God’s inerrant Word (the Bible).
- Building upon this biblical foundation, teachers seek impartation, which enables a student to grow spiritually, intellectually, and socially, with a view to promoting similar growth in society.
- The process of Christian education is a tool used by the Holy Spirit to bring the students into deeper fellowship with God as they are assisted in applying academic learning into an integrated philosophy of life.

Through the application of these principles, Elim seeks to prepare Christian workers and servant-leaders for revival ministry worldwide, who manifest the character of Christ and who minister in the power of the Holy Spirit. As these leaders are released into their individual callings and vocations, they enter society with a biblical world-view, able to integrate and apply the truth of the Bible into all areas of a changing secular society. Therefore, the Elim faculty and staff endeavor to give their lives, expertise, and time to the students entrusted to their care.

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<sup>4</sup> TRACS Accreditation Std. I.3.1

# UNDERGRADUATE PROGRAMS<sup>5</sup>

## Launch Certificate

*A one-year foundation for life.*

The Launch Certificate is a *New York State-approved*, one-year program that is designed for the student who wants to gain a better understanding of not only what they believe, but also why they believe it and how to implement it in culturally relevant ways. Each student focuses on the study of God's Word, encountering Him in a unique way based on the track concentration chosen.

Completing the Launch program qualifies students to transfer directly into the second year of our A.A.S. degree program. The differences in the curriculum can be made up during the summer term.

### PRACTICAL EXPERIENCE

Elim is more than an academic institution; it imparts a heart for ministry and provides students with in-depth practical experience through internships and student ministries. Please see the [Internships and Student Ministries](#) section for more details.

### LAUNCH CERTIFICATE OBJECTIVES

Students will:

1. Increase in knowledge of the Bible.
2. Conceptualize the Christian worldview in light of cultural and educational trends.
3. Define a measurable increase in personal spiritual formation.
4. Be able to defend and contextualize biblical values in today's culture.
5. Develop an awareness of commitment to act on the spiritual and physical needs of all the peoples in the world.
6. Improve critical thinking skills, reading comprehension skills, and writing skills.

### LAUNCH CERTIFICATE GRADUATION REQUIREMENTS

1. 34 credits of the Launch coursework for the program they have chosen, including internship requirements.
2. A cumulative grade point average of 2.0 (C) or better.
3. Completion of Student Ministries.<sup>6</sup>

**Please note:** A certificate/diploma will not be released until all financial obligations to Elim Bible Institute and College are met.

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<sup>5</sup> TRACS Accreditation Std. I.8.1, I.8.4, I.8.5, & I.8.9

<sup>6</sup> Graduation Requirements policy

## LAUNCH CERTIFICATE COURSES (34 CREDITS)

Courses are only offered if five or more students enroll in a class.

### *Spiritual Formation*

<i>Fall Semester</i>		<i>16 credits</i>	<i>Spring Semester</i>		<i>18 credits</i>
<b>PRTH3043</b>	Spiritual Formation: RTF	3	<b>PSYC2013</b>	Basic Christian Counseling	3
<b>BIBL1013</b>	Old Testament Literature	3	<b>BIBL1023</b>	New Testament Literature	3
<b>CISA1013</b>	Computer Skills	3	<b>PSYC1013</b>	Marriage and the Family	3
<b>PRTH1013</b>	Foundations for Life	3	<b>THEO1023</b>	Evangelism in a Postmodern World	3
<b>THEO1033</b>	Theology I	3	<b>THEO1013</b>	Hermeneutics	3
<b>EDUC1021</b>	College Success^	1	<b>INTP1033</b>	Primary Internship	3

### *Youth Ministry*

<i>Fall Semester</i>		<i>16 credits</i>	<i>Spring Semester</i>		<i>18 credits</i>
<b>MNST3123</b>	Youth Ministry I	3	<b>MNST3143</b>	Youth Ministry II	3
<b>BIBL1013</b>	Old Testament Literature	3	<b>BIBL1023</b>	New Testament Literature	3
<b>CISA1013</b>	Computer Skills	3	<b>PSYC1013</b>	Marriage and the Family	3
<b>PRTH1013</b>	Foundations for Life	3	<b>THEO1023</b>	Evangelism in a Postmodern World	3
<b>THEO1033</b>	Theology I	3	<b>THEO1013</b>	Hermeneutics	3
<b>EDUC1021</b>	College Success^	1	<b>INTP1033</b>	Primary Internship	3

### *Missions*

<i>Fall Semester</i>		<i>16 credits</i>	<i>Spring Semester</i>		<i>18 credits</i>
<b>MISS3343</b>	Cultures and Customs	3	<b>MISS3023</b>	Missionary Life	3
<b>BIBL1013</b>	Old Testament Literature	3	<b>BIBL1023</b>	New Testament Literature	3
<b>PRTH1013</b>	Foundations for Life	3	<b>PSYC1013</b>	Marriage and the Family	3
<b>THEO1033</b>	Theology I	3	<b>THEO1013</b>	Hermeneutics	3
	Elective*	3		Elective*	3
<b>EDUC1021</b>	College Success^	1	<b>INTP1033</b>	Primary Internship	3

\*[Elective options](#) may be found under the AMC course listing.

### *Worship Leadership*

<i>Fall Semester</i>		<i>16 credits</i>	<i>Spring Semester</i>		<i>18 credits</i>
<b>MUSC3023</b>	Worship Leadership I	3	<b>MUSC3033</b>	Worship Leadership Lab+	3
<b>BIBL1013</b>	Old Testament Literature	3	<b>BIBL1023</b>	New Testament Literature	3
<b>CISA1013</b>	Computer Skills	3	<b>PSYC1013</b>	Marriage and the Family	3
<b>PRTH1013</b>	Foundations for Life	3	<b>THEO1023</b>	Evangelism in a Postmodern World	3
<b>THEO1033</b>	Theology I	3	<b>THEO1013</b>	Hermeneutics	3
<b>EDUC1021</b>	College Success^	1	<b>INTP1033</b>	Primary Internship	3

+If this class is not offered, Philosophy of Christian Music or Music Theory II can be taken.

^students may test out of this course

### Crossroads

Fall Semester		16 credits	Spring Semester		18 credits
<b>PSYC1033</b>	Crossroads I: Life Coaching	3	<b>PSYC2013</b>	Basic Christian Counseling	3
<b>BIBL1013</b>	Old Testament Literature	3	<b>BIBL1023</b>	New Testament Literature	3
<b>CISA1013</b>	Computer Skills	3	<b>PSYC1013</b>	Marriage and the Family	3
<b>PRTH1013</b>	Foundations for Life	3	<b>THEO1023</b>	Evangelism in a Postmodern World	3
<b>THEO1033</b>	Theology I	3	<b>THEO1013</b>	Hermeneutics	3
<b>EDUC1021</b>	College Success^	1	<b>INTP1033</b>	Primary Internship	3

### College Prep

Fall Semester		16 credits	Spring Semester		18 credits
<b>PHIL2023</b>	Apologetics I*	3	<b>PHIL1013</b>	Christian Worldview and Ethics	3
<b>BIBL1013</b>	Old Testament Literature	3	<b>BIBL1023</b>	New Testament Literature	3
<b>PRTH1013</b>	Foundations for Life	3	<b>PSYC1013</b>	Marriage and the Family	3
<b>THEO1033</b>	Theology I	3	<b>THEO1023</b>	Evangelism in a Postmodern World	3
<b>CISA1013</b>	Computer Skills	3	<b>THEO1013</b>	Hermeneutics	3
<b>EDUC1021</b>	College Success^	1	<b>INTP1033</b>	Primary Internship	3

^students may test out of this course

\*Apologetics I might be substituted with Crossroads I when required or approved.

### Crossroads - Veterans

Fall Semester		15 credits	Spring Semester		15 credits
<b>PSYC1043</b>	Dealing with PTSD	3	<b>BIBL1023</b>	New Testament Literature	3
<b>PSYC1033</b>	Crossroads I: Life Coaching	3	<b>PSYC1013</b>	Marriage and the Family	3
<b>BIBL1013</b>	Old Testament Literature	3	<b>THEO1013</b>	Hermeneutics	3
<b>PRTH1013</b>	Foundations for Life	3		Elective*	3
<b>THEO1033</b>	Theology I	3		Elective*	3

\*Elective options may be found under the AMC course listing.

# Associate in Applied Science in Biblical and Theological Studies

## *A.A.S. Degree*

HEGIS Number: 5623

EBIC's A.A.S. degree is a two-year, 62-credit program registered by the NYS Board of Regents, designed for students who desire to be prepared for ministry. The A.A.S. degree is also the first step for students planning to matriculate into a bachelor's degree program at a four-year college. A firm foundation in the Bible is essential whether a student plans to enter ministry or continue his or her education. Without it, genuine Christian ministry can't take place. Elim Bible Institute and College offers the Bible as its primary emphasis.

## **PRACTICAL EXPERIENCE**

Elim is more than an academic institution; it imparts a heart for ministry and provides students with in-depth practical experience through internships and student ministries. Please see the [Internships and Student Ministries](#) section for more details.

## **A.A.S. DEGREE OBJECTIVES**

Students will:

1. Demonstrate critical thinking skills, reading comprehension, verbal and non-verbal communication skills, and writing skills that are on par with A.A.S. levels and national norms.
2. Be able to express an undergraduate level of understanding of the study of humanities and social sciences.
3. Increase in knowledge of the Bible and Theology.
4. Exhibit an increased comprehension of the historical setting of the Bible.
5. Express a personal spiritual lifestyle through biblical Christian practices.

## **A.A.S. DEGREE GRADUATION REQUIREMENTS**

1. 62 credits of required course work (core courses are required), including internship requirements.
2. A cumulative grade point average of 2.0 (C) or better.
3. Completion of Student Ministries.
4. Students transferring from other institutions must complete at least 25% of their program in residence at Elim.<sup>7</sup>

**Please note:** A certificate/diploma will not be released until all financial obligations to Elim Bible Institute and College are met.

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<sup>7</sup> TRACS Accreditation Std. I.8.12; Graduation Requirements policy

## A.A.S. COURSES (62 CREDITS)

Courses are only offered if five or more students enroll in a class.

### FRESHMAN YEAR

Fall Semester		16 credits	Spring Semester		18 credits
<b>BIBL1013</b>	Old Testament Literature	3	<b>BIBL1023</b>	New Testament Literature	3
<b>CISA1013</b>	Computer Skills	3	<b>PHIL1013</b>	Christian Worldview and Ethics	3
<b>ENGL1013</b>	College Composition	3	<b>PSYC1013</b>	Marriage and the Family	3
<b>PRTH1013</b>	Foundations for Life	3	<b>THEO1013</b>	Hermeneutics	3
<b>THEO1033</b>	Theology I	3	<b>THEO2023</b>	Theology II	3
<b>EDUC1021</b>	College Success^	1	<b>INTP1033</b>	Primary Internship	3

^students may test out of this course

### SOPHOMORE YEAR

Fall Semester		13 credits	Spring Semester		15 credits
<b>INTD2011</b>	Degree Internship	1	<b>BIBL2013</b>	Romans and Galatians	3
<b>COMM2013</b>	Public Speaking and Preaching 1	3	<b>HIST2013</b>	History of the Christian Church	3
<b>HIST2023</b>	History of Ancient Israel	3	<b>THEO1023</b>	Evangelism in a Postmodern World	3
<b>THEO2033</b>	Theology III	3	<b>BIBL####</b>	BIBL Elective*	3
<b>PHIL2023</b>	Apologetics I	3	<b>BIBL####</b>	BIBL Elective*	3

### \*BIBL Electives

Fall Semester		# credits	Spring Semester		# credits
<b>BIBL1033</b>	Hebrew Poetry & Wisdom Literature	3	<b>BIBL2023</b>	Prophets of Israel	3
<b>BIBL2043</b>	John's Writings	3	<b>BIBL2033</b>	Synoptic Gospels	3
<b>BIBL2053</b>	Acts and Paul's Letters	3			

## Applied Ministry Certificate

The Applied Ministry Certificate is our flagship program. It is a one-year program designed to equip each student to graduate with the skill, knowledge, and tools they need to become a Christian leader and minister in today's world. Students will receive practical, hands-on training and courses focusing on a concentration in Ministry, Worship Leadership, Missions, or Youth Ministry (30 units). They will also gain practical ministry experience through student ministries, concentration-related coursework, and vocational training. It is a non-credit, certificate program.

**Elective courses:** Each concentration offers electives, from which the student will select. These can cross over concentration specializations.

### PRACTICAL EXPERIENCE

Elim is more than an academic institution; it imparts a heart for ministry and provides students with in-depth practical experience through student ministries. Please see the [Internships and Student Ministries](#) section for more details.

### APPLIED MINISTRY CERTIFICATE OBJECTIVES

Students will:

1. Exhibit the capability to communicate effectively.
2. Demonstrate the ability to lead other people.
3. Acquire the specific skills, and demonstrate the necessary ability, to minister in any culture or community.
4. Reveal the character of Christ in the way they socialize.
5. Define a measurable increase in personal spiritual formation.

### APPLIED MINISTRY CERTIFICATE ADMISSIONS REQUIREMENTS

1. Candidates have completed the A.A.S. in Biblical and Theological Studies program (62 credits) at EBIC with a cumulative GPA of 2.0 (C) or better.
2. Students transferring from other institutions must complete at least 25% of their AAS program in residence at Elim.<sup>8</sup>
3. Each applicant must be in agreement with the EBIC Statement of Faith and signify a willingness to abide by its Code of Conduct (as described in the Student Handbook).
4. All previous financial obligations to EBIC have been met.

### APPLIED MINISTRY CERTIFICATE GRADUATION REQUIREMENTS

1. 30 units of the AMC coursework for the program they have chosen.
2. A cumulative grade point average of 2.0 (C) or better.
3. Completion of Student Ministries.
4. Students transferring from other institutions must complete at least 25% of their program in residence at Elim.<sup>9</sup>
5. Each applicant must be in agreement with the EBIC statement of faith.
6. If a student chooses to cease active enrollment at EBIC before graduating, and later desires to complete graduation requirements, the following will apply:
  - o No more than five years can elapse from the last active, in-residence enrollment for a student to complete requirements under the catalog stipulations current when the student first enrolled.

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<sup>8</sup> TRACS Accreditation Std. I.8.12

<sup>9</sup> IBID

- After five years, graduation possibilities will be under the stipulations of the current EBIC catalog.<sup>10</sup>

**Please note:** A certificate/diploma will not be released until all financial obligations to Elim Bible Institute and College are met.

### APPLIED MINISTRY CERTIFICATE (30 UNITS)

Courses are only offered if five or more students enroll in a class.

#### Ministry

Fall Semester		15 units	Spring Semester		15 units
COMM3023	Public Speaking and Preaching II	3	MNST3113	Prophetic Ministry	3
MNST3013	Pastoral Ministry	3	MUSC2053	Philosophy of Christian Music	3
MUSC3023	Worship Leadership I	3	THEO3043	Theology IV	3
PHIL3033	Apologetics II	3		Elective	3
PRTH3043	Spiritual Formation: RTF	3		Elective	3

#### Youth Ministry

Fall Semester		15 units	Spring Semester		15 units
COMM3023	Public Speaking and Preaching II	3	MNST3143	Youth Ministry II	3
MNST3013	Pastoral Ministry	3	MNST3153	Pedagogy and Camp Leadership^	3
MNST3133	Youth Ministry I	3	MUSC2053	Philosophy of Christian Music	3
PHIL3033	Apologetics II	3	THEO3043	Theology IV	3
PRTH3043	Spiritual Formation: RTF	3		Elective	3

<sup>^</sup>If enrollment is too low for this course, Basic Christian Counseling will be the alternative course

#### Missions

Fall Semester		15 units	Spring Semester		15 units
COMM3023	Public Speaking and Preaching II	3	MISS3013	History of Missions	3
HUMN3023	World Religions	3	MISS3023	Missionary Life	3
MISS3343	Cultures and Customs	3	MNST3113	Prophetic Ministry	3
PHIL3033	Apologetics II	3	MUSC2053	Philosophy of Christian Music	3
PRTH3043	Spiritual Formation: RTF	3	THEO3043	Theology IV	3

#### Worship Leadership

Fall Semester		15 units	Spring Semester		15 units
COMM3023	Public Speaking and Preaching II	3	MUSC2053	Philosophy of Christian Music	3
MUSC3013	Music Theory I	3	MUSC3033	Worship Leadership Lab+	3
MUSC3023	Worship Leadership I	3	MUSC3063	Worship and Cultural Expression	3
PHIL3033	Apologetics II	3	THEO3043	Theology IV	3
PRTH3043	Spiritual Formation: RTF	3		Elective	3

+If enrollment is too low for this course, Music Theory II will be the alternative course

<sup>10</sup> Graduation Requirements policy

## Bible Elective Courses

<i>Fall Semester</i>		<i># credits</i>	<i>Spring Semester</i>		<i># credits</i>
<b>BIBL1033</b>	Hebrew Poetry & Wisdom Literature	3	<b>BIBL2023</b>	Prophets of Israel	3
<b>BIBL2043</b>	John's Writings	3	<b>BIBL2033</b>	Synoptic Gospels	3
<b>BIBL2053</b>	Acts and Paul's Letters	3			
* Bible electives can also be used as general electives.					

## General Elective Courses

<i>Fall Semester</i>			<i>Spring Semester</i>		
<b>HUMN3023</b>	World Religions	3	<b>ENGL1033</b>	Writing for Publication	3
<b>LANG3023</b>	Intro to Biblical Hebrew	3	<b>ENGL1023</b>	Advanced Writing	3
<b>MISS3343</b>	Cultures and Customs	3	<b>LANG3033</b>	Intro to Biblical Greek	3
<b>MNST3013</b>	Pastoral Ministry	3	<b>MISS3013</b>	History of Missions	3
<b>MNST3133</b>	Youth Ministry I	3	<b>MISS3023</b>	Missionary Life	3
<b>MUSC3013</b>	Music Theory I	3	<b>MNST3023</b>	Management for Christian Leaders	3
<b>MUSC3023</b>	Worship Leadership I	3	<b>MNST3113</b>	Prophetic Ministry	3
<b>PRTH3043</b>	Spiritual Formation: RTF	3	<b>MNST3143</b>	Youth Ministry II	3
<b>PSYC1033</b>	Crossroads I: Life Coaching	3	<b>MNST3153</b>	Pedagogy and Camp Leadership	3
<b>PHIL2023</b>	Apologetics I	3	<b>MUSC2053</b>	Philosophy of Christian Music	3
<b>THEO4063</b>	Theology VI	3	<b>MUSC3013</b>	Music Theory I	3
			<b>MUSC3033</b>	Worship Leadership Lab	3
			<b>MUSC3043</b>	Music Theory II	3
			<b>MUSC3063</b>	Worship and Cultural Expression	3
			<b>PHIL3033</b>	Apologetics II	3
			<b>PSYC3013</b>	Basic Christian Counseling	3
* Additional Fee for Small College Class (Less than five enrolled) will be applied.					

## Available Courses

<i>Fall Semester</i>			<i>Spring Semester</i>		
<b>MUSC1001</b>	Worship Piano 1	1	<b>MUSC1001</b>	Worship Piano 1	1
<b>MUSC1091</b>	Worship Guitar 1	1	<b>MUSC1091</b>	Worship Guitar 1	1
<b>MUSC1101</b>	Drum Set 1	1	<b>MUSC1101</b>	Drum Set 1	1
<b>MUSC1121</b>	Voice – Small Group Lessons	1	<b>MUSC2001</b>	Worship Piano 2	1
<b>MUSC2001</b>	Worship Piano 2	1	<b>MUSC2101</b>	Drum Set II	1
<b>MUSC2101</b>	Drum Set II	1	<b>MUSC3001</b>	Worship Piano 3	1
<b>MUSC3001</b>	Worship Piano 3	1	<b>PRTH3041</b>	Releasing the Anointing	1
<b>THTR1013</b>	Theatre	3			
* Can be taken in addition to the required program courses. Does not fulfill the general elective requirement.					

## Distance Education

Online classes are a great way to strengthen the spiritual foundation in your life, increase Bible knowledge, preview the Elim experience. It's also an ideal option for those who can't live on-campus but wish to start or finish their education with a Bible degree.

There are two different modes of delivery for online students:

1. Virtual Live Classes
2. Online Standard Classes

### VIRTUAL LIVE CLASSES

Virtual live classes are an easy way to join a live classroom session. By utilizing a simple webcam and a solid internet connection, you can log in from your home and virtually join the EBIC residential students on campus. The professor simultaneously teaches a physical and virtual class. This means that online students have to attend the class in real-time as if they were actually on campus. If a class is held at 8:00 am on Mon/Wed/Fri, the student must log in at that time. Attendance and class participation is essential. Online students are required to fulfill the same class assignments as residential students for that class.

### ONLINE STANDARD CLASSES

Online Standard classes are interactive classes on your schedule from your location. Objectives and assignments are well defined in advance. Regular communication with the professor and other classmates is required, however, there are no preset times to connect online. This format allows you to complete your work by the due date when it best fits your schedule.

Fall	
<i>Virtual Live</i>	Acts and Paul's Letters
<i>Virtual Live</i>	Crossroads I: Life Coaching
<i>Virtual Live</i>	Hebrew Poetry and Wisdom Literature
<i>Virtual Live</i>	Pastoral Ministry
<i>Virtual Live</i>	Spiritual Formation: RTF
<i>Virtual Live</i>	Theology III
<i>Virtual Live</i>	World Religions
<i>Online Standard</i>	College Composition
<i>Online Standard</i>	Hermeneutics
<i>Online Standard</i>	John's Writings
<i>Online Standard</i>	Old Testament Literature
<i>Online Standard</i>	Theology II

Spring	
<i>Virtual Live</i>	Basic Christian Counseling
<i>Virtual Live</i>	Christian Worldview and Ethics
<i>Virtual Live</i>	College Composition
<i>Virtual Live</i>	History of the Christian Church
<i>Virtual Live</i>	Missionary Life
<i>Virtual Live</i>	Philosophy of Christian Music
<i>Virtual Live</i>	Synoptic Gospels
<i>Virtual Live</i>	Theology IV

<i>Online Standard</i>	Management for Christian Leaders
<i>Online Standard</i>	New Testament Literature

<b>Summer</b>	
<i>Online Standard</i>	Christian Worldview and Ethics
<i>Online Standard</i>	College Composition
<i>Online Standard</i>	Evangelism in a Postmodern World
<i>Online Standard</i>	History of the Christian Church
<i>Online Standard</i>	Pastoral Ministry
<i>Online Standard</i>	Prophets of Israel
<i>Online Standard</i>	Romans and Galatians
<i>Online Standard</i>	Synoptic Gospels
<i>Online Standard</i>	Theology I
<i>Online Standard</i>	Youth Ministry I

**Please note:** Courses might not be offered if enrollment is less than 5 students in a class. Some Virtual Live classes are very popular - full-time students have precedence, enrollment for part-time students is done based on a first-come-first-serve basis as seats are available with a maximum of 40 students per class. Federal Financial Aid might be available for all three semesters contingent on the student's eligibility and enrollment.

## Spiritual Enrichment Certificate

This is a non-degree-granting certificate program. It is designed for the student whose primary goal is to deepen their relationship with God and grow in Biblical knowledge. Students enrolled in this program will also have an opportunity to develop practical ministry skills.

### **PRACTICAL EXPERIENCE**

Elim is more than an academic institution; it imparts a heart for ministry and provides students with in-depth practical experience through internships and student ministries. Please see the [Internships and Student Ministries](#) section for more details.

### **SPIRITUAL ENRICHMENT CERTIFICATE OBJECTIVES**

Students will:

1. Increase in knowledge of the Bible.
2. Manifest a measurable increase in personal spiritual formation.
3. Strengthen personal relationship with God.
4. Develop practical skills to share the Gospel and minister to others.
5. Learn to engage in prayer and Spiritual Warfare.

### **SPIRITUAL ENRICHMENT CERTIFICATE COMPLETION REQUIREMENTS**

1. Passing at least 8 classes.
2. Completion of student ministries and internship.

**Please note:** A certificate will not be released until all financial obligations to Elim Bible Institute and College are met.

## SPIRITUAL ENRICHMENT CERTIFICATE COURSES

All students are required to:

1. Complete Victorious Christian Living and Discipleship and Spiritual Warfare.
2. Participate in morning devotionals
3. Select at least three electives from the table below.

Courses are only offered if five or more students enroll in a class.

### ***REQUIRED***

<i>Fall Semester</i>		<i>Spring Semester</i>	
<b>PRTH102SEC</b>	Victorious Christian Living	<b>MISS211SEC</b>	Discipleship and Spiritual Warfare

### ***ELECTIVES***

<i>Fall Semester</i>		<i>Spring Semester</i>	
<b>BIBL101SEC</b>	Old Testament Literature	<b>BIBL102SEC</b>	New Testament Literature
<b>BIBL103SEC</b>	Hebrew Poetry and Wisdom Literature	<b>BIBL201SEC</b>	Romans and Galatians
<b>BIBL204SEC</b>	John's Writings	<b>BIBL202SEC</b>	Prophets of Israel
<b>BIBL205SEC</b>	Acts and Paul's Letters	<b>BIBL203SEC</b>	Synoptic Gospels
<b>MUSC302SEC</b>	Worship Leadership I	<b>MISS302SEC</b>	Missionary Life
<b>PRTH101SEC</b>	Foundations for Life	<b>MUSC205SEC</b>	Philosophy of Christian Music
<b>PRTH304SEC</b>	Spiritual Formation: RTF	<b>MUSC303SEC</b>	Worship Leadership Lab+
		<b>MUSC306SEC</b>	Worship and Cultural Expression
		<b>PSYC101SEC</b>	Marriage and the Family
		<b>THEO101SEC</b>	Hermeneutics
		<b>THEO102SEC</b>	Evangelism in a Postmodern World

# ACADEMIC INFORMATION

## General

### CREDITS AND UNITS<sup>11</sup>

The institution awards credit hours in accordance with the accepted practices in higher education and in compliance with the federal definition of a credit hour, reflective of the Carnegie unit definition. One credit hour is awarded for a minimum of 15 hours of in-class instruction per semester and two hours of out-of-class work for each week of an academic term consisting of a minimum of 15 weeks. For distance education courses, course workloads are computed using the traditional standard of three hours of study per week for every credit hour. Therefore, the expected study time for a three-credit hour course is nine study hours per week for the 15-week semester. The term “units” is used for the Certificate programs and the term “credits” is used for the A.A.S. degree.

### ACADEMIC LOAD

Regular and undeclared students are expected to carry full-time academic loads of 12 or more credit/units per semester.

Students receiving veteran benefits or other forms of government assistance are classified as full-time when carrying 12 or more credits or units per semester.

### STUDENT CLASSIFICATION

Students are classified academically in three ways:

- Academic Enrollment Status
- Academic Grade Level
- Provisional Status (see *Retention and Disciplinary Action policy*)

A regular student carries a full-time academic load each semester and is enrolled in one of EBIC’s programs.

A student who is not seeking to meet the graduation requirements for a program may be enrolled as undeclared. Undeclared Student status may be granted by the Admissions Committee when it is requested during the admissions procedure, but only in special qualifying circumstances.

#### Academic Enrollment Status:

- Full-Time: This classification shows the student's participation in a full-time academic load. A full-time academic load is 12 credits/units or more per semester.
- Part-time: A part-time student carries less than 12 credits/units that semester.
- Audit: An audit student may register for one or more courses. No grades are given for an audit course.

Dorm resident students are expected to carry a minimum of 12 credits/units hours each semester except with special permission from the Dean of Students.

#### Academic Grade Level:

Students are classified academically according to the number of credit/unit hours completed as follows:

- Freshmen (1<sup>st</sup> year): 0-24 credit/unit hours
- Sophomore (2<sup>nd</sup> year): 25-60 credit/unit hours
- Senior (3<sup>rd</sup> year): 61 + credit/unit hours

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<sup>11</sup> TRACS Accreditation Std. II.1

Some social privileges, such as placement in the yearbook or participation in the Prophetic Presbytery, might be based on social classification.

For both social and academic classifications, transfer units are treated the same as credits/units obtained at EBIC. On the occasion that a student transfers in 24 or more credits/units, the Dean's department reserves the right to determine the social classification of the entering student.

## **ENROLLMENT AND VERIFICATION OF STUDENT IDENTITIES<sup>12</sup>**

Elim Bible Institute and College requires student use of Populi to manage their courses and homework assignments. Elim verifies student identities by ensuring they alone know their password to log in and access their courses and everything associated with them.<sup>13</sup>

After a student completes the application process and is accepted as a student:

1. Student sends an enrollment verification form
2. The admissions office flags the Registrar with a “to-do” task on Populi to activate the students
3. The student is enrolled in classes by the Registrar
  - a. Upon being enrolled, EBIC sends them a welcome letter informing them about getting a Populi account and receiving an email from Populi with their credentials.
  - b. Upon logging in, they are asked to create a password to access Populi. The letter advises students to keep their username and password confidential.

All users must maintain a “third-party email address” to which Populi sends notifications related to its services, thus verifying the identity of the student. When they log in, they are logging in with credentials that we as the college have provided and are therefore verifying that they are them.

Elim does not charge for this student identity verification.

## **CHANGES IN REGISTRATION AND WITHDRAWAL**

### Voluntary Withdrawal

Students are expected to register within the specified time frame each semester. This information allows all departments to plan and prepare for the upcoming semester. The registration schedule can be found in the [Academic Calendar](#). Students must meet with the registrar or contact him/her via email if they wish to add/drop a course during the designated periods

**Changing Programs:** A student may change programs by arranging a meeting with the Registrar.

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<sup>12</sup> TRACS Accreditation Std. II.6

<sup>13</sup> Enrollment and Verification of Student Identities policy

## Withdrawal Schedule

For the Fall/Spring Semester

*Week #	Withdrawal	Notes
1	ADD/DROP	Students may drop or add any course. Adding a course must be completed by 5:00 p.m. on Friday. <i>Any classes dropped during this time will not be reflected on the student's transcript and tuition will be 100% refunded.</i>
2	DROP ONLY	Students may drop courses by Friday at 5:00 pm. <i>Any classes dropped during this time will not be reflected on the student's transcript and tuition will be 100% refunded.</i>
3-8	W AUD	Students may switch to audit (AUD) if they currently are passing a course or they may choose to withdraw (W).
9-12	WP/WF	Students will receive withdrawal pass (WP) or withdrawal fail (WF) based on their grades at the time of withdrawal.
13-16	F	No withdrawal is available. Students will fail the course and it will be reflected on their transcript. If a student stops coming to class, they will fail the course.

**Note:** Sophomores at NYSUM can withdraw based on the regular semester schedule.

For Summer Courses

*Week #	Withdrawal	Notes
<i>Students may only ADD a course prior to the start of the course.</i>		
1	DROP	Students may drop courses by Friday at 5:00 pm. <i>Any classes dropped during this time will not be reflected on the student's transcript and tuition will be 100% refunded.</i>
2-4	W AUD	Students may switch to audit (AUD) if they currently are passing a course or they may choose to withdraw (W).
5-6	WP/WF	Students will receive withdrawal pass (WP) or withdrawal fail (WF) based on their grades at the time of withdrawal.
7-8	F	No withdrawal is available. Students will fail the course and it will be reflected on their transcript.

\*"Weeks" are referring to the days when class is in session. This does not include the Week of Prayer or Winter Recess occurring in the Spring semester.

Students may still be responsible for charges relating to their tuition, room, and board according to the [Refund Policy](#).

If a student does not return the following semester withdrawal, then readmission procedures must be pursued through Admissions

### Involuntary Withdrawal

A student may be involuntarily withdrawn from EBIC if it is determined that he/she:

- Violates the Student Code of Conduct;
- Poses a significant danger of causing harm to the student or to others;
- Substantially impedes the lawful activities of other members of the campus community;
- Experiences serious health issue that poses a direct threat to the student or others; or it interferes

with the student's ability to successfully meet the requirements of their course of study (Medical involuntary withdrawal)

For more details, refer to the *Adding and Dropping Courses* policy.

## **CHANGING PROGRAMS**

### Launch to AAS

For students to transfer from the Launch program to the AAS program, they must be in good academic standing at the end of their first semester. If their GPA is <1.5 the student will be encouraged to finish the Launch track they are in and their GPA will be reevaluated after their certificate has been completed.<sup>14</sup>

Elim offers the classes required for the AAS degree that are not required for the Launch program as summer classes so students transferring from the Launch Certificate program can transfer into the A.A.S degree program and still complete the AAS degree within two years.

### Undeclared to a Program

Undeclared students are permitted to take classes without pursuing a degree or certificate. The requirement for proof of secondary education among other things may be waived at the discretion of the Admissions Committee. However, if an undeclared student wishes to matriculate into either a certificate or degree program, the student must re-apply with the Admissions Department.<sup>15</sup>

## **PRESIDENT'S AND DEAN'S LIST**

Elim Bible Institute and College desires to applaud the academic achievement of its top students. The purpose of these lists is to acknowledge the consistent work and on-going academic discipline of those students who have excelled. These students will be notified by a letter following the close of the Fall and Spring semesters. These guidelines apply to all students matriculated into an Elim Bible Institute and College program. Please note that these lists are not compiled for a Summer Session.

To make the President's List, you must be a full-time student, who is matriculated into a program. A student will be named to the President's List for a fall or spring semester if, during that semester, the student has:

- Carried 12 or more credits and/or units
- Received no final grades of I, W, WF, WP, D, or F
- Attained a term grade point average of 3.80 or above
- Cumulative grade point average is 3.0 or above

To make the Dean's List, you must be a full-time student who is matriculated into a program. A student will be named to the Dean's List for a fall or spring semester if, during that semester, the student has:

- Carried 12 or more credits and/or units
- Received no final grades of I, W, WF, WP, D, or F
- Attained a term grade point average between 3.50 and 3.79, inclusive
- Cumulative grade point average is 3.0 or above

## **PERSONAL COMPUTERS**

All students are required to have a laptop with Microsoft Word and Excel installed (Google documents are not sufficient for written assignments). All academic work must be submitted in electronic format unless otherwise directed by the instructor.

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<sup>14</sup> Transferring from Launch to AAS policy

<sup>15</sup> Undeclared to a Program policy

## **TEXTBOOKS**

The required textbooks for each course along with their estimated prices will be available in Populi shared files prior to class registration. See Populi shared files, **[Year Semester] Required Books and Fees**. The recommended (*optional*) textbooks can be found in Populi's shared files. Required and recommended textbooks will also be listed on each Populi class website. To view the textbooks listed on the Populi page, click on the class you are registered for, and the info tab, where you will see the required and recommended (*optional*) book lists.

## **REPEATING A COURSE**

A student may repeat any course taken and failed at Elim or a course receiving a grade of "D." All attempts in a course are reflected on the student's transcript, and the cumulative GPA will reflect the most recent grade in the repeated course. Duplicate earned units/credits hours are not given when repeating a course.

## Transcripts<sup>16</sup>

Official transcripts are released to a student or an institution upon receiving a written request submitted via EBIC's website and signed by the student, assuming there is NO transcript lock applied to the student's account. Elim cannot accept phoned or e-mailed requests, nor can we release a transcript requested by anyone other than the student. Elim conforms to the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, in releasing the transcript. NOTE: Elim does not release high school records, health information, other schools' transcripts sent to Elim for evaluation, or reference material from a student's file, to third parties or to fulfill registration requirements for other institutions.

### **Definitions:**

An official transcript is one that has the signature of the registrar or another authorized academic school official on SCRIP-SAFE paper or plain paper covered by the raised school seal. Official transcripts are emailed or mailed only from our third-party transcript delivery service or mailed from our school to the recipient as specified on the transcript request form.

An unofficial transcript is identified as "UNOFFICIAL" and is not valid when applying to another school. It is for the personal records of the current or former student.

### **Procedure:**

#### Students' Access to Transcripts

Students may download their unofficial transcripts for free as long as they have access to their Populi account. All transcript requests must be made through the school's [website](#). Once a student's rights to log in to Populi are revoked, they can request an unofficial digital copy of their transcript through the website at no charge and an unofficial mailed hard copy at a cost of \$7. The charge for an official transcript is \$7 for a digital copy and \$10 for a mailed hard copy.

#### Releasing Transcripts

An official transcript will not be released when there is an outstanding bill to Elim for a given program. If all financial obligations are met, a transcript will be released upon request.

If an outstanding balance remains in the succeeding program only (Applied Ministry Certificate) and the program was successfully completed, an official transcript may be released for the AAS degree. However, the college reserves the right NOT to release an official transcript if the succeeding program was not completed, or the student is not making regular payments as specified in his/her financial payment plan.

At a student's request, one unofficial transcript will be released with an outstanding bill in any program.

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<sup>16</sup> Transcripts policy

# Grades

## GRADING SYSTEM

Letter grades are assigned to completed course work accordingly to the quality of performance as follows:

A = EXCELLENT: An "A" indicates that a student has grasped the subject matter and has made it his own through thought and reflection. It represents industry, thoroughness, and correctness of detail, and also originality, much insight, high quality of thought process, critical analysis, mastery of material, and orderliness of presentation.

B = GOOD: Indicates that a student has fulfilled the requirements of a course, assimilating the subject matter with considerable thoroughness and correctness and with some understanding of its relationship to life. Work shows discipline beyond the average, but is not as precise, creative, or comprehensive as an "A."

C = SATISFACTORY: Indicates average work, either steady work or an acceptable quality or work of a high quality, which is uneven, irregular, or fragmentary. This grade is given to work that is generally correct, but which does not show exceptional reflection upon, or assimilation of, the material of a course.

D = POOR: Indicates work that is inferior to the average both in quality and quantity.

F = FAILURE: Course requirements not met. Failed courses do not count toward program fulfillment.

Letter Grade	Numeric Grade	Quality Points	Performance Level
A	94-100	4.0	Excellent
A-	90-93	3.7	
B+	87-89	3.3	Good
B	83-86	3.0	
B-	80-82	2.7	
C+	77-79	2.3	Satisfactory
C	73-76	2.0	
C-	70-72	1.7	Poor
D+	67-69	1.3	
D	63-66	1.0	
D-	60-62	0.7	
F	0-59	0.0	Failure

**Other letter grades**, for which no quality points are earned, may be assigned as follows:

P = PASSING: Equivalent to a "C" or better. It is assigned only for a course offered on a pass/no pass basis.

NP = No PASS: Indicates that the student did not pass a course offered on a pass/no pass basis.

WP = WITHDRAWAL PASSING: Indicates that the student was doing passing quality work at the time of withdrawal from the course.

WF = WITHDRAWAL FAILING: Indicates that the student was doing failing quality work at the time of withdrawal from the course.

AU = AUDIT COURSE: No grade issued.

I = INCOMPLETE (see below).

R = REPEATED or REPLACED COURSE: A student may repeat any course taken and failed at EBIC or, with special permission of the Executive Vice President and Provost, a course receiving a grade of "D." All attempts in a course are reflected on the student's transcript, and the cumulative GPA will reflect the most recent grade in the repeated course. Duplicate unit hours are not given when repeating a course.

## GPA AND PACE OF COMPLETION REQUIREMENTS

AAS			
Term	Cumulative GPA at the end of that term	Minimum earned credits at the end of that term	Maximum Timeframe
First	$\geq 1.0$	Must pass at least 67% of all attempted credits	Up to 150% of the credit hours published as being required for the completion of the program.
Second	$\geq 1.5$		
Third	$\geq 2.0$		
Fourth	$\geq 2.0$		
Fifth	$\geq 2.0$		
Sixth	$\geq 2.0$	62	Up to 93 credits

Launch			
Term	Cumulative GPA at the end of that term	Minimum earned credits at the end of that term	
First	>=1.0	Must pass at least 67% of all attempted credits	
Second	>=1.5		
Third	>= 2.0		32

Students who don't meet the above criteria will be placed on financial warning and will be notified in writing.

The following are not included in the GPA calculation:

- Grades from courses dropped within the first 9 weeks of each semester.
- Incomplete grades at the end of a semester.
- Grades from transfer credit hours.

Attempted credit hours are defined as any credits/units the student is enrolled in after the add/drop period every semester. Earned credits are those for which the student earned at least a grade of D- or P.

The following are also counted as attempted credit hours:

- Repeated and non-passing grades will also count as attempted credit hours even if the grade is no longer calculated in the GPA.
- Transfer credit hours accepted by EBIC count as both, attempted and earned credits.
- Credits for courses in which a student receives an I (incomplete) grade at the end of a semester.

The Pace of Completion Ratio is calculated by dividing the student's cumulative earned credits by the cumulative attempted credits.<sup>17</sup>

## RETENTION AND ACADEMIC DISCIPLINARY ACTION

All Faculty and Staff at EBIC strives to help students to successfully complete the program they enrolled in. Their progress is monitored, and several services are provided in order to help those who are struggling academically. Each student's academic progress is evaluated at mid-semesters. At that point, students receive a warning email and are encouraged to focus more on their course work. Students who are unable to improve their GPA within two weeks may be placed on *Academic Restrictions* in an attempt to help them with time-management. Such students are also offered tutoring services or other help, as needed.

Students who fail to receive a term GPA as required by SAP at the end of a semester will be placed on *Academic Warning*, which means taking no more than 13 credits the following semester and having the availability of tutoring services. Such students will also receive a Financial Aid Warning.

Students who receive a term GPA less than the SAP requirement for two consecutive semesters will be given *Academic Probation/Financial Aid Denial*. Refer to our [SAP policy](#) for details.

Incoming freshmen whose High School GPA was less than 2.5 will be admitted provisionally, which means that they will be placed on *Academic Watch* for their first semester at EBIC. If at the end of the semester their term GPA meets the SAP requirement, their *Academic Watch* tag will be removed.

For more details, refer to the *Retention and Academic Disciplinary Action* policy.

<sup>17</sup> [Satisfactory Academic Progress policy](#)

## INCOMPLETES

- The grade of incomplete is temporary and may be given when a student is unable to complete the required course work within the specified time due to circumstances beyond his/her control. Such circumstances must be clearly unavoidable and not merely convenient for the student.
- Assigning the temporary grade of incomplete allows an instructor to submit grade reports for the Registrar's office without waiting for officially-permitted late work to be completed.
- A written petition for a grade of incomplete must be submitted by the student to the Registrar no later than two weeks before the end of the semester. Extenuating circumstances occurring in the last two weeks will be given consideration.
- The request should explain the circumstances and propose a date of completion after consultation with the instructor. The request must be approved by the Executive Vice President and Provost.
- Incompletes will not be granted for normal life situations such as vacations, work schedules, ministry, etc.
- When the student completes the necessary work, the final grade will be reported to the Registrar's office. If the student does not complete the course work within the specified time, the instructor may award a grade based on work completed or fail the student.
- Please refer to the Incomplete Grade Request form, located on Populi, Files, Shared Files.

## ACADEMIC ADVISING

The Registrar and Program Chair advise students in their academic program and course registration. Additionally, the Academic Office assigns a faculty advisor to each student. Students are encouraged to consult with faculty and/or advisors regarding any academic or vocational questions. Although advisors are available to assist students, all students must accept full responsibility for identifying and completing requirements as they are listed in the catalog.

## Academic Conduct

### ATTENDANCE

Consistent class attendance is strongly encouraged as it allows students to gain the full measure of course instruction and program objectives. However, there are circumstances where students need to miss class, which is why EBIC makes allowance for those occasions within our *Attendance Policy*. The *Attendance Policy* outlines the expectation for students in regard to excused and unexcused absences. This policy is regularly evaluated and enforced by our faculty.<sup>18</sup>

### Excused Absence

Excused absences are given in special circumstances by the discretion of the instructor or the Executive Vice President and Provost. An excused absence (other than the automatically excused one) should be approved in advance to be considered excused.

#### Automatically excused absences:

- Adding a class during the proper add/drop period.
- Admittance to a hospital (verified by the hospital).
- Death or hospitalization of an immediate family member (mother, father, sister, brother, or grandparent).
- Unusual emergency circumstances as evaluated by the instructor.

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<sup>18</sup> Attendance Policy

#### Additional excused absences:

- If a student is sick, he/she needs to inform the instructor prior to class. If the absence is excused by the instructor, additional assignments may be given to fulfill the course's class hour requirement.
- Other absences may be approved at the instructor's discretion.
- Ministry trips or college-sponsored events must be preapproved by the Executive Vice President and Provost. Ministry leaders must fill out the [Ministry-Related Excused Absence](#) jot form for each event where students will be missing classes.
- All missed work must be made up per instructions given by the teacher.

#### **Unexcused Absence:**

- Students are allowed one week of unexcused class sessions, which amounts to 3 class hours for a 3-credit class, 2 class hours for a 2-credit class, and a 1 class hour for a 1-credit class per semester.
- Students who are late for class or leave early without the instructor's permission are considered tardy. An accumulation of four late arrivals or early leaves will be counted as one unexcused absence.
- Once a student has exceeded his/her allowed unexcused absences by one class hour (or session), he/she will incur a full letter grade reduction for the course. For two or more additional unexcused absences, he/she will automatically fail the course.
- All students are responsible for keeping track of their own absences without repeated inquiries.
- It is the responsibility of the student to obtain any notes and complete assignments given while absent from class.
- Leaving early for break or coming late will be considered an unexcused absence.

While Elim makes provision for absences it does not diminish the need for students to be in all classes to receive the fullest impact of the spiritual and academic dynamic experienced only in the classroom setting. The *Attendance Policy* makes allowance for circumstances that occur, but Elim strongly encourages consistent participation to receive what God has for each individual student.

#### Online Standard Attendance

Regular interaction is critical to success in this class. Students are expected to engage with the class frequently by participating in the class discussions, watching video clips as provided by the instructor, reading, submitting all written assignments as specified on this syllabus, and responding to the instructors' emails. Additional details about each of the assignments can be found in Populi.

#### **CLASS PROTOCOL**

For many students, the collegiate academic setting is new. There are some simple ethics, which should be followed to ensure that this is a pleasant time for both you and the instructor.

- Teaching the Bible and related subjects is an awesome responsibility. The instructors at Elim Bible Institute and College take that responsibility very seriously. Pray constantly that God's anointing will be upon them.
- We at Elim do not limit the freedom of faculty or students for inquiry and expression, provided they are in the pursuit of the truth and such inquiry does not infringe on the rights of others to do the same. If, however, your approach to this freedom of inquiry becomes a limitation to others or yourself, the instructor will address the issue.
- You are here to learn new things. When exposed to a concept differing from what you have been taught, be patient and open. If you need to question the instructor, wait until the teaching has been completed since your questions may be answered in the process of teaching.
- If you feel the instructor is teaching error, go to him or her in private. Having a different viewpoint is not necessarily a teaching error.

- Instructors sometimes do make mistakes in grading, so feel free to question grades. But please do so after class or during a break.
- Please refrain from eating in the classroom.
- Students wishing to use laptops are permitted to do so as long as they comply with the ***Electronic Devices in the Classroom*** policy.
- The instructor reserves the right to fail any student who does not complete all required assignments for the course.
- Lack of participation, attendance, and cooperation in class will affect your final grade.

## **ASSIGNMENTS**

### **Submitting Assignments**

All written assignments must be submitted in Populi at the beginning of the class period on the day they are due. Any assignment handed in at a later time will be considered "late." Use the Populi link provided for each specific assignment. When turning in an assignment, students are required to log into Populi and click on the appropriate course page, then click on the specific assignment link where the file can be uploaded. No email or hard-copy submission of assignments is accepted. Assignments are to be uploaded in an MS Word format unless otherwise specified by the teacher. Opening Populi within Google Chrome is recommended, as errors may be encountered in other browsers.

### **Late Assignments**

All assignments should be handed in on the day and time, as specified in Populi. Any assignment handed in at a later time will be considered "late". Late submission of all assignments will be subject to a 5% penalty for every calendar day past the due date unless there are extenuating circumstances that warrant waiving the penalty, as determined by the professor. All significant assignments (as specified on a course syllabus) must be submitted to pass the class. If turned in **14 calendar days or later** from the original date, **a score of zero** will be given for the assignment. Late submission of quizzes will not be accepted. No late assignments will be accepted after the last day of the semester (Thursday of finals week).

## **FINAL EXAM WEEK**

- The student is responsible to rearrange work schedules to take final exams at the scheduled time. (Be sure to talk with your employer several weeks in advance of exam week!)
- If a student is ill at the time an exam is scheduled, the student's physician and/or appropriate dean must give a verification of the illness in writing. The written verification must be submitted to the Academic Office along with the request for making up the missed exam.
- No exam may be taken earlier than the originally scheduled time, and all make-up exams must be taken at the next available time.
- Applications for all make-up exams must be made on the appropriate form, which can be completed in the Academic Office. The request must be made on the form no less than three (3) days before the day the exam is scheduled. Students will be notified by the Academic Office of the decision rendered by the EVPP.
- No make-up exams can be given without prior approval of the EVPP.

## **ACADEMIC INTEGRITY**

*But as for me, I will walk in my integrity.* (Psalm 26:11a NKJV)

Elim Bible Institute and College seeks to promote academic integrity within our community. Integrity in every area of life is necessary for a servant of the Lord and is fundamental to the principles of education and investigation.

All students will be held accountable for the following:

- Cheating in its various forms, such as copying another student's work, allowing their own work to be copied, using unauthorized aids on an examination, fabricating lab or research data, or submitting another person's work as their own.
- Exams:
  - Any unauthorized giving or receiving of information during an exam is considered cheating.
  - Copying down information, or passing on information verbally from an exam, that in any way helps another student, is considered cheating, even if the actual exam has been left within the classroom.
  - Students who have taken an exam should not discuss the exam in the presence of students who have yet to take it.
  - It is the student's responsibility, in a classroom with close seating, to distance himself/herself far enough from others so that another's work will not be seen even inadvertently.
- Plagiarism: presenting the words or ideas of another person as your own:
  - Part or all of a written or spoken assignment copied from another person's manuscript.
  - Part or all of an assignment copied or paraphrased from a source, such as a book, magazine, or pamphlet, or internet source.
  - The sequence of ideas, arrangement of material, and pattern of thought of someone else, even though you express them in your own words.

A student is an accomplice in plagiarism and is equally guilty if:

- They allow part or all of their paper, in outline or finished form, to be copied and submitted as the work of another;
- They prepare a written assignment for another student and allow them to submit it as their work;
- They keep or contribute to a file of papers or speeches with the intent that these papers or speeches be copied and submitted as the work of someone other than the author.

Sabotage

Denying other students access to academic information, whether in or outside of the classroom.

Destroying, altering, or tampering with another person's work to impede his/her academic progress.

Overlapping Assignments

While not plagiarism, it is understood that papers or other assignments that are done for one class may not be submitted for another class without prior approval of all instructors involved.

Copying of Class Notes

Learning how to listen and take notes effectively is an important part of the classroom experience in college. While all students are strongly encouraged to take their own notes, they are also allowed to compare their notes with other students in order to optimize the learning experience. It is also appropriate to share notes with a student who was absent from class.

Assigned Reading

When an instructor assigns reading, all of the material is to be read thoroughly during the current semester. Reading only the first and last paragraphs of chapters, reading only topic headings, or merely flipping pages is not acceptable. If the student is assigned the same reading for more than one class, you must check with all instructors to see if you need to read the material more than once. The instructor may ask you to sign a statement or complete a reading log indicating the work was done.

## Academic Integrity Procedures<sup>19</sup>

Discipline in a Christian community is intended for restoration and wholeness. In cases concerning a student's academic integrity, the following guidelines will be followed, typically beginning with direct interaction with the student. If a student wishes to appeal, the discussion must move through approved procedures. In no case shall the faculty member's perspective, authority, or autonomy be violated. Similarly, in no case shall the student's right to a fair hearing through the Institution's *Academic Grievance* policy be denied.

All records of violating academic integrity standards shall be uploaded to the student's Populi account (Discipline Section on the Student Tab) with the supporting documentation concerning the nature of the offense(s) and subsequent action(s) taken. The first offense will NOT be displayed on transcripts, however, any subsequent academic dishonesty violations may be noted, as appropriate, on permanent transcripts.

Personnel directly involved shall be apprised of resultant disciplinary action, and students shall be apprised of the right to appeal and procedures to be followed.

### For Students:

A student who feels falsely accused of violating academic integrity may:

- Resolve the situation with the faculty member;
- Request a meeting (within ten business days\* of being informed of the incident by a faculty member) with the EVPP, accompanied by a person of choice if desired;
- Appeal decisions by submitting the Grade Appeal Form or through Elim's *Academic Grievance* policy (within ten business days\*).

### Policy for Offenses

The following procedures will be taken for violations of academic integrity:

1. First-time violations will automatically result in a failing grade for the assignment or exam in question. The Registrar and Executive Vice President and Provost will be notified by the faculty member and will make note of a "first offense." The student will be notified of the disciplinary action, consequences for subsequent offenses, and their right to appeal. Other actions may be taken as necessary.
2. Second violations will automatically result in a failing grade for the class. The student shall receive written notification. Also, a formal apology will be written to the leadership of EBIC stating why plagiarism is wrong. This will include a 2000-word research essay with five resources due in four weeks from the application of the disciplinary action.
3. A third violation will result in immediate dismissal from EBIC. The student shall receive written notification of disciplinary action and be apprised of the right to appeal through either the *Grade Appeal Process* policy or Elim's *Academic Grievance* policy. Such disciplinary actions will also be reflected on the student's academic transcript. A student might be allowed to re-enroll if a change in attitude is demonstrated. Such a student will have to retake all failed courses. Upon successful completion of all program requirements, disciplinary action may be removed from the student's academic transcripts.

\*The business days refer to days when the college offices are open

## STUDENT DUE PROCESS

Violations of the Code of Conduct will result in disciplinary action or possible suspension. For details, refer to the Student Due Process section of the Student Handbook or the corresponding policy.<sup>20</sup>

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<sup>19</sup> Academic Integrity policy

<sup>20</sup> Student Due Process policy

## Resolving Conflicts / Filing a Complaint

When possible, disagreements between a student and a faculty member should be resolved informally; when necessary (for example, when involving issues of academic integrity), a faculty member shall follow the relevant policies and procedures to resolve the issue. If the student believes s/he has not received a satisfactory resolution from the instructor, the student may file a formal complaint.

### ACADEMIC GRIEVANCE

Academic grievances may originate with such student complaints as a perceived violation, misinterpretation or inequitable application of course or program requirements, unfair or inequitable treatment by a faculty member, unjustified accusations concerning academic integrity, unfair or inequitable application of, grading policies, and the like. Elim Bible Institute and College abides by a six-month statute of limitations for filing an academic grievance, which must be resolved within a reasonable period of time.

For more information, see the *Academic Grievance* policy.

### GRADE APPEAL PROCESS

If the instructor does not reply within five business days\*, the student may appeal to the Executive Vice President and Provost (EVPP) for resolution by submitting the [Grade Appeal Form](#). In the case where the EVPP was the course instructor, the appeal shall be submitted to the President.

Final grade appeals might be submitted to the EVPP only within 15 business days\* of the issuing of a grade. Failure to follow the grade appeal submission deadlines will result in the dismissal of the appeal.

**Please note:** Lack of intent to plagiarize or not citing the source by mistake will not be considered as a valid reason to accept this appeal.

For details refer to the *Grade Appeal Process* policy.

### STUDENT COMPLAINT PROCESS<sup>21</sup>

A complaint may be initiated by a student when he/she believes they have been treated unjustly. EBIC provides a way for students to address personal grievances and file any complaints regarding EBIC or its staff and faculty. Anonymous complaints or feedback may be submitted to the “Suggestion Box” located in the library lobby.<sup>22</sup>

- Each student is encouraged to first attempt to resolve his/her grievance by consulting with the accused staff/faculty member.
- If the student believes that the issue has not been resolved, he/she should communicate with the faculty/staff supervisor.
- If the student still believes the issue has not been resolved, he/she may submit a [Student Complaint](#) form which is found on our website. This form is sent directly to the Institutional Effectiveness Director and the President. The IE Director will investigate the matter unless the complaint concerns him/her. At that point, the President will designate another employee to investigate the matter. The process may require contacting other parties involved and offering to meet with the student individually, as well as meeting with other members involved in the incident.
- Once all of the information from the investigation has been gathered, the Institutional Effectiveness Director (or another designated, unbiased employee) will issue a letter/email that determines the position of the school on the matter. This letter/email will be sent to all the individuals associated

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<sup>21</sup> TRACS Accreditation Std. II.3

<sup>22</sup> Student Complaint Process policy

with the complaint and it will include information about appealing the decision, including the Administration Committee members and their emails. A written appeal may be sent from the student to the Administrative Committee within five business days of receiving the letter.

- If the student feels that he/she has been treated unfairly in the process outlined above or that the issue has not been resolved, he/she may report the incident to the New York State Board of Regents ([NYSED Complaint Procedure](#)) or Transnational Association of Christian Colleges and Schools ([TRACS Complaint Procedure](#)).<sup>23</sup>

## College Level Examination Program (CLEP)

A student may use the College Level Examination Program (CLEP) to “test out” of a course in which a student may have sufficient comprehension. These examinations are administered in different subjects (i.e. College Composition and Computer Skills). If the student wishes to receive credit via a prior learning assessment, EBIC will grant credits in accordance with the Council for Adult and Experiential Learning (CAEL) standards.

Credits are not awarded by the CLEP program itself. They are awarded a pending review of courses and official scores by the EBIC Registrar’s office. The minimum required passing score for CLEP exams is 50 points.

No more than 25% of the program will be allowed through LME and/or CLEP. The Registrar will provide the student reasons for refusal or acceptance of transfer credits.<sup>24</sup>

## Recognition of Academic Progress

EBIC may choose to recognize the academic progress of a student who has pursued an individualized course of study, through the issuing of an official document that describes his or her accomplishments. The Recognition of Academic Progress is neither a certificate nor a diploma. It may be awarded at the discretion of the Executive Vice President and Provost and faculty of EBIC.

## Life Ministry Experience

Life Ministry Experience (LME) is intended for the purpose of recognizing education that has taken place outside of the typical college course environment. EBIC will accept up to 15 credits/units of transfer credits for prior learning that has taken place outside of the typical college course environment. **Elim requires that a student be at least 25 years of age to begin the LME process.** The burden of proof is always upon the student to sufficiently document prior learning experience and show evidence that a satisfactory level of knowledge and expertise has been developed and is comparable to a similar college course. It is the task of EBIC to assess the student-submitted documents for college-level learning and to award an appropriate level of academic credit.

The applicant will document and identify significant events, people, and experiences that have contributed to substantial college-level learning and achievement. Questions about the LME process should be first directed to the Registrar at (585) 582-1230, extension 8218, or Academic Office, extension 8210.

Refer to the *Life Ministry Experience Guidelines* (LME) policy for details.

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<sup>23</sup> TRACS Complaint Proceeding policy

<sup>24</sup> Transfer of Credits policy

## Privacy of Educational Records (FERPA)<sup>25</sup>

Elim Bible Institute and College (EBIC) is committed to protecting the privacy of all students and their education records in compliance with federal and state regulations regarding information security for on-campus as well as distance education students. EBIC uses a secure in-cloud college management system called Populi. Populi's servers are stored in an SSAE 16 Type II compliant data center that is physically secured behind a battery of compartmentalized security zones with biometric access controls. Institution's computers access Populi over 256-bit SSL-encrypted connections, similar to technology used for online banking. Populi keeps the software and our data behind secure firewalls and actively monitors for hacking or probing attempts. When such attempts are detected, Populi blocks the user and lets us know about the intrusion immediately.<sup>26</sup>

EBIC also abides by the **Family Education Rights and Privacy Act (FERPA)**. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

**Educational records** are records that are directly related to a student and that are maintained by a college. These records include but are not limited to grades, transcripts, class lists, student course schedules, student financial information, and student discipline files, social security number, ethnicity, date of birth. The information may be recorded in any way, including, but not limited to, handwriting, print, computer media, videotape, audiotape, film, microfilm, microfiche, and e-mail. They don't include medical records.

**Directory Information:** Based on the Code of Federal Regulations, Title 34, §99.3 Directory information may include the student's name; address; telephone listing; electronic mail address; photograph; major field of study; grade level; enrollment status (*e.g.*, undergraduate or graduate, full-time or part-time); dates of attendance; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors, and awards received; and the most recent educational agency or institution attended.

Schools may disclose, without consent, "directory" information for their internal purposes. This information is not considered harmful or an invasion of privacy. HOWEVER, FERPA requires that consent for disclosure of educational records be signed and dated, specify the records that may be disclosed, state the purpose of the disclosure, and identify the party or class of parties to whom the disclosure may be made.

Students may, within the first two weeks of any given semester request that directory information not be released by submitting the "[Request to Prevent Disclosure of Directory Information](#)" jotform. Information already published will not be affected by this request. Such form must be renewed each semester. By signing this form, the directory information is not released to a third party, nor printed in the EBIC Commencement Program. It will be released to available school officials for legitimate educational interests only. Without such a written request, Elim may release directory information to outside parties if considered appropriate.

While the rights under FERPA transfer from parents to a student when a student turns 18 or enrolls in a postsecondary institution at any age, FERPA provides ways in which an institution can share educational records on the student with his or her parents:

- Schools may disclose any and all information to parents, without the consent of the eligible student, if the student is a dependent for tax purposes under the IRS rules.

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<sup>25</sup> TRACS Accreditation Std. II.7

<sup>26</sup> Retrieved from <http://www.populiweb.com/about/security.php>.

- FERPA also permits a school to disclose information from an eligible student's educational records to parents if a health or safety emergency involves their son or daughter.
- Another provision in FERPA permits a college or university to let parents of students under the age of 21 know when the student has violated any law or policy concerning the use or possession of alcohol or a controlled substance.
- School officials may also share information with a parent about an eligible student that is based on that official's personal knowledge or observation and that is not based on information contained in an educational record.

#### Directory Information

Students are informed about the right to prevent disclosures of directory information orally and in writing during each Academic Orientation.

If a student chooses to prevent disclosures of directory information by submitting the form mentioned above, NO directory information can be disclosed without written consent.

#### Non-Directory Information

Written consent for disclosure of non-directory information must be obtained.

- Oral consent for disclosure of information from educational records would not meet FERPA's consent requirements.

However, information may be released to the following without such written request:

- Officials of other institutions in which students seek to enroll.
- Persons or organizations providing students with financial aid.
- Accrediting agencies carrying out their accreditation functions.
- Persons in an emergency in order to protect the health or safety of students and/or other persons.

Health and counseling records may be provided to physicians and licensed psychologists of the students' choosing. Faculty and staff access to student educational records for administrative reasons is allowed, provided that such persons are properly identified and can demonstrate a legitimate educational interest in the material. Student-workers may have access to appropriate information as designated by the EVPP. If a breach of confidentiality occurs, appropriate formal disciplinary action will be taken up to and including dismissal from employment.

# ACADEMIC CALENDAR

Fall 2020			
Aug 22-26	M-F	RA Orientation/International Students Arrive	Contact the Resident Life Directors of arrival time
Aug 27	R	Graduating Students Arrive	Arrival time: 3-8 pm
Aug 28	F	New Students Arrive	Arrival time: 1-5 pm
Aug 28	F	Returning Students Arrive	Arrival time: 6-10 pm
<b>Aug 29</b>	<b>Sat</b>	<b>Graduation/Inauguration</b>	<b>2 pm</b>
Aug 30	Sun	New Student Orientation	Academic Orientation – Dining Hall 3-5 pm Dean’s Orientation – Dining Hall 6:30-8 pm
<b>Aug 31</b>	<b>M</b>	<b>Classes Begin</b>	<b>First class @ 8 am</b>
Sep 04	F	Add Period ends	5 pm
Sep 11	F	Drop Period ends	5 pm
Sep 14	M	Student Ministries Begin	
Sep 25-26	F-Sat	Foundations Weekend	Begins Fri at 7 pm – Staff and students should plan to attend
Oct 01	R	EF Tri-Regional Conference	For Seniors Only
Oct 12	M	Mid-point of Semester	
Oct 10-14		Fall Recess Canceled	
Oct 19-30	M-F	Registration for Spring Classes (2 weeks)	Set up appointment with Registrar
Oct 27-30	M-F	Missions Week	Extended chapel services (except Thu) and Fri evening service
Oct 31	Sat	Ethnos	All welcome to attend
Nov 16-20	M-F	Last Week to Withdraw	
Nov 20-22	F-Sun	Theater Production	
Nov 22	Sun	Student Ministries End	
Nov 25- Nov 29	W-Sun	Thanksgiving Break	Students may leave Tue after classes.
Nov 30	M	Virtual Classes	
<b>Dec 09-11</b>	<b>W-F</b>	<b>Exam Week</b>	
Dec 11	F	Fall Term Ends	
Dec 12	Sat	Semester Break Begins	

## Spring 2021

Jan 08	F	RA's Arrive	
Jan 09	Sat	New Students Arrive	Contact Admissions
Jan 10	Sat	New Student Academic Orientation	New Students – Dining Hall @ 3 pm
Jan 10	Sun	All Students Return	1-5 pm
<b>Jan 11</b>	<b>M</b>	<b>Classes Begin</b>	<b>First class @ 8 am</b>
Jan 18-22	M-F	Week of Prayer	No regular classes
Jan 22	F	Add Period Ends	5 pm
Jan 25	M	Student Ministries Begin	
Jan 29	F	Drop Period Ends	5 pm
Feb 13-21	Sat-Sun	Winter Recess	Students may leave Fri after classes. Return Sunday, 10 pm.
Mar 12-13	F-Sat	Prophetic Presbytery	Classes canceled Fri
Mar 15-26	M-F	Registration for Fall	Set up appointment with Registrar
Mar 19-20	F-Sat	Youth Leader Summit at EGC	
Mar 22	M	Mid-Point of Semester	
April 1-5	R-M	Easter Break	Students may leave Wed after classes. Return Mon, 10 pm.
April 12-16	M-F	Last Week to Withdraw	
May 02	Sun	Student Ministry Ends	
<b>May 10-13</b>	<b>M-R</b>	<b>Exam Week</b>	<b>Students should plan to stay through graduation.</b>
May 14-15	F-Sat	Commencement Weekend	Students should plan to attend the graduation ceremony.
May 16	Sat	Spring Term Ends	

## Summer 2021

<b>May 17</b>	<b>M</b>	<b>NYSUM Internship Begins</b>	<b>Students Depart</b>
May 18-20	T-R	Elim Fellowship Conference	
Jun 05	F	NYSUM Internship Ends	Students Return
Jun 07	<b>M</b>	<b>Online Classes Begin</b>	8 weeks
Jun 11	F	Add/Drop Period Ends	5pm
Jul 12-16	M-F	Last Week to Withdraw	
Jul 30	<b>F</b>	<b>Online Classes End</b>	

# INTERNSHIPS AND STUDENT MINISTRIES

## Standard Internship Programs

### PRIMARY INTERNSHIP

The emphasis of the Primary Internship experience is an intensive exposure to urban ministry opportunities in a team setting. First-year students (including midterm students) complete the Primary Internship at the New York School of Urban Ministry (NYSUM) following the end of the Spring semester. The Primary Internship is three weeks in duration and fulfills the internship requirement for students who are enrolled in the Launch Program. Three academic credits are granted for completing the Primary Internship. Alternate internships are allowed, especially for married or international students, but must first be approved by the Director of Ministry.

### DEGREE INTERNSHIP

Students who have successfully completed the Primary Internship, and who are enrolled in the AAS program, must complete 50 additional internship hours in order to fulfill the Degree Internship requirement. Such students will enroll in the Degree Internship. Students are encouraged to serve at a summer camp at EBIC or any other summer camps organized by Elim Fellowship. Students may opt to fulfill the Alternate Degree Internship by seeking out an internship opportunity that is in line with their ministry calling. Examples include local church ministry, cross-cultural ministry with a missionary/ministry in a foreign mission field, or any other specialized ministry. All alternate Degree Internship options must first be approved by the Ministry Director.

All alternate degree internship options must first be approved by the Director of Ministry. Such students must submit the [Alternate Degree Internship Application](#).

### ALTERNATE INTERNSHIP PROGRAMS

Our system allows room for custom-made arrangements that may be better suited to particular individuals, especially for married students or single parents who cannot so easily leave their families for weeks at a time. For those who find themselves in this position, they can try to arrange an alternative internship with the Ministry Director. A minimum of 150 hours of service is required for the Primary Internship and additional 50 hours for the Degree Internship. Opportunities to serve in a local church, on the foreign field with a missionary, or with a specialized ministry that is especially appropriate to their calling would be examples of what an alternative internship should look like.

The Ministry Director reviews all requests for Alternate Internships. If a student's appeal for an alternate internship is denied, then he/she will be required to fulfill their Primary Internship at NYSUM in the Spring. If the student's request is approved, he/she will be enrolled in the Alternate Primary Internship course, and this will be applied to the student's tuition bill as per the standard rate per credit hour (for three credits).

To access the Alternative Primary Internship application, please fill out the following [Alternative Primary Internship Application](#).

If a student completes 200 or more hours during his/her Primary Internship, the one-week Degree Internship requirement might be waived.

### INTERNSHIP WAIVER

Elim recognizes the value of ministry experience achieved before attending Elim. For students 24 or older, prior Christian ministry experience can be recognized and substituted for internships. The Primary

Internship requires a minimum of 150 hours of direct ministry, while the Degree Internship requires a minimum of 200 hours of ministry time.

Each student requesting an Internship Waiver must complete the jotform application for the ministry experience request: [Internship Waiver](#) jotform.

If the internship requirement is waved – it will NOT appear on the student’s transcript. The student will be able to graduate from the program.

### **LIFE MINISTRY EXPERIENCE**

If a student would like to receive credits for the internship, he/she must submit the [Life Ministry Experience application](#) for the given internship. An LME fee will be charged as well as a fee per credit hour upon approval of the LME application.

1. A maximum of 4 credits of ministry can be earned.
2. If a student wishes to have this experience recognized for his/her graduation, they must fill out the appropriate application form at least two months prior to their graduation date.
3. Students will be notified of the determination within 30 days of receiving their completed Jotform application.
4. Credits will be indicated on a student’s transcript Upon the EVPP’s approval
5. Ministry experience credits are not necessarily transferable to programs at other schools.

Refer to the *Life Ministry Experience Guidelines (LME) policy* for details.

### **GRADING PRIMARY INTERNSHIPS**

Grades for internships are based upon the student's attitude, cooperation, and performance. The Ministry Director will assign a grade for the student's service each semester. The grades are:

P = Pass

F = Fail

## **Student Ministry Program**

### **PURPOSE**

Students are involved in practical ministry through Student Ministry assignments, which play a vital role in one’s training and development while at Elim. Participation in practical avenues of ministry and service provides students with opportunities to put their training into action while helping students discover and develop their God-given gifts and passions for life and ministry.

### **Principles**

1. Practical Christian service and ministry, far from being an undertaking reserved for an ‘elite’ group within the Church, is rather an integral part of every Christian’s faith experience.<sup>27</sup>
2. Hands-on, practical ministry experience is an essential component of students’ training and development for servant leadership in ministry.<sup>28</sup>

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<sup>27</sup> Mat. 5:16; 1 Pet. 3:15; Eph. 4:12

<sup>28</sup> Luke 9:1-6; 10:1-12

## OBJECTIVES

- To provide the opportunity to share the Gospel.
- To ensure that students maintain a proper balance between academic effort and Christian service.
- To help students recognize and develop spiritual gifts and abilities, as well as exercise such gifts responsibly.
- To encourage flexibility in students through exposure to a variety of practical ministries.
- To provide opportunities for students to serve together, learning teamwork, cooperation, discipline, and mutual dependence.
- To provide ministry opportunities that will reinforce the training within a student's chosen course of study.
- To help strengthen and encourage host organizations.
- To provide an avenue of opportunities for future ministry positions.

## STUDENT MINISTRY REQUIREMENTS

Students must complete a **minimum** of 20 hours of student ministry per semester. This amounts to approximately 2 hours of onsite ministry per week, over approximately 10-13 weeks of student ministry (factoring school breaks throughout the semester when students are excused for student ministry). This time **does not include** expected prayer and planning meetings, or transportation to and from the ministry site.

All students enrolled in a Certificate or Degree program are required to fulfill their Student Ministry Requirements. The requirements per program are as follows:

- Launch Certificate – two semesters of Student Ministry (both full and part-time)
- AAS Degree – four semesters of Student Ministry (three semesters for part-time)
- AMC Certificate – six semesters of Student Ministry (five semesters for part-time)

Students are required to submit a Final Student Ministry evaluation at the end of the semester.

Failure to complete the Student Ministry requirement will result in an F grade for the Student Ministry course that semester and the student may not be able to graduate.

## ORGANIZATION

The Ministry Director maintains contact with multiple organizations within the immediate area, which participate in the program. A team is made up of students whose abilities and interests best meet the needs of the host organization. The supervisor of the host ministry is the one who oversees the student team on behalf of the host organization. They work directly with the Ministry Director providing information vital to the Student Ministry team and helping them to achieve their goals. They supervise the team while on-site and evaluate the team effort along with each team member's performance.

While serving a host organization, each Student Ministry team functions under the covering of the organization that has extended the opportunity of service.

Each Student Ministry Team will have a designated student Team Leader that is responsible for organizing and leading the team in their student ministry assignment each week. The Team Leader also serves as a liaison between the EBIC Ministry Department and the Ministry Host Site. The responsibilities of the Student Ministry Team Leader can be found below under "[Student Ministry Team Leader Responsibilities](#)".

## STUDENT MINISTRY ASSIGNMENTS

There are two categories of Student Ministry assignments -- Regular Student Ministry and Independent Student Ministry.

### ***Regular Student Ministry***

Regular Student Ministry consists of a team of three or more students assigned to preselected and approved host churches, ministries, and organizations with whom EIBC already has a relationship. These include local church ministries (children's ministry, youth ministry, worship, etc...); and outreach ministries (homeless/street ministry, compassion ministries, college ministry, children/youth outreach, international outreach, et...) All dorm students are typically assigned to the Regular Student Ministry category.

Regular Student Ministry assignments are made with the following factors in mind:

- The expressed interests of the student, when possible
- The expressed needs of host organizations
- The availability of ministry opportunities
- The need for a variety of practical ministry experiences
- The need for ministry opportunities related to the student's chosen course of study

Each year, students are given the opportunity to express their preference for Student Ministry assignments. Once teams are formed at the beginning of the semester, it is expected that each student assigned to a team will faithfully complete all assigned duties until the semester's end. Change of Student Ministry assignment must be reviewed and approved by the Ministry Director and is considered an exceptional occurrence.

### ***Independent Student Ministry***

Independent Student Ministry consists of one student being assigned to an approved church/ministry/organization based on the expressed interest and desires of the student, and the needs of the organization. **The Ministry Director must approve all Independent Student Ministry assignments** and mileage reimbursements are **not** available for Independent Student Ministries that are not arranged by the Ministry Department.

The [Student Ministry Requirements](#) are the same for students in the Independent Ministry category.

The following are examples of situations where placing a student in the Independent Student Ministry category would be appropriate:

- **Commuters** are automatically assigned to the Independent Student Ministry category unless the student requests otherwise.
- **Married/Single-parent students who are living on or off-campus with their family** and need the flexibility of choosing a Student Ministry that they can schedule around their family needs.
- Students who desire to make their student ministry be **the same as their current ministry involvement in a church they are attending as an Elim student**. Third-year AMC Program Students may choose a Student Ministry placement that will allow them to focus on gaining deeper, hands-on ministry experience within their chosen AMC concentration (pastoral ministry, missions, worship, youth). The Ministry Department will assist in connecting students to such opportunities.

### **ADDITIONAL ASSIGNMENTS**

Occasionally, a student may become aware of an opportunity to engage in ministry in addition to their assigned Student Ministry assignment. Such opportunities must be cleared with the Ministry Director prior to making a commitment, particularly if a conflict with an assigned Student Ministry is involved.

## **STUDENT MINISTRY CHANGES AND CANCELLATIONS**

Occasionally, organization supervisors may contact a team leader or team member regarding a change in place, time, or activity with regard to a Student Ministry. Changes must be reported promptly to the Ministry Director.

It is sometimes necessary to cancel a scheduled Student Ministry due to unforeseen circumstances. When a Student Ministry is canceled by a host organization, or it appears that cancellation is advisable due to weather, team leaders are to contact the Ministry Director.

## **ABSENCES AND REPLACEMENTS**

Excused absences from Student Ministry must be communicated to the Team Leader and **must be approved by the Ministry Director at least one week in advance** (unless due to illness or other unforeseen reasons). More than **one** unexcused absence from a Student Ministry in a semester is considered excessive and may result in a failing grade, considering there are typically only 10-13 visits per semester. Being late to any combination of three meetings or ministries is equivalent to one unexcused absence.

When students are unable to participate in a scheduled Student Ministry, they are responsible for securing a replacement team member as necessary. The team leader, prior to the Student Ministry time, must approve any replacement. Team leaders must consult with the Ministry Director prior to an absence. For those whose Student Ministry takes place during the weekend, it is expected that absences will be taken responsibly and with consideration for the ministry the team is serving. Team leaders are especially expected to set a leadership example in these decisions.

## **WEEKLY STUDENT MINISTRY REPORT**

The team leader is responsible for the completion (or delegation in his/her absence) of the [Weekly Student Ministry Report](#) after each assignment. The report must be completed thoroughly and specifically on each occasion, with particular attention given to the attitude among team members, as well as any testimonies from the ministry assignment. The weekly report is to be turned in to the Ministry Director within **one day** of the ministry assignment. Students who are assigned to an Independent Student Ministry assignment must also submit weekly reports on the appropriate form.

## **TRANSPORTATION**

### ***Student-owned vehicles***

The availability of student-owned vehicles is vital to the overall Student Ministry effort. When student vehicles are used for transportation to and from a Regular Student Ministry, the vehicle owners will be reimbursed according to current Elim mileage rates.

Cash reimbursement is available for the vehicle owner in the Accounting Office. Hours for reimbursement pickup are established each semester.

### ***School-owned vehicles***

In the event that student-owned vehicles are not available or adequate for a Student Ministry assignment, the Ministry Director may assign school-owned vehicles if they are available.

The following guidelines regulate the use of school vehicles:

- Drivers of school vehicles must possess a current, valid operator's license, be at least 18 years of age, and must have registered with the Ministry Director prior to the assignment.
- Only drivers who have experience in driving in winter conditions (snow and ice) will be allowed to drive under such circumstances.
- Drivers must have a valid driver's license and may be subject to verification of license history.

- Only Elim students, staff, and faculty are permitted to drive school-owned vehicles.
- Upon return to the campus, the driver of the school vehicle must complete the odometer reading and mileage on the Vehicle Request Form and submit it with the keys.
- Keys are issued at the main office during normal business hours and are to be returned in person or dropped in the on-campus mail slot in the Student Center.

## **STUDENT MINISTRY TEAM LEADER RESPONSIBILITIES**

### ***Upon Receiving your Team's Ministry Assignment***

- Familiarize yourself with the Student Ministry by reviewing the information sheet (filled out by the host) provided with the assignment.
- Promptly contact the host supervisor to receive specific up-to-date instructions. Student Ministry phone calls may be made from the Ministry office during normal business hours. Please obtain permission before using the phones.
- Contact your team members to gather together for an initial meeting and plan the ministry based upon the instructions of the supervisor and your assessment of the resources within your team.

### ***First Visit to the Ministry Site***

- Introduce yourself and your team to the host supervisor. Be personable!
- Review your plans with the host supervisor in the event that minor adjustments are in order.
- Be prepared to move in an entirely different direction if the need arises.
- Maintain your composure, regardless of what takes place. Exercise self-control, stay calm, and do not over-react!
- Show respect for everyone you encounter at the Student Ministry location.
- In the event of an accident or an emergency, notify the Ministry Director promptly. Keep a list of emergency phone numbers with you at all times.

### ***Ongoing Throughout the Semester***

- Attend the Student Ministry Team Leaders meeting with the Ministry Director at the beginning of the Fall semester and the end of the Spring semester.
- Be the primary point of contact/liaison between the team, the host Ministry Host Site, and the Ministry Director.
- Organize/facilitate all team members' involvement in the ministry assignments for each week.
- Call the team together on a regular basis during the week for planning and prayer. This is imperative to the successful completion of assignments!
- Make sure that team members do not exceed one unexcused absence.
- Coordinate all planned absences (including your own) in order to minimize the number of replacements.
- Make sure the team departs **on time** for the ministry assignment.
- Consult with the Ministry Director if cancellation seems advisable (i.e., especially due to weather).
- Be satisfied that the personal appearance of each team member is consistent with Student Ministry requirements.
- Review ministry plans with the team and pray together as a team before and/or on the way.
- Submit a [weekly student ministry evaluation](#) (link is also in Populi under the 'Syllabus' section for Student Ministries). This should be submitted within **one day** of the ministry, and should be submitted even if the team for some reasons did not go out on ministry, and/or the team only met together for prayer and planning.

- Promptly report to the Ministry Director any concerns or issues that may arise within your team.
- Turn in offerings received to the Ministry Director by on-campus mail in an envelope marked "Attention: Student Ministries." Attach a note of explanation.

### **INSTRUCTION TO ALL STUDENTS**

- Students are expected to honor the authority and instructions of the Student Ministry host.
- Students are expected to dress and conduct themselves in a manner appropriate to the student dress code as defined in the Student Handbook.
- It is inadvisable to minister to persons of the opposite sex on an individual basis. If such an occasion arises, observe the following:
  - Conduct "private" conversations in "public"—you can find privacy in full view of others.
  - Recruit a team member of the opposite sex at the first opportunity to join in the conversation.
  - Avoid intimate conversation, which might undermine your purpose as a minister.
  - Be aware of your own frailties as an individual: whether you are a minister or not, you are human!
- Don't give out personal phone numbers. The only phone number to be provided in such a circumstance is that of the Ministry office: 585-582-8251.
- Materials and curriculum needed for Student Ministries are provided by host organizations.
- Relationships between team members are to be kept casual, particularly while traveling to and from, as well as during, the Student Ministry.

### **EVALUATION AND GRADING OF STUDENT MINISTRIES PERFORMANCE**

The host ministry and the Ministry Director will evaluate each student each semester. The grade will be based on two criteria: attendance and participation (attitude, cooperation, and performance), and the timely submission of required evaluation forms.

Below is a detailed explanation of expectations regarding these two criteria.

#### ***Attendance and Participation***

- Excused absences from Student Ministry must be approved by the Ministry Director.
- Students are expected to attend all required Student Ministry sessions. This includes team leader orientation at the beginning of each semester (for Student Ministry team leaders), weekly team planning and prayer meetings as well as the designated ministry time. Students are allowed **1 (one)** unexcused absence per semester.
- Two or more unexcused absences will result in the student having to meet with the Ministry Director, and also the possibility of failing to complete their Student Ministry requirement for the semester.
- Attendance will be tracked and updated on a weekly basis by the Ministry Department. Student Ministry Team Leaders will submit attendance records to the Ministry Department weekly via the [Weekly Student Ministry Report Form](#).
- The Ministry Director will make a weekly review of Student Ministry attendance.

#### ***Evaluations***

In order to pass the Student Ministry course, the following evaluations must be submitted. These evaluations are essential for assessing the student's progress and growth throughout the semester and also to aid the Ministry Department in their aim to continuously improve the Student Ministry Program.

- [Weekly Student Ministry Report Form](#) – (Team leaders and Independent Student Ministries)  
An evaluation for each week of the semester must be submitted **weekly** to the Ministry Department, even if the ministry was canceled (i.e. due to weather or other reasons).
- [Student Ministry Final Evaluation Form \(All students\)](#) – This form should be completed by **all students** at the end of the semester. The Ministry Director will send all students a reminder at the appropriate time. **Note:** Students will not pass Student Ministry for the semester until their final evaluation form has been submitted.

The Ministry Director will assign a quality grade for the student's service each semester. The grades are as follows:

- P = Pass
- F = Fail

The grades do not affect the student's grade-point average but are reflected on the transcript for quality of service.

## CONCLUSION

As ministers-in-training, your impact in the lives of those you touch will be eternal! The fruit of your ministry as an Elim student will be determined by your *heart attitude*. **"Give yourself fully to the work of the Lord, because you know that your labor in the Lord is not in vain"** (1 Corinthians 15:58).

*"Everybody can be great ... because anybody can serve. You don't have to have a college degree to serve. You don't have to make your subject and verb agree to serve. You only need a heart full of grace. A soul generated by love."* (Rev. Martin Luther King Jr.)

### Four key areas you will grow in “knowledge” through your Student Ministry

1. **Knowing God: *You cannot give out what you do not have!*** As you are stretched in your student ministry assignment, you will learn to draw from the well of your own relationship with God. The very best ministry you can offer anyone is allowing them to “taste and see that the Lord is Good”. People will be touched most not by your oratory skills, your musical talent, or your funny personality, but rather by is the presence of God IN YOU!
2. **Knowing Yourself: *Expect to be STRETCHED!*** Your student ministry will stretch you, as you learn to yield to Holy Spirit, allowing Him to use you beyond where you think you are able. Don't be too quick to say “that's not in my skill-set”. Your student ministry may also be the spark of a calling, or realization of hidden gifts and abilities that God wants to develop in you. It'll be fun!
3. **Knowing Your Teammates: *You're better together!*** Working as a team is what makes ministry INTERESTING! You thought you knew yourself – ha! Just wait till God throws you in the mix with people who are different than you – personality, skills, giftings, etc... But God does something beautiful when we submit to His plan of doing ministry TOGETHER.
4. **Knowing Your Audience: *Ministry is about people, not programs!*** Through your student ministry assignment, you will learn that the impact of your ministry is proportional to the degree that you have taken the time to get to know the ones that you are ministering to. Do not underestimate the influence you have in people's lives just by opening up your heart and being real.

## Placement of Graduates

The Ministry office facilitates EBIC students and alumni by connecting them with ministries around the world that are interested in receiving Elim graduates. Posting the requests and bringing them to the

attention of the students in various ways will accomplish this. Students are highly encouraged to regularly check [elimplacement.org](http://elimplacement.org) for regularly updated ministry opportunities. The Ministry Director is available to students who have questions or are seeking guidance on pursuing the next steps after Elim. Students should contact the Ministry Director ([ministry@elim.edu](mailto:ministry@elim.edu)) if they have any questions.

# ADMISSIONS INFORMATION

## General Info

### HOW TO APPLY

Instructions and application forms for enrollment into any of Elim's programs are included in our application packet or on our website. Students can request an admissions packet or apply online at [www.elim.edu](http://www.elim.edu). To contact our admissions office, write to Elim Bible Institute and College, 7245 College St., Lima, NY 14485; call 1-585-582-1230; or visit [www.elim.edu/apply](http://www.elim.edu/apply).

### WHEN TO APPLY

Application for admission to Elim may be made any time following the applicant's junior year in high school. It is highly recommended for students to have their paperwork in before May 1<sup>st</sup> for the fall semester, and before October 1<sup>st</sup> for the spring semester.

### CHRISTIAN EXPERIENCE

Successful candidates for admission will typically have known Jesus Christ as their personal Lord and Savior for at least one year. They should be committed to Christ and dedicated to a life of holiness. They will also have evidenced a growing maturity within a local church fellowship for at least one year before the submission of their application.

### NON-DISCRIMINATION POLICY

Elim Bible Institute and College does not discriminate regarding students on the basis of race, color, sex, age, and national or ethnic origin in the administration of admissions, educational policies, or work scholarship programs. EBIC reserves the right to admit only those persons who share and abide by its Statement of Faith, Mission Statement, Core Values, and Standards of Personal Conduct.<sup>29</sup>

### RESERVATION DEPOSIT

The applicant will be notified of the Admissions Committee's decision as soon as possible after receiving all appropriate forms and materials. This usually takes about one week after all application items have been received. The payment of a non-refundable Reservation Deposit will reserve the accepted student's place on campus. It will also serve to secure any institutional aid being offered to the applicant. The Reservation Deposit will be credited to the student's total costs at the time of registration. More information on Reservation Deposits can be found under [Paying for School](#).

## Requirements<sup>30</sup>

### GENERAL REQUIREMENTS FOR ADMISSION TO ELIM

1. A completed application.
2. Proof of secondary education. This may include:
  - a. An official completed high school transcript.
  - b. Homeschooled applicants must submit a high school transcript and a letter from the student's respective Superintendent of Schools, or comparable chief school administrator, certifying the student has completed the substantial equivalent of a four-year high school course

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<sup>29</sup> Non-Discrimination Policy

<sup>30</sup> Admissions Requirements policy

3. Applicants must be clearly connected to one local church, through regular attendance, for a minimum of one year. A Senior Pastor or other church leader reference may be requested at the discretion of the Admissions Director or Admissions Committee.

### **REQUIREMENTS FOR CANADIAN STUDENTS**

1. All general requirements for full-time admissions are required.
2. International applicants are required by the U.S. government to enroll as full-time students.
3. Canadian applicants must complete a Canadian income verification form.
4. At the discretion of the admissions committee, Canadian's residing in Quebec may be asked to submit proof of English proficiency as outlined in the international applicant's section of the *Admissions Requirements policy*.

### **REQUIREMENTS FOR INTERNATIONAL (NOT CANADIAN) STUDENTS**

1. All general requirements for full-time admissions are required.
2. A \$50 international application fee.
3. International applicants are required by the U.S. government to enroll as full-time students.
4. Proof of English proficiency by providing a TEOFL or IELTS exam with a passing grade.
5. International applicants must prove that they have the financial backing to afford to attend Elim. Their request for enrollment at Elim may be denied if one or more of the following scenarios are true:
  - a. The applicant is unwilling to pay a \$5,000 down-payment (including Reservation Deposit) toward their bill.
  - b. The applicant does not show adequate financial resources in the Income Verification portion of the International application.
  - c. The applicant does not include documentation (like bank statements) that clearly confirms the applicant's or the applicant's sponsor's ability to pay for school.

**Note:** Students who meet only the minimum requirements may be required to enroll in our ESL course. They will also be offered tutoring and extended time on tests/exams and will be allowed to use a translation device or a dictionary at the discretion of the teacher.<sup>31</sup>

### ***Other Proofs of Secondary Education***

1. A High School Equivalency Diploma AND transcript (when applicable), as required by the state or country in which the applicant resided at the time of fulfilling equivalency requirements;
2. A previously earned college degree, with transcript, granted from a degree-granting institution. Approved degree-granting institutions must be accredited within the U.S. or approved by the Ministry of Education in the college's respective country.
3. Completed 24 semester hours or the equivalent as a recognized candidate for a college-level degree or certificate at an approved degree-granting institution, including the following:
  - a. six semester hours or the equivalent in English Language Arts (including writing, speaking, and reading),
  - b. three semester hours or the equivalent in Mathematics,
  - c. three semester hours or the equivalent in Natural Sciences,
  - d. three semester hours or the equivalent in Social Sciences,
  - e. three semester hours or the equivalent in Humanities, and
  - f. six semester hours or the equivalent in any other courses within the registered degree or certificate program.

See the *Admissions Requirements* policy for more details and exceptions.

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<sup>31</sup> International Students Educational Needs policy

## Other Admissions Info

### RETURNING STUDENT ENROLLMENT

Returning students enrolled in a program who have taken one or two semesters off are able to re-enroll directly through the Registrar's Office. Does not apply to suspended or expelled students.<sup>32</sup>

### HEALTH REPORT

Upon being accepted as a student, we will send them an acknowledgement letter and a Personal Health Report, which includes questions about their past and present health needs and immunizations. The student then must complete the personal health report and have their doctor complete and sign the statement. Forms must be submitted by Aug. 1<sup>st</sup> (Dec. 15<sup>th</sup> mid-term students) and late submissions will result in a late fee. Please refer to the **Immunization Policy** for more details. *Note: New York State law requires that each student submit a completed Personal Health Report before they can be enrolled at Elim.*

### TRANSFER OF CREDITS/UNITS<sup>33</sup>

The transferability of credits is subject to EBIC's **Transfer of Credits** policy and requires the submission of official transcripts to the Registrar. The official transcripts will be evaluated to determine the credits that apply toward a program at EBIC. Consideration will be given only to courses for which the student earned a "C" (2.0) or better. A minimum of 25% of the program must be completed at the institution.

All official transcripts must be requested from the college by the student and:

- Official transcripts received via mail must be original documents and must include an official stamp from the college.
- Official transcripts received electronically may only be received directly from the college (ex. via email or transcript delivery service.) Electronic copies of transcripts sent to EBIC from the applicant will always be considered "incomplete transcripts" and not processed as "official" documents.

Transfer reviews from non-accredited institutions will only take place during the regular academic year. They will not take place between June 15th and August 15th.

The transfer of Bible and Theology courses usually doesn't have a time limit on the validity of course credits. However, the Academic Office reserves the right to evaluate and compare all courses completed more than 10 years ago in order to determine the equivalencies for older courses. Time limits may apply to courses with a changed curriculum.

Please see the **Transfer of Credits** policy for more information.

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<sup>32</sup> TRACS Accreditation Std. II. 4; Traditional, Returning, and International Student Enrollment Procedures policy

<sup>33</sup> Transfer of Credits policy

# FINANCIAL INFORMATION<sup>34</sup>

## Tuition and Fees<sup>35</sup>

### 2020-2021 AVERAGE TUITION AND FEES

The table below provides an estimate of our current costs. The estimated cost below does not include internships, health insurance, and student's chosen costs (i.e. parking permit). (Estimate does not include the Summer semester.)

2020-2021 AVERAGE TUITION AND FEES				
2020-2021		SEMESTER	YEAR	NOTE
<b>Full-Time</b>				
	Tuition	\$4,740	\$9,480	<i>Flat rate for 12-19 credits.</i>
	Room	\$1,500	\$3,000	
	Board	\$1,950	\$3,900	
	Fees	\$250	\$500	
<b>Est. Total</b>		<b>\$8,440</b>	<b>\$16,880</b>	
<b>Part-Time</b>				
	6 credits per sem. (Credit/Unit \$316)	\$1,896	\$3,792	<i>Enrolled as part-time is charged per credit/unit.</i>
	Room	\$1,500	\$3,000	
	Board	\$1,950	\$3,900	
	Fees	\$250	\$500	
<b>Est. Total</b>		<b>\$5,596</b>	<b>\$11,192</b>	<i>Estimate is based on a student living in the dorms and taking 6 credits/units each semester.</i>
<b>Spiritual Enrichment Certificate</b>				
	Tuition, Room, & Board	\$4,000	\$8,000	<i>Flat rate for all SEC students.</i>

<sup>34</sup> TRACS Accreditation Std. II.2

<sup>35</sup> TRACS Accreditation Std. II.8

## INTERNSHIP COST

- Primary Internship Cost \$700 (Spring semester)

## STUDENT FAMILIES

Student families do not live in the dormitories and are not charged room and board. On-campus and off-campus apartment housing are available. These costs are not included. Estimated on-campus housing cost averages \$600 – \$1,000 per month depending on apartment size. Estimated off-campus housing costs (similar accommodations in the community) are \$750 – \$1,200 per month.

## 2020-2021 FEE SCHEDULE

<b>2020-2021 FEE SCHEDULE</b>		
<i>All fees are subject to change without notice and are subject to the <a href="#">Refund policy</a>.</i>		
<b>Tuition</b>	<b>Semester</b>	<b>Year</b>
Tuition (flat rate*: 12-19 credits) * Flat rate does not include Life Ministry Experience Costs.	\$4,740	\$9,480
Tuition (per credit hour, 1-11 credits/units or over 19 credits)	\$316	
Audit Cost (Flat rate**):		
1 Credit/unit Course	\$120	
2 Credit/unit Course	\$150	
3 Credit/unit Course	\$180	
<i>**If a student is taking 12 or more credits, fees will be applied to audit courses once the credit and audit units total exceeds 19 credit/audit units. At that point, audit units will be charged per unit over 19 credits/audit units in conjunction with the flat rate cost listed above.</i>		
<b>Room and Board</b>	<b>Semester</b>	<b>Year</b>
Room	\$1,500	\$3,000
Board	\$1,950	\$3,900
Single Dorm Occupancy Fee	\$650	\$1,300
<b>Mandatory Fees</b>	<b>Semester</b>	<b>Year</b>
<i>For a list of books, notebooks and other fees for courses refer to the <a href="#">Required Books pdf</a> located in the shared files in Populi.</i>		
Student Fee	\$250	\$500
Online Student Fee	\$150	\$300
Graduation Fee (Applied Ministry Certificate and AAS graduates)	\$56	
Graduation Fee (Launch Graduates)	\$25	
<b>Other Mandatory Fees (International Students)</b>		
International Application Fee (one time)	\$50	

Admissions Packages	cost varies
International Student Orientation Fee (1 <sup>st</sup> Semester Freshman only)	\$100
<b>Internship Costs</b>	
Primary Internship Cost   Course: PINT 1033-1	\$700
Internship Waiver Fee	\$120
<b>Other College Costs/Fees</b>	
Additional Fee for Small College Class (Less than five enrolled)	\$200
Parking Permit – Dorm Student/Commuter	\$50/25 (per semester)*
Yearbook Fee	\$36 (spring semester)
Payment Plan Set Up Fee (per semester)	\$10
Equivalency Exam Fee	\$120
Life Ministry Experience (LME) (per credit/unit)	\$50
LME Application Fee	\$120
Dorm Guest ( <i>with authorization from Campus Life department</i> )	\$10/night
Extended Stay ( <i>dorms student with authorization from Campus Life department</i> )	\$10/night
Official Transcript (Digital)	\$7
Official Transcript (Regular Mail)** – Includes shipping and handling	\$10
Unofficial Transcript (Regular Mail)** – Includes shipping and handling	\$7
Copies (black & white/color) per standard copy	.10/.30
Fax	.50-3.50 per pg.
Meal Tickets <i>Discounts may apply. Contact the accounting department for details.</i>	per meal
Breakfast	\$5.25
Lunch	\$6.50
Dinner	\$7.25
Summer Meals	\$4.50
*Dorm Students who have a car on campus for less than 8 weeks will only be charged \$25. **International shipping and handling will cost more.	
<b>Fines and Late Fees</b>	
Late Registration Fees	\$30-100
Late Fee for Reservation Deposit	\$50

Late Fee for Health Forms	\$50
Payment Plan Late Fee (per payment missed on payment plan)	\$25
Lost Mailbox Key	\$50
Lost Dorm Key	\$80
Lost MD Key	\$150
ID Card Replacement	\$20 per card
Returned Check Charge	\$25
Parking Fines	\$25-75/ticket
Library Fines	\$0.25 per day
False Fire Alarm Fine	\$15-\$50
Tampering with Fire Equipment Fine	\$500 per violation
Dorm Cleaning/Repair Fee	cost varies

# Paying for School

All students are expected to pay their semester charges in full or have a payment plan established before the start of each semester. This section will cover important financial dates and deadlines pertaining to a student's bill, as well as ways to make a payment and details about establishing a payment plan.

## US AND CANADIAN STUDENTS

### Step 1 | The Reservation Deposit

All full-time and all dorm students are required to pay an annual \$250 non-refundable Reservation Deposit by August 1 for the Fall semester (Incoming Mid-Term student \$250 by December 1 for the Spring semester). If the student has received Institutional Financial Aid, the Reservation Deposit deadlines are different. See the [Important Financial Deadline](#) section for more details. The student's dorm room or place in class is not reserved until the deposit is received.

NOTE: There is a \$50 late fee if the Reservation Deposit is received after the due date and Institutional Aid may be revoked.

### Step 2 | Paying the Bill

#### Option #1: Pay the bill in full

Before each semester begins, a student must have their bills paid by August 21 for the Fall semester and January 4 for the Spring semester. To be considered paid in full, the student must take care of any balance on their account after taking into consideration all aid that has been awarded to the student.

#### Option #2: Set up a Payment Plan

If a student is unable to pay in full, they must enroll in a payment plan.

Payment plans require a down payment of \$1,500\*, and enrollment in an automatic payment option (checking account or credit card) by August 21 for the Fall semester and January 4 for the Spring semester. *(If a student's balance is under \$2,500, they may qualify for a lower down payment. Contact the Accounting Office for details 585-582-8314).*

The remaining balance on the student's account after financial aid and the down payment will be split into 6 or 7 equal payments due on the 1<sup>st</sup> and 15<sup>th</sup> of each month beginning on September 15 for the Fall semester and February 1 for the Spring semester. A new payment plan will need to be established for each semester, and there is a setup fee of \$10.

Students enroll in a payment plan using the form on our [website](#).

*\*The Reservation Deposit counts towards the down payment.*

## INTERNATIONAL STUDENTS

### Step 1 | The Reservation Deposit

Incoming International Students are required to pay a \$250 non-refundable Reservation Deposit\* no later than July 15 for the Fall semester (Mid-Term student \$250 by November 15 for the Spring semester). If the student has received Institutional Financial Aid, the Reservation Deposit deadlines are different. See the [Important Financial Deadline](#) section for more details. The student's dorm room or place in class is not reserved until we receive this Deposit.

\*If an International Student is not able to attend, the Reservation Deposit will cover incurred costs (including costs for sending admissions packages).

NOTE: There is a \$50 late fee if the Reservation Deposit is received after the due date, and Institutional Financial Aid may be revoked.

### Step 2 | Down Payment

International Students are required to have a Down Payment of \$5,000\* paid to their account before the Form I-20 and admissions documents will be sent out or renewed. The Down Payment of \$5,000 must be submitted no later than July 15 for the Fall semester (Mid-Term student \$5,000 by November 15 for the Spring semester).

\*NOTE: The Reservation Deposit payment of \$250 counts towards the Down Payment of \$5,000.

### Step 3 | Paying the Bill

International students establish their plan of payment right after they receive their acceptance and before a Form I-20 can be issued. The two payment options are listed below.

#### Option #1: Pay the bill in full

Before each semester begins, a student must have their bills paid by July 15 for the Fall semester (Mid-Term student coming in the Spring by November 15) and December 18 for the Spring semester. To be considered paid in full, the student must take care of any balance on their account after any aid that has been applied.

#### Option #2: Commit to a Payment Plan

If a student is unable to pay in full, they must enroll in a Payment Plan.

Payment Plans require a down payment of at least \$5,000 for the first semester and \$1,500 for the second semester. Enrollment in an automatic payment option (checking account or credit card) by July 15 for the Fall semester (Mid-Term student coming in the Spring by November 15) and December 18 for the Spring semester is also required.

The remaining balance on the student's account after financial aid and the down payment will be split into 6 equal payments due on the 1st and 15th of each month beginning on September 15 for the Fall semester and February 1 for the Spring semester.

NOTE: International Students may have their Form I-20 revoked if they fail to meet the payment deadlines.

## **PAYMENT PLAN AGREEMENT**

When establishing a payment plan with EBIC students are agreeing to the following terms and conditions:

Any balance not paid prior to the start of the semester will constitute a loan with EBIC and is due according to the terms selected in the payment plan.

Students are fully responsible to pay all school expenses incurred while attending Elim Bible Institute and College including any charges that may be added at a later date (fines, late fees, dorm cleaning/repair fees, lost key fines, etc.)

The payments must be received by the due dates established with the Accounting Department or a late fee of \$25 will be charged to their account for each missed payment.

Grades and transcripts will not be released until the outstanding bill is paid in full.

All correspondence regarding the student's account will be sent to the student's email address that has been assigned to them by Elim Bible Institute and College.

Students who have two outstanding payments at any one time during the course of the semester are considered delinquent and may be asked to leave school if sufficient financial arrangements cannot be made with the Accounting Department.

Delinquent accounts may be sent to a collection agency. The student will be responsible for any expenses incurred by Elim Bible Institute and College. Failure to repay the loan will cause additional charges to the student's account such as legal fees, court costs, interest, and any fees incurred by the collection agent. The collection agency will have the option of a credit bureau reporting on delinquent loans.

In addition, students with a delinquent account may be prohibited from registering for future courses and/or changing programs, or from receiving a degree, diploma, transcript, or certification.

## **FINANCIAL DELINQUENCY**

Any students failing to pay his or her college account on time may be excluded from all classes, lectures, examinations, dormitories, meals in the dining hall, and graduation until the payment or a satisfactory arrangement is made. The student may also be denied grades, transcripts, and degrees if payments are not made on time. If it becomes necessary to engage the services of a collection agency or attorney to effect collection or settle any dispute in connection with the terms, the student is subject to pay any and all costs incurred.

## **HOW TO MAKE A PAYMENT**

Elim Bible Institute and College accepts the following payment methods:

- Checks made payable to Elim Bible Institute and College\*
- Cash
- Credit or Debit Card (Visa, Master Card, Discover, American Express)
- Payments can be made directly to a student's account with a credit or debit card through [Populi](#). The student can copy and send the link found on their financial tab to whoever would like to make a direct payment to their account. This link is good for up to 30 days.
- International payments can be made through FlyWire at [flywire.com](http://flywire.com)
- Payments can also be made to a specific student account through our [website](#).

\*Bank fees incurred for returned checks and international exchanges are billed to the students account.

## **IMPORTANT FINANCIAL DEADLINES**

For a concise listing of Important Financial Deadlines (i.e. Reservation Deposit, Financial Aid, Payment Plan deadlines, etc.) reference [Important Financial Deadline](#).

## **Financial Assistance<sup>36</sup>**

### **[INSTITUTIONAL FINANCIAL AID<sup>37</sup>](#)**

Institutional financial aid\* is awarded based on a student's need that is provided from information on a student's FAFSA (the International Admissions Application for International students and Income Verification Form for Canadian students). Once a student's financial application has been reviewed by the Financial Aid Office, the student will be notified by email if they have been awarded Institutional Aid.

For information about institutional financial aid eligibility, rules and exceptions please contact the Financial Aid Office at [financialaid@elim.edu](mailto:financialaid@elim.edu) or review EBIC's [Institutional Financial Aid policy](#).

### **TYPES OF INSTITUTIONAL AID**

#### **Academic Scholarship**

**Incoming freshmen** who meet eligibility will receive either \$2,000 or \$3,000 for the academic year. Eligibility is based on both high school GPA and SAT scores. College students may submit their official college transcript in place of high school GPA and SAT scores.

#### **Alumni Discounts**

Discounts for EBIC alumni who have completed an Elim certificate or degree program and their dependents. Alumni enrolled in an online course will receive one tuition-free course (applicable for 2020-2021 only). Alumni taking on-campus courses will receive a 50% tuition discount for one course per academic year. Alumni's full-time dependents will receive \$1,000 per academic year.

#### **Applied Ministry Certificate Scholarship**

Students enrolled full-time in our Applied Ministry Certificate Program receive approximately 50% off their Tuition and Room and Board costs.

#### **Campus Employment**

Campus Employment is funds earned through part-time employment on the Elim Campus. Students awarded this position as part of their Institutional Financial Aid are typically awarded between 60 to 150 hours for one semester at the prevailing student wage.

#### **Church Match Scholarship**

EBIC will match the support from a student's church up to \$1,000.

#### **Endowed Scholarships**

Endowed scholarships are funds awarded both on a need and merit basis that create a permanent legacy for Elim students.

#### **Pastors and Missionaries Scholarships**

Scholarships for active pastors and missionaries or dependents of active pastors and missionaries up to 24 years old may qualify.

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<sup>36</sup> TRACS Accreditation Std. I.10.5

<sup>37</sup> TRACS Accreditation Std. I.10.1

**RA Scholarship**

Students who are given the position of RA are awarded \$1,000 per semester.

**Referral Scholarships**

Incoming Freshmen who have been referred by either a Pastor or EBIC alumni may receive \$500.

**Sibling Discount**

Applicable to **full-time** siblings only. Each sibling will receive a \$1,000 scholarship for the year.

**Student Spouse Discount**

Applicable to spouses of **full-time** students only. Student spouse will receive a 50% tuition reduction for one course or a 25% tuition reduction if taking more than 3 credits.

To read more about these scholarships, visit our [website](#) or contact the Financial Aid Office at [financialaid@elim.edu](mailto:financialaid@elim.edu).

**VETERAN BENEFITS**

Elim Bible Institute and College is approved by the New York State Division of Veterans Affairs, Bureau of Veteran's Education, for the training of veterans and other eligible persons. Contact the Financial Aid Officer for further details at [financialaid@elim.edu](mailto:financialaid@elim.edu). For more information, see Veterans Affairs under Financial Policies.

**FEDERAL STUDENT AID**

The Free Application for Federal Student Aid (FAFSA)\* is an Application used to apply for Federal Aid. Federal Aid includes the Pell Grant, FSEOG Grant, Federal Work-Study, and Direct Loans. Federal Direct Loan options include Subsidized, Unsubsidized, and PLUS loans. To apply visit <https://fafsa.ed.gov/>. Elim's Federal School Code: 042514

To read about eligibility and requirements visit the [Federal Student Aid website](#) or contact the Financial Aid Office.

**NEW YORK STATE TUITION ASSISTANCE PROGRAM**

The New York State Tuition Assistance Program (TAP) is a state-funded grant available to eligible New York residents, to assist in paying a student's tuition. To apply visit [www.elim.edu/tap](http://www.elim.edu/tap). Elim's TAP Code: 0580

To read about eligibility and requirements visit the [New York State TAP website](#) or contact the Financial Aid Office.

**ENHANCED TUITION ASSISTANCE PROGRAM**

The Enhanced Tuition Award (ETA) program provides tuition awards to students who are New York State residents attending a participating private college located in New York State. Recipients will receive \$6,000 through a combination of their TAP award, ETA award, and a match from their private college. To apply visit <https://webapps.hesc.ny.gov/questionnaire/page.hesc?questionnaireId=59&versionNumber=2>.

To read about eligibility and requirements visit the [Enhanced Tuition Award website](#) or contact the Financial Aid Office.

**ESTIMATED 2020-2021 COST OF ATTENDANCE\***

<b>Launch Certificate</b>	<b>1<sup>st</sup> Year</b>
Tuition & Fees	\$9,980
Room & Board	\$6,900
Books & Supplies ( <i>includes laptop cost</i> )	\$1,250
Other Expenses ( <i>in-state transportation cost estimate included</i> )	\$886
Loan Fee	\$40
Parking Fee	\$100
Graduation Fee	\$25
Internship Fee ( <i>dorm students</i> )	\$700
<b>Total</b>	<b>\$19,881.00</b>

<b>Associates Degree in Biblical and Theological Studies</b>	<b>1<sup>st</sup> Year</b>	<b>2<sup>nd</sup> Year</b>
Tuition & Fees	\$9,980	\$9,980
Room & Board	\$6,900	\$6,900
Books & Supplies ( <i>includes laptop cost</i> )	\$1,250	\$600
Other Expenses ( <i>in-state transportation cost estimate included</i> )	\$886	\$886
Loan Fee	\$40	\$40
Parking Fee	\$100	\$100
Graduation Fee	NA	\$56
Internship Fee ( <i>dorm students</i> )	\$700	NA
<b>Total</b>	<b>\$19,856.00</b>	<b>\$18,562.00</b>

<b>Applied Ministry Certificate</b>	<b>3<sup>rd</sup> Year</b>
Tuition & Fees	\$5,240
Room & Board	\$3,450
Books & Supplies	\$600
Other Expenses ( <i>in-state transportation cost estimate included</i> )	\$886
Parking Fee	\$100
Graduation Fee	\$56
<b>Total</b>	<b>\$10,332</b>

*All expenses are estimated and subject to change without notice.*

\*Cost of Attendance is the amount the Financial Aid Office estimates it will cost a student to attend EBIC while living in the dorms.

## Other Financial Opportunities

### **SUMMER CREW**

A vital part of our campus operation is our Summer Crew program. Students on Summer Crew live in the dorms and work 40 hours a week in an assigned department on campus. Wages\* earned will be credited to the student's EBIC account. Any credit on the student's account will first go to their fall semester and then toward subsequent bills for tuition, fees, or room and board.

Summer crew students do not get compensated for holidays or time off. Students who are scheduled to attend RA training do not get paid for that week.

Summer Crew students may opt to receive a weekly cash stipend\*. If the student chooses to receive this stipend, the stipend amount will be deducted from their account and thus reduce the amount credited to their account.

### **STOWAWAY**

Stowaway students live in the dorms and make a minimum weekly payment\* that is applied to their bill for the upcoming school year. Meals are not included in this arrangement; however, meal tickets for the Dining Hall may be purchased through the Accounting Office. Students are not charged for staying in their dorm room as long as they attend EBIC within the following school year.

### **BOARDER**

Students live in the dorms and make a weekly payment\* to pay for lodging. Meals are not included in this arrangement; however, meal tickets for the Dining Hall may be purchased through the Accounting Office.

*\*Amounts determined by Elim each summer*

To apply for any of the above opportunities, please contact the Campus Life Office by emailing [campuslife@elim.edu](mailto:campuslife@elim.edu) or by phone at (585) 582-8206. For further details about these opportunities, please reference the *Summer Opportunities* policy.

## Financial Policies

### **TUITION, ROOM and BOARD [REFUND POLICY](#)**

(See [Appendix A](#))

### **INSTITUTIONAL FINANCIAL AID REFUND**

(See [Institutional Financial Aid Policy](#))

### **NON-DISCRIMINATION POLICY**

Elim Bible Institute and College complies with all applicable discrimination laws.

### **FERPA**

Elim Bible Institute and College complies with all regulations of the Family Educational Rights and Privacy Act (FERPA). More information on FERPA can be found [online](#).

### **FOR MORE INFORMATION**

Elim makes every effort to assist you financially in reaching your goal of completing Elim debt-free. For more financial information, or to speak with someone about crafting a financial plan for your specific situation you can contact our Financial Department at 585-582-8310 or email us at [accounting@elim.edu](mailto:accounting@elim.edu).

## Important Financial Deadlines

U.S. and Canadian Students – 2020-2021	
<u>Fall Semester</u>	
May 1	<p><b>Incoming Freshmen:</b> Reservation Deposit (non-refundable) of \$250 is due. This deadline applies to students who have completed the Admissions process by May 1<sup>st</sup> (Acceptance and Awarded Financial Aid). There is a \$50 late fee if received after this date.</p> <p><b>Institutional Financial Aid</b> deadline. After this date we cannot guarantee availability of Institutional Aid funds.</p>
August 1	<p><b>Reservation Deposit</b> (non-refundable) of \$250 due for all full-time and dorm students. There is a \$50 late fee if received after this date.</p> <p><b>Campus Employment</b> Paperwork due.</p> <p><b>Church Match Scholarship</b> Deadline for Fall semester</p>
August 21	<p><b>Fall bill</b> must be paid in full or a payment plan and down payment of \$1500* must be submitted. <i>*Includes Reservation Deposit amount</i></p>
September 15	<p><b>First payment plan</b> installment is due. (Automatic payment due dates are the 1<sup>st</sup> and 15<sup>th</sup> of each month.)</p>
<u>Spring Semester</u>	
November 1	<p><b>Mid-term Freshman only:</b> <b>Institutional Financial Aid</b> deadline. After this date we cannot guarantee availability of Institutional Aid funds.</p>
December 1	<p><b>Mid-term Freshman only:</b> <b>Reservation Deposit</b> (non-refundable) of \$250 due for all full-time and dorm students. There is a \$50 late fee if received after this date.</p> <p><b>Campus Employment</b> Paperwork due.</p> <p><b>Church Match Scholarship</b> Deadline for Spring semester</p>
January 4	<p><b>Spring bill</b> must be paid in full or a payment plan and down payment of \$1500* must be submitted. <i>*Includes Reservation Deposit amount</i></p>
February 1	<p><b>First payment plan</b> installment is due. (Automatic payment due dates are the 1<sup>st</sup> and 15<sup>th</sup> of each month.)</p>
<u>Summer</u>	
May 29	<p><b>Summer bill</b> pay in full deadline, or a payment plan must be submitted and down payment.</p>

International Students – 2020-2021	
<u>Fall Semester</u>	
May 1	<p><b>Incoming Freshmen:</b> Reservation Deposit (non-refundable) of \$250 is due. This deadline applies to students who have completed the Admissions process by May 1<sup>st</sup> (Acceptance and Awarded Financial Aid). There is a \$50 late fee if received after this date.</p> <p><b>Institutional Financial Aid</b> deadline. After this date, we cannot guarantee availability of Institutional Aid funds.</p>
July 15	<p><b>Reservation Deposit</b> (non-refundable) of \$250 due. There is a \$50 late fee if received after this date. *</p> <p><i>*Due if you have <u>not</u> paid your Reservation Deposit by May 1.</i></p> <p><b>Down Payment</b> of \$4,750 is due.</p> <p><b>Fall bill</b> must be paid in full or a payment plan must be submitted.</p> <p><i>NOTE: The Down Payment and Reservation Deposit must be paid before a Form I-20 is issued. Returning International Form I-20's may be revoked if all elements are not in place by this date.</i></p> <p><b>Church Match Scholarship</b> Deadline for Fall semester</p>
September 15	<p><b>First payment plan</b> installment is due. (Automatic payment due dates are the 1<sup>st</sup> and 15<sup>th</sup> of each month.)</p>
<u>Spring Semester</u>	
November 1	<p><b>Mid-term Freshman only:</b></p> <p><b>Institutional Financial</b> deadline. After this date we cannot guarantee availability of Institutional Aid funds.</p>
November 15	<p><b>Mid-term Freshman only:</b></p> <p><b>Reservation Deposit</b> (non-refundable) of \$250 due. There is a \$50 late fee if received after this date.</p> <p><b>Down Payment</b> of \$4,750 is due.</p> <p><b>Spring bill</b> must be paid in full or a payment plan must be submitted.</p> <p><i>NOTE: The Down Payment and Reservation Deposit must be paid before a Form I-20 is issued. Returning International Form I-20's may be revoked if all elements are not in place by this date.</i></p>
December 1	<p><b>Church Match Scholarship</b> Deadline for Spring semester</p>
December 18	<p><b>Spring bill</b> must be paid in full or a payment plan and down payment must be submitted by this date.</p>
February 1	<p><b>First payment plan</b> installment is due. (Automatic payment due dates are the 1<sup>st</sup> and 15<sup>th</sup> of each month.)</p>
<u>Summer</u>	
May 29	<p><b>Summer bill</b> pay in full deadline, or a payment plan must be submitted and down payment.</p>

# COURSE DESCRIPTIONS

## BIBLE AND THEOLOGY

**BIBL2013 Romans and Galatians:** This course is an in-depth study of Paul's Epistles to the Romans and Galatians. These two epistles form the core of Paul's defense of the liberty found in and through Christ being justified by faith apart from the law and works. It will acquaint the student with the necessity for and plan of salvation as well as Paul's instruction on how to live in freedom as a Christ-follower. Application will be made to contemporary cultural setting. *3 credits*. Offered Spring Semester.

**BIBL2023 Prophets of Israel:** This course focuses on prophet ministry as it occurs in the Old Testament and relevant applications for contemporary society. Such topics as origins, function, messages, and messiah will be discussed as found both in the non-writing and writing prophets. *3 credits*. Offered Spring Semester.

**BIBL2033 Synoptic Gospels:** An introduction of the writings of Matthew, Mark, and Luke examining the life, work, and person of Jesus Christ. It examines the similarities and contrasts between the synoptic gospels, exploring several genres of literary criticism. *3 credits*. Offered Spring Semester.

**BIBL2043 John's Writings:** An overview examining the unique writings, era, and life of the Apostle John, which includes his profound gospel; three epistles, and the Revelation of Jesus Christ. *3 credits*. Offered Fall Semester.

**BIBL2053 Acts and Paul's Letters:** A rich overview of the origin of the Church, the outpouring of the Holy Spirit, and the missionary expansion of the Body of Christ—in combination with the letters of Paul—as they relate to early Church history and life today. *3 units*. Offered Fall Semesters.

**THEO1013 Hermeneutics:** This course instructs students how to use Bible study methods, tools, aids, techniques, and commentaries applicable to present day. *3 credits*. Offered Fall and Spring Semester.

**THEO1023 Evangelism in a Postmodern World:** This course aims to unpack the current worldview of postmodernism and the fundamental aspects of biblical evangelism. By fusing the two together, students will learn to faithfully engage our changing culture with relevance and clarity. *3 credits*. Offered Spring Semester.

**THEO1033 Theology I:** This course begins the student on the path of theological inquiry through a study of Prolegomena (introductory matters), Theology Proper (the nature and character of God), a biblical study of Creation, and a study of Bibliology (the origins and translations of the Bible). *3 credits*. Offered Fall Semester.

**THEO2023 Theology II:** This course focuses on Hamartiology (the doctrine of sin), Christology (the person and work of Jesus), and Soteriology (the doctrine of salvation). It is a study of the key teachings of the entrance of sin and the fall of mankind, Christ's person and work of salvation, and the application of salvation to mankind. It concentrates on the atoning work of Christ and the marvelous grace of God leading to salvation, election, sanctification, justification, regeneration, conversion, and adoption. Prerequisite: THEO1033 Theology I. *3 credits*. Offered Fall and Spring Semester.

**THEO2033 Theology III:** This course focuses on Pneumatology (the person and work of the Holy Spirit) exploring the areas of charismatic gifts, ministries, and the fruit of the Holy Spirit in one's life. *3 credits*. Offered Fall Semester.

**THEO3043 Theology IV:** This course studies three theological topics: 1) Ecclesiology—the study of the Church; 2) Angelology and Demonology—the study of angels and demons; and 3) Eschatology—the study of end times and last things. *3 credits*. Offered Spring Semester.

## **HUMANITIES**

**BIBL1013 Old Testament Literature:** This course is a survey of the Old Testament historical events and themes. There is special attention given to the content of culture, historical, geographical background, and practical application of the major Old Testament themes. *3 credits*. Offered Fall Semester.

**BIBL1023 New Testament Literature:** A general overture of the books of the New Testament with an emphasis on authorship, uniqueness, canonicity, and historicity. It is an opportunity for the student to get to know the people, places, and events in the New Testament, and relate them to the times in which we live. *3 credits*. Offered Spring Semester.

**BIBL1033 Hebrew Poetry and Wisdom Literature:** This in-depth study of Job, Psalms, Proverbs, Ecclesiastes, Song of Solomon, and Ruth will aid students in making practical application of God's timeless wisdom in a high-tech, stress-filled, impersonal world. *3 credits*. Offered Fall and Spring Semester.

**ENGL0990 Remedial Writing:** Incoming students are required to take an English College Readiness (ECR) exam. This course is required for students who do not pass the ECR exam. It will provide additional writing help to increase the student's chance of success in the college environment. Exceptions to taking the ECR exam can be found in the Policy Manual.

**ENGL1013 College Composition:** This course focuses on the basic tools and skills that are necessary for effective written and oral communication. The student will compose essays to demonstrate a mastery of composition skills, demonstrate a familiarity with the Turabian style manual, and communicate skillfully through the means of writing functions, which include the accurate use of grammar, spelling, punctuation, style, and composition formats. Prerequisite: ENGL0990 Remedial Writing *3 credits*. Offered Fall and Spring Semester.

**ENGL1023 Advanced Writing:** Advanced Writing will cover various aspects in writing such as professional letter-writing, messages done by email, and professional notetaking at meetings. Additionally, creative writing such as writing a play, and a short story. will round out this challenging and fun course centering on writing in the modern world. There will also be oral presentations of some of the work written. Offered Spring Semester.

**ENGL1033 Writing for Publication:** This course provides students with an in-depth study of various genres of creative writing, including poetry, fiction, and creative non-fiction. Students will read and analyze published works in each of the genres as a model for writing with a biblical perspective. Students will write pieces in each of the genres that communicate a clear message in harmony with a biblical worldview, that integrate their faith within their writing, and that reach for high standards as Christian writers. Students will then submit their work to their peers for a written critique and evaluation as part of the revision process. The course prepares students for all aspects of the writing life, including each of the phases of publication. Students will also demonstrate proficiency in a public reading of their work. Offered Spring Semester.

HUMN1021 or HUMN1022 **Intro to Islam:** This class is an overview of the origin, culture, fundamentals, and growth of Islam. The class will emphasize the present challenges and relationships between Christians and Muslims. *1 or 2 units.* Offered Spring Semester. *Non-transferable.*

HUMN3023 **World Religions:** This course introduces students to five of the most widely recognized religions in the world today: Christianity, Judaism, Islam, Hinduism, and Buddhism. Students will learn the basic tenets of each faith in order that they may gain the ability to discuss each religion and its corresponding history, practice, and relationship to other faiths. *3 units.* Offered Fall Semester.

LANG3023 **Introduction to Biblical Hebrew:** Through the examination of Hebrew language tools and techniques, students will learn how to analyze a biblical passage with greater depth and accuracy. *3 units.* Offered Fall Semester.

LANG3033 **Introduction to Biblical Greek:** The primary objective of this course is to master the basic structures of biblical Greek grammar and syntax presented in the text and supplementary materials, in order to functionally apply these to the reading of the Greek Bible. Emphasis throughout is placed on the meaning of larger sense units (viz., sentences and paragraphs). Consequently, words are analyzed and defined in terms of specific contexts. This procedure is designed to produce sensitivity to the language that will be sufficient for an exegesis of the New Testament text. Offered Spring Semester.

MUSC2053 **Philosophy of Christian Music:** A course for dialoguing and developing personal convictions about issues: the nature of Christian music, cross-over music, copyright issues, excellence in music, the worship music industry, sacred versus secular, the place of secular music in the life of a believer, music in missions and evangelism, and the power of music. *3 units.* Offered Spring Semester.

MUSC3013 **Music Theory I:** A course for learning and applying the fundamental aspects of the language of music, with an emphasis on the chord structure and progression of music currently used in worship. *3 units.* Offered Fall Semester.

MUSC3043 **Music Theory II:** A second-level music course, including instruction in fundamental aural skills, musical dictation, and basic principles of composing and arranging music. *3 units.* Prerequisite: MUSC3013 Music Theory I. Offered as needed.

MUSC3063 **Worship and Cultural Expression:** This course provides an introduction to the wealth of various cultural, ethnic, and denominational expressions of worship in the Body of Christ. Students will also discuss the attitudes we might have toward those whose worship and music are different than ours. *3 units.* Offered Spring Semester.

PHIL1013 **Christian Worldview and Ethics:** The Christian Worldview and Ethics course aims to equip believers with an understanding of the Christian worldview and how it shapes morality and ethics. Special emphasis will be given to competing worldviews and how they change and weaken the beliefs and morals of unsuspecting Christians. Students in this course will learn how to compare and contrast the Christian worldview with other leading worldview systems. Students will strengthen their personal understanding and commitment to living out their Christian faith and witness in a world searching for clear, life-enhancing truths that have been tested and proven effective. *3 units.* Offered Spring Semester.

PHIL2023 **Apologetics I:** This course is an introduction to Apologetics that examines major topics often considered when defending Christian belief. Students will learn how to defend their faith with sound reasoning and evidence that provide answers to common objections to biblical faith. *3 units.* Offered Fall Semester.

**PHIL3033 Apologetics II:** This course builds on the learning from Apologetics I by advancing the student's knowledge of evidential, presuppositional, and philosophical arguments for faith. Emphasis is given to more advanced objections to Christianity and the theories and arguments used in response. Examples include the problems posed by postmodernity, by pluralism, and by the existence of evil, suffering, and pain.

## **NATURAL SCIENCE AND MATHEMATICS**

**CISA1013 Computer Skills:** This course focuses on acquiring and mastering skills necessary for effective performance in the college and business world. Students will learn how to take advantage of the intermediate to advanced features of MS Word, PowerPoint, and Excel. Areas of concentration include creating a complex multimedia presentation, the use of various Excel functions and formulas, and more advanced Word features. *3 credits.* Offered Fall Semester. (Students can test out of this course.)

## **OTHER**

**EDUC1021 College Success:** College Success is required of all first-time freshmen entering EBIC. It is designed to ensure students have foundational study skills, information literacy, and critical thinking necessary for successful completion of college-level assignments. All students who previously have completed a degree are exempt from taking this course. *1 credit.* Offered Fall and Spring Semester. (Students can test out of this course.)

**INTA1033 Alternate Primary Internship:** Our programs allow room for alternate internships that are tailored to particular individuals, especially for married students or single parents who cannot so easily leave their families for weeks at a time. Opportunities to serve in a local church, on the foreign field with a missionary, or with a specialized ministry that is especially appropriate to their calling would be examples of what an alternate internship should look like. A minimum of 150 hours of service is required to fulfill the Alternate Primary Internship requirements. All Alternate Primary Internship options must first be approved by the Ministry Director. *3 credits.*

**INTA2011 Alternate Degree Internship:** With the approval of the Ministry Director, students may opt to fulfill the Alternate Degree Internship by seeking out an internship opportunity that is in line with their ministry calling. Examples include local church ministry, cross-cultural ministry with a missionary/ministry in a foreign mission field, or any other specialized ministry. A minimum of 50 hours of service is required to fulfill the Alternate Degree Internship requirements. *1 credit.*

**INTD2011 Degree Internship:** Students who have successfully completed the Primary Internship, and who are enrolled in the AAS program, must complete 50 additional internship hours in order to fulfill the Degree Internship requirement. Such students will enroll in the Degree Internship. Students are encouraged to fulfill their Degree Internship requirements by serving either at EBIC's Impact Summer Camp, or any other summer camps organized by Elim Fellowship. Students may opt to fulfill the Alternate Degree Internship by seeking out an internship opportunity that is in line with their ministry calling. Examples include local church ministry, cross-cultural ministry with a missionary/ministry in a foreign mission field, or any other specialized ministry. All Alternate Degree Internship options must first be approved by the Ministry Director. Prerequisite: INTP1033 Primary Internship. *1 credit.*

**INTP1033 Primary Internship:** The internship is in collaboration with the New York School of Urban Ministry (NYSUM). The student will have multiple opportunities to experience a wide variety of

ministries and community service outreaches, which serve the needs of people who are disenfranchised, disabled, and homeless. 3 units. Offered Spring Semester.

TASC1001 **TASC Prep:** This course is designed to prepare students to take the Test Assessing Secondary Completion exam. 4 credits. Offered as needed.

THTR1013 **Theatre:** This course focuses on the basic tools and skills that are necessary for effective theatrical productions. The student will be involved in an actual theatrical production during the semester through acting, stage creation, prop compilation, and library research for this play and plays as a literary genre. 3 credits. Offered Fall Semester.

## **PRACTICAL MINISTRY**

MISS3023 **Missionary Life:** This course introduces students to many of the practical aspects of missionary preparation and everyday life on the foreign mission field. The student will be introduced to pre-field preparation topics including spiritual preparation, choosing a mission organization/team, building and maintaining an effective support team, visas, tentmaking, security, and more. The student will also be introduced to practical elements of life on the mission field, including language and culture acquisition, working on a team, communication, security, finances, and various day-to-day practical issues that are unique to cross-cultural life. 3 units. Offered Spring Semester.

MISS3343 **Cultures and Customs:** A study designed to enable students to comprehend the mental, emotional, and moral characteristics of different cultures, including the religious patterns found in various societies. 3 units. Offered Fall Semester.

MNST3013 **Pastoral Ministry:** An introduction into what it means to be a shepherd, with emphasis on the personal spiritual qualities necessary in the making of an effective pastor. 3 units. Offered Fall Semester.

MNST3023 **Management for Christian Leaders:** Students will be exposed to the basic principles of leadership. They will learn how to better lead themselves, others, as well as organizations. Course topics include productivity, emotional IQ, conflict management, servant leadership, caring for volunteers/staff, teamwork, hosting events, leading change, budgeting, and delegation. 3 units. Offered Spring Semester.

MNST3113 **Prophetic Ministry:** Introduction to prophetic ministry in biblical theory and practice. 3 units. Offered Spring Semester.

MNST3133 **Youth Ministry I:** This course will educate the student in the philosophy, principles, foundational elements, and skills necessary for youth ministry. It will train the student to apply Biblical principles to contemporary adolescent culture for effective youth ministry. 3 units. Offered Fall Semester.

MNST3143 **Youth Ministry II:** This course teaches how to develop a comprehensive youth program, relate youth ministry effectively to the total life of the local church, and how the youth worker can balance his or her own life and ministry. 3 units. Offered Spring Semester.

MNST3153 **Pedagogy and Camp Leadership:** This class will focus on two important aspects of ministry to children. First, its pedagogical aspect will train in the areas of childhood religious education curriculum development. Second, it will focus on the areas of children's recreational education and camp organization and administration. 3 units. Offered Spring Semester.

## **PRACTICAL THEOLOGY**

**PRTH101SEC Foundations for Life:** This course focuses on fulfilling the Great Commission at a personal level by teaching students how to establish discipling relationships, nurture young Christians, walk in the Spirit, develop their prayer life, discover their spiritual gifts, live a holy life, attain financial freedom, realize a godly self-image, and maintain physical health. *3 credits*. Offered Fall Semester.

**PRTH102 Victorious Christian Living:** A scriptural exploration of the truth of the promised victory, that is available to the believer in his daily life, through the work of the Cross and the power of the Holy Spirit. *3 units*. Offered Fall Semester. *Non-transferable*.

**PRTH3041 Releasing the Anointing:** This course is a practical study of the Holy Spirit's presence, power, and authority released through the anointing in the lives of individual believers and in the ministry of the Body of Christ, the Church. *1 unit*. Offered Spring Semester. *Non-transferable*.

**PRTH3043 Spiritual Formation RTF:** The Spiritual Formation RTF (release, transformation, freedom) course uses the Restoring the Foundations: Healing and Deliverance material. It walks the student through four areas of spiritual health: 1) Release from ancestral curses, 2) Turning ungodly beliefs into Godly beliefs, 3) Healing for soul and spirit hurts, and 4) Freedom from evil oppression. *3 units*. Offered Fall Semester.

## **SOCIAL SCIENCES**

**COMM2013 Public Speaking and Preaching I:** This course will explore the basics of public oral communication and its application to speaking in a church setting. It will include an examination of the call to preach, forming a message, constructing and delivering a sermon. *3 credits*. Offered Fall Semester.

**COMM3023 Public Speaking and Preaching II:** This course will continue to develop the student's oral communication skills for use in a church setting as a lab course where oral presentations will be the focus of class time and grading. *3 units*. Prerequisite: COMM2013 Public Speaking and Preaching I. Offered Fall Semester.

**HIST2013 History of the Christian Church:** A historical analysis of the Church enabling students to gain an understanding of the primary leaders, movements, and schools of thought throughout the centuries. *3 credits*. Offered Spring Semester.

**HIST2023 History of Ancient Israel:** This course provides an overview of Israel's history highlighting worship practices, significant characters, and major events as recorded in the Old Testament. *3 credits*. Offered Fall Semester.

**MISS3013 History of Missions:** This course covers the history of Christian missions from the book of Acts to the 21st century. It will introduce the student to the major movements and trends of Christian missions over the centuries. *3 credits*. Offered Spring Semester.

**PSYC1013 Marriage and the Family:** The student will learn how to build lifelong relationships as a single or a married person and acquire knowledge of the integral relationship between the Christian Faith and Marriage and Family. *3 credits*. Offered Spring Semester.

**PSYC1033 Crossroads I: Life Coaching:** This course is designed to help students discover how God has revealed His call on their lives through personal revelation, personality design, passion, and past experience to engage them in a life of purpose. *3 units.* Offered Fall Semester.

**PSYC3013 Basic Christian Counseling:** This course is designed to deepen self-awareness, steps leading to personal healing and growth, and increased confidence in helping others with life's problems, through the application of Scripture and through godly human interaction. It will introduce the scope and width of Christian Counseling methodology. *3 units.* Offered Spring Semester.

## **WORSHIP**

**MUSC1001 Worship Piano 1:** Worship Piano 1 is an opportunity to learn the basic skills for playing the piano, especially in a worship setting. The student will learn basic chords and rhythms and will begin to play simple worship music. *1 unit.* Offered as needed.

**MUSC1091 Worship Guitar 1:** Worship Guitar 1 is a practical course of instruction and hands-on learning for the purpose of comprehending and assimilating the music theory knowledge and instrumental techniques necessary to play the acoustic guitar for worship. *1 unit.* Offered as needed.

**MUSC1101 Drum Set 1:** Drum Set 1 is a course for beginners which will prepare you with a good foundation for properly playing the drum set for the accompaniment of worship music. Learn to read basic drum music and develop the ability to listen and play with sensitivity and musicianship. *1 unit.* Offered as needed.

**MUSC2001 Worship Piano 2:** Worship Piano 2 is an opportunity to continue to develop the skills necessary for playing the piano in a worship setting. The course will include further instruction in chord groups, chordal inversions, and rhythmic styles, as well as transposing a song, playing introductions, and transitioning between worship songs. *1 unit.* Offered as needed.

**MUSC2091 Worship Guitar 2:** This is a course for intermediate students and will prepare the student with a good foundation for playing the guitar for the accompaniment of worship music with a worship team. *1 unit.* Offered as needed.

**MUSC2101 Drum Set 2:** A follow-up class to the basic drum class (MUSC1101), the advanced level format is individual lessons that concentrate on a personalized program of growth and development in the more advanced stages of playing drums on a worship team. *1 unit.* Offered as needed.

**MUSC3001 Worship Piano 3:** Worship Piano 3 is a third-level piano course that concentrates on personal growth and development in the advanced concepts of worship music accompaniment. *1 unit.* Offered as needed.

**MUSC3091 Worship Guitar 3:** This is a course for advanced students, and will prepare the student with advanced skills of playing the guitar and for the accompaniment of worship music with a worship team.

**MUSC3023 Worship Leadership I:** A course of instruction for learning how to bring people into the presence of the Lord. The course includes learning the technical skills, the nature of biblical worship, and the heart of the worship leader. *3 units.* Offered Fall Semester.

**MUSC3033 Worship Leadership Lab:** This course equips students with practical skills needed to lead worship in a variety of settings, overseeing and rehearsing worship teams, hands-on training for

operating sound and projection. Two hours of the class are held in the classroom, and the third hour is a student-led, one-hour 'Encounter' evening worship service. *3 units*. Prerequisite: MUSC3023 Worship Leadership I. Offered Spring Semester.

# FACULTY AND ADMINISTRATION

## FULL-TIME FACULTY

**Nathan Sanders**, Program Chair, D. Min.  
*Northeastern Seminary*

Bible, Ministry, Philosophy, Theology

MNST3013 *Pastoral Ministry*; PHIL1013 *Christian Worldview and Ethics*; PHIL1023 *Apologetics I*; PHIL3033 *Apologetics II*; PRTH3043 *Spiritual Formation RTF*; THEO1023 *Evangelism in a Postmodern World*

**Rimon Armaly**, MA

*Trinity International University*

Bible, General Education, Theology

BIBL1033 *Hebrew Poetry and Wisdom Literature*; BIBL2023 *Prophets of Israel*; BIBL2033 *Synoptic Gospels*; BIBL2043 *John's Writings*; BIBL2053 *Acts and Paul's Letters*; LANG3013 *Introduction to Biblical Hebrew*; LANG3033 *Introduction to Biblical Greek*; THEO1013 *Hermeneutics*

**Richard Grout**, Diploma

*Elim Bible Institute*

Music

MUSC1001 *Worship Piano I*; MUSC1091 *Worship Guitar I*; MUSC1101 *Drum Set I*; MUSC2001 *Worship Piano 2*; MUSC2101 *Drum Set II*; MUSC3001 *Worship Piano III*; MUSC3013 *Music Theory I*; MUSC3023 *Worship Leadership I*; MUSC3033 *Worship Leadership Lab*; MUSC3063 *Worship and Cultural Expression*; MUSC3001 *Philosophy of Christian Music*

## PART-TIME FACULTY

**Danuta Case**, Ed. S.

*Regent University*

General Education

CISA1013 *Computer Skills*

**Matthew Slisher**, MA

*Columbia International University*

Humanities, Missions

HUMN3023 *World Religions*; MISS3023 *Missionary Life*; MISS3343 *Cultures and Customs*

**Stacy Cline**, Diploma

*Elim Bible Institute*

Practical Theology, Philosophy

PRTH1013 *Foundations for Life*; PSYC1013 *Marriage and the Family*

## ADJUNCT

**Kenneth Brown**, M.S.

*Continental Theological Seminary*

THEO2013 *Theology II*

**Kathy Buckert, M. Ed.**

*St. Michael's College of Vermont*

Curriculum Development

EDUC1021 *College Success*; ENGL0990 *Remedial Writing*; ENGL1013 *College Composition*;  
ENGL1033 *Writing for Publication*

**Timothy Case, M. Th.**

*University of Wales at Bangor*

Theology

THEO1033 *Theology I*; THEO2013 *Theology II*; THEO2023 *Theology III*, THEO4053 *Theology V*

**Michael Cavanaugh, M. Th.**

*Bakke Graduate University*

COMM2013 *Public Speaking and Preaching I*; COMM3023 *Public Speaking and Preaching II*

**Cana Fuest, M. Ed.**

*Liberty University*

Bible

BIBL1013 *Old Testament Literature*; BIBL1023 *New Testament Literature*; MNST3133 *Youth Ministry I*; MNST3143 *Youth Ministry II*

**Greg Harp, M. Div.**

*Northeastern Seminary*

Psychology

PSYC1033 *Crossroads: Life Coaching*; PSYC3013 *Basic Christian Counseling*

**Wayne Hedlund, MA**

*Regent University*

Ministry

MNST3023 *Management for Christian Leaders*

**Barry Kwallek, MA**

*Eastern Mennonite Seminary*

Bible, History

BIBL2013 *Romans and Galatians*; HIST2023 *History of Ancient Israel*

**Bryan Long, M. Div.**

*Gordon-Conwell Theological Seminary*

Bible, Ministry

BIBL1013 *Old Testament Literature (DE)*; BIBL1023 *New Testament Literature (DE)*;  
THEO1023 *Evangelism in a Postmodern World (DE)*; BIBL2013 *Romans and Galatians (DE)*

**Philip McNeill**, M. Div.  
*Northeastern Seminary*

Ministry

MNST3113 *Prophetic Ministry I*

**Elisabeth Ose**, MA  
*The College of Saint Rose*

General Education

ENGL1013 *College Composition*; ENGL1023 *Advanced Writing*; MNST3153 *Pedagogy and Camp Leadership*; TASC1001 *TASC Prep*

**Meredith Ader**, MLS  
*North Carolina Central University*

General Education

EDUC1021 *College Success*

**Sylvia Evans**, BA in Classical Languages  
*Houghton College*

Practical Theology

PRTH102 *Victorious Christian Life* (non-transferable); PRTH3041 *Releasing the Anointing* (non-transferable)

**Kelly Walsh-Lackey**, BS Music Education  
*Roberts Wesleyan College*

MUSC1121 *Voice – Small Group Lessons* (non-transferable); THTR1013 *Theatre* (non-transferable)

## **PRESIDENT'S CABINET**

Dr. Fred Antonelli, *President*

Danuta Case, *Executive Vice President and Provost*

Rev. Stacy Cline, *Dean of Students*

Mary Lynne Kniley, *Chief Financial Officer*

Andrew Weiler, *VP of Business Affairs*

Emily Sanders, *Assistant Dean of Students*

## **ADMINISTRATION STAFF**

Dr. Fred Antonelli, *President*

Ph.D., LPC

Danuta Case, *Executive Vice President and Provost*

Ed. S., Regent University

Rev. Stacy Cline, *Dean of Students*

Mary Lynne Kniley, *Chief Financial Officer*

MBA, Pennsylvania State University

Andrew Weiler, *VP of Business Affairs*

BS in Organizational Management, Roberts Wesleyan College

Matthew Slisher, *Resident Life Director, Ministry Director*

MA, Columbia International University

Emily Sanders, *Assistant Dean of Students, Campus Life Director*

MBA in Nonprofit Management, Regent University

Cana Fuest, *Registrar*

M. Ed., Liberty University

Leah Wilson, *Marketing Director*

BS, Rochester Institute of Technology

Krista Vann, *Associate Admissions Director*

BA in Psychology and Music, SUNY Oswego

Rev. Richard Grout, *Worship Director, Special Needs Coordinator*

Terry Kelley, *Grounds Coordinator*

BA in Christian Counseling, Christian Bible College

Michael Freeman, *Recruiting Director*

BS in Sports Management, SUNY Cortland

Kyler Hunt, *Food Service Director*

AAS, Elim Bible Institute and College

Meredith Ader, *Head Librarian*

MLS, North Carolina Central University

Alison DiGiacomo, *Student Account Manager*

BA in English Writing, Kean University

Leah Marsh, *Financial Aid Director, Title IX Coordinator*

BS in Business Administration, Liberty (in progress)

Mary Novinger, *Payroll Specialist*  
Jackson Day, *IT Director*  
Computer Science, Heritage College  
Ashley Allen, *Assistant to the Provost, IT Assistant*  
AA in Liberal Arts, GCC  
Gabriel Cepeda, *Student Life Assistant, Worship Assistant and Tech Director*  
AAS, Elim Bible Institute and College  
Kyler Hunt, *Food Service Director*  
AAS, Elim Bible Institute and College  
Ashley Mauer, *IE Analyst*  
AAS, Elim Bible Institute and College  
Conor Waters, *Recruiter*  
AAS, Elim Bible Institute and College  
Jared Pisanzio, *Assistant Cook*  
AAS, Elim Bible Institute and College  
Anna Evert, *Housekeeping Coordinator*  
AAS, Elim Bible Institute and College  
Emily Cepeda, *Financial Aid Officer*  
AAS, Elim Bible Institute and College  
Annette Warsaw, *Library Manager*  
Cheryl Murphy, *Librarian*  
Jack and Darlene Thorpe, *Volunteer Coordinators*

# BOARD OF DIRECTORS

## Officers

Rev. Joseph Nettleton, *Chairman of the Board*

Dr. Fred Antonelli, *President*

Rev. Chris Ball, *Vice-Chairman of the Board*

Mrs. Danuta Case, *Secretary of the Board*

Rev. Chris Leidlein, *Treasurer of the Board*

## Directors

Rev. Fred Antonelli, Ph.D., *LPC, Life Counseling Center, Inc., Easton, MD*

Rev. Chris Ball, *Elim Fellowship, Lima, NY*

Rev. Ronald Burgio, *Chairman of the Board*

Rev. Joshua Finley, *Freedom Church, Bel Air, MD*

Rev. Joseph Nettleton, *Pensacola, FL*

Rev. Jared Ruddy, *Elim Gospel Church, Lima, NY*

Mr. Robert Wallace, *ESA Insurance, Red Creek, NY*

Mr. Brian Johansson, *City Mission, Washington, PA*

Dr. Steve Greene

## Non-Voting Members

Mrs. Danuta Case, *Secretary of the Board*

Rev. Chris Leidlein, *Treasurer of the Board*

## Special Counsel

Rev. Bernard Evans

Rev. David Spencer

# APPENDIX A

## Refund Policy<sup>38</sup>

<b>Applies to:</b>	<b>Students</b>	<b>Overseer:</b>	Student Account Manager
<b>Published in:</b>	Policy Manual Academic Catalog	<b>Reviewers:</b>	
<b>Created on:</b>	7/13/2016	<b>By:</b>	Chris Lampson / Danuta Case
<b>Revised on:</b>	2/14/2020	<b>By:</b>	Rachel Yoder

### Policy Statement:

Refunds are issued when a student accumulates a credit balance on their account due to an overpayment, or a billing adjustment (see Credit Balance Refund section below).

### Tuition Refund Policy

Because tuition costs become a flat rate for full-time students taking 12 – 19 credits/units, adding a course and staying between 12 - 19 credits/units does not cost the student anything. Due to the above, no money will be refunded for dropping a course while still being enrolled for 12 – 19 credits/units. If a student withdraws or drops below 12 credits, then tuition is credited to the student’s account according to the following schedules:

#### Standard (Full Semester) Courses:

Drop period*:	100%
1st week after drop period:	75%
2nd week after drop period:	50%
3rd week after drop period and beyond:	No refund

*\*Fall drop period = 2 weeks / Spring drop period = 3 weeks (due to Week of Prayer)*

#### Condensed Courses:

##### *Eight Week Summer Course*

Drop period:	100%
1st week after drop period:	50%
2nd week after drop period and beyond:	No refund

#### Audit Courses:

Drop period*:	100%
1st week after drop period:	No refund

### Room & Board Refund Policy

Room & Board is refunded to students according to the following schedules:

#### Room:

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<sup>38</sup> TRACS Accreditation Std. II.8, Refund Policy

Drop period*:	100%
1st week after drop period:	75%
2nd week after drop period:	50%
3rd week after drop period and beyond:	No refund

*\*Fall drop period = 2 weeks / Spring drop period = 3 weeks (due to Week of Prayer)*

### **Board:**

Prorated based on the number of weeks a student has attended classes, lived in the dorm and eaten meals. The remaining weeks left in the semester will be refunded based on the weekly charge. One day or five days will both equal a week's charge (no partial week refunds).

**[Refund Calculation: Board cost for the sem. / # of wks. in the sem. = weekly charge x # of wks. remaining in the sem. = **Refund Amount**]**

### Fee Refund Policy

All fees are non-refundable (unless otherwise listed below or noted in the Academic Catalog).

- **Primary Internship Cost**
  - By 5:00 PM on April 1<sup>st</sup> \*: **100%**
  - After 5:00 PM on April 1<sup>st</sup> \*: **No refund**
  - If EBIC cancels the internship, 100% will be refunded.
  - If a different internship arrangement is made prior to withdraw deadline listed above, the difference in cost will be refunded.
  - A student may appeal to the Executive Vice President and Provost to consider special circumstances and grant exceptions.

*\*If April 1<sup>st</sup> is a Saturday or Sunday then the prior business day is the default deadline.*

### Reservation Deposit Refund Policy

The Reservation Deposit is non-refundable, except for first year international students whose VISA's are denied. If an international student is not able to attend due to denial of their student VISA, the Reservation Deposit payment minus any non-refundable fees will be refunded.

Also, refer to the Ephesus Financial Policy for other exceptions.

If a student should decide to defer the Reservation Deposit will remain on their account for up to one calendar year.

If a student withdraws and the balance on their account after all adjustments is less than the Reservation Deposit the difference will be charged to the student's account.

### Involuntary Withdrawal

If a student is asked by Elim Bible Institute and College to leave for financial, medical, family crisis and/or health reasons Elim reserves the right to use a prorated refund schedule for tuition and room and board in cases where it is to the mutual benefit of Elim and the student.

### Credit Balance Refunds

A student may request a review of any credit balance at the end of each semester or sign a form to rollover the available credit to the next semester. Any federal or state monies applied to a student's account will be

handled according to regulations. In order to allow sufficient time to process a non-federal credit balance refund, the Accounting Department requires 30 business days from the receipt of the refund request to the issuance of the refund check.

For incoming students who have paid, but have not attended at that time, refund payments are issued directly to people who made payments on the student's account. If a student withdraws after classes begin or the semester comes to an end, any payment of \$500 or more from anyone other than the student will be issued back to the third party. Any remaining credit balance may be issued directly to the student, though the institution reserves the right to make exceptions, as needed.

Any Federal money applied to the account will be handled according to USED regulations.

Cash refunds will not be issued for credit balances resulting from Institutional Financial Aid.\* If the student does not complete their program or withdraws from EBIC and has a credit on their account and has Institutional Financial Aid, these credits will be reduced to bring the student's balance to \$0.

If a student's account balance is \$0 and they have Campus Employment hours yet to be worked, Elim reserves the right to cancel their remaining Campus Employment hours in order to prevent a credit balance from accumulating, based on Elim's need.

\*If a credit due to worked Campus Employment hours accumulates on a student's account

- The credit will be refunded to the student; or
- If a PLUS Loan is on the account for that semester the credit will go back to the parent/student as indicated on the PLUS Loan paperwork (*see below for details*); or
- The credit will be rolled over to the next semester only with a student's written consent

PLUS Loans and Credit Balance Refunds:

If a credit balance is caused by a Parent PLUS Loan the PLUS Loan application must be reviewed to determine if the student or parent should receive the credit balance resulting from the PLUS Loans. Contact the Financial Aid Office to review the application.

The Financial Aid Office will refer to the PLUS Loan application and check the "Credit Balance Option" field to determine who the credit balance recipient should be.

## Institutional Financial Aid

<b>Applies to:</b>	<b>Students</b>	<b>Overseer:</b>	Financial Aid Director
<b>Published in:</b>	Policy Manual Academic Catalog	<b>Reviewers:</b>	
<b>Created:</b>	10/21/2016	<b>By:</b>	Rachel Yoder / Sarah Ames
<b>Revised on:</b>	2/6/2019	<b>By:</b>	Leah Marsh

### **Policy Statement:**

Institutional financial aid is awarded based on the information provided from a student's Financial Aid Applications (specified below).

All Institutional Aid is intended to be used as a supplement to state and federal financial aid. Any Institutional Aid given to students cannot exceed their total bill minus the Reservation Deposit.

Financial aid awards are subject to adjustments or cancellations due to changes that include, but are not limited to, a student's

- Financial situation
- Enrollment status
- Satisfactory Academic Progress; or
- Residency status

Institutional financial aid includes campus employment and scholarships. Financial Aid is awarded based on a student's need and is applied to tuition, room and board, and mandatory fees (not the Internship Cost).

### **Procedure:**

#### Institutional Financial Aid Eligibility Requirements

1. Be enrolled full-time (12 or more credits/units) in either a certificate or degree program.
  - a. If a student enrolls in less than 12 credits/units at any time their financial aid may be reduced or cancelled accordingly.
  - b. Classes taken for audit are not eligible for financial aid and do not count toward enrollment for purposes of financial aid.
  - c. Should a student choose to change his/her program to Undeclared at any time, their financial aid award may be reduced or cancelled.
- Complete Financial Aid forms by the applicable deadlines
  - Domestic students: a FAFSA Application, Online Interview, NYS TAP Application for NY residents
  - Freshman International students: Income Verification section of Elim's Admission's Application
  - Canadian students: OSAP Application (if a resident of Ontario) and/or Elim's Income Verification Form
  - Students enrolled in the Applied Ministry Certificate Program: None
2. Pay the Reservation Deposit
  - a. A student's financial aid may be revoked if the deposit is not paid on time.
3. Meet the SAP Requirements
  - a. A student's financial aid package may be revoked for the following semester if they fall below a 2.0. For details, please refer to the Satisfactory Academic Progress policy.

4. Be in good standing with the Dean of Students in regard to the Community Life Guidelines as specified in the Student Handbook.

*A student's aid may be decreased or even revoked if they don't live on Campus.*

#### Securing Institutional Financial Aid

In order to secure Institutional Financial Aid Awards, a student will need to pay a Reservation Deposit. If the payment is not received by the applicable deadlines, a student's Institutional Aid award may be revoked. For a concise listing of Important Financial Deadlines reference in the [Academic Catalog](#).

Within the week following the Reservation Deposit deadline(s), the Student's Account Manager will supply the Financial Aid Officer with a list of students who did not pay their Reservation Deposit by the deadlines.

The Financial Aid Office will review all violations and communicate their decision to the student of how their financial aid is affected.

#### Campus Employment

The FA Director awards Campus Employment and all decisions are reviewed and approved by the EVPP. The results are passed to the Administrative Director who administers all aspects of the Campus Employment process.

Campus Employment wages are applied directly to the student's bill, and all awarded hours must be worked in order to receive the full award/package value.

A student may lose their Campus Employment position and therefore, forfeit that portion of their financial aid package for a semester if a student

- Does not submit all the required paperwork by the applicable deadlines
- Accepts early/late Campus Employment, but does not show up for work

If a student fails to meet minimum performance standards (evaluated by their supervisor), is tardy, and/or misses their scheduled shift, their Campus Employment supervisor will address the issue with the student verbally.

If poor performance continues, the Campus Employment supervisor will provide the student with a written notice in the form of an email. After two such emails, a student's Campus Employment hours may be reduced or terminated for that semester.

Under normal circumstances, a student with two written warnings will NOT be granted Campus Employment in the following semester - UNLESS there was a clear change in attitude. If such a change occurs, an appeal to work the next semester would need to be submitted to and approved by the FA Director.

Suspension, missed shifts, incomplete paperwork and/or failure to complete all assigned work hours may result in the loss of Campus Employment hours missed during that time.

#### Withdrawal

If a student withdraws or is required to withdraw before a semester is over, their aid package may be reduced or cancelled. If the student fails to properly withdraw, they may lose their Institutional financial aid. Please reference the Withdrawal Policy in the Policy Manual for details on how to properly withdraw.

Only Campus Employment hours that have been worked prior to a student's withdrawal will be awarded to their account. Any unearned Campus Employment will be cancelled.

#### Refunds and Credit Balances

For information on refunds and credit balances, please refer to the Refund Policy in the Policy Manual.

#### Financial Aid Appeals

If a student wishes to appeal for a change in their Financial Aid package, they will need to email their request to the Financial Aid Officer. The FAO will email the student an appeal form. The completed form will be brought to the Financial Aid Office Director who will decide on the appeal's outcome.

#### Declining Financial Aid

If a student desires to decline any portion of their Financial Aid Package after accepting the aid, they will need to email their request to the Financial Aid Officer.

The Financial Aid Officer will contact the Campus Employment Coordinator—if Campus Employment is being declined—and verify that the student's position has been filled. If the Campus Employment Coordinator releases the student from their Campus Employment, the Financial Aid Officer will decline the student's aid as requested.

## Veterans Affairs

<b>Applies to:</b>	<b>VA Students</b>	<b>Overseer:</b>	Financial Aid Officer
<b>Published in:</b>		<b>Reviewers:</b>	
<b>Created:</b>	8/1/2019	<b>By:</b>	Leah Marsh
<b>Revised on:</b>		<b>By:</b>	

### Policy Statement:

In accordance with Title 38 US Code 3679 subsection (e), Elim Bible Institute and College adopts the following additional provisions for any student using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending. Elim Bible Institute and College will not:<sup>39</sup>

- Prevent nor delay a VA student’s enrollment
- Assess a late penalty fee to the student
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources available to other students who have satisfied their tuition and fee bills to the institution, including but not limited to access to classes, libraries, or other institutional facilities.

However, to qualify for this provision, such students may be required to:

- Produce the Certificate of Eligibility y the first day of class;
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

A Covered Individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill benefits.<sup>40</sup>

Recipients covered by Veterans Affairs funding may attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for Chapter 31 authorization purposes) and ending on the earlier of the following dates:

- The date on which payment from VA is made to the institution
- 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Elim Bible Institute and College will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

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<sup>39</sup> VA Catalog Addendum 2019

<sup>40</sup> PL 115-407 Section 103

## Default Policy

<b>Applies to:</b>	<b>Students</b>	<b>Overseer:</b>	EVPP
<b>Published in:</b>	Policy Manual Academic Catalog	<b>Reviewers:</b>	Admissions Director Ministry Director
<b>Created on:</b>	11/4/2014	<b>By:</b>	Joe Farage
<b>Revised on:</b>	2/7/2019	<b>By:</b>	Danuta Case

### **Policy Statement:**

Elim Bible Institute and College strives to support its students in all aspects of their connection to EBIC. This starts when they first show interest and carries through to graduation and follow up with alumni after graduation.

### **Procedure:**

#### Recruiting

In recruiting, EBIC looks for recruiting events based on their location, cost, and projected audience. We do this in order that we may reach out to high school students, homeschoolers, and others that may be considering options for college. Refer to the Recruiting policy for more details. This time starts when a student shows interest in the college and continues to when they start an application. During this time the Recruitment Event Coordinator and Admissions Director are mainly responsible for the student.

#### Admissions

All admissions application documents are available on EBIC's website or by request by emailing admissions@elim.edu. Once all application documents have been received, we send the application to the Admissions Committee to make a decision on acceptance. Refer to policy the Admissions Requirements policy for specifics on the admissions process as it relates to different students. This time begins when the student starts an application and continues until they are accepted and enrolled or have cancelled. The Admissions Counselor and Admissions Director are ultimately responsible for the student during this time.

#### Ability to Benefit

EBIC does not accept an ability-to-benefit test. (See the Ability-to-Benefit policy.)

#### Exit Interviews

The Ministry Director offers all graduating seniors assistance with career/ministry options. He/she will reach out to all graduating seniors asking to see if they are interested in such assistance. If so, one-on-one meetings are scheduled.

Prior to graduating or leaving college, borrowers are required to complete an exit counseling session. The purpose of the exit counseling session is to help students understand their rights and responsibilities as a Direct Loan borrower. The exit counseling session will consist of the following:

- Online exit session through <https://studentloans.gov/myDirectLoan/index.action>
- Meeting with the Financial Aid Officer who will provide the student with the following information:
  - Tools to estimate and manage debt
  - Repayment options
  - Borrower's responsibilities
  - Options for loan consolidation and possibility of debt forgiveness
  - *Repaying Your Student Loans* publication
  - Student's Loan Servicer Information

#### Follow-up process for graduates

All graduating students are asked to take the Exit Survey in order to assess their learning outcomes and provide the institution with feedback on how to improve various processes. They also take the Exit Bible Test, which provides us with a direct feedback on how much Bible knowledge the graduating students acquired.

Every three years the academic office issues an alumni survey to all our recent graduates asking them to provide us with feedback on our college from an alumni perspective, their job, and ministry status.

#### Graduation and Retention

All Faculty and Staff at EBIC strive to help students to successfully complete the program they enrolled in. Their progress is monitored, and several services are provided in order to help those who are struggling academically. Each student's academic progress is evaluated at mid-semesters. More details are described in the Retention and Academic Disciplinary Action policy.

Executive Vice President and Provost (EVPP) and Registrar are ultimately responsible for the student from the time a student is accepted and enrolled until their graduation. The registrar maintains all student cohorts and the EVPP is responsible for calculating graduation and retention rates, and then presenting the information to the Board of Directors as well as the President's Cabinet.

#### Career Counseling Services

Elim Bible Institute and College offers guidance to graduating students in making career decisions in various ways. For details refer to the Student Handbook in the "Student Services" section under "Career counseling".

## Default Prevention and Management Plan

<b>Applies to:</b>	Students	<b>Overseer:</b>	Financial Aid Officer
<b>Published in:</b>	Policy Manual	<b>Reviewers:</b>	
<b>Created on:</b>	11/5/2015	<b>By:</b>	Danuta Case / Sarah Ames
<b>Revised on:</b>	12/2/2016	<b>By:</b>	Sarah Ames

### **Policy Statement:**

As a new college participating in the Direct Loan program, Elim Bible Institute and College implements the nine Default Prevention and Management Activities given in this Policy.

### **Procedure:**

#### Section I: Early Stages of Enrollment

##### ***Entrance Counseling***

Every student receiving a loan completes Entrance Counseling on Elim's Virtual Financial Aid Office before loans are awarded to them.

Students are required to attend a Workshop on loans done in the Fall by the Financial Aid Office. Literature regarding loans is supplied to each of these students during the Workshop.

##### ***Financial Literacy for Borrowers***

Each EBIC student accepting federal loans will be provided material and the following resources:

1. Accepting a loan for the first time
  - Loan Information
  - SAP Policy
2. While attending Elim
 

Communication of a borrower's enrollment status, academic progress and other relevant information for the prevention and management of loan defaults is a school-wide effort and is the responsibility of the following offices:

  - Financial Aid Office
  - Academic Office
3. At graduation
 

Prior to graduating or leaving college, borrowers are required to complete an exit counseling session. The purpose of the exit counseling session is to help students understand their rights and responsibilities as a Direct Loan borrower. The exit counseling session will consist of the following:

  - Online exit session through <https://studentloans.gov/myDirectLoan/index.action>
  - Meeting with the Financial Aid Officer who will provide the student with the following information:
    - Tools to estimate and manage debt
    - Repayment options
    - Borrower's responsibilities
    - Options for loan consolidation and possibility of debt forgiveness
    - *Repaying Your Student Loans* publication
    - Student's Loan Servicer Information

##### ***Withdrawals***

See Withdrawal Policy for student withdrawing procedures.

***Timely and Accurate Enrollment Reporting***

Timely and accurate enrollment reporting to the Secretary is required by regulation. Elim's Third-Party Servicer reports enrollment status changes to the Secretary once every two months. This ensures that borrowers receive their full grace period, and that the contacts from the loan servicer occur in the appropriate timing and sequence.

***NSLDS Date Entered Repayment (DER) Report***

After students leave Elim Bible Institute and College, the Financial Aid Officer will request the DER Report from the NSLDS monthly and check it against EBIC's information, correcting any errors in the data.

***Late Stage Delinquency Assistance (LSDA)***

Borrowers who are more than 240 days but less than 361 days delinquent in making a payment on a subsidized or unsubsidized student loan are considered in late stage delinquency.

The Financial Aid Officer will help the Direct Loan servicer to stay in touch with Elim alumni borrowers, serving as a liaison between delinquent borrowers and guarantors and the Direct Loan Servicer. The Financial Aid Officer will do this through retrieving delinquency information from NSLDS' Delinquent Borrower Report, contacting the student to inform them of their delinquency and assisting them in resolving their situation.

***Loan Record Detail Report (LRDR) Data Review***

The Financial Aid Officer is responsible for processing EBIC's Cohort Default Rate draft every **February**. The Financial Aid Officer will download default management reports, request the Loan Record Detail Report, review the data and correct incorrect data reflected in their CDR draft within the deadlines established by the Department of Education.

***Analyze Defaulted Loan Data to Identify Defaulter Characteristics***

Financial Aid Officer will gather information to discover who is defaulting at EBIC and why. This information will be used to improve EBIC's default prevention and management practices and initiatives. Information gathered will include: high school attended, demographics, grades and so on.

## Satisfactory Academic Progress (SAP)

<b>Applies to:</b>	Students	<b>Overseer:</b>	EVPP
<b>Published in:</b>	Policy Manual Academic Catalog	<b>Reviewers:</b>	
<b>Created on:</b>	11/13/2015	<b>By:</b>	Danuta Case
<b>Revised on:</b>	6/29/2018	<b>By:</b>	Danuta Case

### Policy Statement:

Federal regulations require that all students make satisfactory academic progress (SAP) in a program of study in order to maintain eligibility for financial aid. Satisfactory progress is a measure of the student's achievement at the end of each semester. It is measured by a qualitative standard (students must maintain a minimum cumulative GPA) and a quantitative standard (students must earn a certain percentage of credits attempted). These standards are consistently applied to all categories of students (full-time and part-time students) and all programs provided at Elim Bible Institute and College.

### Procedure:

GPA, pace of completion, and maximum timeframe will be reviewed at the end of every semester for every program.

### GPA and Pace of Completion Requirements:

#### For full-time students within the AAS program:

AAS			
Term	Cumulative GPA at the end of that term	Minimum earned credits at the end of that term	Maximum Timeframe
First	$\geq 1.0$	Must pass at least 67% of all attempted credits	Up to 150% of the credit hours published as being required for the completion of the program.
Second	$\geq 1.5$		
Third	$\geq 2.0$		
Fourth	$\geq 2.0$		
Fifth	$\geq 2.0$		
Sixth	$\geq 2.0$	62	Up to 93 credits

Launch			
Term	Cumulative GPA at the end of that term	Minimum earned credits at the end of that term	
First	$\geq 1.0$	Must pass at least 67% of all attempted credits	
Second	$\geq 1.5$		
Third	$\geq 2.0$	32	Up to 48 credits

Students who don't meet the above criteria will be placed on financial warning and will be notified in writing.

The following are not included in the GPA calculation:

- Grades from courses dropped within the first 9 weeks of each semester.
- Incomplete grades at the end of a semester.
- Grades from transfer credit hours.

Attempted credit hours are defined as any credits/units the student is enrolled in after the drop/add period every semester. Earned credits are those for which the student earned at least a grade of D- or P.

The following are also counted as attempted credit hours:

- Repeated and non-passing grades will also count as attempted credit hours even if the grade is no longer calculated in the GPA.
- Transfer credit hours accepted by EBIC count as both, attempted and earned credits.
- Credits for courses in which a student receives an I (incomplete) grade at the end of a semester.

The Pace of Completion Ratio is calculated by dividing the student's cumulative earned credits by the cumulative attempted credits.

#### Part-time students:

Students who are enrolled at EBIC on part-time basis are required to meet the same GPA standards as specified above. They also must earn 67% of their attempted credits required for the selected program's completion in order to continue being eligible for federal financial aid.

#### Maximum Timeframe

Maximum credit hours allowed to receive financial aid equal 150% of the credit hours published as being required for the completion of the program.

The maximum limit applies to all attempted credit/unit and transfer hours accepted from any other college, regardless of whether the student received financial aid to pay for the courses. After a student has attempted credits/units beyond the maximum timeframe, he/she is no longer eligible to receive federal financial aid at EBIC.

#### Financial Aid Warning:

Students who fail to meet the SAP standards will receive one subsequent term of financial aid while given Financial Aid Warning status. This status may only be assigned to students who were meeting SAP requirements in the prior semester or this is their first term.

A student will be placed on financial aid suspension at the end of the financial aid warning period if he or she fails to attain the required standards. While on suspension a student is not eligible for any financial aid. However, such students may attend EBIC at their own expense until the above standards are met.

#### Financial Aid Appeal:

Students who have faced extraordinary circumstances may appeal the denial of financial aid to the Executive Vice President and Provost. Supporting written documentation of the circumstances explaining why the student was not able to meet the SAP standards must be submitted. The documentation must also include explanation of what has changed (or will change) that will allow the student to once again meet the SAP requirements.

#### Financial Aid Probation:

When a student's SAP appeal is approved, a student will be assigned a status of Financial Aid Probation and is once again eligible to receive financial aid. An academic plan will be developed in order to increase

the likelihood of his/her academic success. Failure to follow such a plan will result in the loss of financial aid eligibility for future semesters at EBIC.

**Financial Aid Suspension:**

Students will be placed on Financial Aid Suspension if they:

- Are not meeting the SAP standards at the end of their Financial Aid Warning semester.
- Have attempted more than 150% credits required to complete their certificate/degree program.
- Failed to follow the terms of their academic plan while being assigned the Financial Aid Probation status.

**Regaining good academic standing:**

Students who have been given a Financial Aid Denial Status will remain in that status until they meet the SAP criteria specified above. Students may regain good academic standing and financial eligibility by successfully completing courses previously failed or courses passed with a “D” at their own expense and raising their cumulative GPA. They will still be evaluated for pace and maximum timeframe in the educational program.

**SAP for TAP**

In accordance with Section 145-2.2 of the Regulations of the Commissioner of Education, each institution participating in State student financial aid programs determines a student’s academic standing based on satisfactory academic progress standards approved by the Commissioner. The approval is required for continuation of state student financial aid programs. Since this chart doesn’t distinguish between term GPA and cumulative GPA, the following minimums have been established.

Note: The chart expresses a minimum cumulative GPA required at the beginning of the given semester. If that is not met – a student will become ineligible to receive TAP for that semester.

<b>Before being certified for this payment:</b>	First	Second	Third	Fourth	Fifth	Sixth
A student must have accrued at least these many credits:	0	9	18	30	42	52
With at least this grade point average (GPA):	0	1.0	1.5	2.0	2.0	2.0

## Return of Title IV Funds

<b>Applies to:</b>	<b>Students</b>	<b>Overseer:</b>	Financial Aid Officer
<b>Published in:</b>	Policy Manual	<b>Reviewers:</b>	
<b>Created on:</b>	10/8/2015	<b>By:</b>	Sarah Ames
<b>Revised on:</b>	10/4/2017	<b>By:</b>	Sarah Ames

### **Policy Statement:**

Upon request Elim will provide: 1) any refund policy with which the school must comply, 2) the requirements for the treatment of Title IV funds when a student withdraws, 3) the requirements and procedures for officially withdrawing from the school, and 4) how post-withdrawal disbursements (PWD) will be processed.

### Return of Title IV Requirements

- A student who never began attendance at Elim will not require a Return of Title IV (R2T4) calculation
- A student is considered to have withdrawn if they do not complete all the days in the payment period (semester) that they were scheduled to complete.
- If a student withdraws after the sixty percent point of the semester, the student has earned one hundred percent of the scheduled Title IV funds and no Return of Title IV (R2T4) calculation will be required.
- A student who withdraws, however, before the sixty percent point in a semester will need the R2T4 calculation completed.

NOTE: If a student withdraws before Title IV funds are disbursed, Elim determines the Title IV funds earned by the student and follows the procedures for making a post-withdrawal disbursement. This is completed even if a student paid all institutional charges and ceased enrollment prior to Title IV funds being disbursed.

### **Procedure:**

#### Definitions

For the purposes of this policy, the term “Title IV Funds” includes: Federal Pell Grants, Federal Direct Loans, Federal Parent (PLUS) Loans, and Federal Supplemental Educational Opportunity Grants (FSEOG). Calculations are not required for the Federal Work-Study Program, because wages are earned through work, not through attendance.

For this policy, “Title IV grant or loan assistance” includes assistance only from the Direct Loan, Federal Pell Grant and FSEOG programs (this does not include the non-Federal share of FSEOG awards).

Calendar days – all days within the semester a student was scheduled to complete. Calendar days include every day of the week, including weekends. Scheduled breaks of at least five consecutive days are excluded from the number of calendar days in a semester a student was scheduled to complete.<sup>41</sup>

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<sup>41</sup> From FSA Handbook 5-72 through 5-73

### Necessary Steps

- Document a student's withdrawal date, which is always the last date of their academic attendance
- Confirm a student's withdrawal date within **fourteen days** of a student's last date of attendance (referred to as date of determination)<sup>42</sup>

### Unofficially Withdrawn Students

A student will be considered unofficially withdrawn if they

- Stop attending without officially withdrawing<sup>43</sup>; or
- Do not earn a passing grade in at least one course over an entire semester (Unless Elim can document that they attended school but failed that semester)

When a student withdraws during a semester, the amount of Title IV funds that they earned up to that point is determined on a pro rata basis. For example, if a student completed 30% of the semester, they earn 30% of the aid they were originally scheduled to receive. Once a student has completed more than sixty percent of the semester, they earn all the aid they were scheduled to receive for that semester.

### *Calculation Formula*

$$\frac{\text{the total number of calendar days in the semester}}{\text{the number of calendar days completed before the student's date of determination}} = \text{Percentage of semester completed}$$

### Post-Withdrawal Disbursement

If a student's total amount of Title IV grant and/or loan aid earned (Direct Loan, Pell Grant and FSEOG) is greater than the amount of Title IV and/or loan aid disbursed to the student or for them via a parent PLUS loan:

- The difference will be treated as a post-withdrawal disbursement

A post-withdrawal disbursement will be made from available grant funds before available loan funds. If outstanding charges exist on a student's account, Elim will credit the student's account with all or a portion of any:

- Grant funds that make up the post-withdrawal disbursement
  - These can only be applied towards tuition, fees and room and board charges (Elim will need the student's permission to use grant funds for all other school charges.)
- Loan funds that make up the post-withdrawal disbursement (Only after obtaining confirmation from student or parent (in the case of a PLUS loan))

Elim will directly disburse to the student—no later than **forty-five days** after their date of determination—any post-withdrawal grant funds not credited to the student's account.

A post-withdrawal loan disbursement will only be done after Elim obtains the student's or parent's (in the case of a PLUS loan) confirmation that they still desire to have the loan funds disbursed. A written notification will be sent to the student or parent within **thirty days** of the date of determination, and will include several required criteria (see Notification Template).

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<sup>42</sup> If a student provides notification to the school of his or her withdrawal prior to the date that the school normally would determine that the student withdrew, the date of determination is the date of the student's notification. The school is NOT required to administratively withdraw a student who has been absent for 14 days (or less if applicable). However, after 14 days, it is expected to have determined whether the student intends to return to classes or to withdraw.

<sup>43</sup> For the Elim's official withdrawal procedure reference the Withdrawal Policy in the Policy Manual.

Based on when a student or parent responds to the written notification, EBIC will follow these procedures:

- Timely Response – When a student or parent confirm a post-withdrawal disbursement of loan funds credited to the student’s account or confirm their desire to receive all or a portion of a direct disbursement of the post-withdrawal disbursement of loan funds, Elim will disburse the funds as requested no later than **one hundred and eighty days** after the date of determination.
- Late Response (do not respond within **twenty-five days** from when the notification was sent) – Elim will notify a student or parent if it is decided that a post-withdrawal disbursement of loan funds, as requested, will be made or not due to their late response.
- Do not Respond – No portion of the post-withdrawal disbursement loan funds will be credited to the student’s account or disbursed to the student.

Elim will document in a student’s file the result of any notification made including

- Whether the student accepted or declined the loan funds; and
- The final decision made concerning the disbursement

#### Return of Funds/Overpayment

If a student’s total amount of Title IV grant and/or loan aid earned is less than the amount of Title IV grant and/or loan aid disbursed to the student or parent (PLUS loan):

- The difference must be returned by Elim and/or the student back to the Title IV programs; and
  - A student is not required to return a portion of a grant overpayment that is equal to or less than fifty percent of the total grant aid that was disbursed or that could have been disbursed to them for the semester. Neither are they required to return it if a grant overpayment amount is fifty dollars or less.
- No additional disbursements will be made to the student for that semester

Elim will notify a student within **thirty days** of the date of determination when the student owes a grant or loan overpayment.

The loan overpayment is returned by the student/parent to:

- Any Title IV loan program in accordance with the terms of the loan within **forty-five days**.

A student who owes a grant overpayment will remain eligible for Title IV aid through and beyond **forty-five days** from the date Elim sent them a notification of the overpayment, if:

- A student repays the overpayment in full to Elim
- A student enters into a repayment agreement with Elim, which will include terms that permit a student to repay the overpayment while maintaining their Title IV aid eligibility
  - Repayment in full must be within two years of the date of determination
- A student signs a repayment agreement with the US Secretary of the Department of Education (ED), which will include terms that permit a student to repay the overpayment while maintaining their Title IV aid eligibility

Elim will report the overpayment to the NSLDS:

- If a student does not pay the overpayment in full or enter into a repayment agreement with Elim or the Secretary of ED before **forty-five days** after Elim sent the overpayment notification to the student; or
- Any time a student fails to meet the terms of the repayment agreement with Elim or the ED Secretary

A student with an overpayment becomes ineligible for Title IV aid:

- If the student does not pay the overpayment in full or enter into a repayment agreement with Elim or the US ED Secretary following the **forty-five day** period after receiving the overpayment notification; or
- Any time of the date a student fails to meet the terms of the repayment agreement with Elim or the US ED Secretary

Elim must return Title IV funds no later than **forty-five days** after the date of determination:

Title IV aid disbursed to a student as of the date of determination-the amount of Title IV aid earned by the student  
 = amount Elim owes for R2T4

Total institutional charges owed by the student for the semester  
 × the percentage of Title IV aid the student did not earn = amount of funds to be returned

After Elim returns the unearned funds for which it is responsible, the following calculation is done:  
 Student's total amount of unearned Title IV aid- unearned aid that Elim is required to return  
 = student and/or parent's amount owed for R2T4

***The order of the return of Title IV funds is as follows:***

- Unsubsidized Federal Direct Loans
- Subsidized Federal Direct Loans
- Federal Direct PLUS Loan
- Federal Pell Grant
- Federal Supplemental Opportunity Grant
- Other State Aid
- Private and Institutional Aid

Institutional Refunds

See Refund Policy

Late Disbursements

An otherwise eligible student becomes ineligible to receive Title IV funds on the date that

- The student is no longer enrolled at Elim as at least a half-time student for the period of enrollment for which a Direct Loan was intended; or
- The student is no longer enrolled at Elim for the award year—applicable to awards under the Federal Pell Grant and FSEOG programs.

A student who becomes ineligible (or the student's parent for a PLUS loan), qualifies for a late disbursement if before the date the student became ineligible\*

- The ED Secretary processed a SAR or ISIR with an official expected family contribution and
  - Elim certified or originated a Direct loan; or
  - Elim gave an FSEOG award to the student

\*Limitations:

- Elim may not make a late disbursement of any Title IV funds unless it received a valid SAR or a valid ISIR for the student by the deadline date established by the ED Secretary in a notice published in the [FEDERAL REGISTER](#).
- Elim may not make a late disbursement later than **180 days** after the date of determination; or for a student who did not withdraw, **180 days** after the date the student became ineligible.
- Elim may not make a second or subsequent late disbursement of a Direct loan unless the student successfully completed the period of enrollment for which the loan was intended.

- Elim may not make a late disbursement of a loan under the Direct Loan program if the student was a first-year, first-time borrower unless the student completed the first 30 days of his or her program of study.

Provided a student who becomes ineligible satisfies the above conditions, Elim is allowed to make late disbursements in the following manner and for the following circumstances

- If the student withdrew during a semester, Elim must make any post-withdrawal disbursement required
- If the student successfully completed the semester, Elim will provide the student (or parent) the opportunity to receive the amount of Title IV funds that the student (or parent) was eligible to receive while the student was enrolled at Elim.
  - For a late disbursement in this circumstance, Elim may credit the student's account to pay for current and allowable charges, but must pay or offer any remaining amount to the student or parent
- If the student did not withdraw but ceased to be enrolled as at least a half-time student, Elim may make the late disbursement of a Direct loan to pay for educational costs that Elim determines the student incurred for the period in which the student was eligible.

Refund Deadlines/Requirements\*

Confirm student's withdrawal date	14 days (from their last day of attendance)
Send notification for loans to students and/or parents	30 days (within date of determination)
Send notification to students of grant overpayment	30 days (within date of determination)
Elim Performs R2T4 calculations	5 days (after date of determination)
Post-withdrawal Disbursement of grant funds to student	45 days (after date of determination)
Elim students or parents Return funds	45 days (within date of determination)
Student/parents do R2T4	45 days (after written notification)
No post-withdrawal disbursement of loan funds if no response to notification	25 days (after the written notification was sent)
Post-withdrawal Disbursement of loan funds to student/parent	180 days (after date of determination)
Late Disbursement	180 days before date of determination

\*Note:

Any action taken after a deadline in this policy, even a correction, is a violation of that deadline.

## Penalties for Drug Law Violations

<b>Applies to:</b>	<b>Students</b>	<b>Overseer:</b>	Financial Aid Officer
<b>Published in:</b>	Policy Manual	<b>Reviewers:</b>	
<b>Created on:</b>	2/2/2016	<b>By:</b>	Sarah Ames
<b>Revised on:</b>	2/28/2019	<b>By:</b>	Danuta Case

### **Policy Statement:**

Elim recognizes the danger to one's physical and psychological well-being in the non-medical or recreational use of certain substances. Therefore, members of the community are to abstain from the use of:

- Controlled substances, marijuana, hallucinogens, depressants, stimulants, and narcotics, unless prescribed by a physician.

The above are not to be personally used, possessed, sold or distributed on or away from the campus.

Per Federal regulations each college must provide to every student upon enrollment a separate clear and conspicuous written notice with information on the penalties associated with drug-related offenses.

An illegal drug is a controlled substance as defined by section 102(6) of the Controlled Substances Act (21 U.S.C. 801(6) and does not include alcohol or tobacco.

### **Procedure:**

#### **Penalties for Drug Law Violations per Federal Guidelines**

Federal guidelines (34 CFR 668.40) mandate that a federal or state drug conviction can disqualify a student for Federal Student Aid funds (including grants, loans and campus employment). A student who has been convicted for the possession or sale of illegal drugs while enrolled and receiving Federal Student Aid (FSA) funds are ineligible for FSA funds—convictions occurring outside of this time do not count.

A conviction means only a conviction that is on a student's record. A conviction that was reversed, set aside, or removed from the student's record does not count, nor is a determination or judgment arising out of a juvenile proceeding.

*Each incoming Freshmen will receive this policy via email from the FA Officer in the beginning of their first semester.*

The chart below illustrates the period of a student’s ineligibility for Federal Student Aid funds.

	<b>Possession of Illegal Drugs</b>	<b>Sale of Illegal Drugs</b>
<b>First offense</b>	1 year from the date of conviction	2 years from date of second conviction
<b>Second offense</b>	2 years from date of conviction	Indefinite period
<b>Three or more offense</b>	Indefinite period	Indefinite period

A student may regain eligibility the day after the period of ineligibility ends or when he/she successfully completes a drug rehabilitation program after their most recent drug conviction.

**Standards for a Qualified Drug Rehabilitation Program**

A qualified drug rehabilitation program includes at least two unannounced drug tests and satisfies at least one of the following requirements:

- Has received or is qualified to receive funds directly or indirectly under a Federal, State, or local government program;
- Is administered or recognized by a Federal, State, or local government agency or court;
- Has received or is qualified to receive payment directly or indirectly from a Federally- or State-licensed insurance company
- Is administered or recognized by a Federally- or State-licensed hospital, health clinic or medical doctor

## Pell Disbursement for Books and Supplies

<b>Applies to:</b>	<b>Students</b>	<b>Overseer:</b>	Financial Aid Officer
<b>Published in:</b>	Policy Manual	<b>Reviewers:</b>	
<b>Created on:</b>	2/18/2015	<b>By:</b>	Sarah Ames
<b>Revised on:</b>	09/19/2017	<b>By:</b>	Sarah Ames

### **Policy Statement:**

The Accounting Department provides, no later than seven days after the start of each semester, funds for Federal Pell Grant eligible students to purchase their required books, if:

- Ten days before the beginning of the semester, Title IV funds could have been disbursed; and
- Disbursed funds would have created a Title IV credit balance

The amount Elim provides to these students is the lesser of

- The presumed Title IV credit balance: or
- The amount needed by the student, as determined by Elim

The Accounting Department notifies the Financial Aid Office of students eligible for this provision for books. Eligible students are then notified of their eligibility via email from the Financial Aid Office a week before classes begin.

If an eligible student wishes to receive Elim's provision for books and supplies, they must contact the Financial Aid Office by 5pm on the first day of classes. If a student does not contact the Financial Aid Office by that time, it is assumed that they would like to opt out of this provision for books and supplies.

If a Federal Pell Grant eligible student chooses to use Elim's provision for books and supplies, as written above, the student is considered to have authorized Elim to use the Title IV funds in that way and Elim does not need to obtain a written authorization to disburse the funds.

The amount Elim provides to these students will not exceed the cost of required textbooks and will not exceed the Title IV funds they are eligible to receive.

## Student Fee Description

### **On-Campus Student Fee** *(\$250 per semester)*

- Student Technology Resources
- Library Resources
- IT Support
- Academic Advising
- Academic Support
- Career Services
- Student Ministries
- Campus Life Activities
- Campus Security
- Student Government
- Gym Facilities
- Residential Laundry Facilities

### **Online Student Fee** *(\$150 per semester)*

- Student Technology Resources
- Library Resources
- IT Support
- Academic Advising
- Academic Support
- Career Services



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