



Word of Life[®]
Bible Institute

Course Catalog

2021 - 2022



FROM THE CHANCELLOR

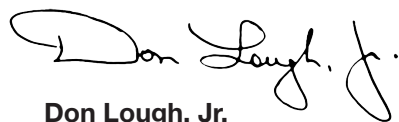
Welcome and thank you so much for prayerfully considering spending a year or two with us. It would be such a privilege to have you on our campus in New York or one of our teaching sites in Florida, Ontario, Quebec, Korea, Uganda, or Hungary.

The Word of Life Bible Institute is an incredible place to build a biblical foundation for life. Imagine being immersed in the Word of God every day and then having the opportunity to put it into action in a local church ministry, youth camp, community outreach or even as part of Open Air Evangelism, sports, or a music team. You learn the Word and then live it out! As a staff and faculty, you need to know our focus transcends the classroom. We want to train and prepare you for a life of service for Jesus Christ.

As you look through the pages of this catalog, it is impossible to miss that the Bible is at the core of all we do and offer. Resident professors, combined with widely-known adjunct faculty, will challenge you with the Word of God – perhaps like never before. There's simply no better place to get into the Word and to grow in your walk with the Lord. I know, because my time at the Bible Institute was one of the best years of my life.

Please let us know how we can pray for you and serve you as you consider God's direction for the days ahead.

I'm looking forward to meeting you soon.

A handwritten signature in black ink that reads "Don Lough, Jr." with a stylized flourish at the end.

Don Lough, Jr.

Chancellor

TABLE OF CONTENTS

3	OUR FOUNDATION
10	ADMISSIONS
16	STUDENT LIFE
19	MINISTRY
22	ACADEMICS
38	TEACHING SITE ADDENDUMS
72	ADDENDUMS

I OUR FOUNDATION

PHILOSOPHY

Word of Life Bible Institute as an educational institution has developed its entire program around a particular philosophy of education. This philosophy of education is based on three key words: Know (Study), Grow (Life), and Show (Ministry). These three words characterize our approach to education.

Believers are commanded to study the Word of God, accepting it as their foundation and authority. Since discipleship and character-building are the responsibility of godly leadership, we need to build an institution that will educate students in biblical doctrine and conduct through the classroom and lifestyle of our staff. Our goal is to produce students who practice excellence in their Christian life, bringing glory to God.

BIBLICAL PRINCIPLES

A. **2 Timothy 2:15**

We believe that the Bible is not only the foundation for morality, but it is also authoritative in every area that it addresses. It is, therefore, the beginning of wisdom and a prerequisite for any academic endeavor.

B. **Colossians 2:6-7**

We believe that any area of Bible study must be built on a proper relationship with Jesus Christ.

C. **2 Timothy 2:1-2**

We believe that intellectual “knowing” is only a beginning step and that a student has not learned until he/she has put this knowledge into practice.

D. **Colossians 1:9-11, 2:8-9; Titus 2:7-8**

We believe that character development is a legitimate concern of education.

E. **Ezra 7:10; 1 Corinthians 4:15-16; Matthew 28:19-20**

We believe that staff and faculty are more than teachers. They are role models and, as such, must display Christian character and commitment before the students.

F. **2 Timothy 3:16; Titus 2:1**

We believe that doctrine is the foundation for all our endeavors.

MISSION STATEMENT

The mission of Word of Life Bible Institute is to educate each student within a rigorous academic and structured discipleship atmosphere, preparing him or her to live a life of maximum effectiveness for the Lord.

PROGRAM OBJECTIVES

In keeping with Word of Life Bible Institute's philosophy of education and subsequent mission statement, our program is uniquely three-faceted. Our institutional mission statement reflects these three components:

1. Knowledge (Study) – *The mission of Word of Life Bible Institute is **to educate each student within a rigorous academic** and structured discipleship **atmosphere**, preparing him or her to live a life of maximum effectiveness for the Lord.*

2. Growth (Life) – *The mission of Word of Life Bible Institute is **to educate each student within a rigorous academic** and **structured discipleship atmosphere**, preparing him or her to live a life of maximum effectiveness for the Lord.*

3. Show (Ministry) – *The mission of Word of Life Bible Institute is to educate each student within a rigorous academic and structured discipleship atmosphere, **preparing him or her to live a life of maximum effectiveness for the Lord.***

We want every student to be equipped with a working and practical **knowledge** of the Word of God and sound doctrine (**STUDY**). We also want every student to be pushed to **grow** through our program and equipped with the tools needed to continue growing after their time here (**LIFE**). We endeavor to see this knowledge and growth **show** itself in students' lives in practical ways through ministry to others (**MINISTRY**). As such, the Word of Life Bible Institute program is administered jointly by the Academic Department (Study), Student Life Department (Life), and Ministries Department (Ministry). It is our conviction that all three of the facets (study, life, and ministry) are interwoven, and that an excellent biblical and theological education must evidence all three. Consider our program objectives below in light of these three facets:

Academic Objectives (Study)

Students who complete the program should be able to:

- A. Understand the context, content, and contribution of every book of the Bible.
- B. Understand the basic doctrines and history of Christianity.
- C. Understand the historical, grammatical, and literal hermeneutical approach and its application to Scriptures.
- D. Understand how to take biblical and theological knowledge and apply it to life and ministry in any given context (Practical Theology).
- E. Understand and implement effective research and writing techniques.
- F. Think critically from a Christian worldview about their studies, life, and ministry.

Student Life Objectives (Life)

Students who complete the program should be able to:

- A. Develop and incorporate spiritual disciplines into daily life with the goal of long-term spiritual success.
- B. Learn and apply biblical principles of leadership within various contexts.
- C. Learn and apply principles of discipleship within various contexts.

Ministry Objectives (Ministry)

Students who complete the program should be able to:

- A. Understand principles and techniques of ministry.
- B. Incorporate various principles and techniques into real-world ministry opportunities.

PROGRAM

Word of Life Bible Institute is a two-year, non-degree granting institution whose high academic standards are recognized by most Christian colleges. The emphasis of the freshman year is Biblical Foundation, and it is offered at several locations around the world. The emphasis of the sophomore year is Ministry Foundation, and it is offered at the main campus located in Pottersville, New York. Students who complete the freshman year receive a Bible Certificate. A diploma is awarded for the successful completion of both years of the program. Each year is comprised of two academic semesters followed by a Ministry Practicum.

Word of Life Bible Institute is accredited by the Transnational Association of Christian Colleges and Schools (TRACS), which is an accrediting agency for Christian, postsecondary education that is recognized by the United States Department of Education (USDE). Word of Life Bible Institute is listed in the Accredited Institutions of Postsecondary Education Directory.

STATEMENT OF FAITH

1. We believe that the Scriptures of the Old and New Testament are verbally inspired of God, and they are without error in the original writings, and they are the supreme and final authority for faith and life.
2. We believe in one God, Creator and Sustainer of the universe, Who is eternally existent in three persons – Father, Son, and Holy Spirit.
3. We believe in the Deity of Jesus Christ; His virgin birth; sinless life; His death to pay the penalty for our sins; His bodily resurrection; His exaltation to God's right hand, and His personal, imminent, pretribulational and premillennial return.
4. We believe that all men have sinned, and, therefore, guilty before God and are under His condemnation.
5. We believe that all who by faith receive Jesus Christ are then born again of the Holy Spirit, therefore, children of God and eternally saved, and that the Holy Spirit dwells within every believer to enlighten, guide, and enable the believer in life, testimony, and service. We believe that God answers the prayers of His people and meets their needs according to His purpose.
6. We believe that God gives spiritual gifts to all believers for the building up of the Body of Christ. However, the miraculous sign-gifts of the Spirit, such as tongues and healings, were limited to the early church.
7. We believe in the bodily resurrection of the just and unjust, the everlasting blessedness of the saved in Glory, and the everlasting conscious punishment of the lost in hell.
8. We believe that all believers are called to a life of separation from all worldly and sinful practices and alliances.
9. We believe that from the beginning with Adam and Eve, God ordained marriage as only between a man and a woman. All sexual activity outside of marriage, including homosexual practices, is in direct contradiction to God's Word and His institution of the home.
10. We believe that God wonderfully and immutably creates each person as male or female for His glory. These two distinct, complementary genders together reflect the image and nature of God, and the rejection of one's biological gender is a rejection of God's decreed will and good plan for humanity and the individual.

A Statement on the Historicity of Genesis

Word of Life Bible Institute is committed to the historical and factual accuracy of the Book of Genesis. Therefore, we teach a recent creation of the entire universe and all forms of life in the six, 24-hour days of the Creation Week. We believe that Adam and Eve were the first man and woman and that all of mankind has descended from them and has inherited a sin nature from their fall into sin, resulting in a cursed creation. We believe in a personal Satan who led some of the angels to rebel, enticed Eve to eat the forbidden fruit, and continues to oppose God's program for human history. We believe in a worldwide flood which explains the disappearance of certain species recorded in the fossil record, the subsequent development of mankind from Noah, and the creation of language groups and nations from God's intervention at the Tower of Babel. We believe that Satan's attempt to overthrow God is doomed to fail and that the Lake of Fire has been prepared as a place of eternal conscious punishment for him, his demons, and all humans who reject Christ.

STANDARD OF CONDUCT

1. Word of Life Fellowship, Inc., including domestic and foreign affiliations under the Word of Life structure, is dedicated to the Lordship of Christ in all areas of life. The distinctives of Word of Life lay in its philosophy and goals. The Word of Life family is a community of a board of directors, staff members and students (hereafter referred to as "associates"). Each associate consequently bears certain responsibilities and obligations within the organization for the implementation of its philosophy and goals. In order that the organization functions efficiently and its goals be realized, it is necessary that there be a mutual commitment to a corpus of standards which involve the willing surrender of certain individual purposes and goals.
2. Word of Life follows specific biblical principles which relate to Christian behavior. Therefore, Word of Life prohibits practices, which are clearly forbidden by the Word of God, such as drunkenness, sexual immorality, dishonesty, and the like (I Corinthians 6:9-20). Further, to expect associates to exemplify Christian love, consideration for the rights of others, honesty, and a high sense of Christian ethics is to expect only that which the Word of God teaches to be primary in the character of the Christian (Ephesians 4:24-5:8).
3. Word of Life is firmly committed to a literal interpretation of the Bible and rejects any attempt to "reinterpret" Scripture in light of "modern" moral or psychological theories. In the biblical account of creation, the family was the first societal institution ordained by God (Genesis 1:27, 2:18-22). Furthermore, Scripture plainly declares that the first two humans created by God were a man and a woman (Genesis 1:27, 2:18-22). God joined the man and woman in the holy rite of matrimony and commanded them to be fruitful, multiply, and replenish the earth (Genesis 1:28). Therefore, the only legitimate marriage is the joining of one man and one woman (Genesis 2:24, Romans 7:2, I Corinthians 7:10, Ephesians 5:22-23).
4. In both the Old and New Testaments, God has commanded that no intimate sexual activity should take place outside of a marriage between a man and a woman. Accordingly, all forms of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex (Genesis 2:24, 19:5, 13, 26:8-9, Leviticus 13:22, 18:1-30, Romans 1:26-29, I Corinthians 5:1, 6:9, I Thessalonians 4:1-8, Hebrews 13:4).

Since Word of Life believes that all sexual activity outside of marriage, including homosexual practices, are in direct opposition to God's Word and constitutes a direct contradiction to God's institution of the home, Word of Life will not employ or continue to employ men or women who promote or participate in homosexual behavior or any other sexual activity outside of marriage.

5. Word of Life recognizes the principles of Christian liberty within the sphere of those things, which are intrinsically innocent. However, Word of Life also recognizes that liberty needs to be restricted in certain instances. Scriptural precedent is found in Acts 15 and Romans 14, where certain practices inherently innocent were forbidden because they could do spiritual harm to other members of the Christian community.

Verses for reference include:

- 1 Corinthians 6:12 – Lawful, but not expedient (not profitable for our good).
 - 1 Corinthians 10:23 – Lawful, but not edifying.
 - 1 Corinthians 8:9 – Could be a stumbling block.
 - Romans 1:32 – Christians are different and, by living like the world, we approve of it. There should be no pleasure in watching sin.
 - Ephesians 5:6-7, 11 – Don't be deceived with vanity and participate in it.
 - Colossians 3:17 – Make sure it pleases the Lord, not the emotions - flesh or self.
 - Hebrews 12:1-2 – Lay aside weights as well as the sin.
6. Certain principles of conduct are a necessary part of the effort to establish an atmosphere within which the goals of Word of Life can be realized. For this reason and in an effort to maintain a consistent and above-reproach testimony to youth, Word of Life requires associates to refrain from the possession or use of alcoholic beverages, all smoking products, recreational and illicit drugs, gambling, and social dancing. Ceremonial dancing at special family events such as weddings and anniversaries is permitted. Biblical discretion and restraint will be exercised in all choices of entertainment, including radio, television, all forms of audio and visual recordings, movies, stage productions, computer and video gaming, various forms of literature and social media (Psalm 101:3, Romans 14:13-17, I Corinthians 9:22-23, I Corinthians 10:31, 2 Corinthians 6:3, Philippians 4:8, Ephesians 5:3-4, I Timothy 4:12, Titus 2:12). Furthermore, it is expected that associates will actively support a local Bible-believing church through service, giving, and allegiance (Hebrews 10:24-25).
 7. Word of Life rejects the principle that exposure to and/or experimentation with doubtful and objectionable practices is essential to the development of moral or intellectual discernment and/or discrimination. Word of Life reserves the right to make the final decision in any questionable area.
 8. Word of Life recognizes that observance of Word of Life standards does not comprise the whole of an individual's responsibility to God and hence does not necessarily indicate that one is living a life of full commitment. The philosophy of Word of Life, however, maintains that willingness to obey these standards shows a maturity and spiritual concern for the whole Christian community (Galatians 5:13-24).
 9. Conduct that is an offense to good taste, sound morality, or Christian propriety will not be acceptable. While some may not have personal convictions wholly in accordance with Word of Life standards, the purpose underlying them necessitates the honorable obedience to them. If an individual can no longer in integrity conform to them, that person should withdraw from Word of Life. Willful disobedience of these standards will bring about dismissal from Word of Life immediately.
 10. To ensure the doctrinal position of Word of Life will be maintained in an uncompromising manner and believing a consistent and exemplary life should be expected of those who undertake the instruction and guidance of Christian youth, it is required that those associated with the organization shall individually affirm by signing the following at the time of initial association and shall so reaffirm at such time as determined by Word of Life.

COMMITMENT TO INTEGRITY

The Word of Life Bible Institute (WOLBI) is devoted to operating with integrity in all respects. While operating with integrity is widely considered to be a “best practice,” regardless of the professional or personal endeavor, we understand that it is more than just that. It is a God-given mandate (Titus 2). It is not optional and is a powerful way for believers to adorn the Gospel of Jesus Christ, bringing others to glorify God (1 Peter 2:12). This biblical basis for integrity is reflected in the second point of WOLBI’s institutional standard of conduct and is expected of all staff, faculty, and students:

Further, to expect associates to exemplify Christian love, consideration for the rights of others, honesty, and a high sense of Christian ethics is to expect only that which the Word of God teaches to be primary in the character of the Christian (Ephesians 4:24-5:8).

Therefore, in every sense, WOLBI aims to accurately and transparently represent itself in all matters to all relevant constituents, be it the general public, students, staff, faculty, accrediting bodies, or government entities. Without exception, all institutional functions are performed ethically and are regularly internally assessed to ensure integrity and excellence. WOLBI willingly and fully cooperates with any external audits and assessments as needed or required by federal or state education law, or as requested by our accrediting body, the Transnational Association of Christian Colleges and Schools (TRACS).

II ADMISSIONS

ADMISSIONS REQUIREMENTS

1. Applicants must be at least 17 years of age at the time of Registration.
2. Since the Bible Institute is a postsecondary institution, applicants must be high school graduates, have obtained a GED, or have met the requirements of New York State (or their state) regarding high school completion.
3. Transcripts are required for all secondary and postsecondary education.
4. Applicants must be in agreement with Word of Life's Statement of Faith and must signify a willingness to abide by its Standard of Conduct.
5. Applicants must give testimony to being born again and must indicate a sincere desire to study the Word of God.
6. It is recommended that each student take either the ACT or SAT test and have the results sent to the Admissions Office at Word of Life Bible Institute. The ACT scores are preferred. The ACT School Code is 2991; the SAT School Code is 7974.

Note: Once a student has been accepted to Word of Life Bible Institute or one of its teaching sites, transfer of that acceptance to another teaching site must be approved through the Word of Life Bible Institute Admissions Office.

ABILITY TO BENEFIT

It is in the student's best interest to receive either a high school diploma or its equivalent before beginning college work. Students who do not possess a high school diploma or who have not passed the General Education Development tests are required to demonstrate the ability to benefit from the programs offered at Word of Life Bible Institute. Homeschooled students will need to provide a Home School Verification form or proof of a completed state test if required by the student's home state. If a student cannot provide evidence of their Ability to Benefit, they will not be eligible for Federal Student Aid and may not enroll at the Bible Institute. For further questions about the Ability to Benefit requirements, please contact the Financial Aid Office.

NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS

Students of any race, color, sex, national origin, and ethnic origin are admitted to all the rights, privileges, programs, and activities generally accorded or made available to students at Word of Life. While Word of Life does not discriminate on the basis of race, sex, color, nationality, or ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs, as a religious institution, Word of Life reserves the right to deny admission or to terminate the enrollment of persons whose lifestyle, words, actions, or otherwise do not align with the Word of Life statement of faith, code of conduct, or other policies of this organization.

INTERNATIONAL STUDENT ADMISSIONS

Due to difficulties that often arise, international students are advised to make early contact with the Admissions Department. Please note that all documents must be translated into U.S. English. Applicants are advised to adhere to the following procedures:

1. Complete and return the application, autobiography, and two reference forms.
2. Applicants must be able to read, write and communicate in English. If English is not the student's first language, he or she must pass the TOEFL (Test of English as a Foreign Language) with a 61 or better on the internet-based test. Students who have attended one of Word of Life's SYME programs must pass the MPT (Michigan Placement Test) with a score of 81 (with 4 months completed), 71 (with 6 months completed) or 61 (with 8 months completed) to attend. Students should submit TOEFL scores to Word of Life Bible Institute using our TOEFL Code 3955.
3. Submit high school and any postsecondary transcripts.
4. Obtain and complete a Financial Support Declaration. Return to the Admissions office:
ATTN: International Student Advisor.

TRANSFERRING TO WORD OF LIFE BIBLE INSTITUTE

Word of Life Bible Institute will consider for transfer coursework completed at accredited institutions of postsecondary education whose accrediting agencies are recognized by the U.S. Department of Education. Only coursework completed at a C average or better will be considered for transfer after a review by the Academic Dean. Students need to provide a transcript for all accredited coursework taken and indicate a desire to transfer coursework before enrolling in the current semester. Coursework earned at a non-accredited institution may be submitted for review with an official transcript and course descriptions. Coursework earned at non-accredited institutions will be considered on a case-by-case basis by the Academic Dean. In most cases, refusal to transfer work will be based on content or academic standards incompatible with the courses required for graduation at Word of Life Bible Institute.

Since Word of Life Bible Institute offers a unified curriculum in each of the four academic semesters and exists as a discipleship program requiring that all resident students maintain a full load of coursework each semester, students may transfer in only the number of courses that would enable them to maintain a full load, substituting the transferred courses with electives or video coursework. Students may also transfer in an entire semester's worth of coursework or an entire year's worth of coursework once the coursework has been evaluated by the Academic Dean. Graduates of the Word of Life Bible Institute must complete 50% of the work towards graduation at Word of Life Bible Institute.

TRANSFERRING FROM WORD OF LIFE BIBLE INSTITUTE

Depending on the anticipated course of study and academic record, up to two years of credit is granted by most Christian colleges. Among the schools that have granted credit for coursework completed at Word of Life are the following:

- Appalachian Bible College
- Clarks Summit University
(formerly Baptist Bible College)
- Cairn University
- Calvary University
- Cedarville University
- Davis College
- Grace College
- Cornerstone University
- Lancaster Bible College
- Liberty University
- Moody Bible Institute
- Pensacola Christian College
- Piedmont International University
- Southeastern College at Wake Forest
- The Masters College
- Truett-McConnell University
- And many others

Scholarships are often offered by many of these schools to Word of Life Bible Institute graduates.

COST FOR 2021 - 2022

First year

Tuition	\$9,764
Room & Board*	\$8,200
Basic fees**	\$1,440
Total	\$19,404

Second Year

Tuition	\$9,764
Room & Board*	\$8,200
Basic Fees**	\$1,440
Total	\$19,404

* This reflects Tier 3 (Standard) housing. Tier 2 cost is reduced to \$7,600 and Tier 1 cost is reduced to \$7,000. Florida Students are charged for Tier 1 housing. Housing requests are made during the admissions process and are taken into consideration when housing assignments are made, as space available in each Tier is limited.

** Fees for sophomore students do not include the cost of books. Fees for freshman students include a Logos Bible Software package which contains many of the required textbooks. Class notes are delivered via the campus intranet in Microsoft Word format optimized for use with Logos. Students are expected to bring tablets/laptops with Microsoft Word to class for note-taking purposes. These must have a battery life exceeding five hours since class size does not allow for power outlets. Please visit our website www.wordoflife.edu/logos for further information and a list of recommended computers. Some students may incur additional fees due to participation in specialty ministry programs or electives. All prices are subject to change without notice.

PAYMENT SCHEDULE

Word of Life Bible Institute bills students on the basis of two semesters. The fall semester is billed in July, and the spring semester is billed in January. Payments for the fall and spring semesters are due and payable when the bill is received. Payment plans are available; please contact the Business Office for details. Students may use credit/debit cards (VISA, MasterCard or Discover) or checks to pay their school bills.

FINANCIAL AID

Each teaching site has its own financial aid offerings based on their unique context. Please refer to the addendums at the end of the catalog for the particular financial aid offerings.

The New York and Florida teaching sites participate in Federal Title IV financial aid programs and are eligible to process Pell Grants, Stafford Loans, Plus Loans, Federal Work Study and FSEOG federal assistance programs. The Title IV school code is 011859.

The following scholarships are available for students who have participated in the Word of Life Youth Ministries program: Cre8ive Discipleship (C-8). Also, qualified students who have worked at a Word of Life Camp may apply for the Summer Ministry Scholarship. Many other scholarships are also available. Interested students should contact the Bible Institute Financial Aid Office for more information. Information concerning additional scholarships, financial aid, and applications are available online at www.wordoflife.edu.

Word of Life Bible Institute offers several scholarships each year to students who demonstrate spiritual maturity and leadership abilities. These scholarships are for the position of student leadership. Student Leaders are responsible for

overseeing student life in the dorms, for enforcing standards and regulations, for supervising specific work assignments, and for assuming other leadership roles associated with campus life.

Scholarship funds are also made available for dependent children of parents who are full-time pastors or missionaries.

Word of Life Bible Institute is also approved for the training of Veterans and dependents of disabled Veterans in the U.S. Word of Life is eligible to participate in the Post-911 program.

Each student is expected to have completed arrangements necessary to meet any and all financial obligations by Registration. Diplomas and final transcripts are not issued until all financial obligations have been met. Satisfactory academic progress must be maintained to be eligible for all Federal, Veteran, and institutional aid programs.

REFUNDS

If a student withdraws or is dismissed from school, refunds will be granted on the following basis:

Within the first week	100 %
During the second week	85 %
During the third week	70 %
During the fourth week	55 %
During the fifth week	40 %
During the sixth week	25 %
After the sixth week	No refund except board

Board refunds will be granted on the actual number of weeks remaining in the semester after week six.

Federal/State grants and loans will be refunded according to current Federal/State regulations.

Students receiving Veteran's benefits will be contacted by the VA in the event the VA is due a refund.

DISMISSAL

The student handbook is available online at www.wordoflife.edu and is provided for all students when they register. This handbook supplies additional information concerning all areas of life at the Bible Institute. Any student who cannot cheerfully abide by these would be expected to withdraw from the school. Academic dismissal may occur when a student's GPA is less than 1.20 during the first semester of attendance, 1.80 during the second semester, or less than 1.90 cumulative GPA to continue into the sophomore year. Exceptions to this policy may be made by petition to the Academic Dean.

NEW YORK CAMPUS

The New York main campus is situated in the heart of the Adirondack Mountains. Its 270 acres stretch northward along the western shore of Schroon Lake, offering panoramic views of God's creation at every turn. Montreal, Quebec, is 120 miles north, while Albany, the state capital, lies just 77 miles due south. The colorful Lake Placid Olympic Village, historic Fort Ticonderoga, and many ski resorts are also within easy driving distance. The campus is easily accessible by car or bus via the Adirondack Northway (Interstate 87), which runs north and south within one mile of the school, and by plane at the Albany International Airport.

Word of Life Bible Institute NY
4200 Glendale Rd.
Pottersville, NY 12860-2300
www.wordoflife.edu

NEW YORK CALENDAR OF EVENTS 2021-2022

September 3	Student Leadership Training
September 10	Fall Semester Arrival 1st Year
September 14 - January 24	Fall Semester
December 17 - January 10	Christmas Break
January 25 - May 20	Spring Semester
March 7 - 21	Spring Break
April 22 - 24	Missions Conference
May 20 - June 7	Summer Break
June 7 - August 12	Summer Ministry
August 13	Graduation

These dates are subject to change. Please check the calendar page on the www.wordoflife.edu website for current information.

III STUDENT LIFE

STUDENT LIFE DEPARTMENT MISSION STATEMENT

The mission of Student Life is to help students cultivate healthy relationships with Christ and others through providing leadership, a discipleship atmosphere, and development in spiritual disciplines.

STAFF INTERACTION

Word of Life Bible Institute strives to maintain a close relationship between students and staff. Many members of the staff of Word of Life Fellowship are involved in discipling students during the school year. Staff members encourage students as they grow in their personal time with the Lord, discuss things they are learning in class, and challenge them in areas where the student may be struggling. Students have ready access to any staff or faculty member and are encouraged to seek help and counsel for spiritual, academic, or personal problems.

STUDENT LEADERSHIP

Every year a number of students are selected to participate in the leadership of our campus. The two primary positions of leadership are Dorm Resident Assistants and the Service Experience Program. Students are selected based on their high Christian character, leadership ability and contribute in a major way to the development of the student body. Student Leaders also receive a scholarship.

STUDENT ACTIVITIES

Bringing together Bible knowledge and practical application of that truth is a key component of the Student Life Department. Each semester the Student Events Coordinator organizes a variety of social activities to give students a fun way to get to know other students and to implement in a practical way what they are learning in the classroom. Some of these events include coffee houses, paintball, skiing, snowboarding, hiking, talent shows, sports tournaments, as well as many other events and activities. A variety of sports opportunities also exist at Word of Life both in casual and intramural settings including football, soccer, ultimate frisbee, volleyball, basketball, and table tennis. There are a variety of means, in addition to the classroom, for students to grow in their walk with God. The Student Life Department is responsible for developing chapel services and Sunday morning worship where the Word of God is taught in a passionate and dynamic way.

STUDENT COUNCIL

Student Council members are elected by the student body and volunteer their time to serve as representatives of the student body to staff and faculty, as well as serving the student body by hosting on-campus events.

HEALTH CENTER

Campus Security and Health Center staff, in conjunction with local 911 services, are available to respond to emergencies. Upstate Concierge Medicine provides telemedicine access for routine illnesses and injuries. This service provides fast and easy healthcare access 24/7/365. All students are automatically enrolled as members in this program while they are enrolled at the Bible Institute. With this program, students have access to a physician by phone, with secure messaging and/or video chat. Our facilities are located near off-campus, walk-in and emergency-care facilities. Students may contact one of the area medical centers to schedule a doctor's appointment.

CONFERENCES

Missions Conference*

At the end of the fall semester, several days are devoted to a special emphasis on missionary service. These days provide vital information for students considering missions and often dramatically change the direction of many lives.

Founder's Conference* – New York

A highlight of the spring semester is the Bible conference where gifted speakers minister the Word, meeting the spiritual needs of the Bible Institute family.

**Attendance at these conferences are required as part of the program.*

FACILITIES

Classrooms

In New York, freshman classes are held in The Wyrzten Center, a 1,200-seat auditorium. Sophomore classes are held in Council Hall, a 600-seat auditorium.

Libraries

In New York, the Charles C. Ryrie Library houses over 30,000 volumes. In Florida, the Lehman Strauss Library houses over 15,000 volumes. Students have access to Bible commentaries, resources, theological works, biographies, devotionals, and Christian Life books. Audio and video recordings of classes are also available for students.

IV MINISTRY

MINISTRIES DEPARTMENT MISSION STATEMENT

The mission of the Ministries Department is to provide training for each student to participate in multiple, meaningful ministry opportunities that have the potential of significantly impacting the lives of others.

MINISTRY PHILOSOPHY

Completing the education process at Word of Life Bible Institute are the ministry opportunities, which combine the students' knowledge of Scripture and their own personal Christian life to influence the lives of others. Through various means, we provide opportunities for students to work out their faith as Christ would have them to do. Just as evangelism was very close to the heart of Jesus, it is very much an important part of the ministry of Word of Life. The students are not just taught principles of God's Word, but they also learn how to apply these principles in everyday life through specific ministries.

Freshman Students

The Ministries Department takes a very strategic approach with our freshman students to provide them with classroom learning and hands-on ministry experience. Every freshman student will learn from a classroom setting how to personally share their faith one-on-one. A ten-hour accredited course is taught on how to take everyday conversations and direct them towards spiritual matters, ultimately culminating in the sharing of the gospel. Each student will then be given opportunities to make it practical as they go to heavily-populated areas, participate in youth activities and retreats, and serve and interact through various service outreaches.

Sophomore Students

Because the emphasis of the sophomore year is ministry foundation, many more opportunities are provided for students to develop and strengthen their God-given gifts and abilities. Through children's ministries, sports, drama, music, online ministries, and consistent weekly campus church involvement, students are provided with a wide range of experience that will best prepare them for future service.

SAMPLE MINISTRY OPPORTUNITIES

Note: Ministry offerings vary at teaching sites.

Snowcamp

Each weekend during the winter, Word of Life Bible Institute hosts up to 430 young people at our New York campus and 100 at our Canadian campus for Snowcamp. Many students have the opportunity to apply their classroom knowledge to practical experience as camp counselors. The students will be involved in every aspect of the camp from counseling, to working on maintenance, to running the program. Those at the Florida teaching site will counsel in their winter camping program.

The Unseen

The Unseen is the name of our worship bands. These bands are given the opportunity to be involved in a wide variety of ministry events such as campus worship services, weekend ministry trips, Missions Conference, Snowcamp, and tours. There will likely be 1 male vocalist and 1 female vocalist in each band, and the typical instruments played in The Unseen are acoustic guitar, electric guitar, bass guitar, keyboard, and drums, with an occasional cajon, banjo, violin, or something out of the ordinary. There will also be 1 tech member per band. Students in this group will constantly be placed in roles of leadership, inviting a congregation to worship God through song, so it is vitally important that their lives off stage reflect consistent worship of God in all they do. Because of this, this group is just as much, if not more, about spiritual development and maturity as it is about improving and using musical talent. Members of The Unseen must commit to fulfilling the entire summer ministry with Word of Life New York. Auditions for The Unseen will take place by video submissions throughout the year and then personal interviews during Opening Weekend.

Collegians

Collegians is our student choir, a group who sings mostly contemporary worship songs, as well as some gospel songs, hymns, and a cappella pieces. Collegians will have the opportunity to perform for a variety of on-campus events such as chapels, Snowcamp, and conferences throughout the year. Students in this group will grow in their knowledge and application of music theory. This class is extracurricular, requiring just a little more than 1 hour per week for rehearsal (periodically extra time will be needed for performance preparations such as sound checks or sectionals). Auditions for Collegians usually take place during Opening Weekend but can be scheduled earlier.

Sports Ministry

The Sports Ministry has an incredible opportunity for discipleship and evangelism through the avenue of sports. This ministry is available for those students who have special abilities in the area of athletics. Tryouts are necessary to select the students who will form the teams that represent Word of Life Bible Institute.

Sports offered:

- Men's Basketball
- Women's Basketball
- Men's Soccer
- Women's Soccer
- Women's Volleyball
- Women's Softball

Drama

This program allows students to use their dramatic abilities to minister in churches, Christian schools, and elsewhere. Students must try out during the first week of school. The drama teams practice at least once a week. Performances include both short skits and more specialized, longer presentations involving salvation and dedication themes. The purchase of an outfit is required.

Ministry Teams

Students on Ministry Teams will assist in various ministry outreaches and events both on and off campus, primarily focusing on teen ministry. In addition, students provide support to other organizations or businesses in the community and on campus.

Open Air Evangelism

Training in street evangelism is offered under the supervision of Word of Life's Open Air Evangelism. Students spend time in urban areas such as New York City, Tampa, or Toronto, learning to be a witness to children and adults.

Service Assignments

Every student while in attendance at the Bible Institute will receive a service assignment, which runs six to eight hours per week. Students serve in a variety of areas such as food service, maintenance, and office work. One of the goals at the Bible Institute is to provide opportunities for application of the biblical truths being taught in the classroom. In His ministry here on earth, Jesus emphasized being a servant to all. Service assignments help instill that same heart of service in each student. Service assignments are included within the overall academic component of the Bible Institute program and comprise a portion of the Christian Disciplines grade.

V ACADEMICS

ACADEMIC DEPARTMENT MISSION STATEMENT

The Academic Department seeks to provide students with a thoroughly biblical worldview utilizing a curriculum that covers all sixty-six books of the Bible and every category of theology while caring for the daily academic needs of the student and helping students and alumni transition to their future collegiate, graduate, and postgraduate level studies.

ACCREDITATION

1. Word of Life Bible Institute is a member of the Transnational Association of Christian Colleges and Schools (TRACS), [15935 Forest Road, Forest, VA 24551; Telephone: 434.525.9539; e-mail: info@tracs.org] having been awarded Reaffirmation II of its Accredited Status as a Category I institution by the TRACS Accreditation Commission on November 6, 2012. This status is effective for a period of ten years. TRACS is recognized by the United States Department of Education (ED), the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).
2. The New York State Education Department approves Word of Life Bible Institute for operation in New York State.
3. Word of Life Bible Institute is authorized under Federal law to enroll nonimmigrant alien students.
4. The New York State Education Department approves Word of Life Bible Institute for the training of veterans.
5. Transfer to other schools: Depending upon the anticipated course of study and academic record, two years of credit are normally granted by most Christian colleges for those students completing two years at Word of Life Bible Institute.

COURSE OF STUDY

A refreshing exposure to a diversity of teaching styles and ministry philosophies makes the Word of Life Bible Institute experience unique. Resident faculty members teach Bible Survey, Systematic Theology, as well as Research and Writing to the entire freshman class, providing a unified overview of the sixty-six books of the Bible and the principal doctrines of the Christian faith. Adjunct faculty provide an interesting counterpoint as they exegete books of the Bible, teaching from their perspectives as pastors, missionaries, evangelists, college presidents, or college and seminary professors.

Word of Life Bible Institute offers a 24-month course of study in New York. A diploma is awarded for the successful completion of two years, each of which is comprised of two academic semesters and one term of practical ministry emphasis. Students who complete the freshman year are recognized with a Bible certificate and are eligible to continue to the sophomore year of the program. Students who finish the freshman year with under a 2.0 will be awarded a certificate of attendance.

GRADING SCALE

Percent	Grade	Points/Hour	Percent	Grade	Points/Hour
93-100	A	4.00	73-76	C	2.00
90-92	A-	3.70	70-72	C-	1.70
87-89	B+	3.30	67-69	D+	1.30
83-86	B	3.00	63-66	D	1.00
80-82	B-	2.70	60-62	D-	.70
77-79	C+	2.30	0-59	F	.00

Grades may be viewed through the student portal. All grades issued at the end of the semester are final and are placed on the student's transcript. When grades are computed, a student may be placed in one of several classifications depending upon their grade point average: Dean's Honor List (3.50 or above), Dean's List (3.00 - 3.49), and Academic

Probation (2.00 or below). Details of Academic Probation and Dismissal are found in the Academic Handbook. There is limited academic assistance offered for students with academic struggles: study intensives, peer tutoring, study skills seminars, and academic advising. Students may contact the Academic Department (academics@wol.org) for further information regarding these programs. Students are involved in a full schedule of classes, a six to eight-hour/week service assignment program, chapel services, a personal quiet time, and weekly ministries. The schedule normally provides for morning classes. Afternoons are occupied with service assignments and free time.

Saturdays and Sundays are occasionally devoted to special seminars and practical experience in various ministry areas. Special emphasis is given to expose each student to many different ministry opportunities. Electives are offered during each academic semester.

GRADUATION REQUIREMENTS

Students must:

- A. Students must complete the core curriculum and obtain a cumulative grade point average of 2.00 or higher.
 1. Students who successfully complete the Freshman year and associated Ministry Practicum receive a Bible Certificate.
 2. Students who successfully complete the Sophomore year on the main campus in New York and associated Ministry Practicum receive a Bible Diploma.
- B. Students will be allowed to participate in commencement exercises but will not receive their diploma/certificate or transcripts until all financial obligations have been met in full.
- C. Freshmen students meeting all the requirements, but with a cumulative average of less than 2.00, receive a Certificate of Attendance at the commencement exercises.
- D. Sophomore students having a cumulative grade point average of less than 2.00 are not able to participate in commencement exercises. They do not receive a Bible Diploma or a Certificate of Attendance.
- E. Students who begin their academic year with the spring semester and successfully complete their year at the end of the fall semester are eligible to participate in the next commencement exercise.

Students will be allowed to participate in commencement exercises but will not receive their awards or transcripts until all financial obligations have been met in full. Those meeting all the requirements of the freshman year, but with a cumulative average of less than 2.0, receive a Certificate of Attendance. Students may begin their training in either September (first semester) or January (second semester).

STUDENT ACHIEVEMENT INFORMATION

WOLBI student achievement information is updated annually and available for public review at:

<https://wordoflife.edu/academics/student-right-to-know/>.

Additional student achievement data can be found at:

<https://nces.ed.gov/collegenavigator/?q=word+of+life+bible+institute&s=all&id=197531>.

FRESHMAN CURRICULUM

FIRST SEMESTER (FALL)		HOURS*
Old Testament Survey	BIBL1011	3
Systematic Theology I	THEO1011	3
Romans and Galatians	BIBL1321	2
Evangelism and Discipleship	EVAN1011	2
Old Testament Exposition I	BIBL1021	3
Research and Writing	ENGL1011	3
Christian Disciplines I	PRTH1010	0
Total		16

SECOND SEMESTER (SPRING)

New Testament Survey	BIBL1301	3
Systematic Theology II	THEO1021	3
Gospel and Acts	BIBL1311	3
Hermeneutics I	BIBL1601	2
New Testament Exposition I	BIBL1331	3
Daniel and Revelation	BIBL1031	2
Christian Disciplines II	PRTH1020	0
Total		16

SUMMER SEMESTER

Ministry Practicum I	YMIN1011	3
----------------------	----------	---

Note: Course offerings may vary at teaching sites.

Students will be involved for a minimum of 15 hours a week in our discipleship program. This includes a daily quiet time, dorm devotions, service assignment and Scripture memorization. Students will also participate in a ministry. This will include training and on-the-field experience. Hours will vary depending upon the semester.

**1 hour is equivalent to 15 classroom hours of 50 minutes each.*

SOPHOMORE CURRICULUM

FIRST SEMESTER (FALL)		HOURS*
Apologetics and Worldview	SOCI2011	3
Historical Theology	HIST2011	3
Hermeneutics II	BIBL2601	2
Ministry of the Local Church	CHMN2011	2
Old Testament Exposition II	BIBL2011	2
World Religions	HIST2021	3
Christian Disciplines III	PRTH2010	0
Total		15

SECOND SEMESTER (SPRING)

Cross-Cultural Studies	SOCI2021	3
Dispensationalism	THEO2011	2
Public Speaking and Preaching	COMM2011	3
New Testament Exposition II	BIBL2301	2
Philosophy of Youth Ministry	YMIN2211	2
Principles of Leadership	CHMN2021	2
Marriage & The Family	PSYC2011	2
Christian Disciplines IV	PRTH2020	0
Total		16

SUMMER SEMESTER

Ministry Practicum II	YMIN2011	3
-----------------------	----------	---

**1 hour is equivalent to 15 classroom hours of 50 minutes each.*

BIBLE EXPOSITION

Students receive exceptional teaching in the classroom from an impressive list of Bible scholars and expositors. Understanding God's Word is the first step to becoming effective leaders for Christ.

These courses are taught by adjunct faculty in one-week or two-week modules. This unique approach provides a highly qualified and versatile faculty. Ten class lectures are devoted each week to a specific module. Final exams for that module are given at the beginning of the following week. Courses taught by resident faculty contain multiples of ten clock hours of classroom activity. Topics taught by adjunct faculty have an additional thirty minutes for testing added to each ten clock hours of instruction.

WITHDRAWAL PROCEDURE

Withdrawal Procedure Students are not permitted to withdraw from the regular scheduled courses of the Institute. Students may withdraw from electives without a penalty before the second class. Students withdrawing from the Bible Institute are required to see the Dean of Men or Women, Business Manager, and Registrar for processing. Failure to do this may result in the student being issued F's for all coursework taken during the semester. Keys and ID's need to be turned in at this time. Refund policies are stated in the catalog. Students who withdraw at any point during the school year are responsible for getting their personal belongings home within two weeks. Students must contact the Dean of Men or Dean of Women to return to campus. Word of Life staff and students are not responsible for packing and shipping the belongings. After two weeks all belongings that remain on our property become abandoned property and will be donated or discarded.

COURSE DESCRIPTIONS

OLD TESTAMENT SURVEY – BIBL1011

This course provides an overview of the Old Testament books of the Bible from Genesis to Malachi. Pertinent background and introductory material is developed. The theme and main teaching of each book are considered. The particular contribution of each book to the Canon is noted.

45 clock hours – 3 Course Hours

OLD TESTAMENT EXPOSITION I – BIBL1021

An exposition of an assortment of genres of Old Testament biblical literature including a detailed exposition of the first eleven chapters of the book of Genesis with an emphasis on the four key events of early human history: Creation, The Fall, The Flood and The Tower of Babel.

45 clock hours – 3 Course Hours

DANIEL & REVELATION – BIBL1031

This course is an exposition of the two major apocalyptic books of the Bible. The exposition of Daniel will include an emphasis on the timeline provided by this book for the interpretation of the rest of prophetic Scriptures. Special attention will be given to the importance of a strong testimony in a decadent society. The exposition of the book of Revelation will be provided from a futuristic interpretation, including a literal seven-year tribulation and a literal thousand-year reign of Christ (Millennium).

30 clock hours – 2 Course Hours

OLD TESTAMENT WISDOM LITERATURE – BIBL1061

(South Korea Teaching Site)

An introductory study of Old Testament Wisdom literature by various authors with the goal of familiarizing students with the variety of literary genres found in the Wisdom Literature and expanding their understanding of its message, purpose, and importance to Christian living.

30 clock hours – 2 Course Hours

INTRODUCTION TO ISAIAH – BIBL1071

(South Korea Teaching Site)

An introductory study of Isaiah with the goal of familiarizing students with the variety of literary genres found in this important foundational book to both the Jewish faith in the Old Testament period and the theology of the early Church; as well as expanding students' understanding of its message, purpose, and importance to Christian living.

15 clock hours – 1 Course Hour

EXPOSITION OF SELECTED BIBLICAL LITERATURE – BIBL1081

(Hungary Teaching Site)

An introduction to essential historical, cultural, and other contextual backgrounds of Old and New Testament books followed by the exposition of Genesis 12-50, Ecclesiastes, Song of Solomon, and Ephesians. The course will focus on the importance of various Biblical contexts and the content, biblical theology, and relevant application of the four Bible books.

45 clock hours – 3 Course Hours

NEW TESTAMENT SURVEY – BIBL1301

This course provides an overview of the New Testament books of the Bible from Matthew to Revelation. Pertinent background and introductory material is developed. The theme and main teaching of each book are considered. The particular contribution of each book to the Canon is noted.

45 clock hours – 3 Course Hours

GOSPELS AND ACTS – BIBL1311

This course provides an exposition of literature from the four Gospels. Events of the last week of the Life of Christ will be covered in depth. This course will also include a detailed exposition of the Book of Acts. Special attention will be given to the lives of Peter, Stephen, Paul, and Barnabas. An emphasis will be given to the establishment of the church and the spread of the gospel from Jerusalem to the ends of the earth.

45 clock hours – 3 Course Hours

ROMANS AND GALATIANS – BIBL1321

This course provides an exposition of two New Testament books, which provides the doctrine of justification by faith. A detailed exposition of the book of Romans will take place with an emphasis on Paul's teaching regarding salvation, sanctification, the place of the Jew and Gentile in God's divine plan. A detailed exposition of the book of Galatians will also occur. In this portion of the course, an emphasis will be given to warnings against mixing works with grace. Special attention will be given to teachings regarding godly Christian living through the power of the indwelling Spirit.

30 clock hours – 2 Course Hours

NEW TESTAMENT EXPOSITION I – BIBL1331

This course will provide an exposition of select New Testament Books of the Bible. The historical background necessary for the interpretation of each book such as authorship, date, audience, purpose, and occasion will be discussed.

45 clock hours – 3 Course Hours

NEW TESTAMENT EPISTOLARY LITERATURE – BIBL1351

(Ontario Teaching Site)

A study of New Testament epistles which are not specifically covered in other exposition courses. The course typically covers Philippians, 1-2 Timothy, 1-2 Peter, and Jude.

45 clock hours – 3 Course Hours

HERMENEUTICS I – BIBL1601

This course provides an introduction to the art and science of Bible Interpretation. Students will learn how to apply the appropriate principles (science) and gain experience (art) of an inductive Bible study, following the steps of observation, interpretation, application, and correlation.

30 clock hours – 2 Course Hours

OLD TESTAMENT EXPOSITION II – BIBL2011

This course provides an exposition of important Old Testament portions of the Bible (Genesis 12-50, Ezra, Psalms) not previously developed in Old Testament Exposition I. Building upon the foundation of the four key events of Genesis 1-11 (taught in Old Testament Exposition I), time will be devoted to the narratives surrounding four key figures of Genesis 12-50 (Abraham, Isaac, Jacob, and Joseph). An exposition of the Books of Ruth and Esther will also take place (10 clock hours). Finally, an introduction to the Book of Psalms will be provided. Attention will be given to some of the literary techniques which the writers of the Psalms utilized in their compositions. The various classifications of the Psalms will be discussed, and attention will be given to a number of sample Psalms from each classification.

30 clock hours – 2 Course Hours

30 clock hours – 2 Course Hours

NEW TESTAMENT EXPOSITION II – BIBL2301

This course provides an exposition of important New Testament Books of the Bible (1 and 2 Thessalonians, Philippians, 1 John) not developed in New Testament Exposition I. The historical background necessary for the interpretation of each book such as authorship, date, audience, purpose, and occasion will be discussed. This course will provide an exposition of the Books of 1 & 2 Thessalonians (10 clock hours). An emphasis will be placed on the Apostle Paul's teaching regarding the Rapture of the Church and the Day of the Lord. An exposition of the Book of Philippians will take place (10 clock hours). An emphasis will be placed on the central theme of lasting joy and contentment modeled by Paul during his imprisonment. An exposition of the Book of 1 John will also be included (10 clock hours). An emphasis will be placed on the central theme of fellowship with God.

30 clock hours – 2 Course Hours

THE LIFE OF CHRIST – BIBL2312

This course studies the Life of Christ as presented in the Four Gospels. The student will study the background, structure, and content of the Gospel of Matthew, Mark, Luke, and John. An emphasis will be given to the harmonization of these Gospels while also focusing on the unique content each Gospel provides in a better understanding of the words and works of the historical Jesus.

45 clock hours - 3 Course hours

HERMENEUTICS II – BIBL2061

Building upon the prerequisite course of Hermeneutics I, this course is designed to help students to improve their ability to accurately interpret the text of Scripture. The various challenges to accurate interpretation will be discussed (cultural, historical, geographical, special, grammatical, and literary). The various genres of Scripture will be investigated, and the special "rules" that accompany them expressed. Special emphasis will be placed on authorial intent as the only objective basis for validating one's interpretation.

30 clock hours – 2 Course Hours

BIBLE GEOGRAPHY AND BACKGROUNDS - BIBL2612

(South Korea Teaching Site)

A study of the land of Israel in order to better understand the Bible in its original geographic and historical settings. Seven class hours will be devoted to the study of the geography and the topography of the land of Israel as a whole and of the city of Jerusalem with particular attention being given to the ways in which the topography of the land influenced the events recorded in Scripture. Following this, students will participate in a ten-day guided study tour of Israel. An additional eight hours of lectures will be given in country.

PRINCIPLES OF BIBLICAL LEADERSHIP - CHMN1011

(Uganda Teaching Site)

This course will address three primary areas: 1) Personal Leadership Development, 2) Developing Other Leaders, and 3) Organizational Leadership Development. "Personal Leadership Development" will focus on character, influence, leadership styles, problem-solving, and decision-making. "Developing Other Leaders" will focus on commitment, communication, competencies, dependability, and selflessness. Finally, "Organizational Leadership Development" will focus on mission, vision, strategic planning, and management.

30 clock hours – 2 Course Hours

PRINCIPLES OF LEADERSHIP - CHMN2021

This course begins with an examination and articulation of biblical principles of leadership including but not limited to: people management, time management, and team building. The emphasis will be on how to develop staff loyalty, cooperation, and positive attitudes for an atmosphere conducive to individual effort, creativity, and success. This course will also include an exposition of the Book of Nehemiah and the principles of leadership outlined there.

30 clock hours – 2 Course Hours

MINISTRY OF THE LOCAL CHURCH – CHMN2011

This course will provide students with an understanding of the purpose and function of the local church. Time will also be devoted to the need and process of the founding of new churches and revitalization of older ones. It will include an exposition of two of the Pastoral Epistles (1 Timothy and Titus), which are letters to two pastors (Timothy and Titus) who are tasked with the responsibility of organizing and leading local churches. Attention will be given to special qualifications for elders and deacons. Finally, time will be allotted for the discussion of spiritual gifts, their importance, and the process of discovering and developing one's spiritual gift(s).

30 clock hours – 2 Course Hours

PUBLIC SPEAKING AND PREACHING – COMM2011

This course will teach students how to prepare and present messages/lessons in a public setting. Students will become familiar with the various types of messages including the topical, textual and topical/textual. Expository preaching will be emphasized. The various parts of a sermon will be discussed. Female students will learn how to prepare Bible presentations for Sunday school classes, Ladies' Bible studies, and other speaking opportunities. Both male and female students will prepare and present their sermons/lessons in lab settings.

45 clock hours – 3 Course Hours

RESEARCH AND WRITING – ENGL1011

This course is designed to help students succeed at the college level by providing them with the necessary tools and knowledge. The student will be taught helpful study skills (how to organize time, utilize a calendar and develop a priority list). The student will learn how to research effectively (using our campus library as well as their personal Logos software). The student will develop their ability to think critically (effectively synthesize information and evaluate the strength of that information), and they will be taught how to write clearly and effectively (using MLA formatting and properly quoting source material). Research and writing assignments for this course will focus on biblical and theological material covered in other Bible/Theology courses.

45 clock hours – 3 Course Hours

INTRODUCTION TO RESEARCH AND WRITING – ENGL1012

Students will learn how to engage in the process of writing a research paper using both modeling and task-based approaches. The research and writing process will include pre-writing, gathering data, organizing information, drafting, revision and editing, and publication.

15 clock hours – 1 Course Hour

EVANGELISM AND DISCIPLESHIP – EVAN1011

This course involves instruction by a prominent specialist in the field of evangelism. Special emphasis will be given to practical principles of sharing the gospel. The course will also include the next steps of a new believer. Models of discipleship will be studied with practical principles for discipleship in a local church structure provided. Additional lectures will be provided in the area of biblical counseling, which is the outgrowth of discipleship. Emphasis will be placed on the sufficiency of the Bible in every area of life, as well as the authority and responsibility of believers to engage in biblical counseling.

30 clock hours – 2 Course Hours

HISTORICAL THEOLOGY – HIST2011

This course provides students with an understanding of the development of theology from the Ancient Near East until the modern church age. Time will be devoted to ancient people groups and the gods they worshipped including, but not limited to, the Egyptians, Assyrians, Babylonians, Persians, Canaanites, Greco-Macedonians, and Romans. Time will be allotted to learn about the history of the Jewish people during the intertestamental period, also known as Second Temple Judaism, thereby providing students with information helpful for the interpretation of the New Testament (i.e. Herodians, Sadducees, Pharisees, Hasmoneans, Rabbinic Judaism, religious and political structures, etc.). An overview of early church history will be developed from its beginnings in the 1st Century AD until the Pre-Reformation movements of the 15th Century. Special attention will be given to the main developments and characters. Finally, an overview of the history of the Christian Church in the West from the Reformation to the 21st Century will take place. Emphasis will be placed on the main developments and characters.

45 clock hours – 3 Course Hours

WORLD RELIGIONS – HIST2021

This course is designed to help students understand the fundamental beliefs of the major World Religions in order to reach individuals in each of these religions with the Gospel of Christ. Time will be devoted to each of the following religions: Animism, Judaism, Islam, Roman Catholicism, Hinduism, and Buddhism. An emphasis will be placed on what makes Christianity unique from all the other world religions.

45 clock hours – 3 Course Hours

CHRISTIAN DISCIPLINES I – PRTH1010

This is a noncredit granting and nonclassroom course but is required for Graduation. A minimum of 225 hours each semester is spent in a variety of required activities designated to help students develop godly character. This includes spiritual disciplines such as personal quiet time, prayer, personal evangelism, chapel attendance, and leading devotionals. Students are also assigned to a ministry and service assignment and will be evaluated by their ministry/service assignment supervisor.

225 clock hours – 0 Course Hours

CHRISTIAN DISCIPLINES II – PRTH1020

This is a noncredit granting and nonclassroom course but is required for Graduation. A minimum of 225 hours each semester is spent in a variety of required activities designated to help students develop godly character. This includes spiritual disciplines such as personal quiet time, prayer, personal evangelism, chapel attendance, and leading devotionals. Students are also assigned to a ministry and service assignment in which they are evaluated by their ministry/service assignment supervisor.

225 clock hours – 0 Course Hours

CHRISTIAN DISCIPLINES III - PRTH2010

This is a noncredit granting and nonclassroom course but is required for Graduation. A minimum of 225 hours each semester is spent in a variety of required activities designated to help students develop godly character. This includes spiritual disciplines such as a personal quiet time, prayer, personal evangelism, chapel attendance, and leading devotionals. Students are also assigned to a ministry and service assignment in which they are evaluated by their ministry/service assignment supervisor.

225 clock hours – 0 Course Hours

CHRISTIAN DISCIPLINES IV - PRTH2020

This is a noncredit granting and nonclassroom course but is required for Graduation. A minimum of 225 hours each semester is spent in a variety of required activities designated to help students develop godly character. This includes spiritual disciplines such as personal quiet time, prayer, personal evangelism, chapel attendance, and leading devotionals. Students are also assigned to a ministry and service assignment in which they are evaluated by their ministry/service assignment supervisor.

225 clock hours - 0 Course Hours

MARRIAGE AND THE FAMILY – PSYC2011

This course is designed to develop and discuss biblical principles for the Christian Family. Students will be separated by gender and will discuss biblical principles of manhood/womanhood. Additional time will be allotted for developing the biblical principles for the Christian Marriage and Parenting. Finally, classroom instruction will focus on biblical principles and practical suggestions pertaining to personal finances.

30 clock hours – 2 Course Hours

ENGAGING CONTEMPORARY CULTURE – SOCI1011

(Sao Paulo, Brazil and Quebec Teaching Sites)

A study of key concepts relating to worldview, philosophy, personal ethics, and apologetics with the goal of preparing students to interact with the world around them from a Biblical perspective. Special emphasis will be given to developing a diplomatic and discerning attitude characterized by respect and attentive listening in order to engage people in a constructive manner. Content is adjusted to reflect the unique needs and challenges of the culture where the Teaching Site is located.

45 clock hours – 3 Course Hours

CONTEMPORARY THEOLOGICAL ISSUES – SOCI1021

(Uganda Teaching Site)

This course is designed to help the student counteract some of the challenges facing the 21st century Church of Jesus Christ and how one is to effectively respond with biblical discernment. The course addresses three main areas: relevant youth issues, Christian ethics, and the modern signs and wonders movement which is prevalent in African churches today.

30 clock hours – 2 Course Hours

APOLOGETICS AND WORLDVIEW – SOCI2011

This course will introduce students to the discipline of Apologetics. Various models of Christian Apologetics will be discussed and the presuppositional approach defended. Various “rational” presentations will be considered for the sake of “pre-evangelism” including but not limited to the historicity of Scriptures, Jesus Christ and His resurrection, prophecy and the law of averages, and the contribution of archaeology. This course will also investigate various cults and worldviews including Jehovah’s Witnesses, Mormonism, Seventh Day Adventists, and the New Age Movement. Additional hours will be devoted to instruction regarding ethics from a biblical worldview.

45 clock hours – 3 Course Hours

CROSS-CULTURAL STUDIES – SOCI2021

This course is designed to provide students with both the theoretical as well practical knowledge relating to cross-cultural ministry. It will include a history of the modern missionary movement and instruction regarding contemporary issues in missions. The practical side will involve the preparation for and the engagement in cross-cultural ministry opportunities.

45 clock hours – 3 Course Hours

SYSTEMATIC THEOLOGY I – THEO1011

An introductory survey of the major doctrines of the Bible with the goal of providing the student with a fundamental working knowledge of the Christian faith. This course focuses on Bibliology, Theology Proper, Anthropology, Hamartiology, and Christology.

45 clock hours – 3 Course Hours

SYSTEMATIC THEOLOGY II – THEO1021

An introductory survey of the major doctrines of the Bible with the goal of providing the student with a fundamental working knowledge of the Christian faith. This course focuses on Soteriology, Angelology, Pneumatology, Ecclesiology, and Eschatology.

45 clock hours – 3 Course Hours

DISPENSATIONALISM – THEO2011

The Christian philosophy of history will be discussed and the dispensational system of interpretation presented as the best way to understand God's plans and program in the past, present, and future. Emphasis will be placed on the unconditional covenants (Abrahamic, Palestinian, Davidic, and New) of God and the distinction between "Israel" and "The Church."

30 clock hours – 2 Course Hours

MINISTRY PRACTICUM I – YMIN1011

The Ministry Practicum serves as the capstone to the freshman academic experience by providing students with a supervised, concentrated ministry with an emphasis on evangelism and discipleship. The precise format of the Ministry Practicum varies between teaching sites, but, in all cases, students are placed in real life ministry environments that provide multiple opportunities to apply what they have learned in the classroom throughout the year.

3 Course Hours

MINISTRY PRACTICUM II – YMIN 2011

The Ministry Practicum serves as the capstone to the sophomore academic experience by providing students with a supervised, concentrated ministry experience with an emphasis on evangelism and discipleship. The precise format of the Ministry Practicum varies between teaching sites, but, in all cases, students are placed in real life ministry environments that provide multiple opportunities to apply what they have learned in the classroom throughout the year.

3 Course Hours

PHILOSOPHY OF YOUTH MINISTRY – YMIN2211

This course is designed to provide students with the opportunity to think through and develop a biblical philosophy of youth ministry. The Word of Life Youth Ministries objectives will be discussed as well as other youth work philosophies. Ten lectures will emphasize counseling issues unique to young people and the biblical principles that apply to those situations. Additional lectures will focus on how to develop a lesson plan and practical suggestions for teaching youth.

30 clock hours – 2 Course Hours

FACULTY

RESIDENT FACULTY

Dr. Tom Davis

Diploma, Word of Life Bible Institute
BS, Lancaster Bible College
MDiv, Grace Theological Seminary
Advanced Studies, Jerusalem University College
EdD, Nova Southeastern University

Distinguished Professor

Mr. Dan Fahning

Diploma, Word of Life Bible Institute
BS, Liberty University
MDiv, Southwestern Baptist Theological Seminary

Assistant Professor

Mr. Joe Schenke

Diploma, Word of Life Bible Institute
BS, Trinity College
MA, Clarks Summit University (*in progress*)

Associate Professor

Mrs. Karen Smith

Diploma, Word of Life Bible Institute

Instructor

Mr. Mark Strout

Diploma, Word of Life Bible Institute
BA, MMin, Baptist Bible Seminary

Professor

Dr. Paul Weaver

Diploma, Word of Life Bible Institute
BA, Appalachian Bible College
ThM, Dallas Theological Seminary
PhD, Baptist Bible Seminary

Professor

ADJUNCT FACULTY

Dr. Corey Abney

BA, Cedarville University
MDiv, The Southern Baptist Theological Seminary
PhD, The Southern Baptist Theological Seminary

Dr. John Adair

BS, Criswell College
ThM, Dallas Theological Seminary
PhD, Dallas Theological Seminary
Associate Professor, Dallas Theological Seminary

Dr. Todd Ahrend

BS, Northeastern State University
ThM, Dallas Theological Seminary
DMin, Gordon-Conwell Theological Seminary
Founder and Director, The Traveling Team

Dr. Dan Anderson

BA, Faith Baptist Bible College
MDiv, Grace Seminary
STM, ThD, Dallas Theological Seminary
President, Appalachian Bible College
Lead Pastor, Bell Shoals Baptist Church

Mr. Brian Baker

Diploma, Word of Life Bible Institute
MDvid, Carolina University
Northeast Regional Coordinator, Word of Life Youth Ministries

Dr. John Barnett

BS, & BA, Bob Jones University
MA, & MDiv, Bob Jones University
DMin, Dallas Theological Seminary
Founder and Director, Discover the Book Ministries

Dr. Jim Bjornstad

BA, Northeastern Bible College
ThB, Northeastern Bible College
MRE, New York Theological Seminary
PhD, Union Institute
Professor of Philosophy (*retired*), Cedarville University

Dr. Doug Bookman

BA, Pillsbury Baptist Bible College
MDiv & ThM, Central Baptist Theological Seminary
ThD, Dallas Theological Seminary
Professor of New Testament, Shepherds Theological Seminary

Rev. John Bouquet

BA, Tennessee Temple University
Ashland Theological Seminary
Pastor, Bethel Baptist Church

Dr. Stephen Bramer

BTh, Ontario Bible College,
BA, University of Waterloo
MDiv, Ontario Theological Seminary
ThM, Trinity Evangelical Divinity School
PhD, Dallas Theological Seminary
Department Chair of Bible Exposition, Dallas Theological Seminary

Dr. Wendell Calder

Diploma, New Brunswick Bible Institute
DD, Tennessee Temple University
President, Local Church Evangelism, Inc.
Evangelist

Dr. Emir Caner

BA, Criswell College
MDiv, Southeastern Baptist Theological Seminary
PhD, University of Texas at Arlington
President, Truett McConnell College

Dr. John Cartwright

Diploma, Word of Life Bible Institute
BS, Liberty University
MAR & MDiv, Liberty Baptist Theological Seminary
EdD, Southern Baptist Theological Seminary
Associate Dean, Rawlings School of Divinity

Dr. Adam Christmas

BA, Trinity Baptist College
MMin, Trinity Baptist College
PhD, Piedmont International University
Professor, Trinity Baptist College

Dr. Robert Clark

BA, Calvary Bible College
MA, Dallas Theological Seminary
MA, Wichita State University
PhD, Kansas State University
Assistant Professor, Cedarville University

Dr. Christopher Cone

BBS, Tyndale Biblical Institute
MBS, Scofield Graduate School
MEd, Regent University
ThD, Scofield Graduate School
PhD, Trinity School of Theology
PhD, University of North Texas

Mr. John Collins

Diploma, Word of Life Bible Institute
Director, Word of Life Youth Ministries

Dr. Nicolas Ellen

BBA, University of Houston
MACE, Dallas Theological Seminary
MABC, The Master's College
DMin, Southern Baptist Theological Seminary
Professor, College of Biblical Studies

Dr. Dick Emmons

BA, Cairn University
ThM, Dallas Theological Seminary
PhD, Westminster Theological Seminary
Senior Pastor, Graceway Bible Church
Professor Emeritus, Cairn School of Divinity

Mr. Chris Epling

BS, Carson-Newman College
MDiv, Southeastern Baptist Theological Seminary
ThM Southeastern Baptist Theological Seminary
PhD (*in progress*) University of Pretoria – South Africa
Vice President for Student Services and Associate
Professor of Christian Studies, Truett McConnell University

Dr. Chris Gnanakan

Diploma, Word of Life Bible Institute
BA, Tennessee Temple University
MDiv, Asia Graduate School of Theology
ThM, DMin, South Asia Institute of Advanced
Christian Studies
PhD, University of Leeds
DD, Trinity Baptist College

Dr. Ben Gutierrez

Diploma, Word of Life Bible Institute
AA & BS, Liberty University
MDiv & MAR, Liberty Baptist Theological Seminary
PhD, Regent University
Senior Pastor, Grove Avenue Baptist Church

Mr. David James

BS, Rose Hulman Institute of Technology
MA, Dallas Theological Seminary
Ministry Coordinator, The Alliance for Biblical Integrity

Dr. James Jeffery

BRE, Baptist Bible College
MRE, Grand Rapids Baptist Seminary
Doctoral Studies, Grace Seminary, Grand Rapids Baptist
Seminary
DD, Shepherds Theological Seminary
Equipping Pastor, Chapel Pointe Church

Mr. Chris Katulka

Certificate, Institute of Jewish Studies
BS, Cairn University
ThM, Dallas Theological Seminary
Church Ministries Representative, Friends of Israel Gospel
Ministry

Dr. Jeremy Kimble

BS, Clarks Summit University
MDiv, Winebrenner Theological Seminary
ThM, Southern Baptist Theological Seminary
PhD, Southeastern Baptist Theological Seminary
Associate Professor, Cedarville University

Mr. Don Lough, Jr.

Mr. Don Lough, Jr.
Diploma, Word of Life Bible Institute
BA, Cedarville College,
ThM, Dallas Theological Seminary
D.Min (*in progress*), Capital Seminary
Chancellor, Word of Life Bible Institute
President and CEO, Word of Life Fellowship Inc.

Dr. Mark McGinniss

BS, Richard Stockton State College
MABS, Dallas Theological Seminary
ThM, Baptist Bible Seminary
PhD, Baptist Bible Seminary
Assistant Seminary Dean, Professor of Old Testament,
Baptist Bible Seminary

Dr. Ron Moore

MEd, Texas A&M
ThM, DMin, Dallas Theological Seminary
Senior Pastor, The Bible Chapel

Rev. Phil Moser

Diploma, Word of Life Bible Institute
MDiv, Master's Seminary
Teaching Pastor, Fellowship Bible Church

Mr. John Oglesby

BA, Calvary University
MA, Calvary University
PhD Calvary University (*in progress*)
Program Director of Bible and Theology, Calvary University

Mr. Bryan Osborne

BA, Bryan College
M.Ed, Lee University
International speaker and scholar, Answers in Genesis

Rev. Randy Patten

BA, Cedarville College
MDiv, Grace Theological Seminary
President, TEAM Focus Ministries

Dr. David Payne

Diploma, Word of Life Bible Institute
BA, Winthrop University
ThM, Dallas Theological Seminary
PhD, Piedmont International University

Dr. Dwight Peterson

Diploma, Word of Life Bible Institute
BS, Grand Rapids Baptist College
MMin, Baptist Bible Seminary
DMin, Clarks Summit University
Professor of Education, Clarks Summit University

Dr. Sean Pierce

BS, University of Maine
MDiv, Mid-America Baptist Seminary
DMin, Golden Gate Baptist Seminary
Lead Pastor, River of Life Church

Dr. Ray Pritchard

BA, Tennessee Temple University
ThM, Dallas Theological Seminary
DMin, Talbot School of Theology
Founder and President, Keep Believing Ministries

Lt. Gen. Loren Reno

BA, Cedarville University
MS, University of Southern California
Retired Lt. General, United States Air Force
Professor, Cedarville University

Mrs. Britney Sewall

Diploma, Word of Life Bible Institute
BS & M. Ed., Clarks Summit University
Adjunct Online Instructor, Clarks Summit University

Mr. Tom Simcox

BS, Philadelphia College of Bible
Northeastern States Director, Friends of Israel Gospel
Ministry

Rev. Roger Skepple

BS, Liberty University
ThM, Dallas Theological Seminary
Lead Pastor, Berean Bible Baptist Church

Dr. Wayne Slusser

BS, University of Oklahoma
MDiv, Baptist Bible College and Seminary
PhD, Baptist Bible Seminary
Dean, Baptist Bible Seminary

Mr. Greg Stier

BA, Colorado Christian University
PhD, Colorado Christian University
Founder and President, Dare 2 Share Ministries

Mr. Kris Stout

Diploma, Word of Life Bible Institute
Diploma, Word of Life Bible Institute, Argentina
Executive Vice President, Word of Life International and
Youth Ministries

Mrs. Joy White

BS, University of Florida
MDiv, Southeastern Baptist Theological Seminary
PhD Candidate, Southeastern Baptist Theological
Seminary
Women's Ministry Director, The Cross Baptist Church

Dr. Thomas White

AA & BA, Anderson College
MDiv, Southeastern Baptist Theological Seminary
PhD, Southeastern Baptist Theological Seminary
President, Cedarville University

Dr. Matthew Vander Wiele

Diploma, Word of Life Bible Institute
BS, Liberty University
MAR, Liberty Baptist Theological Seminary
EdD, Southern Baptist Theological Seminary
Bible Teacher, Heritage Christian School

LIBRARY AND LEARNING RESOURCES

All students receive an account with Logos Bible Software. Logos is the premiere digital bible study software. In partnership with Logos, Word of Life provides students with intuitive Bible study software as well as a custom digital library that aligns with our course of study and digital textbooks.

Additionally, the Word of Life Bible Institute operates the Charles Ryrie Library and Study Center. The print book collection of 33,000 volumes, along with its electronic book collection of 620 e-books, effectively supports the academic curriculum. This collection also supports WOLBI's student life, discipleship, and counseling programs. The print book collection contains several thousand books, 14% of which have been published within the past fifteen years, as well as hundreds of classic works in the Bible, theology, religion, and history subject areas. The electronic book collection covers every topic area in the curriculum, with over half of the collection published within the past ten years. The e-books are accessible at all of WOLBI's teaching sites through Destiny Online Library. More information can be found in the Library Handbook, which is linked in Canvas.

ADMINISTRATION

ADMINISTRATION MISSION STATEMENT

The Administration exists to oversee all aspects of the functioning of the Word of Life Bible Institute in order to build an effective, cohesive, and unified ministry. It exercises immediate oversight over the development and management of Governing Board engagement, best practices, government and external compliance agency reporting, business, advancement, and alumni relations.

GOVERNING BOARD

Donald H. Lough, Jr., President
B. John Nelson, Vice President
Dane C. Swanson, Secretary
Mark L. Bailey
John S. Barnett
Mark R. Berardelli

Andres N. Fernandez Paz
Christopher Gnanakan
Robert L. Horst
Donald D. Kelso
Ronald D. Moore
Roger L. Peace, Jr.

Bruce R. Peterson
Jonathan H. Price
Lisa J. Schmidt
Mark E. Strout
Ronald D. Wyrzten

ADMINISTRATION

Mr. Ryan Arnold

Music Director

Mr. Allan Black

Financial Aid Administrator

Mr. Jon Bubar

Dean of Ministries

Mr. Mike Bush

Alumni Director

Mr. Alan Cappella

Librarian

Mr. Justin Cousins

Dean of Men

Mrs. Abbianne Jackson

Student Accounts Administrator

Mr. Don Lough, Jr.

Chancellor

Mr. Justin Lough

Institutional Effectiveness Coordinator

Mr. Eric Messer

Executive Dean of Student
and Guest Experiences

Mr. Roger Peace

President

Mr. Chris Tompkins

Director of Financial Services

Mr. Glenn Slothower

Human Resources

Mrs. Karen Smith

Dean of Women

Mr. Dan Skau

Registrar

Mr. Todd Steltz

Associate Academic Dean

Mr. Mark Strout

Executive Dean of Global Campuses

Mrs. Debbie Wallace

Assistant to the Academic Dean

Dr. Paul Weaver

Academic Dean

Mr. John Yarosh

Marketing Director

VI TEACHING SITE ADDENDUMS

HUDSON, FLORIDA TEACHING SITE

RESIDENT FACULTY

Dr. Tom Davis

Diploma, Word of Life Bible Institute
BS, Lancaster Bible College
MDiv, Grace Theological Seminary
Advanced Studies, Jerusalem University College
EdD, Nova Southeastern University

Mr. Dan Fahning

Diploma, Word of Life Bible Institute
BS, Liberty University
MDiv, Southwestern Baptist Theological Seminary

Mr. Mark Strout

Diploma, Word of Life Bible Institute
BA, MMin, Baptist Bible Seminary

FLORIDA CALENDAR OF EVENTS 2021-2022

August 27	Registration
December 10 - January 4	Winter Break
January 3	New Spring Students Registration
January 5 - 7	Missions Conference
March 4 - 21	Spring Break
March 11 - 23	Israel Study Tour (<i>optional</i>)
May 6 - 28	Summer Break
May 29- July 29	Ministry Practicum (<i>required to complete the program</i>)
July 30	Graduation

These dates are subject to change. Please check the calendar page on the www.wordoflife.edu website for current information.

ATIBAIA, BRAZIL TEACHING SITE

The Word of Life Bible Institute CLD Brazilian teaching site is located in the beautiful city of Atibaia, just 40 miles from the prominent city of São Paulo. Facilities include sports installations, an outdoor swimming pool, and an indoor heated swimming pool for recreational activities. Our educational structure is designed to grow our students in their relationship with God through the study of His Word while developing their ministerial life. All these activities happen in an environment surrounded by nature. Because of the charisma and kindness of the Brazilian people, relationships on campus tend to be permeated with great joy and companionship, both for national as well as for foreign students.

ADMISSIONS

The Admissions Department of the Atibaia teaching site is located at:

Curso de Liderança e Discipulado - Brazil
Alameda Periquito, 98
Condomínio Recanto Tranquilo
Atibaia – SP
CEP 12949-155
Brasil
Tel. 55 (11) 2119-1480
Tel. from the United States: 518.494.1790 Ext 5725
Email: secretaria@cld.org.br
Website: www.palavradavida.org.br/cld/

ADMISSIONS REQUIREMENTS

1. Applicants must be at least 17 years of age on the day of Registration.
2. Since the Bible Institute is a postsecondary institution, each applicant must be a high school graduate or have passed a recognized high school equivalency test approved by their government or have met the requirements of their province, state, or country regarding high school completion.
3. Transcripts are required for all secondary and postsecondary education.
4. Applicants must be in agreement with Word of Life's Statement of Faith and must signify a willingness to abide by its Standard of Conduct.
5. Applicants must give testimony to being born again and indicate a sincere desire to study the Word of God.
6. Applicants must be fluent in Portuguese. Applicants who do not speak Portuguese as their first language will be sent a proficiency exam before their acceptance is determined.

Note: Once a student has been accepted to Word of Life Bible Institute or one of its teaching sites, transfer of that acceptance to another teaching site must be approved through the Word of Life Bible Institute Admissions Office.

NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS

The Word of Life Bible Institute admits students of any sex, race, color, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the Institute. It does not discriminate on the basis of sex, race, color, or national and ethnic origin in its educational policies, admissions policies, scholarship and loan programs, or athletic and other school-administered programs.

INTERNATIONAL STUDENT ADMISSIONS

1. Complete and return the application, autobiography and two reference forms. We cannot issue an acceptance letter without this information. <http://prematricula.opv.org.br/prematricula/cld/>
2. Applicants must be fluent in Portuguese. Applicants who do not speak Portuguese as their first language will be sent a proficiency exam before their acceptance is determined.
3. Submit high school and any postsecondary transcripts. The Bible Institute may request a certified translation of such transcripts.
4. Applicants must possess a valid passport to travel to and remain in Brazil for the period of their studies. The passport must be valid until at least 6 months after graduation.
5. Participants must have proof of international health insurance in order to attend the Word of Life CLD program.
6. Participants from certain countries may be required to certify their ability to pay for their tuition and personal needs in order for the government to grant permission to stay in Brazil.

FINANCIAL INFORMATION

Word of Life Bible Institute's Atibaia teaching site bases all charges on an eleven-month school year consisting of two academic semesters and a ministry practicum. Tuition, room and board is to be paid before the beginning of each semester. A 5% early payment discount off the total price is given to those who pay the entire school bill at the beginning of the year. There is a 2% late fee for payments made after the fifth business day of each month. There is an additional fee of 1% of the pending balance for every month the school fee is not paid. Payments may be made in cash or by bank transfer. All prices are subject to change without notice. Note that prices are in Brazilian Reais.

2022 SCHOOL YEAR COST

Note: All fees are payable in Reais.

Tuition, Room & Board R\$ 27,062 payable in up to 12 installments.

Additional Charges

The following prices may vary depending on transportation costs at the time of the trips:

Mission Trip Expenses first semester	R\$ 500
Mission Trip Expenses second semester	R\$ 2000

FINANCIAL AID

SCHOLARSHIPS

Students from all Brazilian states are eligible to receive financial aid; however, they must fill out a scholarship application by January 10 each year in order to be considered. Contact us at secretaria@cld.org.br. There is a limited supply of scholarship funds that will be distributed according to need.

DISCOUNTS

Dependents of full-time Word of Life staff members are eligible for a 70% discount off their total bill.

There is a limited amount of Work Scholarships that are distributed based on need and available funds.

It is important to note that the Atibaia teaching site is not part of Word of Life's participation agreement with the U.S.

Department of Education relating to Title IV funding and is, therefore, not eligible to receive federal funding such as the Pell Grant or Stafford Loan.

PAYMENT SCHEDULE

Fees for all the semesters are due and payable when the student registers for that semester. A 5% early payment discount off the total price is given to those who pay the entire school bill at the beginning of the year. Students may use cash or a bank transfer to pay their school fees. Each student is expected to have completed all arrangements necessary to meet any and all financial obligations by Registration. Grades are issued only to students whose accounts are paid in full. Certificates and final transcripts are not issued until all financial obligations have been met.

REFUNDS

If a student withdraws or is dismissed from school, refunds will be granted on the following basis:

Within the first week	100 %
During the second week	85 %
During the third week	70 %
During the fourth week	55 %
During the fifth week	40 %
During the sixth week	25 %
After the sixth week	No refund except board

Board refunds will be granted on the actual number of weeks remaining in the semester after week 6.

ATIBAIA, BRAZIL CALENDAR OF EVENTS 2022

February 5	Student Arrival and Registration
February 7 - June 30	First Semester
February 23 - March 6	Break
April 11-17	Break
May 9 - 12	Missions Conference
June 17 - 26	First Mission Trip
July 1 - 27	Ministry Practicum (<i>required to graduate</i>)
August 8 - December 10	Second Semester
November 5 - 13	Break
December 10	Graduation

These dates are subject to change. Visit www.palavradavida.org.br/cld/ for the latest calendar updates.

BENEVIDES, BRAZIL TEACHING SITE

Our Benevides location primarily serves Brazilian youth from Brazil. The teaching site operates in Portuguese and is located at Word of Life's campus in Benevides, 22 miles east of Belém, Pará. Word of Life established this location in the winter of 1989, and it has been offering a Bible Institute program since February of 1992. Our students can grow in their relationship with God and study His Word while enjoying a remarkable culture and the incredible natural beauty of the Amazon River and rainforest of the Northern Region of Brazil. The student body is comprised of singles as well as married couples from up to 20 different states of Brazil and some internationals, allowing students to witness firsthand the unity and diversity of the Church of Jesus Christ.

ADMISSIONS

The Admissions Department of the Benevides teaching site is located at:

450 Avenue Joaquim Pereira de Queiroz
Benevides, Pará, Brazil
68795-000
Tel: +55-91-98116-2529
Tel. from the United States: 518.494.1790 Ext 5725
Email: secretaria@pvnorte.com.br
Website: www.pvnorte.com.br

ADMISSIONS REQUIREMENTS

1. Applicants must be at least 17 years of age on the day of Registration.
2. Since the Bible Institute is a postsecondary institution, each applicant must be a high school graduate or have passed a recognized high school equivalency test approved by their government or have met the requirements of their province, state, or country regarding high school completion.
3. Transcripts are required for all secondary and postsecondary education.
4. Applicants must be in agreement with Word of Life's Statement of Faith and must signify a willingness to abide by its Standard of Conduct.
5. Applicants must give testimony to being born again and must indicate a sincere desire to study the Word of God.
6. Applicants must be fluent in Portuguese. Applicants who do not speak Portuguese as their first language will be sent a proficiency exam before their acceptance is determined.

Note: Once a student has been accepted to Word of Life Bible Institute or one of its teaching sites, transfer of that acceptance to another teaching site must be approved through the Word of Life Bible Institute Admissions Office.

NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS

The Word of Life Bible Institute admits students of any sex, race, color, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the Institute. It does not discriminate on the basis of sex, race, color, or national and ethnic origin in its educational policies, admissions policies, scholarship and loan programs, or athletic and other school-administered programs.

INTERNATIONAL STUDENT ADMISSIONS

1. Complete and return the application, autobiography and two reference forms. We cannot issue an acceptance letter without this information.
2. Applicants must be fluent in Portuguese. Applicants who do not speak Portuguese as their first language will be sent a proficiency exam before their acceptance is determined.
3. Submit high school and any postsecondary transcripts. The Bible Institute may request a certified translation of such transcripts.
4. Applicants must possess a valid passport to travel to and remain in Brazil for the period of their studies. The passport must be valid until at least six months after graduation.
5. Participants must have proof of international health insurance.
6. Participants from certain countries may be required to certify their ability to pay for their tuition and personal needs in order for the government to grant permission to stay in Brazil.

FINANCIAL INFORMATION

Word of Life Bible Institute's Benevides teaching site bases all charges on an eleven-month school year consisting of two academic semesters and a ministry practicum. Tuition, room and board is to be paid before the beginning of each semester. A 5% early payment discount off the total price is given to those who pay the entire school bill at the beginning of the year. There is a 2% late fee for payments made after the fifth business day of each month. There is an additional fee of 1% of the pending balance for every month the school fee is not paid. Payments may be made in cash or by bank transfer. All prices are subject to change without notice. Note that prices are in Brazilian Reais.

2021 SCHOOL YEAR COST

Note: All fees are payable in Reais.

Single Student **R\$ 16,800**

What is included: Three meals a day, participation in classes, handouts in each subject, lodging, use of campus facilities, and participation in some special events during the school year.

Married Student **R\$ 16,200**

What is included: Two meals per week for the couple (If you have children, see the prices that need to be added in the monthly amount), participation in classes, handouts in each subject, and participation in some events during the school year. There is a monthly condo fee. The amount is charged when the student moves on campus. The rate is set according to the previous year's minimum wage and varies according to the student's residence. The married student must also pay for their own electricity.

Additional Charges

Nonrefundable Confirmation Fee **R\$ 100** (single student)
R\$ 600 (married student)

FINANCIAL AID

SCHOLARSHIPS

Students may apply for scholarships, but there is a limited supply of scholarship funds that will be distributed according to need.

DISCOUNTS

- Dependents of full-time Word of Life missionaries are eligible for a 75% discount off their total bill.
- 5% discount (on net value, for each one) for brothers, sisters and/or students who attend the same church.
- 15% discount (on net value) for children of former IMPV students in the Resident program.
- 10% discount for students sent by partner mission agencies. Currently we have partnership with MEIB, MEAP, MEAB and MEVA. The student needs to sign an agreement between the IMPV and the missionary sending agency, committing to serve in the agency for the same period of time that the benefit was received.
- 10% discount for the children of graduates of the Seminary in Atibaia (SBPV) or PV-Northeast.
- Discounts are not cumulative. In case of overlap, only the largest of them will be credited.
- Recruitment Discount: A 10% discount off the total price is offered to those who recruit others to come and attend the Bible Institute. The recruiting participant will receive a 10% discount for each person who enrolls in the same academic year. This discount does not apply as a refund for participants who have already graduated.

It is important to note that the Benevides teaching site is not part of Word of Life's participation agreement with the U.S Department of Education relating to Title IV funding and is, therefore, not eligible to receive federal funding such as the Pell Grant or Stafford Loan.

PAYMENT SCHEDULE

Fees have to be paid monthly, but a 5% early payment discount off the total price is given to those who pay the entire school bill at the beginning of the year.

Also, a discount of 2% is given in the amount of the monthly fee if it is paid until the first business day of the month. Students have to use bank transfers to pay for their school fees. Each student is expected to have completed all arrangements necessary to meet any and all financial obligations by Registration. Grades are issued only to students whose accounts are paid in full. Certificates and final transcripts are not issued until all financial obligations have been met.

REFUNDS

If a student withdraws or is dismissed from school, refunds will be granted on the following basis:

Within the first week	100 %
During the second week	85 %
During the third week	70 %
During the fourth week	55 %
During the fifth week	40 %
During the sixth week	25 %
After the sixth week	No refund except board

Board refunds will be granted on the actual number of weeks remaining in the semester after week 6.

BENEVIDES, BRAZIL CALENDAR OF EVENTS 2021

February 22	Student Arrival and Registration
March 2 - June 24	First Semester
June 25 - July 19	Ministry Practicum
July 20 - August 5	Summer Break
August 6 - December 3	Second Semester
September 21 - 26	Missions Conference
November 26 - 28	Celebration of the End of Classes
December 4	Graduation

These dates are subject to change. Visit www.pvnorte.com.br for the latest calendar updates.

RECIFE, BRAZIL TEACHING SITE

The Recife, Brazil teaching site is located on a gorgeous 70-acre rural property, in the municipality of Paudalho, 28 miles east of the beautiful city of Recife. Our students are able to grow in their relationship with God and study His Word while experiencing the unique culture and diversity the region has to offer. The student body is composed of students from many states in Brazil and several countries allowing the students to witness firsthand the unity and diversity of the Church of Jesus Christ.

ADMISSIONS

The Admissions Department of the Recife teaching site is located at:

Instituto Bíblico Palavra da Vida - Recife, Brazil

Mail address: Rua Bulhões Marques, 15/911 Boa Vista

Recife -PE CEP: 50.060-050 Brazil

Campus address: Br 408 Km 81 Zona Rural, Paudalho - PE

CEP: 55.825-000 Brazil

Tel. +55 81 3525.0477 or +55 81 99702.0068 (cell phone)

E-Mail: ibpv@pvnordeste.com.br

Website: www.pvnordeste.com

ADMISSIONS REQUIREMENTS

1. Applicants must be at least 17 years of age on the day of Registration.
2. Since the Bible Institute is a postsecondary institution, each applicant must be a high school graduate or have passed a recognized high school equivalency test approved by their government or have met the requirements of their province, state, or country regarding high school completion.
3. Transcripts are required for all secondary and postsecondary education.
4. Applicants must be in agreement with Word of Life's Statement of Faith and must signify a willingness to abide by its Standard of Conduct.
5. Applicants must give testimony to being born again and must indicate a sincere desire to study the Word of God.
6. Applicants must be fluent in Portuguese. Applicants who do not speak Portuguese as their first language will be sent a proficiency exam before their acceptance is determined.

Note: Once a student has been accepted to Word of Life Bible Institute or one of its teaching sites, transfer of that acceptance to another teaching site must be approved through the Word of Life Bible Institute Admissions Office.

NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS

The Word of Life Bible Institute admits students of any sex, race, color, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the Institute. It does not discriminate on the basis of sex, race, color, or national and ethnic origin in its educational policies, admissions policies, scholarship and loan programs, or athletic and other school-administered programs.

INTERNATIONAL STUDENT ADMISSIONS

1. Complete and return the application, autobiography and two reference forms. The Bible Institute teaching site in Atibaia, Brazil cannot issue an acceptance letter without this information.
2. Applicant must be fluent in Portuguese. Applicants who do not speak Portuguese as their first language will be sent a proficiency exam before their acceptance is determined.
3. Submit high school and any postsecondary transcripts. The Bible Institute may request a certified translation of such transcripts.
4. Applicants must possess a valid passport to travel to and remain in Brazil for the period of their studies. The passport must be valid until at least six months after graduation.
5. Participants must have proof of international health insurance in order to attend the Word of Life CLD program.
6. Participants from certain countries may be required to certify their ability to pay for their tuition and personal needs in order for the government to grant permission to stay in Brazil.

FINANCIAL INFORMATION

Word of Life Bible Institute's Recife teaching site bases all charges on an eleven-month school year consisting of two academic semesters and a ministry practicum. Tuition, room and board is to be paid before the beginning of each semester. A 5% early payment discount off the total price is given to those who pay the entire school bill at the beginning of the year. There is a 2% late fee for payments made after the fifth business day of each month. There is an additional fee of 1% of the pending balance for every month the school fee is not paid. Payments may be made in cash or by bank transfer. All prices are subject to change without notice. Note that prices are in Brazilian Reals.

2022 SCHOOL YEAR COST

Note: All fees are payable in Reals.

Tuition	R\$ 4,500
Room and Board	R\$ 11,100
Additional Charges	
Administrative fee	R\$ 1,100

FINANCIAL AID

SCHOLARSHIPS

- Students from North America and Central and European countries are not eligible to receive financial aid.
- Brazilians who live outside the country and whose source of income is also outside Brazil will not be eligible to receive financial aid.
- Any requests for financial aid for national students must be sent to the admissions office at ibpv@pvnordeste.com.br.

DISCOUNTS

- Dependents of Word of Life missionaries are eligible to receive 50% off tuition, room and board.
- Dependents of Christian workers are eligible to receive 10% off tuition, room and board.
- Brothers and sisters and more than one member of the same church are eligible to receive 10% off for each student.

It is important to note that the Recife teaching site is not part of Word of Life's participation agreement with the U.S Department of Education relating to the Title IV funding and is, therefore, not eligible to receive federal funding such as the Pell Grant or Stafford Loan.

PAYMENT SCHEDULE

1. Additional charges for the year are due and payable when the students confirm their registration.
2. Tuition, Room and Board may be paid as a one-time payment for the year or divided into two installments, payable at the beginning of each semester.
3. All payments may be made in cash or via bank transfer.
4. Each student is expected to have completed all arrangements necessary to meet any and all financial obligations by Registration.
5. Final grades are issued only to students whose accounts are paid in full. Certificates and final transcripts are not issued until all financial obligations have been met.

REFUNDS

If a student withdraws or is dismissed from school, refunds will be granted on the following basis:

Within the first week	100 %
During the second week	85 %
During the third week	70 %
During the fourth week	55 %
During the fifth week	40 %
During the sixth week	25 %
After the sixth week	No refund except board

Board refunds will be granted on the actual number of weeks remaining in the semester after week 6.

RECIFE, BRAZIL CALENDAR OF EVENTS 2022

March 15	Student Arrival and Registration
March 22 - June 24	First Semester Classes
May 17 - 23	Mission Trip 1
June 25 - 28	Break
June 29 - July 31	Ministry Practicum: Camps (<i>required to graduate</i>)
August 1 - 8	Break
August 9 - November 25	Second Semester Classes
September 20 - 26	Mission Trip 2
October 15 - 24	Break
December 3	Graduation

These dates are subject to change. Visit www.pvnordeste.com/ibpv for the latest calendar updates.

BERNAL, MEXICO TEACHING SITE

The Mexico teaching site is located on 45 acres of land, 58 km from Queretaro City. The campus is just a few minutes from Peña de Bernal (Bernal Peak), one of the tallest rock monoliths in the world which draws hikers and climbers from far and wide. Students come mainly from Mexico, Central America, and the Caribbean. They enjoy an outstanding year of biblical study and practical ministry experience. Courses are taught by professors who understand the cultural context and needs of the region.

ADMISSIONS

The Admissions Department of the Mexico teaching site is located at:

Instituto Bíblico Palabra da Vida - Bernal, Mexico

Campus address: Camino Nacional, Punta de la Loma, 76680.

Bernal, Ezequiel Montes, Mexico

Tel. +52 1 4412964188 or +52 1 4141013466 (cell phone)

Email: admisiones@ibpvmexico.com

Website: www.palabradevidamexico.com

ADMISSIONS REQUIREMENTS

1. Applicants must be at least 17 years of age on the day of Registration.
2. Since the Bible Institute is a postsecondary institution, applicants must be high school graduates or have passed a recognized high school equivalency test approved by their government or have met the requirements of their province, state, or country regarding high school completion.
3. Transcripts are required for all secondary and postsecondary education.
4. Applicants must be in agreement with Word of Life's Statement of Faith and must signify a willingness to abide by its Standard of Conduct.
5. Applicants must give testimony to being born again and must indicate a sincere desire to study the Word of God.
6. Applicants must be fluent in Spanish. Those who do not speak Spanish as their first language will be sent a proficiency exam before their acceptance is determined.

Note: Once a student has been accepted to Word of Life Bible Institute or one of its teaching sites, transfer of that acceptance to another teaching site must be approved through the Word of Life Bible Institute Admissions Office.

NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS

The Word of Life Bible Institute admits students of any sex, race, color, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the Institute. It does not discriminate on the basis of sex, race, color, or national and ethnic origin in its educational policies, admissions policies, scholarship and loan programs, or athletic and other school-administered programs.

INTERNATIONAL STUDENT ADMISSIONS

1. Complete and return the application, autobiography, and two reference forms. We cannot issue an acceptance letter without this information.
2. Applicants must be fluent in Spanish. Those who do not speak Spanish as their first language will be sent a proficiency exam before their acceptance is determined.
3. Submit high school and any postsecondary transcripts. The Bible Institute may request a certified translation of such transcripts.
4. Applicants must possess a valid passport to travel to and remain in Mexico for the period of their studies. The passport must be valid until at least 1 month after graduation.
5. Provide proof of valid health insurance for the entire time of their attendance.
6. Students from certain countries may be required to certify their ability to pay for their tuition and personal needs for the government to grant permission to stay in Mexico.

FINANCIAL INFORMATION

Word of Life Bible Institute's Mexico teaching site bases all charges upon a 10-month school year consisting of two academic semesters and a ministry practicum. Tuition, room and board is to be paid before the beginning of each semester. A 10% early payment discount off the total price is given to those who pay the entire school bill at the beginning of the year. Payments can be made in cash or by bank transfer. All prices are subject to change without notice. Note that prices are in Mexican Pesos.

2021 - 2022 SCHOOL YEAR COST

Note: All prices are in pesos (Mex\$)

Tuition	Mex\$ 6,500
Room & Board	Mex\$ 58,500

Other Charges

Immigration Fee (if applicable)	Mex\$ 5,500
---------------------------------	-------------

PAYMENT SCHEDULE

1. Tuition is due no later than Registration day. Room and Board are payable in ten equal monthly installments, with the first installment due no later than Registration day.
2. All additional charges are due when students confirm their registration for the year.
3. All payments can be made in cash or via bank transfer.
4. Each student is expected to have completed all arrangements necessary to meet any and all financial obligations by Registration.
5. Final grades are issued only to students whose accounts are paid in full. Certificates and transcripts are not issued until all financial obligations have been met.
6. The cost of any additional ministry trips which are not included in the program and which a student may choose to participate in will be covered by the student.

FINANCIAL AID

SCHOLARSHIPS

- Students from North America and Central and European countries are not eligible to receive financial aid.
- Mexicans who live outside the country and whose source of income also is outside Mexico will not be eligible to receive financial aid.
- All requests for financial aid for national students must be sent to **admisiones@ibpvmexico.com**.

DISCOUNTS

- Dependents of Word of Life missionaries are eligible to receive 50% off tuition, room and board.
- Dependents of Christian workers are eligible to receive 10% off tuition, room and board.
- Siblings and more than one member of the same church enrolled during the same academic year are each eligible to receive 10% off tuition, room, and board.

It is important to note that the Mexico teaching site is not part of Word of Life's participation agreement with the U.S. Department of Education relating to Title IV funding and is, therefore, not eligible to receive federal funding such as the Pell Grant or Stafford Loan.

REFUNDS

If a student withdraws or is dismissed from school, refunds will be granted on the following basis:

Within the first week	100 %
During the second week	85 %
During the third week	70 %
During the fourth week	55 %
During the fifth week	40 %
During the sixth week	25 %
After the sixth week	No refund except board

Board refunds will be granted on the actual number of weeks remaining in the semester after week 6.

MEXICO CALENDAR OF EVENTS 2021-2022

August 23	Student Arrival and Registration
August 23 - 27	Opening Week and Orientation
August 31 - December 3	Fall Semester
November 12 - 15	Missions Conference
December 4 - 21	First Missions Trip
December 22 - January 9	Christmas Break
January 11 - May 20	Spring Semester
May 21 - June 6	Second Missions Trip
June 7-19	Summer Break
June 20 - August 7	Ministry Practicum: Summer camps (<i>required to complete the program</i>)
August 22	Graduation

*These dates are subject to change. Visit **www.palabradevidamexico.com** for the latest calendar updates.*

OWEN SOUND, CANADA TEACHING SITE

The Ontario teaching site is located in Owen Sound in the heart of the Great Lakes Region of Georgian Bay, a popular year-round recreational destination for boaters, hikers, skiers, and snowmobilers. The 200-acre campus lies adjacent to the Niagara Escarpment and overlooks an expansive valley below, yet it is only fifteen minutes from the region's largest shopping and medical facilities. Toronto International Airport is 2 ½ hours to the southeast with shuttle bus service to Owen Sound easily available.

RESIDENT FACULTY

Mr. Douglas Reider

Diploma, Word of Life Bible Institute
BSEE, The George Washington University
MDiv, Capital Bible Seminary

Mr. Jonathan Ward

Diploma in Biblical & Theological Studies, New Brunswick Bible Institute
MMin, Bible Baptist Seminary, Clarks Summit, PA
MDiv, Luther Rice University, Lithonia, GA

ADMISSIONS

The Admissions Department of the Ontario teaching site is located at:

Word of Life Bible Institute - Admissions Department
617796 Grey Road 18
Owen Sound, ON N4K 5W4
CANADA
Tel. in Canada: 1-800-461-3503
Tel. outside Canada: (519) 376-3516
Fax: (519) 376-9893
Email: admissions@wolbi.ca
Website: www.wolbi.ca

ADMISSIONS REQUIREMENTS

1. Applicants must be at least 17 years of age on the day of Registration.
2. Since the Bible Institute is a postsecondary institution, applicants must be high school graduates or have obtained a GED Diploma or have met the requirements of province, state, or country regarding high school completion.
3. Transcripts are required for all secondary and postsecondary education.
4. Applicants must be in agreement with Word of Life's Statement of Faith and must signify a willingness to abide by its Standard of Conduct.
5. Applicants must give testimony to being born again and must indicate a sincere desire to study the Word of God.
6. Applicants must be able to read, write and communicate in English. If English is not their first language, they must pass the TOEFL (Test of English as a Foreign Language) or attend one of Word of Life's SYME (School of Youth Ministries in English) programs for a minimum of four months. SYME programs are currently located in Korea, Japan and Taiwan.

Note: Once a student has been accepted to Word of Life Bible Institute or one of its teaching sites, transfer of that acceptance to another teaching site must be approved through the Word of Life Bible Institute Admissions Office.

NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS

The Word of Life Bible Institute admits students of any sex, race, color, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the Institute. It does not discriminate on the basis of sex, race, color, or national and ethnic origin in its educational policies, admissions policies, scholarship and loan programs, or athletic and other school-administered programs.

INTERNATIONAL STUDENT ADMISSIONS

1. Complete and return the application, autobiography, and two reference forms. We cannot issue an acceptance letter without this information.
2. Applicants must be able to read, write and communicate in English. If English is not their first language, they must pass the TOEFL (Test of English as a Foreign Language) with a 61 or better on the internet-based test. Students who have attended one of Word of Life's SYME programs must pass the MPT (Michigan Placement Test) with a score of 81 (with four months completed), 71 (with six months completed) or 61 (with eight months completed) to attend.
3. Submit high school and any postsecondary transcripts. The Bible Institute may request a certified translation of such transcripts.
4. Provide proof of health insurance for the time they will be a student.
5. Submit funds to be held on deposit for tuition, room and board, and return transportation. Additionally, provide evidence of sufficient funds or financial support to pay incidental expenses.
6. Obtain a study permit from the Canadian Consulate. A U.S. citizen may obtain a student visa at the port of entry, but check with the port of entry to determine the hours when immigration offices are open. See the Canadian government's website at www.cic.gc.ca for up-to-date details. Applicants will need to provide the Canadian government with the following:
 - An acceptance letter from the Bible Institute's Ontario teaching site.
 - Proof of health insurance.
 - Evidence of sufficient funds or financial support to pay for the year at the Bible Institute which may be a letter from the Bible Institute certifying that the funds are already on deposit.

TRANSFERRING TO OTHER SCHOOLS

Depending on the anticipated course of study and academic record, up to one year of credit may be granted by most Christian colleges for studies at the Bible Institute's Ontario teaching site. Among the schools granting credit for coursework at Word of Life are:

- Appalachian Bible College
- Clarks Summit University
(formerly Baptist Bible College)
- Cairn University
- Calvary Bible College
- Cedarville University
- Christian Heritage College
- Cornerstone University
- Davis College
- Grace College
- Heritage College and Seminary
- Lancaster Bible College
- Liberty University
- Moody Bible Institute
- Pensacola Christian College
- Piedmont International University
- Southeastern College at Wake Forest
- The Masters College
- And many others

Scholarships are often offered by many of these schools to Word of Life Bible Institute graduates.

FINANCIAL INFORMATION

Word of Life Bible Institute's Ontario teaching site bases all charges upon an 11-month school year consisting of two academic semesters and a summer Ministry Practicum. All prices are subject to change without notice. Please visit www.wolbi.ca/financial for updated costs.

2021 - 2022 SCHOOL YEAR COST

Note: All prices are expressed in Canadian dollars.

Tuition	\$7,600
Room & Board	\$7,100
Basic Fees	\$450
Total	\$15,150

Other Charges

Estimated Cost of Health Insurance	\$700 (<i>for international students</i>)
Electives per hour	\$100
Late Registration Fee/Early Exit Fee	\$100
Logos Bible Software	\$450 (<i>paid 1st semester, non-refundable after first class</i>)
Estimated Cost of Textbooks	\$110
Summer Ministry Practicum Fee	\$125
Key Deposit	\$25
Graduation Fee	\$50
Special Dietary Needs (as required)	\$225

PAYMENT SCHEDULE

Fees for the Fall and Spring semesters are due and payable when the student registers for that semester. Students may use debit cards or approved credit cards (VISA or MasterCard) to pay their school bills.

Each student is expected to have completed all arrangements necessary to meet any and all financial obligations by Registration. Grades are issued only to students whose accounts are paid in full. Certificates and final transcripts are not issued until all financial obligations have been met. Satisfactory academic progress must be maintained to be eligible for institutional aid.

FINANCIAL AID

The following scholarships are available for students who have participated in the Word of Life Youth Ministries program: Engage International Award Certificates and Creative Discipleship Certificates. Also, qualified students who have worked at a Word of Life Camp may apply for the Summer Institute of Camping (SIC)/Camp Crew (STC) Scholarship. The Directors' Scholarship is available for Canadian students who are able to document significant financial need. The Wyrzten Scholarship Fund provides a need-based scholarship and can be applied for in the Fall semester. Interested students should contact the Bible Institute for more information.

Word of Life Bible Institute offers several scholarships each year to students who demonstrate spiritual maturity and leadership abilities. These scholarships are for the position of student leadership. Student Leaders are responsible for overseeing student life in the dorms, for enforcing standards and regulations, for supervising specific work assignments, and for assuming other leadership roles associated with campus life. Scholarship funds are also made available for dependent children of parents who are full-time pastors or missionaries. Students are expected to have completed all arrangements necessary to meet any and all financial obligations by Registration. Grades are issued only to students whose accounts are paid in full. Diplomas and final transcripts are not issued until all financial obligations have been met. Satisfactory academic progress must be obtained to be eligible for institutional aid.

The Ontario teaching site is not part of Word of Life's participation agreement with the U.S. Department of Education relating to Title IV funding and is, therefore, not eligible to receive federal funding such as the Pell Grant or Stafford Loan.

REFUNDS

If a student withdraws or is dismissed from school, refunds will be granted on the following basis:

Within the first week	100 %
During the second week	85 %
During the third week	70 %
During the fourth week	55 %
During the fifth week	40 %
During the sixth week	25 %
After the sixth week	No refund except board

Board refunds will be granted on the actual number of weeks remaining in the semester after week 6.

ONTARIO CALENDAR OF EVENTS 2021-2022

September 5	Student Arrival and Registration
September 7 - December 17	Fall Semester
December 17 - January 3	Winter Break
January 4 - May 13	Spring Semester
March 11 - 28	Spring Break
April 18 - 24	Missions Conference
May 14	Celebration of the End of Classes
June 28 - August 13	Ministry Practicum (<i>required to complete the program</i>)

These dates are subject to change. Visit www.wolbi.ca/school-calendar/ for the latest calendar updates.

SHERBROOKE, QUEBEC TEACHING SITE (FRENCH)

Four hours north of Boston and two hours east of Montreal, the Parole de Vie Québec campus flourishes in the heart of the beautiful Eastern Townships. Close to the country and yet strategically urban, the campus is minutes from two major Canadian universities. Quebec is a unique platform for offering the first year of our program in French to youth from North America and Europe. The majority of the students are from Quebec.

Each applicant must be able to read, write and communicate in French. Since the campus also offers a separate French language training program, there is the possibility of enrolling in this program in preparation for attending the Bible Institute once adequate French proficiency has been achieved.

RESIDENT FACULTY

Dr. Wesley Peach

BA, Columbia International University

ThM, Dallas Theological Seminary

PhD, University of Montreal

Mr. Martin Jalbert

Diploma, Kawartha Lakes Bible College

BA, Laval University

ADMISSIONS

The Admissions Department of the Quebec teaching site is located at:

Parole de Vie Québec - Registraire

1175 Ch. Thomas-Woodward

Sherbrooke QC J1M 0B4

CANADA

Tel: (819) 823-8435

Email: registraire@paroledevie.ca

Website: www.paroled vie.ca

ADMISSIONS REQUIREMENTS

1. Since the Bible Institute is a postsecondary institution, applicants must be high school graduates or have passed a recognized high school equivalency test approved by their government or have met the requirements of their province, state, or country regarding high school completion.
2. Transcripts are required for all secondary and postsecondary education.
3. Each applicant must be in agreement with Word of Life's Statement of Faith and must signify a willingness to abide by its Standard of Conduct.
4. Applicants must give testimony to being born again and must indicate a sincere desire to study the Word of God.
5. Applicants must be able to read, write and communicate in French.

Note: Once a student has been accepted to Word of Life Bible Institute or one of its teaching sites, transfer of that acceptance to another teaching site must be approved through the Word of Life Bible Institute Admissions Office.

NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS

The Word of Life Bible Institute admits students of any sex, race, color, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the Institute. It does not discriminate on the basis of sex, race, color, or national and ethnic origin in its educational policies, admissions policies, scholarship and loan programs, or athletic and other school-administered programs.

INTERNATIONAL STUDENT ADMISSIONS

1. Complete and return the application, autobiography, and two reference forms. We cannot issue an acceptance letter without this information.
2. Applicants must be able to read, write and communicate in French.
3. Provide proof of health insurance for the time they will be a student.
4. Submit funds to be held on deposit for tuition, room and board, and return transportation. Additionally, provide evidence of sufficient funds or financial support to pay incidental expenses.
5. International students are advised to make early contact with the Admissions Department to work through Immigration issues.
6. For further information, please consult www.parolededevie.ca.

TRANSFERRING TO OTHER SCHOOLS

Depending on the anticipated course of study and academic record, up to one year of credit may be granted by most Christian colleges for studies at the Bible Institute's Quebec teaching site. Among the schools granting credit for coursework at Word of Life are:

- Appalachian Bible College
- Clarks Summit University
(formerly Baptist Bible College)
- Cairn University
- Calvary Bible College
- Cedarville University
- Christian Heritage College
- Davis College
- Grace College
- Cornerstone University
- Lancaster Bible College
- Liberty University
- Moody Bible Institute
- Pensacola Christian College
- Piedmont International University
- PROFAC (Programme de Formation des
Assemblée Chrétienne)
- SEMBEQ (Séminaire Baptiste Évangélique du
Québec)
- Southeastern College at Wake Forest
- The Masters College
- Washington Bible College
- Tyndale University College
- And many others

Scholarships are often offered by many of these schools to Word of Life Bible Institute graduates.

FINANCIAL INFORMATION

Word of Life Bible Institute's Quebec teaching site bases all charges on an eleven-month school year consisting of two academic semesters and a summer Ministry Practicum. All prices are subject to change without notice. Please visit www.parolededevie.ca for updated costs.

2021 - 2022 SCHOOL YEAR COST

Note: All fees are expressed in Canadian dollars.

Tuition	\$4,955
Room & Board	\$5,635
Basic Fees	\$300
Total	\$10,890

Textbooks are included in the cost of tuition.

Other Charges

Intercultural Internship fees set during the Fall semester.

Key Deposit: \$10

Special Dietary Needs fee depends on the situation.

FINANCIAL AID

The Quebec teaching site does not offer US-based scholarships such as Cre8tive Discipleship, Camp Crew (STC), Student Fusion, SLU, Engage (Teens Involved), and Score. Students may be eligible for some of these when transferring to the second year of the program at the main campus in New York. It is also important to note that the Quebec teaching site is not part of Word of Life's participation agreement with the U.S. Department of Education relating to Title IV funding and is, therefore, not eligible to receive federal funding such as the Pell Grant or Stafford Loan.

PAYMENT SCHEDULE

Fees for the Fall and Spring semesters are due and payable when students register for that semester. Students may use debit cards, electronic transfers, checks, or cash. Students are expected to have completed all arrangements necessary to meet any and all financial obligations by Registration. Grades are issued only to students whose accounts are paid in full. Certificates and final transcripts are not issued until all financial obligations have been met. Satisfactory academic progress must be maintained to be eligible for institutional aid.

REFUNDS

If a student withdraws or is dismissed from school, refunds will be granted on the following basis:

Within the first week	100 %
During the second week	85 %
During the third week	70 %
During the fourth week	55 %
During the fifth week	40 %
During the sixth week	25 %
After the sixth week	No refund except board

Board refunds will be granted on the actual number of weeks remaining in the semester after week 6.

QUEBEC CALENDAR OF EVENTS 2021-2022

August 29	Student Arrival and Registration
August 29 - December 17	Fall Semester
December 18 - January 9	Winter Break
<i>To be determined</i>	Missions Conference
January 9 - May 19	Spring Semester
February 20 - March 2	Spring Break
May 20 – June 2	Intercultural Internship
June 3 - 16	Summer Break
June 18	Celebration of the End of Classes
June 20 - July 1	Ministry Practicum Training
July 3 - 24	Ministry Practicum (<i>required to complete the program</i>)

These dates are subject to change. Visit www.parolededevie.ca for the latest calendar updates.

HUNGARY TEACHING SITE

Word of Life Bible Institute's Hungarian teaching site is located on a gorgeous 76-acre castle property in the quaint village of Tóalmás, just 45 miles east of the beautiful city of Budapest. Our students are able to grow in their relationship with God and study His Word while experiencing the unique culture and amazing history Hungary has to offer. The student body is comprised of up to 17 distinct nationalities, allowing the student to witness firsthand the unity and diversity of the Church of Jesus Christ.

RESIDENT FACULTY

Mr. Richard Everson de Oliveira

BTh, Word of Life Bible College

MDiv, South American Theological Seminary

DMin, Dallas Theological Seminary

Mrs. Yohana Simões de Oliveira

BTh, Word of Life Bible College

MA Intercultural Studies, Columbia International University

Mr. László Kádár

Diploma, Word of Life Hungary Bible Institute

BA, Eötvös Lóránd University

ThM, Dallas Theological Seminary

Mr. Joshua Bramer

BA, Criswell College

ThM, Dallas Theological Seminary

Mr. Todd Meyerdirk

BA, Oklahoma Baptist University

ThM, Dallas Theological Seminary

ADMISSIONS

The Admissions Department of the Hungarian teaching site is located at:

Word of Life Bible Institute - Admissions Department

2252 Tóalmás

Kókai 2

HUNGARY

Tel. within Europe: +36.29.800.700

Tel. from the United States: 518.494.1790 Ext 5724

Email: admissions@wolbi.hu

Website: www.wolbi.hu

ADMISSIONS REQUIREMENTS

1. Applicants must be at least 17 years of age on the day of Registration.
2. Since the Bible Institute is a postsecondary institution, applicants must be high school graduates or have passed a recognized high school equivalency test approved by their government or have met the requirements of their province, state, or country regarding high school completion.
3. Transcripts are required for all secondary and postsecondary education.
4. Applicants must be in agreement with Word of Life's Statement of Faith and must signify a willingness to abide by its Standard of Conduct.
5. Applicants must give testimony to being born again and must indicate a sincere desire to study the Word of God.
6. Applicants must be fluent in either Hungarian or English. Applicants who do not speak English as their first language will be sent a proficiency exam before their acceptance is determined.

Note: Once a student has been accepted to Word of Life Bible Institute or one of its teaching sites, transfer of that acceptance to another teaching site must be approved through the Word of Life Bible Institute Admissions Office.

NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS

The Word of Life Bible Institute admits students of any sex, race, color, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the Institute. It does not discriminate on the basis of sex, race, color, or national and ethnic origin in its educational policies, admissions policies, scholarship and loan programs, or athletic and other school-administered programs.

INTERNATIONAL STUDENT ADMISSIONS

1. Complete the application at www.wolbi.hu/apply. Reference forms will also be required as part of the application process. The Bible Institute teaching site in Hungary cannot issue an acceptance letter without this information.
2. Applicants must be fluent in either Hungarian or English. Applicants who do not speak English as their first language will be sent a proficiency exam before their acceptance is determined.
3. Submit high school and any postsecondary transcripts. The Bible Institute may request a certified translation of such transcripts.
4. Applicants outside the European Union must possess a valid passport to travel to Hungary. The passport must be valid until at least 6 months after graduation.
5. Non-European Union participants will apply for their Residency Permit shortly after arriving in Hungary. The staff will help each participant fill out the application and take them to the immigration office in Budapest.
6. Participants must have proof of international health insurance in order to study at Word of Life Hungary. This is a requirement by law.
7. Participants from certain countries may be required to certify their ability to pay for their tuition and personal needs in order for the government to grant permission to stay in Hungary.

FINANCIAL INFORMATION

Word of Life Bible Institute's Hungary teaching site bases tuition charges upon an 11-month school year consisting of two academic semesters and a ministry practicum. Room and Board covers the 32 weeks of on-campus studies and participation. Tuition, room and board is to be paid before the beginning of each semester. A 3% early payment discount off the total price is given to those who pay the entire school bill at the beginning of the year. There is a 2,000 HUF late fee for every week a student is late paying his or her school bill.

Payments can be made in cash, by bank transfer or credit card. All prices are subject to change without notice. Please visit www.wolbi.hu for updated costs. Note that prices are listed, billed, and payable in Hungarian Forints.

2021 - 2022 SCHOOL YEAR COST

Note: All fees listed are billed and payable in Hungarian Forints.

Tuition	1,280,000 HUF
Room & Board	1,920,000 HUF
Total	3,200,000 HUF

Additional Charges

Textbooks/Year (estimate)	46,000 HUF
Residence Permits for non-EU residents approx.	\$200 USD

Please visit www.wolbi.hu/finances for updated costs.

FINANCIAL AID

SCHOLARSHIPS

Students from Central and Eastern European countries may claim a social scholarship based on their needs from the Solid Foundation Scholarship Fund. The applicant should fill out the scholarship application linked on www.wolbi.hu/finances. There is a limited supply of scholarship funds that will be distributed according to need.

- **Resident Assistant Scholarship:** Certain students are personally invited by the Dean's staff to serve in a leadership capacity on campus and in the dorm rooms as Resident Assistants. The Resident Assistant scholarship is 10% off the total price. The Resident Assistant scholarship cannot be combined with the social scholarship.
- **Recruitment Scholarship and Recruited Discount:** Those students who invite other future students to join our school will receive a tuition refund (Recruitment scholarship) totaling 2% of the invited student's final tuition fees. The invited student will also get 2% off the final discounted price based on their monthly net income per person.

Conditions for refunding tuition for both the invited student and the one inviting them:

- An international student applies to our school no later than March 1.
- An international student gets accepted to our school no later than March 22.
- A student applying from Hungary applies to our school no later than May 1.
- A student applying from Hungary is accepted to our school no later than May 22.

DISCOUNTS

- **Household income-based discount:** Some of our discounts are based on household income. In order to receive these discounts, during the application process you will provide verification of income for your household. Based on the household's monthly net income per person, applicants may apply for discounts ranging from 35-50% of their total cost. Further information can be found at www.wolbi.hu/finances.
- **20% Second-Year Discount:** Students may continue their studies at WOLHBI for 20% less than the cost of the current year. Students who transfer into WOLHBI's second-year program from another institution are not eligible for this discount.
- **Married Students Discount:** If a married couple applies as students, the second person is given a further 50% from the discount that was based on their net income per person. In case of different tuition fees, we give this discount to the person paying the higher price for our school.
- **Early Payment Discount:** A further discount of 3% is given to those who pay the whole year's tuition in one payment by the day of registration.

When Word of Life Hungary provides scholarships to help students who need financial help, the 10% Resident Assistant scholarship will be subtracted from the scholarship amount previously communicated.

The Hungarian teaching site does not offer US-based scholarships such as Creative Discipleship, Camp Crew (STC), Student Fusion, SLU, Engage (Teens Involved), and Score. It is also important to note that the Hungarian teaching site is not part of Word of Life's participation agreement with the U.S. Department of Education relating to Title IV funding and is, therefore, not eligible to receive federal funding such as the Pell Grant or Stafford Loan.

PAYMENT SCHEDULE

Fees for the Fall and Spring semesters are due and payable when the student registers for that semester. A 3% Early Payment Discount off the total price is given to those who pay the entire school bill at the beginning of the year. Students may use cash or bank transfer to pay their school fees. Each student is expected to have completed all arrangements necessary to meet any and all financial obligations by Registration. Grades are issued only to students whose accounts are paid in full. Certificates and final transcripts are not issued until all financial obligations have been met.

REFUNDS

If a student withdraws or is dismissed from school, tuition refunds will be granted on the following basis:

Within the first week of the semester	100 %
During the second week of the semester	85 %
During the third week of the semester	70 %
During the fourth week of the semester	55 %
During the fifth week of the semester	40 %
During the sixth week of the semester	25 %
After the sixth week of the semester	No refund except room and board

Room and board refunds will be granted on the actual number of weeks remaining in the semester at the time of withdrawal or dismissal.

HUNGARY CALENDAR OF EVENTS 2021-2022

September 13 - 15	Students Arrival and Registration
September 15 - 19	Orientation and Opening Conference
September 21 - January 28	Fall Semester
October 18 - 24	Ministry Week
December 16 - January 5	Winter Break
January 28 - 30	Missions Conference
February 1 - May 27	Spring Semester
April 12 - 18	Missions Week
April 19 - 25	Spring Break
May 28	Graduation Ceremony
June 1 - August 20	Ministry Practicum (<i>required to complete the program</i>)

These dates are subject to change. Visit www.wolbi.hu for the latest calendar updates.

SOUTH KOREA TEACHING SITE

Our Jeju Island location is just 15 minutes from beautiful Iho Beach, Halla Mountain, Jeju City (population 400,000) and Jeju International Airport. Centrally located south of the Korean Peninsula we are a short two-hour flight from Tokyo, Osaka, Beijing and Shanghai. The mix of students from Asia, America and around the world makes this a truly international campus.

RESIDENT FACULTY

Mr. Steve Nicholes

BS, Liberty University

MRE, Asia Baptist Theological Seminary of Cornerstone University

Dr. Mike Ivey

BA, Pacific Coast Baptist College

MA, Yonsei University

MA, Columbia International University

PhD, University of South Carolina

ADMISSIONS

The Admissions Department of the South Korea teaching site is located at:

Word of Life Bible Institute Admissions

622 Gwangsangro Aewol-Up

Jeju City, Jeju Island 63037

Republic of Korea

Tel. within Korea: 070.4190.6084

Toll-free within Korea: 080.603.0781

Tel. outside Korea: 82.70.4190.6084

Email: wolbijeju@gmail.com

Website: www.wolbiasia.com

ADMISSIONS REQUIREMENTS

1. Applicants must be at least 17 years of age on the day of Registration.
2. Since the Bible Institute is a postsecondary institution, applicants must be high school graduates or have passed a recognized high school equivalency test approved by their government or have met the requirements of their province, state, or country regarding high school completion.
3. Transcripts are required for all secondary and postsecondary education.
4. Applicants must be in agreement with Word of Life's Statement of Faith and must signify a willingness to abide by its Standard of Conduct.
5. Each applicant must give testimony to being born again and must indicate a sincere desire to study the Word of God.
6. Each applicant must be able to read, write and communicate in English. If English is not their first language, please refer to #2 under the "International Student Admissions" section.

Note: Once a student has been accepted to Word of Life Bible Institute or one of its teaching sites, transfer of that acceptance to another teaching site must be approved through the Word of Life Bible Institute Admissions Office.

NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS

The Word of Life Bible Institute admits students of any sex, race, color, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the Institute. It does not discriminate on the basis of sex, race, color, or national and ethnic origin in its educational policies, admissions policies, scholarship and loan programs, or athletic and other school-administered programs.

INTERNATIONAL STUDENT ADMISSIONS

1. Complete and return the application, autobiography and two reference forms. The Bible Institute teaching site in Korea cannot issue an acceptance letter without this information.
2. Each applicant must be able to read, write and communicate in English. If English is not their first language they must pass the TOEFL (Test of English as a Foreign Language) with a 61 or better on the internet-based test. Students who have attended one of Word of Life's SYME programs must pass the MPT (Michigan Placement Test) with a score of 81 (with 4 months completed), 71 (with 6 months completed) or 61 (with 8 months completed) to attend the Word of Life Bible Institute Jeju campus.
3. Submit high school and any postsecondary transcripts. The Bible Institute may request a certified translation of such transcripts.
4. Students must obtain a passport or verify that their existing passport will remain valid six months past their intended period of study. Students from countries participating in the Korean visa waiver program including the U.S. and Canada do not need to apply for a visa and will be admitted as tourists upon arrival in Korea.

FINANCIAL INFORMATION

Word of Life Bible Institute's South Korea teaching site bases all charges upon an eleven-month school year consisting of two academic semesters and a Ministry Practicum. All prices are subject to change without notice. Please visit www.wolbiasia.com for updated costs. Note that prices are in U.S. dollars.

2021 - 2022 SCHOOL YEAR COST

Note: All fees listed are in Hungarian Forints and payable in Forints.

Travel Fee*	\$4,650
Tuition	\$4,637
Meals	\$4,990
Housing	\$2,300
Total	\$16,577

**Includes trips to Thailand and Israel*

Other Charges

Nonrefundable Confirmation Fee	\$600
Textbooks Per Year (<i>estimate</i>)	\$150
Supplementary Materials Fee	\$250
Laundry Fee	\$150
Late Registration/Early Exit Fee	\$200
Electives Per Hour	\$35

FINANCIAL AID

The South Korea teaching site is priced very affordably considering all that is included. Early Bird scholarships (offered monthly to confirmed applicants starting 11 months prior to entrance), "Pass-it-On", and alumni scholarships are available for this teaching site. However, US-based scholarships such as Creative Discipleship, Camp Crew (STC), Student Fusion, Student Leadership University, Engage (Teens Involved), and Score are not applicable. Students may be eligible for some of these when transferring to the second year of the program at the main campus in New York. It is also important to note that the South Korea teaching site is not part of Word of Life's participation agreement with the U.S. Department of Education and is, therefore, not eligible to receive federal funding such as the Pell Grant or Stafford Loan at this time.

PAYMENT SCHEDULE

Fees for the Fall and Spring semesters are due and payable when the student registers for that semester. Students may use debit cards or approved credit cards. Each student is expected to have completed all arrangements necessary to meet any and all financial obligations by Registration. Grades are issued only to students whose accounts are paid in full. Certificates and final transcripts are not issued until all financial obligations have been met. Satisfactory academic progress must be maintained to be eligible for institutional aid.

REFUNDS

If a student withdraws or is dismissed from school, refunds will be granted on the following basis:

Within the first week	100 %
During the second week	85 %
During the third week	70 %
During the fourth week	55 %
During the fifth week	40 %
During the sixth week	25 %
After the sixth week	No refund except board

Board refunds will be granted on the actual number of weeks remaining in the semester after week 6.

SOUTH KOREA CALENDAR OF EVENTS 2021-2022

September 13 - 14	Student Arrival and Registration
September 15 - February 25	Fall Semester
October 22 - 24	Founder's Conference/Counseling Seminar
December 2 - 13	Mission Trip to Vietnam & Thailand
December 13 - 30	Winter Break
January 31 - February 2	Lunar New Year Holiday
February 25 - 27	Missions Conference
March 1 - July 7	Spring Semester
March 10 - 24	Israel Trip
April 1 - 3	Family Life Conference
May 27 - June 6	Optional Paul's Missionary Journeys Trip/Break
July 11 - 14	Summer Break
July 15 - August 6	Ministry Practicum (<i>required to graduate</i>)
August 8	Graduation

These dates are subject to change. Visit www.wolbiasia.com for the latest calendar updates.

UGANDA TEACHING SITE

Our Uganda teaching site is located 30 minutes from Kampala city center and near Entebbe International Airport. Situated on the East African highlands, Uganda is blessed with a tropical climate. With its many bodies of water and beautiful scenery, Uganda prides itself in being the Pearl of Africa. A blend of students from different parts of the continent make this a truly international campus.

RESIDENT FACULTY

Mr. David Kirabira
Diploma, Word of Life Bible Institute
BA, Njeje University
MA, Liberty University

Mr. Moses Mallombe
BTh, Scot Theological University

ADMISSIONS

The Admissions Department of the Uganda teaching site is located at Plot 4374, Lumuli, Kitende, approximately 2km off Entebbe Rd, Wakiso District.

Postal Address:

Word of Life Africa Bible Institute - Uganda Admissions

P.O Box 29899

Kampala, Uganda

East Africa

Tel. within Uganda: 0702 019 049 / 0702 339 976

Tel. outside Uganda: +256 702 019 049 / +256 0702 339 976

Email: wolabi@woluganda.org

ADMISSIONS REQUIREMENTS

1. Each applicant must be at least 18 years of age on the day of Registration.
2. Since the Bible Institute is a postsecondary institution, applicants must be high school graduates or have passed a recognized high school equivalency test approved by their government or have met the requirements of their province, state, or country regarding high school completion.
3. Transcripts are required for all secondary and postsecondary education.
4. Applicants must be in agreement with Word of Life's Statement of Faith and must signify a willingness to abide by its Standard of Conduct.
5. Applicants must give testimony to being born again and must indicate a sincere desire to study the Word of God.
6. Applicants must be able to read, write and communicate in English. If English is not their first language, they must pass the TOEFL (Test of English as a Foreign Language) with a 61 or better on the internet-based test.

Note: Once a student has been accepted to Word of Life Bible Institute or one of its teaching sites, transfer of that acceptance to another teaching site must be approved through the Word of Life Bible Institute Admissions Office.

NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS

The Word of Life Bible Institute admits students of any sex, race, color, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the Institute. It does not discriminate on the basis of sex, race, color, or national and ethnic origin in its educational policies, admissions policies, scholarship and loan programs, or athletic and other school-administered programs.

INTERNATIONAL STUDENT ADMISSIONS

1. Complete and return the application, autobiography and two reference forms. We cannot issue an acceptance letter without this information.
2. Applicants must be high school graduates or have passed a recognized high school equivalency test approved by their government or have met the requirements of their province, state, or country regarding high school completion.
3. Applicants must be able to read, write and communicate in English. If English is not their first language, they must pass the TOEFL (Test of English as a Foreign Language) with a 61 or better on the internet-based test.
4. Submit high school and any postsecondary transcripts. The Bible Institute may request a certified translation of such transcripts. Fees for this translation will be the responsibility of the applicant.
5. Students must obtain a passport or verify that their existing passport may remain valid six months past their intended period of study. The applicant must pay for and obtain all relevant visas and/or permits to study in Uganda.

FINANCIAL INFORMATION

The Uganda teaching site bases all charges on an eleven-month school year consisting of two academic semesters and a Ministry Practicum. All prices are subject to change without notice. Please email us at wolabi@woluganda.org for updated costs. Note that prices are in U.S. dollars.

2021 - 2022 SCHOOL YEAR COST

Tuition	\$4,200
Meals	\$2,500
Housing	\$800
Total	\$7,500

Other Charges

Registration Fee	\$100
One Year Student Pass/Permit	\$200
Library Fee	\$200
National Council of Higher Education Fee	\$50
Graduation Fee	\$150
Student Life and Ministry Practicum	\$600
General Maintenance	\$200

FINANCIAL AID

The Uganda teaching site does not offer US-based scholarships such as Creative Discipleship, Camp Crew (STC), Student Fusion, Student Leadership University, Engage (Teens Involved), and Score. Students may be eligible for some of these when transferring to the second year of the program at the main campus in New York. It is also important to note that the Uganda teaching site is not part of Word of Life's participation agreement with the U.S. Department of Education and is, therefore, not eligible to receive federal funding such as the Pell Grant or Stafford Loan.

PAYMENT SCHEDULE

Fees for the Fall and Spring semesters are due and payable when the student registers for that semester. Students may use debit cards or approved credit cards. Each student is expected to have completed all arrangements necessary to meet any and all financial obligations by Registration. Grades are issued only to students whose accounts are paid in full. Final transcripts are not issued until all financial obligations have been met.

REFUNDS

If a student withdraws or is dismissed from school, refunds will be granted on the following basis:

Within the first week	100 %
During the second week	85 %
During the third week	70 %
During the fourth week	55 %
During the fifth week	40 %
During the sixth week	25 %
After the sixth week	No refund except board

Board refunds will be granted on the actual number of weeks remaining in the semester after week 6.

UGANDA CALENDAR OF EVENTS 2021-2022

August 3	New Student Arrival and Registration
August 4 - 6	New Student Orientation
December 6 - 18	Ministry Practicum (Camps) – <i>Tentative</i>
December 18	Christmas Break Begins
January 20	Second Semester Begins
March 14 - April 1	Ministry Practicum (Internship)
April 15 - 18	Easter Break
May 29 - June 10	Ministry Practicum (Camps) – <i>Tentative</i>
June 27 - 29	Debrief Camp
July 2	Graduation

These dates are subject to change. For any questions email us at wolabi@woluganda.org.

VI ADDENDUMS

GRIEVANCE POLICY

We believe that the first step in resolving any dispute, whether interpersonal or organizational, is to invoke the principles outlined in Mathew 18 and to directly address the party (or office) with whom a problem has arisen in order to seek a resolution. It is our sincere hope that as two believers openly seek the mind of the Lord in regard to their concerns, the Holy Spirit will bring peace to the situation. As this may not always be the case, human intervention may at times be required.

If, in spite of all sincere attempts, a matter remains unresolved, the next step may be to file a formal grievance. A form for such purpose is available online through the student portal at <https://studentportal.wol.org/complaints-or-concerns/>. This completed form will be sent directly and securely to the Institutional Effectiveness Coordinator who will address the matter with all appropriate personnel within 14 days. Every effort will be made to resolve all issues in writing within 30 days or less. One must recognize that solutions may not be deemed satisfactory by all concerned parties. However, the administration will seek a resolution that is fair, practical, and based on the authority of Scripture. This form should be completed for general complaints and concerns. Student and employee complaints regarding sex discrimination or sexual harassment will be handled through the Title IX Policy on page 9.

If, after following through on the above procedure, a student believes his/her grievances were not satisfactorily addressed by the administration of the Word of Life Bible Institute, he or she may contact the Transnational Association of Christian Colleges and Schools (TRACS) at: 15935 Forest Rd., Forest, VA 24551, by telephone at (434) 525-9539, or by their website tracs.org.

CONFIDENTIALITY OF STUDENT RECORDS

A. Privacy Information

The Family Educational Rights and Privacy Act (FERPA) of 1974 and its amendments give schools clear guidelines on the privacy of student records. This notice is given to inform you of your rights as a student and to help you understand how to access and disclose information from your educational records.

B. Definitions

Educational Records: With certain exceptions, educational records are those records, files, documents, and other materials that contain information directly related to the student and are maintained by an employee or representative of the school.

School Official: A person employed by Word of Life Bible Institute in an administrative, academic, research, or support staff position; a member of the board of directors; or a student serving in an administrative support role or on an official committee, such as a disciplinary or grievance committee.

Legitimate Educational Interest: A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Word of Life Bible Institute.

Directory (public) Information: In accordance with the Act, Word of Life Bible Institute designates the following information as directory information: student name, address (home, current, and email), telephone (home and current), photo, student ID, program of study, awards, recent school attended, enrollment status, dates of attendance, participation in official organizations and sports, and height and weight of sports team members.

C. Students' Rights Under FERPA

1. You have the right, with certain exceptions, to inspect your educational records. Requests should be made to the Registrar's office or to the Executive Dean of Student and Guest Experiences' office and will be granted within a reasonable timeframe not to exceed 45 days from the original request.
2. You have the right to request the amendment of your educational record that you believe is inaccurate, misleading, or otherwise in violation of your privacy rights under FERPA. You must make a written request, including signature and date to the Registrar's office or to the Executive Dean's office for an amendment to be considered. Additional information regarding the request process will be provided to you at the time the initial request is made.
3. You have the right to provide written consent before the Bible Institute discloses elements of your educational records except to the extent that FERPA authorizes disclosure without consent. The Bible Institute may disclose information without consent to school officials with legitimate educational interest and information that Word of Life has identified as directory information. A complete list of FERPA allowable disclosures without consent may be obtained from the Registrar's office or the Executive Dean's office
4. You have the right to withhold the disclosure of directory information. If you exercise this right, Word of Life Bible Institute will not disclose any directory information to parties that may be seeking this information without your written consent. Withholding of this information may cause delays in maintaining insurance coverage and applying for transfer to other institutions and must be exercised with great caution. Written requests to opt-out of directory information disclosure must be made to the Registrar's office or to the Executive Dean's office.
5. You have the right to file a complaint with the US Department of Education concerning alleged failures by Word of Life Bible Institute to comply with the requirements of FERPA. Complaints should be sent to:

Family Policy Compliance Office
U.S. Department of Education 4
00 Maryland Ave SW
Washington D.C. 20202

TITLE IX POLICY

Word of Life Bible Institute is committed to providing a safe environment free from discrimination. We believe that all people are created in the image of God and are equal. With this in mind, the Bible Institute does not discriminate on the basis of sex in our education programs or activities, including recruitment, admissions, distribution of financial assistance, hiring practices, employment or promotion. This echoes Title IX of the Education Amendments of 1972, which states, "No person in the United States shall, on the basis of sex, be excluded from participation in, or be denied the benefits of, or be subject to discrimination under any education program or any activity receiving Federal financial assistance." The Bible Institute is required to comply with Title IX and the U.S. Department of Education's implementing regulations.

The following seeks to clearly define terms and set forth policies to educate our campus community and help ensure that our campus remains a safe environment for all to learn and grow in their walk with the Lord. The Bible Institute has designated the following individuals to coordinate our efforts in this area:

Mrs. Laurel Taaffe
Title IX Investigator and Camp Crew Staff Coordinator
4200 Glendale Rd, Ministries Center
518.494.6215 | laureltaaffe@wol.org

Title IX Coordinator – Ethan Morin
Title IX Investigator and Assistant Camp Director at the Pines
4200 Glendale Road, Ministries Center
518.494.1321 | ermorin@wol.org

Questions regarding Title IX may be referred to the Title IX Coordinator and/or to the Assistant Secretary for Civil Rights of the U.S. Department of Education Office of Civil Rights.

A. Definitions

- . **Title IX Coordinator:** An employee of the school designated to ensure compliance with Title IX regulations and investigate all allegations of sex discrimination.
- . **Sex Discrimination:** Discrimination in education programs or activities, including employment, admission, and/or participation in sports or school organizations on the basis of one's sex.
- . **Sexual Harassment:** Conduct on the basis of sex that satisfies one or more of the following:
 1. An employee of the school conditioning the provision of an aid, benefit, or service of the school on an individual's participation in unwelcome sexual conduct (quid pro quo harassment);
 2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or
 3. Sexual assault, dating violence, domestic violence, or stalking (as defined below).
- . **Sexual Assault:** Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent, that meets the definition of rape, fondling, incest and statutory rape.
- . **Rape:** the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- . **Fondling:** the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- . **Incest:** sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- . **Statutory Rape:** sexual intercourse with a person who is under the statutory age of consent.

- . **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse, and dating violence does not include acts covered under the definition of domestic violence.
- . **Domestic Violence:** A felony or misdemeanor crime of violence committed: (1) by a current or former spouse or intimate partner of the victim; (2) by a person with whom the victim shares a child in common; (3) by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; (4) by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or (5) by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- . **Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to: fear for the person's safety or the safety of others or suffer substantial emotional distress. For the purposes of this definition, course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows monitors, observes, or surveils, threatens, or communicates to or about a person, or interferes with a person's property; and reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
- . **Sexual Violence:** Incidents of sexual assault, dating violence, domestic violence, and stalking.
Consent: All school standards prohibit sexual activity outside of marriage. In addition, sexual activity requires consent from both parties involved as a matter of state and federal law. Consent must be voluntary, clear and unambiguous between both parties. Consent cannot be obtained from someone who is a minor, asleep, unconscious or otherwise mentally or physically incapacitated. Consent cannot be given under coercion, threat, or force.
- . **Education Program or Activity:** Includes locations, events, or circumstances over which the Bible Institute exercised substantial control over both the respondent and the context in which the sexual harassment occurs, and also includes any building owned or controlled by a student organization that is officially recognized by the Bible Institute.
- . **Complainant:** An individual(s) who is alleged to be the victim of conduct that could constitute sexual harassment or sex discrimination.
- . **Respondent:** Any individual(s) who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

B. Confidentiality

Individuals who wish to submit a confidential report of sex-based discrimination or sexual harassment, which does not include the complainant's name, should know that this may limit the Bible Institute's ability to fully resolve the complaint. Except as necessary to investigate and resolve complaints of sex discrimination or formal complaints of sexual harassment, the Bible Institute will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness. Reports of sexual violence will be included in the Bible Institute's crime statistics but will not include the names of the parties involved. See Section X.F of the Annual Security Report for further information.

The outcome of an investigation involving students is part of the education record of the student parties involved and is protected from release to the public under the federal law, FERPA, with some exceptions. The Bible Institute may release publicly the name, the violation committed and the sanction imposed for any respondent who is found to have violated a Bible Institute policy by committing sexual assault or a "crime of violence," including: arson, burglary, robbery, criminal homicide, assault, destruction/damage/vandalism of property and kidnapping/abduction.

Complainants should know that the Bible Institute will take necessary measures to protect the complainant from retaliation on the basis of making a complaint and will put measures in place to allow the complainant to continue to work or study in a safe and supportive environment without the threat of retaliation or further discrimination or harassment. A formal complaint will be handled with the utmost of care and will allow the Bible Institute to completely investigate the complaint and issue sanctions against the respondent if a violation of this policy is found.

C. Discrimination and Sexual Harassment Grievance Procedure

Reporting sex discrimination or sexual harassment: If an individual believes that they have been denied admission, employment, or participation in a school program, activity or sport based on his/her sex or has experienced sexual harassment as defined above, he/she should contact the Title IX Coordinator immediately. Any victims of sexual violence should get to a safe place and seek medical attention immediately to ensure their personal safety and to help aid any future investigations. Preserving evidence when a crime of sexual violence occurs may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order. Complainants should not hesitate to contact a member of the school's Student Life Department or the Title IX Coordinator to report the incident, regardless of the circumstances. Any person (employees or students) may report sex discrimination or sexual harassment (even if the reporting person is not the alleged victim) to the Title IX Coordinator in person, by mail, by telephone, or by electronic mail using the contact information provided above.

- . **Initial Contact with Complainant:** The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures (see below), consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, explain the process for filing a formal complaint of sexual harassment, and describe the grievance process for either sex discrimination or sexual harassment (as appropriate). The complainant will be provided with a copy of the Title IX policy.
- . **Information for Victims of Sexual Violence:** If the complainant (student or employee) is reporting an incident of sexual violence, the Title IX Coordinator will also provide a written notification of the available supportive measures, a written notification of resources for victims at the Bible Institute and in the community, a list of rights and options for victims of sexual violence, information about options for involving local law enforcement and campus Security, and options for obtaining a protective order (if relevant). The Title IX Coordinator will offer assistance contacting law enforcement if the complainant desires but will also explain that contacting law enforcement is not required.
- . **Mandatory Reporters:** Any Bible Institute official who has the authority to institute corrective measures on behalf of the school must report sexual harassment, including sexual violence to the Title IX Coordinator. The Bible Institute's officials with authority include the Resident Directors, Dean of Men, Dean of Women, Dean of Students Health and Security Coordinator, Executive Dean, Academic Dean, Dean of Ministries, and Executive Vice President. The Bible Institute also encourages all students, staff members, and other members of the school community to report sexual violence to the Title IX Coordinator immediately.
- . **Supportive Measures:** Upon receipt of a report of alleged sex discrimination or sexual harassment, Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures with the Student Life, Academic, and Ministries departments, as appropriate. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the Bible Institute's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the Bible Institute's educational environment, or

deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The Bible Institute will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair its ability to provide the supportive measures. If a complainant reporting an incident of sexual violence requests a supportive measure, and it is reasonably available, the Bible Institute will provide such measure, regardless of whether the complainant chooses to report the incident to campus police or local law enforcement.

- **Emergency Removal:** In some circumstances, the Bible Institute may suspend a student-respondent from its education programs or activities on an emergency basis based on a report of sexual harassment. Before suspending the respondent, the Bible Institute will conduct an individualized safety and risk analysis to determine if there is an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment, which justifies the removal of the respondent. If the Bible Institute makes the decision to temporarily remove the respondent, the Bible Institute will provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. The Dean of Students or Executive Dean will make all decisions regarding emergency removal of students. The Bible Institute has the discretion to place employee-respondents on an administrative leave of absence during the pendency of the grievance procedure.
- **Complaints of Sex Discrimination:** If a complaint of sex discrimination is filed against the Bible Institute or its staff that is not sexual harassment (as defined above), the Bible Institute will provide for the prompt and equitable resolution of the complaint. The Title IX Coordinator will investigate the complaint and report the findings of the investigation to the Executive Vice President for action. The complainant will be notified of the outcome of the complaint and any remedies provided by the Bible Institute to resolve any incidents of sex discrimination.
- **Formal Complaints of Sexual Harassment:** A formal complaint of sexual harassment must be filed before the Bible Institute will initiate its grievance process. The formal complaint can either be filed by a complainant or signed by the Title IX Coordinator. The complainant may submit a formal complaint to the Title IX Coordinator in person, by mail, or by electronic mail. Those wishing to file formal complaints are encouraged to complete the Title IX Discrimination Complaint Form available through Canvas and submit the completed form to the Title IX Coordinator. The formal complaint must include the complainant's physical or digital signature, or otherwise indicate that the complainant is the person filing the formal complaint. At the time of filing a formal complaint, the complainant must be participating in or attempting to participate in an education program or activity of the Bible Institute. In cases where the complainant does not choose to file a formal complaint but where the Title IX Coordinator after considering all of the circumstances determines that the Bible Institute must initiate the grievance process to avoid being deliberately indifferent (such as when an individual or other members of the community may be at risk), the Title IX Coordinator may sign the formal complaint. The Bible Institute will not act with deliberate indifference in response to any formal complaint.
- **Dismissal of a Formal Complaint:** The Bible Institute must dismiss a formal complaint, if at any time during the investigation or hearing, the Bible Institute determines that (1) the alleged misconduct does not meet the definition of sexual harassment; (2) the alleged misconduct did not occur within the Bible Institute's "education program or activity" (defined above); or (3) the alleged misconduct occurred against a complainant located outside of the United States.

The Bible Institute may also dismiss a formal complaint, if at any time during the investigation or hearing: (1) the complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; (2) the respondent is no longer enrolled at or employed by the

Bible Institute; or (3) specific circumstances prevent the Bible Institute from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

The Title IX Coordinator will promptly send written notice of the dismissal and reason(s) therefor simultaneously to the parties (complainant and respondent) and will also notify the complainant of the right to appeal a dismissal. See below for more information on appeals.

- **Consolidation of Formal Complaints:** The Bible Institute may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

D. Sexual Harassment Grievance Process

This grievance process allows for the prompt and equitable resolution of formal complaints of sexual harassment through either an informal or formal resolution process (both of which are set forth below), and the Bible Institute will respond promptly in a manner that is not deliberately indifferent (i.e., clearly unreasonable in light of the known circumstances). The grievance process includes a presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process, and the Bible Institute will not impose any disciplinary sanctions against a respondent until a determination of responsibility is made. All decision-makers involved in the grievance process are required to make an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and credibility determinations may not be based on a person's status as a complainant, respondent, or witness. The Title IX Coordinator, Investigator, and any decision-makers will receive required training on this process and handling allegations of sexual harassment.

- **Time Frames for Grievance Process:** The Bible Institute plans to conclude the grievance procedure in a reasonably prompt time frame. Any time frames listed below are subject to change for good cause. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities. Written notice of any delay or extension and the corresponding reasons will be provided simultaneously to the complainant and the respondent.
- **Notice of Allegations:** After receiving a formal complaint, the Title IX Coordinator will provide a written notice of allegations to the complainant and respondent in advance of the initial interview with the Investigator to give the parties sufficient time to prepare. The notice of allegations will include: 1) notification of the grievance process as well as the availability of an informal resolution; 2) a list of the allegations of misconduct, including sufficient details known at the time such as the identities of the parties involved in the incident, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident; 3) a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process; 4) notification that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney; 5) notification that the parties may inspect and review evidence; and 6) the provision in the Bible Institute's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process. If in the course of an investigation, the Bible Institute decides to investigate allegations about the complainant or respondent that are not included in the original notice of allegations, the Title IX Coordinator must provide notice of the additional allegations to the parties.
- **Informal Resolution:** An informal resolution process may be applied to resolve a formal complaint, except when the complainant is a student, and the alleged respondent is an employee. To initiate the informal resolution process, the Title IX Coordinator will review the process with the complainant and the respondent in a timely manner and elicit their interest in engaging this process. Each party must receive written notice disclosing: (1) the allegations; (2) the requirements of the informal resolution process including the

circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations; (3) that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and (4) any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared. Both parties must give voluntary, informed written consent to participate in the informal resolution process. To reach an informal resolution, the Title IX Coordinator (or designee) will speak with both parties and any appropriate witnesses to explore what actions and supportive measures can be agreed upon. If a satisfactory resolution is reached through this informal conversation, the resolution will be documented and signed by both parties. If both parties sign the resolution, they may not then pursue the formal resolution process, which includes the investigation, hearing, and appeals processes described below.

If these efforts are unsuccessful or if the complainant or respondent do not accept the informal resolution, the formal resolution process may commence. Either party (complainant or respondent) may stop the informal process at any time and request that the complaint be handled through the formal process. The complainant may request to end the informal or formal process at any time prior to a determination.

- **Investigation:** One of the Title IX Investigators will conduct the investigation on behalf of the Bible Institute. The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the Bible Institute and not on the parties. However, both parties must have the opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence to the Investigator. The Investigator cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional which are made and maintained in connection with the provision of treatment to the party, unless the Investigator obtains that party's voluntary, written consent to do so for the grievance process.
- **Sharing of Evidence:** During the investigation, the complainant and respondent will be provided with copies of or allowed to inspect all evidence collected. Either party may submit responses to the evidence to the Investigator or may submit any additional evidence contradicting or corroborating the evidence collected by the Investigator.
- **Preliminary Investigative Report:** The Investigator will prepare an investigative report that fairly summarizes the relevant evidence. At the conclusion of the investigation, the Investigator will provide the complainant and respondent and their advisors with a copy of the preliminary investigative report allowing a 10-day response period for both parties to review and respond to the report.
- **Final Investigative Report:** Once this 10-day response period is concluded, the investigator will review any responses received and finalize the report. The complainant, the respondent and their advisors will simultaneously receive a copy of this written report at least 10 days in advance of the scheduled hearing.
- **Advisors:** Both the complainant and the respondent have the right to have an advisor present during all phases of the investigation and hearing. The advisor can be, but is not required to be, an attorney. If a party does not have an advisor for the live hearing, the Bible Institute will appoint an advisor of its choice without fee or charge to that party, who may be, but is not required to be, an attorney, to represent the party during the hearing.
- **Police Investigations:** The Investigator will investigate the complaint independent of any external law enforcement investigations that may be ongoing. Investigators may need to postpone the investigation until law enforcement has concluded the evidence gathering portion of their investigation but will resume the investigation as quickly as possible.

- **Written Notice of Hearing:** The Title IX Coordinator and the Investigator will provide written notification of the date, time, location, participants, allegations and purpose of the hearing, to all parties and witnesses whose participation is invited or expected within 10 days of the hearing to provide sufficient time to prepare to participate.
- **Decision-maker:** If the respondent is a student, the Dean of Students will serve as the decision-maker for the hearing if the respondent is an employee, the Human Resources Manager will serve as the decision-maker. The role of the decision-maker will be to oversee the resolution of the complaint by interviewing all appropriate parties, including witnesses, determining the relevance of all questions posed under cross-examination, evaluating the relevance of all evidence submitted and rendering a decision of responsibility.
- **Hearing Format:** The live hearing will be conducted in a manner so that all parties can see and hear testimony at all times. During the hearing, the parties may be in separate rooms (at the request of either party) or the hearing (in-part or in-whole) may be conducted virtually as long as there is appropriate technology to allow for the parties, their advisors, and the decision-maker to see and hear testimony at all times. The hearing will be recorded or transcribed, and a copy of the recording/transcription will be provided to both the complainant and respondent for review.
- **Rules for Questioning Parties and Witnesses:** Only the advisors for the parties or the decision-maker may question the testifying parties and witnesses, but the advisors must be allowed to question each testifying person directly, orally, and in real time. All questioning must be conducted in a professional and polite manner. Questioners may only ask relevant questions. Before the party or witness answers a question, the decision-maker must first determine whether the question is relevant and explain any decision to exclude a question as not relevant. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker may not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.
- **Impact of Testimony:** If a party or witness does not submit to cross-examination at the live hearing, the decision-maker must not rely on any statement of that party or witness in reaching a determination regarding responsibility (including a statement made to the investigator during the investigation). The decision-maker cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.
- **Standard of Evidence:** The decision-maker will use the preponderance of evidence standard in determining responsibility for formal complaints involving students or employees, which means the decisionmaker must determine whether there is evidence to indicate a policy violation is more than 50% likely.
- **Determination Regarding Responsibility:** After the hearing, the decision-maker will issue a written determination regarding responsibility applying the preponderance of the evidence standard which will be provide simultaneously to the complainant and respondent. The written determination will include: (1) a list of the allegations potentially constituting sexual harassment; (2) a description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held; (3) findings of fact supporting the determination; (4) conclusions regarding the application of the Bible Institute's policies or codes of conduct to the facts; (5) a statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility; (6) any disciplinary sanctions imposed on the respondent; (7) any remedies designed to restore or preserve equal access to the Bible Institute's education

program or activity that will be provided to the complainant; and (8) the procedures and permissible bases for the complainant and respondent to appeal. The determination regarding responsibility becomes final either on the date that the parties receive the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

- **Remedies and Sanctions:** If the respondent is found to be responsible for the alleged sexual harassment, the decision-maker will provide remedies to the complainant designed to restore or preserve equal access to the Bible Institute's education programs or activities and impose disciplinary sanctions on the respondent. Remedies may include the supportive measures discussed above but need not be non-disciplinary or non-punitive and need not avoid burdening the respondent. Potential sanctions for student-respondents include camping, work duties, counseling, suspension, or dismissal. Potential sanctions for employee-respondents include warning, leave of absence, termination.
- **Appeals:** Both parties involved have the right to appeal the determination regarding responsibility or the dismissal of a formal complaint. Appropriate measures will be taken during the appeal process to ensure an environment free of sexual discrimination and retaliation. Notice of intent to appeal must be submitted within 15 days of the written notification of the determination or dismissal, and will be based on one of the following grounds:
 1. Procedural irregularity that affected the outcome of the matter.
 2. New evidence, which was not reasonably available at the time the determination regarding responsibility or dismissal was made that could affect the outcome of the matter.
 3. The Title IX Coordinator, Investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
 4. The sanction does not seem to match the infraction.

Both parties will be notified of the notice of intent to file an appeal and the appeal procedures by the Title IX Coordinator. Both parties may submit a written statement in response to the appeal within 10 days of receipt of the notice of appeal. The Executive Vice President will consider the related documents, (such as the investigative report, hearing transcript, determination of responsibility, and prior disciplinary records) but will not consider information that is not relevant, including information about the prior sexual history of the complainant. The Executive Vice President will issue a written decision describing the result of the appeal, the rationale for the result, and the grounds on which the appeal was granted. The decision of the Executive Vice President is final and will be issued simultaneously to both the complainant and the respondent typically within 10 business days of the deadline by which the parties must submit their written statements, absent extenuating circumstances.

E. Other Related Misconduct

Word of Life Bible Institute takes the safety of its students, employees, and all members of its school community seriously and desires to create an environment where all feel free and safe to report issues in regard to any form of sex discrimination or sexual harassment. As such, the school reserves the right to extend grace to complainants and witnesses of alleged sex discrimination or sexual harassment in the form of mitigation or avoidance of discipline regarding the use of alcohol or drugs or engaging in consensual sexual activity, provided that the individuals are acting in good faith as complainants or witnesses.

F. Retaliation; False Complaints

Title IX prohibits institutions or other persons from intimidating, threatening, coercing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by Title IX or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing required by the Title IX regulations. Institutions are also prohibited from bringing charges against an individual for code of conduct violations that do not involve

sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX.

Word of Life Bible Institute prohibits retaliation against anyone for having raised a complaint under this policy in good faith or for cooperating with an investigation of a complaint. Any instances of retaliation should be reported to the Title IX Coordinator immediately and may result in disciplinary sanctions independent of other sanctions already implemented under the policy. Fabricated complaints alleging a violation of this policy will be subject to disciplinary action.

G. Programs to Prevent Dating Violence, Domestic Violence, Sexual Assault, and Stalking.

Sexual violence, which includes sexual assault, dating violence, domestic violence, and stalking, is prohibited by Title IX and by the Bible Institute's policies. See Section A. for the definitions of these terms. The Title IX Policy describes the procedures for reporting and responding to sexual harassment and sexual violence. As is further described in the Title IX Policy, the Bible Institute prohibits retaliation against students for bringing complaints of sexual harassment and sexual violence and makes every effort to keep such complaints confidential.

The Bible Institute provides primary prevention programs on sexual violence to incoming students via a required comprehensive oral and visual presentation on the issue by the Title IX Coordinator as part of the Opening Weekend schedule, and to new employees as part of their employee orientation. The oral and visual presentation given by the Title IX Coordinator during Opening Weekend is required for all students (not just incoming students) as part of the Bible Institute's ongoing efforts to provide students with sexual violence prevention and awareness training. The Bible Institute provides ongoing prevention and awareness training about sexual violence to all employees during the annual fall Staff Advance meeting, which is required for all staff members. Prevention training materials and information are distributed to all students and staff via electronic mail at the beginning of each semester, at a minimum. Additionally, all students participate in related child protection/sexual violence and misconduct prevention training before working at any of Word of Life's camps (approximately twice annually). Both primary and ongoing prevention training includes the following topics:

- A statement that the institution prohibits crimes of sexual violence;
- The definitions of dating violence, domestic violence, sexual assault, and stalking in this policy and in the applicable jurisdiction;
- A description of safe and positive options for bystander intervention (see below);
- Information on risk reduction (see below);
- The procedures for reporting sexual violence, including who to contact and options for confidential reporting;
- The Title IX grievance procedure for resolving formal complaints, including potential sanctions;
- The importance of preserving evidence;
- Options for involving law enforcement and obtaining protective orders;
- A description of existing on- and off-campus counseling, mental health, or other victim resources;
- A description of supportive measures available to complainants and respondents; and
- The statement of complainant's rights and options.

Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of sexual violence. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

Risk reduction means options designed to decrease perpetration and bystander inaction and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

H. Protecting the Confidentiality of Victims and Other Necessary Parties

Reports of sexual violence (which includes domestic violence, dating violence, sexual assault, and stalking) should be made to the Title IX Coordinator. See Section C. All initial reports will be kept confidential to the extent possible. If the complainant decides to move forward with a formal complaint, the identities of parties and witnesses as well as the details of the incident will be kept confidential, except as necessary to investigate and resolve the formal complaint. Please see Section B. for further information on confidentiality in the grievance procedure. Complainants should know that the Bible Institute will take necessary measures to protect the complainant from retaliation on the basis of making a complaint. See Section F.

I. Confidentiality of any Supportive Measures Provided to the Victim

The supportive measures that the Bible Institute may provide to a complainant are described in Section C. The Bible Institute will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair its ability to provide the supportive measures.

J. Written Notification to Students and Employees About Existing Services for Complainants of Sexual Violence

The Title IX Coordinator will provide written notification to a complainant (student or employees) who reports an incident of sexual violence, which will include any available resources at the campus or in the local community related to counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and in the community

Students are advised of the Biblical Counseling Center during the beginning of the year orientation at the Bible Institute and are advised to visit the Health and Security Department where we have information listing local medical offices, or we suggest the students contact the Health and Security Coordinator or Medical Director for information of finding additional resources for mental health and counseling.

The mission of the Center for Biblical Counseling is to provide a private and safe place for students and staff to help them sort out personal struggles and make godly decisions in the midst of those struggles in order to enhance their spiritual growth. This is available to all students at no cost. Biblical Counseling is the process where the Bible, God's Word, is related individually to a person or persons who are struggling under the weight of personal sin and/or the difficulties with suffering, so that he or she might genuinely change in the inner person to be pleasing to God.

K. Written Notification to Victims About Supportive Measures

As described in Section C. under the heading Supportive Measures, the Title IX Coordinator will discuss the availability of supportive measures with a complainant and provide the complainant with a written notification of the available supportive measures. If a complainant reporting an incident of sexual violence requests a supportive measure, and it is reasonably available, the Bible Institute will provide such measure, regardless of whether the complainant chooses to report the incident to campus police or local law enforcement.

L. Written Notification to Victims of Sexual Violence of Rights and Options

As described in Section C. under the heading, the Title IX Coordinator will provide the complainant reporting an incident of sexual violence with a written notification of his/her rights and options.

Statement of Complainant Rights and Options

Complainants have the following rights:

1. To receive information about the importance of preserving evidence, how to report an offense, and the Title IX grievance procedure for addressing complaints.
2. To make decisions affecting their medical and emotional treatment and whether they choose to file a formal complaint.
3. To have control over making decisions about whether to cooperate with law enforcement.
4. To receive information about the availability of protective orders.
5. To be notified in advance of the date, time, and location of any investigative meetings and/or hearings in order to effectively prepare.
6. To review and comment on all evidence that will be considered in the investigation and decision-making process if a formal complaint is filed.
7. To receive written notification of supportive measures available from the Bible Institute.
8. To receive written notification of resources for victims available at the Bible Institute and in the community.
9. To be assured of confidentiality by the Bible Institute to the extent possible and consistent with procedures outlined in this policy.
10. To have an advisor of their choice, including legal counsel, during any Title IX investigation, hearing, or appeal proceeding.
11. Not to have their prior sexual history discussed during the investigation or hearing unless relevant in determining responsibility or consent.
12. To be informed of the outcome of the informal and formal resolution procedures.
13. To appeal the final determination (on the permitted grounds) or the dismissal of a formal complaint.

M. Procedures for Institutional Disciplinary Action in Cases of Alleged Sexual Violence

Formal complaints of sexual violence, which includes sexual assault, dating violence, domestic violence, and stalking, will be addressed through the Bible Institute's Title IX grievance process through either the informal or formal resolution process. If the respondent is found to be responsible for the alleged sexual violence, the decision-maker will provide remedies to the complainant designed to restore or preserve equal access to the Bible Institute's education programs or activities and impose disciplinary sanctions on the respondent. Potential sanctions for respondents are discussed in Section D. under the subheading Remedies and Sanctions. Student dismissal is discussed further in Section VIII.D of the Annual Security Report.



Word of Life®
Bible Institute

wordoflife.edu