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GENERAL INFORMATION

PHONE NUMBERS/CONTACT INFORMATION

Life Bible College (direct line)	208.246.8865
Life Church	208.658.8800
Admissions Email	admissions@lifebiblecollege.com
Alumni Email	alumni@lifebiblecollege.com
Information Email	info@lifebiblecollege.com
Internship Email	internship@lifebiblecollege.com
Student Advisors Email	advisor@lifebiblecollege.com

OFFICE HOURS

The school office is open Tuesday through Thursday from 9:00 A.M. to 4:30 P.M. On occasion, the office may close for special events or holidays.

CANCELLATION OF CLASSES – WEATHER/HOLIDAYS

Students should assume classes are being held unless an official announcement stating a cancellation is made on Populi. Some public schools may observe holidays not observed by LBC. Please refer to the LBC calendar on page 7.

ADDRESS/TELEPHONE/NAME CHANGES

Students making address/telephone/name changes must notify the school office.

STUDENT ADVISORS

The Student Advisor team will assist students in their growth and development, provide counseling support, and guide them with biblical wisdom to assist the Director. Student Advisors are prayerfully selected and are graduates of Life Bible College. Advisors are available during the week in each class room, and on Wednesday nights before and after service.

PROGRAM BREAKDOWN

A. **FIRST YEAR:** Connecting with God (Spiritual Growth)

The first year empowers Christians to grow in their spiritual walk with a specific direction towards connecting with the one true God. The believer will prosper in their relationship with God as well as understand life-changing Biblical truths. A great foundation is built during the first year for every believer. Each student can expect to become grounded and equipped as an effective Christian. Those who successfully complete the first year of Life Bible College will receive a Certificate of Completion.

B. **SECOND YEAR:** Connecting with Your Future (Spiritual Growth and Equipping)

The second year helps believers find and fulfill the call of God on their life. Students will identify the specific giftings and talents God has placed inside them. Every believer is called to some form of ministry within the body of Christ. Learn how to take the next steps to enter into your calling! Those who complete the second year of Life Bible College will receive an Associate Degree in Ministry. (*Graduation is a formal commencement ceremony.*)

C. **THIRD YEAR:** Internship

Life Bible College Third Year Internship program exposes interns to various experiences associated with ministry in the church. This hands-on program will help equip and train interns to realize their dreams, develop their gifting, fulfill their purpose, and empower them to succeed in their future ministry. **Students must be second-year graduates to apply for the Internship.** Those who complete the third-year Internship at Life Bible College will receive a Certificate of Internship Completion.

CLASS SCHEDULE

School is in session Tuesday, Wednesday, and Thursday mornings from 9:00 – 11:50 A.M. Wednesday will also include attending the mid-week service, pre-service prayer and the post-service debrief. Each student must participate in a discussion board answering a service specific prompt following the Wednesday night service on Populi. These assignments are due by 11:59 P.M. on Tuesday following the service.

- Tuesday Schedule
 - First Hour: 9:00 – 9:50 A.M.
 - Break: 9:50 – 10:00 A.M.
 - Second Hour: 10:00 – 10:50 A.M.
 - Break: 10:50 – 11:00 A.M.
 - Third Hour: 11:00 – 11:50 A.M.
- Wednesday Day Schedule
 - First Hour: 9:00 – 9:50 A.M.
 - Break: 9:50 – 10:00 A.M.
 - Second Hour: 10:00 – 10:50 A.M.
 - Break: 10:50 – 11:00 A.M.
 - Third Hour: 11:00 – 11:50 A.M.
- Wednesday Night Schedule
 - Pre-Service Prayer: 6:30 P.M. (required)
 - Mid-Week Service: 7:00 – 8:30 P.M.
 - Post Service Debrief: 8:40 P.M. (or directly after service ends) – 9:20 P.M.
 - If service goes past 9:00 P.M., we will not meet for the debrief, but students must complete their service post assignment regardless.
- Thursday Schedule
 - First Hour: 9:00 – 9:50 A.M.
 - Break: 9:50 – 10:00 A.M.
 - Second Hour: 10:00 – 10:50 A.M.
 - Break: 10:50 – 11:00 A.M.
 - Third Hour: 11:00 – 11:50 A.M.

FINANCIAL INFORMATION

PAYMENT SCHEDULE

***Tuition and Fees are subject to change without notice by Life Bible College.*

Enrollment Fee

- \$250 due by September 13, 2024 (**non-refundable and non-discountable**)

Tuition Breakdown

Tuition must be paid in full or follow the schedule listed below. You may pay in advance if you wish. Any credit balance will be applied to future amounts as they become due.

- September 5 \$237.50
- October 5 \$237.50
- November 5 \$237.50
- December 5 \$237.50
- January 5 \$237.50
- February 5 \$237.50
- March 5 \$237.50
- April 5 \$237.50

EXPLANATION OF COSTS

A. Enrollment Fee

This non-refundable fee includes such expenses as technology and books. This fee covers all books required for the school year.

B. Tuition

The charge for teaching or instruction of courses offered by LBC.

TUITION POLICY

Regular tuition payments are due and payable by the first of each month. Students can make digital payments at lifebiblecollege.populiweb.com or in-person by check or money order made to Life Bible College.

Past due tuition that is not paid by the fifth of the month it is due is subject to a \$25 late payment. If tuition is not received by the tenth of the month it is due, a student will be denied access to the classroom. The Admissions Office will make an agreed-upon written payment plan if a student falls behind on their payments in excess. Students who remain delinquent at the beginning of each session are subject to being removed from Life Bible College unless otherwise approved or discussed with the Director.

DISCOUNTS OFFERED

Students who qualify for multiple discounts will receive the most discounted option. Discounts cannot be combined.

A. Military

A 10% discount is applied to the tuition cost of \$1,900. Monthly payments are \$213.75. No additional discounts may be used. *Eligibility requires enlistment paperwork (if active) or discharge orders (if no longer active).*

B. Married Couple

A 20% discount is applied to the tuition cost of \$1,900. Monthly payments are \$190 per spouse. Each spouse must attend Life Bible College in the same year to receive this discount but is not required to attend the same year (one spouse can be a first-year student, while the other can be a second-year student). No additional discounts may be applied.

C. Senior (age 65 and over)

A 50% discount is applied to the tuition cost of \$1,900. Monthly payments are \$118.75. No additional discounts may be used.

REFUND POLICY

No refund will be granted for the application fee, enrollment fee, or books.

Students who withdraw may be granted a tuition refund as follows:

- | | |
|---------------------------------|-----------------------------|
| A. Second week of first session | 100% refund of tuition paid |
| B. Third week of first session | 50% refund of tuition paid |
| C. Fourth week of first session | 25% refund of tuition paid |

Any student who withdraws after the fourth week of the first session will not receive a refund.

ACADEMIC INFORMATION

COURSES OF INSTRUCTION

* Signifies core classes

1 st Year Classes	2 nd Year Classes
<ul style="list-style-type: none">○ A Sure Foundation○ Blood Covenants I*○ Blood Covenants II*○ Counter Culture○ The Early Church*○ Foundations of Faith○ Hermeneutics○ Helps & Supportive Ministries*○ Healing the Sick*○ Kingdom Finances○ Lifestyle Evangelism*○ A Life of Honor*○ New Testament Survey I*○ New Testament Survey II*○ Redemptive Realities I○ Redemptive Realities II○ The Holy Spirit I○ The Holy Spirit II	<ul style="list-style-type: none">○ Believer's Authority*○ Cults○ Connecting With Your Call○ Effective Pastoring○ Eschatology○ Gifts of the Spirit○ Homiletics*○ Holy Spirit & Prayer*○ Lifestyle of Worship○ Leadership Skills○ Ministerial Ethics*○ Marriage, Family & Ministry○ Ministry Gifts*○ Old Testament Survey I*○ Old Testament Survey II*○ Preaching Lab*○ Submission & Authority○ World Religions

Life Bible College reserves the right to add or change a course at any time before or during the school year.

Lifestyle Evangelism includes a three-hour session on two Saturdays toward the end of the course, requiring each student's involvement in the local church.

MISSIONS TRIP

Life Bible College offers up to two opportunities for students to participate in a mission trip each school year. Second-year students are given preference, but first-year students can be accepted pending space and an interview with the Missions Director. If flights are arranged during regularly scheduled class hours, students who take mission trips during the school year will be excused only from the class(es) they miss on the day they fly out and/or the day they fly back. An application for a mission must be submitted, and attendance at the mission's team's prayer is expected (communicated by the Director closer to the scheduled trip). The cost of each mission trip varies between \$2,500 and \$3,500, depending on travel and amenity costs (*the exact amount and payment schedule will be announced closer to the scheduled trip*).

ACADEMIC CALENDAR

Life Bible College has two (2) semesters made up of three (3) sessions each (6 sessions in total for the year).

A. FIRST SEMESTER

- Orientation Week September 25-26, 2024
- First Semester Begins September 25, 2024
- Thanksgiving Break November 18-22, 2024
- First Semester Ends December 18, 2024
- Christmas Break December 19, 2024 – January 13, 2025

B. SECOND SEMESTER

- Second Semester Begins January 14, 2025*
- All – Access March 11-12, 2025*
- Spring Break March 17-21, 2025*
- Second Semester Ends April 16, 2025*

C. GRADUATION REHEARSAL

April 17, 2025*

D. GRADUATION

April 19, 2025*

*Life Bible College reserves the right to change dates marked with * at any time before or during the school year.*

GRADING SYSTEM

Grading at LBC is by a letter grade and is based on the 4.0 grading system. Grades are reported to students online through their student accounts.

GRADES

The results of assignments and exams determine each student's grade. Passing at LBC is considered a C (70%) or above. Grades are based on scores earned from assignments and exams.

A. READING

Reading is a large part of our curriculum, so plan to read 30-60 minutes daily. There are multiple mandatory reading pages, including the Bible and instructional books.

B. HOMEWORK

Students must complete their homework on time and participate in class. Discussion boards, labs (in or outside of regular class times), and essays are all examples of

homework to expect. We believe homework is for the students' good and is strategically designed to help students understand the course material better.

C. EXAMINATIONS

Exams are taken online through our web-based college management software, Populi, via laptop, tablet, or cell phone. Printed exams are available for students who need them.

MAKE-UP WORK POLICY

It is the student's responsibility to communicate with their instructor to make up coursework. Each instructor must receive a student's makeup assignment(s) in digital or electronic form (ex., re-uploading to Populi, emailing directly to the instructor, etc.). Each make-up assignment must be submitted within one week of the course's conclusion, which is considered the last day of instructional teaching, not exam day.

Makeup assignments or exams will not be allowed during session six unless the Director approves. Students may request to make up an assignment or exam during session six by filling out a form found on the Populi Dashboard. Please fill out this form completely and email it to rking@lifebiblecollege.com. *An incomplete form will result in your request being denied.*

Year Two students are not eligible to walk at Commencement if they have unsatisfactory grades in any classes.

A. Grading Policy

Each instructor will determine the final grade at their discretion.

B. Passing Grade

Life Bible College considers a satisfactory overall grade a "C" or above. A student must redo the course work to receive an overall satisfactory grade in any unsatisfactory class.

C. Attendance Based Make-ups

If a student does not meet satisfactory attendance (75% or less) in a course, they must listen to the course audio via Populi online.

D. Failed Class

a. Attendance Based

If a student does not meet satisfactory attendance (75% or less) in a course, they must listen to the course audio via Populi online.

b. Grade Based

If a student does not meet the grade requirements for the course, they may listen to the course audio voluntarily. All coursework must be made-up to receive a higher grade regardless of listening to the course audio.

c. Required Reading

If a student has failed a course due to not completing the required reading, they must read the book on their own time and write a paragraph on the book content

to make up the grade satisfactorily. This paragraph will be turned in electronically to the instructor and graded at their discretion.

d. *Elective Courses*

A student may take an elective course (if offered). Students may not take a core course to make up a non-core course, and likewise, may not take a non-core course to make up a core course. (*To see a list of core and non-core courses, please refer to page #*).

CHEATING

Cheating on exams or any other assignment violates our rules and God's law. Most significantly, cheating deprives you of the ability to learn. Any student who has cheated on his or her tests or class assignments will receive an "F" in the course and could face expulsion.

DEGREE

To be eligible to receive a Degree in Ministry, a student must meet the following requirements:

1. The assigned course must be satisfactorily completed with a C or above.
2. A cumulative grade point average of 2.0 must be maintained.
3. Class attendance requirements as outlined must be fulfilled (*see below*).
4. True Christian life and character during the school year must be evident. Any lifestyle conduct clearly defined by God's Word as being unholy or evil will disqualify a student.
5. Attendance at Graduation Rehearsal and Commencement is required. Permission to graduate in absentia will only be granted in cases of emergency.
6. All financial obligations to Life Bible College must be fulfilled.

ACADEMIC PROBATION

The following probation procedures apply to students enrolled in Life Bible College who fall below the required academic average:

- Any student with a cumulative GPA of less than 2.0 at the end of each semester will be put on academic probation.
- Life Bible College reserves the right to terminate the enrollment of a student placed on academic probation.

ATTENDANCE POLICY

The goal of students should be to receive the maximum they can from their classes. Receiving a diploma or degree is secondary to being adequately prepared to walk out God's call on your life. Therefore, students who exceed the outlined absence guidelines are dealt with according to the following:

Attendance is required in all classes. Life Bible College has two (2) semesters made up of three (3) sessions each (6 sessions in total for the year). We do not expect students to abuse or take advantage of the days allotted for emergency absences. Your attendance record is part of your training and can significantly affect your grade

A. Absences

Any student absent for more than three class hours per session per class will automatically receive (1) one letter grade reduction for that course.

If a student has a history of taking non-emergency absences and has a real emergency that causes them to miss school, the crisis will not be excused, given the previous attendance record.

B. Tardiness

You must be **sitting** in your seat when class begins, or you are considered tardy. After 15 minutes, students are considered absent. Receiving three tardies for any course counts as one absence. No student should leave the classroom after class has started except in the case of an emergency.

C. Student Responsibilities for Attendance

Each student is responsible for monitoring their attendance/tardy records by accessing their student account on the Populi app. Students must download this app from the App Store on any Apple product or the Google Play Store on any Android product. Student Advisors will turn on a Bluetooth beacon at the beginning of the scheduled class time, and students will mark themselves as present on their electronic devices.

D. Absence Forms

An absence form must be filled in completely and correctly and turned in on Populi by 6:30 P.M. each exam day. Give the specific date, time, and explanation for each absence. Students must then listen to the class audio they missed and write a brief synopsis of their learnings on the back of the filled-out absence form—all absences, whether emergency or not, must be made up. Absence forms are available on Populi in each course assignment page.

There is no guarantee that any absence will be excused – only that it will be reviewed.

ACCREDITATION

LBC is not accredited by any agency recognized by the U.S. Department of Education (USDE). Life Bible College has chosen to be a non-accredited institution through a state accrediting agency because of its specific focus on training ministers. However, LBC *is* accredited by Transworld Accrediting Commission International (TACI). Serving the Christian education community for over 30 years, TACI is a non-profit church educational organization. Their philosophy is to demonstrate accountability to the consuming public for education obtained in non-traditional evangelical educational institutions. **TACI's accreditation is not recognized by the U.S. Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA).**

TACI oversees more than 140 member institutions, including schools, seminaries, universities, colleges, and institutes both in the United States and Internationally. They provide documented evidence of compliance with standards of structure and governance, material resources, policies, faculty, and curriculum. TACI's overall purpose is to promote academic excellence and accountability.



For more information about Transworld Accrediting Commission International, visit **TransworldAccrediting.com**.

STUDENT POLICIES AND REGULATIONS

DRESS CODE

It is the desire of Life Bible College that all students be dressed modestly and in good taste. Students are expected to dress in a manner that reflects good taste, professionalism, neatness, and cleanliness. The dress codes outlined below apply at all times *when attending classes and during school hours*:

ACCEPTABLE ATTIRE	WOMEN	MEN
TOPS	Dresses, collared shirts, blouses, suit jackets, sweaters, and turtlenecks	Collared shirts, oxfords, polos, sport shirts with collars, sweaters, turtlenecks, blazers, or sport coats (<i>ties are optional</i>)
BOTTOMS	Skirts, dress slacks, jeans (khakis, corduroys, capris, or cropped pants)	Dress or casual slacks, khakis, or jeans
SHOES	Dressy sandals, dressy flip-flops, dress shoes, dressy casual shoes, boots, and tennis shoes	Dress shoes, dressy casual shoes, tennis shoes

UNACCEPTABLE ATTIRE	WOMEN	MEN
TOPS	Low-cut, revealing, or clingy, strapless or spaghetti strap tank tops, graphic T-shirts, and sweatshirts (except for LBC sweatshirts), T-shirts	Advertisement, logo or graphic shirts or T-shirts, sweatshirts (except for LBC sweatshirts), T-shirts
BOTTOMS	Any jeans with holes, tears, or rips, sweatpants, shorts, miniskirts, yoga, or workout pants	Any jeans with holes, tears or rips, sweatpants, or shorts
SHOES	Plastic flip-flops, or slides	Flip-flops, sandals, or slides

NOTE:

- Dress/skirt length must be one inch above the knee or longer.
- Shirts, blouses, and sweaters must always cover the stomach and midriff area entirely, even when arms are raised.
- Leggings can be worn if your top (shirt) is mid-thigh length or longer
- Head coverings such as hats, caps, stockings, bandannas, etc. are not to be worn during class times in the classroom
- Tennis shoes are allowed to be worn in class; however, tennis shoes that appear to be frayed and not intact or are overly dirty will not be allowed. (*If you just mowed your lawn in them, don't wear them to school.*)

NAME BADGES

Each student is given a student identification badge bearing their legal name, photograph, and current school year. Students must wear name badges when on campus during class hours. You will receive a warning from your Student Advisor or a Life Bible College staff member if you are not wearing your badge.

If you forget your ID Badge, you have two options:

1. Leave class, locate your ID, and return to school. You will be counted absent for any classes missed.
2. Receive a tardy for the class hour(s) if a badge is not worn. (*Being tardy three times in one class equals one absence.*)

If you have permanently lost your ID badge:

- Contact the Administrator to purchase a new ID badge for \$5.00. Fees for new badges are non-refundable.

NONDISCRIMINATION

Life Bible College admits students of any race, color, or national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. We do not discriminate based on race, color, or national and ethnic origin in the administration of educational policies, admissions policies, or other school-administered programs.

AUDIO & VIDEO EQUIPMENT/THERMOSTATS

Do not touch any audio/video equipment or thermostats. This includes microphones, cameras, sound booths, etc. If there is a temperature or sound problem in a class, notify the instructor. Do not attempt to correct the problem yourself. No audio or digital recording of class sessions is allowed.

CLASS NOTES

Each student is responsible for taking their own notes. Class notes are not to be sold to any other students but may be borrowed by students to copy for studying when classes are missed due to sickness or other approved absences.

LAPTOP OR TABLET COMPUTERS

Students are allowed and encouraged to utilize laptop or tablet computers to assist in taking notes while attending classes. Life Bible College is not responsible for the safety or security of computers brought by students. Bring your laptop at your own risk. Note-taking is the only permissible use of computers in the classroom.

COLLEGE MANAGEMENT SOFTWARE

Life Bible College uses Populi, a web-based college management software. This software allows everyone to share real-time information and common workflows go quicker. Students will use the Populi app and the desktop version for tuition payments, attendance, coursework, exams, etc.

DISTRACTIONS (Smart Watches, Cell Phones, etc.)

Do not use these items during class, as they are disturbing. Please refrain from distractions such as popping gum, tapping pencils, putting your feet on chairs, continual verbal comments, and other bothersome habits or actions.

CHILDREN

A student's child is not allowed in the classroom and may not be left unsupervised in the lobby unless otherwise discussed and approved with the Director.

BIBLES

Students are required to bring a physical Bible to class. Using computers, tablets, or phones in place of a physical Bible in class is unacceptable.

FOOD AND DRINKS

Food is strictly prohibited in the classroom at all times. Drinks (coffee, tea, water, etc.) will be allowed in class **only** if they are in sturdy cups or bottles with reliable lids. Please see the images below for clarity:

ACCEPTABLE:



NOT ACCEPTABLE:



VALUABLES

Students should not bring large sums of money, jewelry, or other valuables to school. The school will not be responsible for personal property that is lost, damaged, stolen, or destroyed. If you find personal belongings that another person has lost, please turn them into the school office.

PARKING

Students park at their own risk, and the school will not be responsible for theft or damage to any vehicles parked on or near school property. Also, LBC is not responsible for personal property left in vehicles that are lost, damaged, stolen, or destroyed.

Students agree to park in designated parking areas in the parking lot provided by Life Church. Designated parking areas do not include handicapped spaces unless you have a visible handicap placard.

CONDUCT CODE

All students are expected to conduct themselves in agreement with the teachings of scripture at all times while enrolled as a student – both on and off campus. Any instance in a student's life deemed immoral or unseemly to the Director or faculty will be considered grounds for immediate dismissal.

GUIDELINES FOR DISCIPLINE

The following scriptures represent the "spirit" that the Bible conveys concerning personal discipline and responsible Christian/student behavior:

- Titus 2:11-15
- Ephesians 5:17-19
- Matthew 18:15-20
- Romans 13; 16:17-18
- Hebrews 13:17
- John 1:17
- 1 Corinthians 7:1
- Matthew 13:24-30

You are accountable to be familiar with the entire Student Policies in which personal accountability is outlined. If additional and supportive accountability is required, the Director will determine this and address each situation individually and in accordance with the scriptures listed above.

Should a situation arise requiring discipline, the following steps will be taken:

- The Director will meet with the student for counsel and correction.
- The Director may issue a written warning or suspension if the student fails to respond to personal, group, or special counseling.
- If the student fails to respond adequately to correction or if the problem is of a serious nature, they will be suspended or dismissed from the school at the discretion of the Director.