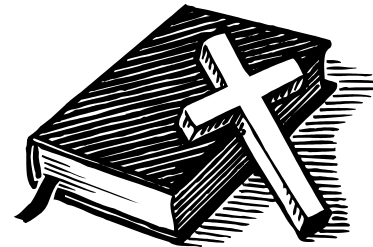


Student Handbook



Calvary Bible Institute
Extension campus



Calvary Christian Center

1351 FM 1460
Georgetown, TX 78626
Phone: (512) 864-1612

First and Second Year Programs

- Calvary Bible Institute is an affiliate of Calvary Theological Seminary of Lack Charles, LA, a member of the Accrediting Commission International for Schools, Colleges and Theological Seminaries

Homework

- † Student is responsible for turning in homework each week. If you miss class, you are still responsible for homework. There will be a 5-point deduction for each week the homework is late.
- † Homework is located in the back of each course student manual.
- † Students will also include a 300-word theme for each lesson to be turned in the following week. You will be graded on content, grammar, and spelling. All homework and theme papers will be returned to you.
- † Student may find it helpful to have a *King James Version Bible, Concordance* and a *Bible Dictionary*.

Final Exam & Thesis

- † Each student must complete a 2000-word Thesis covering the material given in each course taken. The thesis is to be composite of the weekly themes in the students own words (not copied from our manuals) as a flowing story. It must be typed and double spaced with a cover page. The cover page must show the name of the course, the student's name, the date and a word count. It must be handed in the night you take your final examination eighth (8) week of each course.

Schedule of Classes

- † School academic year has forty (40) weeks.
- † The forty (40) weeks are broken down into five (5) eight (8) week sessions.
- † Two (2) courses are taught each session, these are one (1) hour classes with a fifteen (15) minute break.
- † Each week student will receive classroom instruction in one (1) chapter. The final examination is given during the eighth (8) class of each course.

Attendance

- † Students may only miss one (1) class to be eligible to graduate.
- † If you have more than two (2) absences, you may be dropped from the course, which will result in no grade/credit for that course. You will have to repeat the course when offered and pay additional fees.
- † Makeup sessions will only be done with approval of school administration.
- † Upon approval, makeup sessions will be offered via a DVD video session offered at the school only. Student will be required to complete all homework, theme, and make-up papers to be turned in by next class.

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Qualifications and Responsibilities

- † Be at least 18 years of age.
- † Be born again of the Spirit of God and living a moral life.
- † Must have a high school diploma, GED, or equivalent. All transcripts will be evaluated on an individual basis. We will not accept any credits from a non-accredited institution.
- † Complete all required admission and financial obligations before classes begin.
- † Maintain a teachable attitude.
- † Adhere to the rules of Calvary Bible Institute.
- † Complete all academic and financial obligations in a timely manner before graduation.
- † All students will need a current photo to be submitted with your application form.
- † Students must complete ten (10) required courses of study for Associate's degree in Religious Education and another ten (10) courses for their Bachelor's degree in Religious Education. After which, student will be eligible to take other graduate degree fields.
- † Students must have an 80% or higher to receive a degree. Students who have an average of 79% or less will receive a Completion Certificate.

Withdrawals

- † You may, in the future, complete this program with Calvary Bible Institute, if you have to withdraw for an acceptable reason.
- † There will be **no refund** given for any reason.

Tuition & Fees

- † \$900.00 Tuition (Associate or Bachelor)
- † \$200.00 Administration Fee
- † \$250.00 Estimated Cost of Books (year)
- † \$25.00 per Transcript (if needed)

\$1350.00 Total Due without transcript fee

Payment Plan

- † \$1350.00 Total Due above
- † \$25.00 Payment plan fee

\$1375.00 Total Due

Payment of **\$415.00**, includes tuition, administration fees, one (1)-set of books, installment fee.

- † Eight monthly payments of **\$95.00**, due for tuition only
- † Student will be required to purchase books in sets of two for **\$50.00**.
- † Late fee for payment on tuition is \$25.00