

08

**Fall**

STUDENT HANDBOOK

**TABLE OF CONTENTS**

**Welcome to IBTC** 3

**Statement of Faith** 4

**Accreditation** 6

**Tuition** 7

Refund Policy 7

**Student Policies** 8

Standard of Conduct 8

Student Honor Code 8

Code of Conduct 9

Dress Code 9

Discipline of Students 9

Attendance Requirements 10

Class Attendance 10

Absence 10

Tardiness 10

Breaks 10

**Academic Standards** 11

Class Policies 11

Classroom Procedures 11

Class Notes 11

Group Study 11

Guests 11

Consultation 12

Christian Service Hours 12

Impartation Services 12

Grading Standards 13

Grading Criteria 13

Examination Grading Criteria 13

Failing Retaking 13

Appealing Grades 13

Withdrawal 14

**Online Students** 14

**General Information** 14

Assignment Standards ………………………………………...14

Academic Dishonesty ………………………………………….14

Website…………………………………………………………..14

**Welcome To IBTC**

Thank you for your interest in the International Bible Training Center. This program contains tools to help you fulfill the call of God on your life.

ITBC was founded to raise up leaders all around the world. Through the education of the Word of God, impartation of the Spirit of God and demonstration of the Power of God, you can impact the world with the saving, healing power of Jesus Christ.

Our entire course curriculum is dynamic, insightful, and powerful. Each course has additional reading material to enforce your beliefs and challenge you to be a doer of the Word. These courses will change your life!

We cordially invite you to be a part of this program. It would be our honor to assist you with the call of God on your life and your pursuit in fulfilling His plans for you.

2 Timothy 2:15 tells us to “Study to show yourself approved unto God…”

In His Service,

Pastor Chris Sarno

President

**Statement of Faith**

**THE SCRIPTURES**

The Bible is the inspired Word of God, the product of holy men of old who spoke and wrote as they were moved by the Holy Spirit. The New Covenant, as recorded in the New Testament, we accept as our infallible guide in matters pertaining to conduct and doctrine (2 Tim. 3:16; 1 Thess. 2:13; 2 Peter 1:21).

**THE GODHEAD**

Our God is one, but manifested in three Persons - the Father, the Son, and the Holy Spirit, being coequal (Deut. 6:4; Phil. 2:6). God the Father is greater than all; the Sender of the Word (Logos) and the Begetter (John 14:28; John 16:28; John 1:14). The Son is the Word flesh-covered, the One Begotten, and has existed with the Father from the beginning (John 1:1; John 1:18; John 1:14). The Holy Spirit proceeds forth from both the Father and the Son and is eternal (John 14:16; John 15:26).

**MAN, HIS FALL AND REDEMPTION**

Man is a created being, made in the likeness and image of God, but through Adam's transgression and fall, sin came into the world. The Bible says "...all have sinned, and come short of the glory of God," and "...There is none righteous, no, not one." (Rom. 3:10; 3:23). Jesus Christ, the Son of God, was manifested to undo the works of the devil and gave His life and shed His blood to redeem and restore man back to God (Rom. 5:14; 1 John 3:8).

Salvation is the gift of God to man, separate from works and the Law, and is made operative by grace through faith in Jesus Christ, producing works acceptable to God (Eph. 2:8-10).

**ETERNAL LIFE AND THE NEW BIRTH**

Man's first step toward salvation is godly sorrow that works repentance. The New Birth is necessary to all men, and when experienced, produces eternal life (2 Cor. 7:10; John 3:3-5; 1 John 5:12).

**WATER BAPTISM**

Baptism in water is by immersion, is a direct commandment of our Lord, and is for believers only. The ordinance is a symbol of the Christian's identification with Christ in His death, burial, and resurrection

(Matt. 28:19; Rom. 6:4; Col. 2:12; Acts 8:36-39).

The following recommendation regarding the water baptismal formula is adopted; to wit: "On the confession of your faith in the Lord Jesus Christ, the Son of God, and by His authority, I baptize you in the Name of the Father, and the Son, and the Holy Ghost. Amen."

**BAPTISM IN THE HOLY GHOST**

The Baptism in the Holy Ghost and fire is a gift from God as promised by the Lord Jesus Christ to all believers in this dispensation and is received subsequent to the new birth. This experience is accompanied by the initial evidence of speaking in other tongues as the Holy Spirit Himself gives utterance (Matt. 3:11; John 14:16,17; Acts 1:8; Acts 2:38,39; Acts 19:1-7; Acts 2:1-4).

**SANCTIFICATION**

The Bible teaches that without holiness no man can see the Lord. We believe in the Doctrine of Sanctification as a definite, yet progressive work of grace, commencing at the time of regeneration and continuing until the consummation of salvation at Christ's return (Heb. 12:14; 1 Thess. 5:23; 2 Peter 3:18; 2 Cor. 3:18; Phil. 3:12-14; 1 Cor. 1:30).

**DIVINE HEALING**

Healing is for the physical ills of the human body and is wrought by the power of God through the prayer of faith, and by the laying on of hands. It is provided for in the atonement of Christ, and is the privilege of every member of the Church today (James 5:14,15; Mark 16:18; Isa. 53:4,5; Matt. 8:17; 1 Peter 2:24).

**RESURRECTION OF THE JUST AND THE RETURN OF OUR LORD**

The angels said to Jesus' disciples, "...This same Jesus, which is taken up from you into heaven, shall so come in like manner as ye have seen him go into heaven." His coming is imminent. When He comes, "...The dead in Christ shall rise first: Then we which are alive and remain shall be caught up together with them in the clouds to meet the Lord in the air..." (Acts 1:11; 1 Thess. 4:16,17).

Following the Tribulation, He shall return to earth as King of kings, and Lord of lords, and together with His saints, who shall be kings and priests, He shall reign a thousand years (Rev. 5:10; 20:6).

**HELL AND ETERNAL RETRIBUTION**

The one who physically dies in his sins without accepting Christ is hopelessly and eternally lost in the lake of fire and, therefore, has no further opportunity of hearing the Gospel or repenting. The lake of fire is literal. The terms "eternal" and "everlasting," used in describing the duration of the punishment of the damned in the lake of fire, carry the same thought and meaning of endless existence as used in denoting the duration of joy and ecstasy of saints in the Presence of God (Heb. 9:27; Rev. 19:20).

A**ccreditation**

The International Bible Training Center is fully accredited through the Transworld Accrediting Commis­sion International (TAC). TACI accredits and assists Theological Schools, Seminaries, Universities, Col­leges and Programs throughout the World.

9085 California Avenue • Riverside, California 92503

Voice: 951-901-5586 • Fax: 951-344-8236

www.transworldaccrediting.com

**Tuition**

**Application Fee**

Upon application submission, an application fee of $25 is required. Once accepted, this fee becomes non-refundable. In certain cases this fee has the opportunity to be waived, for in-depth explanation, an appointment with the Administrative Office is necessary.

**Program Tuition**

**Tuition For Full Program**

Description Credit Hrs Cost

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |

Tuition, Books, and Fees ($133 per course)

x 9 courses 27 $1200

+ Impartation Services 3 $0

Program Totals 30 $1200

**Payment Plans**

Annual Option: Up-front payment of $1200 for the entire year

Quarterly Option: $310 per quarter

Monthly Option: $105 per month

All students on a payment plan must remit on the 1st of the month and no later than the 10th of the month. If payments are not received by the 10th of the month the student will not be able to attend class until payment is rendered, at that time the policies regarding unexcused absences will go into effect. Failure to make payments on time will be evaluated on an individual basis and may constitute dismissal.

**REFUND POLICY**

Students withdrawing from IBTC will be refunded as follows:

Refunds will be issued on an individual basis. Partial refunds will be available to those who have paid tuition for the entire year. If a student has paid for a full quarter’s tuition, a partial refund will be available up to 30 days following the start of that term. No refunds will be given to students paying tuition on a monthly basis.

**Student Policies**

**Standard of Conduct**

**Student Honor Code**

As a student enrolled in the International Bible Training Center, I realize that I am a representative of the school and the Lord Jesus Christ. I agree to continually develop the relationship that I have with God through prayer and Bible study. I commit to care for my personal wellbeing – spirit, soul, and body. I will also nurture my family relationships, giving them priority over my school responsibilities.

I commit myself to the school by regularly attending classes, praying for school leaders and school needs, speaking only life-giving words about the school and its leaders.

I agree to give attention to the development of relationships with other believers. I will be a team player and work together with others in unity. I will keep my attitude positive and uplifting. I will not be argumentative, opinionated, or allow strife and offenses. I will be quick to repent and quick to forgive.

I agree to keep myself accountable to the person in school authority over me. I will be careful not to be offended by instruction, but rather yield to my overseer with my heart surrendered to God’s care. I recognize that I am not alone, and if I see that I need help, I will contact the person in authority over me in school.

In serving others, I will serve people with humility and honor. I will build relationships with them to earn their trust through God’s love that is in my heart. I will take responsibility to help them fulfill God’s plan for their lives.

I will not repeat information given to me in confidence unless that information is causing harm to the individual or another person. In that case, I will notify the person in authority over me so they can take the appropriate action. If I see that someone is in error, even if it is someone in authority, I will first go to them privately. If the matter is not corrected, I will consult someone on the IBTC Administrative Staff. At all times, I will demonstrate God’s love by not repeating the matter to anyone other than the school authority I have entrusted.

I will be faithful to keep my word, to be prompt, honest and hardworking. I will not gossip, criticize, or complain. I will not respond to criticism or make negative comments about other ministers or ministries. I agree to abstain from profanity, smoking, alcoholic beverages, illegal drugs, sexual immorality, and all behaviors that would cause me to grieve Christ or to influence a weaker Christian to fall away from their faith. I will keep my personal business separate from school. I will not use my school relationships to get personal favors or to profit myself, but rather to serve others selflessly.

For my own reputation and the reputation of the school, I will respect the opposite sex with my speech, appearance, and conduct. I will avoid being alone with someone of the opposite sex so as not to give the appearance of wrongdoing. I realize that I need to guard myself from temptation in any form, not putting myself in any sort of compromising situation.

I will treat my brothers and sisters in Christ with equality, not giving preference to anyone based on their age, race, or gender.

I realize that in living a holy lifestyle before God and others, I have freedom to know the blessings found in the life of God. In keeping the International Bible Training Center Honor Code, I understand that I am not being restricted, but liberated to know true joy and peace that Christ purchased for me at the cross.

**Code of Conduct**

All students are expected to maintain exemplary conduct at all times. We require our students to hold these standards of a Christian lifestyle:

1. Maintain a strong relationship with Jesus Christ
2. Be a student of the Word of God
3. Be a person of prayer
4. Abstain from anything that could, in any way, hinder your relationship with God
5. Hold evidence of the fruit of the Holy Spirit in your life
6. Labor to please God in every area of your life
7. Attend church on a regular basis, one Sunday and/or Wednesday service a week

**Dress Code**

To attend classes at the IBTC campus, students are expected to present themself in a manner that represents good taste and exemplifies a strong Christian character. All students are required to wear an IBTC badge that will be provided the first day of class.

**Women-**

We encourage women to wear appropriate attire consisting of dresses, skirts (hanging no higher than one inch above the knee), blouses, dress pants, suits, or jeans with proper undergarments.

Footwear can consist of heels, flats, sneakers, or sandals.

Shorts, strapless or low-necked tops or dresses, athletic clothing (sweats, jogging gear, etc.), tight fitting, or revealing clothing are prohibited in any IBTC class or service.

**Men-**

We encourage men to wear appropriate attire consisting of collared or dress shirts, jeans, slacks, sports coats, or suits.

Footwear can consist of dress shoes (business or casual), sneakers, or sandals.

Shorts and athletic clothing (sweats, jogging gear, etc.) are prohibited in any IBTC class or service.

Badges are issued to all students for security purposes and allow you admittance into the classroom. If for some reason you misplace or lose your badge, you will need to check in at the Admission Office and pay $1 for a temporary badge good only for that day. If you need a replacement badge the cost is $5.

**Discipline of Students**

The Dean of Students and Pastors of Relevant Church and International Bible Training Center will handle any severe discipline problems that may arise, accordingly. Any student acting in a manner that will bring discredit to the Kingdom of God, Relevant Church, and/or IBTC will be disciplined up to and including expulsion from school.

**Student Policies**

**Attendance Requirements**

**Class Attendance**

Attendance is required and expected for all IBTC classes and Impartation services. Attendance is recorded for every class. No student should leave the classroom or service while in session, with the exception of emergencies or permission of the Dean of Students.

**Absence**

**Excused Absences:**

If a student knows in advance that they will be absent for a class or service, it is required to write or e-mail the Dean of Students and Administrator in advance for an absence to be excused.

**Unexcused Absences:**

If a student has an absence that is unexcused, the following consequences will appear:

1. Missing three (3) classes will automatically lower a student’s final grade by one letter through the grading system
2. Missing five (5) class meetings/days will automatically terminate a student’s enrollment

Exceptions that will be honored are only those of **extreme** stature such as death in the family, medical emergency, or dire sickness. For exceptions to be recognized, a student’s request must be made in writing to the Administrative Office before class is dismissed on the day that the student returns. Failure to do so will result in an “unexcused” title for the said absence.

**Tardiness**

Classes at IBTC will start promptly at the scheduled time, and punctuality is highly important. If a student is not seated in the classroom at the time class starts, they are considered tardy. Excessive tardiness, two in a term, will constitute one unexcused absence.

**Breaks**

The time in between classes is a time to relax and become better acquainted with fellow students while preparing for the next class. Breaks do not last longer than five minutes in duration. Due to security reasons, students are not permitted to leave the facility for any reason during these short breaks. Drinks and snacks are permitted during breaks, but students must observe the following:

1. Respect the facility and keep the room clean
2. Clean up spills of any kind
3. All wrappers, cups, and cans must be placed in the proper receptacle before returning to class
4. Eating is prohibited during class
5. Punctuality is required in returning to the classroom to avoid tardiness

**Academic Standards**

**Class Policies**

**Classroom Procedures**

Students are expected and encouraged to take organized notes during instruction. These recorded notes will be highly useful for future reference and examination reviews. Instructors are in complete charge of the classroom and the conduct of their classes. When an instructor takes their place at the front of the class, automatic and full attention is expected from every student.

There will be no interruptions, challenges, or questions asked through the duration of the class. Teachers will generally announce how they desire to conduct class; it is expected for all students to follow respectfully and accordingly. Students are also expected to show proper courtesy by not talking, sleeping, texting, or providing any other form of distraction that might hinder other students’ learning environment.

**-Cell phone usage of any kind is prohibited during class-**

**Class Notes**

Each student is required to take notes. In some cases, the instructor will provide class outlines in which students are encouraged to incorporate their own personal notes as well. The notes taken in these sessions will not only be a reliable resource for class assignments and testing, but they will more notably be a supply of spiritual insight for years to come. Many notable ministers refer to their school notes when preparing to teach or preach. It is recommended that everyone take their own separate notes to ensure true personal revelation and growth. Sharing class notes with others is a helpful study tool, but reproducing notes and giving or selling them to other students is strictly prohibited and an action that could lead to extreme consequence. The Bible says to study to show yourself approved. Violation of this rule displays poor Christian character and conduct and can result in a failing grade, which are grounds for immediate expulsion. If a student misses a class, they will have the opportunity to make up their own notes. In extreme circumstances, the Administrative Office may approve a student to share notes, but only on a circumstantial basis. While it is encouraged to help one another, students are not permitted to do someone else’s work.

**Group Study**

Iron always sharpens iron; this is why group study is highly encouraged and recommended. As students go over material with each other, they will find that it is an effective way to prepare for examinations.

**Guests**

Authorized guests are permitted to attend IBTC class session after first obtaining permission from the Administrative Office. A student who invites a guest to sit in on a class should seek permission first. Guests will be asked to sit in the rear of the classroom, and are not to be included in any question and answer period. Guests are also limited to two visits per trimester.

**Consultation**

At IBTC, staff members are available to discuss any and all student needs. We would like to maintain an “open door” policy; however, in order to accommodate every student, please e-mail the Dean of Students or call the church office to make an appointment. No need is too small.

**Christian Service Hours**

A minimum of five (5) hours per month of Christian Service Hours are needed to receive a degree in Biblical Studies. These hours are necessary to graduate. Christian service hours are required to help students put into practice what has been expressed in the classroom. It allows students hands on training in various ministries of the local church and helps to better the understanding of their calling. The Christian Service hours are to be submitted before the end of the term at week eight. We understand that there are other areas of ministry that can be defined as Christian Service, but for the purpose of streamlining the following are approved areas of service at IBTC:

-Helps Ministry: Bookstore, Usher, Greeter, Hospitality

-Children’s Ministry: Check-In, Nursery, R’KIDZ Church

-Media Ministry: Television/Media Production, Editing, Multi-Media

If a student is involved in another local church, they may volunteer in any comparable ministries. For any questions or concerns regarding Christian Service Hours, please contact the Dean of Students at IBTC.

**Impartation Service**

All students enrolled at IBTC are required to participate in this course for graduation or accreditation. Each Impartation Service carries a percentage of a credit hour and counts toward graduation requirements.

Currently this course is scheduled monthly, please see course for dates and required due dates. Campus students should attend these services. Online and Certificate Program students may watch live at <http://relevantfl.org/watch-live/>. The webcast archive will be posted within the course for review and submission of homework.

**Grading Standards**

**Grading Criteria**

The grading criteria for IBTC are based on several areas:

Exams, Homework, Required reading assignments, Special Events, Church Attendance, and Christian Service Hours per session. A student’s overall grade will be determined by performance in all areas. The scale used to determine grades is as follows:

|  |  |
| --- | --- |
| **Percentage** | **Grade** |
| 100%-90% | A |
| 89%-80% | B |
| 79%-70% | C |
| 69%-60% | D |
| 59%-50% | F |
| 59% and below | Fail |

**Examination Grading Criteria**

The courses of IBTC will include homework, quizzes, final exams, required attendance at special events, required reading, and Christian Service Hours and Impartation Services.

**Failing and Retaking**

If a student’s overall percentage for the term is less than 60% then the following must be implemented:

If the student has between a 50% and 59% as a final average percentage, they may retake specific course exams once to try and raise their final average percentage to 60% or greater.

If the student has less than 50% as their final average percentage, they need to retake the course online with a passing grade within four weeks.

**Appealing Grades**

Students enrolled at IBTC are subject to the following policies related to an appeal for a grade in any course of study:

Students who disagree with any grade received on a final exam may appeal the grade up to one calendar week after receiving the grade. Appeals will adhere to the following guidelines:

1. Be certain that you are correct in questioning your grade
2. Contact the Administrative Office to present your appeal
3. The Dean of IBTC will review the grading process
4. The Dean of IBTC will contact the student to answer any questions. If a discrepancy is found, the appropriate adjustment will be made to the student’s grade
5. All decisions regarding appeal are final and no further attempt may be made to change the grade

**Withdrawal**

Withdrawing from IBTC

IBTC takes the matter of student withdrawals very seriously. A student should take this into consideration before withdrawal. All registered students who wish to withdraw from IBTC must strictly adhere to the following procedures:

1. Written request of intent to withdraw must be submitted
2. The student is required to have a personal interview with the Dean of Students and Pastor/President
3. All remaining tuition for the quarter must be paid in full

**Online Students**

All online students are required to meet the same criteria and standards as those physically attending IBTC in the classroom. Please be aware that any student outside of the State of Florida is required to purchase the corresponding books for each course per term. A book list is available from the Administration Office.

**General Information**

**Assignment Standards**

**Academic Dishonesty**

1. Cheating- Cheating can be defined as: receiving or giving unauthorized assistance on a quiz, test, exam, paper, or project or unauthorized use of materials to complete such;

collaborating with another person(s) without authorization on a quiz, test, exam, paper, or project; taking a quiz, test, or exam for someone else or allowing someone else to do the same for you.

2. Plagiarism -Plagiarism can be defined as: submitting work in which words, facts, or ideas from another source are used without acknowledging that the material is borrowed whether from a published or unpublished source. This website can be used as a reference for the format that is required for citing literary works in the papers submitted at IBTC:

<http://owl.english.purdue.edu/owl/resource/747/01/>

3. Fabrication -Fabrication can be defined as: listing sources in a bibliography that one did not actually use in a written assignment; presenting false, invented, or fictitious data/evidence in a written assignment.