



Texas Bible Institute
Student Handbook

Table of Contents

Directory	Page 3
Welcome from the President	Page 5
Statement of Beliefs	Page 6
General Policies	Page 7
Student Affairs	Page 14
Financial Policies	Page 19
Academic Policies	Page 21
Academic Honors	Page 24

Important Addresses & Phone Numbers

Mailing Address

Student Name
Texas Bible Institute
P.O. Box 100
Columbus, TX 78934

Physical Address

Student Name
Texas Bible Institute
1423 County Road 101
Columbus, TX 78934

Texas Bible Institute

TBI Office Hours:
Monday - Saturday: 10:00am - 5:00pm
Telephone: 1-(888) 333-2824
Fax: (888) 519-5756

Burchfield Ministries International

Office Hours:
Monday - Friday: 8:00am - 5:00pm
Telephone: (979) 732-9200
Toll Free: (800) 714-2267
Fax: (979) 732-9095
www.burchfield.org

Believers World Outreach Church

Office Hours:
Monday - Friday: 8:00am - 5:00pm
Toll Free: (888) 344-BWOC (2962)
www.bwoc.cc

The Source

Telephone: 979-705-7050
thesource@tbistudents.com

Telephone Information

Columbus Banks

Capital One Bank	(979) 732-5776
Columbus State Bank	(979) 732-5786
Fayette Savings Bank	(979) 732-8246
First State Bank	(979) 732-2332
Industry State Bank	(979) 732-5626

Columbus Medical Clinics

Columbus Community Hospital	(979) 732-2371
Columbus Medical Clinic	(979) 732-2318
Four Oaks Medical Clinic	(979) 732-5794
Four Oaks Dental	(979) 704-2722

Columbus Hotels

Columbus Inn	(979) 732-5723
America's Best Value Inn	(979) 732-6293
Holiday Inn Express	(979) 733-9300
La Quinta Inn & Suites	(979) 733-0522
Baymont by Wyndham	(979) 732-3785

Miscellaneous

Autozone	(979) 732-2578
A-Line Auto Parts	(979) 732-2362
Wal-Mart	(979) 732-8341
Wal-Mart Pharmacy	(979) 732-8319
Lifecheck Pharmacy	(979) 732-2361
Men Sik Cuts - Men's Barber	(979) 256-7397

Welcome from the President

Dear Student,

Welcome to TBI, the place where strong Foundations For Life are raised up! Through my forty years of intensely serving God, I have observed that the necessary key to Christian stability is adhering to Biblical foundations. Those who have an emotional or unscriptural walk with God are unstable and easily shaken. However, those who have become grounded in the infallible Word of God have proven the storms of life cannot shake them. That's what TBI is all about; establishing an unprecedented commitment to God's Word in the lives of young people who have chosen to make their lives count for eternity. The edifying attitude of honor will cause your TBI experience to be beneficial. Whether called to be a light in the secular world or a minister in the five-fold ministry, discovering the will and gifts of God in your life are imperative.

God, in His omniscient love, has gathered students, faculty and staff "for such a time as this." I am eagerly anticipating the joy of developing your God-given purpose for His glory. Pastor Tommy and I, along with the faculty and staff at TBI, are committed to your success in God. The world is hurting...and waiting...for you.

In His Love,

Pastor Rachel Burchfield

President - TBI

Statements of Beliefs

INSPIRATION OF THE SCRIPTURES

We believe that the Bible alone, in its entirety, constitutes the written Word of God. We believe that this inspiration extends to all parts of the scriptures and that they are the supreme and final authority for faith and life. (2 Timothy 3:15-17; I Thessalonians 2:13, 2 Peter 1:21).

GOD

We believe in a personal God who has revealed Himself both in nature and in scripture. This God is sovereign, loving and living and it is He who created the universe and upholds the same by His providence (Deuteronomy 6:4; Exodus 3:14; Isaiah 43:10, 11).

JESUS CHRIST

We believe in the deity of the Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious health and atonement through His shed blood, in His bodily resurrection, in His personal and visible return in power and glory. We believe that Jesus Christ is the same yesterday, today and forever (Hebrews 13:8), the healings and miracles of the Bible days are available to believers today. (John 10:16; Matthew 8:16-17; Acts 5:16; James 5:14-16).

THE HOLY SPIRIT

We believe in the personal present ministry of the Holy Spirit by whose indwelling the Christian enables to live a godly life, and by whom the Church is empowered to carry out Christ's great commission. The baptism of believers in the Holy Spirit is evidenced by the initial sign of speaking in other tongues (Acts 2:4, 8:12-17, 10:44-46, 15:7-9).

SALVATION

We believe that all men are lost in sin through the fall and disobedience of Adam and Eve, and that salvation is possible and real only through the shed blood atonement of Jesus Christ at Calvary. It is appropriated through faith, which is the gift of God (Acts 13:48; Romans 5:8-13. 10:9; James 1:21; Ephesians 2:8).

MAN

We believe that man was created in the image of God. He was tempted by Satan and fell, and because of the exceeding sinfulness of human nature, regeneration by the Holy Spirit is necessary for salvation (Genesis 1:26, 2:17, 3:6-24; Romans 5:12-21).

THE SECOND ADVENT OF CHRIST

We believe the second coming of Christ includes the catching away of the church (1 Thessalonians 4:16-17), followed by the actual, visible return of Christ with His saints to reign with Him on earth for one thousand years. (Zechariah 14:5; Matthew 24:27, 30; Revelation 1:7, 20:1-6). This millennial reign will bring the salvation of national Israel and the establishment of the universal peace (Ezekiel 39:28,29; Zephaniah 3:19,20; Isaiah 11:6-9; Psalms 72:3-8; Micah 4:3,4).

THE FINAL JUDGMENT

We believe there will be a final judgment in which the wicked dead will be raised and will be judged according to their works. Whosoever is not found written in the Book of Life will, together with the devil and his angels, the beast and the false prophet, be consigned to everlasting punishment (Matthew 25:46; Mark 9:43-48; Revelation 19:20, 20:11-15, 21:8).

General Student Policies

TBI believes that well-rounded personal and social development can best be accomplished within a Christian community. Therefore, in order to meet individual needs while serving the needs of the community it is necessary to establish guidelines for conduct and behavior. The standards set forth herein are intended to maintain a balance between individual freedoms and overall benefit to the community believing that every aspect of life should be lived to the glory of God. TBI seeks to consistently apply these standards with a concern for the total development of the individual.

The TBI Executive Office reserves the right to revise and/or change any of the following policies and guidelines to protect the safety of the students, as well as the standards of the school.

WEEKLY SCHEDULE

A regular week at TBI begins on Tuesday mornings with Core Classes, conducted Tuesday through Friday. The addition of scheduled classes on a Monday is associated with holiday recess periods. The Friday class schedule may be adjusted to facilitate the weekend event scheduled and to welcome our incoming event guests. Weekend events are considered part of the curriculum and attendance of all students is required. Weekend events will conclude on Saturday afternoons or Sunday and permit students to have free time until campus curfew. Weekends without scheduled events will permit students to have free time once student related activities are concluded.

Meals are offered daily with the exception of Monday, when only dinner is served. The neighboring community of Columbus, TX has a wide variety of restaurants, grocery stores and markets to meet any needs during these times. During our weekend events, the meal schedule will be adjusted to accommodate both guests and students.

M.O.H.

Ministry of Helps is an in-service portion of Texas Bible Institute's curriculum, designed to train the student in ministry servanthood. Each student will serve approximately six hours per week in one of our ministry departments. In-service assignments include tasks such as [but not limited to]: phone campaigns, office assistance, facility and landscape maintenance, and food services. **During The Leadership School, this service time will be extended to eight to ten hours per week.**

M.A.P.S.

Ministry Assigned Position of Service is an in-service portion of Texas Bible Institute's curriculum, designed to train students in ministry service during our weekend retreats and events. The student body will help host multiple retreats in which hundreds of guests attend and respected guest speakers minister.

Each student is assigned a position within our ministry departments trained in tasks such as [but not limited to]: service programming, audio and media production, facility and landscape maintenance, outdoor auxiliaries, and food services.

MEAL SIGN-UPS

To help assist our Food Services Team, Meal Sign Ups are made available for meals offered on Saturday, Sunday, and Monday, along with Fridays on weekends with no event scheduled. Students will need to sign up for meals at www.tbistudents.com. Meal sign ups are open up to 2 hours prior to the offered meal. Sign-ups are taken seriously; please contact The Source if ever you are unable to make it to a meal for which you've signed up.

DRESS CODE

The purpose of a dress code for a Christian ministry is not intended to deprive the individual of personal prerogatives, but rather to provide a unified standard of the objectives of that Christian community. TBI guidelines for dress have been established by the godly counsel of the faculty and ministerial Board of Regents. Our dress codes serve as a training tool in raising personal standards of professionalism and discipline and are, in no way, an effort to stifle individual expression. As with much of our program, this code of acceptable attire will grow the student's ability to confidently represent Jesus in whatever avenues lie ahead. Cooperation with these written guidelines implies a willingness to be subject to the established authority. Modesty is the guiding principle for TBI's attire. All TBI instructors and BWOC staff members have the responsibility and authority to speak to a student concerning dress code violations. If a student does not respond to repetitive guidance, disciplinary probation will occur.

The following codes are used to designate general guidelines:

Free-Time: Blue Jeans, shorts and athletic wear are acceptable provided that they are not tight or too short. Shoes and shirts must be worn at all times outside the dormitories. Sleepwear of any kind is prohibited outside of student dormitories.

Men: Hair should be neat and not hang down below the shirt collar. Sideburns should be properly maintained and not be lower than the bottom of the ear lobe. Men are not permitted to wear earrings, gauges or pony tails of any style during classes or official events. Ponytails or buns are to be approved at leadership's discretion. New tattoos or body piercings of any type are prohibited. Clear studs and gauges do not substitute original jewelry and are allowed only during off times or in dorms.

Discipleship Program: In the Discipleship Program, men are to shave daily or maintain well-groomed facial hair. **Our Joshua Coalition students are to be clean shaven daily and held to a higher standard as our leaders among leaders.**

In The Leadership School, men are to be clean shaven daily and held to a higher standard, not as a prerequisite for salvation, but out of honor for the personal standards of our Founder.

Women: Tight or low cut clothing is not permitted. Strapless, “spaghetti” straps, crop tops, tube tops, bare midriffs and jeggings are prohibited. Body piercings (other than in the ears) and new tattoos while enrolled as a TBI student are prohibited.

Code A: Casual wear for classes, free time and youth/children’s events.*

Blue, black or neutral colored jeans with no holes, tears, or patches, along with neutral colored khakis or chinos all fit within the dress code for student activities. Skinny jeans are also acceptable.

Men: Acceptable tops for men include collared button-down shirts or polos, along with plain-color or patterned sweaters.

Women: For women, collared shirts, blouses and sweaters are acceptable. Jeggings or leggings are not to be worn unless combined with an appropriately lengthened dress. All skirts and dresses must be modest in fit and length. Skirts/dresses hem length should fall no higher than a fingertip length with the hands at rest.

Shoes: Dress shoes, flats, loafers, dress sandals and laced casual shoes (i.e. Vans) in solid colors are all options available to students during classes and official events. Flip flops or hiking sandals, athletic sneakers (basketball shoes), tennis shoes, slippers and open-backed Crocs (or similar shoes) or shoes with holes are to be worn only on personal free time.

*T-shirts of any kind, tops with graphics and/or lettering and hoodies are not to be worn to official student events. Students may utilize layers or non-athletic jackets as desired.

Code B: Business casual dress code for church services and adult weekend events. Hats and colored jeans are not included in this dress code.

Men: Dress slacks and a collared shirt are required. Dress socks and dress shoes must be worn. Shirts must be tucked in.

Women: Dress slacks, skirts, or dresses are appropriate.

Code C: Specifically created for “Special Occasions” such as Communion Sunday and honored guest seminars.

Men: Dress slacks and an ironed dress shirt and tie are required. Jackets or vests are encouraged, but are not required.

Women: Are required to wear a nice dress/skirt ensemble and dress shoes.

Event Dress Code:

Children/Youth Events – Code A

Adult Events – Code B

Adult Event Seminars – Code B

Believers World Outreach Church - Code B

Discipleship Program Commencement Dress Code: The Commencement Ceremony for our Discipleship Program is a celebration of completion in a professional setting worthy of the student body’s achievements.

Men: Proper Commencement attire includes a white button down collared shirt, a dark colored tie, black slacks (no jeans), black dress socks and black dress shoes.

Women: Proper Commencement attire includes a Dress Code C with solid black heels. Dress or skirt must not show below Commencement gown, yet still modest in length. Conservative jewelry is allowed.

The Leadership School Semi-Formal Commission Dress Code:

The semi-formal Commission for our Leadership Program is a celebration of completion worthy of the student body’s achievements.

Men: Dress shirt and tie/ bow. Dark coat with dress pants, suit, or tuxedo.

Women: Semi-formal or formal gown.

WORLDLY PERSONAL HABITS

All TBI students are expected to abstain entirely from the use of tobacco, alcoholic beverages and illegal drugs both on and off campus. Behavior which encourages worldly standards in music, video or printed matter is discouraged so that Christian maturity remains the student’s focus. If a student makes the choice to engage in worldly music, videos or other secular material while on campus, it must be done so through headphones. Respect for the other

students is expected. Illegal downloading of music or movies is not permitted while on campus.

INTERPERSONAL RELATIONSHIPS

Student Relationships

At TBI the most significant relationship that you will build is your relationship with Jesus Christ. Therefore, dating or romantic contact with fellow students or staff is discouraged. All students will be held accountable to a high standard of Christian character. As such, public displays of affection of any kind are prohibited on campus. This includes kissing, hand-holding, sitting on laps or lying on each other. We believe that God will honor your commitment to deny your flesh and manage your emotions during this season for the sole purpose of knowing Jesus.

Staff Relationships

Our staff serve to be a spiritual strength and example to our students. While students will have various types of interactions with staff through serving, training, learning and even mentorship, the pursuit of any new romantic relationship between staff and students is strictly prohibited. If any student feels uncomfortable regarding any conversations or situations, they should feel comfortable to bring it to the attention of their Deans immediately.

Guest Relationships

Each weekend the TBI campus is open to numerous guests participating in the various retreats and BWOC events hosted by the facility. Students and staff are strictly prohibited from pursuing romantic relationships with guests or under-aged BWOC members beyond casual friendship. This also applies to Social Media requests. To do so will result in immediate suspension or dismissal.

No Hazing Allowed

Any student who feels threatened physically or bullied emotionally should send a written statement to The Source to request a meeting with our Dean of Men/Women. If a resolution cannot occur within two weeks, the student has the option to request a room change. Students involved in bullying or intentional strife will be placed on probation and considered a candidate for dismissal.

HOUSING

All students are housed in on-campus dormitories. In order to comply with state regulations, all

student living areas are required to be cleaned regularly and maintained at all times. Dormitory inspections will occur on a regular basis and advance notice is not required. A damage deposit is not required, however students will be held liable for any damage that occurs. Believing that dorm room assignments have been covered in prayer, changing dorm locations is rarely permitted. No off-campus housing is permitted unless special consideration has been granted by the TBI Student Affairs Office. Married students are encouraged to live in off-campus apartment complexes.

Dorm Safety

For the safety of the campus and all students, open flames, hot plates and space heaters are prohibited in the student dorms. Air fryers, electric blankets and mattress toppers are permitted. If you have questions about any dorm items, please contact student.affairs@tbistudents.com.

No Animals Allowed

Our TBI Students are not allowed to have any animals on campus or in the dorms.

BMI Policy Regarding Pest Control

Be assured that this campus has in place the most stringent Remediation Program possible for any and all types of potential encounters with insects, bugs, rodents and all forms of “wild critters.”

Any questions and concerns should be directed to The Source at 979-705-7050.

OFF CAMPUS EMPLOYMENT

Students are permitted to seek off-campus employment during the school year. However, the student must be present and attend all Believers World Outreach Church services. The student will also be expected to maintain the level of academic excellence required to satisfactorily complete all courses.

Acceptable work days:

Sunday	3:00-11:00PM
Monday	All day-11:00PM
Tuesday	5:00-11:00PM
Wednesday	5:00-11:00PM
Thursday	5:00-11:00PM
Friday	3:00-11:00PM
Saturday	All day-11:00PM

MEDICAL PROCEDURES

Staff members certified in advanced First Aid training are able to perform treatment of minor on-campus injuries. Follow up First Aid care and support will be given by The Source Staff as needed. Authorized Ministry Leadership has the right to send anyone they deem fit to seek further medical help in a priority situation. TBI has no financial obligation or liability for accidents or illness incurred on or off campus.

The student, the student's parent or the student's designated responsible party is financially liable for the payment of any bill arising from any accident or illness while attending TBI or a scheduled TBI function. The responsible party will also make any and all financial arrangements directly with the medical providers or facilities involved.

Along with the Columbus Community Hospital, there are two additional medical facilities in Columbus, TX; Four Oaks Medical Clinic and the Columbus Medical Clinic. These are private medical facilities and are available only to those who pay with cash or are covered by an appropriate insurance carrier. All prescription medication is at the discretion and responsibility of the student. A Lock Box is advised for any such medication that the student requires.

STUDENT PRIVACY

Profile information of adult students (ages 18 or older) will remain private to the individual and the limited staff personnel granted access to this information. A permission slip may be requested and signed by adult students telling us who is allowed access to their personal information.

Student Affairs

IDENTIFICATION

Each student will be provided an identification name badge. These are required to be worn during class, meals and weekend events, excluding Believers World Outreach Church. A \$5.00 fee will be assessed if it is lost or misplaced and a replacement is required and issued through The Source.

TBI STUDENT PASS SYSTEM

Both the weekday classes and weekend retreats are a significant part of your TBI experience, therefore absences are discouraged. The TBI Student Pass System, obtainable at

www.tbistudents.com, has been created to assist the student with any personal plans without being penalized. Students are allowed to redeem a maximum of three Event Passes and three Academic Passes per semester. A misuse of these benefits will result in fines and/or unexcused absences.

An **Event Pass** covers that event only, not the entire weekend, but you can combine them. For example, if you want to go to your family reunion which is on the same weekend as the Men's Advance and Believers World Outreach Church, you would redeem three of your passes:

Youth Fall Retreat : 1 pass

Wednesday Night Curfew : 1 pass

Believers World Outreach Church : 1 pass

Believers World Outreach Church Sunday services are considered an Event. Curfew is also considered an Event. Please consider your AO1 or BWOC Auxiliary responsibilities before you redeem an Event Pass. **Event Passes must be redeemed no later than 9:00am of the event day in which you desire to be absent from.** Passes will not be redeemable after 9:00am. Any absence without a redeemed pass, will be considered unexcused unless noted otherwise by the Student Affairs Office.

Open Nights

Open night refers to any Friday or Saturday nights that do not have a mandatory scheduled event as well as any Sunday nights prior to a Monday with no classes. A student who chooses to stay off-campus during an open night must redeem a Fun Pass which will cover them to be excused for curfew. Fun passes are unlimited and will be available only until 1-hour prior to that night's scheduled curfew.

An **Academic Pass** is to be used for either missing a FFL Core Class and/or MOH. It might be used for a dental appointment, funeral or sibling's graduation.

*All absences after your Event and Academic Passes are used will result in an unexcused absence and a \$15 fine. **Passes are not available for TBI Student group outings (6 or more). Passes are not available the day before or after holiday breaks and will result in a \$50 fine. (ie. Thanksgiving or Spring Break).***

"No Shows" or Unexcused Absences

“No Shows” are students who do not attend an event and neglect to redeem an Event Pass or notify The Source. Unexcused absences will result in forfeiting an Event Pass until all passes are used. *Students who do not possess any more passes and obtain an unexcused absence will be fined \$15.00.* Your tuition invoice will automatically be updated to reflect your unexcused absences.

Personal Days

If you know of a wedding or family trip several months in advance, it would be to your advantage to redeem your pass quickly, at tbistudents.com before the maximum limit of passes/per weekend is filled.

Tuancy Policy

Should any student accrue a total of ten \$15 fines (totaling \$150) due to absences from any combination of curfews, events, academic classes, or our Ministry of Helps program, the student will be asked to meet with Student Affairs and will be under grounds for dismissal at the discretion of school leadership.

CURFEWS

Dorm Curfew is established to foster Christian community. Curfews are varied due to our unique calendar of events.

Mon. - Thur., Sat. - 9:30pm

Sun. - 11:00pm

Friday Open Night - 11:00pm

Extended Curfew (Event Pass applied) - 1:00am

The TBI Campus will be closed nightly at 1am and access to campus will not be granted for any reason. **Should a student use a pass for the evening and return to campus following 1am, a second pass will be issued.**

SOCIAL MEDIA GUIDELINES

Instead of creating social media accounts on Facebook, Twitter, YouTube, Instagram, SnapChat, or any other social platform using the “TBI” trademark or namesake, we would encourage you to follow/like the already existing and endorsed TBI pages.

Please refrain from using any live broadcast tools (Facebook Live, Periscope, etc.) during TBI-sanctioned seminars. This is to help you focus on the content being taught, and to

honor the speaker. We encourage audio recording of daily classes to assist in study time, but any video recording is prohibited. This includes recording clips for social media posting.

Abstain from posting on any social platform about Texas Bible Institute in a negative light. If you see an area of the campus that is less than our level of excellence, please notify The Source accordingly, or if it involves a personal matter please contact your TBI Leadership team.

As a Country Camp participant, we ask that you forgo from taking or posting any photos with any guests, campers or interns. If a guest/camper runs up to you wanting to take a picture, go ahead and grab a few other TBI Students / BMI employees to join. Guests and individuals who are under the age of 17 should not be posted onto personal social accounts while a ministry event is in progress. Those who have a prior relationship to the individual may post photos/videos that were taken after the individual's time as a participant of the ministry event has concluded.

HANDOUTS/PROPAGANDA

All handouts, flyers, and announcements intended for distribution on campus must be approved by The Source. This includes any item placed on any campus bulletin board.

FIREARMS & WEAPONS

Firearms and weapons (including knives) of any kind are strictly prohibited on campus at all times. No exceptions. Those who are in possession of such, as well as students who are aware of others with firearms or weapons in their possession and do not report it will be placed on Disciplinary Probation.

AUTOMOBILE REGULATIONS

All students are required to register their automobile and show proof of insurance. State vehicle registration requirements are expected to be maintained throughout the school year. The registered driver is discouraged in permitting any other student or staff to operate the vehicle. If a vehicle is not properly maintained or becomes immovable throughout the school year, it will be required to be removed from campus. All student vehicles are required to be parked in approved student parking areas. Student vehicle parking is to reside within the boundaries of A-C dorm and D-F dorm. Overflow parking should take place in the M & N dorm parking lot. *Staff Parking located at the Main Office between C & D dorms is closed to students.*

NON-STUDENT VISITATIONS

Anyone desiring to visit the campus of TBI should register in The Source. In consideration to the current student residents, overnight accommodations are not permitted. Forms and payment for meals will be handled at The Source. Parents and TBI siblings over the age of 13 are always welcome on campus to attend seminars, retreats or to visit with their student.

STUDENT MAIL

When sending mail to a TBI student, please use the following address format:

Student Name

TBI

P.O. Box 100

Columbus, TX 78934

If a package needs to be sent, please use the physical address:

Student Name

TBI

1423 County Road 101

Columbus, TX 78934

The Post Office Box 100 address is the Burchfield Ministries mailbox and is provided as a courtesy to our staff and students. BWOC reserves the right to censor inappropriate materials (i.e. magazines, videos, etc.) coming to this post office box. New mail is delivered to campus Monday through Thursday with the exception of government holidays and can be picked up from The Source during the following days: Tuesday – Friday during meal shifts. Students are not authorized to retrieve mail belonging to others or pick up personal mail directly from the Columbus Post Office unless directed to do so via certified notifications. Students are able to open a private P.O. Box at the Columbus Post Office should they desire. **Please do not send cash in the mail.** We recommend instead that students without local bank accounts have money orders provided which may be readily converted to cash.

HOLIDAY SCHEDULE

The holiday schedule will be provided to you through your TBI binder and can be found on the calendar at www.texasbibleinstitute.org. Absences prior to or following a scheduled Holiday Recess are not permitted. Any and all of these absences will be considered unexcused resulting in a fine of \$50 per curfew and Academic day missed, which will be added to the

student's financial account. Students are highly encouraged to leave and return on the designated days which are noted on the Academic Calendar. Students who do not honor these guidelines could forfeit themselves as candidates for TBI's Leadership School or Discovery Camp employment.

STUDENT WITHDRAWAL PROCEDURE

The administration of TBI takes the matter of a student withdrawing from school very seriously. A student should take this matter into prayerful consideration before submitting a request for withdrawal. The following guidelines must be followed to withdraw from school.

1. Please notify the Student Affairs Office through tbistudents.com
2. An exit interview with the Pastoral Care/TBI Business Office is required to discuss the specific reason for leaving and conduct a review of the student's financial records to check for any unpaid financial obligations.
3. Completion of an official Withdrawal Form must be filled out and retained by the Financial Office prior to actual departure.

To exit TBI without completing the requirements noted would remain on the student's permanent record.

BACK OF CAMPUS PROPERTY GUIDELINES

Due to a property lease, students are not permitted to use the back property at any time. This will be considered as trespassing.

COPYRIGHT POLICY

Any original media, music, journalism, program involvement, etc. produced and given for ministry use will be copyrighted for full ownership and all rights reserved will be held by Burchfield Ministries Int.

LOST OR DAMAGED POLICY

Texas Bible Institute will not be responsible for any personal articles that are lost, damaged, stolen or destroyed during or subsequent to the student's time of attendance. This includes, but is not limited to, personal items on ministry property, or contained by, or carried in, ministry vehicles whether they are on or off ministry property..

COMMENTS OR CONCERNS WELCOMED

Any comments or concerns may be addressed to The Source in person or by text or e-mail at

Financial Policies

TUITION PAYMENTS

Tuition payments are due on or before the 1st of each month. Payments can be made online at www.texasbibleinstitute.org , mailed in, or dropped off at The Source Center located on the school campus. If payment is received after the 1st day of the month, a \$15.00 delinquency fee will be added to the student's account.

In the event of a financial setback or unexpected expenses, the student is asked to contact the TBI Financial Office **before** the actual due date of the payment. It is our intent to cooperate with students and families in every way possible. However, it is the enrolled student who is responsible to have tuition payments made on time, even if they are not the financially liable party.

FINANCIAL PROBATION

Students whose tuition is not paid on or before the fifth of the month will be placed on Financial Probation. If the tuition is not paid by the tenth of the month the student will be dismissed. If placed on Financial Probation, the students will be ineligible to participate in any extra-curricular activities, such as AO1, and Praise Team. Contact with the TBI Business Office must be made within these 5 days if an extended timeline for payment needs to be made.

RETURNED CHECK POLICY

Any checks that are returned for nonpayment or non-sufficient funds will have a \$25.00 surcharge added for each occurrence.

UNPAID FINANCIAL OBLIGATIONS

Students who have a remaining balance at the end of the school year will not be permitted to receive a diploma or participate in graduation ceremonies. This includes curfew fines, parking violations, unexcused absence fines, AO1 uniforms and any school related fees associated with graduation.

OPTIONAL STUDENT EXPENSES

Music Ministry Uniforms \$50.00
Audience Of One Uniforms \$15.00

GRADUATION FEES

TBI's Discipleship Program Commencement Fees/Cap & Gown \$35.00
TBI's Leadership School Commission Fee \$25.00

STUDENT WITHDRAWAL - FINANCIAL

Withdrawals must be in person with our TBI Business Office or by email to tuition@texasbibleinstitute.org. A 50% refund is available upon request until seven days past Registration Day of each respective program. All refunds are mailed within 30 business days of the program's first week, regardless of when the withdrawal occurs. Unclaimed refunds beyond the program's first seven days will become an automatic donation to Texas Bible Institute.

Academic Policies

ACADEMIC CALENDAR

TBI's School Academic Calendar consists of two six-week terms. Each term is complete with in-class assignments, homework, tests and final exams. Grade reports are issued for each student at the conclusion of each term. Classes are held Tuesday through Friday. Attendance for classes and seminars is conducted and recorded by our Academic Office Personnel.

ACADEMIC CLASSES

Our *Discipleship Program* students will enjoy the Foundations-For-Life curriculum which is TBI's official and exclusive material. Workbooks cover a variety of Biblical, Theological and Christian pragmatic courses and are offered to enhance the student's understanding of God and His plan for them. Certain out-of-class reading and study will be required to master the intended subject matter. Technology including cell phones, laptops, tablets, and iPods during lectures are permitted for note taking and recording only. Academic personnel and faculty are authorized to require students to turn off their technology at any point. During lectures in the FFL Buildings drinks with lids are permitted, however food will not be tolerated.

There are three types of courses offered for the Discipleship Program:

FFL Core Courses --- Six weeks of foundational topics with three grades; a worksheet, test and final exam.

FFL Forums --- Six week courses with two grades; a worksheet and/or test and a final exam

FFL Seminars --- Dynamic guest speakers are among TBI's favorite times; no grade included.

Our Leadership students will enjoy an array of Leadership courses. These courses will cover a variety of Biblical, Christian, and Corporate leadership concepts that will enhance the students' understanding of God and His plan for them. Certain out-of-class reading and study will be required to master the intended subject matter. This program will offer recommended resources, and the faculty of our core leadership courses will

provide handouts and expect students to take lecture notes. The discipline of Bible memorization will be highly emphasized during our Leadership Program and will be enforced with weekly tests. Technology including cell phones, laptops, tablets, and iPods during lectures are permitted for note taking and recording only. Academic personnel and faculty are authorized to require students to turn off their technology at any point. During lectures in the FFL Buildings drinks with lids are permitted, however food will not be tolerated.

There are three types of courses offered for the Leadership School:

FFL Core Courses --- six weeks of foundational topics with various grades; grades can include, but are not subject to worksheets, projects, and tests. Each course has a final exam.

FFL Seminars --- dynamic guest speakers are among TBI's favorite times; no grade included.

Three Leadership Tracks --- Student Ministries, Music Ministries, and Media Ministries.

ATTENDANCE AND ACADEMIC PASSES

Attendance is required for all students in all FFL Core Classes, Special Seminars, Specialty Tracks, and Ministry of Helps assignments unless pre-approved during the admissions process. Three Academic Passes, which can be obtained at www.tbistudents.com, are available for students who need to miss a class due to personal reasons. Please refer to the Make-Up Policy section regarding missed assignments. When a student has depleted their three Academic Passes, any further absences will be considered unexcused. Any unexcused passes will result in a \$15 fine. Prolonged absences due to an unforeseen circumstance are considered by the Academic Dean.

GRADE SCALE

Grade points are assigned to determine grade point averages. The following point scale is used.
Percentage Grade Points

100-90 A 4.0

89-80 B 3.0

79-70 C 2.0

69-60 D 1.0

59-0 F 0.0

The grade scale above is used to determine grade point averages for individual grades. To calculate the overall grade point average, those grades are then averaged together within each course and term.

ACADEMIC ASSISTANCE

We are committed to see all students thrive academically at TBI and are wanting to appropriately and accurately accommodate each student's academic needs. Students seeking academic assistance regarding learning disabilities, tutoring, or questions concerning course lectures, assignments, or grading should contact the Academic Office.

ACADEMIC PROBATION

Any student who earns an overall average below 70 at the end of Term One will be placed on Academic Probation for Term Two. While on Academic Probation, the student will not be permitted to participate in any extracurricular activities (i.e. Audience-of-One groups) without the expressed approval of the Student Affairs Office.

GRADE REVISIONS AND INQUIRIES

After Grade Reports are published, students have the option to come to the Academic Office for Academic Revisions if there are any technical errors in their Grade Reports. These revisions will be conducted by the Academic Office, not the course instructor.

GRADE OF INCOMPLETE

A student unable to complete a course for reasons beyond their control will receive a grade of "Incomplete". Satisfactory completion of the course is determined on an individual basis through the Academic Office. Upon completion of the required coursework, a letter grade will be calculated and then assigned.

MAKE-UP POLICY

All make-up assignments will be due on Mondays at 3:00pm in the FFL 1 Building. This includes turning in late worksheets, or making up tests. It is the sole responsibility of the student to keep track of missed assignments and/or exams. Students have until the following

Monday of their missed class to make up any assignments if a pass was applied by the student. If an assignment is turned in by the second Monday, it will have an automatic point deduction of 10 points. If assignment is not turned in by this day, it will result as an automatic "0". Any assignment made up without a pass applied by the student prior to the missed day will result in a deduction of 10 points on the first Monday, and 10 more points will be deducted if turned in on the second Friday. If the assignment is not turned in after the second Monday, it will result as an automatic "0". All make-up assignments have to be turned in at the Monday Make-Up Session. No graded assignments or exams can be retaken.

CHEATING AND PLAGIARISM

Students are expected to perform in the classroom to the best of their ability. Cheating is viewed as dishonest and unbecoming of Christian character and is therefore not tolerated. When written work is assigned, students are required to complete the assignment using their own initiative and creativity. Penalties for cheating and/or plagiarism will be at the discretion of the Academic Dean.

Academic Honors

CERTIFICATE OF CHRISTIAN LIFE STUDIES

A Certificate of Christian Life Studies is awarded to each Discipleship Student who has achieved the required average of 70 and has also met the required attendance specifications. They will become candidates for the Spring Leadership School.

CERTIFICATE OF COMPLETION

A certificate of completion will be given to students who have maintained a 70 or below. They will not be eligible for the Spring Leadership School.

CERTIFICATE OF LEADERSHIP STUDIES

A Certificate of Leadership Studies is awarded to each Leadership Student who has achieved the required GPA of 2.0, and who has met the required attendance specifications.

Board of Regents List – This group represents the students who successfully completed Two

Terms of coursework with a grade point average of 4.0.

Dean's List – This group represents the students who successfully complete Two Terms of coursework with a grade point average of 3.5 or above.

Top Ten List – This group represents the top 10 students who have achieved the highest grade percentage average for a Term. The class Valedictorian and Salutatorian are chosen for the Semester from this group of students.

LEADERSHIP GOLD AWARDS- This prestigious award will be granted to one student from each Leadership Track. It will prove to set them apart in their future as a highly respected TBI Alumni.

It is one thing to know about Christ.

*His birth, His life, His miracles are taught on
campuses all across the nation. For many,
it's just a lesson in ancient history.*

*However, knowing Jesus Christ Himself, in a
personal way, is something entirely different.
It is nothing short of life changing.*

It is nothing short of a lifetime process.

*At Texas Bible Institute, we are committed to
the building of strong foundations for a
lifetime process of spiritual growth in Jesus
Christ.*

Pledge of Commitment

I, _____, am fully persuaded that it is God's will and purpose for me to be enrolled at Texas Bible Institute. I sincerely believe that God has ordained this time in my life to further establish a mature godly character and a strong personal relationship with Him. Because I believe this to be true, I commit the following:

I commit to apply myself academically to the best of my ability and to not only receive knowledge in my head but to penetrate my heart and become applied in my life. I commit to purposefully pursue spiritual activities that encourage me to grow stronger in my relationship with God and to abstain from activities that are detrimental to my personal growth as a Christian. I commit to allow the Holy Spirit to evaluate every area of my life, even those that are not consistent with Christian character and true godliness and direct me to make positive changes. I commit to respond in a correct manner to the authority that God has placed over me during this season of my life, knowing that this will work to make me a better person. I commit to be financially responsible for the agreements that I have made with TBI. Knowing that the staff and administration are for me, I will do everything in my power to keep them informed of all situations. I commit to

abstain from all appearance of evil according to 1 Thess. 5:22, including but not limited to, any immoral, unethical and illegal acts and habits while off campus as well as on campus. I will not use tobacco in any form or drink alcoholic beverages of any kind. I understand that my signature below represents a complete understanding of this pledge of Commitment and that the breaking of this commitment may result in disciplinary action and even dismissal from TBI.

Signature: _____ Date: _____

I wish to alert the staff that there are areas that I have previously dealt with in my life and will need to be accountable to someone in order to maintain the standard that is expected of me.

Signature: _____ Date: _____