

## APPLICATION INSTRUCTIONS

### WHEN TO APPLY:

We accept applications for the Fall semester only for the academic year. You may apply at any time before our application deadline for the following school year.

**NOTE:** We are not able to accept international students until Fall 2019.

### REQUIREMENTS:

- Completed Application
- \$100 non-refundable application (paid by check and mailed to KCBC)
- 18 years of age or older
- High School Diploma or GED Equivalent
- Pastoral Recommendation and two personal recommendations
- Agreement to:
  - Honorable Life Covenant
  - Standards of Conduct
  - Statement of Faith
  - Dress Code
  - Student Financial Agreement
  - Becoming an Active Member of Eagle Mountain International Church

### Items needed for application approval process:

**1) Application Form**

**All questions on the application must be completed.**

**2) Essay Question Form**

Complete this form in your own words. Your statements will be held in confidence. Please use additional paper if space provided is not adequate.

**3) Personal Recommendation(s) and Pastoral Recommendation**

This person may not be a relative, and must have known you for at least 6 months. Please provide the names of those who will be recommending you. KCBC will then send out recommendation forms to them for completion. It is your responsibility, as the applicant, to ensure that they do complete the form and mail to KCBC. Your application will not be reviewed until we receive these recommendations.

**4) Proof of Highest Level of Completed Education Received**

Please order an official sealed transcript from the school in which you completed your highest level of completed education, whether that is a high school diploma or college degree. If you have received a G.E.D. please provide us with a copy your official certificate (original will not be returned). Original transcripts will not be returned to the student.

**5) \$100 Application Fee**

(Non-Refundable) Please mail \$100 in the form of a check to KCBC. Checks can be made payable to Kenneth Copeland Bible College. We do not accept cash payments.

### AFTER YOU APPLY:

When the Admissions Office has received all your forms and the \$100 application fee, your application for admission will be evaluated. You will then be notified by the Admissions Office as to the status of your application.

Please allow up to four (4) weeks to review and process your application.

## APPLICATION INSTRUCTIONS

### Checklist for Completed Application:

*The following items must be submitted before acceptance for admissions will be granted:*

- \_\_\_\_ Completed application form
- \_\_\_\_ Completed essay questions form
- \_\_\_\_ Signature and date on application
- \_\_\_\_ Application fee of \$100 (one-time, nonrefundable)
- \_\_\_\_ Request Official College or High School Transcripts (for highest level of completed education) be sent to school or send copy of G.E.D. certificate – Originals will not be returned.
- \_\_\_\_ Personal and Pastoral Recommendation Forms (recommendation may not be filled out by a family member, individual must also have known the applicant for a minimum of 6 months.) **KCBC will mail out recommendation forms to those listed on your application, you will need to follow up with them to ensure they complete the form and return to KCBC.**

KENNETH  
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BIBLE COLLEGE

**Mail all Application Items to:  
Kenneth Copeland Bible College  
Attn: Admissions P.O. Box 475, Newark, TX 76071  
Phone: (817) 420-8100  
or  
Scan and Email to:  
admissions@kcbiblecollege.org**

Please submit and mail to:

**Admissions**  
Kenneth Copeland Bible College  
P.O. Box 475  
Newark, Texas 76071

Or scan and email to:  
**admissions@kcbiblecollege.org**

**FOR OFFICIAL USE ONLY**

Date Rec'd \_\_\_\_\_

Fee Rec'd \_\_\_\_\_

Student ID# \_\_\_\_\_



**KENNETH  
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Applying to begin:  **2018-2019**

Your application will not be processed until KCBC receives your application fee.

**GENERAL**

Your Name: \_\_\_\_\_  
Last Name First Name MI Maiden Name

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: (\_\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_\_) \_\_\_\_\_

E-mail Address: (please print legibly) \_\_\_\_\_

How did you hear about KCBC? \_\_\_\_\_

**Emergency Contact:** Name: \_\_\_\_\_ Phone #: (\_\_\_\_\_) \_\_\_\_\_

Relationship: \_\_\_\_\_

Gender:  Male  Female Marital Status:  Single  Married  Engaged  Divorced  Widowed/Widowed

If married, date of marriage: \_\_\_\_\_ Name of spouse: \_\_\_\_\_

Date of birth: (mm)\_\_\_\_/(dd)\_\_\_\_/(yy)\_\_\_\_\_

Are you a US citizen?  Yes  No If no, country of citizenship? \_\_\_\_\_

*(Please note we are not able to accept international students until Fall 2019).*

Are you a Veteran?  Yes  No

Do you qualify for VA education benefits?  Yes  No *(Please note we cannot offer VA education benefits until Fall 2019).*

Have you ever been convicted of a criminal offense (misdemeanor or felony)?  Yes  No

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed and type(s) of rehabilitation. \_\_\_\_\_

**Medical:** Are you presently under the care of a physician?  Yes  No If yes, Please explain: \_\_\_\_\_

I, the undersigned do hereby state that on the date indicated, I do grant full and complete permission to Kenneth Copeland Bible College, its employees or designate, or any related or consulting physician to render or give emergency medical aid, care, treatment, or assistance that could or would be deemed required or necessary. I also state that should hospitalization be required, I grant full and complete permission for such care and treatment. This consent I give freely, fully knowing and understanding all the above and its relation to and effect upon me.

Yes  No (Signature) \_\_\_\_\_ Date \_\_\_\_\_

Do you have any physical limitations or learning needs that would require assistance or modifications in order for you to be successful during your time at KCBC? (If yes, please explain). \_\_\_\_\_

**Do you have any dependents for who you will be responsible for? If so, Please list thier names, ages and relationship.**

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship: \_\_\_\_\_

**EDUCATION HISTORY**

Highest level of education completed: \_\_\_\_\_ Date of completion \_\_\_\_\_

**Starting after high school, list educational institutions attended:**

School Name: \_\_\_\_\_ Dates: \_\_\_\_\_ Diploma/Degree Recieved: \_\_\_\_\_

Can you read, write and comprehend the English language?  Yes  No

**WORK HISTORY**

**List your past work experience starting with PRESENT empolyer:**

Name of Employer: \_\_\_\_\_ Position: \_\_\_\_\_ Dates: \_\_\_\_\_

**FINANCIAL INFORMATION**

How do you plan to finance your education at KCBC:

Own employment  Spouse employment  Parental support  Savings  Other: \_\_\_\_\_

**CHURCH INVOLVEMENT**

**List the name or the church which you currently attend.**

**Pastor's recommendation given to: (Must be curret pastor or church leader).**

Name of church \_\_\_\_\_ Name (If not your pastor, state position of leadership in church) \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Pastor \_\_\_\_\_ Phone #: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

- How long have you attended this church? \_\_\_\_\_ year(s) \_\_\_\_\_ month(s)
- Do you attend regularly?  Yes  No
- Are you a member?  Yes  No
- Are you a tither?  Yes  No

If you have attended your present church less than one year, please list the name(s) of previous church attended and dates.

Name of church	Pastor	Years attended	
		From	To

Are you  Licensed?  Ordained? If so, with what denomination/organization? \_\_\_\_\_

**Personal recommendation forms given to:** (Someone **other than a relative** who has known you well for 6 months or more).

Name			Name		
Address			Address		
City	State	ZIP	City	State	ZIP
Phone #:			Phone #:		
Email:			Email:		

**Affirmations (as found on the following pages): (Please indicate your agreement by checking the boxes below):**

- I have carefully read the *"Standards of Conduct"* and I agree to adhere to these guidelines completely for as long as I am an active student at Kenneth Copeland Bible College.
- I have carefully read the *"Honorable Life Covenant"* and I agree to adhere to these guidelines completely for as long as I am an active student at Kenneth Copeland Bible College.
- I have carefully read the *"Dress Code"* and I agree to adhere to these guidelines completely for as long as I am an active student at Kenneth Copeland Bible College.
- I have carefully read the *"Statement of Faith"* and I affirm my beliefs in each of these articles.
- I have read *"Student Financial Responsibility"* and I agree to abide by the financial policies set forth by Kenneth Copeland Bible College.
- I understand that *I will become an active member at Eagle Mountain International Church* while attending Kenneth Copeland Bible College.

**By submitting this application, I certify that I have truthfully and accurately answered all questions contained in this application. I understand that falsification of any kind of grounds for refusal of my application or expulsion should falsehood be discovered after acceptance into the academic program.**



## KENNETH COPELAND BIBLE COLLEGE

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### STATEMENT OF FAITH

- We believe in one God— Father, Son, and Holy Spirit, Creator of all things.
- We believe that the Lord Jesus Christ, the first begotten Son of God, was conceived of the Holy Spirit, was born of the Virgin Mary, was crucified and died, was buried and resurrected, ascended into heaven, is now seated at the right hand of God the Father, and is both true God and true man.
- We believe the Bible in its entirety to be the inspired Word of God and the infallible rule of faith and conduct.
- We believe in the resurrection of the dead, the eternal happiness of the saved, and the eternal punishment of the lost.
- We believe in personal salvation of believers through the shed blood of Jesus Christ.
- We believe in sanctification through the Word of God and by the Holy Spirit, and we believe in personal holiness, purity of heart and life.
- We believe in divine healing through faith in the Name of Jesus Christ, and we believe that healing is included in the Redemption.
- We believe in water baptism, in the Baptism of the Holy Spirit as distinct from the New Birth, in speaking with tongues as the Spirit of God gives utterance (Acts 2:4), in the gifts of the Spirit, and in the evidence of the fruit of the Spirit. We believe that all of these are available to believers.
- We believe in the Christian's hope: the soon-coming, personal return of the Lord Jesus Christ.

# KENNETH COPELAND BIBLE COLLEGE

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## STANDARDS OF CONDUCT

**Kenneth Copeland Bible College (KCBC)** is committed to maintaining an atmosphere conducive to the development of students for ministry who have made a commitment to Jesus Christ and a lifestyle based upon the Bible. Our philosophy and policies reflect the heritage of faith and personal integrity that Kenneth Copeland Ministries is known for. Therefore, every student must recognize this about KCBC and exemplify conduct that reflects excellence.

KCBC's Standards of Conduct are established for the guidance of all students. Infractions will lead to corrective action up to and including withdrawal. The type of disciplinary action imposed will be at KCBC's discretion. While the principles of progressive discipline, i.e. verbal, written, final written/suspension and withdrawal are generally applicable, KCBC reserves the right to take whatever action it may deem appropriate.

### Behavior

All students are expected to maintain high standards of character with consistent attitudes of friendliness, teachability, and a love and concern for others. It is essential that our students treat each other, and those with whom they come in contact, with courtesy, respect, professionalism and that they work cooperatively and constructively in resolving issues or problems. The following list is representative of behaviors and activities which may result in corrective action and/or dismissal:

- Criminal behavior and violations on or off KCBC property.
- Possession and use of tobacco, any legal or illegal habit forming drug, and alcoholic beverages.
- Immoral behaviors that are heterosexual or homosexual in nature, including fornication, adultery, sexual perverseness or harassment.
- Possession or use of firearms or explosives on KCBC property.
- Engaging in all acts of dishonesty, fraud, theft or sabotage, including cheating and plagiarism.
- Gambling on or off KCBC property.
- Negligence in observing fire prevention and safety rules.
- Unauthorized use of KCBC's material, time, equipment or property.
- Unauthorized possession or destruction of the property of a KCBC/KCM/EMIC staff, student or congregant.
- Fighting, throwing things, horseplay, practical jokes or other disorderly conduct which may endanger the well-being of any student, KCBC staff, or KCBC operations.
- Threatening, intimidating, harassing, coercing, using abusive or vulgar language, or interfering with the performance of the other students or KCBC staff.
- Critical or negative behavior, strife, gossip, racism, and conduct not consistent with Christian standards.
- Excessive unexcused absenteeism or tardiness to classes, chapels, and internships/ practicums.
- Insubordination, refusal to comply with instructions or failure to perform KCBC-related assignments.
- Violations of KCBC's: Honorable Life Covenant, Dress Code, Statement of Faith, Financial Responsibility, Church Membership/Attendance or Student Handbook guidelines and policies.
- Engaging in any practice as KCBC determines may be inconsistent with the ordinary and reasonable rules of conduct necessary for the welfare of KCBC, KCM, EMIC and its staff, students, or congregation.



# KENNETH COPELAND BIBLE COLLEGE

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## HONORABLE LIFE COVENANT

**Kenneth Copeland Bible College** defines honor as a keen sense of ethical conduct. As a KCBC student, an honorable life, freely chosen and fully committed to the teachings and principles of the Word of God, must be evident to all who should choose to examine it. Having personal integrity (doing what's right, because it's right, and doing it right) demonstrates the unwavering dedication of a Christian life well lived. This is what is expected of every KCBC student.

**I give my word as a guarantee** I will be submitted to God and committed to doing what He says, putting aside my own feelings, human reasonings and being obedient to the Lord.

**I give my word as a guarantee** I will live an honorable manner of life, living honestly among all people, bringing no disgrace or damage to the reputation of Jesus Christ or Christians. I will do the right thing regardless of what it may cost, representing Kenneth Copeland Bible College/Kenneth Copeland Ministries/Eagle Mountain International Church with a standard of excellence.

**I give my word as a guarantee** I will Biblically honor, obey, submit to and pray for God-ordained authority including political authorities, law enforcement, employers, and the leadership of KCBC/KCM/EMIC.

**I give my word as a guarantee** I will reverence and love God with my whole heart and yield to Love Himself. I will actively pursue developing a strong spirit, refusing fear of any kind, cultivating the Fruit of the Spirit, with respect and consideration towards all people. I will be quick to forgive others and not engage in strife. I will not criticize others behind their back, but rather keep an honorable attitude held in faith and good conscience.

**I give my word as a guarantee** I will conduct my life as a vessel of honor, purge myself in humility, flee from youthful lusts and follow after righteousness, faith, love and peace with all those who call on the Lord out of a pure and honest heart. I don't do what my flesh wants to do. I live by the Word of God and the will of God for my life.

**I give my word as a guarantee** I will faithfully and punctually attend KCBC classes, campus chapels, internships/practicums, and honestly complete all academic assignments on my own accord without plagiarism or cheating. Furthermore, I acknowledge my attendance at KCBC is a privilege and that KCBC may exercise its right to withdraw a student from its program at any time for disciplinary reasons.

**I give my word as a guarantee** I will connect with this local church body. I will become a tithing member of Eagle Mountain International Church and become actively involved in church services, events, and helps ministry opportunities.

## KENNETH COPELAND BIBLE COLLEGE

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### DRESS CODE

**Kenneth College Bible College** (KCBC) expects students to represent the Lord and the ministry in the image they project.

- A student's appearance should be guided by good grooming, modesty and mature discretion.
- In determining wardrobe, one should consider appropriateness of the activity involved.
- All students will be expected to maintain a neat, clean appearance without holes or tears in their garments.
- Clothing will not be revealing or offensive.
- Clothing which reveals undergarments, shorts, tank tops, sleep or swim wear are prohibited.

## KENNETH COPELAND BIBLE COLLEGE

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### STUDENT FINANCIAL RESPONSIBILITY AGREEMENT 2018-2019 ACADEMIC YEAR

I understand when I register for the Associates of Biblical Studies program at Kenneth Copeland Bible College (KCBC) or receive any services from KCBC, I accept full responsibility to pay all tuition, fees and other associated costs and/or student account balances assessed as a result of my registration/enrollment and/or receipt of services per Academic Year. I further understand and agree my registration/enrollment is in fact acceptance of these terms and constitutes a promissory note agreement in which KCBC is providing me educational services and I promise to pay for all assessed tuition, fees and other associated costs and/or balances by the published or assigned due date.

I understand and agree I am responsible for withdrawing from KCBC if I can no longer attend. I understand my registration is only complete upon full payment or enrollment in our Tuition Payment Plan (see below). I understand and agree if I withdraw from the program for which I am registered, I will only receive a tuition refund in accordance with the published tuition refund policy (see below). I have read the terms and conditions of the published tuition refund policy and understand those terms are incorporated herein by reference. I further understand my failure to attend class or receive a bill does not absolve me of my financial responsibility as described above.

If for some reason, your tuition and all other fees or charges are not paid in full at the end of the year, you will not receive your transcripts, report card, Certificate of Completion, and/or degree, as applicable; nor will you be able to participate in the promotion of graduation ceremonies. At the time your tuition becomes current, your transcripts, report card, Certificate of Completion, and/or degree will be issued. If at any time your tuition is 60 days past due, you will be dismissed from the school. If the entire balanced is paid in full, the Dean will review your return on an individual basis.

Per Texas Education Code 54.007(2)(d): **A student who fails to make full payment of tuition and mandatory fees, including any incidental fees, by the due date may be prohibited from registering for classes until full payment is made. A student who fails to make full payment prior to the end of the semester or term may be denied credit for the work done that semester or term.**

## KENNETH COPELAND BIBLE COLLEGE

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### STUDENT FINANCIAL RESPONSIBILITY AGREEMENT 2018-2019 ACADEMIC YEAR

#### KCBC Tuition Payment Plan for 2018-2019 Academic Year

Tuition Cost Per Academic Year: \$3600

#### Books for the Academic Year: \$250

(Due by August 1, 2018)

**Option 1: Payment in Full\*** (\$3250) by August 1, 2018 (Registration Deadline)

*\*\$350 Tuition discount for full payment by August 1, 2018*

#### Option 2: Payment Plan (\$3600 total)

Payment #1	\$720	Due August 1, 2018
Payment #2	\$360	Due September 1, 2018
Payment #3	\$360	Due October 1, 2018
Payment #4	\$360	Due November 1, 2018
Payment #5	\$360	Due December 1, 2018
Payment #6	\$360	Due February, 2019
Payment #7	\$360	Due March 1, 2019
Payment #8	\$360	Due April 1, 2019
Payment #9	\$360	Due May 1, 2019

#### REFUND POLICY

No refunds are given after the end of the second week of the academic year. If a student submits an official withdrawal prior to the end of the second week of classes, the student will be refunded tuition paid minus \$500. Please note: applicable tuition refunds are only available in instances of official withdrawal. Unofficial withdrawals may result in unpaid balances for which the student is responsible. After the second week of classes for the academic year, no refunds are given. If a student is expelled due to violation of the policies stated in our Standards of Conduct and Honorable Life Covenant, then no refund shall be due.