

Academic Information Packet



SOUTHERN BIBLE

INSTITUTE & COLLEGE

Academic Information Packet | 2018 - 2019

Academic Information Packet

A Message from Martin:

We are delighted that you are thinking of entrusting Southern Bible to provide you a quality Christian education. Whether you have decided to enroll in our certificate, diploma and/or degree programs, we guarantee you will know more about the word of God than when you arrived on our campus. It is our mission that we accomplish within you an overwhelming desire to become a servant leader whether it is in your home, church, or community that you serve.

We appreciate that you are considering Southern Bible Institute & College as the school to continue your journey of spiritual maturity.

Again, thank you for your interest in SBIC and we will show equal support and interest in you during this developmental stage of your life.

In Christ,

A handwritten signature in black ink, appearing to read 'M. E. Hawkins', with a large, stylized flourish at the end.

DR. MARTIN E. HAWKINS
President

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Our Mission

Equipping men and women to be competent servant leaders with a bible-centered worldview.

Our Mandate

Timeless servant leadership rooted in God's authoritative word.

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Admission

Applicants to all programs must submit a formal application to the Admissions office. The appropriate application must be completed in full and submitted in a timely manner in order to be considered for the semester in which the applicant desires begin courses. Although the criterion for admission differs for each program, Southern Bible is committed to placing every student which best fosters their success and growth. Our curriculum emphasizes post-secondary study for the Bible, Theology, and selected General Education subjects, as well as experience ministry in a field education program.

Note: The application is self-managed. The applicant controls the gathering and submitting of all information and documentation necessary to complete the application. Listed below are the major steps involved in the application process.

Admission Procedure

1. Choose a Program

Read carefully the information within this packet and choose a credentialing program that best fits your current qualifications, situation and aspiration. You are encouraged to attend our SBIC Close-Up event which is a presentation by our Recruitment Team where you can ask specific questions about the programs and the school.

2. Request Application

Contact the admissions office and request an application for the specific program to which you would like to apply. This request is different from a request for information. You may also download the application from the website

3. Complete and Submit Application

Fill out the application completely. This includes the Statement of Faith & Ministry as well as applicable endorsements, recommendations and all other documentation. The application must be submitted with appropriate application fee and prior to the application deadline for the semester you are intending to start classes.

4. Attend Orientation

All new students are required to attend an orientation prior to beginning classes. This orientation is intended to prepare the student for his or her tenure at Southern Bible. During the orientation, an entrance assessment will be administered for the purpose of ensuring proper program placement as well as to help evaluate the institute's effectiveness in educating its students.

Note: The same assessment will be administered at the end of the student's tenure during the Senior Seminar course in order to further measure knowledge increase as a result of a Southern Bible education.

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Enrollment

Southern Bible Institute & College has implemented a “Fixed Enrollment” process—for the diploma, certificate, and degree programs. That means, there will be a limited/specified number of students allowed to enroll within each semester. This approach helps with scheduling, class accommodations, and semester planning.

Currently, WE ARE ONLY ENROLLING 100 STUDENTS per semester. These will be the first new and continuing students to “secure” one of these seats by paying for one course. Below are the enrollment steps and check the academic calendar for the timeline/deadlines for the semester.

Note that if all seats are full in your academic area, be sure to register on the ‘Waiting List’. In the event a seat opens up due to non-payment, you will have opportunity to secure that seat (in the order of the waiting list).

CONTINUING STUDENTS

1. **Reserve a Seat**
(“I intend to attend the upcoming semester”)
 - Go to mySouthernBible portal, the registration section
 - Select ‘Registration Form (Calendar)’
 - Add a seat in your program area
 - Make Payment for one class: online, by phone, or in person
2. **Secure a Seat**
(“I’m committed to attend the upcoming semester”)
 - If seat is not secured by deadline, seat will be opened and you will be made available for other students.
3. **Open Seating**
 - Class offerings will be made available based upon the students enrolled.
 - Go to Southern Bible Institute, the registration section
 - Select ‘Registration Form’
 - Add Classes
4. **Select Classes**
(“I’m confirmed to attend the upcoming semester”)

NEW/READMITTED STUDENTS: Check with Admissions Office for Application, seat security, and class selection deadlines.

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Financials

Tuition and Fees

Tuitions are based on each two or three credit hour class costing \$125 per hour. Examples of the tuitions are as follows:

College Courses (Degree & Certificate Programs)

Each three credit hour course = \$375.00

Institute Courses (Diploma & Bridge Studies Programs)

Each two credit hour course = \$250.00

The list of fees is below and includes some one time fees and some per semester fees.

Application Fee – onetime fee	\$ 25.00 ¹
Student Fee – <i>per semester</i>	\$ 37.50
Technology Fee – <i>per semester</i>	\$ 75.00
Payment Plan Fee	\$ 25.00
Official Transcript	\$ 10.00
Replacement Degree	\$ 20.00
Graduation Fee	\$150.00 ²
Late Fee	\$ 35.00
Returned Check Fee	\$ 35.00

¹ Student Fee includes use of the computer lab, course schedule, course syllabi, course notes, grade reports, and identification badge with picture and holder.

² Graduation Fee includes cap & gown, degree/diploma & case, graduate luncheon ticket, 'Servant Leader' towel, course and grade audits, and class picture.

Payment Plan

Tuition payment plan is offered with approval through the finance office. The current plan requires: ½ of balance down and 3 payments of remaining balance (which includes fee).

Payment due dates are firmly set at: Sept 1, Oct 1, and Nov 1 (fall) and Feb 1, Mar 1, and Apr 1 (spring). Any violation of this policy or default of any kind can cause immediate dismissal from class. Failure to pay will result in the inability to register, access class info, or obtain transcripts.

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Work-for-Tuition Plan

Work-for-Tuition program are based on opportunity availability and skillset qualifications of student. Interview and required paperwork must be completed prior approval. Upon approval, a work schedule will be arranged appropriate to meet the tuition cost. All arrangements are final and must be adhered to by the student. This plan is managed by the finance office.

Payment Options

All tuition and fees are due at registration. All accounts not settled by their deadlines will be assessed a late fee. Payment can be made using a cashier's check, personal check, MasterCard, Visa, American Express or money order. Online payments may be made through the student's mySouthernBible portal. When students are receiving assistance in paying financial obligations, three plans are acceptable:

Church Grants

Sources of continued scholarships may be available through your local churches. Contact your church to request that they develop a plan for you with SBIC.

Scholarships

Scholarships are available to students who qualify and show the need for such programs. For more information contact the finance office.

Veterans Benefits

Southern Bible accepts students who qualify and are determined eligible through the Department of Veterans Affairs. For details contact SBIC's Office of Student Services & Development.

Tuition Refund Policy

In light of the fixed enrollment seating and the requirement to secure a seat with full payment of one course prior to the deadline, NO REFUNDS WILL BE ISSUED FOLLOWING THE FIRST DAY OF CLASS.

The complete tuition refund schedule is as follows:

- | | |
|--|-----------|
| 1. First Day of class or after | No Refund |
| 2. 30 days prior to the first day of class | 25% |
| 3. 60 - 31 days prior to the first day of class | 50% |
| 4. 61 or more days prior to the first day of class | 100% |

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General Information

Location

7200 S. Hampton Rd.
Dallas, TX 75232
www.southernbible.org

Mailing Address

P.O. Box 763609
Dallas, TX 75376-3609

Contact Information

For general questions contact us at:

Phone: 972-224-5481

Fax: 972-224-9517

Email: sbi@southernbible.org

For questions about admissions or to request an application contact:

Marcia Upshaw

Admissions Coordinator & Registrar

972-224-5481 ext. 225

mupshaw@southernbible.org

For questions about financial assistance contact:

Alvin Marshall

Vice President of Administration

972-224-5481 ext. 228

amarshall@southernbible.org

Office Hours

Monday, Tuesday & Thursday

8:30am -4:30pm

Wednesday

8:30am – 2:00pm

Friday - Closed

Academic Information Packet

This Academic Information Packet describes the policies and academic programs of Southern Bible Institute & College in effect at the time of publication. The information contained within this packet is for planning purposes only and is subject to change without notice.



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