



CRC BIBLE SCHOOL
STUDENT
HANDBOOK

CONTENTS

ACCREDITATION AND AFFILIATIONS	4
STUDENT PLATFORM: MICROSOFT SHAREPOINT	4
STUDENT COMMUNICATION PLATFORMS	4
STATEMENT OF NON - DISCRIMINATION	4
STATEMENT OF PURPOSE	5
SCHOOL FACILITIES	6 -7
SAFETY AND SECURITY	6
CLASSROOM RULES / STUDENT CONDUCT	7
PART - TIME PROGRAM OF STUDY	8
PART TIME PRESCRIBED READING	9
PART TIME SHORT COURSE CURRICULUM	9
PART TIME SHORT COURSES QUALIFICATION / AWARD	10
FULL TIME PROGRAM OF STUDY	11
FULL TIME PRESCRIBED READING	12-19
FULL TIME COURSE CURRICULUM	20-21
FULL TIME COURSE AWARDS	22
FULL TIME COURSE DESCRIPTIONS	23-29
ADMISSIONS & REGISTRATION	30
REGISTRATION & ENROLMENT	30
STUDENT INDUCTION	30
CALENDAR	30
DREAMWEEK	30
FINANCIAL INFORMATION	31
TUITION FEES AND CHARGES	31-32
TEXTBOOKS	31

PAYMENT PLANS	32
PAYMENT PLAN POLICY	33
FINANCIAL ASSISTANCE	33
STUDENT FEE REFUND POLICY	34-35
ACADEMIC INFORMATION	36
ATTENDANCE	36
GRADING SYSTEM	37
ACADEMIC INTEGRITY	38
PLAGIARISM	38
PLAGIARISM PROTOCOL	39
CHEATING	40
CHEATING PROTOCOL	40
WITHDRAWAL POLICY	41
INCOMPLETE ASSIGNMENTS	42
STUDENT GRADE REPORTS	43
STUDENT TRANSCRIPTS	43
GRADUATION REQUIREMENTS	44
CODE OF CONDUCT	45
COMPLAINTS	46
VOLUNTEER HOURS - FULL TIME STUDIES	47
VOLUNTEER INCENTIVES	48
STUDENTS UNION & DISCOUNTS	49

THE PURPOSE

The purpose of this handbook is to assist current and prospective students by providing information about the CRC Bible School, its purpose, academic programs, student services, and administrative policies and procedures.

All questions should be directed to the Administration Coordinator.
Tel: 0207 265 0030. Email: info.bibleschool@crclondon.com.

ACCREDITATION AND AFFILIATIONS

The CRC Bible School is accredited by the British Accreditation Council for Independent Further and Higher Education as a College. The CRC Bible School is in partnership with the River Bible Institute (RBI) for the content of the Full Time course curriculum. The CRC Bible School's further and higher education awards/qualifications are accredited by the Transworld Accrediting Commission International. The RBI is located in the US at 3738 River International. The Transworld World Accrediting Commission International is located in the US at 231 E. Alessandro Blvd., Suite A-210, Riverside, CA 92508 (951) 901-5586.

STUDENT PLATFORM: MICROSOFT SHAREPOINT

The CRC Bible School student platform is run on the programme Microsoft SharePoint. All material including the syllabus, course information, student induction videos and examinations are available on this platform. During the induction, students will be shown how to use Microsoft SharePoint.

STUDENT COMMUNICATION PLATFORMS

Students will be updated on general information about class scheduling and reminders about class schedules, exam dates and holidays are done via Whats app. It is important that each student has access to Whats app so updates can be given and to keep students up to speed.

STATEMENT OF NON-DISCRIMINATION

The CRC Bible School is an equal opportunity Christian educational college. Applicants are admitted without regard to race, colour, national and ethnic origin, handicap status, veteran status, to all rights, privileges, programs and activities generally accorded or made available at the school. We do not discriminate on the basis of race, colour, national and ethnic origin in administration of its educational policies, admissions policies, and other school-administered programs.

STATEMENT OF PURPOSE

Christian Revival Church Bible School was founded for the purpose of equipping God's people so that they might fulfil the Great Commission as commanded by Jesus Christ in the Gospel. To proclaim the Word of God is the greatest calling, for if the Word of God lies silent then almost nothing is left of God's work: no Word, no work.

Our desire is to serve the local church both nationally and internationally by training, equipping and returning students to do great works in the name of Jesus Christ, among their own communities and congregations. Our duty is not merely to fill students with facts, but also with truth and principles that will help them in everyday living. Fully armed in this manner, students will be able to bring revival to their own local church community.

SCHOOL FACILITIES

LOCATION

CRC Bible School London hosts all modules and exams online via Sharepoint. We currently do not have a physical location as of yet. On occasion we may hire a venue for classes which will be communicated before the time. In the Event that we do hire a venue, the following procedures will be implemented.

SAFETY AND SECURITY

The CRC Bible School takes the security of any class venue seriously and will have security doors in place. Students can only be granted access by authorised Bible School personnel.

We ensure that every venue we use work closely with legislative and statutory requirements for Health & Safety and are compliant with Health & Safety regulations.

At the start of every lecture given, there will be an announcement giving information to all the students of the fire exits and the fire assembly point. The appointed Health & Safety representative and contact person will depend on the selection of the venue.

VISITORS

On occasion, visitors are invited to the CRC Bible School for a “taster class”. All visitors are required to comply with the classroom rules / student conduct when within the venue premises. After the taster class, all visitors will be asked to fill in a feedback form and will be invited to sign up to one of the CRC Bible School programmes.

CLASSROOM RULES / STUDENT CONDUCT

The following classroom rules should be adhered to and observed at the CRC Bible School Full Time and Part Time Short Course programmes;

- No food or drinks are allowed in the classroom except **bottled water**.
- Any questions can be asked at the beginning of class in the “House keeping” section and the end of the class “questions” section.
- Students are to treat all property in the venue with due care and respect, any damages to property should be reported to the Reception personnel immediately.

CHILDCARE

No childcare services are available for students at the CRC Bible School

PART TIME – PROGRAM OF STUDY

OBTAINING INFORMATION

General information about the CRC Bible School can be found on the official website: www.crcbibleschool.co.uk. This information includes the application form, general information, curriculum and course information.

Information can also be found in the Student Handbook and the “Start here” – guide for the part time material.

ACADEMIC YEAR

The CRC Bible School runs a calendar for each academic year. An academic year runs from September to July. Students will be given access to the full study programme for the year from the date of the student induction. A copy of the schedule / Student Calendar will be uploaded onto Microsoft SharePoint.

CLASS TIMES

The Part Time Bible School runs classes are scheduled on the following days;

Tuesdays from 7.30PM – 9.30PM (2 hours).

HOURS OF STUDY

The Part Time Short Course programme requires 5 hrs of contact time (video material, studying and test) weekly. Some modules require practical work, which is included in the 5 hours. The total contact time per academic year is 210 hours in Year 1 based on a 42 week year with 10 weeks reserved for holidays.

PART TIME

PRESCRIBED READING

Foundational Doctrines - CRC Textbook, Ps Butch Lester
Faith - CRC Handbook
The Holy Spirit - CRC Textbook, Ps Butch Lester
Relationships - CRC Textbook, Ps At Boshoff collaboration
The Blood Covenant - Textbook
New Creation Realities - Textbook
Principles of Prayer - Textbook
Soul Winning - Soul Winning Textbook
Lifestyle of Praise - CRC Textbook
Understanding the Anointing - CRC Textbook, The Anointing by Benny Hinn
Ministry of Servanthood - CRC Textbook
Angels and Demons - CRC Textbook
Intimacy in Worship - CRC Textbook
Understanding your Kingdom Assignment - CRC Textbook
Christology - CRC Textbook
Discovering Christ Cross Culturally - CRC Textbook
Divine Healing - CRC Textbook
Understanding the End Times - Gateway Center for Israel Notes
Israel & The Church - Gateway Center for Israel Notes

PART TIME

SHORT COURSES - PROGRAM OF STUDY

PART TIME SHORT COURSE CURRICULUM

At the CRC Bible School we strive to be led by the Holy Spirit in every aspect of the school's running. Therefore, the following course curriculum is subject to change or adaptation in accordance with the leading of the Holy Spirit. We are confident that at the conclusion of your time at CRC Bible School you will not only be well informed regarding key biblical principles and subjects in the Word of God, but you will also enjoy your study experience in a vibrant, dynamic school. The modules taught in the Short Course curriculum are as follows;

Foundational Doctrines
Faith

The Holy Spirit
Relationships
The Blood Covenant
New Creation Realities
Principles of Prayer
Soul Winning
Lifestyle of Praise
Understanding the Anointing
Ministry of Servanthood
Angels and Demons
Intimacy in Worship
Understanding your Kingdom Assignment
Christology
Discovering Christ Cross Culturally
Divine Healing
Understanding the End Times
Israel & The Church

Please note the modules are subject to change.

PART TIME

SHORT COURSES QUALIFICATION / AWARD

Successful completion of the two year course will result in students receiving an internal award of a certificate in Christian Services with acknowledgement of two years. All students will need to complete a minimum of 18 modules over 2 years.

Students who meet all graduation requirements may participate in the annual graduation ceremony.

FULL TIME

PROGRAM OF STUDY

OBTAINING INFORMATION

General information about the CRC Bible School can be found on the official websites: www.crcbibleschool.co.uk. This information includes the application form, general information, curriculum and course information.

Information can also be found in the Student Handbook and the “Start here” - guide.

ACADEMIC YEAR

The CRC Bible School runs a calendar for each academic year. An academic year runs from September to July. Students will be given access to the full study programme for the year from the date of the student induction. A copy of the schedule will be uploaded onto each Sharepoint page.

CLASS TIMES

The Full Time Bible School runs classes are scheduled on the following days;

Wednesdays from 10.00AM - 5.00PM (7 hours)

Thursdays from 10.00 AM – 5:00 PM (7 hours)

HOURS OF STUDY

The Full Time programme requires 25 hrs of contact time (video material, studying and test) weekly. Some modules require practical work, which is included in the 20 hours. The total contact time per academic year is 820 hours in Year 1 based on a 47 week year with 6 weeks reserved for holiday.

PRESCRIBED READING

Information regarding prescribed reading will be supplied to the students at the induction at the beginning of the academic year and uploaded onto the Microsoft Sharepoint for each module. This mainly affects the full time bible school but in some instances the part time modules will have prescribed reading to complete. The Title and author will be given, along with a link of a suggested website / outside vendor of where the book can be purchased. The CRC Bible School will always try to find free online copies of the prescribed reading but this is done as a help and cannot always be fulfilled. It is ultimately the student's responsibility to ensure they have access to the prescribed reading material.

FULL TIME

PRESCRIBED READING

Module: Prayer I

Prescribed reading book:

- King James Bible
- Prayer by E.M Bounds (books 1, 2, 4, 7, and 9)

Module: Prayer II

Prescribed reading book:

- KJV Bible
- The Art of Prayer by Kenneth E. Hagin

Module: Israel & The Church

Prescribed reading book: N/A

Module: The Holy Spirit

Prescribed reading book:

- KJV Bible
- DVD Series entitled “Knowing the Person of the Holy Spirit”
- The Holy Spirit and His Gifts - Kenneth E.Hagin

Module: Soul Winning I

Prescribed reading book:

- Soul Winning by T.L. Osborn (Chapters 1 - 5)
- Gospel Soul Winning Script
- Power Evangelism Soul-Winning Packet

Module: Soul Winning II

Prescribed reading book:

- KJV Bible
- Foxe’s Book of Martyrs by John Foxe

Module: Helps & The Local Church

Prescribed reading book:

- KJV Bible
- The Ministry Of Helps Handbook by Buddy Bell

Module: Stewardship I

Prescribed reading book:

- Thoughts on Stewardship. Volume 1. Dr Rodney H.Browne

Module: Stewardship II

Prescribed reading book:

- KJV and Amplified Bible
- Thoughts on Stewardship Volume 2 by Dr Rodney H.Browne

Module: Faith I

Prescribed reading book:

- Walking by Faith by Kenneth E. Hagin
- KJV Bible

Module: Faith II

Prescribed reading book:

- The Bible
- Bible Faith Study Course by Kenneth E. Hagin

Module: The Blood Covenant

Prescribed reading book:

- KJV Bible
- The Miracle of the Scarlet Thread by Richard Booker, Destiny Image Publishing: Pennsylvania, 1981

Module: Call of God

Prescribed reading book: N/A

Module: Jesus in the Old Testament

Prescribed reading book: N/A

Module: Authority of the Believer

Prescribed reading book:

- The Bible
- The Believer's Authority by Kenneth E. Hagin

Module: Church History

Prescribed reading book:

- 2000 Years of Charismatic Christianity by Eddy Hyatt
- KJV and Amplified Bible

Module: Worship as a Lifestyle

Prescribed reading book:

- The Purpose and Power of Praise & Worship by Myles Munroe

Module: Submission & Authority

Prescribed reading book:

- KJV and Amplified Bible
- A Tale of Three Kings by Gene Edward

Module: Christian Lifestyle

Prescribed reading book:

- KJV Bible

Module: Christ the Healer

Prescribed reading book:

- Christ the Healer by F.F. Bosworth

Module: Eschatology

Prescribed reading book:

- The Book of Daniel, KJV
- The Book of Revelation, KJV

Module: Spiritual growth

Prescribed reading book:

- Growing Up Spiritually by Kenneth E. Hagin
- KJV and Amplified Bible

Module: Tabernacle of Moses

Prescribed reading book:

- KJV Bible
- *The Tabernacle of Moses* by Kevin Connor & Ken Malmin

Module: Gifts of the Spirit

Prescribed reading book:

- *The Gifts of the Holy Spirit* by Dr. Rodney Howard-Browne
- The Bible (KJV)

Module: Demons & How to deal with them (HTDWT)

- *The Triumphant Church* by Kenneth E. Hagin
- *Demons and How to Deal with Them* by Kenneth E. Hagin

Module: Revival

Prescribed reading book:

- KJV Bible
- DVD series "Revival"

Module: This Present Glory

Prescribed reading book:

- *This Present Glory* by Dr. Rodney Howard-Browne

Module: Preparation for Ministry

Prescribed reading book:

- KJV Bible
- Class Handouts

Module: New Testament Survey

Prescribed reading book:

- *New Testament Survey* by Kevin Conner and Ken Malmin

Module: Old Testament Survey

Prescribed reading book:

- *Old Testament Survey* by Kevin Conner & Ken Malmin

Module: Matters of the Heart

Prescribed reading book:

- KJV Bible
- Read books of I Samuel, II Samuel, I Kings, II Kings, and Proverbs in their Entirety

Module: The Love Walk

Prescribed reading book:

- KJV and Amplified Bible
- Reduce Me to Love by Joyce Meyer

Module: 12 Pillars of Faith

Prescribed reading book:

- KJV Bible
- Twelve Pillars of My Faith Study Guide

Module: Merchandising & Trafficking the Anointing

Prescribed reading book: N/A

Module: Pastoral Care & Counselling

Prescribed reading book: N/A

Module: Missions I

Prescribed reading book:

- The Book of Acts
- KJV Bible

Module: Women in Ministry

Prescribed reading book: N/A

Module: Youth & Children Ministry

Prescribed reading book: N/A

Module: Signs & Wonders

Prescribed reading book:

- KJV and Amplified Bible

Module: The Ministry of Evangelism

Prescribed reading book: N/a

Module: Vision

Prescribed reading book:

- KJV Bible

Module: Bible Doctrines

Prescribed reading book:

- KJV and Amplified Bible
- Bible Doctrines by P.C. Nelson

Module: Leadership

Prescribed reading book:

- KJV Bible
- Class Handouts

Module: Homiletics I

Prescribed reading book:

- Keys to Better Preaching by John Garlock

Module: Homiletics II

Prescribed reading book: N/A

Module: The Book of Acts

Prescribed reading book:

- Specific study aids on Microsoft Sharepoint
- KJV Bible
- *The Book of Acts* by Kevin J Conner

Module: The Minister's Family

Prescribed reading book:

- Class handouts
- KJV/AMP Bible
- One Flesh by Bob Yandian

Module: The Anointing

Prescribed reading book:

- KJV Bible.
- *The Anointing* by Dr. Rodney Howard-Browne.

FULL TIME - CURRICULUM

FULL TIME CURRICULUM - Year 1

At the CRC Bible School we strive to be led by the Holy Spirit in every aspect of the school's running. Therefore, the following course curriculum is subject to change or adaptation in accordance with the leading of the Holy Spirit. We are confident that at the conclusion of your time at CRC Bible School you will not only be well informed regarding key biblical principles and subjects in the Word of God, but you will also enjoy your study experience in a vibrant, dynamic school. The modules taught in the Full Time Year 1 curriculum are as follows;

Prayer I
Israel & The Church
The Holy Spirit
Soul Winning I
Helps & The Local Church
Stewardship
Faith I
The Blood Covenant
Call of God
Authority of the Believer
Jesus In The Old Testament
Church History
Worship as a lifestyle
Submission & Authority
Christian Lifestyle
Christ the healer
Eschatology

FULL TIME CURRICULUM - Year 2

Spiritual growth
Tabernacle of Moses
Gifts of the Spirit
Faith II
Prayer II
Demons & How to deal with them (HTDWT)
Revival
This Present Glory
Preparation for Ministry
New Testament Survey
Old Testament Survey
Matters of the Heart
The Love Walk
12 Pillars of Faith
Christian Lifestyle

FULL TIME CURRICULUM - Year 3

Soul winning II
Merchandising & Trafficking the Anointing
Pastoral Care & Counselling
Stewardship II
Missions
Women in Ministry
Youth & children Ministry
Signs & Wonders
The Ministry of Evangelism
Vision
Bible Doctrines
Leadership
Homiletics I
The Book of Acts
Homiletics II
The Minister's Family
The Anointing

*Please note the modules per year are subject to change. All students will need to complete a total of 45 modules

FULL TIME COURSE AWARD - Year 1

The CRC Bible School is designed for those who would like to pursue an in-depth study of the Bible and experience the glory of God. This program is not just for the full time persons in ministry, but for new believers, and individuals who want to know how to apply the Bible to their daily lives.

Students enrolled in this program who successfully complete one academic year will achieve a **Certificate in Christian Services**.

Students who meet all graduation requirements may participate in the annual graduation ceremony

FULL TIME COURSE AWARD - Year 2

The CRC Bible School's second year program was created as a training ground for those who sense a call into the ministry.

Students enrolled in the two year program will train for ministry, pursue an intense study of the Bible, enhance their present skills, gain a deeper understanding of the things of God, learn how to better relate to people, and obtain invaluable instruction on Faith, the Holy Spirit, Bible Prophecy and other theological areas.

Students enrolled in this program who successfully complete all required courses will receive an award of an **Associate's Degree in Ministry**.

Students who meet all graduation requirements may participate in the annual graduation ceremony.

The CRC Bible School second year is measured in academic credit hours. Academic credit hours are transferable from one post-secondary institution to another and are subject to the guidelines and restrictions of the post-secondary institution who receives the credits.

FULL TIME COURSE AWARD - Year 3

During the third year you will undertake lectures one day a week and work two days a week volunteering under the Christian Revival Church leadership structures. You will gain more insight into the practical elements of what it takes to fulfil a role in ministry. This can include but is not subjective to just Pastoral ministry but also includes the ministry of Helps, Evangelism (Outreach) and Teaching.

Students enrolled in this program who successfully complete all required courses will receive a **Bachelor of Ministry** degree.

Students who meet all graduation requirements may participate in the annual graduation ceremony.

COURSE DESCRIPTIONS

Authority of the Believer – As believers we have authority that some of us may not be aware of. We may even be walking in it and not knowing it. This course is to help us open God's word on the subject of "Authority" so that as believers we may not only live out our God given authority, but also begin to see God's perfect plan unfold in our lives on a daily basis.

Bible Doctrines – In this course we will take time to study the subjects of what we believe and understand why we believe them. We will also begin to build a solid foundation on the biblical truths that our doctrine is built upon, as well as exposing false doctrines concerning what we believe.

Christ the Healer – This course will help to establish, from the scriptures, that it is God's will to heal all today and to correct wrong thinking about certain passages of scripture misunderstood by those who oppose divine healing

New Creation Realities – An investigation into the Hidden man of the Heart, the spirit man, according to the great plan of redemption. This course will scripturally unveil who we are in Christ through the new birth.

Christian Lifestyle – What are the outward and inward evidence of a Christian lifestyle? When we truly practise a Christian lifestyle, the inward evidence becomes obvious. God's glory and power pours out upon all those around us. Those who live the Christian lifestyle live a pure and confident life on the inside and outside. In the epistles we find what is expected of us inwardly and outwardly.

Church History – The purpose of this course is to help the student become familiar with the periods of Church history, important leaders, significant issues, great movements, and the characteristics of the True Church. Emphasis will be given to the Pentecostal/Charismatic movements that have arisen since the book of Acts, and have continued throughout history to the present day.

Eschatology – Eschatology is the branch of theology that deals with the final consummation of all things. We will be covering such subject matter as the rapture, the tribulation, judgement, and the life to come.

Faith I – An understanding of the different types of Faith that are required to enable the student to minister in a way that will not only impact their lives but most importantly, the lives of others.

Faith II – An understanding of the different types of Faith that are required to enable the student to minister in a way that will not only impact their lives but most importantly, the lives of others.

Gifts of the Spirit – This is a study course of the Gifts of the Spirit according to 1 Corinthians 12. The student will learn who the gifts are from, who the gifts are for, and what their purpose is, according to the Bible.

Spiritual Growth – Students learn that maturing spiritually is a process. Just as physical growth occurs through the stages of babyhood, childhood and manhood, God intends that believers grow into Christian maturity.

Missions I – God has one unified, global purpose for all He does. This course introduces the exciting biblical, historical, cultural, and strategic dimensions of His plan. It addresses key issues: the basis of and necessity for world missions, and the status of and plan for world missions. Students are introduced to basic information needed to pursue missionary training or to help lead their local church in its global ministry.

Missions II – A continuation of exciting biblical, historical, cultural, and strategic dimensions of God's plan to evangelise the world with the Gospel. Students are introduced to more information needed to pursue a calling into missions or to help lead a local church in its global ministry.

New Testament Survey – The student will obtain a general knowledge of the theme and contents of each New Testament book and gain an understanding of the meaning and significance of the historical events and messages of the New Testament.

Old Testament Survey – The student will obtain a general knowledge of the theme and contents of each Old Testament book and gain an understanding of the meaning and significance of the historical events and messages of the Old Testament.

Prayer I & II – This course will study what prayer is and how to get prayers answered; the purpose, the necessity, the possibilities, the power, the weapons, and the essentials of prayer.

Soul Winning I & II – This is a course on introducing Christ to others in the workplace, on foreign fields, and local neighbourhoods. Each student will experience the joy of leading others to Christ and then follow up with them to make them disciples.

Stewardship I & II – This course will familiarise the student with many scriptures that pertain to finances and stewardship. A foundation is given for personal life as well as equipping with truths needed for preaching on stewardship and giving in ministry.

Helps I & II – This course will give you a biblical understanding of the helps ministry in relation to the local church which works in conjunction with a world wide ministry. This course will be taught from the principles found in the Word of God in relation to helping fulfil the vision of your local church.

Homiletics I & II – A class designed to give the student an opportunity to be exposed to public ministry and to learn the things to do and not to do while in pulpit ministry. This will be accomplished as he/she observes fellow classmates behind the pulpit, ministering.

Submission & Authority – The student will realise the importance of submission and authority in their daily walk of faith and learn how to be prepared to submit to authority while learning how to walk in God-given authority.

The Blood Covenant – This course is Biblical study into the covenants, their creation and duration, with particular emphasis on the Blood Covenant and its implications for the believer. This course will examine the old and new covenants, their similarities, and their application today.

Worship As A Lifestyle – This course will give the student a thorough understanding of the foundation, purpose and practice of worship in the believer's life. Emphasis will be placed on worship as a lifestyle for the believer, discovering how man's entire existence is tied to living in and depending upon God's presence.

Leadership – This course will develop a biblical foundation for leadership. Students will discover principles that will help them to develop leadership qualities in their lives.

Matters of the Heart – This is a study on the heart of the believer and its importance in the Christian walk. The course will show how to develop one's heart and what it means to keep one's heart with all diligence.

Ministerial Excellence – The purpose of this course is to set forth Biblical principles which will assist the man and woman of God in achieving their potential in the realm of their calling to the ministry. The student will obtain a greater understanding of the attitudes, ethics, and integrity that must be operative in the lives of God’s servants.

Old Testament Men of Faith – In this class you will gain insight into the lives of many of the Old Testament saints and become aware that they utilised faith and its principles in a living and dynamic way.

Pastoral Ministry – This course is designed to give students a practical and spiritual overview on pastoral ministry. It will help equip students with sound, biblical wisdom on how to handle pastoral matters.

Preparation for Ministry – Through both lecture and hands-on experience, this course was designed to help the student with the practical and business aspects of ministry and to equip them with the tools needed to begin a ministry.

Revival – In this class students will learn principles of revival and glean practical insights from the teaching of Dr. Rodney Howard-Browne. Students will be exposed to keys for successful ministry and learn how to keep focused on the plan and purpose of God for their lives.

Signs & Wonders – The student will learn that signs and wonders should be an everyday occurrence in the believer’s life. The student will also come to an understanding that signs, wonders and miracles are not just for the church, but they are for the demonstration of the power of God outside the four walls of the church.

The Healing & Miracle Ministry of Jesus – The student will learn how Jesus taught spiritual lessons through His miracles as recorded in the Gospels. The student will understand how the Healing and Miracle Ministry of Jesus affects us today and how that we, as believers, can operate in the healing and miracle ministry.

The Love Walk – In this course the student will be encouraged, exhorted and provoked to press into God, make a decision and a commitment to really get to know the Father. The student will learn that by walking in the love of God, one can walk in victory in every area of life.

The Minister’s Family – This course’s purpose is to give the student called into ministry a thorough understanding of the practicalities and demands of ministry placed on the family and how to deal with them successfully; in other words, how to balance family and ministry correctly.

The Ministry of the Evangelist – This course will give the students a thorough understanding of how the evangelist dovetails with the church as we know it. It will bring practical insight into the travelling evangelist and how things work on the road, as well as show some of the pitfalls and how you can overcome them.

The Name of Jesus – This course will give you an understanding of God's authority made available to you through the name of Jesus, and enable you to live victoriously in Christ.

Vision – Learn what "vision" is and be instructed how to recognize God's vision for your life and the importance of having patience to wait for the vision to have its perfect work in your life.

Israel & The Church - This course will give you an understanding of the role Israel has with the Church at this current time.

Jesus in the Old Testament - Learn about the prophecies and appearances of Jesus in the Old Testament.

Demons HTDWT - This course will ground you, the student, in the Word of God concerning the activity of angels and demons.

Call of God - Discover what God's true purpose for your life is and recognise the call He has placed on your life.

This Present Glory - This course will address the current situation within the body of Christ on the subject of spiritual warfare with a central focus on the "light" which is the Lord, rather than the "darkness" that is in the world.

12 Pillars of Faith - There are foundational truths in God's Word that, as Holy Ghost-filled believers, we must truly comprehend and grasp to be foundational truths, thereby making them pillars of our faith.

The Book of Acts - This course will give you an understanding of The Book of Acts with the emphasis on The Work of the Holy Spirit throughout.

The Anointing - Learn that the anointing is present to heal, deliver, set free, and set ablaze anyone who is hungry and desperate enough to be used by God.

Pastoral Care & Counselling - Learn the importance of Pastoral care & Counselling.

Women in Ministry - Learn about Women in Ministry and what the Bible's perspective of this is.

Youth & Children Ministry - Learn the importance of raising up the next generation in the Christian Faith.

Spiritual growth - Learn God's intention for us to grow into spiritual maturity.

Merchandising & Trafficking the Anointing - Learn the importance of how to steward the Anointing.

Tabernacle of Moses - Learn the plans and purposes of the Tabernacle and its importance to Israel in regards to its specific designs, furniture and use.

ADMISSIONS AND REGISTRATION

GENERAL ADMISSIONS

CRC Bible School is an equal opportunity Christian educational institution which admits qualified applicants regardless of gender, ethnic group, age, disability status, or veteran status.

To join the CRC Bible School, all persons must satisfy the following;

1. Be 18 years of age or over
2. Complete an application form, all applications are now online only
3. If requested, submit a physical examination report including drug screening.
4. Have adequate means of paying his/her tuition fees (if applicable) as our school does not accept government funded financial aid, grants or student loans at this present time.
5. Properly complete **ALL** required admissions paperwork.
6. Students must attend the student induction meeting
7. Progression is dependent on students having an 80% attendance. This will be reviewed at the end of every quarter (3 months).
8. After submitting their completed application, new students may be required to have a pre-admission interview with a school staff member.

REGISTRATION | ENROLLMENT

Registrations are held twice per academic year at the start of classes in September and in January.

STUDENT INDUCTION

The student induction is mandatory for all students (**new and returning**). The student induction is designed to inform the student of the objectives, plan, and purpose of the CRC Bible School in addition to discussing the college administrative policies and procedures.

CALENDAR

The CRC Bible School calendar is scheduled and released to the students at the student induction. The calendar covers the courses that run for the entire academic year from September – August. The CRC Bible School calendar runs alongside the Christian Revival Church London calendar. Although classes are not often disrupted, there are key events that mean that the class will be on a break or are expected to attend as part of the class attendance. Please observe the following key calendar events;

DREAMWEEK

Dreamweek takes place annually and usually falls in the third week of September. During the duration of Dream Week (1 week) there will be no classes. The dates of the class affected will be communicated out at the start of the academic year when the annual academic calendar is released.

HARVEST EVENTS

CRC London runs Harvest events (namely, Encounter events) and at times harvest events that are led by our affiliate school (River Bible Institute). It is mandatory for all students (new and returning) to attend this event closest to their local Campus. The purpose of the CRC Bible School attendances at the Encounter events is to equip students with the vision of what effectively reaching the community for the gospel of Jesus Christ is. This is a locally based event and is a key part of serving the local community.

FINANCIAL INFORMATION

TUITION, FEES, AND CHARGES

The CRC Bible School strives to keep courses affordable and offers several payment options to assist you. Below is a list of the tuition fees. The full year's tuition fees are charged to the student at the onset of the school. Students can choose to pay the tuition fee for the year or choose to pay by monthly instalments. Payment plans are available for all courses but are subject to a minimum payment.

TUITION

The CRC Bible School fees are as follows;

Table 1.0

Course	Annual Fee	Monthly Fee
3, 6, 10, 18 Short Courses	Discounted Rate* £150, £270, £400, £630 One Payment	—
Full Time Year 1	£2,000	£167 pcm
Full Time Year 2	£2,000	£167 pcm
Full Time Year 3*	£2,000	£167 pcm

**All prices are subject to change*

TEXTBOOKS

Textbooks for the Full Time courses are not included in tuition fees. This relates in particular to the Full Time courses prescribed reading.

Books will be listed on SharePoint as the modules are released.

TUITION AND FEE PAYMENTS

It is the responsibility of the Student to keep account of payments. The CRC Bible School will offer monthly reminders for payments by the communication platform Whatsapp. Students whose fees are not paid by the established due dates will be temporarily excluded from class attendances until tuition fees are paid in full.

Students may be able to advance to subsequent years of study if a

payment plan is in place. Please see the terms and conditions for payment plans for further details.

PAYMENT PLANS

Payment Plans can be set up by students who desire to learn at the CRC Bible School but do not have the full means of payment immediately. Students who wish to take this route must email the Administrator Coordinator at info.bibleschool@crclondon.com and make clear in writing the amount they can afford to pay per month. The proposed amount by the student will then be discussed by the Finance Officer at written confirmation will be sent to the student.

All Payment plans must be set up via a Standing Order or Direct Debit to the CRC Bible School account. Proof of the standing order or Direct Debit setup will need to be sent to info.bibleschool@crclondon.com BEFORE the student can enrol onto the course.

PAYMENT METHODS ACCEPTED***

Cash- *to be given in at the CRC Training Centre to the Administrative Coordinator*

Cheques - *addressed to the "Revival Church Europe"*

Card Payments (Visa, Visa Debit, MasterCard and Paypal)

BACS transfer – *the account details are listed below*

<p>Revival Church Europe Sortcode: 30-84-51 Account no. 67856968 <i>Please use your name as a reference</i></p>
--

Payments made by credit or debit cards can be made through the Microsoft SharePoint "Payment" links. Students who have sponsors paying their tuition must be aware of due dates. It is the student's responsibility to check with sponsors or the Administrative Coordinator to verify payment. Tuition fees may be paid at any time corresponding with the CRC Training Centre's working hours (Monday 1pm -5pm, Tuesday 9am -9.30pm, Wednesday, Thursday & Friday 9am – 5pm) on or before the payment due date.

PAYMENT PLAN POLICY

Payment plans are available for;

Students who complete their studies and have outstanding payments. Students who for a period fall short of the full payment amount.

Please note all payment plans are ONLY valid with a standing order or direct debit in place. If at any time the stand order or direct debit is not fulfilled the payment plan will be cancelled and the full upfront fees will be payable.

It is the responsibility of the student to present a payment schedule which will then be reviewed by the bible school finance team. A decision to accept or decline the payment plan will be communicated to the student.

FINANCIAL ASSISTANCE

At this time, we do not offer any student loans, grants, or other financial assistance. Students are responsible for all costs. Payment instalments are available to assist the student with tuition/fee payments.

Scholarships are available. Any scholarships offered are at the discretion of the Principal of the CRC Bible School. Students who receive a scholarship must follow scholarship guidelines and will be evaluated on a bi monthly basis.

FINANCIAL INFORMATION

RETURNED CHEQUE POLICY

If a cheque is returned from the bank because of insufficient funds, the student will receive a letter from the Administration Office of the CRC Bible School. The student will incur a returned cheque fee of £5.00. The student is then liable to find an immediate alternative form of payment.

STUDENT FEE REFUND POLICY

Fees are payable by debit or credit card via the CRC Bible School Paypal or direct to the registered bank account. The School will inform you, where necessary, of options outside of these for financing your studies for whatever reason these are not available at the time of going to press. Please contact bibleschool@crclondon.com for details regarding the latter. Refunds for course fees are only granted in certain circumstances. These are detailed below:

1. Student requests a refund before start of a course

Here, the School must receive a written request at least 3 weeks prior to the start of the course. The student will receive a refund of fees paid. An administration fee of £5 will be deducted from the fee returned to cover the administration costs for the cancellation. The School Finance Department will issue a refund within 7-14 working days of the request being received by the School Finance Department.

2. Student requests a refund whilst enrolled on a course

Students will need to have undergone the formal withdrawal procedures before a refund can be considered. Once the proper withdrawal procedures are completed, a refund will be provided according to the following schedule:

Duration into the course	% of tuition fees refunded	% of tuition fees owed
Week 1	100%	Student owes 0%
Week 2	75%	Student owes 25%
Week 3	50%	Student owes 50%
Week 4 *	0%	Student owes 100%

**The only exception where a study will receive 100% refund regardless of their duration into the course is based on mitigating evidence. (ME) which is reviewed by the CRC Bible School governing body.*

2. The School cancels a course or makes a change to the day or time of the course and cannot offer a suitable alternative:

Here, a full refund will be given without an administration fee being incurred. Students do not need to make a formal request for a refund in this situation. If the School makes a change to the day or the time of the course and the student is not able to attend due to this change, then a full refund will be given or an alternative will be offered. It is the student's responsibility to make a form written request to the Finance Department at the School who will ensure that the refund request is processed. The School Finance Department will usually issue a refund within 7-14 working days of the request being received by the School Finance Department.

It is possible that refunds (full or pro-rated) under exceptional and reasonable circumstances only will be granted to students in the case that the student has not been able to submit a written request 3 weeks before the start of the courses. Requests for such 'Exceptional Refund' must be submitted in a written request to the School Finance Department outlining full information and reasons for 'Exceptional Refund'. The School Finance Department will usually issue a refund within 14 working days of the request being received by the School Finance Department. In this case, the administrative fee of £5 to cover costs of cancellation will not be applied. Refunds will only be considered once the student's withdrawal date is confirmed to the School Finance Department.

Please allow 7-14 working days for any refund.

ACADEMIC INFORMATION

STUDENT CLASSIFICATION

Once a student has enrolled in the CRC Bible School he or she is classified as one of the following:

Active Student

This is a student who is actively enrolled in the CRC Bible School, and is attending classes and is seeking a certificate from the CRC Bible School. Degree seeking students (Full Time courses) must complete all required registration forms and will have an interview with the Principle of the CRC Bible School, if applicable. Active students are liable for full tuition fees.

Inactive Student

This is a student who has been enrolled at one time, but has not attended classes for at least 2 months consecutively of the academic year, or has withdrawn from the CRC Bible School. An inactive student will be removed from all communication platforms. An archive of their grades will be held for 2 years from the date of withdrawal. After the 2 years have lapsed, all grades will be deleted.

ATTENDANCE

All students are expected to have an 80% class attendance to successfully pass the courses.*

Part Time courses

*Online student attendances are monitored via SharePoint. Students **must** sign the mandatory attendance form with their name, student ID, selected module and submit every assignment due.

To ensure the best possible result from our school courses, students are encouraged to attend all class sessions for the courses in which they are enrolled. If an absence is unavoidable, it is the student's responsibility to contact the allocated Student Advisor or the Administrative Coordinator.

Excessive absences may adversely affect the student's grade and may possibly lead to failure of the course.

Students are allowed three (3) unexcused absences before any action is taken. If a student is absent for three (3) consecutive days, a written excuse is required. Any student absent for five (5) consecutive days is subject to automatic withdrawal by the college.

TIP: Do not turn in an Excused Absence form until you have missed your allowed 3 days.

It is the responsibility of the student to complete all course work assigned during the period of his/her absence.

Absences - During each academic quarter, the maximum number of absences permitted is three full days. These allowances are for extreme circumstances and emergencies only.

Excessive Absences - If you exceed the allowed absences, you may be permitted to attend classes, although you forfeit any credit hours for the quarter. Excessive absences disqualify the student from any kind of refund.

GRADING SYSTEM

Grades are issued according to the following scale:

CLASS	PERCENTAGE	GRADE
First	70-100	A
Upper second	60-69	B+
Lower second	54-59	B-
Third	42-53	C
Pass	38-41	D
Fail	0-37	F

ACADEMIC INTEGRITY

Academic integrity means honesty and responsibility pertaining to assignments and exams. Assignments and exams are assigned to determine growth and understanding in the student's learning experience. Grades exist in order to show how fully this goal is attained. Therefore all work and grades should result from the students own study, understanding, work, and effort.

SUBMITTING THE SAME ASSIGNMENT

Submitting the same assignment for more than one class violates the assumption that each assignment's purpose is to further the student's learning and growth. Unless the second instructor provides permission in writing, submitting the same assignment for different classes is considered a form of academic misconduct. Students attending as married couples may not turn in the same assignments. Each assignment must be completed individually.

PLAGIARISM

Plagiarism is not tolerated in the CRC Bible School. Plagiarism is the committing of literary theft. It is the act of stealing and using another person's words or ideas as one's own, without giving the source credit. All assignments are required to be the original work of the student.

Plagiarism carries heavy disciplinary and academic penalties and could result in suspension from the college. Students suspended for plagiarism will not have an appeal and will not appear before the Senior Management Team.

Avoiding Plagiarism:

Students who quote themselves from a previous writing must cite the quotation in the current assignment.

Properly cite all research. Use proper documentation for direct quotations, as well as information restated (paraphrased) in your own words. Use quotation marks for exact words. Only general knowledge should not be cited.

The student who affixes his or her name to a paper must be the sole author of the paper. Students may consult with the teacher at any point in composing a paper. A typist, friend, or spouse may not ghost write or correct the paper.

HELPFUL WEBSITES:

- www.scribbr.co.uk
- www.Grammerly.com (This is a Plagiarism Checker)

PLAGIARISM PROTOCOL

1. The teacher identifies a possible plagiarism case and will then confirm with another faculty member whether or not plagiarism took place.
2. The teacher will contact the Principle, and it will be determined if a meeting is necessary with the teacher, Principle, and the student.
3. If plagiarism is confirmed, the following consequences will be assessed:
 - a. The student will receive a “zero” for the assignment, and the Principal will note this in the student’s file.
 - a. If the severity of plagiarism qualifies as flagrant dishonesty (an assignment that measures 20% or more of non-cited work per paper), the student will be suspended from school.
 - b. Any student who repeats plagiarism at any time during their enrollment in the River Institutes will be suspended from school immediately.

ATTRIBUTION ERRORS

Papers that have more than two sentence length attribution errors will receive a zero. This severe penalty reflects the moral disgrace of the offence. Attribution errors comprise these wrong practices:

Plagiarism: the presenting as one’s own the words or ideas from another source Misrepresentation: inaccurately presenting words or ideas from a source. The following are typical attribution errors:

- Failure to use quotation marks for exact words (with or without citation)
- Failure to cite the words or ideas of a source
- Failure to paraphrase correctly (mixing source and student words without quotation marks around the source’s words)
- Failure to give the correct location of a source (wrong source or wrong page number)

CHEATING

Cheating is not tolerated at the CRC Bible School. Cheating is copying another's work and claiming it as your own original work, whether it is on a homework assignment, quiz, test, exam, or project. Group work is designated as such by faculty.

All examinations are to be completed without any outside help given or received from other students or alumni in any form. This includes, but is not limited to: cheat sheets, books, notes, cell phones, computers, iPods, iPads, etc.

Signing another person's name or affixing another person's name to a sign-in sheet or other document is considered instances of cheating.

Cheating carries heavy disciplinary and academic penalties and could result in suspension from school. Students suspended for cheating will not have an appeal and will not appear before the Senior Management Team (SMT).

CHEATING PROTOCOL

1. After identifying a case of cheating, the teacher will contact the Principle, and it will be determined if a meeting is necessary with the teacher, Principle and the student.
2. If cheating is confirmed, the following consequences will be assessed:
 - a. The student will receive a "zero" for the assignment, and this will be noted in the student's file. **The student will not be allowed to retake the exam.**
 - b. A student who cheats may be suspended from the college or placed on disciplinary probation.
 - c. Any student who repeats cheating at any time during their enrollment will be suspended from the school immediately.

Note: Students who cheat or plagiarise will be dealt with on the basis of their actions. The student's reputation and prior incidents will be taken into consideration, as well as their response to the situation at hand. Any combination of cheating and plagiarism will be considered two incidents and a suspension offence.

WITHDRAWAL POLICY

Students who withdraw from the programme should be supported in their decision by the Bible school to seek other options with their withdrawal being the final process

VOLUNTARY WITHDRAWALS

Students may withdraw for the following reasons (but not limited to);

- Student wishes to voluntarily withdraw from their programme of study as they wish not to progress with the course
- Student is required to withdraw as an outcome of the fitness to study/practice processes

All Students who wish to withdraw from the program are required to meet with both their Student Welfare and designated Pastoral Support members as soon as possible to seek advice and support before making a decision to leave the bible school. The student will be provided with an opportunity to explore alternative options which may remove the need for the withdrawal. If an alternative can be agreed upon, the student may repeal the withdrawal and continue in the program. If an alternative cannot be agreed upon, the withdrawal process will continue

If following the meeting with both the Student Welfare Officer and Pastoral Support member the student wishes to pursue the withdrawal, they must submit a request via email to bibleschool@crclondon.com for a Student Withdrawal Form. This form must be completed and sent to bibleschool@crclondon.com. Once received, complete and submit the form within 7 days of receiving.

If a student is owed a refund, the refund will be given based on the amount paid and the number of weeks the school year has been in session (see the page on Refund Policy in this handbook).

If a student in good standing withdraws voluntarily BEFORE the third week of the school year in which he/she is enrolled, the student will receive a (W) Withdrawal on his/her academic report and transcript. No other grade will be given. The course must be retaken and successfully completed before the student will receive a grade. Students who withdraw voluntarily after week 4 of being enrolled in the course will be liable to pay the full years fees, with the exception of those who voluntarily withdraw due to mitigating circumstances.

INVOLUNTARY WITHDRAWAL/DISCIPLINARY REASONS

Reasons for disciplinary withdrawal include, but are not limited to:

- Student is expelled as the outcome of a student disciplinary process, criminal investigation or for academic misconduct
- Student is required to withdraw due to failure to abide by the School's regulations
- Student fails (or ceases) to attend their programme
- Student fails to arrive to study

Any student who is forced to withdraw for disciplinary reasons will receive a Withdrawal Disciplinary or a WD. The student will receive a grade of zero (0) for the courses in which he/she was enrolled at the time of the withdrawal. Furthermore, if the student is readmitted at a later date, these courses must be retaken successfully before the student will be permitted to graduate.

INCOMPLETE ASSIGNMENTS

An Incomplete "I" is given when a student has completed the majority of the course work in a given course but is unable, due to extenuating circumstances, to complete the course. An Incomplete is not a final grade. It will provide the student with an opportunity to delay the grading process until he/she can complete all coursework and submit it to the instructor for a final grade.

In order to receive an Incomplete "I", the student must submit a written notice of intent to the Administration Office. The student must then obtain all course assignments that are to be completed from the instructor. The amount of time allotted for completion of the coursework will be determined by the instructor. The standard length of time determined by our school is no more than one quarter.

The student will receive an "I" on the academic report until the course work is completed. If all required course work is completed and returned to the instructor within the allotted time, the instructor will update the grade. The grade of "I" will be removed, and the final grade will be recorded on the student's grade report and transcript. However, if all required coursework is not completed within the allotted time, the "I" will be changed to an "F" and will be recorded as Failing.

COURSE TESTING

Exams are prepared by the course instructor. Exam dates are noted on the Academic Calendar and are subject to change. Please view each course syllabus for other testing information. Exams are administered online via Sharepoint. Students are required to take their exams on their own electronic device outside of class time.

Each exam is 45 minutes and several days are given to ensure students have sufficient time to complete all tests for each class they are enrolled in. There are no retakes or makeup exams. If you do not take the exam during the availability set for your test, you will not be allowed to take it at another time. No exceptions.

Please observe the instructions for every test, the majority of exams DO NOT permit the use of notes, books, and only **you** are to take your exam.

STUDENT GRADE REPORTS

Students may access their grades via Sharepoint. Once the module has ended, please allow two weeks for the submission of final grades. Grade reports may be printed from Sharepoint if students need a written record.

STUDENT TRANSCRIPTS

Student transcripts will be secured in the Administration Office based at the CRC Training Centre. Students desiring an official transcript must complete a transcript release form. Transcripts are only issued to students whose financial account is cleared or a satisfactory payment plan is in place. Please allow 30 days for the processing of transcript requests. The fee is £30 per transcript. Please allow seven working days for processing.

Note: A transcript will not be released if there are any financial debts to the CRC Bible School. In accordance with federal law, records cannot be released without the written consent of the student. Students must sign the transcript request form.

GRADUATION REQUIREMENTS

Graduation is a joyous time for students of the CRC Bible School . During graduation, students are recognized and rewarded for their diligence, time, and dedication to their respective courses of study.

Although graduation is an exciting time, it can also be quite hectic. In an effort to eliminate unnecessary confusion, anxiety, and disappointment during the time surrounding graduation, we have listed general graduation requirements below

- Each graduate must successfully meet all course requirements, including the required volunteer hours for the program in which he/she is enrolled..
- Each graduate must maintain satisfactory attendance (80%) as outlined in this handbook and must meet all requirements outlined in the course syllabus.
- Each graduate must settle all finances.
- Each graduate must meet their Soul Goal as outlined in the Soul Winning I, II or Lab syllabus.
- Each graduate must display moral and professional character during the time he/she is enrolled at school.

Graduation is held once a year. The dates and arrangements will be explained by your Administrative Coordinator.

CODE OF CONDUCT

One of the Bible School's most important goals is to facilitate the growth and development of Christian character in line with biblical principles.

It is expected that Bible School students live in such a manner that brings glory to Christ in their behaviour and attitudes both in and outside of the Bible School and Church's settings.

Since students are also being trained for christian ministry, and are engaged in ministry as part of their course, it is expected that they will conduct themselves in a manner consistent with the moral, ethical and behavioural standards expected of Christian leaders and the churches in which they are ministering and being trained.

Each student is therefore expected to -

- Abstain from biblically immoral practices including drunkenness, stealing, slanderous or profane language, dishonesty, occult practices and sexual sins (premarital sex, pornography, adultery) or any other behaviour that is considered detrimental to Christian character and witness.
- Avoid attitudes (such as greed, jealousy, pride, bitterness, needless anger and discrimination) and behaviour (such as gossip, divisiveness and complaining) that disrupts the unity and health of the church body.
- Show respect and consideration for other members of the student body and their property.
- Show respect for staff and faculty and co-operate with the aims and endeavours of the Bible School.
- Attend all prescribed Bible School classes, ministry sessions and activities required by the Bible School program unless formally excused.
- Refrain from dishonest academic practices as outlined in the Academic Integrity policy.
- Be neat, clean and modestly dressed.
- Follow the guidelines in the student handbook .

The Bible School will provide the framework and support needed to bring personal growth.

If students find that they are genuinely struggling with such issues, we advise them to speak to their immediate leaders or the Bible School staff and allow them to bring guidance, counsel and correction to the situation.

Any behaviour that contravenes the Student Code of Conduct will result in disciplinary action.

Any behaviour that compromises the welfare of other students will result in disciplinary action and potential termination of enrolment.

To find the full scope of student code of conduct and the disciplinary process please visit this link; [Student Disciplinary Process](#)

COMPLAINTS

CRC Bible School is committed to providing excellence in standards and quality of teaching and learning to all of our clients and stakeholders. However, we do recognise that things do not always go according to plan and that there can be times when you will feel dissatisfied with our services. We value complaints and use these to better our School.

Please find the link for the full complaints procedure:
[CRC Bible School Complaints Policy.](#)

Please find the link for the Students Complaints Form
[Students Complaints form](#)

VOLUNTEERING

VOLUNTEERING HOURS – FULL TIME STUDIES

Full time studies at the CRC Bible School requires a minimum of 100 hours of voluntary work that is needed in order to pass the course successfully.

The volunteer hours are applicable to full time year 1, year 2 and year 3 students. The breakdown of volunteer hours required needed is as follows;

Full time year 1:

25 hours (academic year / 11 months)

Full time year 2:

25 hours (academic year - 11 months)

Full time year 3:

50 hours (academic year - 11 months)

The volunteer hours for full time are mainly in line with shadowing a Pastoral Team Lead on any day of the week from Sunday - Saturday.

VOLUNTEER HOURS – (PART TIME) SHORT COURSE STUDIES

All students are encouraged to volunteer their time during studies. This can be part of the setup team to class on weekdays, being a representative for recruiting students on Sundays. This is **not** compulsory but encouraged.

VOLUNTEER INCENTIVES

CRC Bible School likes to create a culture that encourages students to mature as sons and daughters of the house.

You can earn money off your student fees by encouraging others to study the Word of God! This will not only help you but also bless others.

Please see the incentives below;

Students recruited	Incentive (% discount)
5 students	10% off bible school fees
10 students	15% off bible school fees
15 students +	25% off bible school fees

Please see the terms of the incentives;

- The eligible volunteer for the incentive is one who regularly (minimum of a weekly basis) volunteers at CRC Bible School (full time or part time)
- The eligible volunteer has to personally be up to date with his/her CRC Bible School Payments*
- The volunteering capacity can be in setup, media, administration or Sunday recruitments
- The recruited student needs to have completed the CRC Bible School application form and have completed a minimum of 1x module
- The % discount off fees cannot be used in conjunction with any other discounts
- The CRC Bible School has the right to withdraw the incentive discounts for students who violate the code of conduct (please see the student handbook).

*The student must be up to date with all his/her payments or have a payment plan in place via standing order.

STUDENT UNION & DISCOUNTS

All students are encouraged to join part of the CRC Bible School Student Union. The Student Union comprises Student Representatives that are there to support students with their academic studies and sign-post students to the relevant activities.

All students upon enrolling to either the Full Time Course or Part Time Course will be given a "Certificate of Admission" verifying the student status along with the student ID number. With the "Certificate Admission" discounts can be applied for by the student. For further information on the discounts please contact the Student Union or your Student Representative. Some discounts available are as follows;

- **Student Beans Membership**

Student Beans offers hundreds of discount codes for many of your favourite stores

<https://www.studentbeans.com/uk>

- **25% off Council Tax*** (*N.B. please enquire via the local authority)

