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FORWARD

It is understood that attendance at Canadian Baptist Bible College is a privilege and not a right, which privilege may be forfeited by any student who does not abide by the standards and the spirit of this institution. Failure to abide by these rules will result in demerits or expulsion as stated in this Handbook. If you have any doubt concerning the rules, standards and procedures laid out in this handbook, ask.

Standards and rules are part of the character training that is provided by the college to ensure proper guidelines are followed by all students whether married or single. These guidelines will be in effect upon arrival on campus.

CHRISTIAN SERVICE

Guidelines

1. Attendance is required at all chapel services, regular church services and special meetings. Concerning **chapel** service attendance, **off-campus** students are required to attend only on the days they have classes, but are welcome to all chapel services.
2. The last chapel of the semester is required to be attended by all students, including those who do not have class that day. In the fall semester, it will be on the last day of classes and in the spring semester it will be on the last Friday night of the semester.
3. Sleeping during required services is not allowed.
4. Students are expected to be on time to all required services. Being on time means to be in the service, seated and ready to listen or participate before the service's official starting time.
5. All students are required to participate in soul winning a minimum of one hour each week.
6. All students are required to participate in the scheduled church soul winning meeting and program. During the school year we meet in the Penner Chapel at 2:00 p.m. on Saturdays. Students will be informed of any schedule change.
7. Students that go to Pemblier Nursing Home, Union Gospel Mission, bus visitation or other authorized ministry services are not required to attend the scheduled church soul winning meeting at 2:00 p.m. for that week.
8. Sometimes a situation will arise that may cause you to miss the regular church soul winning meeting. If this is the case, you must contact the college office for direction about how and where to fulfil your soul winning requirement.

9. Failure to abide by #6 and/or #8 above will result in demerits.
10. All students are required to turn in a Weekly Service Report. This must be received by the college office no later than 1:00 p.m. on Tuesdays. Failure to turn in a weekly service report will result in 30 demerits. If the report is turned in before the following Tuesday when the next report is due, the demerits will be reduced to 10.
11. Single and dormitory students are required to attend all special services at Pembina Valley Baptist Church such as conferences, ladies meetings, soulwinning in Winnipeg, college & career activities and any such scheduled or announced services.
12. Married students are required to attend all special services at Pembina Valley Baptist Church and are not required, but encouraged to go on soulwinning trips to Winnipeg.

CLASS INFORMATION

Audit Students

A class may be taken by audit which allows the student to attend class, but he is not subject to the grading and attendance requirements.

An audit student must abide by the college dress standards when attending class or any college activity. An audit student must attend chapel on the day he has class.

Audit students must attend student orientation.

Audit students are not required to turn in weekly service reports.

Academic Probation

A student whose cumulative grade point average (GPA) falls below 2.0 will be placed on Academic Probation. The probationary period will take effect the next semester the student enrolls. The student must raise his/her cumulative GPA to 2.0 by the end of the probationary period or be subject to suspension for one semester or dismissal from Canadian Baptist Bible College.

A student whose semester GPA falls below 1.5 will be placed on Academic Probation. The probation period will take effect the next semester the student enrolls. The student must raise that semester GPA to at least 2.0 and his/her cumulative GPA must be 2.0 or better. Failure to do so will make the student subject to suspension for one semester or possible dismissal from Canadian Baptist Bible College.

Late Registration

Students may register late for classes but must register before the beginning of the second scheduled class period for each course they wish to take. There is a late registration fee of \$50.00.

Private Music Lessons

1. No student may take lessons during college chapel. All lessons must end ten minutes prior to the scheduled start of chapel.
2. No dormitory student may take a private music lesson during the regularly scheduled meal times.
3. Students enrolled in private music are allowed one cut and one excused absence each semester.
4. If a student takes a cut or excused absence from a private music lesson, the lesson cannot be made up, but if a test or quiz was missed, it may be made up at the

teacher's discretion. Private piano and voice lessons are treated as any other class in which a student is enrolled.

5. If college classes are cancelled for any reason (i.e. conferences, holidays, etc.) the private music lessons are not made up. No student is allowed to take a private music lesson on Sunday, after 5:30 p.m. on Wednesday, on holidays or on days when regular classes are not scheduled.

Punctuality, Absences, Cuts and Over Absences

1. Students are expected to be punctual for all classes, chapel services, regular church services and student activities.
2. It is the student's responsibility to keep up with his assignments in each class for which he is tardy or absent. He should contact his teacher on or before the next scheduled class.
3. Excused Absence: A student is allowed one excused absence per class. An excused absence would be for sickness, death in the family or other cases of emergency as determined by the Administration. All work and tests missed, due to an approved, excused absence, may be made up for that class within one week after returning to class, unless the teacher makes other arrangements. It is the student's responsibility to contact the teacher about all make-up work. If the student does not initiate the make-up process with the teacher within the first week after returning to class, all missed work for that class may not be made up. To receive an Excused Absence, a student must fill out and turn in an Excused Absence Form. See number 4.
4. An Excused Absence Form must be filled out and turned into the college office for approval. The student must turn in the form before the end of the first week follow-

ing the next class he attends after the absence. If it is approved, a copy will be given to the teacher by the college office.

5. Cuts: A student is allowed one cut per class. A cut is for personal reasons, such as an elective doctor's visit, business matters, family visits and other matters not of an emergency nature. Any test or quiz missed due to a cut may or may not be made up at the teacher's discretion. No forms are required to be turned in for a cut, but you should inform your teacher prior to taking a cut.
6. Administrative Absence: From time-to-time the college may require a student to attend an activity that will be beneficial to his education. In such cases, the student may be allowed an administrative absence. This will not count as part of the student's total number of absences and the student will be allowed to make up all work, quizzes and tests for the class missed. An Administrative Absence Form is required to be turned in. The Administrative Absence Form must be requested from the college office.
7. Unexcused Absence: Any absence that is not a cut, an excused absence or an administrative absence is an unexcused absence. A student's final grade will be marked down five points for each unexcused absence for a class. No form is required to be turned in.
8. Over Absences: A student is allowed a maximum of four absences per class per semester. This is the total of excused absences, cuts, and/or unexcused absences. Administrative absences are not included in this total. A student with five or more absences will receive an "F" for that class due to excessive absences.

Withdrawals

To withdraw from a class, a student must complete a class withdrawal form and submit it to the teacher first, and then to the Administration after the teacher has signed the withdrawal form. This must be completed within the first five weeks of the semester. A class cannot be dropped after the first five weeks of the semester, which includes summer extension. Failure to use proper procedure will result in an “F” (failing) for that course. (See page 29 #7 for breakdown of refundable fees if applicable.)

DATING/COURTING

Definition

Dating is defined as the communication with the opposite sex to the intent of developing or pursuing a romantic relationship, and then pursuing that relationship as an ongoing process of spending time together. This, though highly subjective, will be determined by the Administration in the best interest of the students in question.

General Rules for Dating

1. All students whether off-campus, dormitory or married, are expected to conduct themselves as Christian ladies and gentlemen in every situation.
2. College students are not allowed to date high school students unless written permission is given by both sets of parents/guardians and the college Administration. All three written permissions, if given, must be turned into the college office and confirmed by the college office before the dating is approved.
3. A student, whether living off-campus or in the dormitory, is expected to have an approved chaperone for any

dating activity. This would include travel to and from any group activities.

4. An approved chaperone is a person who is 12 years old or older and understands the responsibility of being a chaperone. They are to have a good moral understanding of proper dating and have the willingness to address any possible improprieties that a couple may become involved.
5. No couples are permitted to be at church alone or on the grounds outside the church building after dark without an approved chaperone in their presence.
6. At no time will a male student or female student be in a car alone with someone of the opposite sex other than his/her parent or sibling without a third party present. If it is a dating couple, then the third party must be an approved chaperone.
7. Students will refrain from all bodily contact with the opposite sex. Students should maintain a minimum space of six inches of separation.
8. All dormitory students must request permission, in writing, at least twenty-four hours in advance, for all dating activities for which they wish to be involved.

Marriage

Permission will not be granted by the Administration for dormitory students to marry during the academic year which is normally September through the first week of May the following year. A dormitory student in his senior year, scheduled to graduate that year, may receive consideration at the discretion of the Administration.

Mixed Groups (Dorm and Off-campus Students)

1. When traveling in a mixed group, there must be at least one more lady than there are men, or one more man than there are ladies.
2. When on visitation or on any other occasion, a male should never enter an apartment or home where a lady is home alone, nor should a lady ever enter a dwelling where a man is home alone.
3. A male and a female student should not be in a room together without a third party present. This includes all areas of the church and college, except the library (See page 34 fourth paragraph) and the student lounge.
4. An even number of men and ladies may meet at a public restaurant as a group.
5. Dating couples may meet at a public restaurant without a chaperone when traveling to the restaurant and leaving the restaurant in separate vehicles. Dormitory students who are dating are required to fill out a permission slip for approval.

DEMERITS AND DISCIPLINE

Attitude

1. Disrespect and insubordination will not be allowed.

“Only by pride cometh contention: but with the well advised is wisdom.”—Proverbs 13:10

When a student knowingly breaks the rules of Canadian Baptist Bible College and in the judgment of the Administration, displays contempt (the act of treating someone as mean or worthless) for the rules and/or instruction of the faculty and/or staff, he may be subject to immediate expulsion from Canadian Baptist Bible College.

2. Gripping and gossiping by students are not allowed.

“Where no wood is, there the fire goeth out: so where there is no talebearer, the strife ceaseth.

“As coals are to burning coals, and wood to fire; so is a contentious man to kindle strife.

“The words of a talebearer are as wounds, and they go down into the innermost parts of the belly.”—

Proverbs 26:20–22

“Keep thy tongue from evil, and thy lips from speaking guile.”—Psalm 34:13

If a student feels he has a legitimate concern, he should bring it to the Administration, since the Administration has the authority to address such concerns.

3. Proper respect is to be shown to all pastors, faculty, staff, dorm monitors and any person who is acting in an official capacity for Canadian Baptist Bible College or Pembina Valley Baptist Church. Proper respect should be expressed when texting or phoning which includes proper salutations such as pastor, miss, sir, ma’am and such.
4. Proper respect is to be shown to all church members and all persons outside of the church and college.
5. Proper respect should be shown to all fellow students.

“A new commandment I give unto you, That ye love one another; as I have loved you, that ye also love one another.

“By this shall all men know that ye are my disciples, if ye have love one to another.”—John 13:34–35

Campused Students

Since the main purpose of attending Canadian Baptist Bible College is training for the Lord’s service, all those who receive enough demerits to warrant being campused will have their schedules adjusted to help them retain or regain their

focus. Any dormitory student with seventy-five demerits will be campused. A campused student may not participate in any extracurricular activities other than regularly scheduled work at his place of employment, his college classes and duties, and church attendance. All other activities are prohibited such as dating, Valentine or anniversary banquets, college activities, college and career activities. Ladies may attend the Ladies conference and may attend the message part of the monthly ladies meetings.

Campused students, except for common courtesies, will not be permitted to speak or socialize with those of the opposite sex. This includes, but is not limited to meals, activities and church.

Regular Christian service commitments should still be fulfilled. However, the social activities by ministry or workers will not be permitted by the campused student.

Campused students may not loiter in the buildings after church, after classes and after other activities. The student is not to be socializing with other students and non-students publicly, in secluded parts of the buildings or outside the buildings. This would include no lingering in the hallways, fellowship hall, parking lot, classrooms and other areas where people gather. This is a time to reflect on doing things right, walking with God and getting studies done. It is a time of walking in humility and growing spiritually.

Failure to abide by “campused” guidelines will add another 10 demerits but is not limited to only 10.

The Administration reserves the right to add rules and proper guidelines as the school progresses. The students under-

stand that they will have to submit, not just to the letter but the spirit as well.

A campused student may not leave the college campus, unless Administrative approval is received in advance. Usual and customary business should be delegated and taken care of by another party.

Should a special situation arise, Administrative permission must be received in advance should it require the student to leave campus. A campused student will be required to sign in and out on a campused student sheet and not the regular dormitory student sign-in and sign-out sheet.

The duration of a campused status will be until the end of the semester in which the student is campused. Should the student reach seventy-five demerits during the last two weeks of the semester, he/she will begin the next semester with thirty demerits and be required to work two hours. The Administration reserves the right to re-evaluate any campused status for students who show a good attitude and spirit and are campused for more than four weeks.

An off-campus student that accumulates 75 demerits will be required to work for the college sixteen hours.

Demerits—General Rule Violations

Attitude—Bad (gossip, repeated offenses)	5
Attitude Insubordinate	35–125
Christian Service Requirement Not Done	10
Computer or Cell Phone Violation	10–125
Curfew Violation	10–35
Dating Without Chaperone	35–125
Dating That Is Unauthorized	35–125
Demerit Work Not Completed	10
Disobedience (written rules or verbal instruction)	5
Disrespect (to any person of authority; repeated bad attitude)	10
Dress Code Violation	5
Dorm Duty Not Done	5
Fighting	20–125
General Uncleanliness of Dorm Area	5
Improper Bodily Contact of Opposite Sex	35–125
Improper Music	5
Lying	10
Missed Call Slip	5
Missed Chapel	10
Missed Church Service	10
Missed Kick-off Activity	25
Missed Meal—Notice Not Given (must be on time)	5
Missed Orientation (\$125.00)	45
Mixed Group Violation	15–30
Mixed Swimming	35–125
Off-Limits Area Without Permission	5
Privacy Violation	5
Separation/Standards Violation	5–125
Signing-In or Signing-Out Violation	5
Soul Winning for Week Incomplete	10
Weekly Service Report Not Turned In (reduced to 10 if turned in within one week of due date)	30

Note: Not all violations are covered in this list.

Philosophy and Guidelines

As a Bible college that is comprised of a group of people from varied backgrounds, we must have a system of guidelines that encourage spiritual growth and character training needed to serve the Lord (II Corinthians 10:3–6; Hebrews 13:17).

A system of demerits is used by Canadian Baptist Bible College to encourage students to correct conduct that violates the policies and guidelines of Canadian Baptist Bible College.

Demerits are used to promote changed behavior and maintain a record of repeat or excessive violations of the college policies and guidelines. Repeated and/or excessive offenses may force Canadian Baptist Bible College to enforce stricter demands or even expulsion upon such students that cannot live within the prescribed policies and guidelines.

A student may appeal his demerits without prejudice from the Administration. A student may only appeal demerits within the week following his notice of receiving demerits. An appointment must be made to present the appeal. Do not attempt to resolve a demerits appeal at the college office window. No appeals will be heard after one week. All Administrative decisions are final in all cases of appeal.

A student may accumulate up to 14 demerits without any consequence other than the reminder that he is in need of some adjustments in an area concerning the policies and guidelines of Canadian Baptist Bible College.

Once a student accumulates 15 demerits, he will be required to work on campus for one hour. A call slip will be given and the one hour of work will be assigned.

All demerits are cumulative and are not dropped from a student's record, even when the student does one hour of work. Demerits cannot be worked-off. The one hour of work is just another reminder that there is an area in the student's life that needs to be corrected.

Each time the student acquires another 15 demerits, he will be required to do an additional one hour of work on campus.

Once a student accumulates 75 demerits, the Administration of Canadian Baptist Bible College will contact his parents if he is under 22 years of age. He will also be campused for the remainder of the semester, if he resides in the dormitory.

Once a student accumulates 125 demerits, he will be expelled from Canadian Baptist Bible College, and if he is a dormitory student, will have 24 hours to move off campus.

An expelled student who wishes to re-enroll must submit a written request explaining why he would like to re-enroll. This request should be sent to the Vice President. Decisions to accept expelled students will be made on an individual basis by the Administration.

This is not a system of punishment, but a system of correction to help the student accomplish his goals of successfully completing his education at Canadian Baptist Bible College.

All students should remember that this is a Bible college—a ministry of a local, New Testament church and founded on the Word of God and the standards set therein. Canadian

Baptist Bible College is not a secular institution seeking to conform to the standards of the world and its dictates.

DORMITORY LIFE

Dining

1. All lunch and supper meals are mandatory for dormitory students, except when the student is working or excused.
2. Missed meal slips must be turned in to the college office 24 hours in advance for approval.
3. Students are expected to be on time for all meals. If a student is more than ten minutes late, he/she will miss the meal, unless advance arrangements have been made with the Administration.
4. Vulgar table manners or obnoxious manners will be dealt with as the need arises.
5. Students are expected to clean up after themselves. Please leave the dining area in a respectable condition.
6. The kitchen is off-limits to all but designated kitchen help.
7. Remember to be thankful for the fine meal program that is available.
8. Please do not waste food.
9. Wait until everyone has been served before taking seconds.
10. Food and utensils are to remain in the dining hall.
11. Students must receive Administrative approval before inviting people to eat at dormitory meals. Requests should be submitted at least 24 hours in advance.

General Information

1. All single students 24 years of age and younger, except those living with parents, are required to live in the college dormitories. Single students 25 and older not living

- with his/her local family, wishing to live off-campus, must secure advance Administrative approval.
2. Dormitory students must commit to a one-year term in the dormitory before moving off campus. All students enrolled in the spring semester must remain for graduation before moving off campus.
 3. Students and the parents of students living within an 80 kilometer radius of Canadian Baptist Bible College, must sign a separate agreement prior to being allowed to live in the dormitory.
 4. Students may arrive within two weeks prior to the first official day of registration for the fall semester without paying any additional fees. This allows the student to get settled and look for employment.
 5. Students wishing to arrive earlier than two weeks prior to the first official day of registration for the fall semester, must receive advance Administrative approval, and if approved, must pay \$60 per week and/or \$10 per day for less than a full week. This also applies to students who wish to stay during the Christmas break and/or during the summer after the end of the spring semester. **The student must secure Administrative approval at least two weeks before the last day of classes.** Students going home for Christmas or summer breaks are allowed four days after the end of the semester without being charged. Daily and/or weekly charges will apply after four days.
 6. Students who stay over the summer in the dormitory are required to participate in all regular and special services provided by Pembina Valley Baptist Church such as, but not limited to, college & career activities and ladies meetings.
 7. Only a maximum of two suitcases is allowed to be brought to campus. Canadian Baptist Bible College does not provide storage space for student belongings. All

dormitory students receive a list of recommended items to bring to college prior to coming. Each student has limited storage space in the dormitory.

8. Each student must provide a complete set of twin bed sheets and spread, pillow and cover, towels and laundry supplies. Sleeping bags are not permissible.
9. Washers and dryers are provided in the dormitories by Canadian Baptist Bible College. Laundry supplies are not provided by the college.
10. All music must be approved by the Administration. All music must be legally produced and authorized for use by the distributor and/or copyright holder. Unapproved music is not to be kept or used at any time, whether in the dormitory, in a vehicle or in another place. No possession and/or use without Administrative approval is allowed. Any music CDs, etc. that have not been approved will be kept in the college office and returned at the end of the semester when the student is leaving campus to go home. Some music, depending on the discretion of the Administration, may be mailed home to the student's parents at the expense of the student. Music on devices, whether through a subscription or otherwise, must also meet the criteria for college approval.
11. No televisions are allowed in the dormitory.
12. Only laptop computers are allowed to be brought for use in the dormitory. See rules for computers, internet and cellular phones.
13. Portable stereo systems must be approved in advance by the Administration.
14. Students driving vehicles on campus must show proof of their valid driver's license, proof of the vehicle's registration with current insurance coverage on the vehicle. Dormitory students are only allowed one vehicle on college property. Any other vehicle or vehicles are to be parked off college and church property unless special

- permission is obtained in writing for each semester and summer season respectively.
15. Parking with a block heater outlet is provided for an additional fee each semester.
 16. Dormitory students should use discretion in allowing others to drive their vehicle. Borrowing vehicles is not encouraged. Damages incurred are the responsibility of the user.
 17. Personal family pictures must be in agreement with college guidelines—modest, appropriate and have advance Administrative approval before they are displayed in the dormitory.
 18. Nothing may be hung on the furniture or walls of the dormitory without advance Administrative approval. Anything that might be approved must be hung by a non-staining, commercial tacky material sold for the express purpose of hanging objects without causing damage. Any damage must be paid by the student. For the most part, nothing will be approved for hanging on the walls.
 19. Furniture may not be moved in, out or around in the dormitories without advance Administrative approval.
 20. Canadian Baptist Bible College is not responsible for money or valuables belonging to students. It is recommended that you establish a bank account and not have large sums of money, valuable jewelry and/or valuable property kept in the dormitory.
 21. Borrowing and lending of money is discouraged.
 22. Blinds must be closed at night so that no one can see in the window.
 23. All students are to be in the dormitories between 11:00 p.m. and 6:00 a.m. A student may not leave the dormitory between 11:00 p.m. and 6:00 a.m. without advance Administrative approval.

24. Lights out for the dormitories is between 12:00 midnight and 6:00 a.m. All noise, casual talking, and school work ceases during lights out. It is time to allow for sleep and to respect others' time for sleep. Special permission to get up earlier due to work may be granted by the Administration, if approval is requested in advance and approved.
25. The Administration must approve any travel outside of a radius of 75 kilometres of the campus for all dorm students. This includes crossing the Canada/United States border.
26. Dormitories and the student's individual area must be kept neat and presentable at all times.
27. All dormitory students will be assigned weekly dormitory duties in order to keep the overall building in good order. Each student will also be responsible for keeping his area in order.
28. Dormitory inspections will be conducted on a regular basis. Individual room and dormitory duties must be completed by 9:00 a.m. each day unless otherwise specified.
29. Respect for the college campus and church property is essential. God has given us a beautiful campus and much sacrifice has been made to make it available, so let us take care of it.
30. Any telephone calls, necessarily made by the school on behalf of a student, will be charged to the account of the student.
31. A student may not visit in any home without written permission from the homeowner and without twenty-four hours advance permission from the Administration.
32. Dormitory students may not have pets or animals in the dorms such as, but not limited to, birds, fish or reptiles (10 demerits).

33. Travel arrangements for dormitory students should be made at reasonable hours, that do not conflict with curfews and church services. Travel pick-up and departure times should fall within the following schedule:

Monday, Tuesday, Thursday, Friday and Saturday
between the hours of 8:00 a.m. and 9:00 p.m.,
Wednesday between 8:00 a.m. and 2:30 p.m.
Sunday should not be scheduled as a travel day.

A minimum of 48 hours advance notice of your arrival or departure time should be given to the college if you require transportation. A transportation fee of \$90 per student will be charged for pick-ups from or transportation to the Winnipeg area. The fee for Grand Forks is \$135.

34. Dormitory students are not allowed to quit their local jobs without first seeking counsel from the college Administration or one of the pastors. Your testimony on the job is important and this is a major move. Godly counsel should always be sought when making major decisions in one's life. Other students seeking employment are affected by your job testimony.

Guests in the Dormitory

Administrative approval 72 hours in advance, is required for anyone who is not a dormitory resident to visit the dormitory. The dormitory is a community of many students and is owned by Canadian Baptist Bible College for the purpose of providing reasonable and safe accommodations for younger and single students. Therefore, dormitory students must secure advance approval for any visitor they may wish to bring into the dormitory.

Our policy is that no one stay in the dormitories except dormitory students. There may come special situations, such as “College Days”, that the Administration will choose to put people up in the dormitories. Please do not ask to use the dormitory to house visiting friends, family and such.

Local Dormitory Students

Any student living within an eighty kilometer radius of Canadian Baptist Bible College who chooses to live in a dormitory provided by Canadian Baptist Bible College and is approved to live in one of the dormitories, must agree to continue residence in the dormitory from the time of entering residence until that school year is completed at graduation in May. If the student does not fulfill the agreement to reside in the dormitory until the end of the school year, he or she will not be allowed to finish or continue classes during that school year. The student must sign an agreement to abide by this policy. If the student is living with parents or guardians prior to entrance into the dormitory, the parents or guardians are required to sign the agreement also.

Sickness in the Dormitories

1. A student who is too ill to report to class must inform the Administration immediately in person, in writing or by phone.
2. A student must remain in the dormitory when ill. (Meals will be brought to the student.) He should not go to work or be involved in any other activity.
3. The student will be required to fill out an absentee form for classes missed after the sickness has subsided.

ELECTRONIC DEVICES AND PROPERTY

Cellular Phones

Cell phones may not be turned on or used during college classes, college chapel services and all church services. This includes any type of use: text messaging, emailing, talking, etc.

All rules pertaining to computers also apply to cell phones since cell phones have internet access. Cell phones may not be used in the dormitories from the scheduled time of lights out until 6:00 a.m. the following morning.

Internet Access

Dormitory students at Canadian Baptist Bible College are prohibited from having internet access unless it is an authorized service approved and provided by Canadian Baptist Bible College. Dormitory students may not access the internet in private homes, coffee shops, restaurants, public libraries, or other public access that is provided off-campus, unless approved by the Administration. Students that have signed up for internet service provided at Canadian Baptist Bible College and have had Covenant Eyes or the current internet monitoring software program used by Canadian Baptist Bible College installed on their devices used for accessing the internet, may submit to the Administration for approval for internet service providers not available on campus.

Personal Computers

A computer is a tool to help students in their Bible education and to better serve the Lord. A computer brought to college is to be used for no other purpose than Bible study and

preparation for the ministry while attending Canadian Baptist Bible College.

Students may only bring laptop computers to Canadian Baptist Bible College. All computers are subject to random searches by the Administration. These searches will include a check of the computer by a computer technician to see if inappropriate material is on the computer and/or if any inappropriate sites are being accessed. Any inappropriate material and/or verified use of a computer to visit sites that promote inappropriate music, inappropriate lifestyles, pornography or anything contrary to the standards of Canadian Baptist Bible College or to the teachings of the Bible, will cause the owner and/or the users of the computer to be subject to expulsion. The computer will be confiscated and sent home. There should be nothing on the computer that would hurt the testimony of Canadian Baptist Bible College or be contrary to the Bible.

Dormitory students may not use computers to watch movies. This would include other devices such as phones, android devices, etc. Administrative approval is required if any type of movie is to be watched, since there are missions presentations and such material that may be wholesome and appropriate.

Dormitory students should only bring approved music to campus. Any music stored on a personal computer, iPod device, Android device, iPad, CD, etc. is to be approved by the Administration (See page 21, #10).

External hard drives are not allowed to be brought to college campus and dormitories without prior Administrative approval.

Property

Willful or accidental damage to college property or the personal property of another student will be the financial responsibility of the guilty party. Horseplay and pranks will not be tolerated. All students are expected to co-operate in conserving electricity, water and heat. (Students will receive demerits and be responsible for the cost of repairs including materials and labor.)

FINANCIAL INFORMATION

1. All bills are to be paid at the college office during the regular college office hours. Please be sure you receive a receipt from the college office for any payments you make.
2. Keep your payment records in order. If you have a question about a possible error with your financial records, you must present your records to show where and why you feel there is an error. Do not ask us to research our records because you think there may have been an error. If you think there is an error, but you have no record, we will gladly research our records at our convenience and at the charge of \$25 per hour with \$100 paid in advance. Any amount for unused hours will be refunded and if more hours are needed an additional \$100 must be deposited.
3. It is best to pay your financial obligation in-full at the beginning of each semester. If this is not possible, the semester will be divided into a quarterly payment plan based on your bill.
4. A late fee of \$25.00 will be charged if payment is not made on or before the due date. The late fee will apply even if arrangements are made with the office.

Arrangements with the college office are to avoid financial withdrawal.

5. A student will be financially withdrawn from college when his payments become two weeks late. The student may not return to class until all late payments, late fees and, if applicable, any new charges incurred are paid in full. Absence due to financial withdrawal is counted as unexcused. Extenuating circumstances may be considered by the Administration.
6. A \$25.00 fee and any applicable banks fees will be charged for each returned cheque. Returned cheques must be reimbursed by cash only and not another cheque. Any returned cheque is considered a non-payment of a bill and applicable late fees will be added. The student will be financially withdrawn if the date of the notification of the returned cheque is beyond two weeks of the original due date of the bill.
7. Refunds of fees are as follows:
A student who withdraws from class or the school through proper channels, may request a refund according to the following scale:

During Registration Week.....	85%
Second Week	75%
Third Week.....	65%
Fourth Week.....	50%
Fifth Week.....	35%
Sixth Week & Thereafter.....	None
8. A student who is expelled is responsible for all semester charges and is not allowed any refund or reduced payment.
9. No graduating student may participate in the graduation ceremonies if all outstanding bills are not paid in-full two weeks prior to the date of graduation.

10. If for any reason a student has an outstanding bill at the end of a semester, he may not enroll again until the outstanding bill is paid in-full.
11. No transcripts will be sent for students who have an outstanding college bill.

GRADUATION

A student must complete the prescribed core courses and meet the credit hour requirement for the program in which he/she is enrolled if he/she wishes to graduate.

A student must have at least a 2.0 or better cumulative grade point average to graduate, and all core courses must be passed with a grade of “C” or higher.

A student with a cumulative grade point average at graduation may graduate with honors as follows:

- 3.90–4.0 Summa Cum Laude (with greatest honor)
- 3.70–3.89 Magna Cum Laude (with great honor)
- 3.50–3.69 Cum Laude (with honor)

A student who will be graduating in May must meet with the senior pastor during the month of February of the graduation year.

MISCELLANEOUS

Call Slips

All students are required to respond to a call slip as soon as received. Failure to do so will result in automatic demerits.

College Computers

Please follow operating instructions posted at each computer. Files are not to be saved on the computer hard drive. Any documents that are found saved on the hard drives will be deleted without warning.

To use the internet on the college computers, you must pay the internet fees and establish a Covenant Eyes account through the college office.

When using the internet with the college computers, be sure to log out of your Covenant Eyes account when you are done.

Fitness Room

The Fitness Room is provided by Canadian Baptist Bible College for use by currently enrolled students of Canadian Baptist Bible College who have paid an activity fee. It may also be used by the faculty and staff of Canadian Baptist Bible College and their immediate family members.

The Fitness Room is to be kept locked when not in use. To use the Fitness Room, one must sign up on the available day and time slots on the sign-up sheet located by the college office. You may only use the Fitness Room on the days and during the times you have properly signed in on the sign-up sheet. Ladies and men may not be in the Fitness Room to-

gether unless they are married or are immediate family members such as brother and sister, father and daughter, mother and son. No more than eight people should be using the Fitness Room at one time.

The Fitness Room should be left in the same condition it was when you entered. All equipment is to be put back in its original place and machines reset to their original settings. Free weights are to be put on the racks and not left on the bars.

The machines you use are to be wiped down with the towels provided. The towels in the Fitness Room are to stay in the Fitness Room.

When you have finished exercising, put the equipment back, clean up, lock the door and return the key to the designated area by the college office.

Students who are enrolled in Canadian Baptist Bible College during the spring semester prior to the summer may continue to use the Fitness Room through the summer until the following fall semester begins. At that time you must be an enrolled student of Canadian Baptist Bible College to continue using the Fitness Room and if not enrolled, must discontinue use of the Fitness Room.

Any damage to the equipment, walls, etc., in the Fitness Room is to be reported immediately to the college office. If the college office is closed, place a note in the college box that explains the damage and identify yourself.

High School Students/Youth Department

A person who is at least 16 years old prior to registration, and is still in high school, may take one class per semester for audit or credit. The class may not be taken on Friday night due to conflict with regular youth meetings. High school classes and youth involvement take precedence over any college class. Activity reports are not required. Orientation times that do not conflict with church youth activities are required. High School students do not pay an activity fee and may not come to college activities.

Library

All library books are to be personally checked out. When checking out books, use the online library website or use the app that is available for download on your phone.

When you return your books, bring them to the college office. Late returns will be subject to an overdue fine of 25 cents per book per day. These overdue fines are payable at the college office and further books are not to be checked-out until these fines are paid.

You may check out books for two weeks only; they cannot be signed out again for one week.

Any reference books or those marked with an “R” on the book spine are to remain in the library and may not be checked out.

A man and a lady may be in the library at the same time. Men are to work at the table on the north end of the library and ladies at the table at the south end.

To use the internet on the library computers, you must have a Covenant Eyes account through the college, with the college being your accountability partner. Always sign out of your Covenant Eyes account when you are through using the internet.

Textbook and Class Material Disclaimer

Canadian Baptist Bible College requires all students and faculty to use the King James Bible for class work, assignments, homework, preaching, teaching and memorization.

Because the college believes that God has preserved His Word in the King James Bible for the English speaking people, it seeks to use textbooks, coursework and materials written by fundamental Baptists who use the King James Bible as their text and includes references from the King James Bible in their writings. However, this is not always possible because of the shortage of good quality, academic materials.

In institutions of higher learning such as Canadian Baptist Bible College, in the interest of research, reference, and scholarship, it occasionally becomes necessary to use materials written by individuals who may not hold to the standards and interpretation of Scripture nor the philosophical approach to which Canadian Baptist Bible College holds. Even though the college chooses to use these scholarly works, it does not necessarily endorse nor agree with all the content of these books and materials nor does it agree with all the views of the author.

Canadian Baptist Bible College, to the best of its ability, will try to avoid those works that are too radical, too controversial, unreliable or not biblically sound. Canadian Bap-

tist Bible College will constantly strive to seek out and provide the best materials possible that will contribute to the education of the students and their training and preparation to serve the Lord.

Mailboxes

All students will be assigned a mailbox. Mailboxes must be checked and emptied on a weekly basis. They are private and confidential. Treat them as such. (Demerits are in order for reading another's mail without permission.)

A \$15 key deposit must be paid before a key will be given. This will be returned at the end of the year or when the student graduates if the key is returned. Lost keys will need to be replaced at the student's expense.

Dormitory students may have their mail forwarded for 60 days after leaving to go home. The cost of this service is \$30 and must be paid in advance.

Meals on Campus

Off-campus students may bring their own food or purchase their meals at the college for a nominal fee.

Weekday suppers —\$10

Sunday lunch—\$10

Saturday lunch—\$10

Family—\$30.00

To purchase a meal, you must pay at the cafe 24 hours in advance. For Sunday lunch, the meal reservation must be in by 12:00 noon on the Friday prior to the Sunday meal or a minimum of 48 hours notice.

Notices

Students will be held responsible for all announcements. Please check the monitor in the office area daily and listen carefully in church/chapel services for instructions and announcements.

Off-limits Areas

1. No ladies are allowed in or near the men's dormitory unless Administrative approval has been secured in advance and the dormitory residents have been properly notified.
2. No men are allowed in the ladies' dormitory unless Administrative approval has been secured in advance and the dormitory residents have been properly notified.
3. All furnace rooms, maintenance rooms, music rooms, private offices, the garage and the shop are off-limits unless a student has an assigned responsibility/per- mission in that area.
4. The church and college offices are off-limits. Each office has a window that is open during regular business hours and you may transact business through the window. You may also slip notes into the college office box. Do not put cash in the college box or under the church door.
5. The kitchen is off-limits to all but designated or assigned kitchen help.
6. The restrooms downstairs in the education building are off-limits to college students during scheduled college hours which includes mealtime. This is to help reduce the need to clean all the restrooms every day.
7. The auditorium is off-limits, except for going to and coming from the prayer room. Only the educational wing upstairs entrance is to be used to go to and from the prayer room. The men's prayer room is located on

the southeast side of the balcony and the ladies' prayer room is located on the northwest side of the balcony. Mixed groups are not allowed in the prayer rooms.

8. The attached garage and detached garage at the men's dormitory are off-limits for use or storage by dormitory residents unless permission is granted in writing by the Administration.
9. All areas outside the students' assigned space is off limits for additional storage except by permission of staff.

Orientation

Student orientation is required for all students each semester they take classes at Canadian Baptist Bible College. An unexcused absence from orientation will result in 45 demerits and \$125.00 added to the school bill.

The semester kick-off activity is a required activity. An unexcused absence from this activity will result in 25 demerits.

Phoning Staff

When calling the pastor, faculty or staff members, leave a message when their answering services come on. The pastor, faculty and staff are busy and take your calls seriously and will call back. The pastor, faculty and staff worry when there is a missed call and no message. When phoning staff, especially on Monday, your call should be of a spiritual, emergency or immediate family nature. Calls should not be made concerning the internet, permission for hockey and such like. Unless it is an emergency, calls and texts to pastors, faculty or staff should not be made before 9:00 a.m. and after 11:00 p.m. except on Saturday and Sunday mornings concerning 8:00 a.m. classes or Sunday morning responsibilities.

Student Lounge

The upstairs link is the student lounge. Students are expected to be careful with the furniture and equipment. Report any damage immediately. If furniture is moved, it is to be returned to its original position before you leave. The student lounge is open from 9:00 a.m.–10:45 p.m. All students except lady dormitory students must vacate the building by no later than 10:50 p.m.

The college student lounge is provided for college students to fellowship with other college students in a casual atmosphere before, between and after college classes, as well as other times when the church and college facilities are open. While it is the college “lounge”, no student should ever assume that it is acceptable to be prostrate on the couches that are provided. Decorum dictates that it is not proper in a public setting. Gentlemen should give way for ladies to be seated. When the fooseball table or the billiard table has been used, the last person(s) using it are to make sure that the game is properly put away. The billiard balls and pool cues are to be put away and the table cover is to be put back on.

Visiting

1. Married students are not to entertain dormitory students without prior permission from the Administration.
2. Students are not allowed to visit the home of staff and faculty without an invitation and prior permission from the staff or faculty member.

Work Scholarship

Work scholarship is made available to help students financially and to help the church and college get various types

of work completed necessary to maintain the ongoing operation of church and college services.

Those who participate in work scholarship are expected to work at their duties for the full semester. Students on work scholarship are required to stay in the area and do their assigned work even during college breaks such as Easter, Thanksgiving or any time classes are not in session during the semester.

Work will begin the Sunday before the week of registration.

Work will end the Wednesday after the end of the semester. The fall semester ends after the Cantata on Sunday night and work scholarship will continue the following Monday and Tuesday working eight hours each day.

The spring semester will end after graduation on Sunday night and work scholarship will continue the following Monday and Tuesday working eight hours each day.

Though the student benefits financially, the work is part of being in ministry. The work given is for the overall effort of the church and college to be an effective witness of the Gospel to the lost and an encouragement and good testimony to those who are saved.

Work scholarship is a job and therefore there is an employer/employee relationship. You are to maintain a good testimony as an employee by being faithful, diligent, conscientious and excellent in your assigned work.

An accountability sheet must be turned in weekly by each person doing work scholarship.

SEPARATION

Canadian Baptist Bible College does not permit dancing, mixed swimming, use of tobacco, alcoholic drinks, drugs, gambling, profanity, obscenity or other forms of worldly indulgences. The use of playing cards known as the standard deck of 52 which includes hearts, clubs, spades and diamonds or the deck of 54 which includes all the aforementioned and two jokers is not allowed. If in doubt, it is best to ask the Administration before doing anything you are not 100% sure is right, or anything the Holy Spirit is convicting you not to do.

Appearance Standards

Men:

Men are to dress appropriately. Proper appearance standards are listed below.

1. Dress slacks, dress shirts, a tie and suit or sport coat are to be worn when attending church services.
2. Men may dress casually during sporting events and activities that are not of a formal nature. It will be announced if the activity will require formal attire.
3. When attending chapel, dress slacks, dress shirt and tie are to be worn. When preaching, song leading or singing specials, a suit coat or sport jacket must be worn. When spectators at athletic contests, men may dress casually.
4. In areas designated for recreation or work, sweatshirts or T-shirts and jeans, but not shorts, may be worn.
5. Shirrtails made to be tucked in are to be worn inside pants.
6. Shoes and socks must be worn in public.
7. Belts must be worn with trousers designed for belts.
8. Hair should be clean and neatly styled at all times. Worldly styles and fads will not be permitted. Hair must

be neatly cut and combed, off the ears and off the collar when standing.

9. Beards and mustaches are allowed if they have been part of the individual for at least five years of year-round wear.
10. Modest apparel is to be worn when going from room-to-room in the dormitory, to the washrooms or to the showers. (Example: bathrobe)
11. No shorts are to be worn on college property or activities sponsored by the college.
12. Shorts may be allowed on church sponsored activities and must cover below the knee. Do not presume it is approved: you must verify in advance with the person in charge of the activity that proper shorts are allowed.
13. Students of Canadian Baptist Bible College are not to defile their bodies with piercings and/or tattoos.
14. Students having tattoos and piercings prior to applying for admission to Canadian Baptist Bible College will be allowed to attend upon acceptance by the college. All piercings of the body prior to acceptance to the college, such as, but not limited to, eyebrows, tongue or nose, must be left in their natural state without any jewelry, studs or such adornment.
15. No men are allowed to wear any piercing jewelry including earrings.
16. Men are not to wear chains or necklaces around their necks unless it is a medical or identification requirement.

Ladies:

Ladies are to be tastefully and modestly dressed. Proper dress is defined as follows:

1. The entire knee is to be covered while in a sitting position and in all positions.

2. Appropriate slips should be worn comparable to the skirt.
3. Dresses may not have slits that extend up past the bottom of the knee.
4. An undergarment, such as a slip, should not be seen when a dress with a slit is worn.
5. Culottes that look like a skirt and are neatly styled, may be worn for all leisure activities.
6. Nylons are required for all church services, chapel and classes.
7. Modest apparel is to be worn when going from room to room in the dormitory, to the washrooms or to the showers (Example: bathrobe).
8. Excessively worldly styles, low-cut necklines and backs, baring of the shoulders, floor-length dresses with inappropriate slits, shorts, slacks, tight-fitting apparel (revealing curves of the body) and excessive make-up are forbidden.
9. Students of Canadian Baptist Bible College are not to defile their bodies with piercings and/or tattoos.
10. Students having tattoos and piercings prior to applying for admission to Canadian Baptist Bible College will be allowed to attend upon acceptance by the college. All piercings of the body prior to acceptance to the college, such as, but not limited to, eyebrows, tongue or nose, must be left in their natural state without any jewelry, studs or such adornment.
11. Girls with one piercing in the ear lobes may wear appropriate earrings. Multiple piercings of the ears are not allowed and must be left in their natural state except for, as stated, one piercing in the ear lobes of ladies may be allowed proper earrings.
12. Jewelry and makeup should not reflect the world's styles and fads.

13. Hair should be clean and neatly styled at all times. Worldly styles and fads will not be permitted.
14. Color treated hair should look natural—streaks and highlights should blend with the hair and not follow worldly fads.
15. Hair should be of the length that covers the neck and ears.

Note: It is expected that the wives and children of male students will observe the public dress standards of this institution.

The Administration reserves the right to have any student change his/her apparel if deemed inappropriate.

Music

Students are expected to refrain from singing, playing or tuning in to country, folk, rock or any type of questionable music. Contemporary, country, rock, Southern Gospel, Bluegrass and any other secular style music with the name “Christian” attached is not allowed.

STUDENT AGREEMENT

2021–2022

I understand that attendance at Canadian Baptist Bible College is a privilege and not a right, which privilege may be forfeited by any student who does not abide by the standards and the spirit of this institution. Failure to abide by these rules will result in demerits or expulsion as stated in the Handbook. Standards and rules are for the purpose of protecting students from making life-changing mistakes, to keep students focused on studies and guiding students to maintain and grow in Christian character. The policies of this Handbook will be in effect when a student moves to this area for the purpose of attending Canadian Baptist Bible College, or when a student moves into one of the college dormitories, or when a student registers for a class or classes.

I have read the Student Handbook and agree to abide by it.

Signature

Date

Print Name

If applicable, parent’s signature

Signature Parent/Guardian

Date

Print Name

Canadian Baptist Bible College

Alma Mater

Brenda Sullivant

Hold-ing fast the faith-ful Word, Ca-na-di-an Bap-tist Bi-ble Col-lege stands on

Thee. Rea- ching souls at home and 'cross the o - cean, Ca -

na-di-an Bap- tist - Bi - ble Col- lege teach- ing ser- vants for the Mas- ter. Mount- ing up on
a tempo

ea- gle's wings, Oh may our lives show forth the glo-ry of Your name. Ca- na- di- an Bap- tist

Bi - ble Col - lege ser - ving Christ.

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