



**An IPHC Institution**

**2019-2020**

**Student Application Packet**

**(United States of America)**

**Contains the following:**  
Current Year Class Calendar

1. Student Application Procedure
2. Student Application Form
3. Life Skills and Ministry Forms (2 pages)
4. Covenant of Integrity Form
5. Christian Conciliation Agreement

Note: A Financial Covenant will be given separately.



## **An IPHC Institution**

# 2019 -2020 Current Year Class Calendar (*Flex – Calendar Dates*)

Each Extension School of Ministry determines how they will hold a minimum of 12 hours of class time per class, i.e. 10 weeks of 1.5 hour class time, or 12 weeks of one hour class time. Therefore, this is a *flexible-estimated calendar.*

First Trimester – Starts week of September 9<sup>th</sup>  
(1 week break between trimesters for Thanksgiving)

Second Trimester – TBD  
(Possibly 2 weeks off for Christmas season)

Third Trimester – TBD  
(Possibly week off for Easter and Memorial Day weekends)

Graduation for Advantage Directed Study Students (USA) and West Coast will be: **June 13<sup>th</sup>, 2020**



## Student Application Procedure For Student's Use (06-27-19)

**An applicant must fulfill the following requirements for admission to Advantage College or an Advantage College Extension School of Ministry.**

### Submit:

- 1) Other official college transcripts and high school diploma or GED, if institutions were in the United States, the transcripts must be sent by the institution to Advantage College or School of Ministry attending. If GED, include passing GED score and transcript of completed high school credits.
- 2) Life Skills and Ministry Experience Form as applicable.
- 3) Student Application, fill out the front and write paragraph(s) on the back as indicated on form.
- 4) Non-refundable administrative fees as required by the School of Ministry you are attending. Contact that school for their fee schedule. Advantage College on-line /directed study registration fee is \$50.00.
- 5) A reference from your pastor or other ministry leader.
- 6) Signed Advantage College Covenant of Integrity
- 7) Signed Advantage College Christian Conciliation Agreement

**Be actively involved in a ministry at a local church while enrolled.** At the end of each trimester, be prepared to write a self- evaluation of ministry and/or be evaluated by pastor or ministry supervisor. This is *essential as a prominent feature of the overall program is the practical application of concepts studied, being integrated into a church-based ministry.* The church/ ministry is a "laboratory" of ministry. Your Pastor or ministry supervisor must verify your service in ministry both on his letter of reference and at the end of each trimester.

**THEN:** Please submit the above to: Advantage College  
Attn: Dean of Students - Admissions  
PO Box 579934 Modesto, CA 95357

**OR**

If attending a Local Church or Conference Advantage College Extension School of Ministry, send the above to the Director of the School of Ministry at their local School of Ministry address. Your completed files will later be forwarded to Advantage College upon course completion or graduation.

**NEXT:** You will be contacted by Advantage or the Extension School of Ministry with confirmation of acceptance or request for further information or fees. You will then be sent a Student Financial Agreement which will also require signature and must be sent to the Advantage Office or your School of Ministry.

### General FEE Information: \*\*

Non-refundable registration fee: \$25 - \$50	Tuition (Per unit) \$25 - \$45
Non-refundable administrative fees (If applicable) \$25-\$50	Textbooks: Students purchase own books, price varies
Evaluation Fee (If required): \$150 - \$300	Graduation Fees to Advantage College \$150
	Some fees are packaged agreements

*\*\*Any fee may vary depending upon the year of enrollment, year of graduation or course of study as well as the location of school of ministry attending etc.*

**Notes:** Processing of application cannot begin until registration and applicable administrative fees are paid. Evaluation Fee, if required will be paid in advance of starting program. Graduation Fees and all tuition fees must be satisfied prior to graduation.

**No diploma, grades or transcripts** will be released until all financial covenants are met. A payment schedule for Tuition Fees can be implemented upon request.  
(Tuition Fees may be paid on a monthly basis at no interest)



# STUDENT APPLICATION FORM ( 9-27-2013)

Mailing Address: P.O. Box 579934, Modesto, Ca 95357-9934  
(209) 765-9673 advantagecollegeoffice@gmail.com

If attending an Extension School of Ministry, indicate school \_\_\_\_\_

### PERSONAL INFORMATION

**PRINT NAME:** \_\_\_\_\_  
Last First M. Initial (Name preferred to be called if different than legal name)

**ADDRESS** \_\_\_\_\_  
Street City State Zip

**TELEPHONE:** Home: \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_  
Male ( ) Female ( ) **DATE OF BIRTH** \_\_\_\_\_

**MARITAL STATUS:** Single ( ) Married ( ) Divorced ( ) Widowed ( ) **Spouse's Name:** \_\_\_\_\_  
Do you have children? Yes ( ) No ( ) How many? \_\_\_\_ Ages: \_\_\_\_\_

### EMPLOYMENT INFORMATION

**CURRENT EMPLOYER:** \_\_\_\_\_  
Company Address CityState Zip

**HOW LONG?** \_\_\_\_\_ **WORK CONTACT** \_\_\_\_\_

### ACADEMIC BACKGROUND

**HIGH SCHOOL** Attended (Name, City, State) \_\_\_\_\_

High School Graduate? Yes ( ) No ( ) Month-Year Graduated: \_\_\_\_\_

If not High School graduate, have you taken the GED test? Yes ( ) No ( ) Date: \_\_\_\_\_

#### COLLEGE - Please list all schools attended

College \_\_\_\_\_ City, State \_\_\_\_\_ Degree: Yes ( ) No ( )

Degree Conferred \_\_\_\_\_ Years Attended: \_\_\_\_\_ # Units: \_\_\_\_\_

College \_\_\_\_\_ City, State \_\_\_\_\_ Degree: Yes ( ) No ( )

Degree Conferred \_\_\_\_\_ Years Attended: \_\_\_\_\_ # Units: \_\_\_\_\_

**OTHER** - Trade School, Specialized Learning Institute Etc... \_\_\_\_\_ City, State \_\_\_\_\_

Certificate or Degree Conferred \_\_\_\_\_ Degree: Y ( ) No ( ) # Units: \_\_\_\_\_

**Are you pursuing?** \_\_\_\_\_ **Associate's Degree** \_\_\_\_\_ **Bachelor's Degree** \_\_\_\_\_ **Master's Degree** \_\_\_\_\_

### RELIGIOUS PREFERENCE

Current Church Attending (Name, City, State) \_\_\_\_\_

Denomination or Affiliation \_\_\_\_\_ Member Y ( ) N ( ) How Long \_\_\_\_\_  
Pastor

➤ **ON BACK OF THIS SHEET, give brief spiritual history and reason you desire to attend Advantage College**

➤ **PROVIDE A REFERENCE** from your pastor or another church leader on a separate letter

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Note: All information confidential-, School use only  
File: Student Permanent Records Folder



## ADVANTAGE COLLEGE MINISTRY and LIFE SKILLS (06-28-17)

This form is to be turned in with Student Application. Use the back of this form as needed.

**You may be eligible to receive units for experience in ministry as well as other experience and accomplishments in life.**

**Please attach** notes/ information regarding ministry experience, other certificates/diplomas of ministerial completion, special awards, commendations or further explanation regarding any ministry area. Insure your name is on each paper attached.

1. How and where are you **currently** serving in ministry? (i.e. Adult Sunday School Teacher at Church Name or Senior Pastor at Church Name etc.)

Ministry A. \_\_\_\_\_

Ministry B. \_\_\_\_\_

Ministry C. \_\_\_\_\_

2. How long have you been serving in this/these area(s) of ministry? (i.e. 2 months or 22 years etc.)

A. \_\_\_\_\_ B. \_\_\_\_\_ C. \_\_\_\_\_

3. How many **hours a week** do you serve in this/these area(s) of ministry? A. \_\_\_\_\_ B. \_\_\_\_\_ C. \_\_\_\_\_

Past Ministry Experience <i>i.e. Worship leader, Assoc. Pastor, Prayer Team, Board Member, Elder, Deacon etc-</i> <b>Use back if needed.</b>	Dates in Ministry <i>Mo/Yr to Mo/Yr or to "Current"</i>	Name Church/ Ministry Where Served	Location <i>City, St, Country</i>	Courses/other training for each if any. Attach copies of certificates for any other Ministry classes as well.	# hours served weekly	Office Use Only <b># Units</b>
<i>Example Usher Ministry</i>	<i>Feb 2003-Mar 2013</i>	<i>Hope Chapel</i>	<i>Oklahoma City, OK</i>	<i>Usher Training Class</i>	<i>1 hour</i>	
For Office Use # Units for "Current Ministry" Info Listed Above Toward Biblical Coursework						



**ADVANTAGE COLLEGE MINISTRY and LIFE SKILLS**  
**OTHER LIFE SKILLS RECORD (secular experience)**

**Please attach** notes/ information regarding life skills experience, other certificates/diplomas of completion, special awards, commendations or further explanation regarding any life skill area. Insure your name is on each paper attached.

**You may attach a basic resume along with this form if you already have a complete and current one.**  
**If you received certificates for any training in those positions, please include a copy. i.e management courses etc.**

<b>Your Position</b> <i>i.e Chief of Operations, Farmer, Soldier, Student etc.</i>	<b>Dates in Skill</b> <i>Mo/Yr to Mo/Yr or to "Current"</i>	<b>Name of Company if applicable</b>	<b>Location</b> <i>City, St, Country</i>	<b>Specific Training Received</b>	<b>Certifications of completion, awards or commendations</b>
<i>Example Retired Air Force Navigator</i>	<i>Mar 1998 – Mar 2015</i>	<i>U.S. Air Force</i>	<i>Varied</i>	<i>See Attached</i>	<i>See Attached Certificates</i>
For Office Use # Units toward Biblical Coursework					



## ADVANTAGE COLLEGE

### Covenant Agreement of Integrity (06-28-17)

As Christians, you agree to walk in integrity before God during your enrollment and in connection with Advantage College. Academic integrity is the core set of values and principles that underwrites the very mission of the School of Ministry itself. Integrity, honesty, hard work, and the determination to translate personal principles into behavior is an admirable virtue. It is a reflection of the your experience with Advantage College and is a measure of the very worth of your degree.

For you, this ethic lies at the heart of the value of your degree. If you or others around you are not living up to a high standard of academic integrity, the worth of the education you are receiving, and the degree you will receive, is compromised.

**All forms of academic dishonesty are considered serious violations of the student code of conduct at Advantage College.** The following is a list of some, but not all, types of prohibited behavior.

1. Cheating on examinations and assignments, including:
  - Copying from another student
  - Allowing another student to copy from you
  - Using or attempting to use study aids, devices, "cheat sheets," or other materials not expressly authorized by the professor
  - Unauthorized collaboration with another individual on online examinations
  - Buying, acquiring without permission, or selling copies of an examination
  
2. Plagiarism is the appropriation or imitation of the language, ideas, and/or thoughts of another person and the representation of them as one's own original work. It includes:
  - Buying or downloading papers or works and submitting them as one's own.
  - Copying sections of books or articles in one's paper without proper citation.
  - "Copying and pasting" from online sources without proper citation.
  - Failing to properly cite quotations or ideas taken from external sources.
  - Using false citations or fabricating sources.
  - Receiving unauthorized assistance from another person on a written or creative project.
  
3. Passwords will be distributed for all online courses. These passwords are intended for the sole use of the student. Passwords are not to be given to others for use without authorized access from the Dean or President of Advantage College. **The sharing of online course passwords is a reason for immediate dismissal.**

Walking in integrity requires that every person be allowed to do their own work. You should not allow your work to be used by other students now or in the future. As Christian leaders, you should recognize the benefit of those whom you will influence in the future. Future students benefit from doing their own research, work and thinking.

By signing below you agree to adhere to the principle of integrity during your enrollment in Advantage College directly or as part of an Extension School of Ministry.

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
SIGNATURE

Date \_\_\_\_\_

File with application form in Student Permanent Record



**ADVANTAGE COLLEGE**  
**Christian Conciliation Policy for Mediation/Arbitration** (06-28-17)

This Christian Conciliation Policy is intended to provide a fair, quick, and cost-effective method for resolving any claims or disputes that may arise between Advantage College, any of its extension schools and its students. As each side are Christians and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with the biblical mandates of 1 Corinthians 6:1-8, Matthew 5:23-24, and Matthew 18:15-20, it is agreed that any claim or dispute arising out of, or related to, your education with Advantage College, including claims under federal, state, or local statutory or common law, the law of contract, and the law of tort, shall be settled by biblically-based mediation.

We firmly believe that with direct communication, we can continue to resolve any difficulties that may arise and develop a mutually beneficial relationship. We will also encourage an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from the proper authority of Advantage College.

If resolution of the dispute does not result from mediation at the local School of Ministry campus level, the matter shall then be submitted to the Dean and/or President of Advantage College. If within 30 days the matter is still not resolved it will be put before the International Pentecostal Holiness Church Council of Bishops or designated authority within the International Pentecostal Holiness Church. If within 60 days the matter is still not resolved, it will be put before an arbitrator for binding arbitration in accordance with the "Rules of Procedure for Christian Conciliation" (Rules) of the Institute for Christian Conciliation, rather than to a judge and/or jury.

Consistent with the Rules, each side shall agree to the selection of an arbitrator. If there is an impasse in the selection of an arbitrator, the Institute for Christian Conciliation division of Peacemaker Ministries in Billings, Montana, shall be asked to provide the name of a qualified individual who will serve in that capacity. The location of the arbitration shall be Modesto, California unless otherwise determined by the IPHC ruling council. The fees of the arbitrator shall be evenly divided between the parties. Consistent with the Rules, the arbitrator shall issue a written decision opinion within a reasonable time after the arbitration.

Each side agrees these methods shall be the sole remedy for any controversy or claim arising out of the educational relationship, and they expressly waive their right to file a lawsuit against one another in any civil court for such disputes, except to enforce a legally binding arbitration decision. Continuing enrollment with Advantage College constitutes consideration for and acceptance of this policy and a waiver of any right to a court trial. This policy does not waive the ministerial exceptions or any other exceptions to any state or federal legislation, including, but not limited to Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, and the Americans with Disabilities Act.

I, \_\_\_\_\_ have read and understand the Mediation and Arbitration of Disputes Agreement and agree to its terms.

Printed Name \_\_\_\_\_ Today's Date \_\_\_\_\_  
Witnessed by a Ministry Leader \_\_\_\_\_ Today's Date \_\_\_\_\_

*A copy of this item will be signed by the student and placed in their permanent file with their application. If the prospective student refuses to sign this agreement, it may be grounds for reconsideration of enrollment for the overall good of the school and ministry.*