



***2024-2025***  
***Student Handbook***

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Dear Student,

**WELCOME TO HARVEST BIBLE COLLEGE!**

We are very pleased to have you as part of this year's student body. We thank God for directing you to Harvest Bible College.

In the pages of this handbook, you will find very important information to help you get accustomed to life and classes at HBC. Please carefully look through the information and let the administration know if you have any questions.

May God bless you as you study His Word. Our desire and prayer is that you leave here, not only as an educated saint but as an educated harvester for the Kingdom of God.

Sincerely,

The Administration of Harvest Bible College

## **POLICY AND STRATEGY**

### **EQUAL OPPORTUNITIES POLICY:**

Harvest Bible College is committed to granting equal opportunities to all staff and students. As reflected in our discrimination statement, no student or staff member will be treated unfairly because of their nationality, race, physical status or religious status.

If a student or staff member feels they have been treated unfairly, they should follow the college's grievance procedure in order to settle matters as quickly as possible. It is requested that a person go to the proper authority and **NOT** make their issue a matter of public knowledge as this will not help the atmosphere of the college.

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### **DISCRIMINATION STATEMENT:**

Harvest Bible College is an institution based on Biblical principles and theology, as per the college's doctrinal statement. The college will not tolerate unlawful discrimination on any ground. Any allegations of unlawful discrimination will be treated seriously.

If you are concerned that there may have been a breach of this statement, you may raise it with Leroy Francis or Robert Kelley.

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### **DISABILITY STRATEGY**

A disability strategy represents an opportunity for Harvest Bible College to take stock of the support already provided and make a strong commitment to recognise the action necessary to make improvements.

The new positive responsibility to promote disability equality is necessary so the barriers to including people with a disability are not their particular impairments. We desire to promote an attitude of adaptability to people with disabilities. Whilst there may be some disabilities that it is physically impossible for the college to accommodate, every possible means to accommodate those with disabilities will be explored and implemented.

We recognise the contribution that each individual can make to the Body of Christ and actively work to promote equality of opportunity for all members of the college regardless of any disability or any other factor.

Our duty as a college is that we must have due regard to the need to:

- Promote equality of opportunity between people with a disability and people without a disability.
- Eliminate any harassment of people with a disability that is related to their disabilities.
- Promote positive attitudes towards people with a disability.
- Encourage participation by people with a disability in college and church life.
- Take steps to take account of barriers to full participation, even where that involves treating people with a disability more favorably than other persons.

We are fully committed to ensuring that people with a disability, including those with learning difficulties, are treated fairly and we will do our utmost to provide a high quality Biblically based education for all of our students. We recognise the need to make sure that people with a disability have the means to make their voices heard in this process.

We intend to develop an attitude of assessing the implications that all policies, plans and procedures of the college have towards people with disabilities. We will carry out impact assessments on our policies, plans and procedures and, when possible, include people with a disability in assessing the impact. This is intended to become a routine process.

The disability policy will be on-going and will be updated and amended as needed. Progress will be reported to the staff, to the School Board and also the wider ministerial constituency of the United Pentecostal Church of Great Britain & Ireland.

Adaptations and implementations will be reported to the student body, as well, who will play a key role in ensuring that the voice of students with a disability can play an active role in shaping and reviewing policy. The student body can also play an active role in reducing potential levels of social isolation by planning special interaction and befriending schemes for students with disabilities.

If you are disabled, we aim to help you enjoy studying at Harvest Bible College. Please let us know of any practical arrangements we can put in place to make your time at the college a positive experience. All suggestions will be considered, provided they are not out with the financial means of the college. When you are interviewed, you will have an opportunity to talk through your particular requirements. If you are accepted into the college and have any questions or difficulties, please contact your respective dean or the college principal.

***We may not please all of the people all of the time but we will keep trying!*** We want to involve people with seen or unseen disabilities in a variety of ways and are keen to take on any suggestions or criticism of our practices as well as commendations to spur us on when we do things well.

In summary:

- We want to set the highest standard in our services to our students and staff.
- We desire to eliminate any forms of discrimination.
- We intend to set a climate and ethos at the college in which people feel welcomed.
- We reject unacceptable practices and attitudes in general towards people with a disability in particular.
- We promote positive images of people with a disability knowing that God is no respecter of persons.
- The college encourages people with a disability to be as fully involved as possible in college and church life.
- We determine to take prompt and effective action for individuals with learning disabilities, physical disabilities, mental disabilities and social disabilities. Any practical steps feasible will be taken by each instructor to ensure that all students are given equal opportunity to excel in their studies and in God's Kingdom.
- We will actively carry out improvements to our facilities inasmuch as is economically feasible.

To date (August 2024), the college has had people with dyslexia to apply and they have been given private tutoring, as appropriate to their needs and extra time to complete their work, when needed. The college is fully willing to adapt and implement for others with disabilities who may desire to attend.

## HARVEST BIBLE COLLEGE FEES 2024 Onwards

All fees are in GBP Sterling

TUITION FOR 10 MONTH COURSE	£ 950.00
APPLICATION FEE (Non-refundable)	50.00
ROOM DEPOSIT	50.00
ROOM AND BOARD	3 250.00
ACADEMIC MATERIAL	200.00
INTERNET	100.00
GRADUATION FEE	50.00

**TOTAL AMOUNT OF FEES** **£ 4,650.00**

### ACCOMMODATION

Harvest Bible College provides residential accommodation for students at the above fee (i.e. Room and Board). This comprises a shared furnished room, electric, water, laundry facilities, heating and one hot meal per day on school days.

### REFUNDS

If, for some reason, a student withdraws from the college any fees that have been paid in advance for the present term *will not* be refunded. If fees have been paid in advance for a future term, those fees *will be* refunded.

Provided a student's room is left in satisfactory condition, the room deposit of £50.00 will be refunded upon their departure.

### FEES PER TERM

No student will be allowed to begin a new term of study if there are unpaid fees from the previous term. No student is allowed to graduate with unpaid fees.

## **INTERNATIONAL STUDENTS**

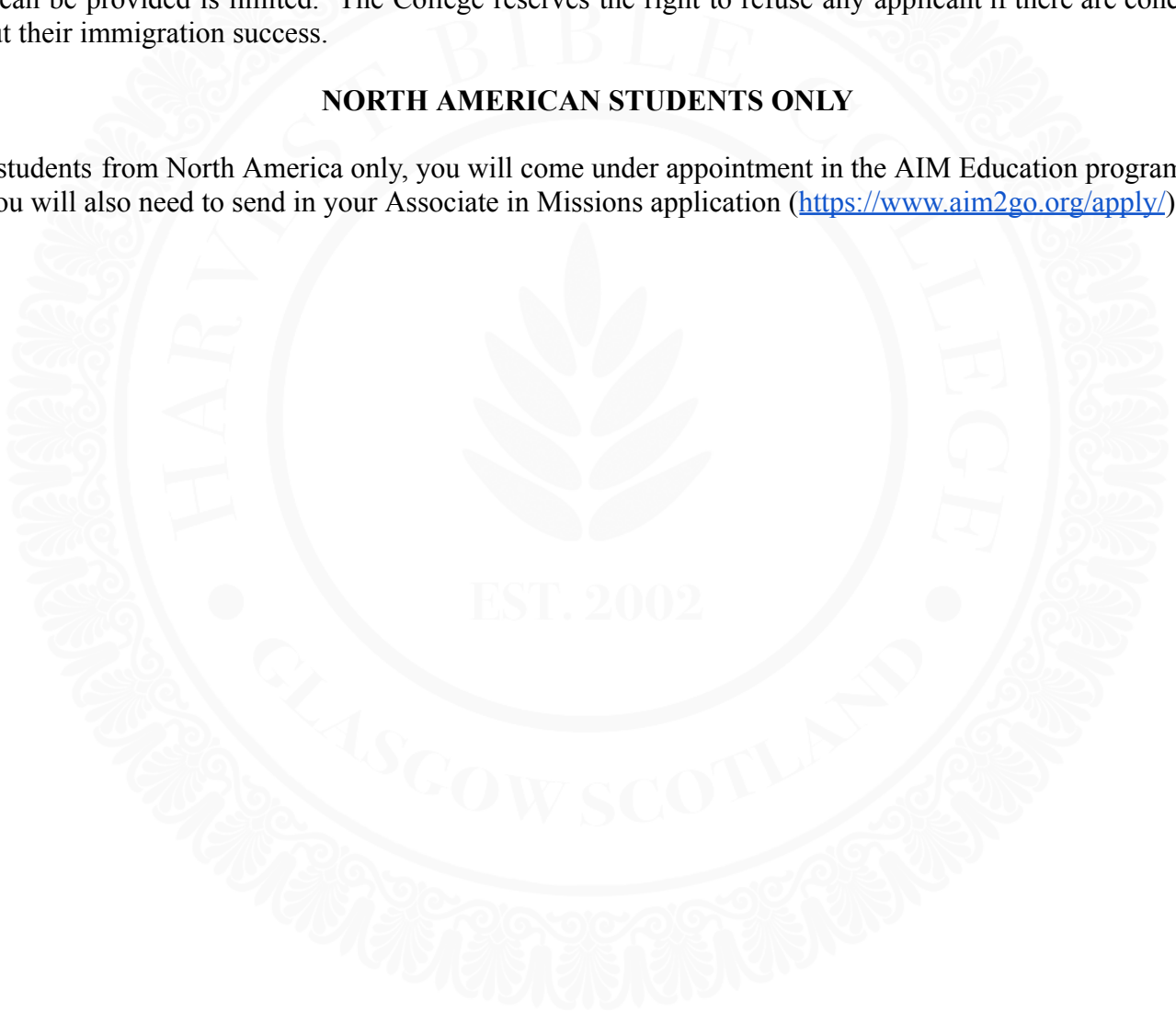
Harvest Bible College is delighted to welcome students from outwith the UK, but applications will need to be in progress by August 1st of the respective school year to allow time for visa processing. Students should familiarise themselves with the visa process before applying, as visa applications may need to be made in advance of the application deadline.

### **UPC AFFILIATION**

The College can provide the required Certificate of Sponsorship, however this is granted through the United Pentecostal Church of Great Britain & Ireland. Therefore, certificates will be restricted to students attending churches affiliated with the United Pentecostal Church International or the United Pentecostal Church organisation in their own nation. There may be a cost associated with this, and the number of certificates that can be provided is limited. The College reserves the right to refuse any applicant if there are concerns about their immigration success.

### **NORTH AMERICAN STUDENTS ONLY**

For students from North America only, you will come under appointment in the AIM Education programme, so you will also need to send in your Associate in Missions application (<https://www.aim2go.org/apply/>).



***TERM 1***  
***WEEKLY SCHEDULE***

**3 September - 20 December, 2024**

<b>Time</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Class 1</b> <b>8:00 – 8:50 am</b>	Intro to Bible Doctrine  Bible School Room Bro. Olson	Intro to Bible Doctrine  Bible School Room Bro. Olson	Intro to Bible Doctrine  Bible School Room Bro. Olson	Intro to Bible Doctrine  Bible School Room Bro. Olson
<b>Class 2</b> <b>9:00 – 9:50 am</b>	Guest Teacher  Bible School Room	Guest Teacher  Bible School Room	Guest Teacher  Bible School Room	Guest Teacher  Bible School Room
<b>Class 3</b> <b>10:00 – 10:50 am</b>	Guest Teacher  Bible School Room	Guest Teacher  Bible School Room	Guest Teacher  Bible School Room	Guest Teacher  Bible School Room
<b>Class 4</b> <b>11:00 – 11:50 am</b>	Formation of the First Church  Bible School Room Bro. Olson	Formation of the First Church  Bible School Room Bro. Olson	Formation of the First Church  Bible School Room Bro. Olson	Formation of the First Church  Bible School Room Bro. Olson
<b>Class 5</b> <b>12:00 – 12:50 pm</b>	Student Prayer  Prayer Room	Discover Church Planting Principles  Bible School Room Bro. Kelley*	Discover Church Planting Principles  Bible School Room Bro. Kelley*	Chapel  Fellowship Hall

\* Note: On Wednesdays and Thursdays from 12-12.50, the following classes will take place:

Church Planting	Bro. Kelley	4 September – 24 October
Youth Ministry	Bro. Hall	30 & 31 October
Gender Specific Ministry	Bro. & Sis. Pace	6 -14 November
Youth Ministry	Bro. Hall	20 & 21 November
Hermeneutics	Bro. Nicholls	27 November – 19 December



## ***TERM 1***

### ***TEACHING SCHEDULE***

#### **GUEST TEACHERS:**

<b>DATE</b>	<b>COURSE</b>	<b>INSTRUCTOR</b>
3-6 September	<i>Analyse Biblical Culture and Setting</i>	Bro. Price
10-20 September	<i>Introductory Review of the Bible</i>	Bro. Volan
24-27 September	<i>Study of the Pentateuch</i>	Bro. Drummond
1-4 October	<i>Develop Communication Skills</i>	Sis. Trioni
8-18 October	<i>Homiletics—Mastering Practical Applications</i>	Bro. Beek
22 October - 1 November	<i>Identify Prayer Strategies</i>	Bro. King
5-8 November	<i>Develop Effective Outreach Methods</i>	Bro. Pace
12-22 November	<i>Study of the Poetical Books</i>	Bro. Kansanback
26 November- 20 December	<i>Explore the Life of Christ</i>	Bro. Nicholls

#### **CORE SUBJECTS (DAILY):**

Whole Term	<i>Introduction to Bible Doctrine</i>	Bro. Olson
Whole Term	<i>Analyse the Formation of the First Church</i>	Bro. Olson

#### **WEDNESDAYS AND THURSDAYS:**

4 September - 24 October	<i>Discover Church Planting Principles</i>	Bro. Kelley
30 - 31 October	<i>Develop Effective Youth Ministry</i>	Bro. Hall
6 - 14 November	<i>Develop Gender-Specific Ministry</i>	Bro. & Sis. Pace
20 - 21 November	<i>Develop Effective Youth Ministry</i>	Bro. Hall
27 November - 19 December	<i>Hermeneutics—Applied Biblical Interpretation</i>	Bro. Nicholls

## ***TERM 1***

### ***COURSE DESCRIPTIONS***

**The courses are listed roughly in the order they are taught each term. The order of the courses is designed to cover every book of the Bible as well as other relevant topics for practical ministry.**

#### **Analyse the Formation of the First Church**

This course is an in-depth study of the first century Apostolic Church and its rapid growth of influence in the world. It includes the journeys and events in the lives of early apostles and a survey of Biblical History of New Testament times.

#### **Introduction to Core Biblical Doctrines**

Basic Bible Doctrines are discussed including: God, the Bible, angels, salvation, the church and last things. The course is introductory and lays a foundation for specialised courses that follow in subsequent terms.

#### **Analyse Biblical Culture and Setting**

An understanding of Biblical times, culture and political boundaries gives the student a clearer understanding of the setting and context of the Bible. As the differences between eastern culture and western culture are compared, the student is given an understanding of Biblical events and people.

#### **Introductory Review of the Bible**

Designed to give the student an introductory overview of the Bible and how it fits together, this course defines the major events, people and writings of both the Old and New Testament. Foundational understanding given in this course prepares students for further in-depth study of specific Biblical books.

#### **Study of the Pentateuch: Genesis - Deuteronomy**

This course is a study of the major themes and events recorded in the books of Genesis through Deuteronomy, with their theological implications. Emphasis will be placed on major theories concerning creation, the lives of the patriarchs, the exodus from Egypt and the development of the nation of Israel.

#### **Develop Communication Skills**

The principles and practicalities of effective public speaking are taught in this course. Communication skills are taught for both large and small audiences. Classroom speeches are given and evaluated by both teacher and classmates.

#### **Homiletics—Mastering Practical Applications**

This course teaches sermon construction and patterns of preparation and delivery with special emphasis on the manner in which the Word of God is delivered. An orderly presentation of factual materials as well as unity and content are emphasised. Pulpit preaching in the classroom is done with practical help and evaluation given.

#### **Identify Prayer Strategies**

Prayer is the foundation of the church and every Christian. The importance of prayer cannot be over-emphasised. This class give very practical instruction for developing an effective prayer life and for leading an effective prayer ministry.

### **Develop Effective Outreach Methods**

The church can only grow as we become effective soul winners. This course will help students to gain insight into effective outreach methods as well as to develop within each student a desire to witness and share the Gospel in a variety of ways.

### **Study of the Poetical Books: Job – Song of Solomon**

Beginning with a brief introduction to Hebrew Poetry, this course is a study of the five Old Testament books of poetry—from Job through the Song of Solomon. The course is very practical in nature and teaches the relevance of each of these books to the Christian life. Much interactive and dramatic learning is incorporated into this course.

### **Explore the Life of Christ: Matthew - John**

The life and times of Jesus including His birth, his journeys and ministry, a harmony of the synoptic gospels and an analysis of geographical backgrounds are the topics of this course. A comparison of the style and intent of each of the Gospels helps the student to understand the broad appeal and nature of the ministry of Jesus.

### **Discover Church Planting Principles**

The dynamics of planting a church are thoroughly examined in this course. Beginning with the topic of prayer, the course also covers the following: planning, persistence, preaching and teaching, the power of the Spirit, personal care and personal involvement.

### **Develop Effective Youth Ministry**

Examining the need for ministry to youth in the local church and district, this course revolves around the role of the youth minister in the development of systematic programmes for evangelising and discipling youth. Many practical ideas for ministry to youth are presented.

### **Develop Gender Specific Ministry**

Both spiritual and practical aspects of gender ministry are discussed in depth. The importance of men and women finding their role in ministry, as well as the home, is emphasized. The class is designed for open discussion and interaction as well as practical demonstrations. There is a class for women and a class for men.

### **Hermeneutics – Applied Biblical Interpretation**

This is an introduction to basic Biblical interpretation, dispensational patterns of Scripture and rightly dividing the Word. The course also includes a survey of how we got our Bible and its various translations.

**TERM 2**  
**WEEKLY SCHEDULE**

**7 January - 18 April, 2025**

<b>Time</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Class 1</b> <b>8:00 – 8:50 am</b>	Study of the Pauline Epistles Bible School Room Bro. & Sis. Frake	Study of the Pauline Epistles Bible School Room Bro. & Sis. Frake	Study of the Pauline Epistles Bible School Room Bro. & Sis. Frake	Study of the Pauline Epistles Bible School Room Bro. & Sis. Frake
<b>Class 2</b> <b>9:00 – 9:50 am</b>	Guest Teacher Bible School Room	Guest Teacher Bible School Room	Guest Teacher Bible School Room	Guest Teacher Bible School Room
<b>Class 3</b> <b>10:00 – 10:50 am</b>	Guest Teacher Bible School Room	Guest Teacher Bible School Room	Guest Teacher Bible School Room	Guest Teacher Bible School Room
<b>Class 4</b> <b>11:00 – 11:50 am</b>	New Birth/Holiness Bible School Room Bro. & Sis. Frake	New Birth/Holiness Bible School Room Bro. & Sis. Frake	New Birth/Holiness Bible School Room Bro. & Sis. Frake	New Birth/Holiness Bible School Room Bro. & Sis. Frake
<b>Class 5</b> <b>12:00 – 12:50 pm</b>	Student Prayer Prayer Room	Study of Historical Books Bible School Room Bro. & Sis. Frake	Study of Historical Books Bible School Room Bro. & Sis. Frake	Chapel Fellowship Hall

## **TERM 2**

### **TEACHING SCHEDULE**

#### **GUEST TEACHERS:**

7-17 January	<i>Analyse End-Time Prophecy</i>	Bro. Linder/Bro. Myer
21 January - 1 February	<i>Develop a Christian Worldview</i>	Bro. & Sis. Shalm
4-7 February	<i>Study of the Major Prophets—Isaiah</i>	Bro. Shertzer
11-14 February	<i>Study of the Major Prophets—Jeremiah</i>	Bro. Shertzer
18-21 February	<i>Study of the Major Prophets—Ezekiel</i>	Sis. Willeford
25-28 February	<i>Study of the Major Prophets—Daniel</i>	Sis. Willeford
4 - 7 March	<i>Effective Teaching Methods</i>	Sis. Ejiofor
11 - 14 March	<i>Introductory Review of Music and Worship</i>	Sis. Beek
18 - 28 March	<i>Introduction to Christian Counseling</i>	Sis. Green
1 - 4 April	<i>Identify Apostolic Distinctives</i>	Bro. Shaw
8 - 11 April	<i>Identify Spiritual Gifts &amp; Callings</i>	Bro. Leaman
15 - 18 April	<i>Analyse Revival Principles</i>	Bro. MacDonald

#### **CORE SUBJECTS (DAILY):**

Whole Term	<i>Study of the Pauline Epistles</i>	Bro. & Sis. Frake
7 January - 21 February	<i>An Exploration of the New Birth</i>	Bro. & Sis. Frake
24 February - 18 April	<i>Discover Principles of Holiness</i>	Bro. & Sis. Frake

#### **WEDNESDAYS & THURSDAYS:**

<i>Study of the Historical Books</i>	Bro. & Sis. Frake
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## ***TERM 2***

### ***COURSE DESCRIPTIONS***

#### **Study of the Pauline Epistles:**

This course is an intensive study of the epistles written by the Apostle Paul.

***Romans:*** Inasmuch as this course is one of the pivotal books of New Testament, this course gives special attention to the practical applications outlined in the book of Romans as it relates to the apostolic doctrine.

***1 & 2 Corinthians:*** Emphasising the importance of true Christianity, the study of 1 & 2 Corinthians helps the student to realise how easily it is to fall into the state of the church at Corinth. Special attention is given to the cultural and historical setting of these books and the practical applications to be learned.

***Galatians, Ephesians & Philippians:*** Understanding of the historical and cultural settings of these epistles gives the students a foundation for warnings against false doctrines, exhortations and commendations to the believers and practical insight for Christian living.

***Colossians, 1 & 2 Thessalonians:*** Theme, content, background application and critical issues are the realms of study for these important New Testament books. An explanation of who Jesus is and end time issues are highlights of these small but powerful books.

***1 & 2 Timothy, Titus & Philemon:*** Tracing the development of very relevant issues for the church today and especially for the ministry, these books give the doctrinal context and practical applications for the life of the modern church. Exhortations concerning church government and the call and duties of the minister are focal points.

#### **An Exploration of the New Birth**

Vital to the understanding of each student is the teaching of the New Birth. In this class, the following topics are studied in depth: grace and faith, the Gospel defined, birth of water and Spirit, repentance, water baptism, proper baptism formula, the Holy Spirit, speaking in tongues and the four aspects of salvation—justification, regeneration, adoption and sanctification.

#### **Discover Principles of Holiness**

The benefits of a separated life unto God are the focus of this class. Both inward and outward holiness are explored in depth leading the student to an understanding of this vital aspect of the Christian life. Scriptural foundations are given for every area of holiness discussed.

#### **Analyse End-Time Prophecy**

This course is designed to explore various methods of interpreting Biblical prophecy. Whilst not excluding any view of Bible prophecy, the course does endeavour to teach various principles and guidelines for understanding prophetic scripture.

#### **Develop A Christian Worldview**

Major world religions, other than Christianity, are analysed in this course. An emphasis is placed on understanding how the doctrines of the Bible stand up to other philosophies. Students are given the opportunity for in-depth research on various religions and sects.

### **Study of the Major Prophets: Isaiah - Daniel**

Beginning with Isaiah and concluding with Daniel, this course deals with the larger of the Old Testament prophetic books. The study of each of these 5 books will include the historical background, the literary structure, the outline of the book and an analysis of the message.

### **Effective Teaching Methods**

This is a “hands on” course where students are taught the basic principles of effectively teaching all age groups. This course purposes to not only acquaint students with various teaching methods, but to help them evaluate when, where and how each method is best employed.

### **Introductory Review of Music and Worship**

Emphasising the importance of biblical worship, this class aids the student in understanding the role of music in a worship service setting from a biblical perspective. Special attention will be given to the development of ecclesiastical music as well as music throughout church history.

### **Introduction to Christian Counselling**

Realising the need for scripturally based counselling, this course focuses on Biblical ways to deal with interpersonal relationships. Various personality types are discussed and examined along with instruction on how to minister to each personality type. There is an ever-increasing need in the church for qualified counsellors, and this course is foundational for the scope of this ministry.

### **Identify Apostolic Distinctives**

What makes the Apostolic Church different from others? Where are the dividing lines? Why is it vital to establish lines of separation? This course answers many questions about where the New Testament Church stands on specific issues.

### **Identify Spiritual Gifts and Callings**

The need for spiritual gifts in the church is evident. Finding your calling and developing your gifts are the focus of this course. The importance of the five-fold ministry and the gifts of the Spirit are emphasised.

### **Analyse Revival Principles**

Every Christian should be interested in revival. Revivals throughout history are examined and foundational principles are given for creating a revival climate, both personally and in the church. This class will inspire students to reach beyond themselves to their full potential.

### **A Study of the Historical Books: Joshua - Esther**

The major themes and events recorded in the books of Joshua through Esther are the subject of this course. Topics include the nation of Israel and the nations related to it, conquest and settlement of Canaan, the period of the judges, the beginning of the kingdom period, the divided kingdom, the restored kingdom, the close of the Old Testament and the ministry of the prophets.

**TERM 3**  
**WEEKLY SCHEDULE**

**6 May - 27 June, 2025**

<b>Time</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Class 1</b> <b>8:00 – 8:50 am</b>	Understanding the Oneness of God Bible School Room Bro. & Sis. Frake*	Understanding the Oneness of God Bible School Room Bro. & Sis. Frake*	Understanding the Oneness of God Bible School Room Bro. & Sis. Frake*	Understanding the Oneness of God Bible School Room Bro. & Sis. Frake*
<b>Class 2</b> <b>9:00 – 9:50 am</b>	Guest Teacher Bible School Room	Guest Teacher Bible School Room	Guest Teacher Bible School Room	Guest Teacher Bible School Room
<b>Class 3</b> <b>10:00 – 10:50 am</b>	Guest Teacher Bible School Room	Guest Teacher Bible School Room	Guest Teacher Bible School Room	Guest Teacher Bible School Room
<b>Class 4</b> <b>11:00 – 11:50 am</b>	Study of General Epistles Bible School Room Bro. & Sis. Frake*	Study of General Epistles Bible School Room Bro. & Sis. Frake*	Study of General Epistles Bible School Room Bro. & Sis. Frake*	Study of General Epistles Bible School Room Bro. & Sis. Frake*
<b>Class 5</b> <b>12:00 – 12:50 pm</b>	Student Prayer Prayer Room	Study of the Minor Prophets Bible School Room Sis. Chase	Study of the Minor Prophets Bible School Room Sis. Chase	Chapel Fellowship Hall

\* Note: *Understanding the Oneness of God* and *Study of General Epistles* will conclude on 20 June, and be replaced with *An Examination of Ministerial Obligations* with the Kelleys. The daily schedule may be slightly different this last week.



## **TERM 3**

### **TEACHING SCHEDULE**

#### **GUEST TEACHERS:**

6 - 16 May	<i>Study of Church History</i>	Bro. Green
21 -24 May	<i>Develop Christian Discipline</i>	Bro. Banton
28 - 31 May	<i>An Explanation of Apologetics</i>	Bro. Buckland
3 - 6 June	<i>Interpret &amp; Apply Christian Ethics</i>	Bro. Tuttle
10 -13 June	<i>Examine the Ministry of Helps</i>	Bro. Winkelaar
17 - 20 June	<i>Explore and Implement Global Missiology</i>	Bro. & Sis. Moreno
24 - 27 June	<i>Develop Principle-Centred Leadership</i>	Bro. Van Gorp
	<i>An Examination of Ministerial Obligations</i>	Bro. & Sis. Kelley

#### **CORE SUBJECTS (DAILY):**

Whole Term	<i>Understanding the Oneness of God</i>	Bro. & Sis. Frake
	<i>Study of General Epistles</i>	Bro. & Sis. Frake

#### **WEDNESDAYS & THURSDAYS:**

Whole Term	<i>Study of the Minor Prophets</i>	Sis. Chase
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## ***TERM 3***

### ***COURSE DESCRIPTIONS***

#### **Understanding the Oneness of God**

This course gives an understanding of Christian Monotheism, the nature of God, the names and titles of God, Old Testament understanding of the Oneness, New Testament understanding of the Oneness and the development of the Trinitarian doctrine.

#### **Study of General Epistles: Hebrews - Jude**

This course is an intensive study of the epistles not written by Paul. There is an emphasis on practical religion that manifests itself in good works as contrasted with a mere profession of faith.

#### **Study of Church History**

Familiarisation with people, events and ideas that have shaped the modern church provides the foundation for this course. A survey of the growth of Christianity and specifically the Apostolic movement from 33 A.D. to the present helps students to see how God has preserved a remnant of His people throughout the centuries.

#### **Develop Christian Discipline**

What does it truly mean to be a Christian and Christ-like? How do I develop spiritual disciplines and lifestyle? What are my privileges as well as my responsibilities as a Christian? This class will help students to mature in their walk with God.

#### **An Explanation of Apologetics**

Knowing the basis of our Christian faith is imperative to reaching people in modern society. From both a scientific and a logistical basis, this class gives a firm grounding in validity of the Bible and our Christian faith. Knowledge in this area prepares students to affirm their faith to those who do not adhere to the Christian faith.

#### **Interpret and Apply Christian Ethics**

The importance of ethics in our Christian living cannot be over-emphasised. The need for ethics in the church is vital and knowing the scriptural way to deal with ecclesiastical as well as secular social issues will help the student to live above reproach.

#### **Examine the Ministry of Helps**

If you know you have a ministry but not a call to preach, this class will be of utmost benefit to you. Everyone can have a ministry in the church and it is vital to identify and pursue your ministry. This class will help students identify where they fit in the Body of Christ.

#### **Explore and Implement Global Missiology**

This course seeks to impart to each student the overwhelming need of our world. Realising that millions in our world are in dire need, how can we as Bible believing Christians make an impact on mankind? A history of missions and a look at modern missions combine to make this a dynamic and challenging course.

### **Develop Principle Centred Leadership**

What does it mean to be an Apostolic leader? What are the basic principles of leadership? How do you develop leadership skills? Is there leadership potential in everyone? These and many more questions are answered in this class. Along with this course, there is **An Examination of Ministerial Obligations** (also known as Leadership Practicum) which is a class to give students experience in the practical application of the sacraments and church leadership.

### **Study of the Minor Prophets: Hosea – Malachi**

Not minor in importance, these shorter prophetic books are full of practical relevance for the church today. The study of each book will include the historical background, the structure and outline of the book and an analysis of the message.



## ***SPECIALISED MAJORS***

2024 - 2025

The following classes are being offered in addition to regular classes. This is currently under development, and so it is likely that in-person classes will be added in Terms 2 and 3. This may consist of ***up to two hours*** per major of additional training each week. However, for Term 1, you are required to watch all the recorded videos in the respective class in NEO for each major that you wish to complete.

### **PASTORAL**

<b>Course/Topic:</b>	<b>Instructors:</b>
Time Management	Bro. Martin
Call of God/Shepherd vs Hireling	Bro. Frake
Administering the Sacraments	Bro. R Kelley
Social Issues facing the Church	Bro. Banton
Church and Personal Finance	Bro. King
Women in Ministry/Missions	Sis. Sherry

### **MISSIONS**

<b>Course/Topic:</b>	<b>Instructors:</b>
Time Management	Bro. Martin
The call to missions/Distinguishing a call from a burden	Bro. & Sis. Kelley
Leaving your homeland/adapting to culture/Learning a language	Bro. Buckland
Pioneering	Bro. Shalm
Long term commitment	Bro. & Sis. Kelley (panel)
Women in Ministry/Missions	Sis. Sherry

## MUSIC

<b>Course/Topic:</b>	<b>Instructors:</b>
Time Management	Bro. Martin
Music Development Through the Ages	Sis. Beek & Sis. Melrose
Music Theory 1	Sis. Beek & Sis. Melrose
Music Theory 2	Sis. Beek & Sis. Melrose
Spirit-Lead Worship	Sis. Beek & Sis. Melrose
Music Ministry in Your Church	Sis. Beek & Sis. Melrose

## CHRISTIAN EDUCATION

<b>Course/Topic:</b>	<b>Instructors:</b>
Time Management	Bro. Martin
The Teacher 1 & 2	Sis. Moses
The Learner 1 & 2	Sis. Moses
The Organization	Sis. Kelley

## ***SECOND YEAR PROGRAMME***

### **Course Schedule and Descriptions 2024 - 2025**

<b>Analysis of Personal and Spiritual Formation</b>	3 September -20 December
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**Description:** This course is the study of the church, its mission, and the student's place in that mission. Subjects examined will include the Missional Church, the Theology of Mission, the Kingdom, and the Ministry of Reconciliation. It explores the biblical foundations, purpose, function, and future of the church and the impact of these doctrines on the local church and church organisations.

<b>Explore Apostolic Missiology</b>	7 January – 18 April
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**Description:** This course is designed to help students examine their spiritual journey and grow in their spiritual formation needs. This course will focus on one's spiritual in context of twelve spiritual disciples.

<b>Analyse Conflict Management and Resolution</b>	6 May – 27 June
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**Description:** This course explores the topic of conflict management and resolution from a corporate and ecclesiastical perspective. Students will examine factors that contribute to interpersonal conflict, miscommunication and the steps to resolution. Specific focus will be given to the skill needed to mitigate conflict within a leadership team and pursue productive resolution of conflict.

These courses are offered through Urshan, and will be completed through their distance learning software, Canvas. Typically there will be a two-hour live lecture each week.

Additionally, students will be required to attend a one-hour Growth Points session. These are informal, interactive lessons taught by various teachers on various topics the College feels will be beneficial. There are no assignments, and your grade is determined solely by your attendance.

The primary component of the Year Two programme is the practical ministry. At the beginning of the year, you will meet with the College leaders and determine your personal learning outcomes, which are practical goals and projects that you will work on throughout the year. You will complete a log each week, outlining briefly your time spent on these outcomes or any ministry activities. You should aim for 20 - 25 hours of practical ministry each week.

## HARVEST BIBLE COLLEGE *RULES & REGULATIONS*

**Enrolment:** It is understood by the new student at enrollment that he/she will abide by the rules of Harvest Bible College. Violations of the rules will result in disciplinary action. A signature will be required from all students stating that he/she will obey the rules and will be subject to dismissal from the college if the rules are violated.

**Class Attendance:** More than five (5) unexcused absences (per class per term) will be considered ***failure***. If you are sick you must have a form to present for an excused absence. You can get the forms from the general office. Three (3) times late to class will result in an ***unexcused absence***. Habitual lateness will be addressed. If you are more than 10 minutes late to class this will result in an ***unexcused absence***.

### **Finances:**

**Weekly payment - £114.00.**

**Monthly payment - £455.00.**

*These fees apply to students living on Campus.*

If for some reason you will be late, you *must* talk with the principal. If you need to make direct deposits you can get the information from the principal concerning the bank details. Late payments without prior arrangement with the principal may incur a *£10.00 additional fee per week*. **You cannot begin a new term with an outstanding bill from the previous term.**

**Requirements to Graduate:** Each student must meet all required assignments to the satisfaction of the teachers and college. School bills must be paid in full.

### **General Rules:**

1. Curfew is 11:00 p.m. You **must** be in your building by 11:00 p.m. each night. There will be no excuses except for job related reasons. Breaking the curfew without authorisation will result in disciplinary action. Both kitchens will be closed at 11:00 p.m.
2. Students should be in their rooms by 11:00 pm. The library should be vacated by 9 p.m. each night, including weekends.
3. Student lounge (fellowship hall) will close and be vacated at 11:00 p.m.
4. Music must be turned off at 11:00 p.m. unless earphones are used and at low volume.
5. There are to be no **overnight guests** in the student's living quarters. If you want a friend to stay the night you must have ***written permission*** from the principal and the respective dean. If permission is granted, guests will stay in the designated guest room. Permission must be obtained **IN ADVANCE** by filling the appropriate form. (This should be done at least a day or two in advance.)
6. If a **student** wishes to stay elsewhere overnight on the weekends, they must have ***written permission*** from the principal and the respective dean. Student leave forms are available from the school office. This should be done at least a day or two in advance. No residential students are to stay away from the dorm on school nights.
7. **No men** are to be in the ladies' dorm rooms at any time. **No ladies** are to be in the men's dorm rooms at any time. **No students** are to be in dorms of the opposite gender after curfew or ***before 7.45*** in the morning.

8. It is very important to respect the privacy of your fellow students.
9. **Each week rooms are subject to inspection by a staff member.** The college reserves the right for a member of staff to enter students' rooms at any time.

### **Dorms and Facilities:**

10. We cannot stress enough the importance of conserving utilities as we have **VERY** high electric, gas and water bills. Use lamps whenever possible rather than overhead lights. Layer your clothing and bedding so as to keep warm. As much as possible, use drying racks for wet clothes. Do not put denim clothing in the dryers. Electric heaters or refrigerators are not allowed in the rooms for fire and health safety reasons. Don't take long showers. Showers should be no longer than 10-15 minutes.
11. Concerning lights: In the ladies living quarters, the bathroom light is to remain on so that at night there is enough light to see by.
12. There is to be no ball-playing in either building.
13. The church musical instruments are not to be used without permission. No musical instruments are to be played after 10:00 pm. Please be considerate of the visitors staying in the guest quarters as the sound does carry.
14. If any school or church property is broken or damaged, the student will be responsible to pay for repairs. Please notify the principal if anything is broken or damaged. At the beginning of the school year, a **£50.00** deposit will be required from each student for their room. If there is no damage done and your room is left as you found it, this fee will be refunded at the end of the school year. *At the beginning of the school year you will have one week to report anything in your room that is damaged. If nothing is reported, you will be responsible for anything damaged,*
15. The sign out book **MUST** be used. It is located in the tearoom at 179, and there will be one located near the entrance of 181 as well. We ask that you always remember to sign in/out as this helps in regard to safety. **In case of emergency, we must know who is on the premises at all times.**
16. Drug abuse, alcohol, cigarette smoking and immorality will be grounds for expulsion. Attending the cinema, theatre, and football matches is prohibited.

### **Laundry:**

17. There is a scheduled time to do washing in each building. Don't wash your clothes at another person's time. Please be careful with the machines. Do not abuse them by overloading. Do not wash trainers (tennis shoes) in the machines. Please clean up after yourself when you do your washing. Also, if clothes are not yours do not put them in the dryer as you could ruin someone else's clothes. Please use drying racks and radiators as much as possible, rather than the dryer.

### **Kitchen:**

18. You will each have your own area in the kitchen for your food stuff. You will have a cabinet, a place in the fridge and in the freezer. **NEVER** take food or drinks into the sanctuary or library. Also, please do not "borrow" someone else's food without their permission.
19. There is a cleaning rota for each day after the midday meal. Please follow the guidelines laid out. If you use the kitchen at other times, you **must** clean up and put away all dishes.



**Toilets:**

20. A weekly cleaning rota for the toilets and showers has been established. Please be consistent in taking your turn on the rota. Dorm supervisors will be responsible to give cleaning guidelines to students.

**Dress Code:**

21. **Dress Code – Men:** No wearing of shorts.  
**For class:** men wear nice collared shirt and dress trousers. No t-shirt or denim (jeans) to class.
22. **Dress Code – Ladies:** No wearing of trousers or shorts. Please be sure your neckline is modest.  
**For class:** ladies are to wear a nice dress or skirt and jumper or blouse. No denim (jean) skirts to class. Please do not wear leggings on the platform or when leading. Skirt length must be covering the knees.
23. Please refrain from wearing ornamental jewelry and the wearing of make-up. Wedding rings and watches are considered functional.

**Internet Use:**

24. Internet access is allowed in the library at designated times and in your dorm room. All computers are subject to spot check by staff. Harvest Bible College reserves the right to inspect materials in electronic form.
25. Entertainment use: **Only wholesome entertainment is to be viewed.** If in doubt, ask a staff member. (Entertainment with immorality, cursing, and violence is not wholesome). If you have previously watched entertainment with this content, we ask that you refrain from it now that you are a student at HBC.
26. Mobile phone use is prohibited during class time. If you are seen using your mobile phone during class time you may be asked to leave the class. If you are asked to leave the class, this will result in an unexcused absence.
27. Internet use unrelated to the particular class in session is prohibited. Students may be asked to leave if they violate this. If you are asked to leave the class, this will result in an unexcused absence.

**Church Attendance:**

28. Students must attend church at least (2) times a week—at least once on Sunday and once mid-week. Students are encouraged to go either to prayer events or any outreach endeavors. Attendance will be noted.
29. Sunday morning and Wednesday night attendance in the Glasgow Church is mandatory unless you have permission to attend elsewhere.
30. Students will be required to attend scheduled weekly prayer meetings for the church and the school.
31. Students are encouraged to attend all scheduled weekend Church Evangelism trips. The valid excuses are job responsibilities or illness.
29. The only valid excuses for not attending service are a job or sickness. Your dorm supervisor must be informed, in advance, if this is the case. Please do not accept a job that will require you to miss

church on a regular basis on Sunday.

30. While a student, tithing should be given to Harvest Bible College unless you have been requested by your home pastor to pay to your home church. Tithes can be given on Tuesday afternoons when the school office is open or put in the offering during church services in a marked envelope.

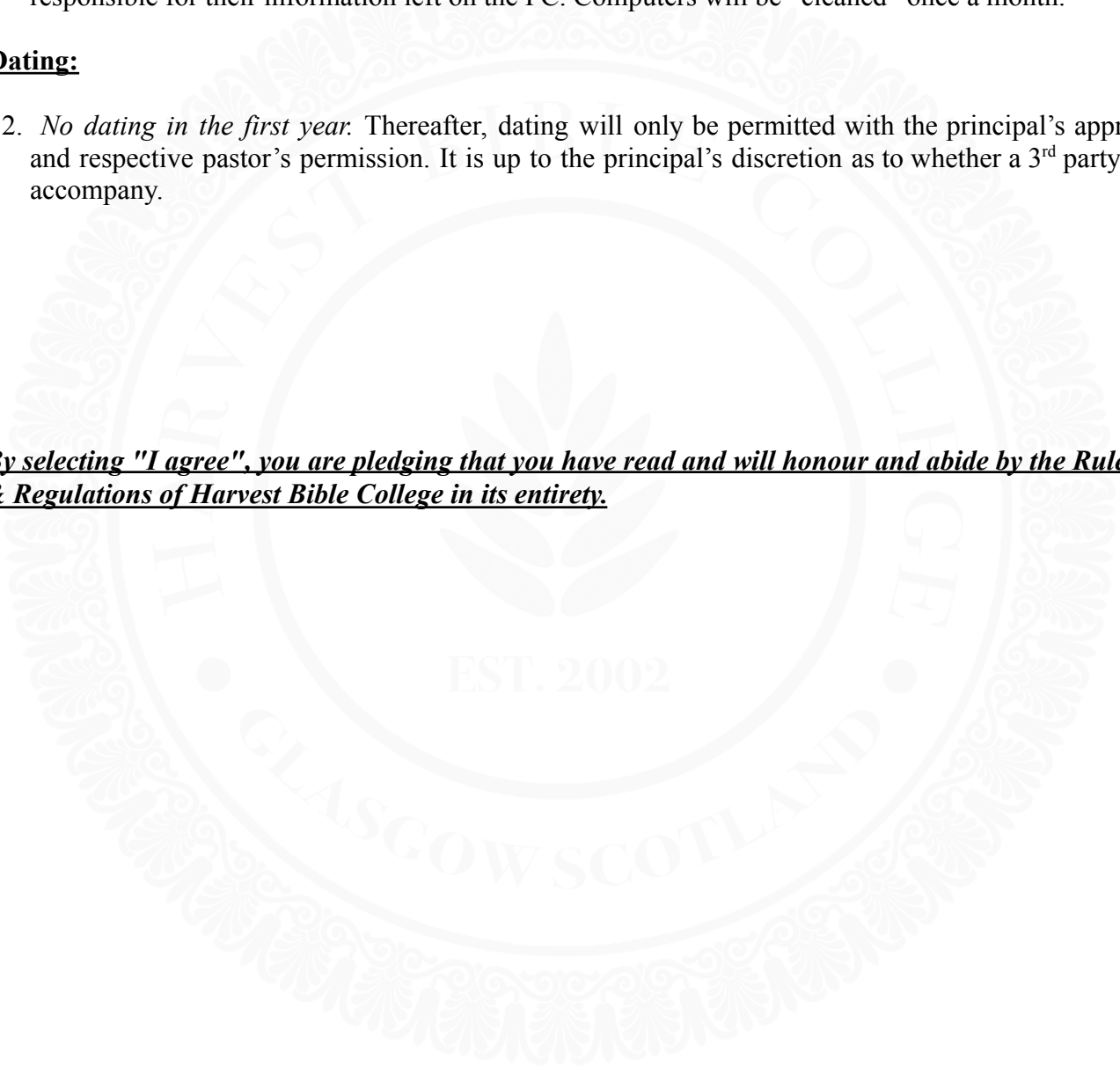
**Library:**

31. The library will be available for use from 9 am to 9 pm. The computers in the library are for student use on a first come first serve basis. In the event that a student is not doing schoolwork and another student needs to do schoolwork, priority will be given to the one with schoolwork. Students are responsible for their information left on the PC. Computers will be “cleaned” once a month.

**Dating:**

32. *No dating in the first year.* Thereafter, dating will only be permitted with the principal’s approval and respective pastor’s permission. It is up to the principal’s discretion as to whether a 3<sup>rd</sup> party will accompany.

**By selecting "I agree", you are pledging that you have read and will honour and abide by the Rules & Regulations of Harvest Bible College in its entirety.**



**HARVEST BIBLE COLLEGE**  
***FIRE PROCEDURE***

179 Shettleston Rd.

The two fire exits are on each end of the building – east and west.

181 Shettleston Rd.

The fire exits include the main front entrance (south side), the back entrance (north side) and the west side entrance.

If the fire alarm sounds, please proceed to the nearest exit from where you are located. If the alarm has sounded in Number 179, please proceed to the car park. If the fire alarm sounds in Number 181, please proceed to the car park at the east side of the property.

I, the undersigned, agree to the above procedures and agree to follow the stated plan of evacuation.

***By selecting "I agree", you are pledging that you have read the above procedures and agree to follow the stated plan of evacuation.***

EST. 2002

**HARVEST BIBLE COLLEGE**  
***MINISTRY INVOLVEMENT***

Please tick the areas you feel you would like to be a part of at some point this year.

- |   |  |
|---|--|
| <input type="checkbox"/> Sunday School                | <input type="checkbox"/> Youth                         |
| <input type="checkbox"/> Praise & Worship Team        | <input type="checkbox"/> Spanish Ministry (Nueva Vida) |
| <input type="checkbox"/> Musician                     | <input type="checkbox"/> Computer Work/AV              |
| <input type="checkbox"/> Administrative Work          | <input type="checkbox"/> Library                       |
| <input type="checkbox"/> Preaching                    | <input type="checkbox"/> Cleaning                      |
| <input type="checkbox"/> Fund-raising                 | <input type="checkbox"/> Home Bible Studies            |
| <input type="checkbox"/> Guest Services               | <input type="checkbox"/> Outreach                      |
| <input type="checkbox"/> Outside Ground Work          | <input type="checkbox"/> Building Maintenance          |
| <input type="checkbox"/> Photography for HBC          | <input type="checkbox"/> HBC Social Media/Website      |
| <input type="checkbox"/> Assist with preaching points |  |

- Periodically, going to Edinburgh on Sunday mornings and assisting.  
(This is a 1 hour drive leaving at 9 a.m.)
- Periodically, going to Falkirk on Sunday evenings and assisting.  
(This is a 30 min. drive leaving at 5:30 p.m.)

If not involved in another area of ministry, students are expected to be at service at New Life Church. This includes:

Sunday morning – 11a.m.

Wednesday evening – 7:00 p.m.

Students are encouraged to join New Life Church prayer meeting at 9 pm on Zoom.

# HARVEST BIBLE COLLEGE

## *PRACTICAL INVOLVMENT ASSESSMENT*

Student's Name \_\_\_\_\_

Task/Ministry \_\_\_\_\_

Please rate the student on the following. Please circle or underline one.

Punctuality	excellent	good	average	fair	poor
Preparedness	excellent	good	average	fair	poor
Thoroughness	excellent	good	average	fair	poor
Appearance	excellent	good	average	fair	poor
Qualified for task	excellent	good	average	fair	poor
Good eye contact	excellent	good	average	fair	poor
Held attention	excellent	good	average	fair	poor
Overall rating	excellent	good	average	fair	poor

Other comments relating to the students' performance:

Signed \_\_\_\_\_ Date \_\_\_\_\_

## HARVEST BIBLE COLLEGE

### *PROCEDURES AND GENERAL INFORMATION*

- **R.U.G.T. (Are You Getting There?)**  
Beginning in October, every two weeks you will have RUGT. This is basically a guidance counselling session with senior staff. You may, at this time, discuss any issues you have. The other purpose of this is to help you set and attain goals while you are here. Between now and your first session you need to put in writing five long term goals for your life and five goals you would like to accomplish while you are here. The schedule for these sessions will be given.
  - **SPEAKING ROTAS**  
Beginning in October, on Wednesday nights we will have a student speak for 10 minutes. There will also be students speaking in the Friday chapel sessions. The Student Rep. is responsible for this schedule.
  - **CLASS REPRESENTATIVE**  
At the end of September, we will have a vote for the Class Representative. This person will be the voice for the students in Tuesday Staff Meetings which are held at 2.00 p.m. via Zoom. This person will also be responsible to initiate any social activities and also is free to spearhead any projects for students such as fund-raising, outings, etc. The person will also be responsible to organise the Tuesday and Friday chapel services and organise the Wednesday night speaking rota. They should be a spiritual leader.
- NOTE: Tuesday Chapel Service is devoted to prayer.
- **CLEANLINESS**  
We cannot stress enough the importance of keeping the facilities clean and tidy at all times. We have many people coming on the premises and things must be presentable at all times. Please be especially aware of this in the kitchens, library and bathrooms/shower rooms. Clean up after yourself. When dishes are washed or run through the dishwasher, they should be put away. Don't leave your clean or dirty dishes for someone else to take care of. You will shortly receive cleaning and laundry rotas.
  - **MAIL**  
Unless necessary, don't change your address to Harvest Bible College. Any mail received for you will be distributed.
  - **EVANGELISM TRIPS**  
Weekend trips to various churches will be planned as much as possible. The cost will be kept as low as possible, but there will be some expense involved. You will be told well in advance the cost so that you can plan financially as well as work schedules. These trips are practical opportunities for ministry as well as a lot of fun.
  - **SPRING BREAK TRIP**  
There will also be a trip to Moldova this year that will take place 1-5 May during the Easter Break. £250 plus airfare. A definite price will be confirmed as soon as possible.
  - **SECURITY:** It is advisable to lock your room on Sundays and when you are away on trips. Do not leave doors open going into buildings. Please do not leave any valuables unattended.
  - **ALARMS:** Both buildings will be alarmed from 11.00 pm - 7.00 a.m. If you do go into the downstairs of the older building before 7.00 a.m., you will set the alarm off.

- GENERAL OFFICE

Please help us by not congregating in the General Office. If you don't have a reason to be there, please find somewhere else to lounge. Please do not use the office computer or supplies from the office without permission.

- QUIET ROOMS

There is a Quiet Room in each of the dorm areas. This room is for prayer, study and quiet meditation. It is not for sleeping, eating, drinking, etc. Please respect this.

- FIRE EXITS

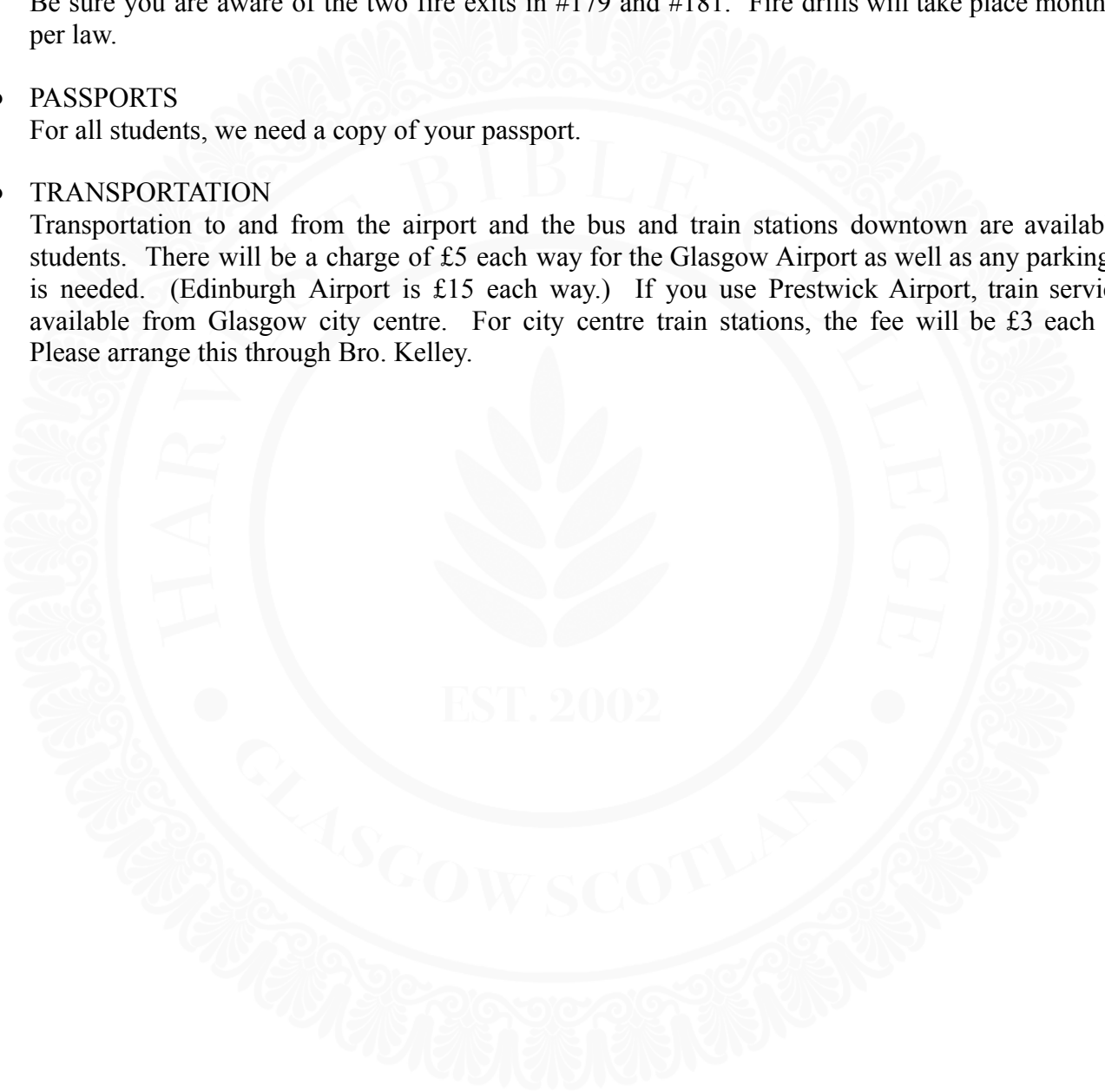
Be sure you are aware of the two fire exits in #179 and #181. Fire drills will take place monthly as per law.

- PASSPORTS

For all students, we need a copy of your passport.

- TRANSPORTATION

Transportation to and from the airport and the bus and train stations downtown are available to students. There will be a charge of £5 each way for the Glasgow Airport as well as any parking if it is needed. (Edinburgh Airport is £15 each way.) If you use Prestwick Airport, train service is available from Glasgow city centre. For city centre train stations, the fee will be £3 each way. Please arrange this through Bro. Kelley.



**HARVEST BIBLE COLLEGE**  
*STUDENT LEAVE FORM*

**Note:** Prior Approval Required

Date: \_\_\_\_\_

Student name: \_\_\_\_\_

Date of leave requested: (date leaving and date returning)

\_\_\_\_\_

**Please include about what time you will be returning. This way nobody will worry if you are planning to return late.**

Give a brief description of where you are going, including the time you will be away from the college:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

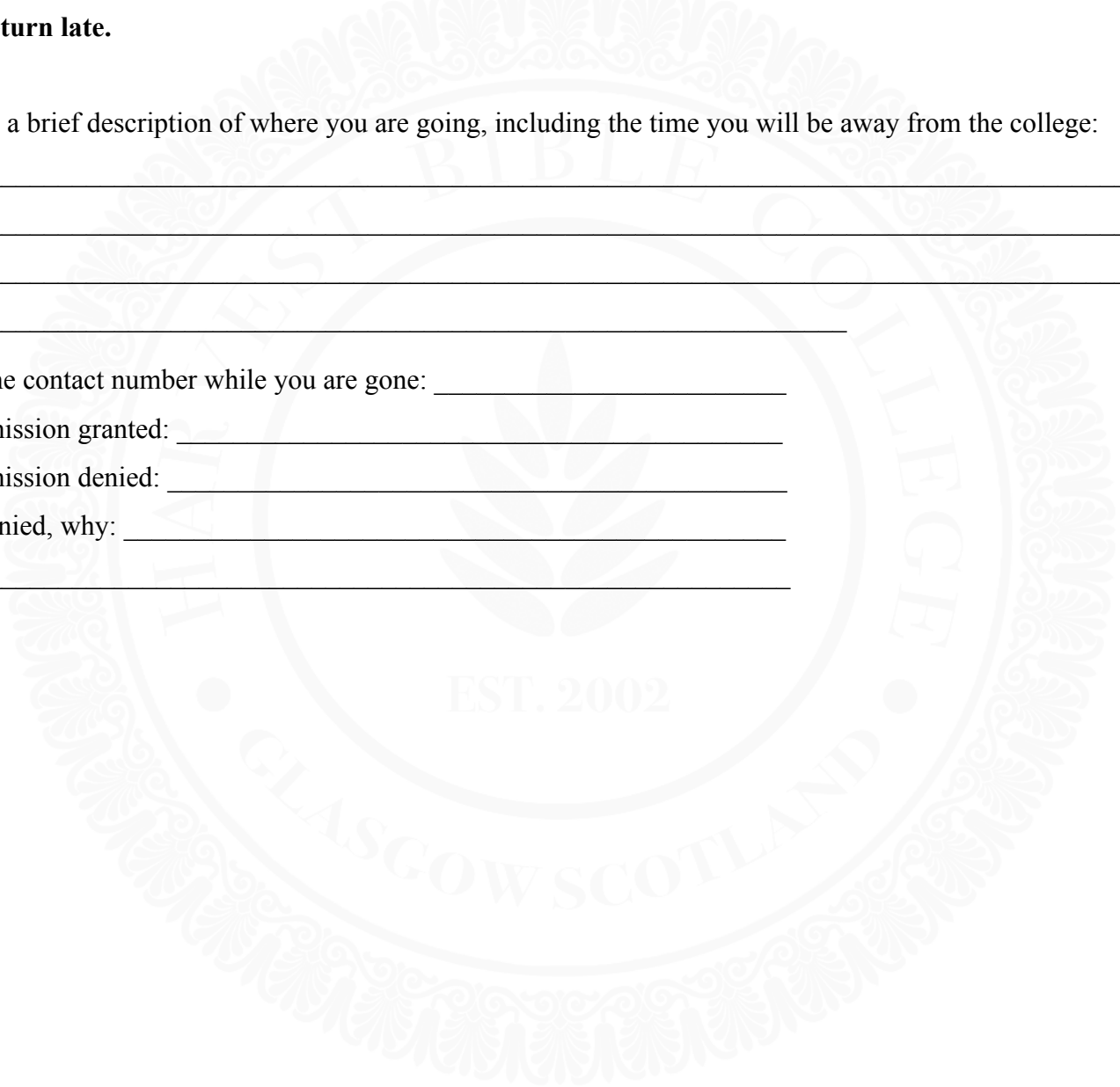
Phone contact number while you are gone: \_\_\_\_\_

Permission granted: \_\_\_\_\_

Permission denied: \_\_\_\_\_

If denied, why: \_\_\_\_\_

\_\_\_\_\_



Signature of Principal: \_\_\_\_\_



**HARVEST BIBLE COLLEGE**  
*OVERNIGHT GUEST FORM*

Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Name of Visiting Guest, Male/ Female: \_\_\_\_\_

Brief Description of the Visiting Guest and Purpose of Visit:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Arrival Date and Time: \_\_\_\_\_

Departure Date and Time: \_\_\_\_\_

Guest Room Required: \_\_\_\_\_



Signature of Dean: \_\_\_\_\_

Signature of Principal: \_\_\_\_\_

**HARVEST BIBLE COLLEGE**

*SICK FORM*

Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_

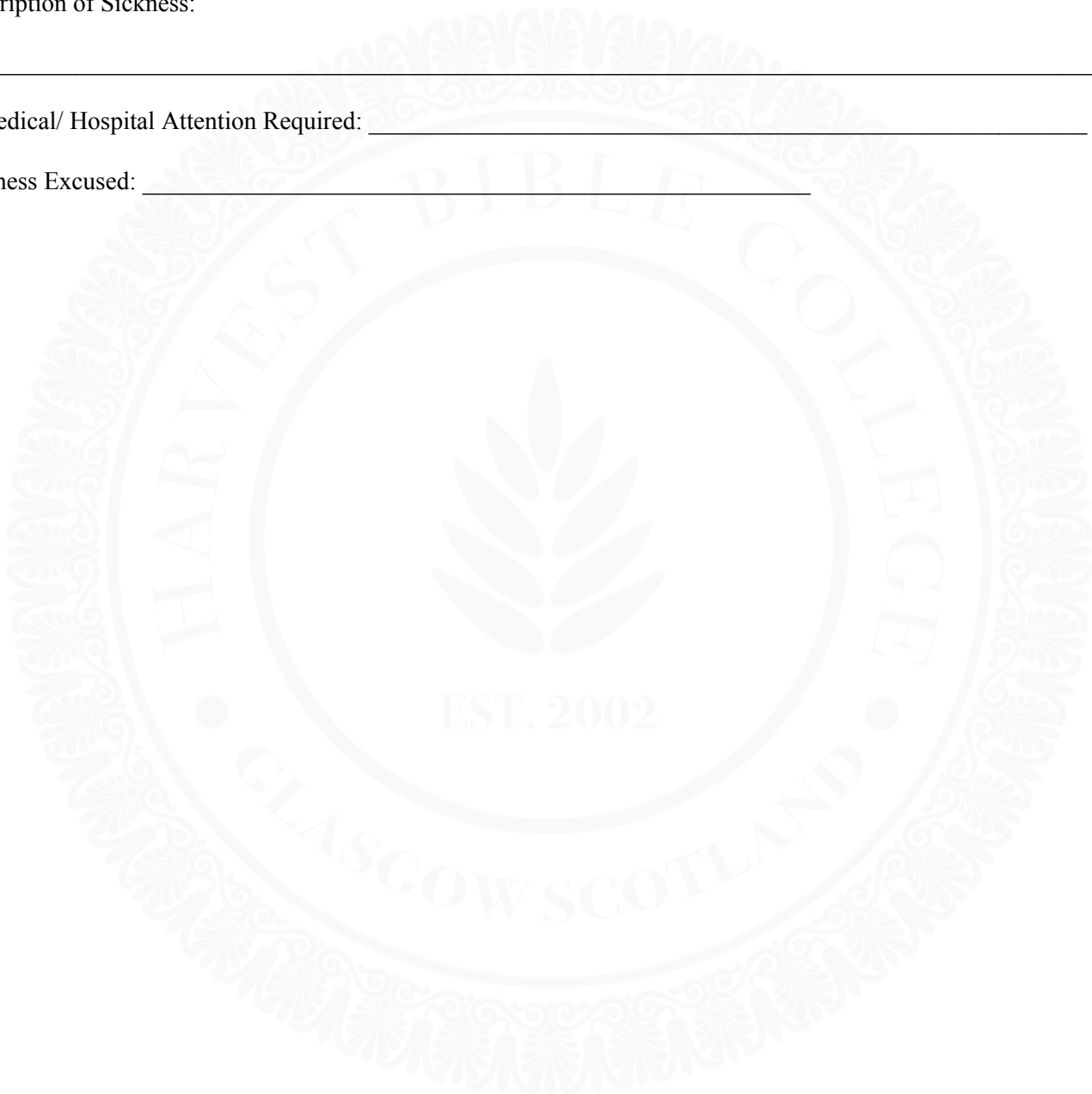
Time Reported to Dean/ Principal: \_\_\_\_\_

Description of Sickness:

\_\_\_\_\_

Is Medical/ Hospital Attention Required: \_\_\_\_\_

Sickness Excused: \_\_\_\_\_



Signature of Dean/Principal/or Office Staff \_\_\_\_\_

## **HARVEST BIBLE COLLEGE** ***GRIEVANCE PROCEDURE***

In an effort to show fairness to all staff and students, Harvest Bible College management always has an “open door” policy. Staff have weekly meetings where their concerns can be expressed. Students have bi-weekly meetings with the management. Additionally, students and staff are encouraged to seek out the proper authority whenever they have an issue that needs to be discussed.

If the procedures stated above do not resolve an issue, staff and students may pursue the following procedure:

- If a student has a grievance, they should seek out the Dean of Men, the Dean of Women or the Academic Dean.
- If the issue involves a specific instructor, the student will be advised to voice their issue to that instructor.
- If the issue cannot be resolved at this level, the principal will be consulted.
- There will be occasions when meetings between the parties at conflict will be beneficial. This will be at the discretion of the principal who will officiate at such meetings. This goes for both student and staff issues.
- If the issue is still not resolved, the principal will request the student or staff member to put into writing the grievance so that it may be presented to the School Board.
- The School Board will have the ultimate authority to make decisions on matters involving a conflict.
- If the student or staff member is not satisfied with the final decision, they will need to consider removing themselves from Harvest Bible College.

In the spirit of Christianity, it is hoped that issues of conflict will be resolved through prayer, forgiveness and mercy. However, it is realised that at times conflicts may arise that will require the above procedure. It is very important that the individual with the grievance resolve it with the proper authority and channels and does not make it a matter of public knowledge.

Students are given the opportunity at the end of the school year to write any complaints on a confidential evaluation form that covers staff, facilities, scheduling, etc. The administration uses these evaluations to improve the college spiritually, academically, physically and socially.

***By selecting “I agree”, you are agreeing that you have read and accepted the Grievance/Complaints Policy in its entirety and agree to abide by the steps that it has stated above.***



THE FOLLOWING IS A COMPLAINTS PROCEDURE FOR OUR ACCREDITATION AGENCY, THE BRITISH ACCREDITATION COUNCIL. IF A STUDENT GOES THROUGH THE HARVEST BIBLE COLLEGE GRIEVANCE PROCEDURE AND IS NOT PLEASED, THEY HAVE THE OPTION TO FOLLOW THE PROCEDURE BELOW. MORE INFORMATION CAN BE OBTAINED FROM THE BAC WEBSITE. <http://www.the-bac.org>

### BAC Complaints Procedure

BAC has a formal student complaints procedure for all our accredited colleges. Our complaints procedure is covered in our Accreditation Handbook. We will try to help you to resolve your dispute with a BAC-accredited college, but there are some things that you will have to do before we can take up your case. Please read the following important information if you wish to make a complaint against an accredited institution

First, you need to show that you have tried to resolve your complaint through your college's complaints procedure. The college management may wish to respond to and/or address your concerns. You will be in the strongest position if your complaint is made while you are enrolled at the college. If you leave and then complain, you may be more likely to experience difficulties securing prompt responses from the college. Also, it would be wise to consider any visa conditions prior to leaving the college.

You need to show that you have read the college's Terms and Conditions in relation to your complaint, and that you have made a satisfactory effort to try and resolve your complaint with the college directly.

BAC can only pursue a complaint if you provide us with written and signed authorisation to do so. Formal letters of complaint should be posted to BAC's [London office](#).

BAC will only consider complaints which are directly relevant to the **standards for accreditation** (see the [Accreditation Handbook](#) for details).

Before submitting your complaint to BAC, please ensure that you have included the following:

- A full description of all circumstances leading to the complaint being made.
- A signed statement indicating that you authorise BAC to contact the institution on your behalf.
- All documentation relating to the complaint being made, including, but not limited to:
  - enrolment letters
  - any receipts for payments made to the institution
  - any visa letters sent and received (if relevant to the complaint)
  - any correspondence between you and the institution which relates to this complaint (this should include documentary evidence that the College's own complaints procedure has been used and exhausted)
  - the institution's terms and conditions and/or refund policy, if you have access to this
  - Any other relevant documentary evidence

**N.B. Please ensure that you retain copies of all submitted documents as it will not be possible for BAC to return them. Please note that BAC will be unable to take action on any complaints without first receiving the above. Also, please see the [Accreditation Handbook](#) for a number of additional circumstances under which BAC will not involve itself in a complaint.**

## HARVEST BIBLE COLLEGE

### *OVERALL GRADING SCALE*

The following grading scale will be used to derive each student's final grade for the course. In addition, this grading scheme should be used to determine academic progress on each of the required assignments.

Grade	Percentage Score Range	Rationale & Meaning of Grade
A	93-100%	Superior work in all areas as indicated in the instructor's written expectations. Exemplary performance, participation, creativity, and writing.
A-	90-92%	Excellent work overall, but may be lacking in relation to some aspect of the instructor's expectations. Excellent content in writing assignments.
B+	87-89%	Good work in most areas, minor deficiency in relation to the instructor's expectations regarding content, standard writing style, or procedures. Good content, but lacking in some areas.
B Or B-	83-86%  80-82%	Fair to good work in most areas, minor deficiency in relation to the instructor's expectations regarding content, standard writing style, or procedures. Attention to detail or written instructions may have significantly improved the project.
C+	77-79%	Passing work but in serious need of improvement in many areas, especially in regard to form, content, and instructor's expectations.
C Or C-	73-76%  70-72%	Passing work, but in serious need of improvement in many areas, especially in regard to form, content, and assignment specifications; below professional quality standards.
D	60-69	Passing grade because instructor feels that the student has captured the spirit of the class and has given his/her personal best. Quality falls below average and needs attention.
F	Under 60	Failing; minimal conformity to instructor's expectations; not college level work; requires repeat of the course or subsequent work to bring grade to a passing level.

## *GOOD STUDY HABITS*

- You will have to find a quiet place to study. The library may be too busy.
  - time management will be VERY important.
  - no one will stand over you, but it will soon show if you are not managing your time
  - you have no first term to get serious—intensive course
  - you must pass every course to graduate
  
- Note-taking
  
- Grammar, punctuation and spelling
  - Always do a spell check and edit check.
  - Run on sentences and full sentences—not phrases
  - Proper nouns
  - Have someone proof
  - If you have been out of school for awhile, have a younger person proof.
  
- Get organised
  - Study time
  - Keeping notes
  - Don't neglect prayer life
  
- Learn to speak in a time limit.
  - There's a blessing in brevity.
  
- Don't read notes
  - when making speaking notes, don't write full sentences
  - learn how to summarise---hit the high points.
  - use voice inflections
  
- Writing
  - paint word pictures
  - presentation is important
  - bibliographies

## HARVEST BIBLE COLLEGE

### *ACADEMIC HONESTY AND INTEGRITY AGREEMENT*

At Harvest Bible College we believe that the pursuit of knowledge, and the call of the Lord, require honesty and integrity. The expectation is that each student will do his/her own work.

The standards of academic honesty and integrity prohibit such conduct as the giving or receiving of unauthorised help in examinations or other assignments, plagiarism and other unacknowledged or undocumented use of source material, copyright law violations, and forgery. Students may not re-use their own work without explicit disclosure regarding the nature of its original use and/or explicit permission from faculty on a per-assignment basis.

Academic dishonesty in relation to exams includes, but is not limited to:

- The use of books, notes, and/or electronic devices in examinations without the explicit permission of the instructor.
- Collaboration (working with another person) on an exam without expressed authorisation.
- Copying, printing, and/or distributing exam materials.

Penalties for academic dishonesty will include one of the following:

- Zero grade for the assignment.
- Failing grade for the course.
- Failing grade and immediate dismissal from the course.

For all exams, I understand:

- I am allowed only to use my own thinking to take the exam.
- I am not allowed to use any other resource including notes, mobile phones, other people, textbooks, course materials, search engines, dictionaries, etc.
- I may not copy or reproduce any part of the exam.
- I may not take the exam in the same location as another student unless I've prearranged with the faculty. I am to take this exam as if I were in a proctored setting on campus.

For all assignments, I understand:

- I am not allowed to give or receive unauthorised help.
- Plagiarism and other unacknowledged or undocumented use of source material, copyright law violations, and forgery are forbidden.
- The use of AI to avoid doing my own work is forbidden.
- I may not re-use my own work without explicit disclosure regarding the nature of its original use and/or explicit permission from faculty on a per-assignment basis.

***By selecting "I agree", you are pledging that you have read and will honour and abide by the Academic Honesty and Integrity Agreement in its entirety.***

# PHOTOGRAPHY/FILMING CONSENT FORM

*(Data Protection Act 1998)*

FOR PHOTOGRAPHY/FILM TAKEN BY HARVEST BIBLE COLLEGE BETWEEN THE DATES OF 2 SEPTEMBER 2024 - 5 JULY, 2025.

To comply with the Data Protection Act 1998, we need your permission before we take any photographs or videos of you. We would like to take photos/film and/or comments of you as a record of the day and for promotional purposes. These images may appear on our website, social media, email newsletters, in our printed materials produced for promotional purposes including leaflets, posters and adverts, or in materials sent out to the media.

**By selecting "I agree" to this online document you are:**

1. Consenting that we, Harvest Bible College, may use your images in printed publicity, promotional literature, and online platforms such as our website and social media sites.
2. In understanding that websites and other online media can be seen throughout the world, and not just in the United Kingdom, where UK law applies.
3. Consenting for us to distribute, where appropriate, your images to ministries of the United Pentecostal Church of Great Britain and Ireland and the United Pentecostal Church International.
4. Consenting for us to use your name and class year when publishing photographs or videos of you.

*Conditions of use*

- *This form is valid for five years.*
- *We will not use the photographs/film for any other purposes than those mentioned above.*
- *Other than your name and class year, we will not include personal details (such as postal addresses, or telephone numbers) on our website, printed materials or other marketing/promotional materials.*
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**HARVEST BIBLE COLLEGE**  
***HANDBOOK AGREEMENT***

***By selecting "I agree", you are pledging that you have read and will honour and abide by the Harvest Bible College Handbook in its entirety.***