



**ALTERED**  
DISTANCE LEARNING PROGRAMME

2024 - 2025

# Student Handbook

**LEARN THE WORD - APPLY THE WORD - SHARE THE WORD**

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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 distance learning 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, complete this course not as an educated saint but as an educated harvester for the Kingdom of God.

Sincerely,

The Kelleys &  
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/complaints 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 recognising 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 favourably 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 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 ongoing and will be updated and amended as needed. Progress will be reported to the staff, to the School Board and also to 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 interactions 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 in 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 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 that are economically feasible.

To date (August 2025), the college has had people with dyslexia 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.

## **RADICALISATION AND EXTREMISM POLICY**

Harvest Bible College is committed to the prevention of radicalisation and extremism. Whilst we have firm religious views, we do not encourage or allow the condemnation of individuals with differing views. However, as stated in the college prospectus, we adhere to the principles laid out in the Word of God in regard to Christian doctrine and lifestyle. We do not tolerate racism, right-wing ideology and religious extremism. Whilst our stand on morality is clearly stated in our prospectus, we do not condemn individuals but rather non-Biblical lifestyles and practices.

### **PREVENT STRATEGY:**

The college will respond to any of the above attitudes that display themselves in a student by meeting with them individually and endeavouring to resolve matters. If this does not resolve an issue, the individual may be asked to meet with the School Board. If compliance with school guidelines is still not adhered to, the student will be eligible for dismissal from the college.

In an effort to prevent radicalisation and extremism, the administration will carefully monitor student attitudes and activities. The college reserves the right to inspect the computer content of students. Being a small college, it is reasonable to assume that staff will be able to monitor attitudes and actions closely. Harvest Bible College is fully willing to work with other organisations in regard to societal elements and attitudes prevalent at any given time. Whereas the college is part of the local community and in good standing, cooperation would be guaranteed in guarding against any radicalisation and extremism.

### **CONTEST:**

In accordance with counter-terrorism and anti-extremism strategy, Harvest Bible College will endeavour to:

1. Pursue, detect and investigate threats so as to disturb and prevent terrorist attacks.
2. Prevent and challenge extremist ideas that support terrorist activity.
3. Protect and strengthen the government's efforts to prevent terrorism.
4. Prepare to mitigate the impact of a terrorist attack in the community when it cannot be prevented.

### **STAFF AND GUESTS:**

The college carefully vets all staff and guest lecturers who participate in the life of the college. The premises are secure with alarm systems and entry codes. Being a small college helps to identify quickly tensions between staff and students that would be relevant. All promotional materials are carefully reviewed before publication.

Harvest Bible College believes that with the proper monitoring and vetting procedures of both staff and students that are already in place, the risk of extremism and terrorist activity is relatively minimal. However, due diligence in regard to these matters must never be compromised or slacking. The college is committed to the following British values:

- Democracy
- Adherence to the rule of law
- Individual liberty
- Respectful and Christ-like love towards individuals of different faiths or beliefs

In classes, these values are promoted. Whilst no political parties are endorsed, these basic core values are propagated. Students are free to discuss different points of view knowing that the college will ultimately adhere to Biblical standards and principles.

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**HARVEST BIBLE COLLEGE FEES**  
**2024 Onwards**

All fees are in GBP Sterling and apply to distance-learning courses only.

TUITION FOR 10 MONTH COURSE	£1000.00
APPLICATION FEE (Non-refundable)	50.00
TECHNOLOGY FEE	50.00

**TOTAL AMOUNT OF FEES** **£ 1100.00**  
**Books are not included in the above fees.**

YEAR 2 TUITION FOR 10 MONTHS COURSE	£1500.00
APPLICATION FEE (Non-refundable)	50.00

**TOTAL AMOUNT OF FEES** **£1550.00**  
**Books are included in the above fees.**

**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.

**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.

### TERM 1: LEARN THE WORD

DATE	COURSE	INSTRUCTOR
3 - 20 September	<i>Unit 1 – Introductory Review of the Bible</i> <i>Unit 2 – Analyse Biblical Culture and Setting</i>	Bro. Price
24 September - 4 October	<i>Unit 3 – Study of the Pentateuch</i>	Bro. Drummond
8 - 18 October	<i>Unit 14 - Hermeneutics: Applied</i> <i>Biblical Interpretation</i>	Bro. Hefner
22 October - 1 November	<i>Unit 30 – Develop Christian Discipline</i> <i>Unit 31 – Identify Prayer Strategies</i>	Bro. King
5 - 15 November	<i>Unit 34 – Identify Apostolic Distinctives</i>	Bro. Shaw
19 - 29 November	<i>Unit 10 - Introduction to Core Biblical</i> <i>Doctrines</i> <i>Unit 37 - Understanding the Oneness of God</i>	Bro. Shertzer
3 - 20 December	<i>Unit 27 - An Exploration of the New Birth</i> <i>Unit 28 - Discover Principles of Holiness</i>	Bro. K Kelley

### TERM 2: APPLY THE WORD

7 - 17 January	<i>Unit 6 – A Study of the Historical Books</i>	Bro. Kansanback
21- 31 January	<i>Unit 25 – Study of the Major Prophets</i> <i>Unit 39 – Study of the Minor Prophets</i>	Sis. Willeford
4 - 14 February	<i>Unit 8 – Explore the Life of Christ</i>	Bro. Nicholls
18 - 28 February	<i>Unit 11 – Analyse the Formation of the</i> <i>First Church</i>	Bro. Follmer
4 - 21 March	<i>Unit 20 – Study of the Pauline Epistles</i> <i>Unit 32 – Identify Spiritual Gifts and Callings</i>	Bro. Green
25 - 28 March	<i>Unit 38 – Study of General Epistles</i>	Sis. Follmer
1 - 11 April	<i>Unit 12 – Discover Church Planting</i> <i>Principles</i>	Bro. R Kelley
15 - 18 April	<i>Unit 43 – Explore and Implement</i> <i>Global Missiology</i>	Bro. Showalter



### TERM 3: SHARE THE WORD

6- 9 May	<i>Unit 15 – Analyse End-Time Prophecy</i>	Bro. Brainos
13 - 16 May	<i>Unit 33 – Analyse Revival Principles</i> <i>Unit 29 – Develop Effective Outreach Methods</i>	Bro. Pace
20 - 30 May	<i>Unit 5 - Homiletics: Mastering Practical Applications</i>	Bro. Jean
3 - 13 June	<i>Unit 7 - Develop a Christian Worldview</i>	Bro. and Sis. Shalm
17 - 20 June	<i>Unit 35 – Interpret and Apply Christian Ethics</i>	Bro. Banton
24 - 27 June	<i>Unit 23 – Develop Principle-Centred Leadership</i>	Bro. Van Gorp

## COURSE DESCRIPTIONS

### TERM 1

#### **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.

#### **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.

#### **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.

#### **Identify Prayer Strategies**

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

#### **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.

## **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.

## **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.

## **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.

## **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.

## **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.

## **TERM 2**

### **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.

### **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.

### **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.

### **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.

## **Acts—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.

## **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.

## **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.

## **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.

## **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.

## **Explore and Implement Global Missiology**

Concluding the school year, 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.

## **TERM 3**

### **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.

### **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.

### **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.

### **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.

### **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.

### **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.

### **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.

**HARVEST BIBLE COLLEGE**

*Specialised Majors*

2024 - 2025

The following classes are being offered in addition to regular classes and can be completed at the student's own pace.

**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

# Harvest Bible College 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 – 28 March
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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 spirituality in the context of twelve spiritual disciples.

<b>Analyse Conflict Management and Resolution</b>	15 April – 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 skills needed to mitigate conflict within a leadership team and pursue productive resolution of conflict.

### Additional Courses for Second-Year Altered Students

<b>An Explanation of Apologetics</b>	Bro. M Buckland	15 - 25 October
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**Description:** 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 the 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.

<b>Study of the Poetical Books</b>	Sis. Frake (TBC)	18 February - 7 March (TBC)
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**Description:** 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.

<b>Introduction to Christian Counselling</b>	Sis. Green (TBC)	22 April - 9 May (TBC)
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**Description:** 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.

For the Altered Distance Learning Programme, all policies, procedures and forms will be digitally completed through our online learning management system. The forms below appear as they do online.

## **HARVEST BIBLE COLLEGE** ***PROCEDURES, RULES AND 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.

**Attendance:** Live lectures must be attended every Tuesday at 7.00 p.m. In order to miss a live lecture, you must get approval from the Academic Dean in advance. If you are more than 10 minutes late, this will be an unexcused absence and you must check in with the Academic Dean. Unexcused absences or tardiness will result in grades being reduced. Pre-recorded lectures can be watched at the student's own pace within the time frame of each course.

**Finances:** Payments can be made by bank transfer or through the Harvest Bible College website (this may incur additional fees). 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.

### **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.

### **Class Representative**

At the end of September, students will vote for a class representative. This person will be the voice for the students in Tuesday Staff Meetings if possible. They are held at 2.00 p.m. on Zoom. This person will also be responsible to initiate any social activities and also is free to spearhead any projects for students such as fundraising, evangelism, etc. The dynamics of this will be different without students being together on campus. However, it is a way to stretch effective involvement in the "new normal".

**By selecting "I agree", you are stating that you will follow all rules set by Harvest Bible College. You do understand that some of the rules can be modified by the staff of Harvest Bible College, if needed. You realise if you do not obey the rules and requirements of the college, you will be asked to leave.**



## **HARVEST BIBLE COLLEGE**

### ***GRIEVANCE/COMPLAINTS 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/complaint, they should seek out 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/complaint 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/complaint resolves 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 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.



# **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.

**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.*
- Copyright of photographs taken will remain with the organisation named above.*

# 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.**

# 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 maybe lacking in relation to some aspect of the instructor's expectations. Excellent content in writing assignments.
B+	87-89%	Good work in most areas, with 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, with 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 the 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 a repeat of the course or subsequent work to bring grade to a passing level.

# **HARVEST BIBLE COLLEGE**

## *Policy for Online Courses*

For a student to be enrolled in the distance learning course, it is imperative that they have good internet access daily.

### MINIMUM REQUIREMENTS:

- Regular access to high speed or broadband connection (e.g., DSL or Cable)
- A modern standards compliant web browser (Chrome, Firefox, Safari, or Internet Explorer 9+)
- Access to webcam and microphone is necessary for Zoom.
- Microsoft Office 2010 +
- Adobe Acrobat Reader (for .pdf files)

### MINIMUM REQUIREMENTS FOR COMPUTER:

If you are using a Windows computer, you will need:

- Windows 7
- Intel Core 2 Duo processor
- 2 GB RAM

If you are using a Macintosh computer, you will need:

- Mac OS 10.6 or later
- Intel Core 2 Duo processor
- 2 GB RAM



**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 Altered Handbook in its entirety.***