

2018-2019

Word of Life Bible Institute Hungary
Student Handbook



WORD OF LIFE BIBLE INSTITUTE HUNGARY STUDENT HANDBOOK 2018-2019

| | |
|--|-----------|
| HANDBOOK INTRODUCTION | 3 |
| PHILOSOPHY, MISSION, AND OBJECTIVES | 4 |
| BIBLE INSTITUTE STAFF | 9 |
| CONTACT INFORMATION | 10 |
| CODE OF HONOR | 12 |
| 1. ACADEMIC DEPARTMENT | 27 |
| I. ACADEMIC MISSION STATEMENT | 27 |
| II. TOOLS FOR MEASURING ACADEMIC OUTCOMES | 27 |
| III. ACADEMIC OFFICE STRUCTURE | 28 |
| IV. ACADEMIC STANDARDS AND PROCEDURES | 29 |
| V. ACADEMIC INFORMATION | 32 |
| VI. ACADEMIC STANDINGS | 37 |
| VII. STUDENT STUDY SKILLS ASSISTANCE | 40 |
| VIII. GRADUATION REQUIREMENTS | 40 |
| IX. ADDITIONAL GRADUATION INFORMATION | 41 |
| X. TRANSCRIPT REQUESTS | 42 |
| XI. FINANCIAL OBLIGATIONS | 43 |
| 2. STUDENT LIFE | 45 |
| I. STUDENT LIFE PURPOSE AND STRUCTURE | 45 |
| II. STANDARD OF CONDUCT | 46 |

TABLE OF CONTENTS

| | |
|--|-----------|
| III. STUDENT LIFE CORE VALUES | 47 |
| IV. STUDENT LIFE PHILOSOPHY | 50 |
| V. SPECIAL REQUEST FORM | 57 |
| VI. IMPORTANT RULES AND GUIDELINES | 57 |
| VII. STUDENT LIFE SEMESTER EVALUATIONS | 80 |
| 3. CHRISTIAN SERVICE | 82 |
| I. CHRISTIAN SERVICE DEPARTMENT | 82 |
| II. PURPOSE, VISION AND OBJECTIVES | 83 |
| III. MINISTRY ASSIGNMENTS DURING THE ACADEMIC YEAR | 85 |
| IV. SERVICE ASSIGNMENTS | 85 |
| V. CHRISTIAN SERVICE ATTITUDE FEEDBACK | 87 |
| VI. MINISTRY PRACTICUM | 87 |
| ADDITIONAL IMPORTANT INFORMATION | 90 |

HANDBOOK INTRODUCTION

The purpose of this booklet is to help our staff and students work together to achieve the goals of the school. Although it is intended to provide formal structure for the institution, the focus of our staff is always on the individual as a fellow believer in Christ. The administration realizes that the guidelines found in this book are not a way to spirituality, but that cheerful obedience to these guidelines is a reflection of a healthy relationship with our God. Proper attitude and respect for one another are marks of maturity, and help lead to further spiritual growth and a closer fellowship among us.

PHILOSOPHY, MISSION, AND OBJECTIVES OF THE WORD OF LIFE BIBLE INSTITUTE

PHILOSOPHY

Word of Life Bible Institute as an educational institution has developed its entire program around a particular philosophy of education. This philosophy of education is based on three key words: Know (study), Grow (life), and Show (ministry). These three words characterize our approach to education.

Believers are commanded to study the Word of God, accepting it as their foundation and authority. Since discipleship and character building are the responsibility of godly leadership, we need to build an institution that will educate students in Biblical doctrine and conduct through the classroom and lifestyle of our staff. Our goal is to produce students that practice excellence in the Christian life, bringing glory to God.

This philosophy is based on the following principles:

1. We believe that the Bible is not only the foundation for morality, but it is also authoritative in every area that it addresses. It is, therefore, the beginning of wisdom and a prerequisite for any academic endeavor. 2 Timothy 2:15
2. We believe that any area of Bible study must be built on a proper relationship to Jesus Christ. Colossians 2:6-7
3. We believe that intellectual knowledge is only a beginning step and that a student has not learned until he has put this knowledge into practice. 2 Timothy 2:1-2
4. We believe that character development is a legitimate concern of education. Colossians 1:9-11; 2:8-9; Titus 2:7-8

MISSION

5. We believe that staff and faculty are more than teachers. They are role models and, as such, must display Christian character and commitment before the student. Ezra 7:10; 1 Corinthians 4:15-16; Matthew 28:19-20
6. We believe that doctrine is the foundation of all our endeavors. 2 Timothy 3:16; Titus 2:1

MISSION

The mission of Word of Life Bible Institute is to educate each student within a rigorous academic and structured discipleship atmosphere preparing him or her to live a life of maximum effectiveness for the Lord.

OBJECTIVES

1. ACADEMIC OBJECTIVES (STUDY)

The Bible Institute offers only Bible and Bible-related courses in its standard two-year curriculum. We seek to instill within students a practical working knowledge of the Bible that will enable them to articulate and defend a biblical worldview. The specific objectives of the academic program are to provide students with:

- a. An understanding of the context, content, and contribution of every book of the Bible.
- b. An understanding of all the basic doctrines of orthodox Christianity.
- c. An in-depth understanding of the major books of the Bible.
- d. Particular ministry skills in evangelism, discipleship, Bible study methodology, leadership, counseling, and biblical communication.

Courses are taught by a dynamic combination of both resident and adjunct faculty who have distinguished themselves in their fields of expertise. Courses are structured to meet high academic standards and are recognized by most Bible

colleges so that students can achieve their degree (Bachelor's or Associate's in Bible) from that Institution without interruption.

The above objectives are the specific focus of the Academic Department.

2. SPIRITUAL OBJECTIVES (LIFE)

In addition to the study of the Bible, the Bible Institute seeks to develop students' character and life skills outside the classroom. Programs designed to enhance personal spiritual growth are an important part of the Bible Institute experience. Our specific objectives are to help every student to:

- a. Develop a habit of daily devotional time in the Scriptures.
- b. Pursue personal godly character and corporate biblical community.
- c. Apply biblical principles of physical, emotional, and social wholeness to daily life.

A team of godly, compassionate men and women provide instruction, encouragement, and counsel in both formal and non-formal settings, helping students to deepen their relationship with the Lord and to demonstrate a loving concern for others.

The above objectives are the specific focus of the Student Life Department.

3. FUNCTIONAL OBJECTIVES (MINISTRY)

Whether the Lord leads a student to the mission field, the ministry, a trade, a business, a profession, or any other field of endeavor, in the light of eternity, the most important issue is how effective that person is for the Lord. Effectiveness in Christian service is measured by the influence that is exerted in the lives of others to lead them to Christ or to help them toward spiritual maturity. Therefore, the Bible Institute seeks to nurture within students a passion for Christian ministry and to equip them to impact today's society for Christ by involving them in meaningful ministry to others.

Our specific objectives are to give every student the opportunity to:

PROGRAM

- a. Share the gospel with someone and/or counsel them to trust Christ as their Savior.
- b. Use their natural abilities and their spiritual gifts in service to others.
- c. Gain first-hand experience in missions.

The above objectives are the specific focus of the Christian Service Department.

PROGRAM

Word of Life Bible Institute is a two-year, non-degree granting institution whose high academic standards are recognized by most Christian Colleges. The emphasis of the first year is Biblical Foundation and it is offered at several locations around the world including the campus operated by Word of Life Hungary Foundation where it is called the “Word of Life Bible Institute One” program. The emphasis of the second year is Ministry Foundation and it is only offered at the main campus located in Schroon Lake, New York. Students who complete the first year receive a Bible Certificate issued by Word of Life, located in Schroon Lake, New York, accredited by TRACS, but not accredited by the Hungarian National Training and Adult Educational Office. A diploma is awarded when the second year of the accredited program is completed in Schroon Lake, New York. Each year is comprised of two academic semesters followed by a Ministry Practicum (1st year) and a Ministry Internship (2nd year).

Word of Life Hungary Foundation also offers a Supplementary Program (2nd year) which focuses on Christian Ministry and Evangelism and includes a Ministry Practicum. Students who complete this program will receive a diploma in Theology and Christian Ministries, though this is not accredited by TRACS. For further information regarding this program please see the Associate Executive Dean of Word of Life Bible Institute Hungary.

It is our desire that, as the student applies himself or herself fully to these programs and activities, and above all, yields himself or herself to the guidance and working of the Holy Spirit, his or her life might be molded into a useful instrument for the Lord’s service.

ACCREDITATION

(This statement of accreditation is only applicable to the 1st year program.)

Word of Life Bible Institute is accredited by the Transnational Association of Christian Colleges and Schools. TRACS is recognized by both the United States Department of Education (USDE) and the Council for Higher Education Accreditation (CHEA) as a national accrediting body for Christian institutions, colleges, universities, and seminaries. Word of Life Bible Institute is listed in the Accredited Institutions of Postsecondary Education Directory. TRACS can be contacted at:

15935 Forest Road
Forest, VA USA 24551
Tel.: (434) 525-9539
Website: www.tracs.org

Neither the 1st nor 2nd year of the educational program of the Bible Institute is recognized for accreditation by the Hungarian government.

ACCOMMODATIONS

Requests for accommodations (special arrangements) or auxiliary aids for students with disabilities should be addressed to the Dean of Student Life, who will work with the student to assess the need and facilitate the appropriate resources.

HANDICAP ACCOMMODATIONS

The Word of Life Bible Institute will work in conjunction with the appropriate local governmental agencies to ensure that public and residential buildings are in alignment with codes to meet the needs of the disabled. The Associate Executive Dean in conjunction with the Dean of Student Life will work to ensure that special accommodation needs are met for each individual.

BIBLE INSTITUTE STAFF

| | |
|-------------------------------|---|
| Csikós Gábor (Tünde) | WOL Hungary Director |
| John Deal (Elisabeth) | WOL Bible Institute Hungary Manager |
| DeRonda Haynes (Stan) | Assistant Business Manager, FERPA Title IX |
| Dobos-Barbarics Ildikó (Béla) | Director of Administration |
| Bán Attila (Kati) | Financial Director |
| Todd Meyerdirk (Beth) | Dean of Students, Teacher |
| Chris James (Lili) | Acting Dean of Students, Dean of Men, Student Ministries Coordinator |
| Daniel Castro | Assistant Dean of Men |
| Rákossy Mónika | Dean of Women |
| Laiz Muros | Assistant Dean of Women |
| Mary Knoch | Assistant Student Ministries Coordinator |
| Misják Johanna | Academic Assistant |
| Nicholas Pokorny | Library Coordinator |
| Kekezovics Lili | Main Translator |
| Annie Jakab (Ádám) | Admissions Coordinator |
| Randall Stone (Timea) | Service Assignment Coordinator, Transportation Coordinator |
| Bethany Boyle | Assistant Service Assignment Coordinator |
| Kádár László (Szandra) | Teacher |
| Joshua Bramer (Haleigh) | Teacher |
| Stan Haynes (DeRonda) | Internship Program Coordinator |

CONTACT INFORMATION

| DIRECTOR'S OFFICE | | | |
|---|------------------------|--------------------------|---------------------------------|
| WOLBI Hungary Manager | John Deal | +36-20/226-0237; 5754 | johndeal @eletszava.org |
| Assistant Business Manager | DeRonda Haynes | +36-20/214-9335; 5751 | derondahaynes @eletszava.org |
| Director of Administration | Dobos-Barbarics Ildikó | +36-20/886-8332; 5712 | idobosb @eletszava.org |
| ACADEMIC OFFICE (Classes, tests, make-up, credits, etc.) | | | |
| Academic Assistant | Misják Johanna | +36-20/824-7508; 5725 | misjakjohanna @eletszava.org |
| Librarian | Nicholas Pokorny | | nickpokorny @eletszava.org |
| ADMISSIONS / FINANCES (Applications, visa, residency papers, payments) | | | |
| Financial Coordinator | Bán Attila | +36-20/886-2596; 5723 | banattila @eletszava.org |
| Admissions Coordinator | Annie Jakab | +36-20/363-8503 | anniejakab @eletszava.org |
| OPERATIONS DEPARTMENT | | | |
| Director of Operations | Dóczy Efraim | +36-20/372-2140 5728 | docziefraim @eletszava.org |
| Guest Services Coordinator | Pitó Klára | +36-20/773-9396; 5702 | gs@eletszava.org |
| Director of Maintenance | Dudás Csaba | +36-20/773-9410; 5760 | maintenance @eletszava.org |
| Director of Housekeeping | Jári Mercedes | +36-20/773-9150; 5703 | mjari @eletszava.org |

STUDENT LIFE DEPARTMENT
(deans@eletszava.org)

| | | | |
|---|----------------|--------------------------|----------------------------|
| Dean of Students | Todd Meyerdirk | +36-20/775-8069; 5759 | tmeyerdirk@eletszava.org |
| Acting Dean of Students; Dean of Men | Chris James | +36-20/220-0812 5748 | chrisjames@eletszava.org |
| Asst. Dean of Men | Daniel Castro | 5749 | danielcastro@eletszava.org |
| Dean of Women | Rákossy Mónika | +36-20/775-9945; 5755 | monca@eletszava.org |
| Asst. Dean of Women | Laiz Muros | +36-20/445-1694; 5747 | laizmuros@eletszava.org |

CHRISTIAN SERVICE DEPARTMENT

| | | | |
|--------------------------------------|---------------|--------------------------|--------------------------|
| Service Assignment Coordinator | Randall Stone | +36-20/775-8329; 5756 | rstone@eletszava.org |
| Asst. Service Assignment Coordinator | Bethany Boyle | | bethanyboyle@wolbi.hu |
| Student Ministry Coordinator | Chris James | +36-20/220-0812; 5748 | chrisjames@eletszava.org |
| Asst. Student Ministry Coordinator | Mary Knoch | | meknoch@eletszava.org |

INTERNSHIP PROGRAM

| | | | |
|--------------------------------|-------------|-----------------|--------------------------|
| Internship Program Coordinator | Stan Haynes | +36-20/214-9595 | stanhaynes@eletszava.org |
|--------------------------------|-------------|-----------------|--------------------------|

TRANSPORTATION REQUESTS

| | | | |
|----------------------------|---------------|--------------------------|----------------------|
| Transportation Coordinator | Randall Stone | +36-20/775-8329; 5756 | rstone@eletszava.org |
|----------------------------|---------------|--------------------------|----------------------|

CODE OF HONOR

I. STATEMENT OF FAITH

1. We believe that the Scriptures of the Old and New Testament are verbally inspired of God, and they are without error in the original writings, and they are the supreme and final authority for faith and life.
2. We believe in one God, Creator and Sustainer of the universe, who is eternally existent in three persons — Father, Son, and Holy Spirit.
3. We believe in the Deity of Jesus Christ, His virgin birth, sinless life, His death to pay the penalty for everyone's sins, His bodily resurrection, His exaltation at God's right hand, and His personal, imminent, pretribulational and pre-millennial return.
4. We believe that all have sinned and are therefore guilty before God and are under His condemnation.
5. We believe that all who by faith receive Jesus Christ are born again of the Holy Spirit, therefore children of God and eternally saved, and that the Holy Spirit dwells within every believer to enlighten, guide, and enable the believer in life, testimony, and service. We believe that God answers the prayers of His people and meets their needs according to His purpose.
6. We believe that God gives spiritual gifts to all believers for the building up of the body of Christ. However, the miraculous sign-gifts of the Spirit, such as tongues and healings, were limited to the early church.
7. We believe in the bodily resurrection of the just and unjust, the everlasting blessedness of the saved in Glory and the everlasting conscious punishment of the lost in hell.
8. We believe that all believers are called to a life of separation from all worldly and sinful practices and alliances.
9. We believe that from the beginning with Adam and Eve, God ordained marriage as only between one man and one woman. All sexual activity

I. STATEMENT OF FAITH

outside of this biblical definition of marriage, including homosexual practices, is in direct contradiction to God's Word and His intention for the institution of the home.

HISTORICITY OF GENESIS

Word of Life Bible Institute is committed to the historical and factual accuracy of the book of Genesis. Therefore, we teach a recent creation of the entire universe and all forms of life in the six, 24-hour days of the creation week. We believe that Adam and Eve were the first man and woman and that all of mankind has descended from them and has inherited a sin nature from their fall into sin, resulting in a cursed creation. We believe in a personal Satan who led some of the angels to rebel, enticed Eve to eat the forbidden fruit, and continues to oppose God's program for human history. We believe in a worldwide flood which explains the disappearance of certain species recorded in the fossil record, the subsequent development of mankind from Noah, and the creation of language groups and nations from God's intervention at the Tower of Babel. We believe that Satan's attempt to overthrow God is doomed to fail and that the Lake of Fire has been prepared as a place of eternal conscious punishment for him, his demons, and all humans who reject Christ.

II. STANDARD OF CONDUCT

1. Word of Life Fellowship, Inc., including domestic and foreign affiliations under the Word of Life structure, is dedicated to the Lordship of Christ in all areas of life. The distinctives of Word of Life lay in its philosophy and goals. The Word of Life family is a community of a board of directors, staff members and students (hereafter referred to as “associates”). Each associate consequently bears certain responsibilities and obligations within the organization for the implementation of its philosophy and goals. In order that the organization functions efficiently and its goals be realized, it is necessary that there be a mutual commitment to a corpus of standards which involve the willing surrender of certain individual purposes and goals.
2. Word of Life follows specific Biblical principles, which relate to Christian behavior. Therefore, Word of Life prohibits practices, which are clearly forbidden by the Word of God, such as drunkenness, sexual immorality, dishonesty, and the like (1 Corinthians 6:9-20). Further, to expect associates to exemplify Christian love, consideration for the rights of others, honesty, and a high sense of Christian ethics is to expect only that which the Word of God teaches to be primary in the character of the Christian (Ephesians 4:24-5:8).
3. Word of Life is firmly committed to a literal interpretation of the Bible and rejects any attempt to “reinterpret” Scripture in light of “modern” moral or psychological theories. In the Biblical account of creation, the family was the first societal institution ordained by God (Genesis 1:27, 2:18-22). Furthermore, Scripture plainly declares that the first two humans created by God were a man and a woman (Genesis 1:27, 2:18-22). God joined the man and woman in the holy rite of matrimony and commanded them to be fruitful, multiply, and replenish the earth (Genesis 1:28). Therefore, the only legitimate marriage is the joining of one man and one woman (Gen.2:24, Rom.7:2, 1 Cor.7:10, Eph.5:22-23).

II. STANDARD OF CONDUCT

In both the Old and New Testaments, God has commanded that no intimate sexual activity should take place outside of a marriage between a man and a woman. Accordingly, all forms of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex (Genesis 2:24, 19:5, 13, 26:8-9, Leviticus 13:22, 18:1-30, Romans 1:26-29, 1 Corinthians 5:1, 6:9, 1 Thess.4:1-8, Hebrews 13:4).

Since Word of Life believes that all sexual activity outside of a marriage, including homosexual practices, are in direct opposition to God's Word and constitute a direct contradiction to God's institution of the home, Word of Life will not employ or continue to employ men or women who promote or participate in homosexual behavior or any other sexual activity outside of marriage.

4. Word of Life recognizes the principles of Christian liberty within the sphere of those things, which are intrinsically innocent. However, Word of Life also recognizes that liberty needs to be restricted in certain instances. Scriptural precedent is found in Acts 15 and Romans 14, where certain practices inherently innocent were forbidden because they could do spiritual harm to other members of the Christian community. Verses for reference include:

1 Corinthians 6:12 - Lawful, but not expedient (not profitable for our good)

1 Corinthians 10:23 - Lawful, but not edifying

1 Corinthians 8:9 - Could be a stumbling block

Romans 1:32 - Christians are different, and by living like the world, we approve of it. There should be no pleasure in watching sin.

Ephesians 5:6-7, 11 - Don't be deceived with vanity and participate in it.

Colossians 3:17 - Make sure it pleases the Lord, not the emotions, flesh or self.

Hebrews 12:1-2 - Lay aside weights as well as the sin.

5. Certain principles of conduct are a necessary part of the effort to establish an atmosphere within which the goals of Word of Life can be realized. For this reason and in an effort to maintain a consistent

II. STANDARD OF CONDUCT

and above-reproach testimony to youth, Word of Life requires associates to refrain from the possession or use of alcoholic beverages, all smoking products, recreational and illicit drugs, from gambling, and from social dancing. Ceremonial dancing at special family events such as weddings and anniversaries is permitted. Biblical discretion and restraint will be exercised in all choices of entertainment, including radio, television, all forms of audio and visual recordings, movies, stage productions, computer and video gaming, various forms of literature and social media (Psalm 101:3, Romans 14:13-17, I Corinthians 9:22-23, I Corinthians 10:31, 2 Corinthians 6:3, Philippians 4:8, Ephesians 5:3-4, I Timothy 4:12, Titus 2:12). Furthermore, it is expected that associates will actively support a local Bible-believing church through service, giving, and allegiance (Hebrews 10:24-25).

6. Word of Life rejects the principle that exposure to and/or experimentation with doubtful and objectionable practices is essential to the development of moral or intellectual discernment and/or discrimination. Word of Life reserves the right to make the final decision in any questionable area.
7. Word of Life recognizes that observance of Word of Life standards does not comprise the whole of an individual's responsibility to God and hence does not necessarily indicate that one is living a life of full commitment. The philosophy of Word of Life, however, maintains that willingness to obey these standards shows a maturity and spiritual concern for the whole Christian community (Galatians 5:13-24).
8. Conduct that is an offense to good taste, sound morality, or Christian propriety will not be acceptable. While some may not have personal convictions wholly in accordance with Word of Life standards, the purpose underlying them necessitates the honorable obedience to them. If an individual can no longer in integrity conform to them, that person should withdraw from Word of Life. Willful disobedience of these standards will bring about dismissal from Word of Life immediately.

III. GRIEVANCE POLICY

9. To insure that the position of Word of Life will be maintained in an uncompromising manner and believing that a consistent and exemplary life should be expected of those who undertake the instruction and guidance of Christian youth, it is required that associates shall individually affirm by signing the following at the time of initial association and shall so reaffirm at such time as determined by Word of Life.

III. GRIEVANCE POLICY

(Sections III, IV, and V found on pages 17 through 26 of this handbook are only applicable to the 1st year program)

We believe that the first step in resolving any dispute, whether interpersonal or organizational, is to invoke the principles outlined in Mathew 18 and to directly address the party (or office) with whom a problem has arisen in order to seek a resolution. It is our sincere hope that as two believers openly seek the mind of the Lord in regards to their concerns, the Holy Spirit will bring peace to the situation. As this may not always be the case, human intervention may at times be required.

If, in spite of all sincere attempts, a matter remains unresolved, the next step may be to file a formal grievance. A form for such purpose is available from and should be submitted to the Associate Executive Dean administrating the teaching site where the student is studying or to the Executive Dean at 4200 Glendale Road, Pottersville, Lake, New York USA 12860. The matter will be addressed with all appropriate personnel within 14 business from receipt of the complaint. Every effort will be made to resolve all issues in writing within 30 days or less. One must recognize that solutions may not be deemed satisfactory by all concerned parties. However, the administration will seek a resolution that is fair, practical, and based on the authority of Scripture.

If after following through on the above, a student believes his or her grievances were not satisfactorily addressed by the administration of the Word of Life Bible Institute, he or she may contact the Transnational Association of Christian Colleges and Schools (TRACS) at: 15935 Forest Rd., Forest, VA 24551, or by telephone at (434) 525-9539. tracs.org

IV. CONFIDENTIALITY OF STUDENT RECORDS

Word of Life Bible Institute is committed to protecting the privacy of student records and understands the sensitive nature of the information students share while enrolled at our institution. We enjoy the advantage of being accredited by a United States accrediting body and therefore being recognized by the US Department of Education. With these privileges comes the responsibility to comply with both Hungarian and United States laws which govern the protection and security of student records. The following sections outline the provisions of these privacy laws.

1. HUNGARY

A copy of the full privacy policy can be accessed in the footer of the Word of Life Hungary Foundation website. (www.eletszava.org)

2. UNITED STATES

The principle law governing access to student records is the US Family Educational Rights and Privacy Act of 1974, better known as FERPA. This act and its amendments give schools clear guidelines on the privacy of student records. This notice is given to inform you of your rights as a student and to help you understand how to access and disclose information from your educational records.

DEFINITIONS

EDUCATIONAL RECORDS: With certain exceptions, educational records are those records, files, documents and other materials that contain information directly related to the student and are maintained by an employee or representative of the school.

SCHOOL OFFICIAL: A person employed by Word of Life Bible Institute in an administrative, academic, research, or support staff position; a member of the board of directors; or a student serving in an administrative support role or on an official committee, such as a disciplinary or grievance committee.

IV. CONFIDENTIALITY OF STUDENT RECORDS

LEGITIMATE EDUCATIONAL INTEREST: A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Word of Life Bible Institute.

DIRECTORY (PUBLIC) INFORMATION: In accordance with the Act, Word of Life Bible Institute designates the following information as directory information: student name, address (home, current and email), telephone (home and current), photo, student ID, program of study, awards, recent school attended, enrollment status, dates of attendance, participation in official organizations and sports, and height and weight of sports team members.

STUDENTS' RIGHTS UNDER FERPA:

1. You have the right, with certain exceptions, to inspect your educational records. Requests should be made to the Registrar's office or to the Associate Executive Dean's office and will be granted within a reasonable timeframe not to exceed 45 days from the original request.
2. You have the right to request the amendment of your educational record that you believe is inaccurate, misleading or otherwise in violation of your privacy rights under FERPA. You must make a written request including signature and date to the Registrar's office or to the Associate Executive Dean's office for an amendment to be considered. Additional information regarding the request process will be provided to you at the time the initial request is made.
3. You have the right to provide written consent before the Bible Institute discloses elements of your educational records except to the extent that FERPA authorizes disclosure without consent. The Bible Institute may disclose information without consent to school officials with legitimate educational interest and information that Word of Life has identified as directory information. A complete list of FERPA allowable disclosures without consent may be obtained from the Registrar's office or the Associate Executive Dean's office.
4. You have the right to withhold the disclosure of directory information. If you exercise this right, Word of Life Bible Institute will not disclose any directory information to parties that may be

V. TITLE IX POLICY

seeking this information without your written consent. Withholding of this information may cause delays in maintaining insurance coverage and applying for transfer to other institutions and must be exercised with great caution. Written requests to opt out of directory information disclosure must be made to the Registrar's office or to the Associate Executive Dean's office.

5. You have the right to file a complaint with the US Department of Education concerning alleged failures by Word of Life Bible Institute to comply with the requirements of FERPA. Complaints should be sent to:

Family Policy Compliance Office
US Department of Education
400 Maryland Ave SW
Washington DC, USA 20202

V. TITLE IX POLICY

Word of Life Bible Institute is committed to providing a safe environment free from discrimination. We believe that all people are created in the image of God and are equal. With this in mind, the Bible Institute does not discriminate on the basis of sex in our education programs or activities including recruitment, admissions, distribution of financial assistance, hiring practices, employment or promotion. This echoes Title IX of the Education Act which states:

“No person in the United States shall, on the basis of sex, be excluded from participation in, or be denied the benefits of, or be subject to discrimination under any education program or any activity receiving Federal financial assistance.”

The following seeks to clearly define terms and set forth policies to educate our campus community and help ensure that our campus remains a safe environment for all to learn and grow in their walk with the Lord. The Bible Institute has designated the following individuals to coordinate our efforts in this area:

V. TITLE IX POLICY

Mr. Jonathan Parsons
Title IX Coordinator and Health & Security Director
4200 Glendale Rd
Pottersville, NY 12860, USA
Health and Security Center
(518) 494-1519 | jonathanparsons@wol.org

Mrs. DeRonda Haynes
Title IX Investigator
2252 Tóalmás, Kókai u. 2. Hungary
+36-20/214-9335 | derondahaynes@eletszava.org

DEFINITIONS

TITLE IX COORDINATOR: An employee of the school designated to ensure compliance with Title IX regulations and investigate all allegations of sex discrimination.

SEX DISCRIMINATION: Discrimination in employment, admission, and/or participation in sports or school organizations on the basis of one's sex. Under Title IX, sex discrimination also includes, but is not limited to, any type of sexual harassment, sexual violence and sexual assault.

SEXUAL HARASSMENT: Includes, but is not limited to, unwelcome sexual advances, requests for sexual acts or favors, insulting or degrading remarks or conduct, any other unwelcome statements or actions based on sex that are sufficiently severe or pervasive so as to unreasonably interfere with an individual's education, work performance, or create an intimidating, hostile or offensive environment.

SEXUAL VIOLENCE: Any sex act committed against a person's will or where the person is incapable of giving consent.

SEXUAL ASSAULT: Any type of sexual contact or behavior that occurs without the explicit consent of the recipient.

SEXUAL CONTACT: The intentional touching of a person's intimate parts (including genitalia, groin, buttocks or breasts) or the clothing immediately

V. TITLE IX POLICY

covering a person's intimate parts for the purpose of sexual gratification or using force to cause a person to touch his or her own or another person's intimate parts.

CONSENT: All school standards prohibit sexual contact outside of marriage. In addition, sexual activity requires consent from both parties involved as a matter of state and federal law. Consent can never be assumed and must be voluntary, clear and unambiguous between both parties. Consent cannot be obtained from someone who is a minor, asleep, unconscious or otherwise mentally or physically incapacitated. Consent cannot be given under coercion, threat or force.

COMPLAINANT: A student, employee or other school community member who considers filing or files a complaint regarding sex discrimination.

RESPONDENT: A person alleged to have committed a violation of the school's policy regarding sex discrimination.

MEDIATION: In certain instances, a complainant may choose to have the Title IX coordinator mediate a peaceful resolution to certain sex discrimination allegations between the complainant and the respondent before an official Title IX complaint is filed. This is the choice of the complainant and cannot be forced by the school. In cases involving sexual violence or sexual assault, mediation is not appropriate and a full Title IX investigation will be opened even if mediation is requested.

CONFIDENTIALITY

Parties who wish to submit a confidential complaint of sex based discrimination, harassment, violence or assault which does not include the complainant's name must know that this may limit the institution's ability to fully resolve the complaint. Complainants should know that the Bible Institute will take necessary measures to protect the complainant from retaliation on the basis of making a complaint and will put measures in place to allow the complainant to continue to work or study in a safe and supportive environment without the threat of retaliation or further discrimination. A full complaint will still be handled with the utmost of care but will allow the Bible Institute to completely investigate the complaint and issue sanctions against the respondent if a violation of this policy

V. TITLE IX POLICY

is found. Staff, including resident assistants, are responsible to report all claims of sex-based discrimination to the Title IX coordinator while maintaining confidentiality, if requested.

DISCRIMINATION AND HARASSMENT

If an individual believes that they have been denied admission, employment, or participation in a school program or sport based on their sex or has experienced sexual harassment as defined above, they should contact the Title IX Coordinator immediately. The Title IX coordinator will discuss the nature of the discrimination with the complainant, provide the complainant with a copy of the Title IX policy, and help the complainant understand the investigation and resolution process. If desired, the complainant may elect to have the Title IX coordinator act as a mediator to bring peaceful resolution to the situation, or to forgo mediation at any time and file an official Title IX complaint.

If a complaint is filed, the Title IX Coordinator will open an official investigation. During the investigation, measures may be put in place to ensure the complainant is able to continue their education or employment without threat of reprisal or intimidation as a result of the complaint. Both the complainant and the respondent will be able to submit evidence and produce a list of witnesses that may be able to support their claims. The Title IX Coordinator will report the findings of the Revised on investigation to the Dean of Students (in the case of a student or third party) or Human Resources Manager (in the case of an employee or contractor) in the most prudent time frame possible, generally within 60 days of the complaint, for action. Findings will be based on the preponderance of the evidence standard. Once a course of action is determined, the outcome will be officially communicated to the complainant and the respondent in writing. Both parties involved have the right to appeal the decision. Appeals will be considered by the Executive Dean, must be submitted within 15 days of the written notification, and will be based on one of the following factors:

1. Procedural misconduct during the investigation.
2. The discipline does not seem to match the infraction.
3. New evidence, which was not previously available during the investigation, which may shed new light on the investigative findings.

Disciplinary action may be suspended during the hearing of the appeal at the discretion of the Executive Dean in consideration of the safety of the campus community. Appropriate measures will be taken during the appeal process to ensure an environment free of sexual discrimination and retaliation during the appeal process. In the case of an appeal, a final decision will be issued in writing to both the complainant and the respondent.

SEXUAL VIOLENCE AND SEXUAL ASSAULT

If a student or employee is the victim of sexual violence or sexual assault, they should seek medical attention immediately to ensure their personal safety and to help aid any future investigations. Once their safety is secured and they have been treated for any medical injuries sustained, the victim should not hesitate to contact a member of the school's Student Life Department or the Title IX Coordinator to report the crime, regardless of the circumstances. If any student, staff member, or other member of the school community is made aware of sexual violence or sexual assault, they should report it to the Title IX Coordinator immediately.

Once a report has been made, the Title IX Coordinator will put measures in place to secure the complainant's safety and ensure that they are able to continue with their school or employment. If accommodations need to be made, the Title IX Coordinator will work with the Student Life, Academic and Ministries departments to ensure that appropriate accommodations for transitioning back into campus life are put into place.

The Title IX Coordinator will investigate the complaint independent of any external law enforcement investigations that may be ongoing. Title IX investigators may need to postpone the investigation until law enforcement has concluded the evidence gathering portion of their investigation, but will resume the investigation as quickly as possible. Both the complainant and the respondent will be able to submit evidence and produce a list of witnesses that may be able to support their claims. The Title IX Coordinator will report the findings of the investigation to the Dean of Students (in the case of a student or third party) or Human Resources Manager (in the case of an employee or contractor) in the most prudent time frame possible, generally within 60 days of the complaint, for action. Findings will be based on the preponderance of the evidence standard. Once a

V. TITLE IX POLICY

course of action is determined, the outcome will be officially communicated to the complainant and the respondent in writing. Both parties involved have the right to appeal the decision. Appeals will be considered by the Executive Dean, must be submitted within 15 days of the written notification, and will be based on one of the following factors:

1. Procedural misconduct during the investigation.
2. The discipline does not seem to match the infraction.
3. New evidence, which was not previously available during the investigation, which may shed new light on the investigative findings.

Disciplinary action may be suspended during the hearing of the appeal at the discretion of the Executive Dean in consideration of the safety of the campus community. Appropriate measures will be taken during the appeal process to ensure an environment free of sexual discrimination and retaliation during the appeal process. In the case of an appeal, a final decision will be issued in writing to both the complainant and the respondent.

OTHER RELATED MISCONDUCT

Word of Life Bible Institute takes the safety of its students, employees and all members of its school community seriously and desires to create an environment where all feel free and safe to report issues in regards to any form of sex discrimination. As such, the school reserves the right to extend grace to complainants and witnesses of alleged sex discrimination in the form of mitigation or avoidance of discipline in regards to the use of alcohol or drugs, provided that the individuals are acting in good faith as complainants or witnesses.

RETALIATION; FALSE COMPLAINTS

Word of Life Bible Institute prohibits retaliation against anyone for having raised a complaint under this policy in good faith or for cooperating with an investigation of a complaint. Any instances of retaliation should be reported to the Title IX Coordinator immediately and may result in appropriate disciplinary action or sanctions independent of other sanctions already implemented under

V. TITLE IX POLICY

the policy. Fabricated complaints, i.e. not made in good faith, alleging a violation of this policy will be subject to disciplinary action.

1. ACADEMIC DEPARTMENT

I. ACADEMIC MISSION STATEMENT

Word of Life Bible Institute seeks to train each student within a rigorous academic atmosphere to maximize the student's effectiveness for the Lord by the practical application of biblical truth. The Bible is the primary textbook at WOLBI. By a detailed study of this textbook, students discover how to live, love, and learn like Christ.

The academic goal of WOLBI is for the student to study, learn, and pass the course assignments. To achieve this desired end, the student must master the process of listening, reading, thinking, and note-taking in the collection of the raw facts for a knowledge base. The student must translate, interpret, correlate, and extrapolate these facts for comprehension. The student must learn how to apply the acquired principles to new situations. The student must be able to analyze the individual components of a principle and identify the interrelationships. The student must learn to synthesize principles and life experiences for new applications. Finally, the student must learn how to evaluate the whole academic process and end product.

Certain facts, definitions, and scriptural passages must be memorized. The student must also be able to express information in well-organized oral and written form. To this end, each student will have opportunity of leading devotional Bible studies and writing research essays, consulting both book and journal resources in the Library, complete with proper bibliographic entries.

II. TOOLS FOR MEASURING ACADEMIC OUTCOMES

1. Individual assignment grades
2. Individual course grades
3. Report cards
4. Cumulative grade point averages
5. Dean's Lists and Dean's Honor Lists

1. ACADEMICS >> III. Academic Office Structure

6. Academic Probation and Academic Discipline Lists
7. Comparison of beginning and end-of-year Bible Content Test scores
8. Class averages in individual courses, cumulative grade point averages, and Bible Content Test scores
9. Transfer and academic success at other colleges
10. Faculty evaluations
11. Alumni testimonials, references, and job success
12. Employer testimonials, references, and training satisfaction

III. ACADEMIC OFFICE STRUCTURE

A. THE ACADEMIC OFFICE

The Academic Office is responsible to oversee anything related to academics and to help the students complete their studies. It is the duty of the academic office to make sure the academic program is working in an orderly manner and the student body is fulfilling its responsibilities.

B. ACADEMIC COORDINATOR

The Academic Coordinator is the leader of the Academic Department, being responsible to oversee the academic program and make decisions regarding classes, study hours, guest lectures, assignments, and anything else academically related.

C. ACADEMIC ASSISTANT

The Academic Assistant is the staff person responsible for processing assignments, exams, attendance, class notes, and assisting the Academic Coordinator in the needs of the academic office.

1. ACADEMICS >> IV. Academic Standards and Procedures

IV. ACADEMIC STANDARDS AND PROCEDURES

A. ATTENDANCE

Attendance is required at all scheduled classes. All of our teachers, whether from Hungary or abroad, sacrifice their time and money to travel here to teach. We ask our students to show them respect and courtesy by being in their seats and giving them full attention at the start of each class period.

If sickness occurs, the student must contact both the Student Life Department (deans@eletszava.org) and the Academic Office prior to class time for an excused absence.

Permission to miss class for other reasons must be arranged through the Special Request Form (start.wolbi.hu). All missed classes must be made up. See “Make-up Work” below.

B. ATTENTION

All students are expected to pay attention in class. Students should demonstrate attention by taking notes during lectures, chapels, and preaching services. Disrespectful posture, whispering, passing notes, snacking, and chewing gum are not appropriate. Students may have drinks in class, but no food or snacks are allowed. Students should not visit the restroom during the lecture or exam period.

We use a bell system to inform students when class starts and ends. In the event that a teacher does not end class after the bell, we ask students to kindly not close their notebooks and begin packing up, but rather wait and pack up only after the instructor’s dismissal.

C. TARDINESS

We use a bell system to help students get to class on time.

1. The *first bell* reminds students to return to their seats.
2. When the *second bell* rings, students are expected to be in their seats ready to begin class.

1. ACADEMICS >> IV. Academic Standards and Procedures

3. One percentage point is deducted from the final course grade each time a student is late to class.

D. ATTITUDE

Students should speak respectfully to both resident and visiting lecturers. Disruptive and annoying noises are not appropriate.

E. APTITUDE

Study is hard work. There are no shortcuts. Effort will be required to succeed.

F. CHEATING

Confessed cheating will result in a zero for the test or assignment. Students caught cheating may be dismissed. Even though instructors use new tests each year, students are not permitted to use old tests from former students as study aids. Students should not give hints to those who still have make-up work to be completed. All tests are the property of the Word of Life Bible Institute. When the instructor says to “pass in the exam,” there are to be no exceptions. Every exam must be returned or the holder will be open to the charge of potential cheating.

G. QUESTIONS

Questions will be limited during lectures due to class size. Students should only ask questions that are relevant to the whole class. Students should be careful not to monopolize class question opportunities. Disrespect to lecturers in any form will not be tolerated. Questions can be directed to the instructors between classes, but students must be sitting in their seats before the second bell rings to start class.

H. HOMEWORK, QUIZZES, AND FINAL TESTS

Late work may be subject to grade reductions of 5% per day.

I. CLASS Dress

See the Personal Appearance guidelines (pages 61-65).

1. ACADEMICS >> IV. Academic Standards and Procedures

J. NAME TAGS

Name tags are required when attending class, chapels, and conferences. One reason for this is to help teachers and staff build a comfortable relationship with you.

K. GENERAL ELECTRONIC DEVICE USAGE

1. During class time, only laptops or tablets can be used for class work, and must be signed off from the wireless internet connection.

2. Cell phones and small electronic devices (e.g. smart phones, iPods, and similar devices) are **NOT ALLOWED TO BE USED** in the classroom, unless under expressed permission from the Academic Department.

3. During class time, use of any electronic device for anything other than what is necessary in class, by a student will result in a warning. A student that neglects this warning may incur more serious consequences that include a loss of privileges.

4. Facebook, Skype, and any other social and/or chatting software **ARE NOT ALLOWED** to be used during class, required study, chapel, or church. The neglect of this rule represents a **SERIOUS** act of disrespect and may lead to disciplinary procedures and/or loss of privileges.

5. It is the student's biblical responsibility to admonish and encourage one another. If he sees these rules being violated, it is his responsibility to confront the student.

6. If any student is caught violating these rules on any other electronic device while under discipline, he will then forfeit all other electronic devices for an extended period of time.

7. Printed and offline electronic dictionaries are allowed in class. During exams, only printed dictionaries are allowed.

L. ELECTRONIC DEVICE USAGE DURING REQUIRED STUDY

1. During required study, only laptops or tablets can be used. Cell phones and small electronic devices are NOT ALLOWED, unless under expressed permission from the Academic Department.

2. Students can only have access to websites related to their studies, including dictionary websites, commentaries, or any other kind of resource related to their classes.

3. Facebook, Skype, and any other social and/or chatting software ARE NOT ALLOWED to be used during Required Study.

M. MEMORY VERSES

When Bible verse memorization is required for a given course, students are allowed to memorize them in their own language, unless otherwise stated by the teacher. However, students are required to send the passage(s) (including English, Hungarian and all other languages) and the version of the Bible to the Academic Department. This is necessary for a proper grading of the verses.

N. OFFICIAL DOCUMENTS IN BLUE PEN

All tests, quizzes, evaluations, attendances, and any other documents of the Bible Institute must be taken, signed, and filled out with BLUE PEN.

V. ACADEMIC INFORMATION

A. GRADUATION

Attendance at graduation is required.

B. GRADES

1. GRADE REPORTS

Grades may be checked online at: bicampus.wol.org. (1st. Year) and Jcobi (2nd Year).

1. ACADEMICS >> V. Academic Information

2. EXPLANATION OF GRADES

As an international school, we use two parallel grading systems; the Hungarian 5-point system, and the American 4-point system. (There are no ½ points in Hungarian).

| Percentage | Letter Grade | GPA (American) | GPA (Hungarian) |
|------------|--------------|-------------------|--------------------|
| 93-100 | A | 4.00 | 5.00 |
| 90-92 | A- | 3.70 | |
| 87-89 | B+ | 3.30 | |
| 83-86 | B | 3.00 | 4.00 |
| 80-82 | B- | 2.70 | |
| 77-79 | C+ | 2.30 | |
| 73-76 | C | 2.00 | 3.00 |
| 70-72 | C- | 1.70 | |
| 67-69 | D+ | 1.30 | |
| 63-66 | D | 1.00 | 2.00 |
| 60-62 | D- | 0.70 | |
| 0-59 | F | 0 | 1.00 |

3. COMPUTATION OF GRADE POINT AVERAGES

Grade point averages (GPA) are determined at the end of each grading period. The cumulative GPA is computed by averaging the work from the beginning of the student's attendance at the Bible Institute through the period covered by the grade report. (Quality points earned divided by hours attempted determine the GPA.)

4. CORRECTION OF GRADES

Students have only two weeks to question grades by completing the "Grade Question" form.

C. MAKE-UP WORK

WOLBIH does not allow skips from class and unexcused absences may result in lowered grades. All classes missed due to any absence must be made up by listening to the class recordings (start.wolbi.hu). Students will receive a make-up slip in their mailbox that day. Unless otherwise communicated, all work must be completed within two weeks of returning to classes. The completed form must be returned to the office as soon as the work is complete. All make up work must be completed prior to going on vacation breaks. Special Permissions will not be granted until make-up work has been completed. No more than 20% of the work (generally 48 class hours) in any semester may be taken as make-up work. If a student misses 24 class hours in a semester, that student must petition the Academic Department to continue his or her studies. That petition should include a reason for all the absences and an action plan. Failure to do so could result in academic dismissal.

1. ABSENCES (EXCUSED OR UNEXCUSED)

- a. *EXCUSED ABSENCE*: A student must receive approval for missing a class.
 - i. A request for absence from class must be submitted during office hours on the previous day.
 - ii. Permission to miss classes can only be granted by the Academic Department **or** the Student Life Department.
 - iii. Excused absences will be granted only for special circumstances (exception is in case of an illness - see next point).
 - iv. Absence due to illness **must** be reported to the RA and to the Academic Department before class begins.
- b. *UNEXCUSED ABSENCE*: Unexcused absence may result in a lower grade or failure of the given class.

2. PENALTIES FOR UNEXCUSED ABSENCES

- a. Penalties are based on a percentage of classes which were unexcused.

1. ACADEMICS >> V. Academic Information

- b. One unexcused absence of a 10-hour course means -10% of the final grade.
- c. For the long courses taught by resident teachers means -3.3% per each unexcused absence.

3. MAKING UP CLASSES

- a. An excused absence may be made up by listening to a recording of the missed class, (the studio personnel can help with this), and by making up the missed assignments. Students need to contact the Academic Department for details.
- b. Students are given one weekday for each missed class to make up what was missed. There is a maximum of 2 weeks set for accomplishing this task.
- c. Only the Academic Coordinator can approve exceptions.
- d. If the student fails to complete the make up on time, he or she will receive a 1% deduction per late day on their final grade.

D. OVERVIEW OF THE SCHOOL YEAR

1. The school year is divided into two academic semesters and a required Ministry Practicum.

2. One special conference is held during the school year: Missions Conference. Attendance is required.

E. WITHDRAWAL PROCEDURE

Students are not permitted to withdraw from the regular scheduled courses within the program. Students withdrawing from the Bible Institute are required to see the Bible Institute leadership for directions. If a student proceeds to withdraw after consulting with leadership, he or she must fill out the formal papers assigned by WOL Élet Szava Magyarország Alapítvány. Failure to do this may result in the student being issued F's for all course work taken during the semester.

1. ACADEMICS >> V. Academic Information

1. Students who withdraw at any point during the school year are responsible for getting their personal belongings off campus within two weeks. Students must contact the Dean of Men or Women to return to campus. Word of Life staff and students are not responsible for packing and shipping the belongings.

2. Any keys and codes that give access to any facility and that is in possession of a student need to be turned in at the time of withdrawal or dismissal.

3. After two weeks, all belongings that remain on our property become abandoned property and will be donated or discarded.

4. Students withdrawing from the Bible Institute before the end of the academic year should be aware of the following:

a. Students withdrawing from the Bible Institute **prior to** the end of a given semester will receive a failing grade in all courses they have not yet completed.

b. Students withdrawing from the Bible Institute **after** the end of the fall semester will receive their grades for all courses they completed.

c. Students withdrawing from the Bible Institute, who would like to return in the future, will have their situation evaluated by the Bible Institute Director. He will then make a decision about their re-entrance into the school.

d. Students withdrawing who received funds from the Solid Foundation Scholarship Fund must repay the Scholarship Fund within one calendar year.

F. TRANSFERRING STUDENT

All students must carry the same academic load. Transfer students may replace particular courses for others available in the Academic Catalogue. Students should see the Academic Office for this approval.

1. ACADEMICS >> VI. Academic Standings

VI. ACADEMIC STANDINGS

When grades are finalized at the end of each semester, students are placed in one of several classifications depending upon their GPA for that semester.

A. DEAN'S HONOR LIST

Participants achieving an average of 3.50 to 4.00 (A) or 4.50 to 5.00 (H) at the end of a semester (not including the Ministry Practicum), are placed on the Dean's Honor List. Participants who graduate with a cumulative GPA of 3.50 (A) or 4.50 (H) or higher for the entire year of the Bible Institute will graduate with high honor.

B. DEAN'S LIST

Participants achieving an average of 3.00 to 3.49 (A) or 4.00 to 4.49 (H) at the end of the semester (not including the Ministry Practicum), are placed on the Dean's List. Participants who graduate with a cumulative GPA of 3.00 to 3.49 (A) or 4.00 to 4.49 (H) for the entire year, will graduate with honor.

Dean's and Honor List participants do not have required study hours for the entire next semester. However, if participants choose to study in the designated location for required study hours or Library, they must respect those who have required study by maintaining a quiet environment. Dean's and Honor List participants may not enter or leave the location while study hours are in progress. The Academic Coordinator may revoke these privileges prior to the end of the semester if the participant's grades fall drastically.

C. REQUIRED STUDY HOURS

Monday – Thursday, 7:00 - 7:50 pm and 8:00 - 8:50 pm.

1. In the first semester, all first year students are required to attend required study during both periods. In the second semester, required study hours will depend on their GPA in the first semester.

1. ACADEMICS >> VI. Academic Standings

a. For GPA - 3.00 – 4.00 (A) or 4.00 - 5.00 (H): no required study hours.

b. For GPA < 3.0 (A) or 4.0 (H): both parts of study hours are required.

2. For second year students, required study hours will depend on their cumulative GPA from the first year.

a. For GPA - 3.00 – 4.00 (A) or 4.00 - 5.00 (H): no required study hours.

b. For GPA < 3.0 (A) or 4.0 (H): both parts of study hours are required.

3. Required study takes place in a designated location. A designated supervisor will take attendance.

4. Students may do their required study in the library, but only if they need to use a book in the library.

5. Permission to miss Required Study can only be granted by the Academic Office. If permission is given, the student is responsible to let the supervisor of Required Study know in advance.

6. Absence due to illness must be reported to the RA and then to the supervisor of required study and one of the Deans.

7. The student has 48 hours before/after the hour missed to make up this hour. The hour needs to be made up in the library. If the student does not make up the hour within 48 hours, he will have to make up double the time missed. If the student still does not make up the hour, the hours will be converted into a Service Assignment.

8. Students must inform the librarian when making up for required study hours. All the rules of required study are applicable when making up missed hours.

1. ACADEMICS >> VI. Academic Standings

D. ACADEMIC TUTORING SUPPORT

Students will be placed on Academic Tutoring Support when their grades fall below certain minimums. If the student has declining grades, the deans may assign the student to Academic Tutoring Support prior to the end of the semester. Special permission may be limited. Students on Academic Tutoring Support cannot miss study hours to participate in non-mandatory activities.

1. ACADEMIC PROBATION

A cumulative GPA below a 2.00 (A) or 3.00 (H) computed at the end of the semester will place the student on Academic Probation. A current semester GPA below a 1.50 (A) or 2.50 (H) at the end of the semester will place the student on Academic Probation regardless of his cumulative GPA.

Students will also be placed in Academic Probation upon receiving a failing grade in any class. Students will be informed about where they will study for the semester. Students on Academic Probation may be subject to the following:

- a. Additional required study time. This may include assigned study time on weekends.
- b. Limited permission to travel for personal reasons.
- c. Weekly meetings with the Academic Coordinator.
- d. Dismissal is possible if staff believe a student is not working to their full potential.

2. COURSE FAILURE PROCEDURE

If a student fails a course, a meeting will be held with the Academic Coordinator to discuss reasons that may have contributed to the failure. Additional assignments may be assigned to ensure that the student understands the course material.

1. ACADEMICS >> VII. Student Study Skills Assistance

E. ACADEMIC DISMISSAL

Students may be subject to Academic Dismissal on the following basis:

1. Students below a 1.00 (A) or 2.00 (H) cumulative GPA at the end of one semester and who have been on Academic Tutoring Support for the previous period may be dismissed.

2. Students below a 1.50 (A) or 2.50 (H) cumulative GPA at the end of two semesters may be dismissed.

3. Failure to attend classes.

4. Exceptions to this policy may only be made by petition to the Bible Institute through the Academic Coordinator. Students must demonstrate that they have been working at near capacity to qualify for an exception to the above policy.

VII. STUDENT STUDY SKILLS ASSISTANCE

A. CASUAL TUTORING

Students are encouraged to help each other prepare for quizzes and tests in their free time.

B. ACADEMIC ADVISING

Academic advisement is available from the academic staff. Questions relating to specific assignments and instruction can be directed to the resident professors during regular office hours.

VIII. GRADUATION REQUIREMENTS

A. Students must complete the core curriculum and obtain a cumulative grade point average of 2.00 (A) or 3.00 (H) or higher.

1. ACADEMICS >> IX. Additional Graduation Information

1. Students who successfully complete the Freshman year (called “Word of Life Bible Institute One” in Hungary) and associated Ministry Practicum receive a Bible Certificate.

2. Students who successfully complete the Sophomore year (called “Word of Life Hungary Bible Institute Two” in Hungary) and its associated Ministry Practicum receive a Bible Diploma.

B. Students must be in agreement with the Word of Life Statement of Faith.

C. Students will be allowed to participate in commencement exercises but will not receive the diploma/certificate or transcripts until all financial obligations have been met in full.

D. Students meeting all the requirements but with a cumulative average of less than 2.00 receive a Certificate of Attendance at the commencement exercises.

IX. ADDITIONAL GRADUATION INFORMATION

A. CEREMONY

A celebration marking the end of classes takes place on the first Saturday after the end of the spring semester and is required for all students. Students receive an unofficial certificate until successful completion of their Ministry Practicum.

B. APPEARANCE

Men should wear dark dress pants with a shirt and tie as a minimum. Ladies should wear a dress or a modest skirt and blouse. Nice shoes are required.

C. CERTIFICATES

Certificates indicate the level of success. There is a difference in how this is indicated on certificates for Hungarians and for international students.

1. ACADEMICS >> X. Transcript Requests

1. HUNGARIAN STUDENTS:

- a. Outstanding: 4.90 - 5.00 (3.9 - 4.0 American)
- b. Excellent: 4.50 - 4.89 (3.5 - 3.89)
- c. Good: 4.00 - 4.49 (3.0 - 3.49)
- d. Average: 3.50 - 3.99 (2.5 - 2.99)
- e. Acceptable: 3.00 - 3.49 (2.00 - 2.49)

2. INTERNATIONAL STUDENTS:

- a. High Honor: 3.50 - 4.00 (4.90 - 5.00 Hungarian)
- b. Honor: 3.00 - 3.49 (4.50 - 4.89)

X. TRANSCRIPT REQUESTS

A. Graduates may receive one free official academic transcript to another school for transfer reasons. Transcript requests must be made through e-mail to the Academic Department. In general, official transcripts are sent only to other schools and not to individuals.

1ST YEAR STUDENTS

Transcripts request must be made through the appropriate form find at the *bicampus.wol.org* using your username and password. If you have problems with it, write to Adam Cook at WOLBI NY - adamcook@wol.org

2ND YEAR STUDENTS

Transcript requests must be made using the form available at wolbi.hu/credit-transfer--transcripts.

B. Subsequent transcripts cost \$10 USD or 2000 HUF.

1. ACADEMICS >> XI. Financial Obligations

XI. FINANCIAL OBLIGATIONS

A. All financial obligations must be fully paid before receiving an official diploma and transcript. Students who still owe money to Word of Life will be required to sign a repayment agreement. They may still participate in the graduation ceremony, but will not receive an official diploma. Students will receive their diploma and transcripts after all financial obligations have been met.

B. PAYMENTS

Bills may be paid in the Financial Office on a pre-approved monthly, semester, or yearly basis. Students who pay monthly must pay by the 1st of each month, unless special permission is given. There is a 2000 HUF late fee for every week a student is late paying his or her school bill.

C. Payments must be made in Hungarian currency, by cash, or by national or international bank transfers only.

D. DEFERRED PAYMENTS

Deferred payments may be considered due to financial hardship. Students are required to speak with the Financial Office, personally, if they will have trouble paying their monthly or semester bill on time. Extra time allowances may possibly be made.

E. If a student cannot pay his or her school bill on time, WOL Hungary has the right to ask him or her to leave the school.

F. EARLY WITHDRAWAL REFUND POLICY

The amount that students are refunded for tuition is based on the date of withdrawal, according to the chart below:

| Refund | Date of Withdrawal |
|---------------|--|
| 100% | Termination within the first week of the semester |
| 85% | Termination during the second week of the semester |
| 70% | Termination during the third week of the semester |
| 55% | Termination during the fourth week of the semester |
| 40% | Termination during the fifth week of the semester |
| 25% | Termination during the sixth week of the semester |
| 0% | Termination after the sixth week of the semester |

1. All students are subject to WOLBI Hungary policies on withdrawal and refunds. However, students may request an exception to the withdrawal and refund policy when special circumstances prevent compliance with the published deadlines.

2. WOL Hungary will refund a student's money within 12 months of their approved request. Immediate refund is not guaranteed.

G. FINANCIAL AID

Financial aid may be available by applying for various types of scholarships and discounts. Students must request a scholarship application from the Admissions Office if they are interested in financial aid.

2. STUDENT LIFE

I. STUDENT LIFE PURPOSE AND STRUCTURE

The purpose of the Student Life Department is to provide the leadership and atmosphere so that each student can be biblically disciplined and encouraged to “bear fruit” (Galatians 5:22-24) in their relationships with one another and with Christ.

A. OBJECTIVES

The specific objectives of the Student Life Department are to help every student to:

1. Develop a habit of daily devotional time in the Scriptures.
2. Pursue personal godly character and corporate biblical community.
3. Apply biblical principles of physical, emotional, and social wholeness to daily life.

B. STRUCTURE

1. DEANS

The Deans minister together, overseeing all aspects of student life including housing, spiritual and social activities or events, counseling, discipleship, discipline, and health services.

DEAN OF STUDENTS

The Dean of Students, under the authority of the Bible Institute leadership, leads the Student Life Department including the Dean of Men, Dean of Women, and Assistant Deans. The Dean of Students is responsible for overseeing all Student Life activities, as well as the spiritual oversight of his staff, the RAs, and all students.

2. STUDENT LIFE >> II. Standard of Conduct

DEAN OF MEN

The Dean of Men and Assistant Dean of Men are responsible for men's dorms, devotions and spiritual oversight of the male RAs, and male students.

DEAN OF WOMEN

The Dean of Women and Assistant Dean of Women are responsible for women's dorms, devotions, as well as the spiritual oversight of the female RAs, and female students.

2. RAS (ROOM ASSISTANTS)

The purpose of the RA position is to provide a link between the students and the Student Life Department. The RAs are responsible to be the first line of care for the Students assigned to him or her, and to assist with the maintaining of community order and the enforcement of the rules and regulations of the Bible Institute.

II. STANDARD OF CONDUCT

A. The WOL Standard of Conduct must be followed by every student and staff member.

B. A student is free from obligation to the Word of Life Standard of Conduct only under the following conditions:

1. During an official break of the Bible Institute (Winter Break, Spring Break, and Summer Break) when a student is present with, and under the authority of his or her family or home church, they may be in submission to a sound biblical standard that differs from WOL Standard of Conduct.

2. During the Ministry Practicum when the student is present with, and under the authority of the church or ministry leadership to which he or she is assigned, they may be in submission to a sound biblical standard that differs from the WOL Standard of Conduct.

2. STUDENT LIFE >> III. Student Life Core Values

C. STUDENTS WITH IMMIGRATION PERMITS

WOL Hungary assumes responsibility for the conduct of an International Student in order that he or she may secure a residency permit issued by the Hungarian Office of Immigration. Therefore, while the Student exercises the legal benefits of this residency permit within Hungary or the EU, he or she will be obligated to the WOL Standard of Conduct, even if the individual is no longer a student of WOLBI Hungary.

III. STUDENT LIFE CORE VALUES

The Christian life is a walk of faith. Without faith, it is impossible to please God (Hebrews 11:6). Unbelief turns us away from the Lord, hardens the heart, and neutralizes the benefits of hearing the Word of God (Hebrews 3:12-4:2), whereas faith energizes the work of the Holy Spirit in our lives. Therefore, we want to help Students to learn to walk by faith and not by sight (2 Corinthians 5:7). As we seek to encourage this, it is our desire that the following biblical values guide our approach:

A. THE SUFFICIENCY OF CHRIST THROUGH HIS WORD

Colossians 2; 2 Timothy 3:16-17; 2 Peter 1:1-4

Sanctification is the process by which believers change to become more like Jesus Christ. Salvation and sanctification are both of the Lord, unmerited favors that we access by faith. As we trust and obey God's Word, the Holy Spirit transforms us through the renewing of our minds (Romans 12:2). Scripture alone can accurately evaluate every situation and provide effective guidance for authentic life change. When external checklists, programs and policies claim to prescribe a cure for the human condition or to generate spiritual growth on their own, they compete with the sufficiency of Christ through His Word. Therefore, our focus will be to constantly direct students to the Scriptures and help them to internalize Truth.

B. THE REALITY OF NEW LIFE IN CHRIST

2 Corinthians 5:14-19; Galatians 2:20; Colossians 1:27; 3:1-4

The Christian life is not a matter of doing all that we can to become like Christ. It is responding by faith to the truth that Christ is now our life and allowing Him to live through us! Since all students who come to WOLBI Hungary profess new life in Christ, we take them at their word. In the words of Paul, "Therefore from now on we recognize no one according to the flesh even though we have known Christ according to the flesh, yet now we know Him in this way no longer. Therefore, if anyone is in Christ, he is a new creature; the old things passed away behold, new things have come." (2 Corinthians 5:16-17) Therefore, in matters of behavior, personal responsibility and community life, we appeal to a student's new identity in Christ and call him or her to live in a manner that is worthy of their calling (Ephesians 4:1; Philippians 1:27); no longer for self but for Him who died and rose again on their behalf.

C. HEART TRANSFORMATION

*Romans 12:1-2; Ephesians 4:17-24; Colossians 3:15-16;
Hebrews 4:12-13*

The Word of God makes it clear that our fundamental problem is deeper than a lack of information or of skill; it is in fact our hearts which are easily led astray from faith to unbelief (Hebrews 3:12-13). Scripture teaches that the goal of instruction is a pure and a sincere heart (1 Timothy 1:5; Hebrews 10:22). Therefore, in each of the processes of instruction, admonition, correction, and restoration we aim to deepen students' understanding of how behavior originates from the heart and is ultimately linked to faith and unbelief. Our goal is to allow the penetrating light of God's Word to examine their hearts, fill them with Truth (Philippians 4:8), and transform them by the renewing of their minds.

D. EDIFYING RELATIONSHIPS

Hebrews 3:13; 10:24-25; Galatians 6:1-5; Ephesians 4:14-16, 25-32

God has placed believers in a community, the Church, which is described as Christ's flock, His body and His building. These metaphors indicate that God never intended believers to function in a vacuum! Paul compares us to the

2. STUDENT LIFE >> III. Student Life Core Values

interdependent parts of the human body (1 Corinthians 12:12-31) and reminds us that we are actually “members of one another” (Ephesians 4:25) and are to build each other up in love as we minister to each other (1 Peter 4:8-10). The New Testament employs the phrase “one another” over 56 times in order to express the shift from the self-interest of the unbeliever to the gracious humility of the believer who now expresses love and concern for others. This is not accomplished by simply deploying a program but also by spending time listening to and building relationships with one another. Realizing that we are all tempted by sin, believers can move toward one another with understanding and humility, calling each other away from the dangers of sinful choices and pointing one another back to the truth of God’s Word. Scripture teaches us that the end goal of all discipline is restoration of freedom, fellowship with God, and fellowship with one another. In this way, the loving pursuit of a brother or sister in sin becomes an act of compassion.

E. A COMPASSIONATE ENVIRONMENT

Colossians 3:12-14; Philippians 2:1-4

We want to provide a nurturing community where we walk with students through the issues they are struggling with. We desire to show them how to live in fellowship with other believers and what it means to walk in relationship with the Lord and to experience His grace together. The Word of God instructs us that it is the grace of God, rightly understood, which teaches us to “deny ungodliness and worldly desires and to live sensibly, righteously and godly in the present age.” (Titus 2:11-12) This does not imply an absence of rules nor of correction. Rather, a compassionate environment provides the right context within which to:

1. Function with the understanding that no one is perfect though we are all accountable (Philippians. 3:12-16).
2. Deal appropriately with sin and to pursue authentic biblical freedom (Galatians 6:1-5).
3. Forgive others freely from the heart (Matthew 18:35).

IV. STUDENT LIFE PHILOSOPHY

BASIC PRINCIPLES

At WOLBI Hungary we pursue life change! The Student Life Department facilitates this by maintaining an atmosphere conducive to growth in faith, hope and love. This atmosphere is cultivated in the dorms, in co-curricular activities, in campus service assignments, and while ministering together. Our philosophy describes the approach we take and is well summarized in the following verses: "We proclaim Him, admonishing every man and teaching every man with all wisdom so that we may present every man complete in Christ. For this purpose, also I labor, striving according to His power, which mightily works within me." (Colossians 1:28-29) To that end, the philosophy of the Student Life Department centers around three concepts:

A. CHRIST-DEPENDENT

- because we tend to depend on ourselves.

*1 Corinthians 1:30-31; 2 Corinthians 12:9-10; Galatians 2:20;
Philippians 3:1-16; Colossians. 2:1-23; 3:1-3*

Scripture teaches that Christ is our wisdom, righteousness, sanctification, and redemption. He is our life, our hope of glory, and the one in whom we are now hidden in God. Every day we are called to live out these realities by faith. We share the same concern as the apostle Paul who said, "But I am afraid that, as the serpent deceived Eve by his craftiness, your minds will be led astray from the simplicity and purity of devotion to Christ." (2 Corinthians 11:3) Therefore, we desire to continually point students to Christ who is the object of our faith and away from a dependence upon themselves and the tendency to pursue self-righteousness in one's own strength by the keeping of rules. True righteousness is through faith in Christ. Though rules are important for worship and fellowship, they can never produce genuine godliness since they are powerless in dealing with the weakness of the flesh. Therefore, we seek to encourage students to keep their focus on Christ not on themselves nor on other people (Heb.12:1-2) and to rejoice in Him, not in their own accomplishments.

2. STUDENT LIFE >> IV. Student Life Philosophy

B. LOVE-DRIVEN

- because we tend to neglect others.

Matthew 22:36-40; Ephesians 5:1-5; Galatians 6:1-5; 1 Peter 1:22; 4:8-10

One of the characteristics of an authentic Christian community is love for others that is the result of having experienced God's grace and love for oneself (John 13:34-35; 1 John 4:19). Humility, a teachable heart, and a desire to seek the best interests of others are hallmarks of sincere love. This often involves setting aside personal preferences in order to serve others or help those who may be struggling in some area of life. In cases where a brother or a sister is struggling with sin, loving them enough to walk with them through the process of repentance and restoration provides a radically different motivation for dealing with the issue. No longer is the goal to simply ignore the problem, maintain appearances, or to ensure that offenders somehow pay for their sin in order to balance the scales. Instead, the intended goal is restored fellowship and joy. Therefore, it is our desire to model genuine peace-making and burden-bearing and to pursue forgiveness and restoration whenever sin has been uncovered in someone's life by the Holy Spirit.

C. GOD-GLORIFYING

- because we tend to live for self.

*Romans 8:29; 1 Corinthians 6:18-20; 10:31; 2 Corinthians 5:14-15;
1 Peter 2:11-12; 4:10-13*

The end goal of all spiritual growth is to be conformed to the image of Jesus Christ, reflecting Him to the world rather than pursuing our selfish desires and drawing attention to ourselves (Rom.13:14). Therefore, we encourage students to view every dimension of life as a forum for putting Christ on display and to allow Him to live through them. Seeing all of life as a platform to glorify God rather than self makes the classroom, the dorm room, and one's ministry or service assignment places where God is to be honored rather than ignored.

COMPASSION AND DISCIPLINE

It is our desire to provide a compassionate, nurturing environment at the Bible Institute that is more like a walled garden than a fortified compound! This does not imply an absence of rules or discipline. Love does not ignore truth nor does truth override the need to be loving (Eph. 4:15). Compassion does not preclude giving directions, issuing warnings, and providing correction and training that is consistent with truth. Discipline proves relationship. Instruction demonstrates love (Hebrews 12:8). Furthermore, biblical discipline is not heartless nor does it follow a predetermined set of responses. The Word of God exhorts us to “admonish the unruly, encourage the fainthearted, help the weak, be patient with everyone.” (1 Thess.4:15). This implies a need to exercise discernment in choosing an appropriate course of action in response to misconduct rather than dealing exactly the same way with everyone regardless of their response to correction. Therefore, in all discipline situations, we will seek to choose a response that is in a student’s best interest and which is appropriate to his or her particular circumstance.

BIBLICAL MANDATES AND INSTITUTIONAL POLICIES

The administration of WOLBI Hungary recognizes that there is a distinction between Biblical Mandates and Institutional Policies. Both can be found in our Standard of Conduct as well as in this Student Handbook. Biblical Mandates are specific commands from God’s Word directed to all believers at all times in all places such as the command to abstain from sexual immorality (1 Thessalonians 4:3). Institutional Policies such as specific dress code expectations are best viewed as “house rules” intended to maintain an environment most conducive to the realization of our goals (no one appreciates chaos). As a spiritual as well as an academic community, we ask students to adhere to both Biblical Mandates and Institutional Policies.

While a student’s personal convictions may differ somewhat from Institutional Policies, their free choice to become a part of the Bible Institute community constitutes a commitment to willingly abide by them, both on and off campus, while the academic semesters are in session (Heb.13:7,17). When at home during official school breaks, students are accountable to Biblical Mandates but not to Institutional Policies. It is expected that they will conduct themselves in a way that will honor the Lord and will not discredit their identity in Christ, their parents,

2. STUDENT LIFE >> IV. Student Life Philosophy

their local church, or the ministry of Word of Life with which they are associated during the time of their enrollment. When determining appropriate responses to misconduct, attention will be given to recognizing the differences between Biblical Mandates and Institutional Policies. The goal of the administration will always be to restore students to freedom and fellowship.

DISCIPLINE

The Student Life Department desires to provide students with leadership and an atmosphere suitable for discipleship. Staff will seek to help students to mature and to develop self-discipline. Throughout the school year, discipline may become necessary to assist in this growth process. Discipline may be preventative or remedial, depending upon the nature of the offense and the attitude of the student. Disciplinary action may include campusing, work duties, accountability, counseling or other measures deemed appropriate. In some cases, it may become necessary to suspend or dismiss students.

It is important to realize that our desire is to help students grow into conformity to Christ. One indicator of a genuine desire to change is whether or not a student comes forward on their own or is caught. Another indicator of a genuine heart is whether or not they tell the truth. These indicators, as well as others, will be taken into consideration when taking disciplinary action.

As stated earlier, Scripture teaches us that punishment and discipline are not end goals when dealing with sin. Our objective must be biblical restoration as stated in Galatians 6:1. Realizing we are all tempted by sin, the believer can move towards another with understanding and humility, calling them away from the dangers of sinful choices. In all disciplinary matters, the staff will seek to pursue an approach that harmonizes both compassion and correction seeking what is deemed to be in the best interest of both the individual and the wider Bible Institute community.

A. DISCIPLINARY OBJECTIVES

1. TO TEACH OBEDIENCE TO THE WORD OF GOD

God holds us accountable for obedience to the standards that He has revealed to us in His Word. We believe that discipline should cause students to consider their actions and attitudes and

2. STUDENT LIFE >> IV. Student Life Philosophy

to bring them into alignment with biblical directives (Hebrews 12:10-13).

2. TO PROMOTE HARMONY

As in any community, certain “house rules” must be established to avoid chaos. In some cases, individual liberties have to be limited if this is to be accomplished (Romans 12:10; Philippians 2:3-4).

3. TO TEACH SELF-CONTROL

One of the characteristics of spiritual maturity is self-control. Not all offenses are the result of sinful actions on the part of the student but may be a matter of the student learning and growing in certain areas of his or her life (Galatians 5:23; Titus 1:8; 1 Corinthians 9:25).

4. TO MODEL RESTORATION

We strive to model restoration as we seek to help students abandon sinful or destructive attitudes and actions (1 Thessalonians 5:14), be forgiven, and restored to a right relationship within the Body of Christ.

B. BIBLICAL CONFRONTATION

The purpose of confrontation is to direct students’ attention to a particular problem in order to help them make the necessary changes in keeping with Biblical Mandates or Institutional Policies. The course of action taken will be based on the principles set forth in 2 Thessalonians 5:14, which include correcting the unruly, encouraging the fainthearted, and helping the weak.

1. Even though misconduct is addressed by staff, Resident Assistants or others designated by the Deans, we encourage students to respectfully confront one another and encourage one another toward “love and good works” as is biblically appropriate (Galatians 6:1; Hebrews 3:13; 10:24).

2. STUDENT LIFE >> IV. Student Life Philosophy

2. Confrontation should first be handled privately and in person rather than bringing others into the picture who are not involved. If resolution is not achieved, you may bring the matter to the individual's supervisor for appeal.

3. Recurring disciplinary problems, uncooperative and/or critical attitudes may result in disciplinary probation, dismissal, or inability to enroll for the following semester.

C. DISMISSAL

Students dismissed for disciplinary reasons

1. Will be required to leave campus as soon as possible and may not be permitted to mix with other students.

2. May not be permitted to return for a period of time in order to provide an opportunity for growth under the ministry of their local church.

3. May have to sign an agreement that outlines the conditions for re-enrollment. In each case, a student must reapply. Conditions to re-enroll may include but are not limited to the following:

a. Engage in biblical counseling. A positive recommendation will be required from the counselor.

b. Demonstration of the fruit of repentance by a change of lifestyle and/or attitude.

c. Active involvement in a local church and regular time in the Word of God.

The following are examples of the types of behaviors that may result in disciplinary action:

- Violations of Biblical Mandates.
- Sexual immorality.

2. STUDENT LIFE >> IV. Student Life Philosophy

- Harassment, including sexual harassment and assault.
- Possession and/or consumption of alcohol, use of tobacco, use of drugs or abuse of a substance otherwise legal or association with those doing the same.
- Theft or possession of stolen property.
- Violence or threat thereof to others or to oneself.
- Hazing.
- Unauthorized possession or use of a weapon.
- Violation of Hungarian criminal codes. This would include the possession of, trafficking in, or distribution of illegal drugs or alcohol.
- Willful propagation of doctrinal error or teachings which are contrary to Word of Life's Statement of Faith.
- Failure to comply with written or verbal directives from staff or faculty in the performance of their duties.
- Dishonesty including but not limited to cheating, plagiarism, falsification of information on official documents, lying to a Dean during an inquiry, and forgery.
- Frequent disciplinary problems or an uncooperative/critical spirit.
- Unauthorized possession, duplication, or use of keys to any campus or camp premises or buildings.
- Academic deficiency as described in the academic section of the Handbook.
- Failure to attend classes, service assignments, and/or ministry.

Students who are dismissed are responsible for removing their personal belongings from Word of Life property within two weeks. Word of Life staff and students are not responsible for packing and shipping their belongings. After two weeks, all belongings that remain on Word of Life property will be considered abandoned and will be donated or discarded.

2. STUDENT LIFE >> V. Special Request Form

D. COMMUNICATION WITH PARENTS

We encourage students to maintain regular communication with their parents. The preferred form of communication is when students assume responsibility for themselves as adults by contacting their parents regarding their own personal circumstances whether they are related to academics, health, or discipline. Under certain conditions, the Student Life Department may ask students to contact their parents.

V. SPECIAL REQUEST FORM

A. To obtain permission for any exceptions to the handbook, please submit a special request to Student Life Department via the online form (link available on the official BI startpage – start.wolbi.hu). A special request should be submitted no less than 4 days prior to the date for which approval is needed.

B. Last-minute requests will be considered on a case-by-case basis. The Deans reserve the right to reject any last-minute request without review or consideration.

VI. IMPORTANT RULES AND GUIDELINES

A. PERSONAL CONDUCT

1. RESPONSIBILITIES

We are responsible for one another's spiritual well-being by applying the biblical principles found in Matthew 18 and Galatians 6, treating each other as we wish to be treated.

2. THIRD-PARTY PRINCIPLE

When a student and any member of the opposite sex are purposefully/intentionally together in the settings listed below, a third person must be present:

2. STUDENT LIFE >> VI. Important Rules and Guidelines

a. Isolated rooms and areas (i.e. Dining room B, the castle basement).

b. Deserted areas on the property (i.e. dark or unlit areas of the campus, campfire area, wooded areas, fields and woods around the property, the storage tent).

c. While traveling in a vehicle.

The following is a list of places on the property where two students of the opposite sex may be alone WITHOUT having a third person present with them:

a. The Dan Bubar Auditorium

b. The BI lounge

c. The castle foyer

d. The Gold Room, dining room A, and small classroom (all with the doors open)

e. Well-lit and heavily trafficked areas of the property

The lights must be on when two students of the opposite sex are alone in the indoor locations listed above.

3. ROMANTIC RELATIONSHIPS

We encourage men and women to form healthy relationships. WOLBIH desires to teach and model an approach to moral purity in relationships that reflects biblical values. We believe that sexual intercourse and many of the acts leading up to it are reserved exclusively for the context of a biblically defined marriage (Genesis 2:22-25; Matthew 19:4-6). Outside this context, sexual activities such as sexual intercourse, oral sex, forms of intimate touching and homosexual behavior violate clear biblical teaching (Romans 1:26-27; 1 Corinthians 6:9-20; Galatians 5:19; 1 Thessalonians 4:3-8) and are prohibited even when consensual. God's design at Creation for both sexual desire and

2. STUDENT LIFE >> VI. Important Rules and Guidelines

orientation is within the context of the marriage union between a man and a woman. Therefore, gender identity is a feature of God's original creative design (Genesis 1:26-28).

Word of Life believes that the term "marriage" has only one legitimate meaning, which is how marriage is defined, described and illustrated in the Bible: the joining of one man and one woman as their genders were determined at birth, into a single, covenantal union. Whenever there is a conflict between Word of Life's position and any new legal standard for marriage, the ministry's Statement of Faith, doctrines and biblical positions will govern (Genesis 2:24; Ephesians 5:22-23; Mark 10:6-9; 1 Corinthians 7:1-9).

Word of Life requires its students to obey the Bible's teaching that no sexual activity be engaged in outside of marriage as defined above. Word of Life believes that any other type of sexual activity, identity or expression that lies outside of this definition of marriage, including those that are becoming more accepted in the culture and the courts are contradictory to the Bible's design and purpose for sexual activity (Genesis 2:24; 19:5; Leviticus 18:1-30; Romans 1:26-29; 1 Corinthians 5:1; 6:9-10; 1 Thessalonians 4:1-8; Hebrews 13:4).

Students who are involved in or are pursuing a "dating" relationship are to be guided by biblical principles. Scripture gives us helpful insight on how members of the opposite sex should interact with one another. "Do not rebuke an older man but encourage him as you would a father, younger men as brothers, older women as mothers, younger women as sisters, in all purity" (1 Timothy 5:1-2). In marriage, a husband and wife become one flesh (Genesis 2:24). In a dating relationship, however, a man and woman remain brothers and sisters in Christ. Scripture calls us to treat one another as brothers and sisters, "in all purity."

It is our desire to help students who face all kinds of sexual temptations.

2. STUDENT LIFE >> VI. Important Rules and Guidelines

a. Students starting the program are **highly discouraged** from becoming romantically involved before the Winter Break.

b. Dating: students already romantically involved or contemplating romantic involvement are **highly encouraged** to communicate their status and/or intentions to their mentor and/or appropriate dean.

c. Divorced or separated students are not allowed to date while enrolled at the Bible Institute.

d. While an unmarried and unengaged student is under the authority of the Bible Institute he or she is not permitted to engage in any form of romantic physical contact with anyone. Romantic physical contact refers to any and all physical touch that is an expression of affection and may include, but is not limited to the following: kissing, holding hands, embracing, massages, playing with the other's hair, fondling the other's face, resting one's arm on the other's shoulders, leaning on one another, resting one's head on the other's shoulder or lap, etc. An engaged student may hold hands, but must limit his or her romantic contact to holding hands.

e. Marriages should generally only be planned for after completion of the student's Summer Ministry. Marriage plans made prior to attendance should be communicated to the Student Life Department upon enrollment. Marriages are not allowed during the school year without prior permission from the Executive Dean. A student that marries without this permission prior to completion of the entire program will be required to withdraw from the program. Scholarship students who withdraw in order to marry will be obligated to repay their scholarship in full.

2. STUDENT LIFE >> VI. Important Rules and Guidelines

f. We advise that the Student Life Department be consulted prior to any engagement between two current students.

B. PERSONAL APPEARANCE

WOLBI Hungary strives to maintain a standard of dress that communicates modesty and discretion without magnifying or bringing undue attention to the individual. Modesty is a matter of biblical principle and discipline in the area of acceptable dress is a necessary part of life-preparation, regardless of a student's future plans.

| MEN'S DRESS CODE | WOMEN'S DRESS CODE |
|--|---|
| GENERAL | |
| Men should be neat, clean, and modest in their dress and avoid excessively tight-fitting clothes or holes in inappropriate locations. Clothes should not be worn in a way that leaves underwear visible. | Women should be neat, clean, and modest in their dress and avoid revealing, sheer, excessively tight fitting or short clothing. Clothes should not be worn in a way that leaves underwear or bra-straps visible. |
| HAIR | |
| <p>Hairstyles are to be conventional and moderate in length (not to hanging down over the eyes, ears or top of the collar).</p> <p>Extreme styles and coloring (other than the realm of natural colors) are not allowed.</p> <p>Mohawks, man-buns, and dreadlocks are not permitted.</p> <p>Facial hair, if worn, must be intentionally grown, neat, and</p> | <p>Hairstyles should reflect a feminine appearance and should not be distracting.</p> <p>Extreme styles and coloring (other than the realm of natural colors) are not allowed.</p> <p>Dreadlocks are not permitted.</p> |

2. STUDENT LIFE >> VI. Important Rules and Guidelines

| MEN'S DRESS CODE | WOMEN'S DRESS CODE |
|--|--|
| closely trimmed. If not worn, men are to be clean-shaven for classes and ministry. | |
| JEWELRY AND TATTOOS | |
| Earrings and body-piercing jewelry are not permitted. | Body piercing jewelry other than earrings is not permitted. |
| <p style="text-align: center;">Spacers will be allowed when appropriate to help cover the large holes for those who have gauges.</p> <p style="text-align: center;">Getting a tattoo or body piercing (other than earrings for women) while you are a Word of Life student is not permitted.</p> | |
| <p>FORMAL DRESS</p> <p>(Graduation, banquet, and special events announced beforehand)</p> | |
| <p><u>GRADUATION</u> Appearance is to be neat, clean, and unwrinkled</p> <p>Dress slacks, dress shirt and tie</p> <p>Dress shoes, socks</p> <p><u>BANQUETS</u> Dress slacks and dress shirt, socks, dress shoes</p> <p><u>CONFERENCES</u> Class dress unless specified otherwise</p> | <p><u>GRADUATION/BANQUETS</u> Appearance is to be neat, clean, and unwrinkled</p> <p>Dress pants or a dress/skirt no shorter than just above the knee</p> <p>Nice top or blouse</p> <p>Dress shoes or dress sandals</p> <p><u>CONFERENCES</u> Class dress unless specified otherwise</p> |

2. STUDENT LIFE >> VI. Important Rules and Guidelines

| MEN'S DRESS CODE | WOMEN'S DRESS CODE |
|--|--|
| <u>CLASS DRESS</u> | |
| <p><u>PROPER ATTIRE</u> Appearance is to be neat, clean, and modest.</p> <p>Collared shirts, pants and jeans with no holes</p> <p>Dress shoes or sneakers</p> <p><u>NOT PERMITTED</u> Slippers, beach style flip-flops, or any open-toed footwear</p> <p>T-shirts, Sweatshirts, tank tops, shorts</p> <p>Sweatpants and athletic clothing.</p> <p>Tattered, torn or work clothing of any type</p> <p>Clashing clothing</p> <p>Hats (also not permitted in the dining room)</p> | <p><u>PROPER ATTIRE</u> Appearance is to be neat, clean, and modest.</p> <p>Dress or skirt (must be no shorter than just above the knee unless leggings are worn and then no shorter than just above the middle of the thigh)</p> <p>Collared shirts, nice blouses, pants, and jeans with no holes</p> <p>Dress shoes, nice sandals or sneakers</p> <p><u>NOT PERMITTED</u> Slippers, beach style flip-flops</p> <p>T-shirts, sweatshirts, shorts</p> <p>Sweatpants and athletic clothing</p> <p>Tattered, torn or work clothing of any type</p> <p>Clashing clothing</p> <p>Off-the-shoulder shirts</p> <p>Hats (also not permitted in the dining room)</p> |

2. STUDENT LIFE >> VI. Important Rules and Guidelines

| MEN'S DRESS CODE | WOMEN'S DRESS CODE |
|---|--|
| CASUAL DRESS | |
| <p>Undershirts are not to be worn except as an undergarment.</p> <p>Tank tops and T-shirts should not be extremely tight or excessively loose fitting around the arms.</p> | <p>Boxer shorts, cutoffs or midriiffs are not allowed.</p> |
| <p style="text-align: center;">Neatness and modesty are important.</p> <p>Shorts should be no shorter than just above the middle of the thigh.</p> <p>Anything torn or tattered is not to be extreme and must be modest.</p> <p style="text-align: center;">Pajama bottoms are not permitted outside of dorms.</p> <p>For safety reasons, shoes are required at all times, with the exception of sports activities on the designated sports fields and courts.</p> <p>Clothing which displays inappropriate messages, controversial issues, or which contradicts biblical principles or values should not be worn.</p> <p>Extremes in fashion and hairstyle as well as an unkempt or sloppy appearance are inappropriate and will be discouraged and addressed.</p> | |
| SWIMWEAR | |
| <p>Modest</p> <p>Mid-thigh length, not tight fitting</p> <p>Shirts must be worn to and from swimming.</p> | <p>Modest, one-piece</p> <p>Bikinis are not permitted.</p> <p>Cover-ups and shorts must be worn to and from swimming and sunbathing areas.</p> |

2. STUDENT LIFE >> VI. Important Rules and Guidelines

| MEN'S DRESS CODE | WOMEN'S DRESS CODE |
|--|--|
| SPORTS ACTIVITIES | |
| Appropriate, modest is expected. | |
| Bicycle shorts (lucre spandex) may be worn underneath shorts that meet the mid-thigh length. | |
| <u>NOT PERMITTED</u> Shirts with large neck or arm openings that expose the chest or sides Going shirtless | <u>NOT PERMITTED</u> Tight-fitting yoga pants (In the case of leggings, the dress, skirt, or top clothing must be no shorter than just above the middle of the thigh.) Sweatpants with writing on the backside |

WOLBI Hungary reserves the right to determine what is or is not appropriate in keeping with its ministry goals.

C. PERSONAL HYGIENE

Personal hygiene is important in dormitory living. Students are expected to shower regularly and to launder their clothing and wash their bedding biweekly. For more information, see section VII./E. on page 91.

D. PERSONAL QUIET TIME

1. To assist students in developing and maintaining a personal devotion time, a "quiet time" is scheduled from 6:30 to 7:00 am, Tuesday - Friday.

a. When there is no class, students should have their personal quiet time at the time of their choosing.

b. Students who do not have classes should be considerate to those who are doing their quiet time.

2. STUDENT LIFE >> VI. Important Rules and Guidelines

2. Quiet time may be done anywhere appropriate, but in one place during the entire 30 minutes. Quiet time should not take place in your bed. The entire 30 minutes must be dedicated to prayer and devotional interaction with the Scriptures.

3. During the school year, Students are required to use the WOL Quiet Time Diary, but additional materials may also be used.

4. Students will be asked to keep a daily record of their quiet time completion.

a. Every room receives a weekly dorm report sheet on Monday morning.

b. Each student has an accountability partner with whom they check and discuss their quiet time and its completion. Each student is responsible for filling out their accountability partner's quiet time check sheet by Monday morning.

c. The RA is responsible for submitting the quiet time check sheet information through the Weekly Dorm Report every Monday morning.

5. Students should not listen to music during quiet time.

6. The time assigned by the school for the student's quiet-time is just a minimal amount of time in the midst of the school's daily routine in order to provide time to be spent with the Lord. Students are encouraged to take more opportunities throughout the day to spend additional time building an intimate relationship with the Lord.

E. ROOM DEVOTIONS

1. Room Assistants (RAs) organize room devotions on Monday, Tuesday, and Wednesday, from 9:15 to 9:35 pm.

2. STUDENT LIFE >> VI. Important Rules and Guidelines

2. Room devotions are designed in such a way that each student will prepare a 10 minutes' devotion for their roommates at least twice in a semester.

3. At times, a guest will speak in devotions. Guest speakers should be invited through the RAs.

4. RAs may sometimes organize prayer times with partners in place of room devotions.

5. The men's and women's dorms are encouraged to schedule around three co-devos/fellowships together each semester. This should not take place in the dormitories, but in a place where both men and women can meet together.

F. QUIET-ON-CAMPUS, IN-DORM TIME, LIGHTS OUT

1. QUIET-ON-CAMPUS

Quiet-on-Campus times are from 10:30 pm - 7:15 am every day in all areas, so others will not be disturbed. This rule is applicable for all buildings and across the entire property.

2. IN-DORM TIMES

Students must be in their dorms for the night by the in-dorm time. Late arrivals in the dorm will be noted by the RA and reported to the Student Life Department on the Weekly Dorm Report. Repeat offenders may face disciplinary action.

a. On nights before class days, the in-dorm time is 10:45 pm.

b. On nights before days with no scheduled classes, the in-dorm time is 11:45 pm.

2. STUDENT LIFE >> VI. Important Rules and Guidelines

3. LIGHTS OUT

a. On nights before class days:

- i. All lights out from 11:00 pm to 5:45 am.
- ii. During lights out, students should be in their beds without using electronic devices.

b. On nights before days with no scheduled classes:

- i. All lights out from 12:00 am to 5:45 am.
- ii. Electronic devices may be used only if they do not disturb others.

G. CHAPELS, CONFERENCES, AND OTHER MEETINGS

1. All chapels, conferences and other meetings are required unless otherwise announced. If you need to be excused, you must submit a Special Request form online. For required conferences, students are excused from their weekend ministries.

2. Students should bring their Bibles to all meetings.

a. Electronic Bibles are allowed during meetings.

b. If a Bible App is used, the device must have its internet functionalities turned off.

3. Class dress is required for all chapels.

H. OFFICIAL SCHOOL BREAKS

1. While Biblical Mandates apply at all times, students are not held to the Institutional Policies of Word of Life during school breaks, unless they are on the Bible Institute campus or on a Word of Life ministry trip. See also section 2./II./B. starting on page 46 for further details regarding Standard of Conduct expectations. We encourage

2. STUDENT LIFE >> VI. Important Rules and Guidelines

students to be mindful of their testimony before others, and being above reproach in their conduct in all areas, including their romantic relationships.

2. Students are typically not permitted to leave or return early or late for official school breaks (charts begin on page 99.) In the case of extenuating circumstances, special permission is required from the Student Life Department. Failure to obtain this will result in a zero grade for missed course work.

a. If special permission is granted to leave early or arrive late, all make-up work must be completed by the deadline established by the academic office including all assignments, quizzes, or exams. Failure to do so will result in a zero grade for the course.

b. As per the standard stated elsewhere, no more than 20% of a semester may be made up by audio. If illness or other factors result in a student missing more than 20% of the semester, they may be asked to withdraw and then to re-enroll when they are able to complete the program in the classroom.

3. A student may leave for scheduled holiday breaks only after completion of required dormitory cleaning and any additional responsibilities the student may have. All students are responsible to participate in dormitory cleaning and will be allowed to leave their dorm only after their room has been cleaned and approved by the Student Life Department.

4. Students are required to be back on campus by 6:00 pm on the day before classes resume. If you are arriving from overseas or other extended traveling, you should consider arriving at least one day in advance, in order to rest and recover from your travels before classes start.

5. Details for students who desire transportation by WOLH to or from the airport, train station, or bus station can be found on page 96.

2. STUDENT LIFE >> VI. Important Rules and Guidelines

6. Students are responsible for service assignments and ministry before and after breaks, unless excused from them by the Student Life Department.

7. Students under 18 years of age need written permission from a parent/legal guardian to travel outside of Hungary during the break. All students should inform the Student Life Department in writing (by email or note) of plans to go outside of Hungary, before leaving, unless you are traveling directly to the home of your parents/legal guardian.

8. The availability of lodging and meals on campus during school breaks may be subject to circumstances outside of the staff's control and therefore cannot be guaranteed. Students should plan accordingly and not depend on the option of staying on campus beyond the times shown in charts starting on page 99.

9. Occasionally, there may be parts of official breaks where student housing is not closed. A student who would like to stay on campus for any part of breaks where student housing is not closed must submit a Special Request no less than two weeks prior to the break. Students staying on campus during these breaks will be required to work or pay for their meals and lodging (meals and lodging are treated as a single unit and cannot be paid for separately.) The option to work for meals and lodging is not guaranteed for every break, but is based on the availability of work for the students.

10. Students staying on school property during breaks will be scheduled to help with meals from time to time.

11. Regular weekend standards on campus for in-dorms time (11:45 pm) and lights-out time (12:00 am) remain in effect during breaks. As during the school year, students may not enter the rooms of the opposite gender during a break.

12. Music may be listened to out loud in the dorms during breaks, but at a reasonable volume that will not disturb those working or visiting the property during that time.

2. STUDENT LIFE >> VI. Important Rules and Guidelines

13. During breaks, students still must submit a movie request in order to watch movies or videos as a group, or to use the TVs in the small classroom or auditorium.

I. MEALS, KITCHEN, DINING ROOM, STORING FOOD

1. Students should be on time for all meals, especially for breakfast to ensure they are not late for class.

2. Students need to sign up for all meals through the meal registration system on the start page (meals.eletszava.org). If a student did not order a meal, he needs to wait until everyone else has gone first. It is the student's responsibility to sign out in case he will chose not to go to a meal.

3. Please take only moderate portions of food until everyone has been through the line at least once (until at least 20 minutes after the start of lunch). As a courtesy to our guest teachers and other guests, students should direct them to go through the food line first.

4. Smocks provided by the kitchen staff must be worn by all students working at meals.

5. Coats, jackets, hats, etc., should not be brought into the kitchen.

6. No dining ware (dishes, cups, forks, spoons, knives, etc.) may be taken from the dining room, with the exception of an RA or his or her delegate taking food to a sick student, using the provided food containers. Coffee and other beverages may be taken from the dining room only in the student's personal drinkware. Food (fruits, pastry) may be taken from the dining room only if eaten immediately and not taken into the dorms.

7. Various influences determine the variety and types of food we offer, so please bear with the kitchen personnel patiently - at the same time we welcome new menu ideas. Suggestions can be sent from the student startpage (start.wolbi.hu).

2. STUDENT LIFE >> VI. Important Rules and Guidelines

8. For special food requests due to food allergies or other medical reasons, we ask that our students bring a document or statement from a doctor. Due to our limited staff and budget, special meal plans will incur an additional fee.

9. Health Department regulations prohibit the storing of personally purchased or homemade food in the kitchen. No food that requires refrigeration can be stored in the dorms (no matter what the season or the temperature), and other types of food need to be boxed or sealed in plastic bags and stored in an appropriate cabinet (not in the entryway or windows).

10. Non-Alcoholic Beer and Non-Alcoholic Wine: In addition to the exclusion of alcoholic drinks as described in the Word of Life Standard of Conduct, students in the Word of Life Hungary Bible Institute are not to consume non-alcoholic beer, or non-alcoholic wine while on campus.

J. ENTERTAINMENT MEDIA AND MUSIC

1. Music, movies, and video games are permitted under the following conditions:

a. The student has attended the media orientation (opening week) and signed a statement affirming that he or she will practice sound biblical discernment in regard to his or her media choices.

b. The student is willing to allow the Dorm RA, other students, and staff to ask accountability questions regarding his or her media choices.

2. All media that is pornographic in nature and/or designated NC-17 or 18+, or otherwise intended for mature or adult audiences only is prohibited.

3. Certain media content may be restricted or limited at times due to content or bandwidth constraints.

2. STUDENT LIFE >> VI. Important Rules and Guidelines

4. Music, movies, and video games may not be played during the following times: quiet time, dorm devotions, class hours, required study, or ministry assignments. Students may listen to music during service assignments, with the express permission of the service assignment leaders.

5. The Deans will make the decision as to what musical instruments may be used in the dorms. Amplifiers, drums, and keyboards are not permitted in the dorms without the use of headphones.

6. Movies, music, and other electronic media used by students at the Word of Life Hungary Bible Institute must be legally obtained for use. Bible Institute students are not to download or stream audio, video, or other electronic media illegally.

7. All movies, TV shows, online videos, sports etc., which are viewed in the dorms, must be viewed with the use of headphones when not in a group setting.

8. Music can be listened to out-loud only in the student lounge in the Dan Bubar Auditorium or outdoors at appropriate times, at an appropriate volume, with consideration for other's needs and preferences. In any other area, music can only be listened to through headphones. On special occasions, a dean may give permission to play music out-loud.

9. Students may only watch movies and TV shows in a group setting (this includes in the dorms) if they obtain permission from a member of the Student Life Department. A movie request form can be found on the student start page (start.wolbi.hu). You must obtain permission by the end of office hours on Friday (5 pm). Only copies of movies and TV shows that are in full compliance with copyright law may be shown on campus. Movies can be streamed, but only through legal websites with whom the student has a legitimate subscription (in the case of paid services.)

2. STUDENT LIFE >> VI. Important Rules and Guidelines

10. Movies and TV shows can be shown on the big screen monitors in the auditorium, and in the small classroom from Friday afternoon until Monday lunch, with permission from a member of the Student Life Department.

11. Electric instruments may be amplified, but no louder than their acoustic counterpart would sound. Abusing this rule may result in the loss of this privilege.

12. WOLH Pianos and other musical instruments may be played only with permission from the Music Ministries Coordinator. Instruments owned by other students or staff may only be used with permission from the owner.

K. TELEPHONE USAGE

1. The WOL phone system may be used to call emergency numbers when needed. Students should use their mobile phones and laptops for personal calls.

2. Payments for ministry calls are the responsibility of the students or their place of ministry.

3. Mobile phones: Phones should not be used to make/receive calls, or for messaging, during quiet time, classes, meetings, study hours, devotions, or between lights out and 5:45 am.

4. Between 5:45 am and 6:30 am, phone calls can be made/received only outside of the dorms or in places where no one's quiet time or sleep will be disturbed.

L. GENERAL COMPUTER USAGE

1. Word of Life Hungary provides students with access to networking and computer resources as an integral part of the educational environment.

2. Staff or student computers may not be used without permission from the staff or student to whom it belongs.

2. STUDENT LIFE >> VI. Important Rules and Guidelines

3. Internet Access:

a. Class days: from 1:15 pm to 11:00 pm, including the night before class.

b. Weekends and holidays: available starting at 1:15 pm of the last class day before the weekend or holiday, and ending at 11:00 pm before the first day back to class.

c. The use of a personal internet connection must follow the same schedule.

d. The following will result in discipline to be determined by the Student Life Department:

1. Any student attempt to connect to a network that is not designated for student's use.*

2. Any attempt to circumvent the network security measures in order to have internet access outside of the determined schedule.

*There are other networks in the property for the exclusive use of staff and/or guests.

4. Word of Life Hungary reserves the right to monitor your computer usage on the network and to examine information that may be questionable or indicate objectionable content or inappropriate behavior. Word of Life reserves the right, at its discretion, to review any electronic files and usage to the extent necessary to ensure that the internet is being used in compliance with this and other policies. Therefore, it should not be assumed that internet usage on computers using the WOLH network is completely private.

5. Objectionable Content and Inappropriate Behavior: For the purpose of definition, objectionable content and inappropriate behavior includes but is not limited to the following:

2. STUDENT LIFE >> VI. Important Rules and Guidelines

a. Pornography: Material depicting or describing sexual acts, erotic material, nudity etc.

b. Pirated Content: Students may not use the WOLH network to transmit or receive any illegally or unethically obtained media (e.g. music, games, movies, software, etc.)

c. Hacking: Intrusions or hacking into private computers may result in a student losing his or her network privileges.

M. IN CASE OF SICKNESS

1. One of the deans must be alerted, regardless of the hour, when a dorm student is exhibiting symptoms of a serious nature (i.e. high fever, dizziness, vomiting, etc.).

2. If a student needs to miss a required event (classes, chapels, required study, service assignment, ministry, or conference events) due to illness, either the RA or the student must communicate the situation to the Student Life Department and the Academic Office. Moreover, as soon as it is possible, the student must report to the Christian Service Department for further instructions in how to make up the missed activity.

3. There is no permanent sickroom. However, if a student is contagious, he or she may be quarantined in an empty dorm to prevent the spread of illness. If sick, Hungarians may be asked to travel home until they recover.

4. PREVENTION IS KEY! Sick students should not share drink or food (eating, drinking after each other) and should make it a regular practice to keep hands washed.

N. CHURCH ATTENDANCE

1. Regular church attendance is required for all Bible Institute students.

2. STUDENT LIFE >> VI. Important Rules and Guidelines

2. When in Tóalmás, students are to attend the Campus Worship Service.

3. If a student has his or her Student Ministry at another church, we ask them to attend that church as much as possible, and to try to get involved in the life of that congregation.

4. We require our students to dress nicely for church. Students must also be sensitive to and respectful of the local church dress code or custom.

O. OFFICES, STORAGE AREAS, GUEST ROOMS, STUDIO ROOM, WORKSHOP

1. Students may enter the above areas by permission only.

2. Students must secure permission before using or moving any equipment or furniture on the WOLH property.

P. STUDENT ROOMS AND BATHROOMS

1. Student rooms should always be clean and neat - as this shows consideration to both other students and guests.

2. Students must clean their dormitories on a daily basis, from Monday to Friday.

a. All roommates are required to work together on a deeper, more thorough cleaning of their dorm room each Monday before 6:00 pm.

b. From Tuesday to Friday, each student will be assigned a dorm-cleaning task to be completed before the beginning of the first class hour.

3. ROOM-CLEANING EVALUATION

a. Every dorm will receive a weekly dorm report sheet on Monday.

2. STUDENT LIFE >> VI. Important Rules and Guidelines

b. Monday: the RA will be responsible to evaluate and grade the deep cleaning until dinner.

c. Tuesday-Friday: the RAs will check the dorms each morning until the end of the first break to evaluate and grade the regular cleaning.

d. The RAs will submit the Weekly Dorm Report form to the Student Life Department every Monday morning.

e. The sum of all weekly cleaning grades will be part of the student life grade at the end of each semester.

4. The students need to keep their belongings organized. The RAs or Deans can add a negative observation to the daily cleaning report at any time of the day if the student leaves their belongings unorganized.

5. Do not attach anything to any surface except with removable material made for this purpose. Do not attach anything to walls, neither with nails tape, Blu-Tac, or other adhesives.

6. Men are not permitted to enter the women's dorms nor are women permitted to enter the men's dorms.

7. Coffee, tea makers, and hot-air popcorn poppers may be used in the student rooms. Due to fire regulations, toasters, hot plates, or any other appliance with exposed heating elements, may not be used.

8. Students are not to tamper with the thermostats in their dorm. Please contact the Maintenance Department, if the thermostat needs to be adjusted. The use of electric heaters is not allowed in the dormitories.

Q. STUDENT LOUNGE

1. We are glad that we have the resources to use part of the auditorium to be the BI lounge. We ask our students to treat it with care and respect. Many people have worked hard to make this a place where students can relax and fellowship. Students will be responsible to keep

2. STUDENT LIFE >> VI. Important Rules and Guidelines

the lounge clean and organized, with dorms rotating on a weekly schedule to clean the lounge and kitchen appliances.

2. Music may be listened to out loud in the lounge, when there is no class or scheduled activity going on. However, please remember that quiet on campus begins at 10:30 pm.

3. The BI lounge is also an approved public area where two members of the opposite sex may be alone.

4. We ask that you have the meeting room well-lit during evening hours.

R. THEFT

1. Students should take precautions against the possibility of theft of personal items. The Bible Institute recommends the following guidelines for theft prevention:

a. Always keep room doors locked when the room is empty or occupants are sleeping. Each student will be required to check out a dorm key during registration and pay a 1000 HUF deposit to be returned to the student in exchange for the key at the end of the school year.

b. Never keep large sums of money in your room. Students should keep their money with them or else deposit it in the bank.

c. Don't show off or announce to your dorm that you received a sum of money.

d. Do not leave purses or wallets unattended.

2. If a student believes that they may have had something stolen, they should report the theft to their RA. The RA should contact the Student Life Department as soon as possible.

2. STUDENT LIFE >> VII. Student Life Semester Evaluations

3. While the Bible Institute assumes no responsibility for stolen money or property, it will assist students in attempting to recover stolen articles and in the apprehending suspects when possible. Unfortunately, items are rarely recoverable.

S. SEXUAL HARASSMENT

Word of Life Hungary strictly forbids any behavior that would be categorized as sexual harassment, and will take disciplinary action against any staff member, employer, or student who breaks this rule, which is based on Biblical principles, as well as Hungarian and European law.

T. SEXUALLY-TRANSMITTED DISEASES

In the event that a student is discovered to have the HIV virus (the cause of AIDS) or any other sexually-transmitted disease, every effort will be made by the administration to determine a course of action that will be in the best interest of the student and the Bible Institute community. In all cases, confidentiality will be adhered to as permissible by law.

U. WEAPONS

Rifles, handguns, bows and arrows, knives, wrist-rockets, BB/pellet guns, airsoft guns, etc. are not permitted in the dorms, in vehicles or on one's person while on campus. Students who bring them will be required to return them to their homes. Small pocket-knives are permitted.

VII. STUDENT LIFE SEMESTER EVALUATIONS

A. At the end of each semester, students will do a self-evaluation and provide a Dormitory Life Feedback to each one of their roommates in order to assess personal and mutual growth in maturity. The combination of one's Dormitory Life Feedback Report and Weekly Dorm Report (including Quiet Time Check Sheet, Cleaning Report, Church Attendance and Tardiness) will make up the Semester Student Life Grade.

2. STUDENT LIFE >> VII. Student Life Semester Evaluations

B. The Dormitory Life Feedback Report covers several areas of Christian life. Students first evaluate themselves and then fill up a feedback report to give to the other roommates. The results are then taken to the Student Life Department by the RA.

C. The purpose of these reports is not to provide a grade for student transcripts, but to aid students in discovering areas in which they need to grow individually. Students are encouraged to have a teachable spirit, to pray, and take steps in light of the evaluation.

D. The Semester Student Life Grade will follow the grading scale found under the academic section of this handbook. If a student does not maintain a satisfactory grade, the school has the right to determine if the student will graduate or not.

3. CHRISTIAN SERVICE

I. CHRISTIAN SERVICE DEPARTMENT

There are three areas of Christian Service required of all students at WOLBI Hungary: Ministry Assignment, Service Assignment, and Ministry Practicum (Summer Ministry Assignment).

A. DEAN OF CHRISTIAN SERVICE

The Dean of Christian Service is responsible for coordinating the Christian Service Department. The Dean of Christian Service will decide where each student will be placed in the many different areas of ministry, making sure both students and ministry leaders have all needed support for the proper flow of Christian Service during the school year and during the Ministry Practicum (Summer Ministry Assignment). The Dean of Christian Service is responsible to communicate with students and ministry leaders in order to let them know of any special circumstance regarding issues related to the Christian Service Department. The Dean of Christian Service will also provide assistance for students in need of finding opportunities to fulfill their Summer Practicum.

B. STUDENT MINISTRY COORDINATOR

The Student Ministry Coordinator is responsible for assigning and overseeing the Student Ministry Assignment program. The Student Ministry Coordinator is the liaison between the Christian Service Department and the ministry leaders for each ministry team, as well as off-campus partner churches and ministry organizations which provide the ministry opportunities for WOLBI Hungary students. In the absence of the Dean of Christian Service, the Student Ministry Coordinator will work with the Dean of Students to fill the Student Ministry responsibilities of Dean of Christian Service.

C. SERVICE ASSIGNMENT COORDINATOR

The Service Assignment Coordinator is responsible for assigning and overseeing the Service Assignment program. The Service Assignment Coordinator is the

3. CHRISTIAN SERVICE >> II. Purpose, Vision and Objectives

liaison between the Christian Service Department and the department heads for each area of service.

II. PURPOSE, VISION AND OBJECTIVES

A. PURPOSE OF CHRISTIAN SERVICE

The purpose of the Word of Life Bible Institute Christian Service Department is to provide training and opportunity for each student to engage in multiple, meaningful ministry and service opportunities that have the potential to significantly impact the lives of others.

B. CHRISTIAN SERVICE DEPARTMENT VISION STATEMENT

Through their Ministry and Service Assignment experience, we seek to teach and train students to understand the importance of excellence in training, communication, coordination, and team work. Our desire is that at the end of the year, students feel they had a substantial role in the functioning of the Bible Institute and its impact on our community and the surrounding area, as well as have a level of confidence about their understanding, and experience, in ministry and service to start similar outreach and service wherever they go after graduation.

Christian Service should provide the student with many different experiences in which they can demonstrate their faith in a practical and life-changing way. Through serving, the student can experience the joy of being used by God, which brings reality to their Christian life.

C. OBJECTIVES OF CHRISTIAN SERVICE

1. To contribute to the total development of the students by teaching them to accept and to be faithful to the responsibility of Christian service:

2. Place students in situations that stretch them and expand their vision.

3. CHRISTIAN SERVICE >> II. Purpose, Vision and Objectives

3. To provide opportunities for students to serve together, learning teamwork, mutual dependence and cooperation.

4. To assist the student in the development of a functioning personal faith that discovers Christ is the center to all life imparting service, and problem solving.

5. To discover, and promote development of, ministry skills and spiritual gifts through actual service.

6. To motivate the student to have a proper attitude toward serving the Lord, a longing to see people saved and a desire to be used by God.

7. To give the student practical experience in the “how-to’s” of Christian service by providing on-the-job training.

8. To increase the student’s effectiveness by training them to personally share their faith, providing field supervision, by evaluating their service, and by individual counseling.

9. Help students to give and receive evaluation, in relationship with others, with a Christ honoring attitude, respect, and care.

10. To assist the student in maintaining a proper balance between academic work and Christian service.

11. To train and prepare students for current and future ministry.

12. To reach these objectives we use a three-fold approach:

A. EDUCATION: Early in the academic year students will have orientation covering different aspects of ministry.

B. EXPERIENCE: Applying the principles of the Word of God is what life is all about. Throughout the academic year

3. CHRISTIAN SERVICE >> III. Ministry Assignments During the Academic Year

students will be given opportunities to use the principles and methods that they have learned.

C. EVALUATION: A student's ministry assignment is evaluated by a supervisor in the church or ministry. This enables the student as well as the staff to become aware of areas of achievement or areas in need of improvement.

III. MINISTRY ASSIGNMENTS DURING THE ACADEMIC YEAR

A. Each student will engage in a ministry assignment throughout the academic year.

B. Classroom dress code is generally the standard, but students always should consider the respective ministry place expectations.

C. Students may miss ministry assignment only in case of sickness or emergency and with permission from the Student Ministry Coordinator. In case the Student Ministry Coordinator is absent, the Dean of Students can grant permission.

D. We ask students to evaluate their ministry assignment together as a team, and as individuals. Further evaluations may take place with the ministry team leader.

E. Overall ministry attitude feedback is provided at the end of each semester as part of the Christian Service Attitude Feedback.

IV. SERVICE ASSIGNMENTS

A. Students have weekly Service Assignments of 3-6 hours depending on overall responsibilities. Students may be asked to serve additional hours to help

3. CHRISTIAN SERVICE >> IV. Service Assignments

with another part of the WOL Hungary Ministry (for example: preparing conferences and other meetings).

B. The purpose of Service Assignments is to provide a context for practical expression of the life of the Lord Jesus, specifically the Fruit of the Spirit, and other character traits which are related, like: humility, a servant-attitude, excellence, submission to authority, faithfulness, etc. Another effect of the Service Assignment program is how it contributes to reducing the price of operations for the Bible Institute.

C. TEAM LEADERS AND SUPERVISORS

There are several service areas for which a student may be assigned. Each area of service will have their own team leader or supervisor. These leaders and supervisors might be students, interns, or staff.

D. Students should report to their team leader or supervisor, *at least 5 minutes early*, wearing appropriate clothing for their Service Assignment.

E. As part of the Christian Service Attitude Feedback, a supervisor will evaluate each student in their Service Assignment area each semester.

F. Service Assignments may be missed only in case of sickness or with special permission from the Dean of Christian Service or area supervisor. Absence from Service Assignments must be made up within one week, at a time agreed upon by the assignment leader.

G. Electronic devices should not be used during Service Assignments. However, with the permission of the service assignment leader, students may listen to music from their devices. Please keep in mind, we want people to be attentive and fully available to their supervisors and co-workers.

3. CHRISTIAN SERVICE >> V. Christian Service Attitude Feedback

V. CHRISTIAN SERVICE ATTITUDE FEEDBACK

A. The Christian Service Attitude Feedback takes place at the end of each semester.

B. The combination of one's Ministry Assignment attitude feedback, and Service Assignment attitude feedback will make up the student's final attitude assessment in Christian Service.

C. The purpose of these attitude feedback evaluations is not to provide a grade for student transcripts, but to help the student discover areas where he or she may need to grow. Students should pray with their leaders and take steps in light of these feedback evaluations.

D. If a student does not maintain a satisfactory grade, the school has the right to determine if the student will graduate or not.

VI. MINISTRY PRACTICUM

A. Eight weeks of practical summer ministry is an integral part of the Bible Institute curriculum. Important guidelines include the following:

1. Summer ministry can be completed at the student's home church, at Christian camps, other Christian organizations, etc.

2. Before choosing a location to complete his or her Summer Ministry, the student **MUST** consider the following:

a. The sending church and church of membership has the priority. If your church wants you to complete your training there, you should honor this request.

3. CHRISTIAN SERVICE >> VI. Ministry Practicum

b. Word of Life reserves the right to designate students to serve within its ministries, according to the needs of each region, starting with Europe.

c. Students can be required by WOL to complete their Summer Ministry in a WOL ministry where the student speaks the language of the place.

3. All Summer Ministry plans must be submitted through the online form available on start.wolbi.hu and approved by the school. The deadline for the Summer Ministry Application is April 30th.

4. This should be a minimum of a 40-hour investment per week. Students should be prepared to work beyond 40 hours, whenever necessary.

5. Hungarian speaking students are required to complete eight weeks of their ministry at the WOL Hungary Summer Camp. If a Hungarian student would like to serve at another ministry, they must obtain written permission from the Student Ministry Coordinator and the WOL Hungary Camp Director.

6. Most of our non-Hungarian speaking students will not be able to serve at the WOL Hungary Summer Camp. International students will need to begin planning no later than Winter Break where they will do their Summer Ministry. These off-campus ministries also need to be approved by the school.

7. Students serving in the Summer Camp in Tóalmás need to be back on the property the Saturday morning before camps start.

8. Successful completion of the summer ministry is one of the requirements for receiving a diploma.

B. SPECIAL CIRCUMSTANCES

1. In special circumstances, summer ministry may be extended up to ten weeks, with 32 hours of ministry per week.

3. CHRISTIAN SERVICE >> VI. Ministry Practicum

2. To extend his or her summer ministry, the student must have the approval of the WOLBI Hungary Director, or the Dean of Students.

3. Student requests will be evaluated on a case by case basis, and will be granted or denied according to the WOLBI Hungary Director's or Dean of Students' discretion.

ADDITIONAL IMPORTANT INFORMATION

I. WEEKEND SUPERVISION

The purpose of weekend supervision is to have an RA and a staff member available in case of need or emergency. We ask our students to first always contact the person on duty when help is needed.

II. LIBRARY

A. The library has books in Hungarian, English, Romanian and German; most of which have been donated.

B. Library hours: Times are posted on the door.

C. Books on reserve: Books reserved for certain courses may not be taken from the library.

D. Cell phones should be on silence mode (not only vibration, silent). Mobile phones and small electronic devices (e.g. smart phones, iPods, and similar devices) are not allowed during required study hours.

E. Personal printing: Students may use only the library printer. Printing costs 10 HUF per page, even if a page prints badly.

F. Food is NOT allowed in the library. Drinks are allowed, as long as they have covers (no mugs or cups). Music is not allowed (even with headsets).

G. Books removed from shelves should be left on the tables; the librarian will put them back on the shelves.

4. ADDITIONAL INFO >> III. Reception and Guest Services Office

H. For further instructions, check the information posted in the library.

III. RECEPTION AND GUEST SERVICES OFFICE

A. Office hours: Monday to Friday 9:30 am to 1:00 pm and 1:30 to 4:30 pm. Students should only be in reception during business hours.

B. Faxes: Charges (in advance) are 200 HUF for each page sent, and 100 HUF for each page received.

C. Copying: Photocopies may be requested at the reception desk for 10 HUF per copied side, including copies for ministry, unless requested by a staff member.

IV. VISITORS

A. Guest cost information is available from Guest Services, with students responsible for all payments.

B. Requests for overnight stays should be made at least 4 days in advance to Guest Services (gs@eletszava.org)- even if the guest would like to stay in the student's dorm.

V. HITCHHIKING

Students are not allowed to hitchhike. This is for the safety of our students.

VI. LAUNDRY

A. Coin operated (100 HUF) washers and dryers are available in the laundry room. Students provide their own laundry detergent. Students need to

4. ADDITIONAL INFO >> VII. Care of Our Property

make sure they watch the time, and remove their laundry in a timely manner. An average run for both the washing machines and dryers is one hour.

B. If a machine is out of order or not working properly, please notify reception. They will contact the repair service in order that the machine(s) may be repaired promptly.

C. Do not overload the dryers. There may be room for a lot of clothes, but each machine has a weight limit.

D. Students are not allowed to use the non-coin operated machines.

E. Students are required to wash their bedding once every two weeks, regardless if it is their own or WOLH's.

a. The WOLH mattress covers and bedsheets must only be washed by WOLH.

b. All other WOLH bedding (e.g. pillow cases, duvet covers) can be washed by the students, or by WOLH for a fee of 200 HUF. If washed by WOLH, the bedding and money will be collected by the person responsible in each room at the times posted on the laundry room door. This person will then receive a clean set of bedding to replace the ones taken to be washed.

c. Student-owned bedding must be washed by the student.

F. Each dorm is given a laundry basket. Students may only use those, or their own personal laundry baskets. The baskets that belong to the laundry room must NOT be taken from the laundry room.

VII. CARE OF OUR PROPERTY

A. Our beautiful facilities have been made possible by the generosity of believers from around the world. We must care for everything with the

4. ADDITIONAL INFO >> VIII. Fire Procedures

understanding that it all belongs to the Lord. This includes keeping the property clean and neat, both inside and outside.

B. WOLH equipment and tools are for ministry purposes only. Use of any equipment requires permission from the appropriate staff person, and is to be used only by trained personnel. All equipment must be returned to its proper location after use.

C. All furniture (including picnic tables) may only be moved with permission and always returned to its original location. Furniture for inside use should only be used inside and not be taken outside.

D. Any cost for damage repair is the responsibility of those involved.

E. Resident Assistants should report any repair work needed in detail to the Maintenance department.

VIII. FIRE PROCEDURES

A. In case of fire, students should shout a warning, immediately inform a staff member, if possible, and then leave the building from the nearest exit. In addition, if you can do so without endangering yourself or others: close all windows and doors. Leave all main lights on.

B. Do not return to your room for personal belongings unless instructed to do so by a staff member. Gather in front of the building at a safe distance.

C. In case of a false or accidental alarm, notify a staff member immediately.

IX. STUDENT STORAGE

A. Students should store their belongings in tightly sealed and secure boxes or suitcases, labeled with their own names.

B. Items that are not clearly labeled with the name of the owner will be discarded.

C. RAs will have keys to the storage area.

D. WOLH cannot take responsibility for personal items stored in the student storage.

E. Items left in student storage by students who have graduated and will not be returning to WOLH will be discarded after two weeks from the day of graduation, unless special arrangements have been made beforehand with the Student Life Department.

X. COMFORTERS, PILLOWS, BLANKETS, AND OTHER BEDDING

Students are not permitted to use these items outside of their dorms and can only remove them from the dorms in order to return them to the laundry room for cleaning. They are difficult to clean and need to be handled with care. We ask our students to change their bedding at least every two weeks. See section “VII. Laundry” on page 91 for details.

XI. LOST AND FOUND

Please give all unclaimed items to the Student Life Department. Unclaimed items will be held in the Student Life Department for no longer than a week. Students missing personal items should report the missing items to the Student Life Department as soon as possible.

4. ADDITIONAL INFO >> XII. Cleaning Supplies

XII. CLEANING SUPPLIES

A. Each room is to appoint one person responsible for taking care of the cleaning supplies. If the room is running out of supplies, this person needs to be notified. The schedule for when new supplies can be taken is posted on the cleaning supply storage.

B. Cleaning supplies should NOT be removed from the cleaning supply closets of the castle or the Dan Bubar Auditorium for use in the dorms. Housekeeping provides these per your request.

XIII. RAISING SUPPORT

The ministry of Word of Life Hungary and its staff is financially made possible in large part due to the sacrificial giving of faithful supporters of the ministry. However, those guests who come to serve with us are both donating their time, and their trip is made possible either by their own sacrifice or the donations of other brothers and sisters in Christ. Therefore we kindly ask that students not approach guest teachers or other guests to ask for donations or financial support. If a guest wishes to give some form of support or donation, please direct them to the leadership of the BI, so it can be done properly, avoiding unnecessary complications.

XIV. ANIMALS

Students are not allowed to keep pets or feed stray animals on the property.

XV. BICYCLES, SCOOTERS

Bicycles and scooters must be in a bike rack or storage; not leaning against the wall or on the ground.

XVI. GATE

We ask each student to lock the gate if the gatekeeper is not there. The code for entering is 789#.

XVII. TRANSPORTATION

A. WOLH offers transportation to/from the airport, the train station, and bus station only during the following times of year: in September upon arrival in Hungary, in December when leaving for Winter Break, in January upon arrival after Winter Break, and in May when leaving Hungary after graduation.

1. WOLH will request departure and arrival details (such as names and number of passengers, flight/train/bus numbers, final destination, departure/arrival time, etc.) well in advance of the travel dates. Failure to provide this information by the designated due date may result in WOLH being unable to provide transportation.

2. Cost of transportation is dependent upon distance and the number of travelers in the vehicle. Transportation when leaving the campus must be paid in advance.

3. Pickup from the Budapest airport, train, or bus station will be available 24 hours a day ONLY for new students arriving for their first time in Hungary.

4. All other transfers to or from the Budapest airport, bus station or train station will only be available to students with the following parameters:

a. Pickup: no earlier than 8:00 am, and no later than 12:00 am (midnight.)

b. Drop-off (at the airport/station/terminal): no earlier than 6:30 am, and no later than 12:00 am (midnight.) Keep in

4. ADDITIONAL INFO >> XVIII. Arrival on and Departure from Campus

mind when booking international flights, airlines ask that travelers arrive at the airport AT LEAST 2 hours before take-off.

c. Students arriving/departing outside of those times will be required to make their own lodging arrangements, or wait in the airport, bus station, or train station.

d. Note: in the event of an extreme hardship in keeping these times, please talk with the Student Life Department for potential solutions.

B. Other requests for transportation will only be considered in emergencies, and should not be requested from staff members. This applies to other personal reasons and favors, as well.

C. No transportation request is necessary when working on staying permits. However, students **DO** need to pay the cost of transportation.

XVIII. ARRIVAL ON AND DEPARTURE FROM CAMPUS

A. A full chart of arrival and departure times for official school breaks can be found starting on page 99. Students wishing to depart or arrive outside the allowed times must submit a Special Request to do so (start.wolbi.hu) no less than 5 business days prior to the first allowed departure/arrival date. For details on arranging transportation, see page 96. For details on requesting student housing during the breaks, see page 70.

B. After the academic year, Sunday night after graduation and breakfast on Monday morning after graduation are the final night of lodging and final meal covered by the normal fees and charges paid by the student. After this, the information regarding meals and housing found on page 70 applies.

C. However, the above point does not apply to students remaining on campus to serve with the Camp ministry. Those students must make prior

4. ADDITIONAL INFO >> XVIII. Arrival on and Departure from Campus arrangements with the Camp Team, and communicate their plans with the Student Life Department.

WOLHBI 2018-2019

STUDENT HOUSING DATES

During the school year, there are times when WOL Hungary must close student housing for official school breaks.

Please plan your campus departure and arrival times according to the following schedule.

START OF YEAR ARRIVAL

| SEPTEMBER 10 MONDAY Internationals Arrive | SEPTEMBER 11 TUESDAY Europeans Arrive | SEPTEMBER 12 WEDNESDAY Hungarians Arrive Registration Day |
|--|--|--|
| Student Housing Opens 7 am | | Breakfast – 8 am |
| <u>**Begin Arrival**</u> | | <u>**Arrive by Registration**</u> |
| Breakfast – 9 am | Breakfast – 9 am | Registration – 9 am |
| | | |
| Lunch – 1 pm | Lunch – 1 pm | Lunch – 1 pm |
| | | |
| Dinner – 6 pm | Dinner – 6 pm | Dinner – 6 pm |

WINTER BREAK DEPARTURE

| DECEMBER 7 FRIDAY | DECEMBER 8 SATURDAY | DECEMBER 9 SUNDAY | DECEMBER 10 MONDAY |
|---|-------------------------------|-----------------------------|-----------------------------------|
| Breakfast 7:20 am | Breakfast - 9 am | Breakfast - 9 am | Breakfast - 9 am |
| Classes | | | |
| Lunch - 1 pm | Lunch - 1 pm | Lunch - 1 pm | Lunch - 1 pm |
| Room Cleaning Approval | | | **Leave by 3 pm** |
| **Begin** **Departures** | | | |
| Dinner - 6 pm | Dinner - 6 pm | Dinner - 6 pm | Student Housing Closed |

WINTER BREAK RETURN

| JANUARY 5 SATURDAY | JANUARY 6 SUNDAY Internationals Due Back | JANUARY 7 MONDAY Europeans Due Back | JANUARY 8 TUESDAY |
|---------------------------------|--|---|-----------------------------|
| Student Housing Opens - 7 am | | | Breakfast 7:20 am |
| **Begin Arrival** | | | Classes |
| Breakfast - 9 am | Breakfast - 9 am | Breakfast - 9 am | |
| | | | Lunch - 1 pm |
| Lunch - 1 pm | Lunch - 1 pm | Lunch - 1 pm | |
| | | **Arrive by** **6 pm** | |
| Dinner - 6 pm | Dinner - 6 pm | Dinner - 6 pm | Dinner - 6 pm |

SPRING BREAK DEPARTURE

| MARCH 1 FRIDAY | MARCH 2 SATURDAY | MARCH 3 SUNDAY | MARCH 4 MONDAY |
|---|---------------------|-------------------|-------------------------------------|
| Breakfast 7:20 am | Breakfast - 9 am | Breakfast - 9 am | Breakfast - 9 am |
| Classes | | | |
| Lunch- 1 pm | Lunch - 1 pm | Lunch - 1 pm | Lunch - 1 pm |
| Room Cleaning Approval | | | <u>**Leave by 3 pm**</u> |
| <u>**Begin**</u> <u>**Departures**</u> | | | |
| Dinner - 6 pm | Dinner - 6 pm | Dinner - 6 pm | Student Housing Closed |

SPRING BREAK RETURN

| MARCH 16 SATURDAY | MARCH 17 SUNDAY | MARCH 18 MONDAY | MARCH 19 TUESDAY |
|---------------------------------|--------------------|---|----------------------|
| Student Housing Opens - 7 am | | | |
| <u>**Begin Arrival**</u> | | | |
| Breakfast - 9 am | Breakfast - 9 am | Breakfast - 9 am | Breakfast 7:20 am |
| | | | Classes |
| Lunch - 1 pm | Lunch - 1 pm | Lunch - 1 pm | Lunch - 1 pm |
| | | <u>**Arrive by**</u> <u>**6 pm**</u> | |
| Dinner - 6 pm | Dinner - 6 pm | Dinner - 6 pm | Dinner - 6 pm |

GRADUATION DEPARTURE

| JUNE 1 SATURDAY | JUNE 2 SUNDAY | JUNE 3 MONDAY | JUNE 4 TUESDAY |
|--|------------------|---|--|
| Breakfast – 8 am | Breakfast – 9 am | Breakfast – 9 am | Breakfast – 9 am |
| Graduation 11 am | | <u>**Leave by**</u> <u>**11 am**</u> | |
| | | General Student Housing Closed 11 am (Only RAs stay) | |
| Banquet – 1:30 pm 3 pm | Lunch – 1 pm | Lunch – 1 pm | Lunch – 1 pm |
| <u>**Begin**</u> <u>**Departures**</u> <u>**at 3 pm**</u> | | | |
| Dinner – 6 pm | Dinner – 6 pm | Dinner – 6 pm | Dinner – 6 pm |
| | | | <u>**RAs Leave**</u> <u>**by 7 pm**</u> |
| | | | Student Housing Closed |