



# **STUDENT ELIGIBILITY & ADMISSIONS POLICIES**

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Students who satisfy the eligibility requirements and pass the entrance qualification are normally accepted as students of the True Hope Bible Institute.

To successfully enroll as a student of the True Hope Bible Institute, an individual must meet the eligibility and qualification requirements - - AND - - follow the process set forth below:

## **A. MINIMUM ELIGIBILITY REQUIREMENTS**

To register for admission to the True Hope Bible Institute, the candidate student must meet the following minimum requirements to be considered for admission:

1. Be Born Again ... This is a school to prepare one for service/leadership in Christian Ministry
2. Be 18 years of age.
3. Be a High School Graduate or have a High School Equivalency Credential
4. Be a moderate (or higher) Biblical Thinker
5. Be financially able to meet the modest terms for tuition and fees.
6. Agree to abide by the Standards of Conduct\*.

\*Standards of conduct are explained in this Handbook under the heading of "Conduct Standards".

## **B. ENROLLMENT POLICIES & PRACTICES**

### **1. REGISTRATION** - - Registration initiates the enrollment process for the applicant.

- a) **To register, individuals must pay the appropriate "Registration Fee" & submit the Registration Form**
- b) **Registration may be done via the THBI website and the fee paid through PayPal – or – registration forms may be downloaded from website, printed and mailed along with a check or money order paying the registration fee to the True Hope Ministry offices.**
- c) **When 3 business days have passed after receipt of appropriate registration fee, registration is final, and enrollment commences.**

### **2. ENROLLMENT/ADMISSIONS APPLICATION PACKAGE**

Applicant will be provided with, and must complete & submit **The Enrollment Application Package** which includes the following:

- a) **Enrollment Application Forms**
- b) **Admissions Testing Package (Entrance Exams)**
- c) **Tuition Payment or Tuition Payment Plan Selection**
- d) **Documentation Requirements**
- e) **Return Envelope**

### **3. ENROLLMENT DEADLINE**

Failure by the applicant to complete the enrollment process within **60 calendar days** from the date of THBI mailing the Enrollment Package to the applicant will result in the enrollment process being terminated making the registration null and void.

### **4. ENROLLMENT DOCUMENTATION:**

a) After such time, a new registration fee will be required in order to reinstate the terminated enrollment process. The following documentation must accompany a completed "**Application for Admission**" package:

**NOTE: Incomplete application forms, missing documentation or missing tuition payment or a payment plan agreement will render an application package void and will not be processed.**

- a) Copy of Driver's License or other Government Photo Identification with proof of age.
- b) Verification of your High School Diploma or High School Equivalency Diploma.
- c) **TUITION PAYMENT** –
  - o Tuition Payment In Full
  - **OR** -
  - o "Tuition Payment Agreement" - **COMPLETED & SIGNED**  
First month's installment payment **MUST** be pre-paid along with the signed Monthly Payment Plan.
- d) A completed "Admissions Exam". \*\*\*

### **5. PERSONAL VERIFICATION DOCUMENTS:**

- a) **PERSONAL STATEMENT OF FAITH** - - Typed or printed document of your personal "Faith Statement".
  - 1) **WITHOUT THIS YOUR ENROLLMENT WILL NOT BE PROCESSED – NO EXCEPTIONS.**
- b) **A copy of your ministry credentials** - - **OR** - -
  - 1) You must include Two "Letters of Reference" written and signed by individuals you have known for at least 5 years - - **OR** - -
  - 2) A signed of endorsement written by and signed by your current pastor.
- ❖ Letters must state the Letter Author's personal knowledge of your Christian testimony, spiritual maturity, and moral character.

## **G. ADMISSIONS TESTING (aka ENTRANCE EXAMS)**

Each *NEW APPLICANT* to become a THBI student must take certain Entrance Exams that accompany the Enrollment Application or are administered upon receipt of the student application.

**Admissions Exams consists of two parts: Pre-Registration & Enrollment Package**

**1. PRE-REGISTRATION: Worldview Assessment** - - Every student is required to take a Worldview Assessment given online at a designated website with a score of 65% or greater Christian Worldview, or "Moderate Biblical Thinker".

**NOTE: Registration Fees are not refundable.**

**Therefore we encourage you to complete the Worldview Assessment *PRIOR* to submitting your registration. If your assessment does not meet our eligibility requirements, then please do not attempt to register as your worldview assessment must be verified for registration to be processed.**

**2. ENROLLMENT EXAM: Bible Knowledge** - - Every *NEW APPLICANT* enrolling for a Degree Study Program is required to take a written exam to determine the student's "Biblical Aptitude" for the respective degree level being applied for. To be accepted in the intended program, each test within the Exam Module must be graded at a minimum of 70% correct answers.

- a) **Specification:** Required element for each *NEW STUDENT* enrollment application package.
- i. The entire Bible Knowledge Exam Module must be completed & returned with the completed enrollment application package.
- b) **Format:** Printed – not digital or verbal – True/False questions, each answer requires supportive Scripture References.
- i. Style - - Open book & open Bible
  - ii. Topics - - Multiple tests each on a different area of Bible knowledge & understanding;
- c) **Purpose:** To additionally determine a *NEW APPLICANT'S* eligibility for the Degree Study Program being applied to for enrollment.
- d) **Requirements:** Each test of the Bible Knowledge Exam Module must score a minimum of 70% correct answers pass. Test Scores are not cumulative, nor are they “averaged”. All tests must have passing scores to qualify for acceptance into the desired degree program.
- e) **Failing Results:** THBI Faculty or LSC will follow the procedures appropriate for the new applicant failing eligibility for the respective Degree Study Program:
- i. **BACHELOR DEGREE APPLICANT** - - Will be counseled to suggest a course of action that will help applicant to prepare to pass Entrance Exams.
  - ii. **GRADUATE DEGREE APPLICANTS \*\*** - - Denied acceptance into desired degree program and will be offered opportunity to apply for enrollment in a Program one level lower than the degree program being applied for.
- Example:** A Doctoral applicant will be offered the Master's Degree study program. A Master's Degree applicant will be offered the Bachelor Degree study program.
- \*\*This applies to graduate students who have graduated from other schools claiming to be Bible colleges.

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Thank you for your interest in the True Hope Bible Institute!

If you have any questions about our Enrollment Process, you are encouraged to contact us by email or telephone so that we may answer your questions or concerns.

Email: [info@thbinst.com](mailto:info@thbinst.com)

**Subject Line:** Enrollment Assistance

Telephone: **417-242-6589**

