

# STUDENT LIFE HANDBOOK



**SUMMIT**  
INTERNATIONAL SCHOOL OF MINISTRY

Version 11.0

The following guidelines are designed to assist you in student life at Summit. Upon reading the Student Handbook, students are asked to sign the agreement, signifying that they agree to abide by the stated guidelines while enrolled.

## Table of Contents

I.	Spiritual Life	1-2
<hr/>		
	<ul style="list-style-type: none"> <li>A. "Unplugged"</li> <li>B. Personal Devotions</li> <li>C. Chapel Services</li> <li>D. Personal Chapel</li> </ul>	<ul style="list-style-type: none"> <li>E. Times Square Church - Summit Campus Church Services</li> <li>F. Morning Prayer Meeting</li> <li>G. Fasting</li> </ul>
II.	Academic Life	2-7
<hr/>		
	<ul style="list-style-type: none"> <li>A. Assignments</li> <li>B. Quizzes &amp; Course Exams</li> <li>C. Final Exams</li> <li>D. Add/Drop Elective Policy</li> <li>E. Course Schedule Changes</li> <li>F. Grading System</li> <li>G. Academic Status</li> <li>H. Graduation Requirements</li> </ul>	<ul style="list-style-type: none"> <li>I. Academic Integrity</li> <li>J. Absences</li> <li>K. Tardiness</li> <li>L. Student Withdrawal</li> <li>M. Transcripts</li> <li>N. Lancaster Bible College Simultaneous Enrollment</li> <li>O. Intellectual Property Policy</li> </ul>
III.	Student Life	7-24
<hr/>		
	<ul style="list-style-type: none"> <li>A. Office Hours</li> <li>B. Staff &amp; Faculty</li> <li>C. Student Council</li> <li>D. Dress Code</li> <li>E. Music</li> <li>F. Relationships</li> <li>G. Non-Traditional Students</li> <li>H. Outreaches</li> <li>I. Campus Service</li> <li>J. Disciplinary System</li> <li>K. Absences &amp; Tardiness</li> <li>L. Dorm Life</li> <li>M. Facilities</li> </ul>	<ul style="list-style-type: none"> <li>N. Student Amenities</li> <li>O. Announcements</li> <li>P. Student Assembly &amp; Initiatives</li> <li>Q. Student Forms</li> <li>R. Campus Boundaries</li> <li>S. Items Not Permitted on Campus</li> <li>T. Student Recreation</li> <li>U. Getaway Weekends &amp; On-Campus Fellowship</li> <li>V. Shopping &amp; Outings</li> <li>W. Thanksgiving &amp; Christmas</li> <li>X. Graduation</li> <li>Y. Summit Mental Health &amp; Wellness Policy</li> <li>Z. Financial Policy</li> </ul>
IV.	Campus Layout	25
<hr/>		

# I. Spiritual Life

---

## A. “Unplugged”

One of Summit’s most defining characteristics is the way our students “unplug” from their smartphones and other digital devices. The time away from the constant barrage of digital distractions in our culture allows students to develop spiritual discipline and connect with God through prayer and study of the Word.

Students are asked to submit their smartphones and digital devices (“unplugged items”) to the office at a scheduled time during Orientation. Students will be able to retrieve their unplugged items for vacations and Getaway Weekends. Items are securely stored in our office building; however, any items submitted to the office are done so at the student’s own risk.

## B. Personal Devotions

A major emphasis at Summit is for students to cultivate a life of prayer and personal devotion. To assist the student in this effort, the following guidelines have been established:

- Students are expected to spend one hour in personal devotions each morning, Monday-Friday, before the first classes start. There is no set time to complete devotions on Saturday or Sunday.
- Each student’s devotional time should be spent alone, seeking God through prayer, reading the Bible, journaling, etc. Please be considerate of others when using instruments. Please refrain from using the foyer piano during this time.
- The Manna House foyers and cafeteria are open for the students to use for devotions.

## C. Chapel Services

Chapel services are generally held four to five times a week at 11:00am. Students hear from the staff, each other, and guest speakers from around the world. Attendance is taken by the Resident Advisors before each chapel service. During chapel, women are asked to sit on the left side of the sanctuary and men are asked to sit on the right side. There is no Friday chapel service on Getaway Weekends.

## D. Personal Chapel

Similar to the morning devotional time, Personal Chapel is for students to spend time alone with God. Students are free to find a place on campus that will help them utilize this time.

## E. Times Square Church – Summit Campus Church Services

Students will join Times Square Church – Summit Campus Church for the Sunday service. Attendance at Sunday morning service is required. This service is open to the public and students are encouraged to fellowship with those from the local community. Students may sit anywhere in the sanctuary. Connect groups and the Worldwide Prayer Meeting are optional for students to attend. The service times are as follows:

- Sunday Church Service: 10:00am
- Worldwide Prayer Meeting: Wed, 7:00pm
- Connect Groups (various times & locations)

## F. Morning Prayer Meeting

There is an optional student-led prayer meeting some mornings generally from 6:45-7:15am. The focus of this time is to pray for spiritual revival in the nations. Location and dates will be announced by the student leaders.

## G. Fasting

Summit recognizes fasting as a legitimate, needful, and biblical practice. There will be times when students and staff engage in corporate fasting. Students with health issues that would prevent them from fasting should notify the Student Life department. If students choose to fast for personal reasons, they are asked not to exceed fasting three meals in a week.

# II. Academic Life

---

Summit's academic life is an exciting time for students to dig deeper into the Word of God. Classes are designed to help students grow in their knowledge of God, to cultivate a biblical worldview, and to enable them to minister to others lovingly and effectively.

## A. Assignments

All assignments are due when specified by the instructor. If they are submitted any time after the designated deadline the student will automatically receive a 25% reduction in the total possible grade for the assignment. Any assignments turned in after the day the assignment is due will receive a zero. In the case of a serious illness, unforeseen circumstance or emergency, the student is responsible for making necessary arrangements with each instructor as to an appropriate time to hand in the assignments. The student will have three business days after returning to classes to make these arrangements.

## B. Quizzes & Course Exams

If a student has missed a quiz or exam because of an absence, it is the student's responsibility to reschedule the quiz/exam with the instructor. The student will have three business days after returning to classes to make these arrangements. If the student has not done so by the end of the three days, the student will receive a zero for the quiz/exam.

## C. Final Exams

Students are required to take final exams as scheduled. Should a student have a valid need to reschedule a final, the student must submit a written request explaining the circumstances to the Academic and Student Life Offices at least **two** weeks before the date of the scheduled exam (with specific dates and times). It is to be noted that the written request is not to be construed as permission to miss the exam; it is simply a request. If permission is granted, the student must reschedule the final with the instructor and will be charged a \$100 adjustment fee paid in cash or check to the finance office. If the said student does not turn in a written request, as stated above, they will not be permitted to reschedule the exam and will receive a failing grade on any exam missed (no adjustment fee charged).

## D. Add/Drop Elective Policy

Students may add or drop an elective course during the first week of any semester. The cut-off date for any changes will be the first Friday of the semester. Add/Drop forms are located on the Student Forum and permission must be obtained from the Academic Department **before** a student can attend a new elective course.

## E. Course Schedule Changes

Summit's faculty members reserve the right to make minor changes in the course and assignment schedule as the course progresses. Any changes made will be announced in class and reflected in the Student Portal version of the syllabus as expeditiously as possible.

## F. Grading System

### 1. Scale

The grading system at Summit is as follows:

A+	97-100	4.00
A	93-96	4.00
A-	90-92	3.67
B+	87-89	3.33
B	83-86	3.00
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2.00
C-	70-72	1.67
D+	67-69	1.33
D	63-66	1.00
D-	60-62	0.67
F	0-59	0.00

### 2. Academic Honors

*Dean's List:* Students who achieve a semester grade point average (GPA) of 3.65 or higher, with no final course grade falling below 80%, will be registered on the Dean's List for that semester.

*Summit Honors Society:* Traditional students who complete their Summit education with a cumulative GPA of 3.65 or higher and no final course grade falling below 80%, will be enrolled in the Summit Honors Society.

## G. Academic Status

Academic status is determined by the student's cumulative grade point average calculated based on all academic work. Students must maintain a minimum grade point average of 2.0, with no final grade below 65%, to be in good academic standing. If the student is not meeting these conditions, one of the following will be implemented:

### 1. Academic Alert

A student will be considered on *Academic Alert* during any semester in which the student's cumulative and/or semester grade point average falls between a 2.0 and 2.225. This alert will serve as a caution that the student is in danger of falling below minimum academic standards. As such, the Academic Department will take measures to assist the student by offering personalized help with time management, assignments, and the opportunity to discuss and explore factors that may be hindering the student's academic performance.

## 2. Academic Probation

A student is placed on *Academic Probation* at any point of the semester in which the student's cumulative and/or semester grade point average falls below a 2.0, with at least one course average falling below a 65%. Removal of *Academic Probation* status will occur when the student's grade point average reaches 2.0 or above and all course grades are 66% or higher.

Students on *Academic Probation* will be assigned a tutor and/or time to study. Depending on the length a student might be on *Academic Probation*, he/she may be limited or ineligible to participate in certain ministry outreach or Student Life activities.

## 3. Independent Study Directive (ISD)

Because Summit is not able to repeat courses for students during a single enrollment period, students who fail a course must complete an Independent Study Directive (ISD) during an active semester to earn back lost course units. Completing an ISD involves mandatory study hours in the library with accompanying assignments determined by the Academic Department. These study hours are scheduled at the student's convenience and are reported by the student to the Academic Administrator. Successful completion of an ISD will result in Summit course units being credited back to the student, thus enabling them to meet graduation requirements. Note that units earned through completing an ISD are not transferrable to schools with whom Summit has formed articulation agreements.

## 4. Academic Dismissal

A student may be subject to *Academic Dismissal* for failure to meet the grade point average requirements for two consecutive semesters, or for failing multiple courses in a semester.

## H. Graduation Requirements

To meet graduation requirements, traditional students must complete 60 units of Summit courses (i.e., core, electives and/or ISD). Gap-year students must complete 30 units of Summit courses (i.e., core, electives and/or ISD). Sabbatical students must complete 24 units of Summit courses (i.e., core, electives, and/or ISD).

The number of required Summit course units for Simultaneous Enrollment (SE) students (see Section II, Subsection N for program details) will depend on the semester they enroll in the SE Program:

- Students who enroll during their second semester must complete 51 units of Summit courses (i.e., core, electives and/or ISD).
- Students who enroll during their third semester must complete 54 units of Summit courses (i.e., core, electives and/or ISD).
- Students who enroll during their fourth semester must complete 57 units of Summit courses (i.e., core, electives and/or ISD).

Finally, all financial obligations to Summit are to be paid in full. The student's diploma and official transcripts of the student's academic record will not be issued until all financial obligations are paid in full.

## I. Academic Integrity

Students are expected to be honest in fulfilling all academic requirements and assignments. As Christians, students have chosen to worship God with all their heart, soul, and mind (Matt. 22:37). This means that every student must have integrity, not only in their Christian service and lifestyle, but also in their academic pursuits. Therefore, any



form of cheating or academic dishonesty will not be tolerated.

This pertains to exams, coursework, essays, and any other assignments given by the instructors. Dishonesty includes, but is not limited to, cheating on assignments or exams, plagiarism, or intentionally destroying another student's work. Dishonesty will result in a failing grade on that particular assignment and/or course and further disciplinary action may be considered by the Academic Department. Please note the following definitions:

- Plagiarism: the copying or paraphrasing of any part of another individual's work without appropriate citation. Plagiarism will also be considered a major disciplinary violation incurring consequences leading up to dismissal.
- Cheating: the giving or receiving of information dishonestly. Cheating will also be considered a major disciplinary violation including consequences leading up to dismissal. Examples of cheating include:
  - Using unauthorized notes or other unauthorized material when taking an exam.
  - Having another person do his/her work and submitting it as his/her own.
  - Copying answers to exam questions and/or individual homework assignments.
  - Obtaining unauthorized copies of exam questions from any source.
  - Aiding another person in obtaining unauthorized copies of an exam.

## J. Absences

Class attendance is a very important part of academic life at Summit. Students are expected to attend all of their classes. In the case of illness, an emergency, or other unavoidable circumstances, students are asked to adhere to the following protocol:

Students are permitted no more than one absence for each weekly session of a given course per semester (example: course "z" meets twice a week, therefore, no more than 2 absences are permitted). For each absence that is over the limit, a student will receive 3 points off their final course grade. Should a student be absent for 15% or more of the total course hours, the student will be subject to a failing grade for the course.

### 1. Off-Campus Absence

For off-campus absences (e.g., doctor's appointments, a special event), students must fill out and submit the "Off-Campus Absence Form" on the Student Forum (instructions are listed on the form).

- Off-Campus Absence Forms must be submitted to the Academic Department for approval *at least one week* before the absence (exceptions are made in the case of an emergency).
- These absences **will be counted** towards the overall student allowance for absences.

In the case of emergencies (e.g., death in the immediate family, illness that requires one to go home, etc.), exceptions will be made. The student should complete the Off-Campus Absence Form and set up an appointment to speak with the Academic Department to work out details regarding these absences.

- Absences incurred due to early departure/late return from Getaway Weekends, breaks, holidays, or beginning/end of semesters, without obtaining prior permission, will be considered unexcused absences and students will receive 3 points off their final course grade for each class missed for that particular course.

A student missing two consecutive weeks of classes will be requested to withdraw for the remainder of the

academic year due to the amount of class time that has been missed. If a student leaves due to an extended period of illness, the student will need to submit a doctor's note stating he/she is physically able to return for the following academic year. Extenuating circumstances will be taken into consideration by the Academic Department.

#### K. Tardiness

Students are expected to be on time for classes. Roll will be taken at the beginning of class. If students are not in their seats at the beginning of roll call, they will be marked late. A half-point will be deducted from a student's final grade for each instance of unexcused tardiness. If a student arrives to class 10 minutes late or more or is missing during the class for 10 minutes or more, this will be counted as one of the student's absences for the course.

#### L. Student Withdrawal

If a student withdraws from the school or is released by the school within the first month, they will be refunded 50% of their room and board. Tuition is nonrefundable. If a student withdraws from school or is released by the school in the second month, they will be refunded 25% of their room and board. There will be no refund given after the second month. Any refund will be issued to the payor of the fees upon notification to the finance office of the student's withdrawal and will be disbursed within two weeks.

Any student that withdraws from the school will not be reconsidered for enrollment until the following school year. If at that time the former student wishes to return, reapplication for enrollment is required.

#### M. Transcripts

Summit provides official and unofficial transcripts for graduates. Official transcripts are those that have been stamped with the school seal and mailed directly to other schools, businesses, ministries, or organizations. Unofficial transcripts are not stamped with the school seal and are given directly to the student by written request. Students and graduates will only be given a transcript if all outstanding monetary obligations have been paid in full. Transcripts may be requested through the Registrar's Office. There is a \$10 processing fee per official transcript issued.

#### N. Lancaster Bible College Simultaneous Enrollment

Summit students may choose to register for Lancaster Bible College (LBC)/Summit *Simultaneous Enrollment* with the following stipulations:

- *Simultaneous Enrollment*, leading to an associate degree from LBC, includes taking five additional courses from LBC along with the Core and Elective Curriculum of Summit. Summit students will take at least five LBC courses usually offered on Summit's campus during the normal elective blocks and one night each week. *Simultaneous Enrollment* can also be used by students to begin LBC's online bachelor's degree program. A specific curriculum will be tailored for each applicant and LBC-Summit's campus courses may be taken for those working toward a bachelor's degree.
- Freshmen students can begin the LBC enrollment process during their fall semester and take their first LBC courses beginning in the spring semester. An online application for Summit's *Simultaneous Enrollment* program is located on the Student Portal and should be completed prior to applying to Lancaster Bible College. Students should also submit a \$35 non-refundable Summit *Simultaneous Enrollment* Fee (which includes the official Summit transcript at graduation) **before** any LBC application is submitted to Lancaster Bible College. This can be paid directly to the Summit Academic Office. The LBC application process is explained here: <https://www.lbc.edu/summit-partnership/>.



- While living on Summit's campus, *Simultaneous Enrollment* students may not take a completely online course during the Summit semester, whether from LBC or any other institution. LBC's online courses for *Simultaneous Enrollment* are offered over the summer. Once a student's Summit studies are completed, the *Simultaneous Enrollment* student may continue with LBC and may take online courses throughout the year, evening courses as a commuter, or by transferring as juniors to LBC's traditional undergraduate program.
- Summit alumni may enroll in LBC's Traditional or Accelerated programs. Scholarship and enrollment information is explained here: [www.lbc.edu/summit](http://www.lbc.edu/summit).
- Students may enroll in *Simultaneous Enrollment* at any point during their enrollment at Summit and continue with the online courses from Lancaster Bible College following their graduation from Summit. They will not, however, receive the associate degree at the time of Summit's graduation unless they follow the schedule outlined above.

## O. Intellectual Property Policy

No Summit class notes or recordings posted on Google Classroom are permitted to be downloaded and/or distributed. Due to privacy rights, the material is the property of Summit and students may only use these resources while enrolled.

## III. Student Life

---

### A. Office Hours

The office is open Monday-Friday: 9:00am–5:00pm. Students may come to the office at any time during work hours. Please check in with the receptionist upon arrival for assistance or before proceeding to any appointments.

### B. Staff & Faculty

Staff members at Summit are available for students if they have questions or need assistance with anything. Please do not hesitate to seek advice or counsel.

Students should reach out to their Resident Supervisors or designated contact first. Campus Watch can be contacted when Resident Supervisors or designated contacts are not available.

Out of respect for the privacy of the staff, please do not go to their homes uninvited, except in the case of an emergency.

### C. Student Council

Each freshman class will have the opportunity to nominate and vote for a Student Council. A Student Council consists of a President, Vice President, Activities Directors (male and female), and Secretary/Treasurer. The Student Council works with the Student Activities Coordinator in planning events throughout the school year. In addition, Student Council members will meet with Student Life to offer suggestions to improve the Summit experience for all.

Freshmen nominate members of their class for each position toward the end of the school year. Those elected will serve during their senior year on behalf of the entire student body.

- Nominations are accepted and approved based on the following criteria:
  - Consistent Christian character
  - Desire and willingness to serve
  - Grade point average of at least 2.0
  - Commitment and adherence to the standards of Summit
  - Not on any disciplinary probation

## D. Dress Code

Please note this dress code list may not be exhaustive. Summit reserves the right to make judgment calls regarding student attire that falls outside the specifications listed.

### **Men**

Pants with holes, rips, tears, or fraying should not be worn in classrooms, chapels, or church services. When worn outside the classroom or chapel, pants should not have excessive holes, rips, tears, or fraying. Pajamas are not to be worn outside the dorm.

Shirts should be modest and have sleeves. Tank tops may be worn inside the dorms. Please refrain from wearing low-cut, midriff, or cut-out shirts.

Miscellaneous:

- Hats, sweatpants, flip flops, slides and/or slippers are not permitted in classrooms, chapels, or church services.
- Clothing should not contain logos or content that is distracting or inconsistent with Summit's values.
- Appropriate non-marking sneakers/running shoes should be worn when inside the gymnasium/work-out areas.

*\*Men are encouraged, if possible, to bring at least one suit or suit jacket. There are several events a year, including Baccalaureate, formal speaking events, etc. where formal attire is requested.*

### **Women**

Pants with holes, rips, tears, or fraying should not be worn in classrooms, chapels, or church services. When worn outside the classroom or chapel, pants should not have excessive holes, rips, tears, or fraying. Leggings may be worn underneath skirts, dresses, or tunics/shirts that are loose-fitting and fall at or just above the knee. Shorts should fall to the knee. Pajamas are not to be worn outside the dorm.

Dresses/skirts should be modest and fall to the knee when seated.

Shirts should be modest and have sleeves. Tank tops may be worn inside the dorms. Please refrain from wearing low-cut, midriff, or cut-out shirts.

Miscellaneous:

- Hats, sweatpants, flip flops, slides and/or slippers are not permitted in classrooms, chapels or church services.
- Clothing should not contain logos or content that is distracting or inconsistent with Summit's values.
- Appropriate non-marking sneakers/running shoes should be worn when inside the gymnasium/work-out areas.

*\*Women are encouraged, if possible, to bring at least one formal dress or skirt/blouse. There are several events a year, including Baccalaureate, formal speaking events, etc. where formal attire is requested.*

## E. Music

At Summit, students are asked to be “unplugged” from various forms of media during their time on campus. However, we also understand that music is an influential and important part of our lives as Christians. We endeavor to provide music in certain areas including the Chapel, the Gymnasium, and Roosters Café. With students coming from various denominational and cultural backgrounds, we understand that preference of music can vary according to an individual’s personal taste and style. Summit reserves the right to determine whether or not any music played on campus is reflective of its heart and values.

Students are welcome to use their own instruments from home while at Summit. Amplifiers and any instruments requiring their use are permitted, but students are asked to use headphones to respect the quiet of certain areas of the campus (e.g., dormitories).

Students will have the opportunity to take part in the Music Department including participation in weekly chapels as well as off-campus events.

## F. Relationships

The purpose of Summit is to provide an environment where students can cultivate an intimate relationship with God in an unhindered way. For this reason, we expect students to forego pursuing all romantic relationships during their time at Summit. As wonderful as godly, romantic relationships are, Summit desires to grant its students the opportunity to focus on their relationship with Christ *first*.

While on campus, men and women should always fellowship in groups of at least three (often referred to as “ratio”). If students go for walks off campus together, they are asked to maintain groups of at least five, with at least two of one gender in the group. A male and female student should never be alone together on campus. There should be no physical contact between male and female students. Men and women sit separately in the classroom and chapel to reflect Summit’s core value of placing their spiritual formation first.

If a student becomes engaged to be married while enrolled at Summit, it will be considered a withdrawal from the school. It is the student’s responsibility to notify the Student Life department of this change.

## G. Non-Traditional Students

Gap-year students should abide by all guidelines as freshmen. Gap-year students are not eligible to serve on the Student Council.

Summit students who are married can live with their spouse and/or family (on or off campus) during their time of enrollment. Sabbatical students also have the option to live off campus during their time of enrollment. Potential exceptions to this will be considered on a case-by-case basis.

- Married and sabbatical students:
  - May have and use unplugged items. These items are not to be shared with traditional students.
  - May own and use vehicles while at Summit.
  - For the sake of consistency, all students are asked to adhere to ratio when speaking with students of the opposite gender.
  - Are not permitted to be in the dorms after lights out, unless living in the dorms.
  - May work to meet expenses; however, their job should not interfere with student obligations.
  - May bring their spouse and/or family to chapel services if so desired.
  - Summit does not provide childcare for married students with families.
  - All students are automatically enrolled in the school’s meal plan. Family meal plans can be purchased for

spouses and/or children by speaking with the finance department.

## H. Outreaches

Student outreach involvement is evaluated each semester by the Student Life Department. When scheduled, all students are expected to participate in outreaches. Attendance will be taken during planning meetings as well as when students go out into the community.

## I. Campus Service

Maintaining our beautiful campus is a matter of Christian stewardship and community effort. The entire student body takes part in keeping our campus clean throughout the school year. Students are assigned to help clean dormitories and campus facilities several times a week for approximately an hour in length. Students may also assist with campus-wide cleaning for various school events.

## J. Absences & Tardiness

Students are permitted no more than one absence for each weekly session of a given activity per academic school year (example: chapel meets four times a week, therefore, no more than four absences are permitted per semester).

Students are expected to be on time for any required activities. If a student arrives to a given activity 10 minutes late or more or is missing during the activity for 10 minutes or more, this will be counted as one of the student's absences for the activity.

For each absence or tardiness over the limit, students will be required to complete a one-hour cleaning assignment.

### *Absences*

1. Up to four absences for chapel per semester
2. Up to three absences for campus service per semester
3. Up to three absences for extra-curricular meetings (church/life groups, etc.)  
(Note: this is not three per type of meeting, but three in total for all extra-curricular meetings each semester)

### *Tardiness*

1. Up to four occurrences for chapel per semester
2. Up to three occurrences for campus service per semester
3. Up to three occurrences for extra-curricular meetings per semester (church/life groups, etc.)

## K. Disciplinary System

### **Disciplinary Status**

*Disciplinary status is determined by the student's adherence to Summit's policies and adherence to any disciplinary measures enacted upon violation of policy.*

### **Disciplinary Risk**

A student will be considered on *Disciplinary Risk* who fails to meet the criteria of disciplinary measures outlined to them in the case of a violation of policy.

**Disciplinary Alert**

A student will be considered on *Disciplinary Alert* when they repeatedly violate minor or moderate policies and/or are repeatedly non-compliant in disciplinary measures outlined in the case of a violation of policy.

**Disciplinary Probation**

A student will be considered on *Disciplinary Probation* if they violate a major policy and/or remain incompliant with disciplinary measures by the end of the disciplinary period. The student on *Disciplinary Student Life Probation* will be assigned to meet with a member(s) of the Student Life Team on a weekly or bi-weekly basis and he/she may be limited or ineligible to participate in selected extra-curricular activities.

**Disciplinary Dismissal**

A student may be subject to *Disciplinary Dismissal* for repeated violations of policy and/or repeated non-compliance with disciplinary measures. Failure to meet these disciplinary standards may be grounds for *Disciplinary Dismissal*.

**Disciplinary Procedures**

*Please note, depending on the severity of the violation, the disciplinary procedure may or may not follow this order.*

**Step One**

A Resident Advisor (RA) will verbally address the student 2-3 times for violation of minor policies and 1-2 times for violation of moderate policies. They will also work with the student to set forth measures to rectify the behavior. Depending on the severity of the incident, the Resident Advisor will confer with the Resident Supervisor.

**Step Two**

If the Resident Advisor has given the verbal warnings, they should notify the student that they will be submitting an incident report to the Resident Supervisor. They can access the incident report on the Student Forum of Google Classrooms. Once the incident report has been submitted, the Resident Supervisor will meet with the RA who submitted the report as well as the student. Upon completion of the meeting, the Resident Supervisor will send notification of the first official warning in this area to the student.

**Step Three**

If the student continues to violate in the same area the Resident Advisor and Resident Supervisor will meet with the student again to discuss the continued violation of policy and steps to rectify the behavior. Upon completion of each meeting, the Resident Supervisor will send an official written warning for each continued violation of policy.

**Step Four**

Upon 2-3 official warnings for minor violations and 1-2 official warnings for moderate violations, the student will receive an extra-disciplinary duty which is an assigned cleaning duty. The Resident Supervisor will meet with the student to assign this disciplinary measure.

**Step Five**

For moderate/major violations members of the Student Life team will meet with the student to discuss the violation, disciplinary measures, and steps to rectify the behavior. The Resident Supervisor will document the details of the incident and submit an official report.

## **Step Six**

For continued moderate/major violations, members of the Student Life team will meet with the Retention Committee to discuss further disciplinary measures (i.e., suspension or termination). Once the Retention Committee reaches a decision the student will be informed of the next steps. The Resident Supervisor will document the incident, the decision reached, and the steps taken. Also, the Resident Supervisor will oversee any documentation to be signed by the student.

### Examples of Minor Violations:

- Staying outside past curfew
- Not honoring lights out
- Failure to keep room clean
- Failure to return on time from Getaway Weekends/vacations
- Dress code violations

### Examples of Moderate/Major Violations:

- Multiple minor violations
- Failure to turn in unplugged items at the specified times
- Disrespecting staff and/or student leaders either verbally or with inappropriate behavior
- Continued exclusive contact with a person of the opposite gender

### Examples of Major Violations:

- Repeated minor or moderate infractions
- Slander
- Smoking
- Possession or usage of music with explicit language and content
- Using inappropriate/profane language, including discriminatory remarks against race, gender, etc.
- Pursuing a romantic relationship with another student
- Sexual misconduct (e.g., harassment, inappropriate contact/dialogue, fornication, etc.)
- Use of drugs or alcohol
- Physical assault on a student or a staff member
- Possession and/or usage of pornography
- Participation in occult practices and/or possession of occult literature
- Insubordination to staff members
- Issues arising from behavior contrary to our Statement of Faith

## **L. Dorm Life**

### **1. Resident Advisors**

Resident Advisors are students who have applied and/or been selected to act as a liaison between the student body and the staff. Their responsibility is to cultivate a strong sense of community in each dorm. RAs work with the Resident Supervisors to ensure Summit guidelines are followed and act as an advocate for students. RAs are available to assist students in problems associated with college transition, relational issues, homesickness, stress, etc. They are the key student contact in emergency response situations.

The RAs are responsible for supervising the care of the dorms and making sure they are properly maintained. They assist with checking students into the dorms at the beginning of the school year, and with checking out at the end.



In addition, RAs are responsible for supervising campus service in the general cleaning of the campus.

## 2. Life Groups

Life Groups are where life happens, and a crowd becomes a community by cultivating an atmosphere of authentic fellowship. Life Groups are small group mentoring opportunities designed to nurture the spiritual formation of every student and to foster growth in our walk with Jesus and with one another.

## 3. Dorm Room

Students are asked to daily keep their rooms presentable and clean. Students will be responsible for conducting a thorough cleaning of their rooms every week. Students are expected to have their rooms clean by 9:00pm on Monday. RAs will check the rooms to make sure they are clean and presentable.

Students are asked to not store exercise equipment in their rooms. Students may have musical instruments in their rooms but are asked to refrain from playing them before breakfast and during the quiet hours.

Please only use "sticky-tack" to hang posters and pictures on dorm room walls and school-provided furniture. Any other form of attachment is not permitted (nails, adhesive, tape, etc.) as it can damage the walls and furniture. Please do not hang anything from ceiling light fixtures or ceiling vents. Summit reserves the right to determine if the content of any posters or pictures in its dorms is in accordance with its standards and goals and may have the student remove them if deemed necessary.

Please treat the dorm furniture with respect and care. Students are asked not to rearrange their room furniture, to prevent damage to dorm rooms and/or furniture.

Please have blinds closed when it is dark outside, as anyone walking outside will be able to see inside the room. Windows must be closed when students are not in their room.

If a maintenance repair is needed in the dorm room or in the dormitory itself, students are to submit a request via the Student Forum. If an emergency repair is needed, contact the maintenance on call, which will be listed on the dorm bulletin boards.

## 4. Wake Up/Lights Out

Wake-up time is 6:30am Monday-Friday. There is no set wake-up time on Saturday or Sunday. Students are asked to be on time for Summit Campus Church's Sunday morning service.

Students are to be in their dorms by 9:00pm Sunday-Thursday, and 10:00pm on Friday and Saturday.

All lights must be out by 10:00pm Sunday-Thursday, and by 11:00pm on Friday and Saturday. Dorm quiet hours begin one hour before lights out and end by morning class time.

## 5. Food

Non-perishable food and drinks are permitted in the dorm rooms, under the following conditions:

- Drinks should be kept in a cup with a lid.
- Non-perishable food items should be kept in a sealed container.

Perishable items may be stored in the lounge refrigerator. Please have these items clearly labeled with name and date. Please be considerate of others when storing food in the refrigerator as space is limited.

## 6. Illness

If a situation arises in which a student may need to see a doctor, students may schedule necessary appointments from a dorm or office phone. If needed, Summit will provide transportation, but a small fuel fee will be required.

## 7. Small Appliances

Students are permitted to bring small appliances (coffee pots, hot water dispensers, blenders, etc.), and use them in the lounges, but are asked to be mindful of space and to always use the appliance responsibly (unplugging when not in use, etc.). Students with medical needs may be given permission by Student Life to keep the appliance in the dorm room.

## 8. Laundry

A laundry room is located in each dorm. Each student will have a designated laundry time; the laundry schedule will be posted in the laundry room. Please limit your use of the laundry facilities to your scheduled time.

All laundry items (including irons) are to be kept in the dorm's laundry room with the student's name clearly marked on them.

Ironing should only be done in the laundry room. Please unplug irons when not in use.

## 9. Phone Usage

There are phones located on each floor of the dorms for students to use. A calling card is required to make a call on the dorm phones. Please be respectful while using the phone as they are shared. If students are waiting in line, phone conversations should be kept to 30 minutes.

Students may request special access to their cell phones for emergency reasons by filling out and submitting the Plugged-In Item Request Form located on the Student Forum with at least 24 hours advance notice, if possible. Requests for personal banking, family events, job interviews, and the like are to be done on the dorm phone or on Getaway Weekends/Holidays.

## 10. Fire Safety

Exit plans are visibly located in each building. The location of fire extinguishers and first aid kits are also located on the exit plan. The school will have at least one or two drills during the year. Please become familiar with the procedures, fire extinguishers, and the safe areas to report to when an alarm goes off.

In the case of a fire alarm, all students must exit the building and report to their assigned safe area.

## 11. In Case of an Emergency

In case of an emergency please locate an RA, Resident Supervisor, Campus Watch staff, or any staff available.

## 12. Check-in/Check-out

An annual refundable dorm deposit is required of each student before check-in.

As part of check-in, a housing condition report will be completed for student housing. This same report will be used during the check-out process to report any damages incurred while the student was living in their room. Rooms should be left in the same condition they were found during check-in. All areas of the dorm must be left completely empty of personal belongings and clean at the end of the year. If damages have occurred, or the room is not clean after check-out, students will not be refunded their dorm/housing deposit. In cases of excessive damage, students may also be charged according to repair costs.

Dorm/housing deposits can be refunded or transferred to the following year for students who meet the full checkout procedure.

### 13. Keys & Student ID Cards

Non-duplicable keys will be issued to each student living in the resident halls. All keys will be turned in at the end of the year. Those residents who have lost their keys during the school year will be fined \$50.00 for a key replacement. If the key(s) are not returned by the time of check-out, students will be charged \$50.00 per key. If a student loses their ID card, they will be charged \$25.00 for the replacement.

### 14. Student Concern Forms

Students may complete a formal complaint form regarding issues or situations on campus. Forms can be found on the Student Forum. Students completing a form are asked to indicate the specific area of concern and provide a detailed explanation of the concern. Students must provide their names and contact information when completing the form. When possible, completed forms will be kept confidential. Student concern forms will be processed and responded to in a timely manner.

## M. Facilities

### 1. Baseball Diamond & Soccer Fields

The baseball diamond and soccer/football fields are on the east side of the campus near the pavilion and Campus Center.

### 2. Cafeteria

The cafeteria is only open during mealtimes. Due to sanitary and safety requirements, students are only to go in the kitchen area as directed by kitchen staff. Closed-toed shoes are required while assisting in the kitchen area. Please do not remove dishes or food items from the cafeteria or from Roosters Café.

Students are asked to maintain a quiet atmosphere during breakfast as some students use the cafeteria for personal morning devotions.

Mealtimes are generally as follows:

- Monday–Friday:
  - Breakfast: 7:00-7:45am
  - Lunch: 12:30pm (12:00pm on Wednesdays)
  - Dinner: 5:15pm
- Saturday:
  - Brunch: 11:00am
  - Dinner: 5:15pm
- Sunday:

- Breakfast: 8:00-9:00am
- Lunch: 12:00pm
- Dinner: 5:15pm

### 3. Classrooms

- Drinks (coffee, tea, water, etc.) in a cup with a lid may be brought into the classrooms, but not the library and computer labs. Food is not permitted in the academic rooms.
- Men and women are asked to sit on opposite sides of the classroom.
- Permission to utilize the classrooms or any academic facility for extracurricular activities must be obtained from the Academic Department.

### 4. Gymnasium

A full-size gymnasium and women's small weight room are in the Manna House. The men's weight room is in Jacob's Well.

- The following are the guidelines for the gym:
  - Athletic shoes must be worn for activities in the gym (no dress shoes of any kind).
  - Men and women should always wear shirts with sleeves.
  - Please do not remove any equipment from the gym without permission.
  - It is the students' responsibility to turn off the lights when finished in the gym area.
  - Please refrain from roughhousing, wrestling, or wild conduct.
  - Bottled water and/or drinks in a spill-proof bottle are permitted.
  - No food in the gym (except for special events).
  - Gym must be left in the same order in which it was found.
  - Equipment is to be treated with respect.
- The following are the guidelines for the weight room:
  - No lifting heavy weights without a spotter.
  - No roughhousing, wrestling, or wild conduct in the weight room.
  - Weights are to be put back in their proper place.
  - The weight room should be left completely clean upon exiting.
  - All benches should be sprayed and wiped down after each use.
  - No food at any time is permitted in the weight room.
  - Drinks must always be in spill-proof bottles.
  - Music is provided by the Student Life Department and the volume must be kept to a respectable level. Any requested music must be approved by the Sports Department.

### 5. Student Services

Summit is dedicated to supporting students in their academic journey. The following facilities and services are available to all students.

#### **Library Lab:**

The library is located on the lower level of the Manna House. Books may be checked out when the librarian is present. A maximum of four books may be checked out for three weeks at a time. Extended use fees are charged when items are returned after the due date. The extended use fee is twenty-five cents per day, per

item. Reference books and magazines are available for use in the library but may not be removed. Computers are also available for student use.

- There is to be no food or drink in the library at any time.
- Library hours will be posted at the entrance of the library.
- The library is to be a quiet atmosphere at all times and all students are required to cooperate with the librarian on duty.
- Downloading files not related to Summit academics and downloading software of any kind are strictly prohibited on all computers.

### **The Writing Center:**

The Writing Center is available to students who would like help during any stage of the writing process. Tutors can help with brainstorming, drafting, revising, researching and more. Students can request appointments during scheduled hours with tutors on duty.

### **Tutoring Hub:**

Peer tutors are here to help students improve their learning strategies and gain more understanding of subject areas in which they may be struggling or desire to develop. To help students excel and accomplish their academic goals while at Summit, assistance can be provided with assignments, exam preparation, time management skills, and more. Students can request appointments during scheduled hours with tutors on duty.

### **6. Rooster's**

Rooster's is the campus coffeehouse where students can purchase Summit gear, coffee, tea, pastries, and snack foods.

### **7. Running Track & Fire Pits**

A gravel running track encircles the pond in the southeast corner of the campus. The track may be used from sunrise to sunset.

Next to the track is a fire pit where bonfires are frequently held. Students are to obtain permission from the Student Life department before using the fire pit. This also applies to the fire pit across from Wilkerson Chapel.

### **8. Sanctuary**

The Sanctuary is open for Chapel, church services, and listed prayer times. If students need the Sanctuary for any other purpose, they are to submit a student request form to the Music Department.

When using the Sanctuary, students are asked to not turn the lights on if they have not been trained to do so, as technical malfunctions will occur if the lights are not turned on properly.

Students are not to bring any food, candy, or drinks into the sanctuary. Due to copyright laws, services cannot be recorded.

- Instruments & Sound Equipment
  - The Sanctuary and its equipment are available to approved students for rehearsals. Students must

submit a request form to the Music Department to reserve rehearsal space and/or instruments. They are to submit these requests at least one week in advance.

- The Sanctuary and its equipment are not to be used outside of normally scheduled times unless permission has been given by the Music Department. Instruments are not to be taken from the sanctuary unless permission is given by the Music Department.
- There is a piano located in the foyer, which is available for student use, so long as there are no ongoing rehearsals or services in the Sanctuary. The piano should also not be played before 8:00AM as well as 30 minutes prior to and after services.

#### 9. Summit Sounds Studio & Computer Lab B (Room M6)

Access to the Summit Sounds studio is available 9:30am-5:00pm Monday through Friday. Students are free to come down during these times.

Computer Lab B (Room M6) is specifically for students who are taking the Music Technology Electives. All other students must obtain permission from the Academic Department.

#### 10. Swimming Pool

The swimming pool and the fenced-in area around it are closed during the school year and as such are off-limits to students.

### N. Student Amenities

#### 1. ATM

An ATM is located in the entryway to the administrative offices.

#### 2. Storage

Storage space is offered to students over the summer for a fee per box/suitcase (fee schedule available in Student Forum). Storage space is limited, so international students are offered first priority. Afterward, space will be granted on a first-come, first-serve basis. Summit is not responsible for any lost, damaged, or stolen items.

#### 3. Items Left on Campus

In the event items are left behind following a student's departure from Summit, that are not properly stored/paid for, students will have 30 days to arrange for shipment of belongings. If arrangements are not made, any property left behind will become the property of Summit, and it will be disposed of according to arrangements made by the school.

#### 4. Mail

RAs will collect mail from the office Monday-Friday and will disperse it in each person's room. All packages received will be placed at the entryway of the office where students can come and check if they have received a package. Students are welcome to drop off outgoing mail at the front desk in the office. If a student wishes to send a package, they are asked to use clear packing tape to seal the package and a ready-to-scan label with postage.



## O. Announcements

All announcements will be posted on the Student Forum and/or announcement screens.

## P. Student Assembly & Initiatives

Summit is committed to creating an atmosphere that fosters creativity and zeal within its students. As such, students may at times wish to organize clubs, prayer groups, or events that can be open to the student body. While such initiatives are welcomed and encouraged, they must be balanced with an awareness of the school's very busy schedule, so students do not overextend themselves or unintentionally interrupt other obligations. Students are thus asked to consult with the Student Life department before initiating any formalized groups.

## Q. Student Forms

Forms for students can be accessed electronically on the Student Forum. These include: Getaway Weekend forms, IT requests, Maintenance Request forms, Academics forms, etc.

## R. Campus Boundaries

Students are encouraged to enjoy Summit's campus, but please bear the following in mind:

Please use caution when walking the perimeter of the campus alone as some areas are not visible from the main road.

- Students are asked not to go behind staff houses.
- Please stay in the lighted areas after dark.
- Students may fish in the ponds and utilize the paddle boats (life jackets required). For safety purposes, students are asked not to swim/wade in the pond or walk on the ice.

## S. Items Not Permitted on Campus

If the following items have been brought on campus, we ask that students please put their name on the items and turn them into the office. These items are not to be stored in the dorms. These items will be returned to the student before Christmas break so they may be taken home.

- Weapons (exception is a handyman pocket tool)
- Radios/radio clocks
- Computers
- CD/Mp3 players (includes iPods and the like)
- Cell phones
- Electric blankets
- Televisions

## T. Student Recreation

Summit advises students to use caution when riding bicycles, skateboarding, or rollerblading. Students are encouraged to wear a helmet. Students are not permitted to wax curbs or deface school property in order to perform tricks.

Students are free to take walks/runs off campus anytime, so long as the following guidelines are met:

- It must be between sunrise and sunset; the area surrounding the campus is not well-lit.
- It must not interrupt any student obligations/commitments (i.e., Classes, Chapel, Church, Campus Service,

Outreaches, etc.).

- Because students do not have cell phones, ratio must be observed (see Section III. F.).

Family and friends are welcome to visit Summit. We do ask, however, that it be within the hours that the campus is open (9:00am-9:00pm). If arriving during office hours, family/friends are asked to check in at the front office/administration building. Please let the Student Life department know if family/friends are visiting. With the possible exception of some special events, overnight housing for family/friends is not permitted in the dorms.

## U. Getaway Weekends & On-Campus Fellowship

Summit's atmosphere is meant to be fully immersive. Students are asked to remain on campus during the weekends except for "Getaway Weekends." Getaway Weekends generally occur every few weeks and are set ahead of time by the Student Life department. On a Getaway Weekend Friday, all classes and other responsibilities finish early so students can be released at noon, at which time all students leaving for the weekend may pick up their Unplugged Items. Some Getaway Weekends will have all Friday activities canceled, to accommodate students leaving on Thursday evening. Students will be notified when these will be scheduled. Students are encouraged to take advantage of these weekends. Students must be back on campus by 9:00pm the Sunday night of their Getaway Weekend.

A Getaway Weekend form must be filled out via the Student Portal so the necessary staff can be aware of who will be on campus for the weekend. All forms must be submitted by the Wednesday preceding the Getaway Weekend.

Unplugged items will be given to students for the weekend. Those staying on campus are only permitted to use unplugged items during specific times on Getaway Weekends. Students are responsible for giving their unplugged items to their RA by 9:00pm the Sunday of Getaway Weekends.

Students are welcome to remain on campus during Getaway Weekend. There is usually a shopping trip for any students remaining on campus during Getaway Weekend and they may have their unplugged items during that time.

Students who plan to go out only for the day must return to campus by 9:00PM. A Getaway Weekend form must be filled out. Unplugged Items will be available through an assigned RA for use that day.

Students are permitted to switch their Getaway Weekend; however, they are to receive approval from the Student Life department before doing so. Requests to switch a Getaway Weekend are to only be for legitimate needs such as family events, etc. It is the student's responsibility to make the Student Life department aware of the desired switch ahead of time. Also, students who switch Getaway Weekends are to ensure that they have fulfilled all student obligations before leaving for the weekend. Any absence incurred from a switched Getaway Weekend will be the responsibility of the student.

## V. Shopping & Outings

Students will have the opportunity to go shopping via a school shuttle generally once a month. Students who purchase food to bring back to the school are asked not to eat or drink in the school vehicles.

## W. Thanksgiving & Christmas

Please refer to the school calendar for specific dates and times.

A school shuttle will be available to take students to the Harrisburg International Airport and to the Harrisburg Amtrak/bus station before Thanksgiving and Christmas break, as well as to pick students up from those locations after break has ended. Please refer to the Student Portal for details and times.

## X. Graduation

All students participate in the graduation ceremony at the end of the school year. Students may leave campus following the ceremony. Students will be reminded to follow all proper dorm checkout protocols, so they can receive the full refund of their dorm deposit.

A school shuttle will be available to take students to the Harrisburg International Airport and to the Harrisburg Amtrak/bus station following Graduation Day. Please refer to the Student Portal for details and times.

## Y. Summit Mental Health & Wellness Policy

Summit endeavors to provide a school environment that promotes students' health, well-being, and ability to learn. Students who are unable to continue their studies, or who need to interrupt them on health grounds, may request permission to temporarily defer studies while under a doctor's care.

In cases of a mental health emergency, or if a student engages in activity that is harmful to themselves or others, immediate removal from campus (including contacting emergency services) may be required. Students wishing to return to Summit after a period of medical leave will be required to provide supporting documentation from the student's doctor or licensed mental health provider.

If a student would like to access mental health services or professional counseling, Resident Supervisors can provide a list of local providers.

## Z. Financial Policy

Summit International School of Ministry, Inc. ("Summit") is a non-accredited two-year School of Ministry. Summit does not participate in Financial Aid programs or Federal Student Loans and therefore is not required and does not issue Form 1098-T, Tuition Statement, for tuition paid in any given year. However, in addition to the automatic reduction in tuition rate given to every student, Summit has several options to assist students and their families with financing while the student is enrolled. These options include:

- Payment Plans
- Scholarships/Grants

**By accepting admission to attend Summit, the student and or their guarantor(s) are accepting full responsibility for the payment of all tuition and all other related fees when due.**

### 1. Procedures & Registration

All tuition and school fees must be paid, or payment arrangements made before students can register for and attend classes and enter the dormitory. Payments can be conveniently made by cash, check, money order, or online via credit card at [summitpa.org](http://summitpa.org). If writing a check, please make sure the student's name is included in the memo line.

Please make checks payable to Summit and mail them to the address below:

Summit International School of Ministry  
Attn: Finance Office  
74 Harrison School Road  
Grantville, PA 17028

If a student arrives on Summit's campus on registration day and has not already paid the required fees, the student will be directed to the Finance Department to pay. If the student is unable to pay the required fees or make payment arrangements, the student will not be considered enrolled for the semester and will not be permitted to attend class or move into the dormitories.

Each semester must be paid in full before a student can be permitted to enroll in the next semester. Failure to pay tuition or other associated school costs on time may deter the student from participating in school events or activities including, but not limited to, Graduation and/or Summit Internship Positions. Repeated non-payment may result in dismissal from Summit and future withholding of transcripts or a diploma.

## 2. Payment Plan Option

Summit works with each student on an individualized basis to make the payment process as simple as possible and ensure that each student has a chance to reap the benefits of a full Summit experience. To help ease the financial burden, a Payment Plan is available to students upon request, via check, cash, debit, or credit card. A recurring Payment Plan Form is required and can be accessed in the Student Forum.

If the student is approved for a Payment Plan, **the first payment is due on or before registration day and automatic payment setup is recommended.** If this first payment is not paid on or by registration day, the student will not be considered enrolled for the semester and will not be permitted to attend class or move into the dormitories.

Payments are due by the 10<sup>th</sup> of each month (October through April) and if payment is not received by the 10<sup>th</sup> of the month, a late fee of \$35 will be assessed.

## 3. Scholarships

There are several scholarships available to students. Please visit Summit's website ([summitpa.org](http://summitpa.org)) which lists the criteria for each scholarship, as well as scholarship application deadlines and award dates.

The awarded scholarship is credited to the student's account per semester. If the student does not maintain the required criteria for the scholarship, the scholarship may be revoked and may not be awarded for the following semester.

Please note that a scholarship application must be submitted with the required supporting financial documentation before the Scholarship Committee will review the application.

## 4. Receipt of Payment/Quickschools Program

All student payments for school fees are recorded into Summit's school management system called QuickSchools. Each payment is credited to the student's account. Receipts of payment and financial statements are available through each student's QuickSchools account.

If students have questions regarding their tuition balance or financial statements, they can contact the Finance Department.

## 5. Student Deferral/Withdrawal/Release

If an applicant is unable to attend Summit due to denial of their visa or defers a year due to visa issues, any payments received for tuition, housing, etc. for the semesters they are unable to attend will be refunded unless requested otherwise.

A student who withdraws from Summit or is released by the school within the 1<sup>st</sup> month will be refunded 50% of the housing and meal plan fees.

**The following fees are non-refundable: tuition, registration, student life, technology-library, ministry, facilities, and equipment.**

A student who withdraws from school or is released by the school in the 2<sup>nd</sup> month will be refunded 25% of the housing and meal plan fees.

Refunds will be mailed to the student's home address within two weeks of the withdrawal date or will be refunded to the appropriate donor/sponsor.

**There will be no refund given after the second month of enrollment.**

#### 6. Dorm/Housing Deposit

There is an annual dorm/housing deposit due on or before fall registration. This deposit is for cleaning and any potential damage incurred. Dorm rooms will be checked at the end of each semester for damages. Refunds will be mailed at the end of the school year after the housing/rooms are inspected by supervisors and checkout sheets are returned to the office. For students planning to continue living in the residence halls the following year, the deposit will be held over.

# IV. Campus Layout

