

# INSTITUTE REQUIREMENTS

**1. No student will be accepted without completing the *application form*. Verbal applications are not considered.**

Those desiring to attend ANY INSTITUTE must first fill out the application, pay the application fee, submit a head-and-shoulders recent photo, (no sunglasses please), and meet the necessary requirements as stated in the application. After prayer and review of the application, the prospective student will be notified if accepted or the application is declined. Occasionally an interview with the prospective student may be requested. All students must send a paper copy, or email a fully completed application and the accompanying required items. Any prospective student who has been discovered to announce presumptuously that he or she will be attending an Institute course without applying and receiving the final word of acceptance will be automatically disqualified for application and acceptance. Presumptuous applicants produce presumptuous students.

**2. This is not a self-help course for the emotionally disturbed. Applicants struggling with extreme burnout, and emotional instability should not apply.**

**3. It is PREFERRED, though not required, (but highly recommended) that every applicant be Baptized in the Holy Spirit with the evidence of speaking in tongues. Those who do not speak in tongues may find it difficult in the daily prayer times in which speaking in tongues is encouraged as part of the prayer curriculum. A tender heart attitude tending toward prayer, however, is what is considered as more important than speaking in tongues. All student applications will be considered bearing these factors in mind.**

**4. Applicants must be at least 17 years old to apply. No applicant under 17 will be accepted. The intensity of the courses can prove to be emotionally too much for persons under 17. *Applicants under 20, however,* may be interviewed if God leads for possible acceptance under unusual circumstances.**

**5. All applicants accepted must be able to explain what they feel is their calling in serving others in the nations, their generation, business, education and/ or an international emphasis. The Institutes for Biblical Truth are purposely cross-cultural and individuals struggling with this should not apply.**

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**6. Acceptance to the Institute will be influenced by the clear communication of goals and vision of the applicant in their biography.**

**7. Acceptance will be determined by the attitudes of humility, teachableness, servanthood, faithfulness to God and man, and spiritual mindedness as communicated through the applicant's biography and reference letters. Irresponsible handling of communications and management of the necessary requirements of the application nullifies any acceptance. This will be communicated to the applicant accordingly. We reserve the right to refuse attendance when irresponsibility, incompetence, poor communication or unforeseen spiritual conflicts are determined prior to the attendance of any accepted applicant.**

**8. No applicant will be accepted who is not fluent in spoken and written English. No exceptions are made on this policy.**

**9. No further acceptance will be granted to any applicant who has applied to any one type of Institute twice, and has been accepted twice and has repeatedly promised and failed to follow through with their acceptance requirements, financial commitment and promised attendance. We reserve the right to refuse any accepted applicant who demonstrates such irresponsible behavior.**

**10. Couples married for less than one year will not be accepted.**

**11. No student will be accepted who is unable to live in the group-setting, dormitory style, at the ministry facilities for the entire course.**

**12. Dating or engaged couples should not apply to attend the same Institute together, and will not be accepted as a couple due to the distraction their developing emotions and relationship creates. There are no exceptions in this policy.**

**13. Students must be socially developed and demonstrate healthy social skills. Behaviors demonstrating co-dependence and extreme dysfunctional behaviors should not apply.**

**14. Students should be able to prove intellectual development capable of understanding the vocabulary and amount of material they will receive.**

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**15. All students and staff who participate in any Institute or Institute seminar are required to wear 'Business casual' clothing. Blue jeans of any type, t-shirts, t-shirt with slogans or questionable emblems or sweatshirts are not allowed for classroom or meeting times. Neatly pressed khakis, below the knee length skirts are acceptable. Hair and beards must be clean and neatly combed and trimmed.**

**Application forms must be fully completed with the appropriate application fee received and the form approved before a student may attend any Institute. No students will be allowed to attend without prior approval and acceptance from Dr. Tamara Winslow and the appointed staff personnel. Spaces for students will not be reserved for anyone without reception of a completed application, the three reference forms and acceptance letters and notification to students.**

**Expulsion of a student may and will result if one of the following situations is discovered:**

Lying on the application, or to a staff or teacher. Parents or guardians may not fill out the application forms for the applicant. If it is discovered that the student, once accepted, did not complete their own application they will be sent home without a refund for their tuition.

Repeated strife, murmuring or complaining, after having been confronted for such behaviors and having shown no signs of repentant change.

- Strife and murmuring will not be tolerated and will result in automatic expulsion.
- Students who are divisive and who attempt to behave contrary to the principles expressed in the policies will be expelled. Due to the short length of time the group has together divisive behavior is extremely destructive and will not be tolerated.

Immoral and inappropriate conduct or behavior as determined by the standards of the Bible; illegal drug possession or usage, drinking of alcohol beverages of any type, and theft on the grounds of the Institute.

Attitudes that purposely and repeatedly hinder the instruction of the material or obstruct other students from being able to fully receive the things that God has for them.

Failure to pay the full tuition by the first day of the course. No exceptions will be made.