



STUDENT HANDBOOK

2025 - 2026



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CHAPTER ONE

STUDENT LIFE

STUDENT LIFE DEPARTMENT

LIFE, RELATIONSHIPS & CONDUCT

EBI VALUE STATEMENT

God declares Himself to be a God who: loves unselfishly, extends kindness and grace to those who don't deserve it, and always conducts Himself with perfect holiness, truthfulness, and integrity. We, as His children, have been granted the amazing opportunity of joining Him as He reaches out to the world. He calls us to be a mirror-image of who He is as He produces His life in each of us. The heart of EBI is to see each member of the community built up in the faith and continually growing in opportunities and effectiveness. Staff and student lives should demonstrate mutual respect in a diverse community. The principles of integrity, sensitivity, modesty, and mutual respect should inform our actions and relationships.

Our choices impact those around us, from the clothes we wear, the things we eat or drink, our friendships, to the things we enjoy doing, these should all be evaluated under the light of God's character. Each member of the community should seek to avoid entertainment that may be compromising in the areas of violence, sex, and inappropriate content. Our relationships, male and female, should be marked by biblical discernment and purity. Our actions, public and private, should be within the framework of the laws of our nation as well as above criticism in the community. The policies of EBI are intended to contribute to the clarity and benefit of the community at large. As life-long

learners, EBI desires to foster and welcomes ongoing conversations on these topics that impact all of us. By virtue of enrollment the student agrees to live in harmony with the values of EBI.

STANDARD OF CONDUCT

As a minimum requirement, the student is expected to:

- To utilize their time well by careful study, participation in spiritual activities and Christian ministry responsibilities, and by faithful attendance at church and EBI chapel services.
- To faithfully live in conformity to the EBI Value Statement.
- To abstain from involvement in sexual immorality, the consumption of illegal drugs, vaping or smoking any substances that contain nicotine, tobacco, and all forms of marijuana (THC and CBD).
- To adhere to the alcohol policy stated in the Campus Living section of the handbook.
- To avoid any form of dishonesty including lying, stealing, and cheating on examinations or assignments.
- To be responsible to maintain their holistic health while attending EBI.

SYSTEM OF DISCIPLINE

Students, by virtue of their enrollment, agree to live within the framework of the school's standard of conduct. While some may not have personal convictions in accord with these standards, agreeing to them obligates the student to assume responsibility for honorable adherence to them while they are enrolled as students at EBI.

Students who are not living within that framework may be fined, placed on probation or dismissed.

EBI leadership reserves the right to dismiss any student who disqualifies themselves by any behavior, either on or off campus, which indicates that a student has disregard for the spirit of EBI standards. Before re-entrance, the student will need to focus on their relationship with the Lord, get involved in a local church, and establish close accountability with a spiritual mentor. Re-entrance will depend upon the recommendation of their pastor or another spiritually qualified person.

ABUSE POLICY

It is the policy of EBI to report all suspected and known cases of abuse.

CAMPUS LIVING

TELEVISION

We ask that the sets in the lounges be used for news, weather, sports, or G and PG movies and shows only. Entertainment shown in your room (on your TV or computer) should also conform to the EBI Value Statement.

APARTMENTS & DORMITORIES OF THE OPPOSITE SEX

EBI values healthy accountability, privacy and a testimony which is above reproach. Access to dormitories of the opposite sex is limited to special school functions like open dorm night (only if a dorm chooses to participate) and when special permission is given by the Student Life department. There are various public areas on campus available for co-ed socializing.

When visiting a private residence, we ask that wisdom and

discernment be considered. We ask that students refrain from visiting an off-campus apartment belonging to a member of the opposite sex unless you are with a mixed-gender group of three or more.

If you are facing any circumstances not covered by this policy, please contact your dean.

ALCOHOL

EBI recognizes that mature believers have varying convictions regarding alcohol. The Scriptures often warn about the deceptive and potentially destructive nature of alcohol. We live in a close community where the majority of students are underage and come from a variety of backgrounds. Considering the warnings of Scripture and the unnecessary risk of causing someone to stumble we ask that the following standards be followed concerning alcohol:

- Students are not permitted to bring alcohol on campus at any time including married housing and all school breaks.
- During the semester we ask that students abstain from consuming alcohol on or off campus.
- While living in campus housing during breaks, we ask that you abstain from consuming alcohol off campus as well.

CURFEW & QUIET HOURS

CURFEW

Curfew is 12:00am, Sunday – Saturday. Single students are to be on their respective floors at or before the time of curfew.

Non-resident students (commuters) and visitors should not be on campus after curfew unless approved via the visitor

request form. (See Dorm Guests below.)

QUIET HOURS

Quiet hours begin at 10:00pm. This includes the parking lot, playground, front hill and areas surrounding the building, as well as all areas around staff housing.

DORM GUESTS

Students who would like a guest to stay in their dorm should ask their dean for a visitor request form. The request must be approved prior to the guest's arrival. The request should be submitted at least 48 hours in advance.

Married students should communicate with the Dean of Marrieds.

Guests should always be accompanied by their host.

STUDENT MINISTRY

RANDY STEEL

EBI Student Ministry focuses of three areas of service: campus, church, and community. The intent is to give students practical opportunities, both on and off-campus, to apply the spiritual truths they're learning, and allow them meaningful spiritual engagement through work, responsibility, outreach, and conversations that focus on personal growth in these life areas.

CAMPUS MINISTRY (CM)

Students are required to serve an average of three hours per week on campus in a variety of Campus Ministry (CM) responsibilities in areas such as cleaning, general maintenance of the buildings and grounds, food service, etc.

This not only helps reduce the cost of caring for our facilities but also provides an opportunity to apply biblical truth to daily living, and growth in the development of a servant heart, in faithfulness, and in teamwork.

Students receive a CM assignment during the CM orientation that all students are required to attend at the beginning of the school year. Detailed instructions for each assignment are found on a sheet with the student's name on it, on a clipboard in the CM supply room near the location of their respective CM. The CM group leader's name is listed at the top of each CM assignment sheet. Check with them regarding questions on how to do your CM.

After three misses/not signing the CM sheet, students will have a meeting with Randy and/or one of the department interns. They will then receive a \$10 fine for *each additional* miss/not signing the sheet, for the rest of the semester.

When a student is sick or away from school, they are responsible to find a substitute to do their CM, and need to write the name of the person subbing for them at the top of the tasks column for the day(s) the person is subbing. If a student agrees to sub for someone and doesn't do it, or forgets to sign the sheet for the day, it will count toward *that* student's misses for the semester, not the person they were subbing for

CHURCH MINISTRY

God entrusted the spread of the Gospel to the church, not a Bible school or mission organization. Mission organizations and Bible schools are intended to assist and help the church in fulfilling that purpose.

As a part of life at EBI, we believe it extremely important for staff and students to be involved in a local church and function as a part of the Body of Christ. We understand that it may take several weeks to find a church that you are

comfortable with. Please feel free to take the first 6-8 weeks to visit those churches you may have an interest in attending during your two years in Waukesha. Ask staff and students about the churches they attend, i.e. their style of worship, music, teaching, etc. Inquire about churches' doctrinal statements and positions on things that are important to you. Pray that the Lord would give you wisdom and direction as you decide.

During your first semester, you are expected to decide on a church, attend regularly, and begin to develop relationships with as many people as possible. As time goes by, we believe it is beneficial for you to engage and serve in a ministry within the church that you like: music, children's ministry, youth, hospitality, janitorial, teaching, etc. Invest as much time as is feasible, considering your schedule and responsibilities at EBI, work, and other circumstances.

During your second semester, you will have a meeting with student ministry staff to find out what church you are attending, discuss what church ministry opportunities you've found, and to provide you with encouragement and vision for building relationships and growing ministry mindedness in your church.

COMMUNITY MINISTRY

Involvement in the community through serving and seeking opportunities to share the Gospel, is a practical way to put into practice what you are learning at EBI. Students are encouraged to look to the Lord as to where, how, and to what degree, to be involved in some type of weekly community ministry.

The Waukesha and greater Milwaukee area offers a wide range of exciting local and cross-cultural church and community-based ministry opportunities. The student ministry staff will provide information about ministry

opportunities through Student Ministry chapels, and will help you get connected with a local church and community-based ministries. If you have any questions about community ministry, please feel free to talk with the Student Ministry Department staff or contact us at ebi_studentministry@ntm.org.

WORKDAYS

There are two mandatory workdays immediately following the spring semester. Students are released to leave campus for the summer at noon on the second day (See the Academic Calendar).

CHAPTER TWO

ACADEMICS

ACADEMIC DEAN: CHRIS DARLAND

REGISTRAR: CHUCK SMITH

Since 1955 EBI has been building our program to prepare students for a lifetime of ministry. We've benefited from thousands of graduates on the foreign mission field and in various ministries in their home countries who have helped us sharpen our content and policies. Because God is worthy of our best, we strive for excellence in all we do, working and serving with all our hearts, all our creativity, and all our efforts.

EBI's teaching philosophy, courses, and assignments are intended to provide a foundation from the whole Bible. We want to see students grow in their ability to read and understand the Bible for themselves, to sharpen their thinking, and communicate truth in ways that are relevant to a world that desperately needs Christ. Because of this, we have narrowed our focus to the things that are critical for God's mission for us on earth.

EBI values quality academics, but the ultimate goal is transformed lives and Christ formed in us. Thought-provoking assignments, research papers, and group discussions all contribute to the goal. EBI's academic policies address practical concerns such as learning environments, faithful attendance and assignment due dates. These things are in place for the purpose of walking with our students as they walk with Christ and follow His leading.

ATTENDANCE POLICY

ATTENDANCE

Attendance is required for all classes in which a student is enrolled for credit. Students are allowed two (2) absences per credit hour per course. (Example: Biblical Foundations is one credit and is allowed two absences. Romans is a three-credit course and is allowed six absences.) If the number of allowed absences is exceeded, and any of them are unexcused, 10 points will be deducted from the course's final grade.

Credit may still be lost if more than one-third of the class is missed unless special arrangements have been made with the Dean of Education.

It is the student's responsibility to keep track of absences and see the Education Office for council regarding attendance. The attendance details can be found in Populi on the course Dashboard page.

ATTENDANCE FOR AUDIT

If a student chooses to audit a class, attendance is required and will be tracked according to the same attendance policy as classes taken for credit.

If the allowed absences are exceeded, the audited course will be removed from the student's transcript. This does not affect the students' GPA.

ATTENDANCE FOR MOTHERS

Absences for mothers who care for sick children at home or who help in childcare will be considered excused. These absences can be deleted from the attendance record if the student listens to the class recording found in Populi. It is the student's responsibility to communicate with the Education

Office when she has listened to the recordings so that her attendance can be updated accordingly.

If a student is expecting a baby during the semester, she should communicate with the Dean of Education and Dean of Students prior to delivery to determine her class schedule.

ATTENDANCE AND ABSENCES

It is the student's responsibility to mark themselves present before the start of each class using the Populi app on their smart phone or other handheld device. Forgetting to take attendance will result in a tardy per instance after a grace period.

Three tardies in a class equals one absence.

At the end of each day, Populi will process all attendance records, update the EBI Student app (Power Apps) accordingly and generate a Teams chat to any student who had an absence or tardy for that day. It is the student's responsibility to reconcile all attendance using the EBI Student app. The app can be accessed from the student's respective class channel in Teams.

Absences and tardies are recorded as unexcused and remain as such unless a reason is submitted through the EBI Student app and deemed valid by the Education Office. All valid absences/tardies will be changed to either present or excused. Students have three (3) days to reconcile any attendance issues before the attendance is considered final.

All absences count toward the allowable number of absences. Excused absences are in place to give consideration for illness or unavoidable life circumstances, but they still count toward the total allowed absences. Excused absences are typically restricted to illness, doctor or dentist appointments that cannot be scheduled outside of class hours, funerals, a family

emergency, or weddings for immediate family members.

If the allowed number of absences is exceeded, an FN will appear on the student's attendance record. The FN stands for failure for non-attendance and serves as a flag to the student and the Education office. If all the absences in a course are excused, there will be no negative consequences unless more than one-third of the class was missed. However, if any of the absences are unexcused (i.e. the student chose to skip class for something else), the student will lose 10 points from their final grade. The FN will be removed after the course is finalized.

If a student is unable to attend class, there are class recordings available in Populi. The student is encouraged to listen to the recording of any class missed to help them keep up with the content. Listening to recordings does **not** replace the student's required presence in the classroom nor does it delete the absence from their attendance record.

If a student knows that they will be absent due to a planned event (wedding, etc.), they should communicate with the Dean of Education **prior** to the absence to find out whether or not the absence will be excused. Do not assume either way. If the absence is excused, arrangements should be made with the teacher as to how they want to handle homework, exams and/or classroom material due on those days.

CHAPEL/SPECIAL MEETINGS

Chapel is a time for the student body to gather as a whole for praise and worship, to hear from missionaries on home assignment, or be challenged from God's Word outside the classroom atmosphere. Chapel is held daily and is required for all full-time residents and off-campus students. The chapel schedule is posted in Teams and on the main bulletin boards on the first floor. If absences in non-credit courses (chapel, Day of Prayer, Special Emphasis, Missions

Emphasis) exceed a total of 10, the student will be referred to the Dean of Education.

ASSIGNMENTS

ON TIME ASSIGNMENTS

Credit will be given for all homework that is completed and turned in on time.

Assignments are due as indicated on the course syllabus and Populi. If there is a discrepancy, we will default to the due dates in Populi. A teacher may make changes to due dates by notifying students in a timely manner.

Before working ahead, it is the student's responsibility to communicate with the teacher regarding any special instructions they may have.

LATE ASSIGNMENTS

Work submitted late will be accepted for partial credit for three (3) days after the assignment is due. Work will not ordinarily be accepted after three (3) days.

If work is late because of an excused absence, the student typically has three (3) days from the time they return to class to make up missed assignments, quizzes, or exams for full credit. If the student is past the three-day limit, they are still encouraged to take any exams for partial credit.

The student should check with the respective teachers for variance in this policy. It is the student's responsibility to communicate with the teacher regarding missed or late assignments.

PAPER FORMATTING

Turabian format is to be used for all written work. Whenever a source is used, its use must be documented according to Turabian guidelines. Research papers must include a bibliography written according to Turabian guidelines.

STATEMENT ON CHEATING

It is the desire of EBI that students do their own thinking, their own research, and their own work. Cheating may result in loss of credit for the assignment, loss of credit for the course, and is grounds for dismissal.

Cheating includes but is not limited to:

- Doing homework as a group when the teacher has not indicated that this is appropriate.
- Plagiarism: copying answers from a textbook, the internet, a fellow student, etc., and claiming content as your own by failing to cite the original source.
- Utilizing AI or another person to write or rewrite your thoughts and/or content.

Programs that check spelling and/or grammar may be used, but anything that generates content or rewrites your words is expressly forbidden.

EBI uses a plagiarism and AI detection service which is integrated with Populi.

EXAMS, QUIZZES, ETC.

Work done in class (exams, quizzes, etc.) may be made up only if the student was absent from class for an excused reason. Follow the same procedure for turning in a late assignment.

COURSES & GRADES

CLASS SECTIONS

Each class (1st year and 2nd year) is divided into two sections: section A (8:00 – 11:30) and section B (9:00 – 12:30). Students are assigned to a section prior to the start of each semester and may not switch sections after the first day of the semester. This is due to the fact that the gradebooks and attendance records in Populi are tied to a section and cannot be transferred.

Students may request a section by sending an email to the Education office. Classrooms are restricted in size, therefore priority will be given to those who require a specific section to accommodate their work schedule.

COURSE REQUIREMENTS

Students enrolled in the Biblical Studies program are required to take all core classes (60 credits) plus 4 elective credits (approximately 1 credit per semester).

Mothers with children at home are permitted to take a reduced course load as indicated on the semester schedule. These courses are subject to change. See the Dean of Education for more information.

ELECTIVES AND COURSE CHANGES

The Registrar will automatically enroll students in the core classes. It is the student's responsibility to register for electives in Populi and ensure that they have taken the required number of elective credits for the diploma. The student may attend the first class of an elective before deciding to:

- Register for the class.

- Drop the class if they've already registered.
- Change enrollment from registered to audit; or
- Change enrollment from audit to registered

The above changes may be made by the student in Populi until 11:59pm, the day the elective begins. Any changes after that must be made by the Registrar and a fee of \$10.00 will be charged to the student's account. Any questions regarding course changes should be directed to the Registrar.

Courses that are dropped receive the following designation on their transcript:

# of Credits	Before Class #	Designation
1 credit hour	7	Withdrew Passing (WP) or Withdrew Failing (WF)
2 credit hours	14	
3 credit hours	21	
Check the course syllabus to find the corresponding dates.		

If the student withdraws before the halfway point of a class, a WP or a WF will be placed on the student's transcript. The student's GPA will not be affected by dropping a course within the designated time frame. Dropping a course after the number of classes listed will result in an F which will affect the GPA.

GRADING SYSTEM

Letter Grade	Number Range	GPA	Description
A	94-100	4.0	Superior
A-	90-93	3.7	Excellent
B+	87-89	3.3	Good
B	84-86	3.0	Good
B-	80-83	2.7	Good

C+	77-79	2.3	Average
C	74-76	2.0	Average
C-	70-73	1.7	Below Average
D+	67-69	1.3	Below Average
D	64-66	1.0	Below Average
D-	60-63	.7	Below Average
F	0-59	0	Fail

An X grade will be given for a course that has been retaken. The X indicates that the course completed in a previous semester was retaken resulting in a higher grade and the previous grade no longer has any bearing on a student's GPA.

APPEALING A GRADE

Grades are posted in Populi once a course has been finalized. If a student feels a grade received was not accurate or fair, or if they have any questions about a grade received, they should see the teacher involved within three (3) business days of receiving the grade. The Dean of Education is willing to discuss the situation with the student and desires to be accurate and fair. In case of a dispute about a grade for a course, the student should keep all homework assignments, quizzes and exams until they have received a final grade for the course.

REQUIRED ELECTRONIC DEVICES

All students are required to have a laptop (Windows or Mac, no Chromebooks) and a hand-held device with Bluetooth capabilities (smart phone, tablet, etc.).

CLASS RECORDINGS

All class lectures are recorded as MP3s and are available in Populi under the course Syllabus page and Links. Recordings may not be distributed without prior permission from EBI

and the individual teacher.

TRANSFER CREDITS

TO EBI

Transfer credits may be given for courses earned at institutions of higher education if the content is roughly equivalent to what is offered at EBI. An official transcript must be presented to the Registrar for evaluation and approval of transfer credit. Students will not be allowed to transfer in more than 49% (29 credits) of the required **core** class credits towards an EBI diploma or degree. Courses that do not meet the requirements for EBI's core curriculum may still be accepted as electives. (No more than 4 credits.)

FROM EBI

Many Christian colleges and universities accept EBI credits. The number of transferable credits depends on the student's planned course of study. The decision to grant credits is at the discretion of the school to which the student transfers. For a list of schools that accept transfer credits from EBI, please see the EBI website under Academics/Accreditation & Academic Policies.

(<https://e360bible.org/academics/accreditation-and-credit-transfer/>)

ETHNOS360 SHORT-TERM TRIPS

Elective credit may be awarded to Ethnos360 short-term trip participants upon providing a letter of completion from Ethnos360. It is the student's responsibility to notify the Registrar to receive credit.

TRANSCRIPTS

Transcripts are available upon request through the EBI website. (See “Request Transcript” under the Academics menu.) A fee of \$10.00 per copy is collected at the time of the request.

ACADEMIC REVIEW

Each student’s academic progress is reviewed periodically. Students with a GPA lower than 2.0 may be placed on academic probation. If sufficient improvement is not seen during the following blocks, the student may be asked to step out of school. The student may reapply the following academic year.

GRADUATION REQUIREMENTS

All students who qualify to receive the diploma, associate’s degree, or certificate are eligible to participate in the graduation ceremony.

REQUIREMENTS FOR A DIPLOMA IN BIBLICAL STUDIES

- Satisfactory completion of the 60 core class credit hours plus 4 elective credits. (64 credits total)
- A minimum GPA of 2.0.
- Satisfactory completion of co-curricular requirements.

REQUIREMENTS FOR AN ASSOCIATE OF ARTS DEGREE IN BIBLICAL STUDIES

- Satisfactory completion of 60 core credits, 4 elective credits, and transfer of 3 credits of mathematics from another institution of higher learning. (67 credits total)
- A minimum GPA of 2.0.
- Satisfactory completion of co-curricular requirements

REQUIREMENTS FOR A CERTIFICATE OF RECOGNITION

- Satisfactory completion of 30 credit hours of EBI course work. (Transfer credits do not apply to the credit hour requirement.)
- A minimum GPA of 2.0.
- Satisfactory completion of co-curricular requirements.

Note: The diploma, degree, or certificate will not be issued if the student is financially indebted to EBI.

CLASSROOM CODE OF CONDUCT

Students are expected to arrive to class or chapel:

- Prior to the start of class
- Dressed appropriate to the setting (See classroom dress code below)
- Properly prepared for note taking

It is expected that once students are seated in the classroom or auditorium for chapel:

- They will promptly mark their attendance using the Populi app.

- They will use electronic devices for class related purposes only.
- They will remain in their seats for the duration of the class period, except for unusual health circumstances.
- They will give attention to what is being taught.
- They will not be a distraction or disturbance to other students.
- They will not assume postures or act in a manner that could be a distraction to others.
- They will give respect to the instructor and other students regardless of whether they agree with what is being said or taught.
- They will refrain from bringing food into the classroom or chapel and only use covered containers for drinks.
- They will refrain from packing materials and notes until the teacher dismisses the class.

In addition:

- They will not alter or rearrange classroom seating, tables, etc. without prior permission.
- They will respect classroom and chapel furniture by using them for their intended purposes only. (No sitting on tables, standing on chairs, etc.)

CLASSROOM DRESS CODE

Our desire is to create a comfortable yet professional learning environment with minimal distractions. Students are encouraged to maintain their personal hygiene and present themselves well for class. Although modesty and style can seem subjective, we are asking students to adhere to the following parameters:

- Guys: No athletic pants, athletic shorts, or sleeveless shirts.
- Ladies: No yoga/athletic pants, athletic shorts, exposed midriffs, or low-cut shirts. Nothing excessively tight or short.
- For all students, footwear is required in **all** public areas.

OUTSIDE OF CLASS TIME

Classrooms are available outside of normal class time for study use. Students are expected to refrain from using any school electronic equipment or from rearranging tables and chairs from their original positions.

VISITORS

Students may not invite guests to sit in on classes without prior permission from the teacher. Permission should be obtained at least one day prior to the class.

Students will ask their guests to refrain from asking questions during class or participating in group discussions. They may speak with the teacher after class or schedule a time to meet with the teacher later in the day.

ACADEMIC INTEGRITY

EBI intends to promote an academic environment in which students can grow in their knowledge of the Word while reflecting God's character being developed within them. Academic integrity is typically defined by what it is not (i.e., cheating, plagiarism, etc.), but it is also important to define what academic integrity is.

Academic integrity is characterized by the following:

- A student's best effort has been given as working unto the Lord.

- The student has submitted to and followed the directions and guidelines on the assignment or test.
- The student has asked for clarification and followed the spirit of the instructions when they seem in conflict with the letter of the instructions.
- The work submitted represents the original thoughts and efforts of the student and proper citation or credit has been given for the work of others.

BUSINESS & FINANCE OFFICES

BUSINESS DIRECTOR: TODD NELSON

FINANCE MANAGER: DEAN MUNDY

FINANCIAL POLICIES

ROOM DEPOSIT

A \$100.00 room deposit for single students and \$200 for married students was due prior to your arrival on campus. Room deposits are refundable after graduation or withdrawal from school if the deans approve the refund after the final room inspection.

FEES

EBI charges semester fees in full at the beginning of each semester. For resident students, semester fees include the following: Tuition, housing (including laundry), meals (single students only), registration (non-refundable), Logos (non-refundable after first block), tech fees, admin fee, student activity fee, and student accident insurance (non-refundable).

An initial down payment of approximately 60% of the semester fees is due on the first of the month prior to the start of a semester (Aug. 1 and Jan. 1).

The remaining semester balance may be paid in 4 equal installments of \$675 on the first of each month (September – December for the fall semester; February – May for the spring). Visit <https://e360bible.org/apply/enrollment-costs/> for specific down payment amounts required before the start of school. Commuting students can find their specific fee breakdown here as well.

The following fees or charges are not included in the basic semester fee and are charged to the student's account as applicable:

- Parking fee per vehicle per semester: \$100
- Parking fee per motorcycle: \$25
- Mattress cover fee: \$25
- Monday through Friday lunch meal plan per semester per person (married & commuter): \$650
- Transcript fee: \$10
- Course change fee: \$10
- Senior fee: \$90
- Other misc. charges (i.e. use of student garage, copies)

Non-refundable charges to replace lost or unreturned items:

- Fob: \$10.00
- Key: \$25.00
- Parking Tag: \$10.00

Please refer to the Semester Fee Chart (available in the Finance Office) for the full payment schedule or online at www.e360bible.org/apply/enrollment-costs/

TUITION PAYMENTS

If a student is unable to pay the downpayment or has financial difficulty in making tuition payments, they should contact the Finance Office immediately. An alternative payment plan may be available but must be approved by the Accounts Receivable Manager. If this payment plan is not followed, it will result in a 3% late fee. If the student continues to be unable to make tuition payments, it will result in financial probation and may eventually lead to dismissal. See the Finance Office for more information.

Transcripts will not be issued if a student has any outstanding debt to the school.

Students must have the balance of their school account paid

in full before the final distribution of grades and the issuing of diplomas.

The Finance Office staff is available for financial counsel and guidance.

FINANCIAL TRANSACTIONS

Payments for your school bill can be made any time in a variety of ways:

- **ACH.** The preferable method of payment to EBI is by ACH (an electronic check). Go to <https://e360bible.org/student-payments>, and click on “Pay from bank” to sign a DocuSign form authorizing EBI to make an ACH payment from your bank account.
- **US check, cash, or money order.** Checks can be mailed to the school address. Any payments in person should be placed in an envelope and deposited in the slot in the Finance Office door. Any checks that are made out to you (whether it is a personal check or your paycheck) may be endorsed by you (signed on the back) and deposited in the slot; the funds will be deposited into your EBI account
- **Credit/debit cards** (Visa and MasterCard). If no other payment options are available to a student, we will accept credit/debit card payments. Any fees for card payments will be passed on to the student. See the Finance Office for more information.
- **Wire transfers.** Please contact the Finance Office regarding the proper procedure for wire transfers. Any fees for wire transfers incurred by the school will be passed on to the student.

Canadian checks payable through a US bank and in United States Dollars (USD) are acceptable for payment of your school bill. CAD checks are acceptable but will be exchanged at the bank at the current exchange rate.

At times, Canadian students may have funds sent to the school from Canadian churches or other organizations payable through Canadian banks. With such payments, actual funds applied to your account are subject to the applicable currency exchange rate at the time the check is processed by the bank.

Any check that is returned by the bank for non-sufficient funds (NSF) will be charged to the student's school account. The student will also be charged any bank fee EBI incurs for the NSF check.

CASHING CHECKS

EBI is unable to cash checks for students. If a student needs a check cashed, the Finance Office can stamp the check which will allow the student to cash it at a Waukesha State Bank location.

EMPLOYMENT

We ask that students work no more than 25 hours per week. Students should communicate with their respective dean to discuss exceptions.

Employers needing to hire students often contact the school. Job postings can be found on Teams.

If employment requires a student to be gone overnight or past curfew, they should communicate with their dean.

FOREIGN STUDENTS

As a general policy, INS does not permit foreign students to work in the US. It is possible that a student may be eligible to work for EBI while their student status is active. Inquiries regarding employment opportunities at EBI should be directed to the Business Director.

Foreign students are required to use an I-20 form to enter and leave the U.S. They should ensure that all documents are current, in order and properly signed where required. Questions regarding immigration should be addressed to Andy Templeton in the Education Office.

INSURANCE

If a student owns and operates a vehicle in the State of Wisconsin, by law their automobile insurance coverage meet Wisconsin statutory minimums. Uninsured vehicles are not allowed to be driven in the State of Wisconsin. If a student is not a resident of the State of Wisconsin, they are advised to consult with their insurance provider to verify that their insurance meets or exceeds the coverage minimums required by Wisconsin state law.

EBI does not provide coverage for students' personal property. It is recommended that the students consult with their insurance provider to verify coverage, if any, for personal items. If they do not have coverage for personal property, EBI recommends the student secure a renter's insurance policy.

RENT DURING BREAKS

If a student remains on campus during Christmas or summer breaks, they will be charged a daily rent fee. Contact the Finance Office for current rates.

STUDENT ACCIDENT INSURANCE (SAI)

Student accident insurance coverage is mandatory for all US resident students registered with 7 or more credits in a school year. (See section for Insurance for International Students.)

Coverage is optional for a student's spouse who is not registered as a student and may be purchased, if so desired, for an additional cost. Coverage can also be purchased for unmarried children under the age of 19 who live with the student.

Coverage is mandatory for all commuters with 7 or more credits in a year.

An accident means "a sudden, unexpected and unintended event which is identifiable and caused solely by an external physical force resulting in injury to an insured person."

Accident does not include a loss due to or contributed to by disease or sickness.

EBI will assist students in processing claims with the student accident insurance provider.

EMERGENCY AND NON-EMERGENCY ACCIDENTAL INJURIES

For all emergency situations (accidents that may cause loss of life or permanent or severe disability if not treated immediately) go directly to the nearest emergency room, if you experience any of the following:

- Severe injury
- Severe abdominal pain following an injury
- Uncontrollable bleeding
- Confusion or loss of consciousness, especially after a head injury. Serious burns, cuts or infections
- Seizures or paralysis
- Broken bones (can be seen at an Urgent Care facility if one is open)

For Urgent Care situations (non-emergency accidental injuries), go to an Urgent Care Center (not equipped for emergency situations and listed above).

Examples of non-emergency conditions include:

- Skin abrasions
- Sprains (minor breaks)
- Sores and blisters
- Animal bites
- Minor burns

If you are injured or have an accident, immediately seek appropriate medical attention. Have all your insurance information with you, including your Student Accident ID card, to give to the health care provider(s).

If you have an accident before you receive your Student Accident ID card, still seek the appropriate medical attention and inform the medical provider that you have a student accident policy with Ethnos360 Bible Institute and that they can verify coverage with the Business Office the next business day.

As soon as possible, inform your dean of your accidental injury and/or medical treatment, and come to the Business Office to fill out and submit a claim form. A claim for your injury cannot be submitted to the insurance company unless and until you complete a “student accident claim form.”

Turn in any paperwork you may have received from the medical provider you consulted. Failure to report your claim to the insurance company in a timely manner may result in a denial of coverage.

Even if you choose not to seek medical treatment for an accident, it is highly recommended that you come to the Business Office and fill out an accident report. Failure to do so may result in a denial of coverage from the student accident insurance provider for medical expenses you incur in the future as a result of injuries from this accident.

A list of urgent care facilities is provided in the Appendix

section of this handbook.

Coverage Highlights:

- Must seek treatment as soon as possible.
- Deductible: \$100 per cause.
- Aggregate maximum of covered Medical Expenses: \$25,000.
- Expenses incurred within 52 weeks after the date of the accident.

INSURANCE FOR INTERNATIONAL STUDENTS

International students (non-US residents) enrolled at Ethnos360 Bible Institute are required to purchase and maintain Traveler's Medical Insurance for themselves, and their family, if married, to cover any medical expenses they incur while in the United States. Canadian students with dual citizenship will also be required to purchase Traveler's Medical Insurance if their only source for medical coverage is the Canadian health care system.

Traveler's Medical Insurance must be purchased, and documentation provided to Ethnos360 Bible Institute prior to arrival for school. Because of this requirement, international students will not be enrolled in or charged for Student Accident Insurance (SAI).

VETERANS

The V.A. requires 18 clock hours per week. These do not all have to be academic credits. These requirements are met with 12 credits and all chapels each week. If the student fails to meet these requirements, it may result in a reduction in benefits. See the Registrar to start your benefits.

The non-refundable portion of registration fees will not exceed \$10.00. All other charges to the student, including tuition, books and supplies issued by the school, registration fees in excess of \$10, and other fees will not exceed the pro-

pro rata portion of total charges that the length of the completed portion of the course bears to the total length of the course. This policy follows the requirements of 38 CFR 21.4255.

CAMPUS FACILITIES & SERVICES

CHILD CARE

ANDREA JACK

EBI Childcare is organized to help provide childcare for student families with young children and staff who serve in ministry at EBI. It is available for children up to 4 years of age at the start of the fall semester. Student moms with children utilizing EBI childcare will be expected to contribute supplies towards the program and help within childcare on a limited basis as a sub. Background checks will need to be completed for each mom before the semester begins.

Childcare is provided in the mornings starting with the 9:00 class. Childcare availability is only guaranteed when both parents are enrolled in-person and for credit. Please contact the Childcare Coordinator directly regarding other enrollment situations.

CLASSROOM USAGE

CHRIS DARLAND

Classrooms are available for study use. They are not to be used for entertainment or watching movies. Students are expected to refrain from moving tables and chairs from their normal classroom positions. Classroom equipment and supplies may not be used for personal use.

Personal items should not be left in the classroom after class hours.

Hours of classroom use are from 6:00am – 10:00pm.

Please be mindful of those who need to do their campus ministry in the classrooms.

FOOD SERVICE

CHRIS HART

DINING HALL MEALTIMES

Breakfast	
Monday – Friday	7:15am – 7:45am
Saturday (Brunch)	10:00am – 10:30am
Sunday	8:00am – 8:30am
Lunch	
Monday – Friday	12:00pm – 1:00pm
Sunday	12:15pm – 1:00pm
Dinner	
Monday – Friday	5:50pm – 6:20pm
Saturday and Sunday	5:00pm – 5:30pm

MEALS

Missing Meals

If you are part of a large group that is planning to skip a meal (for reasons such as a dorm event), please contact the kitchen as soon as possible, at least one day in advance, to allow the kitchen to adjust accordingly. No refunds or credits are given for missed meals.

Options for Those Who Will Miss a Meal

- **Sack lunches** are available for those whose work schedule does not allow them to be here during normal mealtime hours.
 - To receive a sack lunch, sign up on the EBI App the day before you need the sack lunch. For Saturday and Sunday, sign up by 6:00 am on Friday.
 - Lunches, sodas, and sandwich condiments are

kept in the reach-in refrigerator next to the ice machine.

- Leftover food at the end of lunch and the salad bar are often available for dinner.
- Students may save food for each other.
 - Students are responsible for providing their own takeaway containers.
 - Dining hall plates and silverware may not be used for saved food.

Medical Exemptions from the Meal Plan

All single resident students must be on the meal plan except for approved medical exemptions.

For medical exemptions, contact the Dean of Students. The medical exemption request will be reviewed by the Dean of Students, Business Director, and Food Service Director.

- The request must include a doctor's note with
 - A specific medical diagnosis
 - The specific food allergy and whether it is severe and/or life-threatening
 - The medical remedies to address those medical conditions (i.e. EpiPen, etc.)

EBI does not guarantee that all food is completely allergy-free and does not have dedicated kitchen space to prevent cross-contamination. Therefore, Food Service may not be able to accommodate severe and/or potentially life-threatening medical conditions (i.e. anaphylactic shock).

If the student's needs cannot be accommodated by Food Service, the medical exemption will be denied.

EBI is not equipped to provide separate cooking facilities for students with severe and/or life-threatening medical conditions.

Existing students who develop severe and/or life-threatening

medical conditions may need to move off-campus as soon as possible and provide their own cooking accommodation. EBI will provide assistance to a student through this transition period.

DINING HALL ETIQUETTE

Kitchenware must not:

- Be taken to the dorms
- Removed from the building

If a student wishes to eat their meal outside, they must provide their own plate, utensils, cup, etc.

Food should not be left in the dining hall, lounges, or any other public area.

The ice machine is not available for personal use.

BEVERAGE BAR

Juice is available during breakfast and brunch only.

The milk machine and coffee are available during meals only.

The soda machine is available during meals and morning class hours.

Filtered water, teas, and hot chocolate are always available.

GUESTS

If a student would like to have a guest eat with them:

- Sign guests up on the **Sign Up for Meals** clipboard located at the kitchen entrance at least 48 hours in advance.
- For anything less than 48 hours, the student must **first** communicate with Roger Deed or Chris Hart and

then sign up as noted above.

The student's account will be charged for their guest's meals. If your guest would like to pay for their meals, they may do so in the Finance Office.

MAIL & PACKAGES

Mail is held at the post office and collected by a designated EBI staff member every weekday morning at 7:30am. It is then distributed to the student mailboxes by 10:00am. Per Waukesha post office regulation, the post office does not deliver mail to the school address. Because mail is collected early any mail or packages that arrive at the post office during the day will be unavailable until the following morning (or until Monday for anything received on Saturday). Do not go to the post office for your package. The post office will only release mail and/or packages to a designated EBI staff.

Packages will be put in a parcel locker and a key will be placed in the student's mailbox. Oversized packages will be held in the mailroom and the student will be notified by a note in the mailbox with instructions for pick up.

UPS, FedEx, and Amazon deliver packages directly to the school and will be distributed as noted above.

When placing an online order, the student should be sure their full name (first and last name) is listed on the delivery address. Using first name only, initials, or a nickname may cause a delay in receiving the package. When sending mail, the same is true for the return address.

Students may use the Campus Mail slot to give notes or packages to other students or staff. When doing so, the first and last name of the recipient must be included. Do not use nicknames. There are likely students who share the same first name, so including the last name will ensure the note is given to the correct person.

Mailbox numbers and combinations are issued during registration.

GARAGE

WYATT PERSON

VEHICLE MAINTENANCE

Garage #5 is available for students to work on their cars. It is available daily after classes until 10:00pm. Use the calendar outside of the plumbing shop to reserve a time slot.

Students must follow the instructions below which are also posted in the garage. If you have any questions, see Wyatt Person.

- Safety – Use jack stands
- Changing coolants is forbidden.
- Vehicles may not be left overnight.
- Clean up after each use.
- When leaving, close all doors and turn off the lights.

Failure to abide by the above or other posted instructions may incur fees starting at \$25.

CAR WASHING

Students may wash their cars in the space between the carpenter shop and the main garage during the warm weather at any time during the day. They must provide their cleaning materials.

INFORMATION TECHNOLOGY

PAUL STEVENS

INTERNET USAGE

EBI has wireless internet throughout the campus. To connect to the Student Network, you will need the current password. Your use of the Student Network constitutes your acceptance of the Acceptable Use Policy which can be found in Microsoft Teams.

CONTENT FILTER

EBI uses Cloud Flare to filter internet traffic. Even though we've worked hard to get it right, we know that there are still some sites that may be blocked that you need access to. If you are blocked from a website that you feel you should have access to, please contact the IT department.

EMAIL ACCOUNTS

All students are given an email address to use for the duration of their time at EBI.

You can access your email on the web at portal.office.com or by installing the Microsoft Outlook app on your computer or mobile device. Type in your EBI email and password. If you have any questions or problems, please contact the IT Department.

MICROSOFT TEAMS

EBI uses Microsoft Teams for much of the communication between staff and students. Please check it regularly. The Teams app can also be installed on most phones and computers. Log into this service with your EBI email and password.

OFFICE 365 ONLINE

As a student at EBI you have access to Microsoft Office applications (Word, Excel, PowerPoint, Outlook). To access these applications, sign in with your email account at portal.office.com, and choose your application on the left, or download all Office applications by clicking the “Install Office” button at the top right.

With your Office 365 subscription you get 1TB of online cloud storage through Microsoft OneDrive. You can use this for all of your EBI documents, notes, etc. When you leave EBI, you should download all of your online storage to your personal computer as it will be deleted from the cloud.

ATTENDANCE

EBI uses the Populi app to record attendance for each class. This app must be installed on your phone with Bluetooth capabilities from the iOS or Google Play Store to check into class each day. When logging in, you should enter “e360bible” as the school’s name and then use your EBI email and password.

CLASSROOM RECORDINGS

You can access recordings of each class by downloading the mp3 from the “Links” section of the corresponding Populi page.

EBI STUDENT APP (POWER APPS)

You can access the EBI Student app by either downloading Microsoft Power Apps from the iOS or Google Play Store, or you can find it in your class Team under the General Channel. The EBI Student app is where you will handle all attendance discrepancies, as well as find valuable information such as Campus Security contact information and other features depending on the semester’s needs.

LAUNDRY

RANDY STEEL

Laundry facilities are provided free of charge for on-campus students. Keep in mind that the whole school uses the laundry facilities in the main building. There are separate laundry areas in the apartment buildings where married students live.

Please be considerate and follow these guidelines:

- Remove your clothes from the machines promptly. Set a timer if you need to.
- Do not overload the washers. You need to leave enough room in the washer for the clothes to move around while washing and to spin the water out at the end of the wash cycle
- If someone has left clothes in the washer, you may remove them, but do not put them in the dryers. Clothes left in the dryers may be removed as well.
- **Check and clean the lint filter screens in the dryers before and after use.** Close the dryer door when done.
- Items that need to be air-dried should be taken to your room to dry. Use a drying rack. Wet clothes should never be placed on wooden furniture.
- There are a limited number of laundry carts. If you use one to take your clothes to your dorm room, return the cart immediately. Do not leave them in your room or on your dorm floor.
- Articles left in the laundry room will be placed in Lost & Found.

EBI is not responsible for lost, stolen, damaged, or discarded items.

LOST & FOUND

RANDY STEEL

The main Lost & Found closet is located on the ground floor north wing of the main building (room B62). Most items can be found there. There are also lost & found bins in the utility closets on each floor, in each building. Any valuables that are found (money, jewelry, electronics, etc.) should be turned in to the Finance Office, not put in a bin, where they will be kept until claimed by the owner. Items in the Lost & Found are removed after three weeks and taken to Goodwill.

Do not put trash or perishable food items in the Lost & Found closet.

LIBRARY

GINA TEMPLETON

The main purpose of the EBI Library is to meet the educational needs of the students and staff. As such we will do our best to have the books and materials needed for research and study. We strive to stay updated and to have some of the textbooks that are needed for each semester, however, we will have a limited amount and not enough for the entire class. There are also Bible study materials, fiction books, many books from various genres, DVDs, and a young adult section as well as a children's corner for the littles to play in "while mom and dad" do some studying.

The library has two floors. The main level holds books that are available for checkout and a study table for students and staff to use. The upstairs level has reference books that are for use in the library only (they may not be checked out) and a large study area for meetings and gatherings.

The library is open Monday – Thursday from 9:00am – 10:00pm and Friday from 9:00am – 12:00pm. Weekend hours are as needed.

The library is intended to be a quiet place. Please be respectful of the space and people using it. Monday – Thursday from 7:00pm – 10:00pm are dedicated “quiet study” hours. These hours are enforced.

The current library database is digitized and synched with Populi. The checkout time for books is three (3) weeks. There is a \$0.25/day fee for overdue books.

The library has a printer/copier/scanner available for student use. The cost for B/W is \$.10/page and color is \$.25/page. Double-sided copies count as two pages. Scanning is free of charge. Instructions for connecting to the printer are located in the library section in Populi.

LOBBY & PUBLIC AREAS

The main lobby should not be used as a social or study area during business hours (Monday – Friday, 8:30am – 4:00pm). Eating is not permitted in the main lobby.

No loading or unloading through the front lobby. All bikes, sleds, carts, etc. should be taken in and out of the building through the back entrances.

RESERVING FACILITIES

The lounges and other public areas may be reserved for personal events. Reservations requests should be emailed to the following:

- Resthaven lounge and the gym: ebi_deanofstudents@ntm.org
- First floor lounge: ebi_foodservice@ntm.org
- Classrooms: Chris Darland or Esther Huber
- Chapel: Brett Gordon
- First floor conference room: Aaron Jex

- Library: ebi_library@ntm.org
- Lounges in the dorm areas: Communicate with your respective dean

Children under 16 should not be in these areas unless accompanied by a designated adult.

VEHICLES & PARKING

KELLEY DUSTON

Resident student vehicles must be registered with EBI upon arrival on campus. Students must provide the Business Office with their vehicle make and model, license plate number, and phone number. Their vehicle will be assigned to a specific parking lot. Students should only park in their assigned lot. The parking permit must be displayed on the rear-view mirror with permit number facing out. Permits must be turned in at the end of the school year.

PARKING FINES

Parking in an unauthorized area or parking lot: \$25.00

It is against Waukesha city law to park on the street overnight unless you have a permit from the city. You could be fined by the police.

BUYING AND SELLING VEHICLES

If a student buys or sells a vehicle during the semester, they must notify the Business Office so their vehicle information can be updated and parking fee adjusted (if needed).

SAFETY & SECURITY

JOEY COGLIANO

FIRE DRILLS

Fire drills will be done each semester at random times during

the day, prescheduled by the Security Management Team (SMT). **Alarms should never be ignored.** Any time the fire alarm goes off it means the system has noticed a dangerous condition. Old buildings like ours can be consumed quickly.

CAMERAS

There are cameras located inside and outside the building that are recording for review in the event of any incidents for the protection of students and facility. Some of these cameras record audio.

CANDLES & OPEN FLAMES

No candles or open flames are allowed within student dorms or housing by order of the Waukesha fire marshal.

VISITORS

Never allow building access to someone you do not know. Please escort them to the receptionist at the front desk or another staff member.

VALUABLES/PARKING

Any valuables in your vehicle should be kept in your trunk and/or out of sight to deter break-ins. Please keep vehicles locked at all times.

BE AWARE OF YOUR SURROUNDINGS

Waukesha has a fairly low crime rate, but the following are encouraged:

- Never run alone early in the morning or after dark.
- Carry a cell phone.
- Inquire about areas that are best to avoid.

Report any suspicious activity or person on the property to the Security Management Team. (See below.)

EMERGENCY CONTACT NUMBER

In case of any emergency, call the Security Management Team (SMT) at (262) 737-8815. Please store this number on

your phone.

DOORS

Fire doors must always be in a closed position. Exterior doors should **never** be propped open.

FOBS

Do not share your fob with anyone (visitors or other students). If your fob is lost notify the IT department immediately so that it can be deactivated. A replacement fob will be issued (\$25 fee).

WEAPONS AND FIREARMS

Students are not permitted to carry or use firearms while on EBI property. This includes students with permits to carry concealed weapons. Guns must be stored in the EBI gun safe or locked in a vehicle in accordance with Federal, State, and local laws. All other weapons are not permitted to be used on EBI premises. (i.e., bow and arrows, blow guns, pellet guns, machetes, throwing stars, slingshots, knives over 3.5 inches long, etc.) These should also be stored safely and out of sight. EBI has a very open and public campus, and we want to avoid any accidental injuries. If a student has a firearm or weapon that needs to be stored in the EBI gun safe, they should speak with their dean.

WORK ORDERS (MAINTENANCE REQUESTS)

WYATT PERSON

WORK ORDER/REPAIR REQUEST

If you break something belonging to the school or if you feel something needs repair, fill out a “Maintenance Request Form” found on Teams under “General” or scan the QR code located by the elevators and outside the Plumbing Shop. Do not wait until the end of semester or year to do this.

CHAPTER FIVE

STUDENT HOUSING

STUDENT LIFE DEPARTMENT

FURNITURE

For single students, approval from your respective dean is needed to rearrange, remove, or add furniture to the dorms.

Mattress covers are required on all school mattresses and are distributed by the RAs. Student accounts will be charged at the beginning of the year for the mattress covers.

Married students may submit school furniture requests to the Dean of Married Students. Plastic mattress covers should be used for all school mattresses used by children.

ROOM DECORATIONS

CANDLES OR OPEN FLAMES

Candles or open flames are not permitted in any of the dorms, apartments, or main building as per the Waukesha fire marshal.

SINGLE DORMS

- Painting, taping, sticky tack, and command strips are not permitted in the dorm areas.
- Tacks and small picture nails may be used on dorm walls.

MARRIED HOUSING

- Painting is not permitted in married housing.
- Married students are permitted to decorate freely using the appropriate hardware and techniques. If you have questions, check with the Dean of Marrieds.

HEATING & COOLING

AIR CONDITIONERS

Dorms are not furnished with air conditioners. Students must provide their own if desired. EBI's preference is that ACs be newer than five (5) years and do not exceed 5000 BTUs to aid in efficient energy use.

Students should refrain from attempting to install an AC unit on their own unless given clear permission from the Building and Grounds Maintenance (BGM) department.

The number of allowable ACs is based on the apartment's electrical capacity. If an apartment has a circuit that will be overloaded due to an additional AC, BGM will be unable to install it.

HEATERS

Single students may not use space heaters in their rooms.

Electric blankets are not permitted.

Married students with small children should check with the Dean of Marrieds before using an external heater.

WINDOWS

If you open your windows while the building heat is on, close your door and turn off the heat in your dorm or apartment.

LIGHTS & ELECTRICAL

Only approved power strip cords may be used. Thin extension cords should not be used per the Waukesha fire marshal. If you are uncertain what qualifies, speak with your dean or BGM.

Halogen lamps and bulbs are not permitted in the dorms.

Ceiling bulbs are furnished by the school. For lamps and

other fixtures, use no greater than a 75-watt bulb.

Fill out a maintenance request if you need a fluorescent bulb changed. Using the wrong bulb causes expensive damage to the ballasts. QR codes for the maintenance request form are located next to the elevators.

STORAGE

Single student storage is in the basement of the Blues. Married student storage is in the basement of Arcadian or the Blues. All personal items and belongings should be clearly labeled with the student's first and last name. Small or loose items should be stored in suitcases, boxes or other containers.

Storage is not available for graduates or non-returning students after they leave campus. Anything left in storage by them will be given away or discarded.

Tires, car batteries, paint and flammable liquids should only be stored in designated areas. Talk with your respective dean or BGM for the correct location.

Guns and ammunition must be kept in the gun safe. See the Dean of Men to check weapons in and out.

WINDOWS & FIRE ESCAPES

For safety, never sit in an open window or place items on the outside window ledge.

Fire escapes and the roof of the main building are off limits. **Accessing either of these could lead to dismissal.**

PETS

No pets are allowed at EBI other than a small fish in a fishbowl. (No fish tanks.)

VALUABLES

EBI strongly recommends that you do not leave valuables unlocked or unattended in the dorms.

EBI is not responsible for lost or stolen items. Please report any missing or stolen property to the Student Life Department.

ELEVATORS

The elevators may be used only if you have injuries, handicaps, or a very large or heavy load. Special cases need permission from the Student Life Department and the Building and Grounds Maintenance Department.

CARTS

Grocery carts or flatbed carts are available for large and heavy loads. They should be returned to their appropriate storage area immediately after use. Grocery carts are in the hallway across from the Campus Ministry room and the flatbed carts are stored by the back door to the loading dock.

CHAPTER SIX

ATHLETICS

STUDENT LIFE DEPARTMENT

GYMNASIUM

The facilities are for the use of currently enrolled students and staff. Visitors must be accompanied by EBI occupants.

Shoes must be worn at all times. No bare or stocking feet. Shoes must be non-marking only. Most black-soled shoes and some other colored soles will mark up the gym floor.

Personal belongings may not be left in the gym. Be sure to take your belongings with you at your departure.

Children should not be in the gym without the supervision of a designated adult.

Gym equipment is free to use but is not permitted to be removed from the gym.

Close all doors and turn off all lights when you are the last one departing the gym area.

From mid-October to the end of March, every weekday from 4:00pm – 6:00pm is designated for families with children due to the winter weather.

WEIGHT ROOM

Children under 16 are not permitted to use the weight room without being accompanied by a parent unless permission is given by the Dean of Students.

Please follow the posted guidelines in the weight room

regarding the use, care and operation of the equipment provided.

Between 6:00pm-7:00pm the weight room is designated for ladies use only. This is an all-year policy.

CHAPTER SEVEN

TERMS OF AGREEMENT

Students by virtue of their enrollment have agreed to live within the framework of the school's standard of conduct. If needed, the staff will address any behavior which indicates that a student has disregard for the school's standard.

We believe that the guidelines that are set will serve both the student body and staff in communicating clear expectations and responsibilities in this training center. We are thrilled that each of you has chosen to devote two years of your life studying God's word.

APPENDIX A

STUDENT GRIEVANCES

It is the aim of the faculty, staff, and administration of Ethnos360 Bible Institute to continuously improve the curricular and co-curricular program for our students. In addition, it is our desire that the community environment be conducive to student's academic and personal growth. Therefore, input from students is encouraged.

Students who have a specific concern or complaint regarding their experience as a student at EBI are encouraged to use the Student Grievance Form to seek to resolve the issue. Grievances that will be addressed through this grievance process include issues related to student safety, interpersonal conflict or behavioral issues, classroom procedures, and/or adverse department decisions. This Student Grievance process does not cover grade complaints, which are addressed under "Appealing a Grade" in the Academics section.

The Student Grievance Form may be completed and submitted on Teams. (*EBI General Team / General channel / Tab: Student Grievance Form*) Once submitted, the Student Grievance Form will be received by the Dean of Students, the Academic Dean, and the president of EBI to determine the best course of action to address the grievance. The report submitted will be held confidential to the extent possible. Grievance information may be shared with EBI officials in order to conduct a thorough investigation. As appropriate to the grievance reported, the Dean of Students and Academic Dean may forward the report to the appropriate department head.

The student will receive a response from the Dean of Students and Academic Dean within two weeks of the date the form is submitted. This will either give an answer to the grievance or inform about the measures being taken to address the grievance.

A student may file an appeal within 48 hours of notification of the final outcome. The appeal must be received by the Dean of Students and Academic Dean in writing and state clearly the grounds that justify reconsideration. General dissatisfaction with the outcome of the investigation or related proceedings is not a basis for appeal. The appeal will be considered by the EBI Leadership Team and a final outcome communicated within two weeks unless otherwise notified.

Student Life also accepts anonymous reports of grievances and will follow up on such reports. The individual making the report is encouraged to provide as much detailed information as possible (similar to that requested in the online form). **To assure anonymity, please type the information, print and submit to the Student Life office via the campus mail.** The Dean of Students may be limited in the ability to investigate and respond to an anonymous report unless sufficient information is furnished to enable the conduct of a meaningful and fair investigation.

Any questions related to the completion or use of the Student Grievance Form should be directed to the Dean of Students or the Academic Dean.

APPENDIX B

ANTI-HARASSMENT POLICY

Ethnos360 Bible Institute (EBI) does not tolerate harassment of its faculty, staff, or students. All individuals are expected to abide by the anti-harassment policy. These policies apply to members, associates, volunteers, employees, students, interns, and applicants. EBI will take immediate action in response to complaints or violations of this policy.

Harassment includes unwelcome conduct based on disability, race, color, sex, age, national origin, pregnancy, childbirth or related medical conditions, or any other status or characteristic protected by law. The unwelcome conduct becomes harassment when the conduct is severe or pervasive enough to create an environment that a reasonable person would consider intimidating, hostile, or abusive.

Harassment may include but is not limited to:

- Intimidating or hostile behavior such as language or action that disrupts the ministry environment, causes undue emotional distress to another, or creates a reasonable fear of injury to a person.
- Threatening behavior or implied threats to people or property.
- Violent behavior toward people or property.
- Verbal behavior such as jokes, slurs, name calling or bullying.
- Interference with work performance.
- Sexual advances with actual or implied work-related consequences.
- Sexist comments, staring, or making sexual gestures.
- Display of offensive objects, pictures, or sayings.
- Unwanted physical contact.

Online harassment, including postings on social media platforms, may be a violation of this policy. Anyone who

makes harassing comments online that are likely to produce a negative impact in the workplace will be accountable under this policy. This will be true regardless of who owns the originating device or when the comments were posted. Harassment can occur in a variety of circumstances. A supervisor, coworker, student, or even a nonaffiliated individual may be a source of harassment.

REPORTING

In the case of an actual or imminent act or a threat of violent behavior, notify the local authorities and EBI security personnel at once. Also report violent behavior against individuals or property to your department head, the Leadership Team, and/or Student Life (Deans Department). Report any harassment or suspected harassment at once to your department head, the Leadership Team, and/or Student Life (Deans Department). EBI encourages individuals to inform the harasser directly that the conduct is unwelcome and must stop. No one is required to confront their harasser before making a report or complaint. Reports to a department head, the Leadership Team, and/or Student Life (Deans Department) should be in writing. They may be anonymous.

CORRECTIVE ACTION

EBI will take immediate action to address complaints or violations of this policy. The identity of all involved, as well as information gathered, will be confidential to the extent possible consistent with a thorough and impartial investigation. When there is a finding of harassment, EBI will take corrective action according to our policies. This may include dismissal depending on the circumstances.

NO RETALIATION

Individuals may come forward without fear of retaliation from coworkers and supervisors. No one will have action taken against them for filing or responding to a good-faith complaint. (However, filing a bad

faith or malicious complaint is an abuse of this policy and may result in disciplinary action.) Anyone who retaliates against any individual who has given a good-faith report or supplied information about a report will be subject to discipline. Report any retaliatory action at once.

APPENDIX C

CHILD SAFETY AND ABUSE PREVENTION POLICY

Ethnos360 Bible Institute (EBI) recognizes child safety as a very important area to be aware of and to be continually assessed in order to promote safety for our children.

Ethnos360 broadly defines child abuse as non-accidental behavior directed towards a minor (generally under 18 years of age), often in the context of a relationship of responsibility, trust, or power and control that endangers or impairs the health or welfare of that minor. This can happen in the areas of sexual abuse, physical abuse, emotional abuse, and child-to-child cases.

There are three risk factors that we look at to assess how we are doing in this:

- Imbalance of power and control
- Isolation
- Accountability

IMBALANCE OF POWER AND CONTROL

Imbalances exist due to differences in age, size, strength, and power/ authority. Risk occurs when a person seeks to take advantage of these imbalances to cause harm. Risk decreases as imbalance of power and control decrease.

ISOLATION

Considerations include the amount of time an individual spends exclusively with one or several children, the number of people present at any given time, and/or the physical arrangements of rooms and buildings on site in every location. So risk decreases as isolation decreases.

ACCOUNTABILITY

Accountability improves through pre-field screening of Ethnos 360 members, students, candidates, interns, employees, and volunteers. Other aspects of accountability include comprehensive and continuing training and implementing guidelines such as the two-adult

rule in childcare. Policies for child safety and response process also aid accountability.

We believe that the first step in effective prevention is to believe the issue of abuse exists. Staff, students, interns, employees and volunteers are required to read the child safety handbook and complete the online tutorial bi-annually. The students are refreshed each August on child safety protocols for EBI. Each new staff member, intern, employee and volunteer are also required to go through these protocols.

As part of our response process, if a situation is reported to the Child Safety Team we will immediately assess the safety of the child and then call our Department Head of Child Safety in Sanford, FL. We will also follow the state guidelines for reporting abuse. If a credible accusation is made against an Ethnos360 member, this member will be placed on administrative leave and/or Ethnos360's inquiry process.

Our policies for EBI Child Safety are:

- No one under the age of 18 is allowed in the dorms or an intern/volunteer's apartment (this includes the main building, the Blues, and Arcadian) at any time unless accompanied by their parent. This applies to siblings, youth groups, staff kids, etc..
- If a parent enters the dorms or an intern/volunteer's apartment with their child, that child is to always be with the parent.
- No siblings or friends may spend the night in dorms or intern/volunteer's apartments unless having sought permission from your Dean or Intern Coordinator, and they need to be 18 or older.
- No babysitting children in dorms or singles intern/volunteer apartments. Singles babysitting would be allowed on the ground or first floor in the main building. Married student families may babysit for one another in their apartments at the family's discretion.

- No children aged 6 or under are allowed in public bathrooms alone. They need to be accompanied by their parent.
- No one is to walk down our childcare corridor or by the stairs near childcare during class hours as this is very distracting to the children.
- No one is allowed down the childcare corridors or by childcare during classroom hours.
- Children are not allowed to climb on top of the park equipment at any time.

Our goal is to be a safe environment for all children here at EBI and we endeavor to ensure that through our policies and procedures and accountability.

APPENDIX D

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act of 1974 (FERPA) sets forth requirements which govern the access to and release of educational records and the right of students to inspect and review their records. FERPA allows institutions to release information from a student's record without the written consent of the student to school officials who have "legitimate educational interest" and who need access to the information to fulfill their professional responsibility. A school official is a person employed by EBI in an administrative, supervisory, academic, research, or support staff position, including law enforcement unit personnel and health staff.

In accordance with the regulations of FERPA, EBI has adopted the following policy: Students have four primary rights under FERPA:

- the right to inspect and review the student's education records;
- the right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA;
- the right to provide written consent before EBI discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent; and
- the right to file a complaint with the U.S. Department of Education concerning alleged failures by EBI to comply with the requirements of FERPA