

New Life Bible College And Seminary



**Teaching and Training Workers
For a Last Day Ministry**

Extension College Handbook 2014 Edition

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2014

Older versions not accurate.

II Timothy 3:16-17, "All scripture is given by inspiration by God is profitable for doctrine, for reproof, for correction, for instruction in righteousness; that the man of God may be perfect, thoroughly furnished unto all good works."

There are few things in the universe that are as powerful as the Word of God. It has the power to guide to salvation, to bring new life, to renew spirits, minds and hearts. God said about His Word that it would not go forth void. Isaiah 55:11, "So shall my Word be that goeth forth out of My mouth: it shall not return unto me void, but it shall accomplish that which I please, and it shall prosper in the thing whereto I sent it." It comes with its own guarantee. All of us as children of God have been given a precious gift in God's Word. Many may only know what they have heard about or read about. The only Word that many may hear might be what comes from the pulpit, or is taught by teachers. The only Word that those in your congregation may ever receive may be what they hear from your words. We are all called to carry His Word. We may be pastors, evangelists, laymen, or simply parents with a mandate to carry to our children the legacy of the scriptures like Timothy's mother. The Word of God is a precious responsibility to all the children of God. All the children of God need to be well equipped so that we can carry it wherever the Lord leads us. To be well equipped, we have to study to show ourselves approved, a workman that needeth not to be ashamed. II Timothy 2:15, "Study to shew thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the Word of truth."

There is something else that needs to be touched on here. When the above scripture talks about rightly dividing the Word of truth, it means just that. We have a responsibility to carry the truth of the Word of God. It will be the truth that will set people free. John 8:32, "And ye shall know the truth, and the truth shall make you free." If we aren't careful we can fill our minds with our churches' doctrinal stand points. We can fill our minds with theology. We can teach what we are taught. It will not set the people free. We have to get to know the Author of the book. We have got to let God's Spirit reveal His truth to our hearts. John 14:26, "But the Comforter, which is the Holy Ghost, whom the Father will send in my name, he shall teach you all things, and bring all things to your remembrance, whatsoever I have said unto you." You have got to let the Holy Ghost fill you up so that when you preach or teach God's Word, or even witness, it will pour out with the power of His Spirit. II Corinthians 3:5-6, "Not that we are sufficient of ourselves to think any thing as of ourselves; but our sufficiency is of God; Who also hath made us able ministers of the new testament; not of the letter, but of the Spirit: for the letter killeth, but the spirit giveth life."

New Life Bible College and Seminary has as its number one goal the purpose of equipping workmen to be able to carry the Word of God in whatever aspect they have been called to do. Our motto is "Teaching and Training Workers For a Last Day's Ministry". If ever the body of Christ needs to be empowered and directed by the anointed Word of God it is now. Not too long from now the eastern sky will split. We will rise to meet our Savior. Those friends, loved ones, acquaintances that we have that are not living by the truth of the Word of God will be left behind. We will leave behind some of those that the Lord has committed to us as pastors, evangelists, or laborers in the field.

We need to be sure that the Word of God that we have presented to them was in truth and the power of the Holy Ghost so that, if they accept it, they will rise to meet the Lord by our side. If they do not accept it then we will be like the watchman in Ezekiel 3:17-21. Their blood will not be on our hands because we obeyed God. We want to help you to train workers that will be able to give a good account for their work for the Lord.

The satellite college program came about due to the requests of numerous pastors, churches, and ministries for us to help them in training workers. We also desire to provide the promise of greater spiritual growth for any Christian hungering after the Word of God. Our texts that we use are mainly Bible Studies with little theology or doctrinal ideas. We have many testimonies of people whose lives were changed by these courses. This came about because they began to discipline themselves in studying God's Word, and God's Word works. We desire to train whole persons, to communicate the whole Gospel with the whole truth and with the anointing of the Holy Spirit to the whole world. We desire your church or your ministry to be better equipped to obey God in the vision that He has committed to you. We want to be of help to you in furthering this vision in whatever way that we can. Through satellite colleges we are enlarging our tent as in Isaiah 54:2 to stretch around the world. We are offering to you an opportunity to train workers in your part of the world in the way that the Lord directs you to under our umbrella. We offer you our support.

New Life Bible College and Seminary wants to state here plainly that our purpose in starting extension colleges is not for the purpose of the satellite college's monetary gain or for our own gain. We have already had many ministers and pastors who (to their shame) have seen the satellite college program as a way to gain our support for their own gain. In other words, they wanted us to start an extension college as a part of their ministry. They wanted us to pour our finance into their ministry, buy buildings, assume all of their expenses with no controls. That is not reasonable, nor is it the purpose of this program, and it will not work that way. The satellite program may do little more than pay your expenses. ***New Life Bible College and Seminary*** will not help with expenses other than what you keep as the percentage agreed upon. However, if your goal is to equip your workers with the Word of God and enable them to earn an accredited degree in the process (which is so much more important than monetary gain), this will be the focus. Be sure that your focus is lined up with God's Word, and He will make a way for you in what you do.

Brief View of the Program

1. Your church or ministry will have an extension of ***New Life Bible College and Seminary***. Your extension college can be named according to your ministry. It works better for all if your college has its own name other than New Life. We do not allow the colleges to be named New Life unless they are already established with that name before applying to be an extension.
2. ***New Life Bible College and Seminary*** will help you set up the classes. You will function under our umbrella. **NLBC&S** is accredited with ***New Life Christian Schools and Colleges International***. You will also be under that accreditation.
3. We will provide the curriculum on a computer CD for all courses, tests, and keys. (In one program, you may set up your own curriculum with the college's help.) Colleges may print their own, or they may order books. Please contact New Life concerning ordering the curriculum.
4. ***New Life Bible College and Seminary*** will help in enrolling students, keep all records, issue diplomas, keep permanent transcripts, and take care of all transfers to and from the program from the time of their enrollment and in the future.
5. Your satellite program will teach the courses, grade the work, grade all thesis and dissertations, and do any direct correspondence with the students. Your satellite will also keep copies of student's records even though New Life will be responsible for maintaining transcripts.
6. Students will be considered graduates from ***New Life Bible College and Seminary*** with their degrees also stating your satellite program's name.
7. The satellite program will pay to ***New Life Bible College and Seminary*** 10% of all income that your college takes in not including book fees.
8. The local congregation or ministry where the satellite college is located will have the oversight of the college in their building or community.
9. ***New Life Bible College and Seminary*** will advise you and become a team with your church or ministry.
10. ***New Life Bible College and Seminary*** will in no way provide funds to the extensions. Also, each extension is responsible for all of their own fees and operating expenses.

HOW AND WHEN TO CONTACT NEW LIFE BIBLE COLLEGE AND SEMINARY:

We encourage the extension colleges to stay in contact with New Life at least once a month if not more than that. We try to contact each college monthly as well. We like to know how you are doing, and if there is anything that we can help with. This is important to let us know how you are doing. Also, please, never feel that if you are having problems you can't let us know because we may be offended. Let us know. We have been doing this for over 14 years, and have colleges around the world through our program. We may be able to offer advice that will help you overcome. Also, it is good to be able to share your problems with someone. We are always willing to listen.

We encourage the overseas colleges to email instead of calling by phone. Often it is hard to understand overseas calls, and failure to understand can lead to problems later.

If overseas colleges send transcripts or other material, **please do not send it through the mail.** Please scan and email this information to us.

Brief View of the Program-Program 1

The satellite college uses our curriculum as set up in the catalog. The above procedures are all the same.

Brief View of the Program- Program 2

The satellite college chooses their own curriculum with the help of *NLBC&S*. The above procedures are all the same.

Brief View of the Program- Program 3

The satellite college uses a mixture of their own curriculum and ours. The above procedures are all the same.

Important Note: Extension colleges are not allowed to offer total correspondence programs. However, if a student cannot for some reason attend, they may enroll in the extension and complete the courses through computer or mail. If students enroll in a degree late, after all other students have started the degree and completed some courses, and the students have missed some courses, they can catch up to the other students by completing those at home.

Degrees Available:

The extensions may offer Associate, Bachelor, Masters, and Doctorate degrees in Biblical Studies. Biblical Studies is the only degree that we have available for extensions. If a pre-existing college already has other degrees before coming under our umbrella, then they are welcome to continue the degrees they have.

Books and Courses

We use the Harvestime curriculum in the Associate and Bachelor degrees and to supplement the Masters and Doctorate degrees. In the Masters and Doctorate degrees, we use courses that have been written by individuals in our ministry. Both sets of courses are full of scriptures from a Holy Ghost filled perspective. They strengthen and empower students because they are filled with God's Word. We do not offer any courses that have church history, organization history, or social perspectives, but these courses are filled with the Word of God. That is our purpose. The only way to equip the body of Christ for a last day ministry is to fill them up with the Word of God so that they can pour it out.

All colleges will receive a computer CD that will contain all courses needed, tests, and keys. If colleges choose to do so, they can print the lessons for students. Many colleges print the lessons for each session before the sessions start. This is what overseas colleges must do as they will not be able to order the books. ***New Life Bible College and Seminary*** does not provide printed books to the extensions, and they do not provide money for books.

Extensions in the US can order the Harvestime courses directly from Harvestime from their website at www.harvestime.org. The courses that have been written by individuals at New Life are available through www.amazon.com. When you are ready to order these, please contact New Life for help. Be aware that the student books ordered from Harvestime may include a test key in the back of the book. Before you pass the books out to students, you will need to take an exacto knife and carefully cut those out.

Many of the courses are lengthy. These can be divided into two courses. We have included a list of the courses that are acceptable to do this in the material that we send. There may be times when a college will not have time to complete all the material in the courses. This is at their discretion, however, complete as much as is possible. If you do not complete all the material there will be some questions on the test that you haven't covered.

The CD will contain long and short versions of the Harvestime courses. The Harvestime courses, as they are from the company, had a lot of wasted space, and a lot of additional supplementary material. We know that the overseas colleges sometimes have a huge expense to pay for printing. We revised these, taking out the extra space and much of the supplemental material to ease this expense.

We send the full courses that include all the material in them for the teachers to use so that they can present the supplemental material to the students. The short versions are the ones you need to print for the students.

We recommend that the colleges in the US order the Harvestime courses from them. Those are the full version. That way students get the most information.

If a college wants to add courses, or completely redo the classes required for the degrees, this is acceptable, however, they need to present the new courses to New Life Bible College. Also, they need to keep the same number of courses and credits required for each degree.

List of Courses in Each Degree

Please see the sample catalog for a list of the courses offered in each degree.

Catalog

As soon as you decide on the courses for each degree that you will offer, it is important that you set up a catalog. We have included a sample catalog on the computer CD that we will send. It is an outline to go by to design your own catalog. Having a catalog is important as it will let your students know up front what is required.

IMPORTANT NOTE: AS SOON AS YOU COMPLETE YOUR CATALOG PLEASE EMAIL US A COPY FOR OUR FILES.

Changing Your Requirements in the Future

We have had colleges to change their requirements. We understand that you may have additions to make and things to change as you go along. From time to time we have done so ourselves because we wanted to improve the credibility of our program. However, you have to do this carefully. Don't do this often. If you add to the number of credits that you require students to complete, allow students who are already enrolled to finish their degree under the same guidelines they registered under. Require all new students to meet the new guidelines.

Course Structure

1. Each satellite college can structure their classes according to their needs. *NLBC&S* will help you to do so. (Just a note: It is our suggestion that people who want to attend your classes, but do not want to earn the college credit be allowed to do so with only a minimal. This will increase interest in your program, and it will benefit to all.)
2. Feel free to add information as you teach the courses according to how God leads you. Feel free to allow lots of student discussion. Feel free to allow time during each session to minister to one another, that is important. Ministers often need to be ministered to because they constantly are giving out. They need to receive. However, remember you will have a schedule to go by that you have set up.
3. Setting up your schedule is something that you have to adjust and work with. Here are our suggestions. This is based on schedules that have worked well for other colleges.

Continue for one schedule option:

One Schedule Option

Some colleges hold lectures three times a week, Tuesday, Thursday, and Saturday. They divide the program into two semesters. In each semester, students cover six courses. Their academic calendar runs from February to June for the first semester, and from August to December for the second semester.

Another schedule option:

Some colleges meet one time a week, they do four-six lessons a week. They start August 10th and continue to May 15th. They narrow down their courses to be able to cover everything.

The option you choose, or the schedule that you use needs to take into consideration your needs, how much time your students have, the building you use and the time available in it, and other considerations.

Getting the scheduling right is a tricky thing until you are familiar with the courses, and how long it takes to get everything covered. It will take practice. You may have to adjust it as you go along.

Registration Procedure

1. Contact **NLBC&S** with details of your program and receive your packet. Fill out the application form and send in the \$100.00 registration fee. All college extensions must be in agreement with our statement of faith that is enclosed in this packet. How can two walk together unless they agree?
2. Hold pre-registration somewhere around two to three weeks before your classes are scheduled go give you time to be able to order your books.
3. Have students when they register to pay their registration fee to you, and fill out their application form and ministry experience form. Also, if they have attended previous colleges, you must get a copy of their transcripts. Copies of certificates or degrees are not accepted. You must have copies of transcripts. In transferring student's credits to your college satellite, it is important to contact **NLBC&S** as we will be the ones responsible to handle all transcripts. You will need to present the transcripts for students who will be transferring in from other colleges.

How to Send Transcripts: Please do not mail transcripts, or any information. This is especially true for overseas extensions. It takes much longer and often things are damaged in the mail. Please scan and email them.

4. We can help on deciding how to transfer credits and issue ministerial experience credits. Be sure that you set up a system and do not show preference to certain people by allowing them to have more credit than the chart lists for them. That can only cause strife.

Here is a sample chart:

Ministry Experience

(Sample things credit is given for include: pastoring, evangelism, mission work, choir, youth leaders, nursing home ministry, jail ministry, visitation, witnessing, etc.)

5 Credits-Given to new Christians who have just started serving the Lord and who are involved in activities in the church.

10 Credits-Given to people who have been in a part time capacity for a couple of years.

15 Credits-Given to people with three to five years of experience more involved.

30 Credits-Given to people with 6 or more years of experience in a full time capacity.

If you do not choose to offer ministerial experience credits that would be fine. However, if you choose not to do so, you will need to keep the same policy for everyone. If you do choose to honor ministry experience, we suggest that you put the ministry experience guidelines in your catalog.

Honorary Degrees: Extension colleges are not allowed to offer honorary degrees.

Issue each student an acceptance letter. We have enclosed a sample letter in this packet and on the disc that is enclosed. Send it to them. Include their student number. **We will issue you a block of numbers to use for your satellite program.** Please use these numbers on all information you send regarding the students. Please don't change these numbers. Whatever number you issue to each student will be the same number they will have even if they complete more than one degree. Don't issue them a new number each time they return.

Start a file for each student. Please use the student numbers that *NLBC&S* will issue for your use as well. File copies of application, ministry experience, acceptance letter, transcripts, etc. plus any future information or correspondence. We usually keep a copy of all our correspondence with students for future references. It is our recommendation to you to do the same.

When all the students in the program complete their degrees send in the following: (Please send these through email.)

- a. Send in the transcript and grading forms for each student. They are included on the computer CD along with directions for how to do each. It is important to follow the directions given.
- b. Send in the past transcripts for each student who attended colleges before they enrolled in your college. This is important, as we cannot process degrees until we receive these.
- c. Colleges must at this time send in 10% of fees collected. This does not include book fees. We understand that fees collected for books must

go to purchase the books. Forms are provided to use to send in all information.

- d. We will mail a copy of the degree and a transcript for each student.

IMPORTANT NOTE: THE EXTENSION COLLEGES MAY NOT ISSUE THEIR OWN DEGREES OR TRANSCRIPTS AS WE HAVE THE ONLY SEAL. FOR THESE TO BE OFFICIAL THEY MUST BE SEALED.

Graduation

If you desire to present the students' degrees to them at your graduation ceremony you must leave enough time for us to process the degrees and mail them to you. Colleges who do not do so will at the last minute not be able to present these at graduation, because they didn't allow enough time.

Summary of Program

1. Send in required forms and fees to register.
2. Send in completed catalog.
3. Register students in time to order books.
4. When students complete degrees, send in transcripts from past colleges and the grading and transcript form.
5. Send in the payment form with the 10% due to NLBC&S.
6. NLBC&S will issue diplomas and issue the transcripts. One copy of transcripts will be given each student with their degree.

Helpful Hints on How To Structure Each Class Time

Many of our colleges use the Harvestime curriculum. This is an excellent curriculum that is Spirit led. These courses concentrate on training workers for the kingdom of God. In their curriculum they provide the following suggestions for structuring classes. We would like to share these with you. For more information regarding using this curriculum, please contact **NLBC&S**.

Harvestime, the publisher for the curriculum many colleges use, advises the following as the structure for your classes. This method works excellent not only for this curriculum but many others as well:

GROUP STUDY: ADVANCE PREPARATION

If you have not previously taught in a group setting, we suggest you take the course, "Teaching Tactics." This course focuses on teaching methods Jesus used to train disciples to reach the world with the Gospel. Follow these steps to establish the Institute:

1. Order from the Institute the first course you plan to teach.
2. Complete the reproduction request and reproduce enough copies of the course for your group.
3. If you are taking students through the entire Harvestime curriculum, reproduce copies of the "Student Record" form to record their progress. (See Part Two of this guide).
4. Call together a group of concerned believers to join you in praying, organizing, and publicizing of the Institute.
5. Establish the organizational structure. Identify leaders, teachers, and their responsibilities. Set the dates, times, and places for class sessions.
6. Publicize the Institute: If you are selecting key leaders and the training is not open to the general laity, you will not need to publicize the Institute. Contact each of the leaders and give them the time, date, and place for the first session. If you are opening your group to Christian lay people of the community, you need to advertise the meeting. If you live in a rural village or remote area, your advertising may all be by word of mouth. If you live in a city, you can prepare posters and flyers for distribution. Place these anywhere Christians gather. Put them in churches, Christian bookstores, and ask local ministers to announce the training from their pulpit or in their church newsletters. Obtain mailing lists from Christian organizations and churches and send announcements through the mail if postal service is available in your region. Send information on the Institute to local newspapers and radio and television stations in your region. On all publicity, always include the name of your organization, date, time, location and purpose of your meeting. Include your own name, address, and telephone number as the contact for further information.

GROUP STUDY: CONDUCTING THE SESSIONS

INTRODUCTORY MEETING:

- Open the first meeting with prayer and introduction of group leaders and members.
- Obtain the names and addresses of everyone in attendance. This will permit you to contact them prior to the next meeting.
- Explain group procedures: Group leaders, teachers, and the dates, times, and places you will meet.
- Conduct a time of praise and worship, inviting the presence of the Holy Spirit into the training session.
- Present an overview of the total curriculum if you are going to use the entire training program. Explain where the first course fits in the program.
- Distribute the manuals for the first course.
- Review with students the "Seven Study Steps" for independent study provided in Part Two of this guide. Give each student a copy of these steps to guide their study. Each time

you introduce a new course, go through the course survey with students (Step One of the "Seven Study Steps" given in Part Two of this guide).

-Present an overview of the first lesson. Make assignments for the students to read and complete prior to the next meeting.

-Close the meeting with a time of prayer and ministry to students.

FOLLOWING MEETINGS:

-Open in prayer.

-Welcome new group members and provide them with course manuals.

-Praise and worship.

-Lesson: Discuss each section of the chapter students have studied. Ask students for questions or comments.

-Review the "Self-test" together. Check to see how the students did on the test. You may want to do the "For Further Study" projects as a group rather than on an individual basis.

-Share any additional study you have done on the subject. Use various methods of teaching:

-Ask questions.

-Call for group discussion.

-Use charts and diagrams to illustrate the lesson.

-Have students present reports on certain parts of the lesson.

-Involve the students. Participation is the best method for learning.

-Apply the lesson to the lives of students. Stress practical application, participation and demonstration.

-Provide special times of dedication calling for new commitment to God.

-Always minister to special needs of group members and allow the Holy Spirit to move in your training sessions.

CONCLUDING THE COURSE:

Note completion on the "Student Record" forms if your group is working towards certificates. Challenge group members to use what they have learned and teach the course to at least one other person during the next year. This will continuously expand the network of training.

If a student expresses interest in teaching in a group setting:

1. Give him copy of this "Orientation and Administration Guide."

2. Refer him to the "Suggestions For Group Study" provided in the course manuals.

3. Suggest that he take the Institute course entitled "Teaching Tactics."

Book keeping Procedure

1. Always write a receipt for all payments from students that you receive. Mark on the receipt whether the payment is cash, or check. It may be possible for us to receive credit card payments for you. Please contact the college to find out how.
2. Keep a student pay sheet in a record book detailing all payments: date paid, what they were paid for. We have included a copy of a pay sheet you can use.

3. Do the record sheet for payments sent to *NLBC&S*. Mail a copy with all payments. We will give you a receipt of payments made.
4. Please make a note. As a policy for us and for the good of all our satellite colleges, there will be no refunds made. Also, all fees must be paid up front. There will be no credit given. This is a policy for the satellite colleges in accepting payments from students, and for *NLBC&S* in accepting payments from the satellite colleges.
5. Please understand that New Life Bible College and Seminary, New Life Ministries, or any of its divisions will be held responsible for any debts occurred by any satellite/extension college.

Graduation

1. *NLBC&S* will be responsible to determine how many credits that each student will need to graduate determined by the credits they transfer and the number of ministry experience credits issued.
2. All diplomas will be issued from *NLBC&S* sealed with the official seal of the college. The diplomas will be issued in the name of *NLBC&S*, but it will also include the name of the satellite college.

Accreditation

New Life Bible College and Seminary is accredited by ***New Life Christian Schools and Colleges International***.

Acceptance of Degree and Recognition of Credits Completed at New Life

It is very important that this statement be included in your catalog/prospectus.

The value of any college degree is subjective; depending upon many circumstances, conditions and needs. Most universities, colleges, institutions, agencies, etc., have their own specific criteria as to the recognition and acceptability of transferred credits. Therefore, if a student is going to transfer credits they would need to direct their questions to those institutions, or agencies as to the acceptance of credits. The college makes no guarantee. Nor, does a degree from New Life guarantee a job or ordination in any specific market or ministry. Although the program is accredited, this is not considered "regional or state accreditation" and is specifically not suited for people pursuing jobs as public school teachers, state professors, state licensed psychologists, among other vocations. If you are taking courses to transfer them to other colleges, you would need to check with them first before taking the courses. If your work place is giving credit for degrees as placement, etc. then you will need to check with them if they accept credits from NLBC&S as well.

Explanation of Accreditation

NLBC&S is accredited by ***New Life Christian Schools and Colleges International***.

NLBC&S has over 50 colleges in over 20 different countries. All these are accredited through ***New Life Christian Schools and Colleges International***. Plus there are many others who are accredited with this association.

NLCSCI is in no way associated with any association that has government approval or sanction. We operate under a religious exempt status, because we only offer religious degrees instead of secular ones. God led us many years ago to structure things this way. As time goes on, the government control gets worse. In order to insure the freedom of all colleges operating under our umbrella, we are not government involved in any way. Since we are not, we have from time to time had certain church organizations, or certain government agencies governing colleges in a country, who did not sanction our degrees. Please ask **NLBC&S** for more information.

Transcripts

1. *NLBC&S* will be responsible for keeping all transcripts and issuing them upon request to the students, future colleges, or businesses, etc.
2. *NLBC&S* will keep the transcripts permanently.
3. Students will receive one copy of transcripts free upon completing each degree. Future copies will be issued for a \$5.00 fee.

Advertisement

Please when you are advertising your school in newspapers, etc, or on the internet use the following statement: (Your College Name) is an extension /satellite college of New Life Bible College and Seminary, which is a division of New Life Church and Ministries.

Disclaimer

1. *NLBC&S* will not be responsible for any debts that are incurred by the satellite colleges in any way. Satellite colleges are not given permission in any way to set up charge accounts or any type of expenses account in the name of *NLBC&S* or any other branch of *New Life Church and Ministries*. Satellite colleges will be responsible for their own expenses.
2. I also understand that New Life Bible College and Seminary or New Life Church and Ministries, or any other division of the ministry will not be legally held responsible for any litigation, etc. occurred by the satellite/extension college programs.

Continue for More Information

EXTENSION COLLEGE REQUIREMENTS
Extension Colleges Are Required to Complete The Following
For NLBC&S to Process Degrees and Transcripts

1. Extensions must have paid 10% of the income taken in by the college and completed and returned the form for that. Please see us for acceptable methods of payments.
2. Each extension must have sent in all transcripts for students who have completed degrees at other colleges previous to attending your college. If these aren't turned in that student WILL NOT be issued a degree or transcript. Copies of degrees are not acceptable without the transcript.
3. Extensions must have completed the right transcript form and sent it in with all information completed correctly. Please do not scan these and send them. Please just fill these out and email them to us so that we can copy and paste your information directly onto our forms. We do this to avoid mistakes. Please be sure that all information on your transcript forms are correct, especially the spelling of the names. The information we use is exactly the information that you send us.
4. Current catalog must be on file with NLBC&S.
5. All degrees and transcripts must be issued from NLBC&S only. None can be issued from the extension. These are official only if they have our official seal on them, and we have the only official seal.
6. All work must be turned in at least 4 weeks before graduation to be sure that we have sufficient time to process your documents and return them by mail to you.
7. NLBC&S reserves the right to periodically spot check students' work to be sure that students are doing what is required, and that each extension college is operating as required.
8. The extensions must remain in good standing with NLBC&S for us to process your degrees and transcripts. All of these requirements must be kept current, or NLBC&S can revoke your privilege of being an extension under our program.
9. If an extension stops having graduates for a given amount of time, if it stops being active, then that college will no longer be able to keep its identity as an extension.
10. **IMPORTANT NOTE: If your students who are active ministers wish to be ordained or licensed with New Life, there is now a \$50.00 charge per minister.**
11. **NOTE: NLBC&S DOES NOT INVITE OVERSEAS STUDENTS TO COME TO THE UNITED STATES FOR ANY REASON. WE DO NOT ISSUE ANY TYPE OF ID'S ESPECIALLY PICTURE ID'S. ANY ID'S ISSUED BY THE EXTENSION ARE NOT VALID WITHOUT OUR SEAL, SO PLEASE DO NOT ISSUE PICTURE ID'S TO STUDENTS.**

Notice About Inactive Colleges Policy

A college will be officially declared inactive if they have not gotten started in one year from their registration with us, or if they have not enrolled any graduates with us for 2 years after the college's registration. If they wish to continue after being declared inactive, they must reapply. When they re-enroll in the program, it will be under a probationary period with the understanding that they will only have 1 year from the date of their new registration to have graduates.

Notice About Issuing Degrees

As a reminder, graduates must be through us to be able to receive legitimate degrees. We are the only ones who can issue official degrees as we have the official seal, so all degrees and transcripts must be issued through our main office. If a college issues degrees or transcripts on their own as an extension of New Life Bible College and Seminary, the extension which does so will be reported to their country as issuing fraudulent degrees