

2011-2012



Admissions Application First Year Student Packet

2011 - 2012 Academic Calendar

Admissions & Enrollment	June 12 th - August 23 rd
Open House for New and Prospective Students	
- Howard County (HC)	August 2 nd
- Temple Hills (TH)	August 9 th
Last Day to Enroll	August 23 rd
Classes Begin*	August 23 rd

* All new and returning students are required to attend.

Tuition Payment Plan

September 13, 2011	\$280
October 11, 2011	\$190
November 8, 2011	\$180
December 13, 2011	\$100

Join us for our Open House for New and Prospective Students

Tuesday, August 2 (HC) & August 9 (TH), 2011, at 7:00 p.m. to 9:00 p.m.

Go to www.sofbi.org for details.

SOFBI ADMISSIONS POLICY AND PROCEDURES

Welcome Prospective Students!

The mission of Spirit of Faith Bible Institute (SOFBI) is to produce anointed leaders, who are equipped and trained to carry out their God ordained assignments with excellence, integrity, and with a spirit of faith (2 Corinthians 4:13). SOFBI welcomes every man and woman in the Body of Christ to become a part of this growing institution.

Academic Standards

The entrance requirement is to possess a high school diploma or equivalent. Official transcripts are required (including post-secondary institutions). Applicants who hold a high school equivalency diploma on the basis of the General Education Development (GED) tests are also considered for admission. Scores must total 225 with a minimum score of 45 in each section of the test. SOFBI does not accept transfer students at this time. *Note: Applicants who do not meet these requirements, may be considered for admission under a special program.*

Requirements for Admission

1. Each applicant should be **at least 18 years of age**. Applicants under the age of 18 must submit a letter of consent from a parent or guardian.
2. **Official Transcript(s)** – SOFBI receives DIRECTLY from the school(s) of your highest education completed. (EX: high school, college or university, etc.) The Transcript Request Form is provided with the application package.
3. **Personal Essay (Testimony)** – Must be typed, no handwritten essays will be accepted. Please see the “Application Checklist” for essay guidelines.
4. Applicants must **adhere to the requirements** set forth in the Application Checklist for submission.

Application Process

1. Submit the completed application with all attachments, and your non-refundable registration fee. Payments may be made in the form of cash (*please do not mail cash*), credit card, check or money order; **made payable to Spirit of Faith Bible Institute (SOFBI)**. Payments are also accepted online at www.sofbi.org.
2. Applicants must ensure that their official transcript is sent directly from the educational institution to SOFBI. Hand carried or hand delivered” transcripts will not be accepted.
3. All **transcripts are due** in the Registrar’s Office by **November 1, 2011**.

Refund and Withdrawal Policy

Students compelled to withdraw from SOFBI within the first two consecutive classes, must submit a Withdrawal Request Form to their Academic Dean. Upon completion of an Exit Interview, the completed form must be submitted to the Office of the President. Failure to attend classes, placing a stop payment on a check, checks returned for insufficient funds, or failure to comply with the established payment plans to meet your financial obligation, does not constitute withdrawal from SOFBI. Withdrawal within the first two consecutive classes; students will be refunded 100%. **Students will forfeit their rights to any credit if the withdrawal action described above is not adhered to.** Withdrawal after the second week of classes; students will not be refunded tuition and fees paid; in whole or in part.

** The Registration fee is non-refundable.*

SOFBI APPLICATION CHECKLIST

Before you submit your completed application, take a few moments to check and make sure that the following items have been included and have been requested to be sent to SOFBI.

Application for Admission and Non-Refundable Registration Fee

All questions on the application must be answered. If a question does not apply to you, write "NA" (Not Applicable) in the blank. Please print or type your responses. Application **MUST** be signed and dated. Include your registration fee with your application; \$50.00 (non-refundable).

Review the Tuition Payment Plan – your first installment is due September 13, 2011.

The tuition payment plan is provided for students to meet their financial obligation to SOFBI. Payments will only be accepted during class hours. Payments will be accepted by cash, personal check or cashier's check; payable to Spirit of Faith Bible Institute (SOFBI). **DO NOT send cash or check.** Students may also pay electronically by credit card or bank debit card with the Visa or MasterCard logo by going to www.sofbi.org/sofbi_payments.htm

Current Photograph

A recent passport photograph must be attached to the application. Please write your name on the back of your photograph. Your application will NOT be processed without a PASSPORT SIZE photo. **Photos larger than passport size will not be accepted.**

Personal Essay (Testimony)

Your personal "testimony" must be typed on a separate page consisting of approximately **300-500 words; up to two pages**. Use **one-inch margins, size 12-point font and double spacing**. Grammar, cohesion and paragraph development will be examined carefully by the Admissions Committee. In the essay, you will need to answer the questions (*See the Application for Admission*) to indicate your Christian experience, commitment to God, description of your life, and anything you consider important that must come to the attention of the Committee.

Official* High School Transcript or a GED -OR- Official* College Transcript(s) – due November 1, 2011

All applicants must have completed high school or GED equivalency. Applicants who have not completed high school or a GED are not eligible for enrollment. Please have an **official*** copy of your high school transcript or GED certificate and scores sent directly to SOFBI Admissions Office. Home-schooled students must submit a transcript that included grades received, courses completed, and date of graduation or date of intended graduation.

An **official* transcript** from your highest level of education from the institution attended **must be sent directly to the Admissions Office**. Your application will not be processed without an official high school or GED or college transcript (if you attended college). **Official transcripts are those issued by the institution and sent directly to SOFBI.*

Student Release Form

This form authorizes SOFBI to use your photographs, digital images, videotape and audio recording for use in promotional or educational materials, without notification or compensation.

What to expect upon acceptance:

If you are accepted to SOFBI, you will receive a "Welcome Letter". The Welcome Letter will include the following information:

- Registration Confirmation
- Student Identification Number
- Finance Requirements
- Dates to Remember
- Dress Code Requirements

Should you have any additional questions as you are completing the application, please feel free to contact our Admissions Office at 301-372-3585. Our fax number is (301) 505-8158. You can also reach us via email to sofbi@sofcc.org.

SPIRIT OF FAITH BIBLE INSTITUTE
APPLICATION FOR ADMISSIONS COVERSHEET
2011-2012



APPLICANT INFORMATION

PLEASE PRINT ALL INFORMATION BELOW. PLEASE STAPLE ALL REQUIRED DOCUMENTATION AND PAYMENT TO THE BACK OF THIS COVERSHEET AND RETURN WITH YOUR COMPLETED APPLICATION.

Last: _____

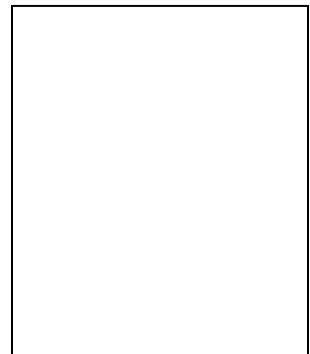
First: _____ M.I. _____

Please indicate your student classification – CHECK ONE:

- _____ Temple Hills
_____ Howard County
_____ Online

Personal Photo

Please attach your personal photo here:



Registration Fee

Please attach your registration fee here:
Payable by personal check, credit/debit card or cashier's check.

Please indicate payment method:

- Personal Check # _____
 Cashier's Check # _____
 Credit / Debit Card

If paying by credit/debit card, please complete the following information. If not please attach your check or cashier's check inside of this area.

_____ VISA _____ MasterCharge _____ Discover _____ AMEX

Card Number: _____

Expiration Date: _____

Three digit code: _____

Driver's License #: _____

Driver's State: _____

Personal Essay (Testimony)

Please attach your personal essay to the back of this form. All essays must be TYPED and DOUBLE-SPACED.

Official Transcript

Please attach your official transcript to the back of this form. If your official transcript is not available at the time you are submitting your application, please complete the required information below:

Name of school: _____

Date of transcript request: _____ Contact Name: _____

Contact Phone: _____

SPIRIT OF FAITH BIBLE INSTITUTE

ADMISSIONS APPLICATION

2011-2012



Please PRINT all information in BLACK or BLUE ink. Do not leave any information blank, write N/A if a question is not applicable. Application will not be accepted without required attachments.

Please indicate your student classification: TEMPLE HILLS HOWARD COUNTY ONLINE

APPLICANT INFORMATION

Last: _____ First: _____ M.I. _____

Date of Birth: _____ Age: _____ Sex: Male Female
mm/dd/yyyy

Marital Status: Single (Never Married) Married Widowed Divorced Separated

Mailing Address: _____
Number & Street

City _____ State _____ Zip _____

Phone: (H) _____ (W) _____

(C) _____ (O) _____

Email Address: _____
Email address must be current for the next 12 months.

For applicants under 18 years of age, please complete the following information:

Parent/Guardian's Name:

Last _____ First _____ Middle _____

Parent/Guardian's Address:

Number & Street _____ City _____ State _____ Zip _____ Phone No. _____

Emergency Contact Name: _____

Phone: (H) _____ (W) _____

Relationship: _____

Are you a U.S. Citizen? Yes No (Please select type of resident. Additional documentation may be required.)

Student Visa Visitor Visa Immigrant Visa (Permanent Resident)

National Origin: Caucasian African-American Hispanic Asian or Pacific Other: _____

EDUCATIONAL SUMMARY

High School: _____

Number & Street City State Zip Phone No.

Year Diploma Received: _____ **G.E.D.** Yes No Year Received: _____

Name of College/University: _____

(If needed, list additional colleges/universities on a separate page.)

Number & Street City State Zip Phone No.

Major: _____ Degree Received: _____ Year of graduation: _____

Were you previously enrolled in SOFBI or the SOFCC Ministers Internship Program (M.I.P.)? Yes* No

* If YES, please indicate the dates of enrollment: _____ *Circle one:* SOFBI M.I.P.

CHURCH AFFLIATION and SERVICE

What is your denomination? List the name and address of the church that you are a member.

Check one: Christian Baptist Catholic Other: _____

Church Name: _____

Church Address: _____

Do you currently serve in a "helps" or "auxiliary" area? Yes* No

* If YES, please list the areas/departments that you currently serve in. _____

PERSONAL ESSAY (TESTIMONY)

SOFBI is a Christian institution designed to serve the Body of Christ. With this thought in mind, you are required to submit a "testimonial" essay about yourself and include your answers to the following questions. *Please refer to the Application Checklist for the requirements to submit your Personal Essay. All personal essays must be typed and double spaced – no hand-written essays will be accepted.*

1. Why do you desire to attend SOFBI, and how does it relate to your life goals?
2. Describe your own religious experiences; both past and present.
3. What is your call to ministry? (EX: Apostle, Prophet, Pastor, Evangelist, Teacher or Helps Worker)
4. How will your enrollment in SOFBI benefit your development for ministry?

FIVE-FOLD MINISTRY CALLING

For those students who are clearly aware of a "Five-Fold Ministry" calling on their lives, please check the box below which identifies the "Five-Fold" calling on your life. If you are not clear at this time, *don't worry*, there will be time to identify your calling during your enrollment at SOFBI.

Check One: **Apostle** **Evangelist** **Prophet** **Pastor** **Teacher** **Unsure at this time**

IMPORTANT NOTICE TO APPLICANTS:

It is essential to the student's success at Spirit of Faith Bible Institute (SOFBI) that students are in agreement with the proceeding **STATEMENT OF FAITH** and **THE CODE OF HONOR PLEDGE**. Agreement with these statements allows for evangelicals from many denominations to study and graduate from SOFBI. Agreeing with the Statement of Faith and The Code of Honor Pledge means that while students may have other views on creation, the security of the believer, spiritual gifts, and end-time events, they are in agreement with the Statement of Faith and the Code of Honor Pledge. Students at SOFBI are required to respect SOFBI's views even if they do not agree with some of them. Respect includes not being argumentative in the classroom and not actively promoting a different position, or trying to convert other students from one religious belief system to another.

SPIRIT OF FAITH BIBLE INSTITUTE
STATEMENT OF FAITH

The Scriptures - The Bible is the inspired Word of God, the product of holy men of old who spoke and wrote as the Holy Spirit moved them. We accept The New Covenant, as recorded in the New Testament, as our infallible guide in matters pertaining to conduct and doctrine. **(I Thessalonians 2:13, II Timothy 3:12, and II Peter 1:21)**

The Godhead - Our God is One, but manifested in three persons – Father, Son, and Holy Spirit, being co-equal. God the Father is greater than all. He is the Source of the Word (Logos) and the Begotten. The Son is the Word manifested in flesh, the One Begotten, and has existed with the Father from the beginning. The Holy Spirit proceeds forth from both the Father and the Son, and is eternal. **(John 1:1, 1:14, 1:18, 12:28, 14:28, 15:26, and Philipians 2:6)**

Salvation - We believe all have sinned and come short of the Glory of God and are in need of Salvation. Salvation is the gift of God to man, separate from works, and the law. It is made operative by grace through faith in Jesus Christ, producing works acceptable to God. Faith in Christ Jesus' death, burial, and resurrection is the only way, truth, and life. Salvation is necessary to have eternal life, and is received upon confessing with the mouth, the Lord Jesus, and believing in your heart that God raised Him from the dead. **(John 14:6, Romans 3:23, Romans 10:9-10, and Ephesians 2:8-10)**

Water Baptism - Baptism in water is by immersion, a direct commandment of our Lord, and for believers only. This ordinance is a symbol of the Christian's identification with Christ's death, burial, and resurrection. **(Matthew 28:19, Acts 8:36-39, Romans 6:4, and Colossians 2:12)**

Holy Spirit Baptism - Holy Spirit Baptism is a gift from God, as promised by the Lord Jesus Christ to all believers in this dispensation, and is received subsequent to the New Birth. It is the initial evidence of speaking in tongues as the Holy Spirit Himself gives utterance. **(John 14:12-17, Acts 1:8, 2:4, 2:38-39, and 19:1-7)**

Resurrection of the Just and the return of the Lord - When Jesus comes, "...and the dead in Christ shall rise first; then we which are alive and remain shall be caught up together with them in the clouds, to meet the Lord in the air..." Following the tribulation, Jesus shall return to the earth as King of kings, and Lord of lords, and together with His saints, who shall be kings and priests, He shall reign a thousand years. **(I Thessalonians 4:13-17 and Revelations 20:6)**

Satan, Hell and Eternal Punishment - We believe in the existence of Satan, a fallen angel who is as a tempter, and accuser of the brethren, for whom the place of eternal punishment was prepared. Those who physically die in sin without Christ, are hopelessly and eternally lost in the Lake of Fire, and therefore have no further opportunity of hearing the Gospel or repenting. **(Isaiah 14:12-15, Revelations 12:10, and 20:12-15)**

Your signature confirms agreement with the Institution's goals, mission, purpose and Statement of Faith.

Name of Applicant (Please Print)

Signature of Applicant

Date

SPIRIT OF FAITH BIBLE INSTITUTE
CODE OF HONOR PLEDGE

I fully recognize that Spirit of Faith Bible Institute (SOFBI) is committed to Christian ministry and SOFBI offers a lifestyle of commitment to Jesus Christ as personal Saviour and Lord, as an integral part of their evangelistic outreach. It is therefore my personal commitment to be a person of integrity in my attitude and respect for what this institution is called to be as a Christian institute.

I PLEDGE to apply myself wholeheartedly to my intellectual pursuits and to use the full powers of my mind for the glory of God.

I PLEDGE to grow in my spirit, developing my own relationship with God.

I PLEDGE to develop my body with sound health habits by participating in wholesome physical activities.

I PLEDGE to cultivate good relationships socially with others and to seek to love others as I love myself. I will not lie, I will not steal, I will not curse, and I will not be a talebearer.

I PLEDGE to keep my total being under subjection from all immoral and illegal acts and habits, whether on or off campus. To this end, I will not take any illegal drug, I will not commit illicit sexual acts, including homosexual behavior, I will not drink alcoholic beverages of any kind, I will not use tobacco, I will not engage in other behavior that

is contrary to the rules and regulations listed in the Student Handbook.

I PLEDGE to maintain integrity to "openness" to God's claim on my life, and to do my utmost to know and follow His will for my life.

I PLEDGE to attend class, all required chapel services on campus, and to attend the house of worship of my choice wherever God is honored and lifted up.

I PLEDGE to abide by the rules and regulations that may from time to time be adopted by SOFBI. I understand that this institution is a private institution and I have no vested rights in the governance of it.

I accept my attendance as a PRIVILEGE and NOT a right and that this institution reserves the right to require the withdrawal of a student at any time; if in the judgment of the President; such action is deemed necessary to safeguard the institution's ideals of scholarship or the spiritual and moral atmosphere of a Christian institution. I will keep this CODE OF HONOR carefully and prayerfully. **I understand that my signature below is my acceptance of the entire CODE OF HONOR PLEDGE and completes a contract between me and the institution, which is a prerequisite for matriculation and becomes a part of my permanent file.**

Your signature confirms agreement and adherence with the Institution's Code of Honor Pledge.

Name of Applicant (Please Print)

Signature of Applicant

Date

STUDENTS WITH DISABILITIES

Students with disabilities or learning differences are encouraged to disclose and forward all supporting documentation to the Registrar's Office. Please send all information to Spirit of Faith Bible Institute, Registrar's Office, Temple Hills, Maryland 20748 For additional information please call (301) 372-3585 or send an email with supporting documents to SOFBI@sofcc.org.

ACKNOWLEDGEMENT AND INTENT OF ADMISSIONS

I hereby submit my application for admissions to Spirit of Faith Bible Institute (SOFBI) and affirm that all information provided in my application is best and true. I understand that by submitting my application, I intend to abide all SOFBI policies, standards of conduct and attestation to the Statement of Faith. I understand that failure to comply with the established policies, standards of conduct and statement of faith, failure to comply with the tuition and fee schedule or failure to maintain the academic standard will result in my suspension and/or dismissal from SOFBI. **Your signature confirms agreement and adherence with the Institution's requirements for admissions and all policies, code of conduct and statement of faith.**

Name of Applicant (Please Print)

Signature of Applicant

Date



STUDENT RELEASE FORM

I grant permission to Spirit of Faith Bible Institute (SOFBI) and its representatives to take and use photographs, digital images, videotape and audio recording of me for use in promotional or educational materials. These materials may be printed or in the form of electronic publications. I agree to have my name and identity used.

I authorize the use of these materials without any compensation to me. All prints, digital files, video and audio recording is the property of SOFBI.

_____ I have read this release and I understand and agree to the contents.

_____ I have read this release and I do not agree with the contents.

(Print Name)

(Signature)

(Date)

FOR OFFICIAL USE ONLY – REGISTRAR'S OFFICE

This section to be completed by an official representative of Spirit of Faith Bible Institute upon receipt of the applicant's submission of the application. Please check all applicable information as indicated below:

Program Year: Year 1 **Academic Year:** _____

Please check all items received and confirmation of completion.

- Review the TUITION PAYMENT PLAN and OPEN HOUSE DATE.
- Applicant signature on the "STATEMENT OF FAITH" and "CODE OF HONOR PLEDGE".
- Passport size photo, with name on the back. Do not accept any large photos.
- Personal Essay – 2 pages maximum. Paper must be typed per requirements.
- Student Release Form

Receipt Date: _____ **Name of SOFBI Staff Member:** _____