



Bible Institutes of America Student Handbook & Policy Manual

"The entrance of thy words giveth light; it giveth understanding to the simple". Psalms 119:130

Bible Institutes of America Theological Seminary

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Dear Students,

Welcome to the Bible Institute of America Inc. degree and certificate program. Bible Institute of America currently finds itself at one of the most remarkable periods in its history. Over time, our seminary has been transformed at virtually every level. Newly revised curriculums, including our fully accredited:

Bachelors of Theology/Divinity

Honorary Doctorate Degree Association

Masters of Theology/Divinity

S.E. Global Assembly for Apostolic Order

Doctoral Degree Theology D.Th

Accelerated Doctorate Degree Program

Doctoral Degree of Divinity D.Div

Paulinian Int. School of Ministry

Doctoral Degree of Ministry D.Min

School of Prophets

We are offering new opportunities for theological education, as well as faculty members who have energized all of us with the privilege of being here on a daily basis. Our institute is accredited through Transworld Accrediting Commission International.

What has not changed, however, is our focused commitment to prepare men and women for ordained ministry. Though our students are prepared to go on to additional graduate work our students graduate from Bible Institute of America with a call to serve in pastoral ministry, which is truly distinctive!

Ministry and mission in service to Jesus Christ and the revitalization of congregations, large and small, is at the center of who we are as a community of faith, worship, and learning. Though we are a community that is rooted in the great theological traditions of the church, we are continually finding ways to translate those traditions to a new generation of believers.

We look forward to welcoming you to our faith community/family.

Sincerely,

Chief Apostle Dr. William R. McPhaul Sr.,
President/Founder/ Chancellor

Pastor Dr. Vanessa McPhaul
Vice President/ Founder/Vice Chancellor



Mission Statement

Bible Institute of America Inc. mission is to present opportunities for men and women of God to acquire quality Christian education in accordance with the Holy Bible. Second Timothy (2:15 KJV) tells us to “study to shew thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth.

Vision Statement

Bible Institute of America Inc. vision is to equip men and women of God to Christian ministries. “He gave some apostles; some prophets; and some evangelists; and some Pastors and teachers; for the perfecting of saints, for the work of the ministry, for the edifying the body of Christ” (Ephesians 4:11-12)

Exemption Statement

Degree program(s) of study offered by Bible Institutes of America Theological Seminary have been declared by the appropriate state authority exempt from the requirements for licensure, under provisions of North Carolina General Statutes (G.S.) 116-15 (d) for exemption from licensure with respect to quality under established licensing standards.

Bible Institute of America Inc. is an accredited Bible College that proudly teaches the Word of God and train men and women for ministry.

Accreditation

**Bible Institute of America Inc.
Is an Accredited Member of
Transworld Accrediting Commission International
Granted February 24, 2015
By: Dr. Stephen T. Anderson, President**

**License: University of North Carolina
Received: December 16, 2011**

**Bible Institutes of America is an Accredited
Member of Southeastern Global Accrediting
Commission**

Bible Institutes of America Inc.
Criteria for Admission

- ❖ Bible Institute of America Inc. welcomes you as an adult student.
- ❖ The applicant must be 18 years of age
- ❖ Credentials for admission will be reviewed by the Board of Directors.
 - a. A copy of your high school or GED transcript or diploma.
 - b. Completed admissions application.
 - c. Copies of Theological Seminary transcripts or diplomas for all schools attended.
 - d. Summary of life experience portfolio/resume
- ❖ We seek students who will contribute to, and benefit from, the Biblical Studies program that we offer.
- ❖ Any previous Theological Seminary experience, courses, training, or religious courses will be reviewed first in order to apply to the degree programs
- ❖ You may pre-register at any time by filling out the application. The application fee is \$10.00. Upon approval of application, it is required that the registration fee is paid before classes will begin. You will be required to sign an awards letter for any payment arraignments for tuition. (For more detailed information, please contact the Dean of Student Affairs @ 877-570-4407 x2).

For more detailed information concerning the requirements or criteria for each degree, online or independent study program, please refer to the student handbook.

Standards

Policies

STANDARD I: Structure & Governance:

All Bible and theological courses must be based on evangelical doctrine (see Evangelical Doctrine Statement). The organization and operation of the educational facility is in accord with appropriate statutes. There is on file a copy of the legal instrument creating the educational organization. The organizational structure and charter must reflect adequate personnel to accomplish the stated purpose and goals of the educational institution.

STANDARD II: Material Resources

The institution must have as a minimum an administrative office with sufficient space to accommodate staff, appropriate files, and records. The institution must provide students with an annually updated list of library and media resources. The institution must have adequate media equipment to evaluate student requirements and project. Classroom facilities are adequate to accommodate student needs.

STANDARD III: Refund Policy

Students may change or drop a program at any time during the first week of classes. When a program is dropped or withdrawn from and no substitute is taken, no refund will be awarded after the first class. No refunds are given after the first class. There are no refunds awarded for book fees. A student must notify Bible Institute of America Inc. in writing of the intention to withdraw or drop a program.

STANDARD IV: Faculty

The institution maintains written criteria for faculty appointment. Faculty/Student ratio reflects realistic workload. Written faculty contracts are maintained and annually updated. Faculty payment policies are consistent and non-discriminatory. A method exists for faculty input into administrative decisions.

STANDARD V: Curriculum

The institution must maintain an annually updated list of courses offered. The institution has a curriculum committee that oversees academic offerings. Degree requirements are in keeping with generally accepted standards. Students must receive a copy of the degree plan. Course requirements for students are consistent within departments or divisions.

STANDARD VI: Evaluation

The institution maintains an organized evaluation system for student performance, organizational effectiveness, and faculty performance.

STANDARD VII: Payments

ALL financial payments are due on the 1st business day of each month. ALL financial payments are considered late on the 5th of each month. Any payments submitted after the 5th of the month will require a \$15.00 late fee applied to the account. Any payments that have not been received by the 15th day of the month will categorize the student as discontinued. The student will not be able to return to classes until the payment has been submitted. If the student misses three classes during that time period the student will be dropped from courses. Student will be able to resume courses the following quarter. Payments made before the student was dropped will be able to be applied to the account if the student decides to return within 2 quarters. If student doesn't return within 2 quarters, student will have to begin registration process.

Attendance Policies

Attendance

- ❖ All students are expected to attend every scheduled class.
- ❖ Students are expected to attend classes on time.
- ❖ Attendance is documented for each scheduled class meeting beginning with the first scheduled class. (sign in sheet will be provided)
- ❖ When you have arrived for class, please make sure that you sign the attendance sheet and document your time of arrival.
- ❖ If you are going to be late, you must communicate with your instructor as to how late and why. This also applies to leaving class early. Inform your instructor, and document your departure time. (sign in/out sheet)
- ❖ If you are over 30 minutes late, you will be counted as absent with the exception of pre-approval from your instructor.
- ❖ Students are allowed two (2) legitimate absences per quarter. There will be an evaluation process after the second absence. Upon review by the BOD student could be dropped from the quarter.
- ❖ In the event of an emergency, the student must notify the instructor as soon as possible.
- ❖ After four absences, the instructor may drop the student if the student does not make every effort to contact him/her.
- ❖ If there are extenuating circumstances, the instructor has the authority to make an exception to the attendance policy.
- ❖ An emergency can be defined as a sickness, family emergency, or family crisis.
- ❖ Situations beyond the limit of the policies or the privilege of the instructor can be appealed. You will have to be evaluated for an appeal and schedule a meeting with the President and BOD.

Note: Any official class closing will not be counted as an absence. This may include inclement weather, holidays, etc. However, to maintain your grade, the assignments must be completed per course schedule.

- ❖ **Acceptance of an emergency will be determined by your instructor.**

Available Degree Programs

Bachelors of Theology

Masters of Theology

Doctoral Degree of Theology TH.D

Doctoral Degree of Divinity D.Div

(Online Courses/Independent Studies Available)



“We Will Pursue Excellence Until Excellence Is Achieved”

Available Degree Programs

Honorary Doctorate Degree in Chaplaincy

School of Ministry

Doctorate Degree of Ministry, D.Min

18 Month Program

(Online Courses, Ministerial Training, Independent Studies Available)



Available Degree Programs

Southeastern Global Assembly for Apostolic Order

College of Bishops and Apostles

School of Prophets

School of Prosperity



Honorary Doctorate Degree Association Program

Honorary Doctorate of Chaplaincy
Honorary Doctorate of Christian Counseling
Honorary Doctorate of Theology
Honorary Doctorate of Ministry
Honorary Doctorate of Divinity
Honorary Doctorate of Music Ministry
Honorary Doctorate of Practical Ministry
Honorary Doctorate of Evangelism
Honorary Doctorate of Christian Education
Honorary Doctorate of Ministerial Education
Honorary Doctorate of Missions and Communications
Honorary Doctorate of Sacred Humanities
Honorary Doctorate of Sacred Counseling
Honorary Doctorate of Sacred Education
Honorary Doctorate of Sacred Missions
Honorary Doctorate of Sacred Literature
Honorary Doctorate of Biblical Studies
Honorary Doctorate of Pastoral Counseling and Management

Southeastern Global Assembly for APOSTOLIC Order Curriculum

12 Month Doctorate Degree (For Apostles, Bishops, Pastors, Ministers)

- Assignments and Duties
- Duties for Apostolic Order
- Christian Discipleship
- Christian Leadership
- Christian Relationship
- Garments and Attire
- Rituals and Traditional Ceremonies
- Church Planting
- Church Administration
- Thesis (10,000 words)

APOSTOLIC ORDER has two meanings; first we seek to order congregational life according to the teaching of the original Apostles in the first century as can be reasonably applied in our current day. Second we order our congregations under apostolic leaders who are chosen by God today and supernaturally confirmed as the servant-overseers of congregations. This is an issue of God's government. Biblically, elders in plurality are to govern congregations. This is seen clearly in the book of Acts where it says that elders were appointed by Paul. It is amazing how little emphasis there is on a senior pastor. I do believe in a leader of the group of elders, but elder plurality government for local congregations is the emphasis of the New Testament.

School Of Prophets Degree Curriculum

Classifications of Prophets	The Prophet place in the Fivefold
Characteristics of the Prophetic	Understanding the Prophetic Ministry
Prep for the Prophetic Ministry	The Prophet and Spiritual Warfare
The office of the Prophet	Prophetic Leadership
Channels of Prophecy	Prophetic Provision
Prophetic Intercession	The Mind of The Prophet
Prophetic Evangelism	Major and Minor Prophets
Sight to the blind	Dreams and Visions

Bible Institutes of America Inc. Degree Curriculum

General Education/Biblical Studies

A Journey Through the Old Testament Survey
A Journey Through the New Testament Survey
Wisdom
Life of Christ I
Life of Christ II
Faith
Parables of Jesus Christ
Life and Teaching of Paul
Acts I & Acts II
Gospel of John
II Corinthians & I
Christian Leadership

Bachelors Degree of Theology

Spiritual Warfare

Faith

Wisdom (12 Universal Laws of Success)

Life of Christ I

OTS

NTS

Parables of Jesus Christ

Church & Christian Leadership

Mastering Evangelism

Thesis: 2000 Words

Bible Institutes of America Inc. Degree Curriculum (continued)

Master Degree of Theology

Life of Christ I and II

Re-Think Church

Systematic Theology I

Christian Leadership I and II

Marriage & Family Counseling

Parables of Jesus Christ

Faith

Wisdom

Spiritual Warfare

Traditional and Ritual Ceremonies

Homiletics

Thesis (3,500 words)

Doctorate Degree of Theology

Mastering Evangelism	Roman Road to Recovery
Faith	Traditional and Ritual Ceremonies
Wisdom (Universal Laws of Success)	Parables of Jesus Christ
Life of Christ	Perfecting the Saints
21 st Christians and Church	Re-Think Church
Empowered to Serve (Servitude)	Discipleship in Members (DVD)
Spiritual Warfare	Systematic Theology I and II

Thesis (5,000 words)

Degree Programs for Divinity

Mastering Evangelism	Roman Road to Recovery
Faith	Perfecting the Saints
Empowered to Serve	Spiritual Warfare
Marriage and Family Counseling	Church Administration
Traditional and Ritual Ceremonies	Wisdom
Christian Leadership I and II	Homiletics
Chaplaincy	Biblical Studies
Thesis Requirements: 5,000 words for Masters and Doctorate Program	

Doctorate Degree of Ministry (12 month program)

Ministerial 101	Empowered to Serve
Faith	Traditional and Ritual Ceremonies
Parables of Jesus Christ	Old Testament Survey
Homiletics	New Testament Survey
Christian and Biblical Counseling	Christian Leadership I and II
Marriage and Family Counseling	Spiritual Warfare
Mastering Evangelism	

Thesis (4,000 words)

Doctorate Degree of Christian Counseling

Spiritual Warfare	Wisdom
Empowered to Serve	Re-Think Church
Parables of Jesus Christ	Christian Leadership II
New Testament Survey	Life and Teaching of Paul
Mastering Evangelism	Roman Road to Recovery
Christian Counseling 101	

Thesis (4,500 words)

Certificate Programs

Chaplain 101 (Licensure and Certification)
School of Prosperity (Diploma)
Armor Bearer Training (Certification)
Ministerial 101 Training (Licensure and Certification)
Public Speaking (Certification)
Christian Counseling (Diploma)

Grading System

The grading system is as follows:

93—100 = A

92—85 = B

84-77 = C

Anything under 77 is a D or incomplete

Grade Points

In order to graduate, a student must earn a sufficient number of grade points to equal twice the number of semester credit hours attempted. A student's grade point average (GPA) is computed by dividing the number of grade points earned by the number of semester hours attempted. A cumulated average of two grade points per semester hour is necessary for graduation.

Change of Grade

It is the students' responsibility to retain all assignments, quizzes, and exams until final grades are received in the event an error in calculating or reporting a grade has been made. In the case of such an error, the student should immediately present his/her case to the instructor. If warranted, the instructor will then initiate a change of grade in the office of admissions and records. The deadline for a grade change request is six weeks after the close of a semester. The academic dean must approve all change of grades.

Incomplete Grades

An "I" incomplete grade is given when a student, due to illness or an emergency situation beyond their control is unable to complete their final project or final exam before the end of semester. Work must be turned in within two weeks from the close of the semester; otherwise, the student will receive a failure "F" for the incomplete work. The final grade will be adjusted according to the average of the course work and the final "0" grade.

Examinations

Students receive a syllabus for each course they are enrolled. Students are responsible for noting the dates on which the instructor has scheduled quizzes, exams, mid-terms and/or finals.

Make Up Policy

All exams must be made up within 5 days of the date of the original exam (excluding weekends).

1. Illness

In the case of illness, the student must notify the administrator/dean of school his/her illness.

2. Non-Illness

Students who miss an exam for non-illness reasons should make an appointment with their professor to make up the exam. Student not making up the exam with the prescribed time period will receive a "0."

Bible Institute of America Inc.

Tuition & Fees

Certificate Programs Price List

Armor Bearer	\$150.00	4 hour course
Ministerial 101	\$750.00	60 hour course
Church Administration	\$750.00	36 hour course
Christian Counseling Certification	\$550.00	24 hour course
Public Speaking	\$175.00	6 hour course
School of Prosperity (Bachelors)	\$2,000.00	48 Hour Course

Degree Programs Price List

S.E. Global Assembly	\$3,400.00	12 month course
Bachelor's Degree	\$2,800.00	12 month program
Master's Degree	\$3,400.00	12 month program
Doctoral Degree	\$4,000.00	24 month program
S.O.M. Doctorate (Paulinian)	\$3,400.00	12 month program
Doctorate of Philosophy in Theology	\$7,200.00	24 month program
School of Prophets	\$3,400.00	12 month program
Accelerated Degree Programs	degree type equivalent	6-12 months
Chaplaincy Degree (Honorary)	\$1,500.00	4 months
Honoring Those Who Honor Him	(please contact for info)	

Honorary Doctorate Degree Association (please contact for info and procedures)

Degree program(s) of study offered by Bible Institutes of America Inc. have been declared exempt from the requirements for licensure under provisions of North Carolina General Statutes (G.S.) 116-15 (d) for exemption from licensure with respect to religious education. Exemption from licensure is not based upon any assessment of program quality under established licensing standards.

GUIDELINES FOR HONORARY DEGREES

Honorary degrees offered:

Doctor of Ministry (D.Min.Hon)

Doctor of Divinity (D.Div.Hon)

Doctor of Theology (D.Th.Hon)

Doctor of Music Ministry (D.M.M.Hon)

Applicant must:

1. Be 35 years of age or older
2. Provide a full ministry resume
3. Have 7+ years of ministerial experience
(Pastor, evangelist, chaplain, etc.)
4. Provide 3 References
-must have known applicant for > 5 years (must have contact number and address)
*years known, confirmation of details of resume
5. Complete a doctrinal statement of salvation, Trinity, Holy Spirit.: 200 words
6. Provide a recent photograph of him/herself.
7. Fee for the Honorary Degree Association is \$3500.00 (payment plans with 50% down. Must be paid in full to receive degree)
8. Each honoree will be subject to a background check.

All required information must be submitted as a single package. All items must be typewritten: handwritten material will not be accepted. **Serious applicants should telephone the Bible Institute of America Inc. Chief Administrator/Director @ 1-877-507-4407 ext2.**

THESIS REQUIREMENTS FOR EARNED DEGREES

*** MASTERS DEGREE**

One (1) thesis is required. Amount of words depends on the degree you're seeking.

***DOCTORATE DEGREE (D.C.C., D.C.E., D.Min., & Th.D.)**

Two (2) thesis are required. Amount of words depends on the degree you're seeking.

NOTE: Thesis' **MUST** be typed, single-spaced, 12 point font. There is approximately 250-280 words per page. Therefore, it will take approximately 4 pages to equal 1,000 words.

Guidelines for Honorary Doctorate Degree in Chaplaincy

- Each chaplain-elect will be nominated by an individual, organization, ministry, association, and/or alumni. If chaplain-elect was not nominated, he/she must provide 7 references of various types to BIOAIAC.
- Each chaplain-elect will undergo a background check
- Chaplaincy registration must be completed and submitted before the process begins
- \$2,000.00 U.S. Currency Chaplaincy License and Certification fee must be submitted to BIOAIAC.
- Chaplaincy Exam: (1) Exams are divided into 4 stages (2) 2,000 word dissertation/thesis
- \$300.00 annual association fee must be met each year.
- Annual Gathering of the Chaplains. Location will vary and be announced prior to the date.

Each Chaplain will receive each of the following items:

- BIOA Chaplain T-Shirt
- Sports Jacket w/ BIOA Logo, chaplain, and name
- Badge with leather holder
- License w/ cover (11x17 and 8.5x11)
- BIOA Chaplain Directory
- Appearance at each event, ceremony, conference, and all functions held by BIOA
- There will be three (3) Commencement Ceremonies each calendar school year.

Acceptable Payment Methods:

- Pay by invoice: BIOA Dept. of Financial Affairs will send out an invoice
- Cashier's Check: to be mailed to Bible Institutes of America (318 Harris Avenue, Raeford, NC 28376)
- Bank Deposit: Information will be available upon request
- Paypal: bioa82564@gmail.com

Procedures and Order of Steps:

1. Complete registration and submit to Chief Administrator of BIOA. \$150.00 Registration
2. Complete all documents and agreements and sign. Signatures needed: Chancellor, Vice Chancellor, Chief Administrator, and the Recipient
3. Submit Payment to BIOA of \$2000.00
4. Complete the 4 stage exam process
5. Completion of 2000 word dissertation
6. Interview with Board of Directors of BIOA
7. Chaplain-Elect will be eligible for graduation upon completion of the fore mentioned items

Plagiarism

Any material, whether published or unpublished, copied from another writer, must be identified by the use of quotation marks, block quotations, and documentation with specific citation of the source. Paraphrased material must likewise be attributed to the original author. As a school, intent on training men and women of integrity for the ministry Bible Institutes of America Inc. takes plagiarism seriously. Plagiarism consist of the following categories:

1. Use of another's ideas without giving credit
2. Quoting material from published or unpublished works, or oral presentation, without giving proper citation
3. Paraphrasing material, whether published or unpublished, written or oral, without proper citation

Any student found guilty of plagiarism will be subject to, but not necessarily limited to, the following discipline:

1. Faculty discipline on first offence
2. Reduction of grade
3. Failure of assignment
4. Letter of reprimand

Academic Affairs Committee discipline on successive offences. Student will be subject to, but not necessarily limited to, the following discipline:

- a. Receiving an "F" for the course
- b. Dismissal for one year (three or more offences)

Faculty is to report all cases of plagiarism to the Dean of Academics in the form of a "Plagiarism Report."

-Dress Code-

The following is a list of attire that is guideline for men and women attending classes.

NO T-shirts with profane logos or language of any kind.

NO flip flops

NO exposed cleavage

NO form fitting indiscreet necklines or see through blouses

Modest dresses or skirts only

1st offense: Student will be asked to leave class and will receive an unexcused absence.

2nd offense: Student will be placed on a probation period. Violation will result in dismissal from BIOA

Classroom Attire

Students are to dress appropriately for the classroom. Students arriving to class improperly dressed will be asked to leave. They will also receive an absence.

Financial Agreement

Each student will sign and be given an awards letter from BIOA along with the student handbook. **All payments are due on the date scheduled and discuss with administration. If you enter into a month with a balance from the previous month, you will be removed from courses until the balance is current. If you are an online student, your account will be locked until balance is current. All balances, fees, and requirements MUST be met before graduation.**

Late Fees

All Payments are due on the 1st of the month. After the 5th of each month a fee of \$15.00 will be added to the students account.

Dismissal

A student terminated from the school, unless an exception is made, may be temporarily or permanently ineligible to return. The school reserves the right to terminate any student whose academic standing is too low or whose general conduct and influence are not considered to be in the best interest of the school. Rebellion, stubbornness, disloyalty, immorality and/or persistent disregard of the school's rules and regulations will be just cause for dismissal from the school. Such action may be taken by the school at any time without making public specific explanation. Students facing the possibility of dismissal during the academic year may receive a hearing before the administration. A student may not withdraw while under disciplinary action. Terminated students are not welcome on campus unless given special permission from the Dean of Students. Those without permission are viewed as trespassers subject to arrest and prosecution.

Bible Institutes of America Inc. Board of Directors

Chief Apostle Dr. William R. McPhaul, Founder/Chancellor

Doctorate of Philosophy in Theology PhD Th.
Bachelors of Biblical Studies
Doctor of Divinity
Doctorate of Theology
Doctorate of Ministry
Doctorate of Prophetic Ministry
Doctorate of Apostolic Order
Doctorate of Christian Counseling
Honorary Doctorate Degree (5)

Pastor Bishop Dr. Vanessa McPhaul, Founder/Vice Chancellor

Doctor of Divinity
Doctor of Christian Education
Doctor of Theology
Doctorate of Prophetic Ministry
Honorary Doctorate Degrees (3)

Master Prophet Dr. Dean Bascombe, Dean of International Affairs/Dean of School of Prophets

Master of Divinity
Honorary Doctorate of Theology
Doctorate of Divinity
Doctorate of Prophetic Ministry

Dr. Mary Moses, Executive Officer

Dean of Financial Affairs

Honorary Doctorate of Chaplain
Honorary Doctorate Degree of Humane Letters

Dr. Tracy Ferguson, Administrative Advisor

Bachelor in Business Administration
Master's in Business Education
Master's in Educational Leadership
Doctorate in Educational Leadership

Completion of the Program & Graduation

Upon completion of the degree programs all student must have the following completed:

All assigned work and thesis and/or dissertation if applicable must be completed

All fees must be paid in full. All outstanding balance must be closed prior to graduation. (Including \$75.00 Graduation Fee)

Students must be in academic “good standing”

Exit interview with the Dean of Students, Chancellor, and Vice Chancellor must be completed.



Satellite and Affiliate Schools and Locations

- Dr. T. Boyd Theological Seminary
Apostle Dr. Timothy Boyd
Marston, NC
- Outreach of Power in the Word Ministries Theological Seminary
Elder Dr. Perry Tankard and Dr. Rona Tankard
Durham, NC
- Victory Walk Theological Seminary
Bennettsville, South Carolina
Pastor Jacquelin and Willie Cousar
- Power and Praise Theological Seminary
Pastor Dr. Jensen McFadden
Fayetteville, NC
Raeford, NC
- Starling Theological Seminary
Bishop Dr. Nicky Starling
Dalton, GA
- Bible Institutes of America of Cape Coast, Africa
- Bible Institutes of America of Takoradi, Africa
- White Theological Seminary
Bishop Dr. Wayne White
Dothan, Alabama
- Upper Room Theological Seminary
Dr. C.C. Cameron
Fayetteville, North Carolina

Become an Affiliate Seminary of Bible Institutes of America

We welcome you to join Bible Institutes of America as an affiliate campus. This is an opportunity to establish a Theological Seminary in your church, ministry, organization, or community. When you become an affiliate campus of BIOA, you will hold the same Accreditation and License as BIOA. All curriculums will be provided by BIOA. All affiliate schools will receive %50 of all In-Class, Online, and Independent Study registered students. Below you will find a list of requirements and procedures for all affiliate schools:

1. *Submit Application for approval by the Board of Directors*
2. *\$500.00 one-time Affiliation fee is required upon approval*
3. *\$150.00 annual renewal fee*
4. *Each school will be presented with start-up marketing material. Any material needed after the initial start-up will be purchased by the school at the cost of printing.*
5. *All registrations and fees will be submitted to the home office of BIOA.*
6. *All funds will be dispersed to all affiliate schools between the 15th and the 20th day of each month.*

7. *All students will pay by Paypal, Cashier's Check, or Money Order. (BIOA does not accept personal checks)*
8. *Affiliate schools will receive a %25 referral fee on all Honorary Doctorate Degrees, and a %10 referral fee on all Chaplaincy Degrees.*
9. *All Deans of affiliate schools will be required to go through a reference and background check.*
10. *Each Dean will undergo an eight (4) hours training course before opening their school.*
11. *There will be a mandatory yearly training for all deans of affiliate schools. Dates TBA.*
12. *Any curriculums that will be used outside of what BIOA offers will be reviewed by the Board of Directors. Only after approval will the curriculums be able to be used.*

Degree program(s) of study offered by [Bible Institutes of America/Paulinian International Theological Seminary/Southeastern Global Assembly for Apostolic Order] have been declared exempt from the requirements for licensure under provisions of North Carolina General Statutes (G.S.) 116-15 (d) for exemption from licensure with respect to religious education. Exemption from licensure is not based upon any assessment of program quality under established licensing standards. (PDF version)