



# EMBASSY COLLEGE

## Student Enrollment Guide



# EMBASSY COLLEGE

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## INTRODUCTION

This document contains current information regarding the policies and procedures of enrolling as a student in Embassy College.

Embassy College reserves the right to make necessary changes without notice in its policies, personnel, and costs as listed in this document. Embassy College reserves the right to modify, revoke or add policies and procedures at any time.

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*Embassy College does not discriminate on the basis of age, gender, race, color, physical disability, national or ethnic origin in the administration of its educational programs, hiring policies, admission policies, and other institution-administered programs.*

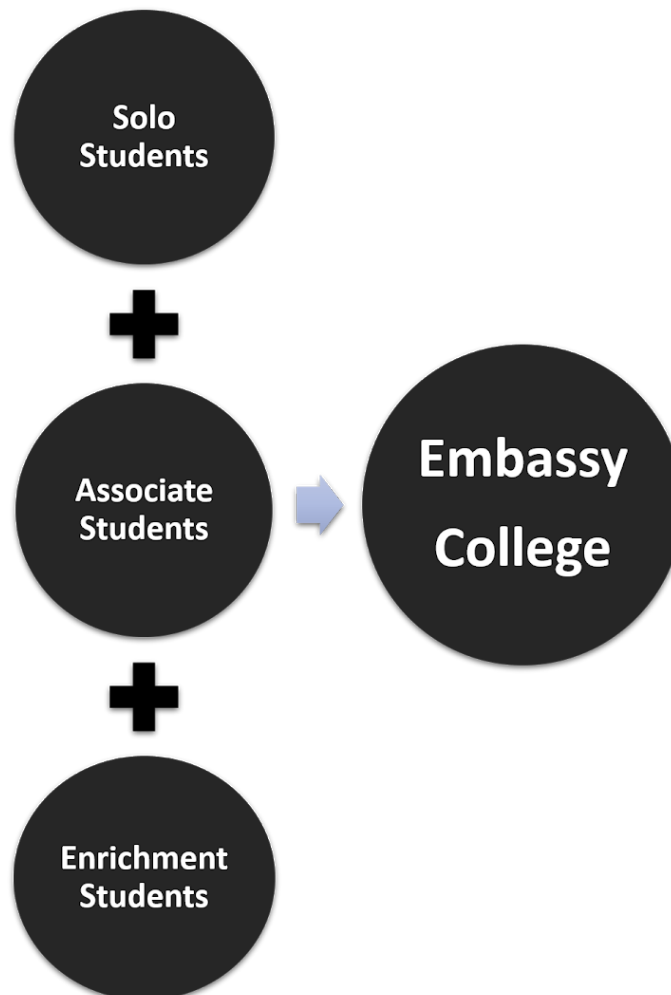
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## ONE SCHOOL WITH THREE STUDENT TYPES

Embassy College functions as a single educational resource with three student types:

1. **Solo Students (Earned Degrees)** -- Individually enrolled students taking courses by themselves. In this case, the individual student interacts with the course curriculum in a solo setting and acts and relates as a single student in regard to Embassy College. **Enrollment in Embassy College is required.**
2. **Associate Students (Earned Degrees)** - Solo enrolled students (distance learning) or a local group or groups of enrolled students (Training Centers) affiliated with an Embassy College Associate. These students may watch the video portions of the curriculum together and engage in group learning modules. **Enrollment in Embassy College is required.**
3. **Enrichment Students (No Earned Degrees)** - Unenrolled students that simply purchase the Embassy College courses for personal growth and enrichment with no credit toward a degree program. **Enrollment in Embassy College is NOT required.**



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## STUDENT ADMISSIONS - GENERAL REQUIREMENTS

Admission to Embassy College is governed by procedures developed by the Academic Team. The prospective student is assessed according to academic background, personal testimony for the Lord Jesus Christ and a sincere desire to study the scriptures. If the applicant meets the required standards in these areas, he/she is admitted to the school. Applicants for admission are considered without regard to sex, race, national or ethnic origin, or handicap.

### ● BASIC REQUIREMENTS

Students enrolling into Embassy College must be at least eighteen (18) years of age and have graduated high school or have earned a G.E.D.

### ● REQUIRED FORMS AND INFORMATION

The following items constitute an applicant's credentials upon which a decision for admission is based.

1. A completed application for admission (online).
2. Three personal references.
3. \$25 non-refundable application fee.

The Embassy College welcomes applications for admission from prospective students. An application guide may be downloaded for review on the Embassy College website. Formal admission is required of all students intending to pursue studies at Embassy College.

**NOTE:** Student Enrollment is done online. Potential students should visit the "[Enroll](#)" page on the Embassy College website for details.

### ● ABILITY-TO-BENEFIT

By special arrangement with the Embassy College business office, students 18 years old or older, who did not finish High School may be admitted under the ability-to-benefit clause. These students are admitted conditionally for twenty (20) quarter credit units (five classes).

They must maintain a 2.0 GPA (C) through five courses in order to have the probationary status removed. If so, the probationary status is removed and the student is admitted to full student status.

**NOTE:** High School Juniors and Seniors may apply under this provision for special admission status.

### ● ENROLLMENT CONFIRMATION

The Embassy College Business Office receives and approves all student applications. Once approved, the Business Office contacts the incoming student by email with information and links on setting up a student account in the online college. Normal processing time is two business days.

### ● ADVANCED STANDING WITH ENROLLMENT

Enrolling students having earned college credit or degrees in fields other than theology, or having earned college credit or degrees in theology courses, or having ministerial experience may receive full or partial credit for their work. If so, enrolling students may also submit an Advanced Standing Application at the time of enrollment.

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## ENROLLING IN EMBASSY COLLEGE

1. Review the paper version of the student application on the following pages. It outlines all the information you will need to submit the online application to Embassy College. It also follows the order of input in the online form.
2. When you have everything in order for the application, go the “[ENROLL](#)” page of the Embassy College website and follow the links and directions to submit your application.
3. The Academic Office of Embassy College will review your online submission and contact you by email with the results of your application. Usual turnaround time is two business days.

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## FOR REFERENCE ONLY

Use this form to gather the information you will need to submit the online form on the Embassy College Website.

**Embassy College**  
[www.embassy.college](http://www.embassy.college)

Please refer to the Embassy College Student Catalog for information regarding the contents of this application.

## Enrolling Student Application

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_ *City State ZIP Code*

Mobile Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Texting?  Yes  No Other Phone: \_\_\_\_\_

Birthday: \_\_\_\_\_ Gender:  MALE  FEMALE

Type of Student Enrollment:  Solo Student  Training Center Student

If Training Center Student, Associate Leader? \_\_\_\_\_

### Education

High School: \_\_\_\_\_ Location: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate?  YES  NO Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Location: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate?  YES  NO Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Location: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate?  YES  NO Degree: \_\_\_\_\_

### Ability to Benefit

I did not finish high school.  Yes  No

I am a high school junior/senior.  Yes  No

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## Advanced Standing

I will submit my prior education transcripts for review.  Yes  No

I will submit by ministerial experience for review.  Yes  No

I will submit both my education and ministerial experience for review.  Yes  No

## Personal Testimony

Please write a brief testimony of your conversion and commitment to Jesus Christ.

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## Desire to Study

Please write a brief statement on why you want to be an Embassy College student.

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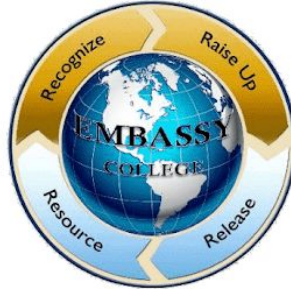
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## Student Disclosure Statement



## STUDENT DISCLOSURE STATEMENT

*To be signed and dated prior to enrollment by all students making application to Embassy College*

**“The Embassy College offers church-related training courses and degrees that are not transferable as academic degree programs to colleges and universities accredited by agencies recognized by the United States Department of Education.”**

By signing the Student Disclosure Statement, I acknowledge that I understand this statement and I acknowledge that Embassy College will keep this document as a part of my official student records.

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Signature of Embassy College Applicant

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Date of Signed Disclosure Statement



# EMBASSY COLLEGE

## References

Name:	Address:	Phone Number:
Relationship to You:		Email Address:
Name:	Address:	Phone Number:
Relationship to You:		Email Address:
Name:	Address:	Phone Number:
Relationship to You:		Email Address:

## Standards of Conduct

The following Standards of Conduct are practiced by the Embassy College community.

1. We strive for excellence in all that we do;
2. We submit to the authority of the Scriptures in matters of faith and conduct and to the control of the Holy Spirit;
3. We cooperate respectfully with those in authority;
4. We participate actively in promoting the cause of Christ, including endeavoring to win others to faith in Him;
5. We acknowledge that we are to present ourselves as a living and holy sacrifice acceptable to God (Romans 12:1-2), to live a life above reproach (1 Timothy 3:2), and to do our best to refrain from behavior that might cause another person to stumble or be confused (1 Corinthians 8:9);
6. We use wisdom and Christ-like discretion in the application of Biblical principles to decisions regarding all areas of life, such as the involvement with various forms of media, social interaction, and our relationships to others;
7. We accept the responsibility to actively uphold the Code of Conduct and to refrain from any action that would be detrimental to spiritual growth, the safety or well-being of others or that would impair the ability of others to follow the Code of Conduct (1 Pet. 2:11, Rom. 14:13).

