



STUDENT HANDBOOK



Table of Content

Welcome

Student Admission Policy S1

Student Attendance Policy S2

Student Test Policy S3

EMI Tuition Agreement Policy S4

WELCOME

Dear Student,

Welcome to the Educational Ministerial Institute.

Blessings in the Name of our Lord and Savior Christ Jesus. We are excited about the opportunity to partner with you in your educational endeavors. It is our belief that God has brought you here for a reason and that together we will prepare you for God's call upon your life.

Our vision is to provide a Christ-centered training of the bible. Our teachers have been chosen for their God-given ability to impart the knowledge of God. His ways, His methods, His means, His power, His character will be emphasized in the classroom.

The bedrock of our education is this: Jesus is spoken here. We are committed to providing you with an education that will prepare you to impact this world. We believe that the Christ-centered experience you gain at EMI will shape your character and prepare you for the word He has in store for you.

Our faculty are gifted and inspired to challenge and educate you! You will discover professionals with the credentials, experience, and heart that will help make your time with EMI not just worthwhile, but life changing.

I personally invite you to come and take advantage of the tremendous opportunity to grow and develop into the person God wants you to be—we promise we will surround you in Christian love and challenge you to stretch yourself to new limits.

Living Water Church and its leadership is proud of our continuous commitment in educating leaders, staff, and laity interested in being educated for the ministry. Our Commitment to education is evident through our students.

Respectfully,

Rev. Joel La Torre

Lead Pastor, LWC

Director of Educational Ministerial Institute



EMI Admission Policy & Rules / Regulations

The EMI Experience

The Educational Ministerial Institute (EMI) is a place to grow academically within the context of a community. A community that will not only help you get to know Jesus and His Word in a deeper way, but also help you discern His calling on your life. EMI is committed to maintaining a friendly, informal atmosphere, while fostering a serious academic environment conducive to spiritual formation.

Many steps have been taken to build on the core of our community and broaden EMI's academic experience. As a Bible Institute, EMI has uniquely combined the best of our history, with academic strength, resulting in one of the strongest and most effective Bible Institutes in this region.

Here are some of the elements you will experience at EMI:

- A campus environment where students build social networks.
- A campus where students learn and practice leadership, appreciation, and interpersonal skills.
- A place to get to know and understand individuals from diverse backgrounds.
- An institution where students can discover their destiny, dreams, and calling for their lives.
- An education that is meaningful for every learner, according to personal strengths, talents, and abilities.
- A campus where students feel at home with other peers, faculty, and staff.
- A place of learning with technology and equipment in a healthy, safe, and well-maintained facility.

A Christian Setting for the Study of Scripture

Here at EMI, we focus on Bible training, offering a broader theological perspective that encourages spiritual and academic growth. The Word of God is studied, in depth, to change the student's heart, mind, and actions.

Our faculty members are caring and offer that one-on-one mentoring needed to assist students in their academic and spiritual growth.

AD-P. S.1 Admissions Requirements

- Complete the Student Application Form and return it to the Admissions Office.
- Submit your Personal Testimony essay along with your application (200-300 words).
- Submit the Non-Refundable Registration Fee of \$60.00.
- Submit all official documents: high school diploma or GED, official college transcripts and/or graduate work if applicable.
- Letter of recommendation from your Pastor.

** Admission to EMI does not automatically qualify a student for all courses and curricula of the Institute.

AD-P. S.2 Discrimination Policy

EMI considers all applicants for admission, regardless of religious affiliation, race, ethnicity, heritage, gender, age, or physical ability.

AD-P. S.3 Church Membership

- Active involvement in a local church is an essential part of a Christian's life and growth process. It is also a key element in preparation for effective ministry.
- If you are not a member of a Ministry or Congregation, it is not a cause for an applicant to not to be accepted.

AD-P. S.4 Student Code of Conduct Policy

Every student must behave as a person transformed by the power of God, demonstrating character and maturity with fellow students, teachers, and the administration. You are not expected to agree with everything that will be taught. But you are expected to treat the views of the instructors and of your fellow students with respect. If you disagree with something that is being taught, you should listen as openly as possible, giving due attention to everything that the Holy Spirit may be trying to say to you.

In assignments, you will be free to express your own views, but you must also be aware that at times you will also be required to demonstrate your understanding of alternate views and opinions, even if they do conflict with your personal beliefs. You must follow the instruction of your teacher in the preparation of these assignments. Students are not permitted to negatively criticize fellow students, teachers, and/or administration.

Any conflicting situation that occurs within the classroom or outside of the classroom, that involves students, teachers, or management, shall be notified to the Administration Office immediately. Any student who needs to leave the classroom temporarily (no more than 10 minutes) may do so.

If for some reason you need to take longer, please advise your teacher. Please be honest about your situation, failure to do so, may affect your attendance.

Every student must silence his/her cell phone and avoid phone usage during class time unless there is an emergency.

Students are expected to take care of the Institute furniture and area and do his/her best to keep it clean and orderly at all times.

AD-P. S.5 Dismissal of Student

- Undisciplined lack of interest in the student's commitment to his/her studies.
- Failure to comply with the EMI attendance requirements.
- Noncompliance with the regulations set forth by EMI.
- Any situation or attitude committed by the student(s) that endangers the physical and/or moral integrity of students, teacher, and/or the administrative body, as well as the private property of the EMI Institute.
- Financial delinquency.
- Excessive tardiness.
- Conduct in or out of the classroom that is inconsistent with the philosophy and goals of the Institute.

AD-P. S.6 Course Withdrawal

Students are allowed to withdraw from courses within the first week without any academic penalty.

Students will receive a **WD** if they withdraw from their courses before any work is due.

Students who withdraw after the second week will receive an automatic failing grade of **F**

AD-P. S.7 Refund Policy

Any student withdrawing from a course(s), can expect the following refund policy of their EMI tuition:

- Prior to first class: 100% Tuition Refund (minus Admission Fee)
- At the conclusion of the first-class: 50% Tuition Refund ((minus Admission Fee)
- Withdrawal any time **after conclusion of first-class** results in **NO** Refund of Tuition

**** Admission Fee is Non-Refundable****

AD-P. S.8 Course Textbooks

Course textbooks required for each course, will be listed on student syllabus in the beginning of each semester.

It is the student's responsibility to purchase his/her own books.

AD-P. S.9 Standard for Graduation Policy

All students who have met their academic and financial obligations will obtain a diploma. If a student does not comply with the EMI requirements, he/she may not participate in the graduation ceremony.

All students must be up to date with their tuition payments in order to be promoted to the next grade and/or receive a graduation diploma.

Students who have obtained academic honors but are not up to date with their tuition payments, will not be able to participate in the graduation ceremony, nor receive their respective honors. In a case such as this, the honor will be given to the student with the second highest score.

In the event that neither student meets their financial obligations, administration will cancel the corresponding honor.

AD-P. S.10 Student ID Cards

Student must purchase a Student ID Card at time of registration.

Internal students must show this card each week to enter the classroom.

Student ID must be worn and kept visible at all times.

Cost of ID Badges: \$5.00

Cost for Replacement ID Badges: \$10.00

AD-P. S.11 Chapel

Students will take leadership roles in the Chapel Service. This will provide students with opportunities for leadership and spiritual development.



EMI Attendance Policy

AP. S1 – Policy Statement

Attendance is an integral part of a student's course of study. The experiences, discussions, and the uniqueness of the classroom learning process requires regular attendance.

Good attendance is expected in all courses. Attendance is a major component of your final grade in **all** courses, as stated in the syllabus.

Students are responsible of informing their teachers in advance or in a timely manner of the reason for their absence. Teachers in consultation with the Institute's Director are expected to abide by the institute's practices and policies regarding what counts as an excused and an un-excused absence.

Typically, excused absences include illness, bereavement, or religious observances. Consistent tardiness will be addressed and if not corrected, may result in termination.

The Educational Ministerial Institute recognizes that attendance is a major component of students' academic success. Through implementation of this policy, EMI expects to encourage full attendance by all students, and to reduce the level of unexcused absences, tardiness, and early departures.

AP S2. – Definition

Excused Attendance:

A student does not come to class but has **contacted the institute and provided a reason** for absence.

Unexcused Attendance:

A student does not come to class and **does not contact the institute with a reason** for their absence.

Tardiness:

A student **being later than** the usual or **set time of class commencement**.

AP S3. – Absent & Tardiness Policy

Description	Absent / Tardiness Per Semester	Discipline Step & Action
Tardiness	• 2 Occurrences • 3 Occurrences • 4 Occurrences • 5 Occurrences	• Verbal Warning • Written Warning • Final Written Warning • Termination
Absent / Unexcused	• 1 Occurrences • 2 Occurrences • 3 Occurrences • 4 Occurrences	• Verbal Warning • Written Warning • Final Written Warning • Termination
Single Day no call / No show	• 1 Occurrences • 2 Occurrences • 3 Occurrences	• Written Warning • Final Written Warning • Termination

AP S3. – Early Departures

Students are required to attend each class from the beginning to the end. Circumstances may be different at times. If a student needs to leave early for a specific reason, we ask each student to adhere to the following rules:

- Inform teachers ahead of time (if possible) that they need to leave early on a specific day.
- Remind the teacher the day of, right before class begins.

- Sit near the exit and make as little disruption as possible when departing.

Early departure is only for a specific reason or situation. If the student is leaving early on a weekly basis without explanation, it shall be documented, and future disciplinary action will be taken.

AP S4. – Duties

Teacher Duties:

1. To support and encourage student punctuality and regular attendance.
2. To record and monitor student attendance and when concern arises; contact the student to meet and discuss attendance.
3. When possible, teachers will permit students with excused absences the opportunity to complete missed assignments and tests.

Students Duties:

Complete missed classwork assigned on the day of the absence within five (5) days of returning to the institute.

Students returning from an absence must be prepared to participate in previously announced tests/quizzes/assignments immediately upon return to institute unless other arrangements have been made with the teacher prior to an excused planned absence or extended illness.

AP S5. – Virtual Learning Policy

Description of pedagogical reasons for an online/hybrid version of the course and its appropriateness.

The following expectations apply where students are working through virtual learning and not able to attend school. For the following reasons:

- Inclement Weather
- A scheduled virtual learning due to unforeseen circumstances.
- A scheduled makeup class (determined by teacher).

Virtual Meeting Protocol

1. Unless a prior arrangement has been made with the host (Teacher), all students will start a meeting with microphone on mute and their video camera switched on.
2. Students in virtual classrooms must be positioned in a common area of the house and where an appropriate background is identified.
3. If students need to speak or ask a question during the meeting, they will be required to use the chat function, unless advised otherwise by the host (Teacher)
4. Should any participant in the virtual classroom behave inappropriately, be dressed inappropriately or be situated in an inappropriate location, they will be removed from the virtual platform and the school will be advised.
5. The meeting host is the only person who can record all or part of the virtual lesson, no third-party devices are to be used to record lessons.
6. If a student cannot attend class, recorded lessons will be available for viewing upon request by the student.
7. A copy of the video will be sent to the student, or they will be provided with the appropriate shared location, such as a shared drive; and meetings may be locked, and password protected to prevent 'non attendees' from entering.

System Used to Facilitate:

EMI will use ZOOM. Zoom is the leader in modern enterprise video communications, with an easy, reliable cloud platform for video and audio conferencing.

Classes will run on Time.

Students will be also counted as being absent and tardy in virtual learning.



EMI Test Taking Policy

TP S1. – Policy Statement:

The Regents of the Educational Ministerial Institute require EMI to have a comprehensive policy and standard for testing in place for students.

This comprehensive policy and procedures have been placed for the prevention, reporting and resolution of testing irregularities.

This policy provides guidelines and good practice around how testing should be implemented, what needs to be considered, and the various test stages that can be adapted.

TP S2. - Accommodations:

Students are not guaranteed accommodations if they make testing requests after the deadlines listed below. Teachers will determine if accommodation needs can be met considering time constraints and other limiting factors.

Deadline is **7 days after** the original test date.

Students meet with instructors early in the semester to discuss the Student/Faculty Reasonable Accommodation Plan form, including the testing plans and needs listed below:

Decide where tests will be taken.

Students have two choices:

- Taking exams with their peers in class.
- Taking exams with accommodations in a testing space arranged by their teachers.

NO STUDENT will be given a take home test.

Note: Teachers may need to make special arrangements for “pop” quizzes and impromptu class assignments.

TP S2. - Student Responsibility:

EMI Students are responsible in any case of an excused or un-excused absence to make up all assignments and tests missed during their time out. The students shall contact their teacher by email and make appropriate arrangements for makeups.

TP S3. - Teachers Responsibility:

The Educational Ministerial Staff shall be required to implement a test that challenges the ability of every student, based on what they have learned throughout the course.

The staff shall be responsible in building an adequate exam for each mid-term, and final exam test. The test will have a minimum of 30 questions, but not exceed 100 questions. These exams will include fill in the blank questions and multiple choice.

TP S4. – Reason for Policy:***Teachers:***

To ensure that teachers are challenging their students.

Students:

To ensure that students take their academic studies seriously and to remind students that they are responsible for communicating with their teachers.

It is not the teacher's responsibility to contact student on missing assignments. It is the student's responsibility to be aware of all work not completed.

TP S5. - Test time Policy:

Students are to be given an allotted time to complete exams.

If students are late for an exam, the amount of time they are late will be deducted from the total testing time. Students who arrive 30 minutes beyond the scheduled exam time will have to reschedule exams with their teacher. There is no guarantee that instructors will allow make-up exams.



EMI Tuition Agreement

In consideration of the acceptance of this agreement by EMI Institute, the undersigned agrees to pay the required total tuition cost for the academic semester and any additional fees incurred.

My signature indicates that I have read and agreed to the terms and conditions of my chosen payment plan and the payment plan agreement. I understand that my chosen option will remain in effect during my tenure at EMI.

YOUR PAYMENT CHOICE:

_____ **Full Payment Plan** (Fee) – STUDENT agrees to pay the tuition and charges in its entirety for each semester.

_____ **Monthly Payment Plan** (Fee) – STUDENT agrees to pay the tuition by entering a Monthly Payment Plan of \$85 per month. Payment is due on the 1st class (1st Monday) of each month. Failure to make monthly tuition payments on time will result in a **\$7 late fee** added to **each missed payment**.

STUDENT Name (Please print): _____

STUDENT Signature: _____

Date: _____

An Institute that is GOSPEL CENTERED, CHURCH FOCUSED, and MISSION ORIENTED

“That the man of God may be
complete, equipped for every good work.”

2 Timothy 3:17

