



## APPLICATION FOR ADMISSION TO DISTANCE EDUCATION PROGRAM

Applicants must read the inCharacter School of Ministry program guidelines prior to the completion of this information, understanding that they must meet the requirements as outlined therein. Please complete **ENTIRE** application in order to be sure it is processed.

*inCharacter School of Ministry applicants are accepted when established admissions requirements are met. inCharacter School of Ministry provides equal educational opportunity and does not discriminate with respect to race, color, or national origin, in recruiting and accepting students.*

MAIL ALL APPLICATION PAPERWORK TO: inCharacter School of Ministry Admissions; PO Box 8092; North Port, FL 34290.

### PERSONAL INFORMATION

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
*last first middle*

Present Address: \_\_\_\_\_  
*street city state zip code*

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Have you ever been convicted of a felony?  yes  no If 'yes', list convictions on a separate sheet and include with application.  
Are you a US citizen?  yes  no If 'no', provide copy of paperwork proving your ability to attend iC in the US.

Marital status is:  single  married  divorced  
Do you have any children?  yes  no If 'yes', please list their ages: \_\_\_\_\_

### MINISTRY INVOLVEMENT

On an average week, how many times do you attend a church/ministry related event?  
 0  1  2  3  3+

On an average week, how many hours do you spend in volunteering or serving vocationally in this ministry?  
 0  1-5  6-10  11-20  20+

Church/Ministry Name & City/State: \_\_\_\_\_

Pastor/Ministry Director Name and Phone #: \_\_\_\_\_

On an average week, how many hours do you spend in volunteering or serving vocationally in other ministries/non-profits?  
 0  1-5  6-10  11-20  20+

Ministry/Non-Profit Name & City/State: \_\_\_\_\_

Ministry/Non-Profit Director Name and Phone #: \_\_\_\_\_

Do you/have you ever serve(d) as a small group/Bible study teacher/leader?  yes  no

What is your primary reason for pursuing a degree with *inCharacter School of Ministry*?  ministry validation  
 further my education/knowledge  other: \_\_\_\_\_

## GENERAL INFORMATION

- Have you applied to any other school of ministry/Bible college?  yes  no
- Have you ever attended any other school of ministry/Bible college?  yes  no
- Will you have your tuition by the required dates (see Financial Policies)?  yes  no
- Do you have a personal computer/laptop in good working order to be used for your academic responsibilities?  yes  no
- Do you have adequate internet service to support video conferencing?  yes  no
- Do you have any outstanding debts, loans, payments that will affect your financial position while at inCharacter?  yes  no
- Are you born again according to John 3?  yes  no  
 If 'yes', please approximate state date of salvation: \_\_\_\_\_
- Have you been water baptized?  yes  no
- Are you baptized in the Holy Spirit (Acts 2:4 experience)?  yes  no  
 If 'no', are you seeking?  yes  no
- Is your spouse supportive of your decision to attend inCharacter?  yes  no  indifferent  n/a

## EDUCATIONAL INFORMATION

- Have you graduated high school?  yes  no
- If you did not graduate high school, have you received your GED?  yes  no
- Have you attended any college, university or ministry training program/school?  yes  no

If 'yes', please list the school(s)/program(s):

\_\_\_\_\_ school

\_\_\_\_\_ diploma/degree received

\_\_\_\_\_ school

\_\_\_\_\_ diploma/degree received

- Have you been diagnosed with any learning disabilities?  yes  no

If so, what? \_\_\_\_\_

Please request all transcripts (any post-high school education) be sent to inCharacter School of Ministry; PO Box 8092; North Port, FL 34290.

### Program Desired:

- Bachelor of Arts in Christian Studies  Bachelor of Arts in Christian Ministry
- Master of Arts in Christian Studies  Master of Arts in Christian Ministry

All degree programs **require** a minimum level (12 hours per month) of participation in local church or para-church ministry. Failure to meet those minimum monthly requirements will result in the completion of additional courses.

## REQUIRED ADDITIONAL INFORMATION

Please include the following with this Application for Admission:

- ◆ typed personal testimony (1 or 2 pages only) outlining your conversion and desire to attend inCharacter.
- ◆ a recent picture of yourself
- ◆ your \$50 processing fee (check made payable to: inCharacter)
- ◆ your completed Self-Evaluation form

Remember that we will need a copy of any transcripts as well. Application Deadline: all paperwork must be received and students must allow 7-10 days for final decision. Students will be advised on a start date based on date of acceptance.

I have completed this application honestly and to the best of my ability. I understand that should I be accepted into **inCharacter School of Ministry Distance Education Program** that my first non-refundable tuition fee must be submitted at least 14 days prior to the beginning of my first session. **All** tuition & fees are non-transferrable and non-refundable. A 3.5% charge is added to all tuition payments placed on a credit card.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_



## SELF-EVALUATION

This form is for the applicant to provide an honest self-evaluation. This information will be reviewed by the iC Admissions Office prior to the applicant's response regarding acceptance. A staff admissions team may request an interview with the student. Please complete this form and **return it with your application! And...don't forget to include your typed testimony and photo!**

### APPLICANT INFORMATION (completed by student)

Applicant: \_\_\_\_\_  
last first middle

Signature: \_\_\_\_\_ Date of Completion: \_\_\_\_/\_\_\_\_/\_\_\_\_

### SELF-EVALUATION - part one (completed by the applicant)

Please rate yourself in the following areas by placing a circle around the appropriate number: "1" being "not very much at all"; "4" being "so-so"; and "7" being "very/a lot!"

How healthy are you?	1	2	3	4	5	6	7
How creative do you consider yourself?	1	2	3	4	5	6	7
How committed are you?	1	2	3	4	5	6	7
How hard working are you?	1	2	3	4	5	6	7
Are you willing to learn new things?	1	2	3	4	5	6	7
Do you "go with the flow"?	1	2	3	4	5	6	7
How well do you get along with others?	1	2	3	4	5	6	7
Are you usually on time for events?	1	2	3	4	5	6	7
How well do you grasp new ideas/concepts?	1	2	3	4	5	6	7
Do you consider yourself a leader?	1	2	3	4	5	6	7
Do you think you make wise decisions?	1	2	3	4	5	6	7
Are you involved in your local church?	1	2	3	4	5	6	7
Are you willing to accept advice?	1	2	3	4	5	6	7
Are you willing to serve others without recognition?	1	2	3	4	5	6	7

### SELF-EVALUATION - part two (completed by the applicant)

Please rate yourself in the following areas by placing a circle around the most appropriate word/phrase.

Money....	responsible	irresponsible	no chance to test abilities
Response to Authority....	always respectful	generally respectful	sometimes rebellious
Spouse's Opinion of this decision....	supportive	undecided	not supportive      n/a
Academics/Grades....	above average	average	below average
Outlook on Life....	generally positive	somewhat negative	frequently negative
Response to Correction....	generally positive	somewhat negative	frequently negative
Handling Stress....	involve others	keep it to myself	emotional
Ministry Involvement....	involved regularly	involved periodically	not involved at all
Relationship With Pastors/Leaders....	very connected	somewhat connected	not connected at all



## 2020-2021 FINANCIAL POLICIES

### DISTANCE EDUCATION PROGRAM

#### Application Fee

**\$50.** This fee accompanies application and is non-transferrable, non-refundable, and does **not** count toward tuition.

#### Tuition \*

All tuition & fees are non-transferrable and non-refundable.

##### **Bachelor of Ministry degree**

**\$4,500**

\$170 monthly payment due at least 2 weeks prior to the *start* of student's first session. Then, \$170/month for 24 additional months, plus one final payment of \$250 (all tuition must be paid prior to the issuing of degree).

10% discount if paid in full at least 2 weeks prior to the start of student's first session (\$4,050)

Required Monthly Online Courses: 15-30\*\* (*depending on previous study / Life Credits issued*)

##### **Master of Ministry degree**

**\$5,500**

\$210 monthly payment due at least 2 weeks prior to the *start* of student's first session. Then, \$210/month for 24 additional months, plus one final payment of \$250 (all tuition must be paid prior to the issuing of degree).

10% discount if paid in full at least 2 weeks prior to the start of student's first session (\$4,950)

Required Monthly Online Courses: 15 \*\* (*depending on Life Credits issued*)

\* **IMPORTANT NOTE:** Tuition cost DOES NOT include the fees listed below. All tuition and fees are non-refundable.

\*\* Students who have had significant life experience may apply for Life Credits, deducting up to 3 courses (5 maximum in the concurrent program) from their requirements.

#### Payment Information

Monthly payments may be set up on automatic draft to avoid potential late fees. A 3.5% charge is added to all tuition payments placed on a credit card. Any student whose payment is returned for insufficient funds will be responsible for the payment of all bank fees incurred by inCharacter (in addition to any potential late fees).

#### Late Fees

Any payment not received or postmarked by the required dates stated on the above schedule will incur a \$50 late fee that will be added to the student's account. After 60 days of non-payment, the student may be withdrawn from enrollment in iC. Students must have a zero (\$0) balance to fully participate in the Graduation Ceremony (or receive any degree). Any student who is dismissed due to an outstanding balance will receive credit for only the courses completed in full.

**LATE FEE NOTICE:** All payments are to be postmarked on or before the 15th of the month. Phone in credit payments must be done by 2:00pm eastern on the 15th of the month. Any late payments will automatically incur a \$25 late fee (added to the student's account) that must be paid at least two weeks prior to graduation.

#### Degree / Graduation Fee

Degree recipients will owe **\$300** degree fee postmarked on or before three weeks (21 days) prior to the Graduation.

#### Textbooks

Students will be provided with a schedule of courses available to them. Textbooks will range from \$15-55 per course (approximately).

#### Thesis \*

All Master's degree candidates must also complete a 50-80 page research thesis. The student will be given 24 months to complete the thesis from their assigned start date. A student may apply for an extension (\$400 fee) for an additional six months. **No** thesis will be accepted after the 30 month window.



## Degree Program Options - Distance Education

PROGRAM	MINIMUM REQUIREMENTS	# COURSES	TYPICAL COMPLETION TIME
<b>Bachelor's degree program</b>	High school diploma/GED	15 (with Associates degree) 30 (without Associates degree)	16-33 months
<b>Master's degree program</b>	Bachelor's degree (approved by iC Administration)	15 in addition to the required research Thesis	18-30 months

*Students may receive credit for up to 3 required courses with Life Credits. The final course for a Bachelor's degree is an independent, creative apologetics research project. Details will be given to the student upon completion of their final Virtual Roundtable course.*

## Typical Course Schedule

<b>Previous month</b>	Purchase textbook for upcoming month's online course (example: The textbook for August session is to be purchased & received in July)	<i>The course work for iC Distance Education Program is structured to allow for completion within four weeks without interfering with vocational or volunteer ministry responsibilities. NOTE: All students must be volunteering with a church or para-church ministry the entire time during enrollment. A <b>minimum of 12 ministry hours per month is required for full course credit.</b></i>
<b>Week #1</b>	Begin reading (and journaling) required course textbook.	
<b>Week #2</b>	Continue reading (and journaling) required course textbook.	
<b>Week #3</b>	Complete reading (and journaling) required course textbook - conduct 30-60 minute discussion via conference call with assigned student(s).	
<b>Week #4</b>	Write final course paper (7-10 pages for Bachelor's level / 10-13 pages for Master's level) - complete Colleague Discussion Recap Form: to be scanned and emailed in along with the Final Paper for the course.* Attend Virtual Roundtable Session (90-120 minutes).	


\* - Students unable to attend scheduled Cohort Session will not receive credit for the course (Final Paper, Colleague Discussion Recap Form, and Virtual Roundtable Session attendance are all required elements for course credit.

# Colleague Discussion Recap Form



Students may be assigned 1-3 Colleagues for their monthly discussion group. This is a required element of each course. Colleagues will schedule their own discussion group time during week #3.

<b>STUDENT NAME</b>	
<b>Colleague Assigned</b>	
<b>Colleague Assigned</b>	
<b>Colleague Assigned</b>	
<b>Date / Length of Discussion</b>	

<b>Summarize discussion topic in one sentence.</b>	
<b>Name at least one point of interest mentioned by a colleague that you had not previously considered.</b>	
<b>Since part of your Colleague Discussion time is dedicated to ministry review, state any notable topics that related to the course material.</b>	
 Was your colleague on time for the discussion? <input type="checkbox"/> yes <input type="checkbox"/> no Was your colleague actively involved in the discussion? <input type="checkbox"/> yes <input type="checkbox"/> no	

SIGNED: \_\_\_\_\_  
*student signature*

STUDENT PRINTED NAME: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Completed form must be scanned and emailed in along with the Final Paper for the course.