

# **BETHEL CHRISTIAN UNIVERSITY**

5010 SW 20<sup>TH</sup> TERRACE, TOPEKA, KS. 66604, USA

E-mail: [info@bcuks.org](mailto:info@bcuks.org)  
Website: [www.bcuks.org](http://www.bcuks.org)

## **APPLICATION FOR AFFILIATION/AGREEMENT**

(To be completed by the applicant school)  
(\$50.00 Non-Refundable application fee MUST be sent with this application)

**NB:** Please mail this form directly with all supporting documents and application fee to:  
Bethel Christian University, 5010 SW 20<sup>th</sup> Terrace Topeka KS. 66604, USA.

### **PLEASE PRINT CLEARLY**

President or Pastor's Name: \_\_\_\_\_

Church Name: \_\_\_\_\_

Church Address: \_\_\_\_\_

Phone No: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name of your Bible School: \_\_\_\_\_

When was the Bible School started? \_\_\_\_\_

Currently, how many enrolled students? \_\_\_\_\_

When do your classes meet? \_\_\_ Day \_\_\_ Evening \_\_\_ Weekend (Tick applicable ones)

Is your program \_\_\_ 1 year \_\_\_ 2 years \_\_\_ 3 years \_\_\_ 4 years? (Tick applicable ones)

To what level do you offer \_\_\_ Certificate \_\_\_ Diploma \_\_\_ Associate \_\_\_ Bachelor?

\_\_\_ Masters \_\_\_ Doctorate degree? Others: \_\_\_ Advanced Diploma (Tick applicable ones)

How many terms or semesters do you have each year in the school: \_\_\_\_\_ Semesters

\_\_\_\_\_ Terms. How many weeks each in a term or semester? \_\_\_\_\_

**For those applying to start a new Bible School:**

How many students do you expect will enroll? \_\_\_\_\_

What will be the name of your Bible School? \_\_\_\_\_

What is your planned starting date? \_\_\_\_\_

You are to submit a one-time initial **Non-Refundable Application fee of \$50** along with this form for processing.

You agree to forward to the University the students' names and addresses upon registration, and to send their **grades/transcripts** to the University's office at the end of each term or semester. This information must be on hand at the University's office in order to issue diplomas or degrees to students who have satisfactorily completed the required number of credit hours. (if so desired by you or any student)

We understand and agreed to the conditions above and hereby apply for Bethel Christian University's affiliation.

\_\_\_\_\_  
President or Rector's Signature (Affiliate school):

\_\_\_\_\_  
Date:

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**AFFILIATION AGREEMENT (PART "B")**

(To be completed by the applicant school)

Agreement is hereby entered into by and between Bethel Christian University (hereinafter referred to as BCU), and (name of the School) \_\_\_\_\_

\_\_\_\_\_  
(hereinafter referred to as AFFILIATE SCHOOL).

It is the mutual desire of the parties to establish an Affiliated Bible school at the (Church/school) \_\_\_\_\_

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

and shall be operated as BCU approved and Affiliated Bible School or Seminary. It shall be subject to the following terms and conditions:

1. BCU grants the affiliate school the right to conduct classes and operate a Bible School using the BCU name in its advertising and promotion and to secure lecturers, teaching materials, and students for itself and teaching materials from BCU, when applicable and available upon payment of the required Affiliation fee and cost of study materials from BCU.
2. Upon compliance with the BCU schedule of required courses, the affiliate School may recommend its students for the award of BCU degree to each student who satisfactorily completed the required courses and whose grades/transcripts have been forwarded to the BCU International office for verification, evaluation and award of degree certificates.
3. BCU agrees to send a Certificate of Affiliation to the affiliate school for display that declares this affiliation to be in effect and legal, which is issued and Renewed yearly.
4. BCU agrees to provide license/ordination certificates to any of your qualified students upon request from the affiliate school President, and approved by the University's President.
5. All trips made to your school by our staff to train, assist or advice at graduation time, or other special events or visit, will be done as time provides, and travelling expenses, food and lodging expense must be covered and paid by the Affiliate School.
6. **The Affiliate School agrees to:**
  - (a) Conduct daily and weekly Bible School classes for the enrolled students.
  - (b) use the BCU lecture materials as approved and agreed upon if applicable, available and requested by the affiliate school.

- (c) forward to BCU a list of student names and addresses for each course offered.
  - (d) assign student grades according to the values stated in the lecture materials.
  - (e) forward grades/transcripts to BCU within **30 days** after completion of the subject offered or upon graduation.
  - (f) conform to the chart of credits to be given on each subject per term or semester.
  - (g) appoint a Bible School Dean to assume the responsibility for establishing and conducting the Bible School if the Pastor does not elect to assume this responsibility and to forward the dean's name to BCU.
  - (h) appoint a Bible School Registrar whose name will be forwarded to BCU and who shall be responsible for enrolling students, securing fees and mailing grades/transcripts and requests for materials from BCU office.
  - (i) inform BCU of any changes in: address, name of school, Pastor, Dean etc.
  - (j) forward a copy of her "Articles of Faith" to BCU.
  - (k) Affiliate School may require that additional courses be taken by its students beyond those require by BCU and its Associate University.
7. The Affiliate School hereby agrees to pay one time affiliation fee of **\$200.00** upon approval and renewable each year with the sum of **\$150.00**. All fees are subject to change for each calendar year and the home office here in USA would be required to notify each Affiliate School in writing of any changes, as may be **decided** upon by the Headquarters from time to time by writing.
8. The Affiliate School shall defray its expenses out of the school fees charged by it.
9. The Affiliate School shall not enter into any contract on behalf of BCU or its Associate University except for the contract relating to the enrolment of a student on courses/programs run by BCU and its Associate University.

10. Affiliate school shall submit copies of all students' previous certificates, Diplomas, Degrees and awards both earned or awards for evaluation purpose.
11. Affiliate school shall submit on application, a comprehensive resume of each Academic and Non-academic Staff with copies of their theological and non-theological degrees.
12. Submit a current running programs and prospectus of the affiliate school.
13. One passport photos 2" x 2" of the Affiliate school president or Pastor.
14. Submit Affiliate school registration, incorporation (if any) or your church registration certificate) if your school is operating under the coverage of your church.
15. Your recent or past group photographs of your graduating students if any.
16. **COPYRIGHT:**  
Copyright of all materials issued by BCU and its Associate University shall remain the property of **BCU and its associate University/College** and this Agreement shall imply **no license** to the Affiliate school to make use of the materials issued by the **BCU or its associate University/College** other than for the purposes of enrolling students for the course of study, and misuse of the BCU or its associate University materials shall constitute breach of this agreement.
17. The Affiliate School shall be responsible for the conduct, management, and expenses of any advertising undertaken to promote the school.
18. The Affiliate School shall use its best endeavors to ensure that no rival or potential rival body or organization of BCU or its associate University, copies or in any way Pirates' materials provided for courses by BCU and its Associate University/College and shall notify BCU forthwith setting out all information and details known, if such a case comes to its attention.

19. BCU is not responsible for any financial obligations incurred by the Affiliate school.
20. Affiliate School understands that they are responsible for their own accreditation coverage and that this agreement **DOES NOT** includes accreditation of any kind **but a net working relationship only.**
21. Each student is required to pay a fee (to be determined by BCU each year) to cover the cost of students' degree certificate as the case may be.
22. Affiliate school is authorized to issue a certificate, diploma or degree in conjunction with BCU and not with its Associate University/College as long as the affiliate school is in good standing with BCU.
23. **TERMINATION**
  - (a) BCU shall be entitled to terminate this contract of agreement without cause upon giving **30 days'** notice in writing to the Affiliate school.
  - (b) BCU shall also be entitled to terminate this agreement forthwith in the event of any one of the following occurring:
    - (i) Unethical practices
    - (ii) Deviations from the contract of agreement
    - (iii) Any immoral, undoctinal and illegal conduct
    - (iv) Bankruptcy of the Affiliate school to BCU.
    - (v) Illegal means of obtaining fund
    - (vi) Failure on the part of the Affiliate school to forward promptly Affiliation renewal, Students' degree fees and grades/transcripts.
    - (vii) And any other breach of this agreement by the Affiliate school.
  - (c) BCU may terminate this agreement upon notice if the affiliate school does not conduct the Bible School according to the above terms and

conditions. There-upon no further BCU credits and degrees, will be given to students for courses taken under this agreement.

(d) Affiliate school may terminate this agreement by writing, **30 days** prior to each academic year.

24. This **AGREEMENT** shall be regarded as made in USA and the parties agree that International Laws shall apply hereto and that the USA Courts shall have Sole Jurisdiction in respect of any matter arising herefrom.
25. The Affiliate school shall use its best endeavors to obtain any necessary legal formalities in the country of performance of this contract of agreement for the purpose of legalizing of its name in the country of operation.
26. The Affiliate school warrants that this contract shall be performed fully in accordance with the prevailing Laws of USA and the country of operation.
27. Upon receipt of Affiliation fee paid by Affiliate School, and upon signature to this agreement, approval of all terms and conditions as set forth is hereby acknowledged.
28. This is a binding agreement between the two parties whose signatures appear below:

Witness the hands of the parties Dated: This.....Day of.....  
(Month) in the year of our Lord 20.....

Affiliate School's Name: \_\_\_\_\_

Church Name: \_\_\_\_\_

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

\_\_\_\_\_

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

**President/Rector/Pastor's Name:** \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

(Affiliate School)

\_\_\_\_\_

Sign:

\_\_\_\_\_

Date:

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For: **Bethel Christian University:**

\_\_\_\_\_

President's Signature

\_\_\_\_\_

Date

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**FOR OFFICE USE ONLY**

Date application received: \_\_\_\_\_ Approved: Yes  No

Application Denied: (Reason(s): \_\_\_\_\_

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Non-Refundable Application fee enclosed \$50.00. Yes  No

\_\_\_\_\_

BCU President's Signature

\_\_\_\_\_

Date