

BETHEL CHRISTIAN UNIVERSITY

5010 SW 20TH TERRACE, P. O. BOX 4086, TOPEKA, KS. 66604, USA

E-mail: info@bcuks.org

Website: www.bcuks.org

(All correspondence by E-mail OR Postal address only)

Fill out this FORM ONLINE, SIGN and SUBMIT or PRINT, SCAN, and E-mail it to the University.

APPLICATION FOR AFFILIATION/AGREEMENT

(To be completed by the applicant school)

(\$100.00 Non-Refundable application fee MUST be sent with this application)

NB: Please mail or email this FORM directly with all supporting documents and application fee to: Bethel Christian University, P. O. Box 4086, Topeka KS. 66604, USA.

PLEASE PRINT CLEARLY

President's Name: _____

College Name: _____

Street/Postal Address: _____

Phone No: _____ E-mail: _____

Name of Provost or Administrator: _____

When was the Bible School Started/Founded? _____

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

Master 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? _____

STAGES OF AFFILIATION APPROVAL:

APPLICANT: This means that a school has sent an application with the fee, and we have acknowledged that the school is in existence.

CANDIDATE STATUS: The interval between our examining your application and you receiving a Certificate of Affiliation. It may mean that you are working to meet a certain requirement to rise to our standards or it might mean that you are waiting for our on-site visit and report approval by our representatives, or we are verifying the special evaluation reports.

FULLY AFFILIATED: This means that the on-site visit report has been approved, or the special evaluation reports have been verified and accepted, and that the University has concluded that you have met or exceeded the smallest standards set, and that your school have been awarded the Certificate of Affiliation.

Stage by stage Affiliation is approved once a school meets all specific requirements of academic standards relating to course curriculum, and period of study of each program. All affiliate applicant schools shall send a complete Catalog and details of courses offered for each level.

Approval shall be given as follows:

Stage 1: Certificate, Diploma and Advanced Diploma in Christian Ministry, Biblical Studies, and Theology.

Stage 2: Associates' and Bachelors' Degree in Christian Ministry, Biblical Studies, and Theology.

Stage 3: Masters' Degree in Christian Ministry, Divinity, Biblical Studies, Christian Education, Christian Administration, and Theology.

Stage 4: Doctorate Degrees in Christian Ministry, Divinity, Biblical Studies, Christian Education, Christian Administration, and Theology.

Stage 5: Other Degrees and Programs shall be subject for approval by the Board of Directors of the University to include more degrees, courses, and programs.

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 send a one-time **Non-Refundable Application fee** along with this form for processing.

You agree to send 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 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 agree to the conditions above and hereby apply for Bethel Christian University's affiliation.

President's Signature (Affiliate school)

Date



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)

Name: _____

Address: _____

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

1. BCU grants the affiliate school the right to conduct classes and run 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 certificates to each student who satisfactorily completed the required courses and whose grades/transcripts have been sent 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 with a fee.
4. BCU agrees to provide license/ordination certificates to any of your qualified students upon request from the affiliate school's 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 **30 days** before 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 choose to assume this responsibility and to send the dean's name to BCU.
 - (h) appoint a Bible School Registrar whose name will be sent to BCU and who shall handle 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) send a copy of her "Articles of Faith" to BCU.

- (k) Affiliate School may require that added courses be taken by its students beyond those required by BCU and its Associate University.
7. The Affiliate School hereby agrees to pay one time affiliation fee of **\$300.00** upon approval and renewable each year with the sum of **\$200.00**. All fees are subject to change for each calendar year and the home office here in the USA would have 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 any contract on behalf of BCU or its Associate Universities except for the contract relating to the enrolment of a student on courses/programs run by BCU and its Associate Universities.
 10. Affiliate school shall send copies of all students' earlier certificates, Diplomas, Degrees, and awards both earned or awards for evaluation purpose.
 11. Affiliate school shall send an application, a comprehensive resume of each Academic and Non-academic Staff with copies of their theological and non-theological degrees.
 12. Submit current running programs and prospectus of the affiliate school.
 13. One passport photo 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 Universities shall remain the property of **BCU, and its associate Universities/Colleges** and this Agreement shall imply **no license** to the Affiliate school to make use of the materials issued by the **BCU or its associate Universities/Colleges** other than for the purposes of enrolling students for the course of study,

and misuse of BCU or its associate Universities' materials shall be a breach of this agreement.

17. The Affiliate School shall handle 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 Universities, copies or in any way Pirates' materials provided for courses by BCU and its Associate Universities/Colleges 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 handle their own accreditation coverage, and that this agreement **DOES NOT** include accreditation of any kind **but a net working relationship only.**

21. Each student must pay a fee (to be decided by BCU each year) to cover the cost of the students' degree certificates.

22. Affiliate school may issue a certificate, diploma, or degree in conjunction with BCU and not with its Associate Universities/Colleges if the affiliate school is in good standing with BCU.

23. TERMINATION:

(a) BCU shall be entitled to end this contract of agreement without cause upon giving **30 days'** notice in writing to the Affiliate school.

(b) BCU shall also be entitled to end this agreement forthwith if any one of the following occurring:

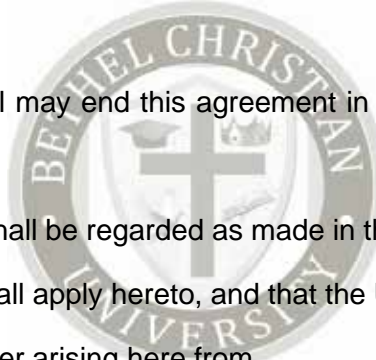
(i) Unethical practices

(ii) Deviations from the contract of agreement

- (iii) Any immoral, un-doctrinal 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 send promptly Affiliation renewal, Students' degree fees and grades/transcripts.
- (vii) And any other breach of this agreement by the Affiliate school.

(c) BCU may end this agreement upon notice if the affiliate school does not conduct the Bible School according to the above terms and conditions. Thereupon no further BCU credits and degrees will be given to students for courses taken under this agreement.

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



24. This **AGREEMENT** shall be regarded as made in the 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 here from.

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 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 the 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 College/School's Name: _____

Church Name: _____

Address: _____

Email Address: _____

President's Name: _____

Phone: _____ E-mail: _____

For: **Affiliate College/School:**

Sign: _____ Date: _____



For: Bethel Christian University:

President's Signature

Date

FOR OFFICE USE ONLY

Application Approved: Yes No

Application Denied:(Reason(s): _____

Non-Refundable Application fee enclosed. Yes No

BCU President's Signature

Date