

*The Bible Seminary*  
**Admissions Policy**

*Requirements and Procedures*

The Bible Seminary (TBS) offers training for laity and vocational ministry professionals through courses, events, seminars, and degree programs. While public events and seminars usually require simple registration or reservation, enrollment in degree and non-degree programs requires submission of an application.

- *Certificate of Theological Studies (CTS)* – Enrolling in TBS graduate courses at a non-degree certificate-level requires submission of a "Non-degree Application."
- *Dual Degree Completion, Master of Arts (MA) and Master of Divinity (MDiv)* – Enrolling in TBS graduate courses at a degree-level requires submission of a "Degree Application."

Prospective students may initiate the process in any of the following ways:

- Visit [TheBibleSeminary.edu](http://TheBibleSeminary.edu) under "Admission – Apply" or [TheBibleSeminary.edu/getstarted](http://TheBibleSeminary.edu/getstarted)
- Email [info@thebibleseminary.edu](mailto:info@thebibleseminary.edu)
- Call 281-646-1109. Normal office hours are typically Monday through Friday from 9:00 AM – 4:00 PM. If no one answers, please leave a message and someone will return your call.
- Visit 2655 South Mason Road, Katy, TX, 77450. Please call or email in advance to confirm an appointment.

The application process includes several steps, and applicants must provide the following information:

- A completed application accompanied by a recent photo and a copy of a valid form of identification, such as Driver's License, Passport, or other government issued ID.
- A \$50 non-refundable application fee.
- Official transcript(s) submitted directly from any previously attended colleges or universities to The Bible Seminary.
- Four references (including at least one pastoral reference).
- Authorization for a criminal background check. Other than as specifically requested by questions in the application, an external criminal background check is not completed or utilized as a part of the admissions process. However, depending on the ministry options selected by an admitted student, a background check may be required prior to beginning to serve in certain ministries.
- A personal interview, to be scheduled during the review process in person or by phone.

Admission to a degree program will be at the discretion of the TBS Admissions Committee, based on their review of the information provided. General minimum requirements include the following:

- Evidence of a clear calling of the applicant to a life of personal and professional ministry as a pastor, missionary, church planter, or other servant of the Lord and Savior Jesus Christ.
- Applicant agreement to and acceptance of the TBS Covenantal Documents.
- Graduate degree applicants should have completed an accredited baccalaureate degree with a minimum of 2.5 unweighted grade point average on a 4.0 scale.
- Dual Degree Completion applicants should generally have completed, or have a plan in process to complete, accredited courses applicable to a baccalaureate degree with a minimum of 2.5 unweighted grade point average on a 4.0 scale.
- For students whose primary language is not English, a TOEFL iBT score of at least 79, TOEFL CBT of 213, or TOEFL PBT of 550, or 7.0 IELTS.

The TBS Admissions Team is afforded discretion to grant exceptions to degree, grade point, and English language criteria, within the bounds of applicable accreditation standards.

*Admissions Procedure* – Initial contact with TBS inquiring into a degree program earns prospective students a status of “Inquiry.” Following the submission of a completed application and payment of the application fee, the TBS Admissions Team will open an application file for the student and move them from “Inquiry” to “Applicant” status. Generally, “Applicant” files are reviewed and students notified on a monthly cycle, as reviews are conducted and students notified within a maximum of 30 days. Regular notifications, usually by e-mail or phone, inform students about their application status, as well any notes, requests, or items pending receipt or review. Upon receipt and review of all application materials requested, the TBS Admissions Team makes a determination of “Accepted Applicant” or “Denied Applicant” and follows up with both a letter sent by postal mail and e-mail. Acceptances additionally include information about enrollment procedures, financial aid awards, and upcoming dates, deadlines, and events. Accepted applicants who subsequently enroll in at least one seminary course within one year of the date of acceptance will be moved to “Student (Graduate)” status. Accepted applicants who subsequently *fail* to enroll in at least one class within one year of the date of acceptance may be marked “Applicant Withdrawn.” Reconsiderations may be granted on a case-by-case basis.

*Competency Assessment* – The Admissions Committee, comprised of all full-time faculty members and administrators, seeks to ensure that students have the thinking, writing, and research skills to succeed at TBS. An earned bachelor’s degree from an accredited institution normally demonstrates acceptable mastery in these critical areas. The Admissions Committee further seeks evidence that a prospective student possesses a baseline of biblical knowledge. Undergraduate or graduate degrees in Bible or a related field of study normally satisfy this criterion. Students with undergraduate degrees in unrelated fields may be asked to complete an admissions exam if they are unable to establish through a portfolio that they satisfy this requirement.

#### *Residency Requirements*

- TBS does not offer residential housing as part of the on-campus experience.
- TBS does not require students who are U.S. citizens or legal residents to live on or within a certain distance of the main campus, any branch campus or teaching site, or any remote instructional location.
- Students may participate in courses exclusively live on-campus, live online (synchronously), recorded online (asynchronously), or a hybrid mixture.
- TBS is NOT currently a Student Exchange and Visitor Program (SEVP) approved school and cannot accept applicants in the U.S. under an F-1 Student Visa.
- International, English-speaking students may complete their degree with TBS via online synchronous and/or asynchronous attendance.

*Special Admissions Requirements* – Students whose GPA is below 2.5 may be admitted to TBS on academic probation for a specified period of time, until they demonstrate the ability to successfully complete graduate-level work. Students who are incarcerated or who have been incarcerated may have additional requirements.

*Credit for Prior Learning* – TBS does not grant credit for prior learning at the graduate level; however, students in the TBS Dual Degree Completion program may be awarded undergraduate credit by exam, on the basis of certificates, or by assessment of prior learning, in compliance with the Council for Adult and Experiential Learning (CAEL).

*Admissions Policies Exceptions* – Students seeking exceptions to TBS admissions policies must petition the Provost in writing. The Provost may grant exceptions to the stated admissions policies, assuming that the exceptions do not violate accreditation standards. The Provost or a designee monitors all students on probation and provides a written update to these students at the end of each academic year.

### *Probation*

- *Undergraduate students in graduate programs* – Dual-degree students will remain on academic probation until they complete all general education deficiencies or complete at least 12 TBS hours with a minimum GPA of 3.00.
- *New Students* – Students admitted on academic probation may be removed from probation following successful completion of a minimum of 12 credit hours and earning a minimum of a cumulative 2.50 grade point average.
- *Existing Students* – Current students may be placed on academic probation if the cumulative grade point average slips below 2.00 – the standard threshold for consideration for graduation with a graduate degree. Probationary status may require a student to take a reduced workload. Students on Probationary status for more than two consecutive terms will be dropped from seminary enrollment.
- *Readmission* - Any student dropped from enrollment due to academic probation for two consecutive terms or a student conduct violation may, after a period of one calendar year from the date of removal, seek readmission. In order to reapply for admission and reconsideration, the student must explain how he or she has addressed the deficiencies in their education or conduct that will enable them to succeed the second time. All students readmitted will be placed on academic probation. No student will be allowed to reapply if he or she has been dropped from seminary enrollment twice.

*Withdrawal Procedure* – Applicants and Accepted Applicants may withdraw their application at any time by contacting the Provost. There are no refunds of Application Fees. Enrolled Students may request withdrawal from the institution by contacting the Provost. All outstanding tuition and fees owed are still due in accordance with the policy below. Unpaid tuition and fees will result in a lock on student records and transcripts. Only upon payment in-full of all tuition and fees due will a former student's records and transcripts be released to the student and/or any other institutions. Refunds will generally be returned to the original Payee(s) on record. The following conditions define the amount of refunds of tuition and fees paid to the seminary by a student or on behalf of a student may be issued for students who withdraw from TBS classes in a normal course schedule.

- *Prior to the first day of the semester* – Full tuition and fees refund, less a 5% administrative fee.
- *Up to 10 calendar days after the first semester day* – 90% refund of tuition paid; no fee refunds.
- *After 10 calendar days after the first semester day, but not later than 30 calendar days after the first day of the semester* – 50% refund of tuition paid; no fee refunds.
- *After 30 calendar days after the first day of class* – No refund.

In cases where students withdraw who are taking a special or intensive class not concordant with the standard semester schedule, the policy below applies.

- *Prior to the first day of the class* – Full tuition and fees refund, less a 5% administrative fee.
- *Up to one calendar day after the first day of class* – 75% refund of tuition paid; no fee refunds.
- *Up to two calendar days after the first day of class* – 50% refund of tuition paid; no fee refunds.
- *Up to three calendar days after the first day of class* – 25% refund of tuition paid; no fee refunds.
- *On or after four calendar days after the first day of class* – No refund.

Hardship and other circumstances may necessitate special consideration of refunds, at the discretion of the Provost. In no case will scholarship funds credited to a student's account be repaid to a student upon withdrawal. These unused scholarship funds will be redirected back into the seminary scholarship fund for use by other students.