



Tacoma Bible College

Admissions Packet

106 South 28th Street – Tacoma, WA – 98402
253-396-0467

Mission Statement

The mission of Tacoma Bible College (TBC), as a service to the Body of Christ, is to provide a Biblical education that supplies the spiritual and educational resources to prepare and train individuals for their spiritual vocation and profession in life. It is assumed that those who desire to attend the college are in agreement with the aim and purpose of TBC and desire to apply themselves to the study and application for which this college exists. Students who attend are expected to maintain the high moral standards of the scriptures.

Educational Philosophy

At TBC, it is believed that the premise of truth, knowledge and wisdom is found in, and imparted through, the inspired Word of God. The Word of God communicates the reasons for the school's existence. It is used for the organizational structure of TBC, for the direction and content of its curriculum, and its motivation for service.

The Word also communicates that man is made in the image of God for the express purpose of knowing and glorifying Him. Man cannot know or honor God because he is a sinner separated from God by nature and choice. But God graciously gave His Son, Jesus Christ, to save a lost humanity. Those who respond to His saving grace receive the Holy Spirit who fills, blesses, and illuminates the believer to the Truth.

One cannot have true wisdom apart from knowing God. The inspired Word of God declares Him to be the Truth and depository of all wisdom and knowledge. He is our provision for life and conduct, and He is our Master Teacher. He has provided gifted and trained teachers to communicate His divine viewpoint and its relationship to the natural sciences and one's self-image. An individual's success in life is dependent upon a healthy respect for God, receipt of the revelation of His grace, and obedience to His Word.

The choice of curriculum, methods, and materials is based upon Biblical principles and their resultant purpose of doing the work of the church. These choices hold in view the relevance of subjects, the maturity and readiness of learners, and the kind and extent of expectation. Instructors teach and test to approximate the actual demands and decisions encountered in one's life and ministry.

TBC believes that a biblical education is incomplete without the practical experience of Christian service, ministry and living. Every student is required to participate in one of the TBC Partner Church mentor and Christian service ministries. Through this program students are able to put their academic studies into actual experience by serving Christ through serving others.

Admissions Process

Applicants should obtain an application packet from the TBC office, and then submit the following items to the office:

- A completed application form plus the **\$100.00** application fee to Tacoma Bible College.
- Official transcripts from any high school, post-secondary school, college, university, technical or similar school previously attended. These transcripts should be sent directly to TBC office. No student delivered copy will be acceptable. **Applicants must have earned a high school diploma, a General Education Diploma, or similar certificate in order to apply.** A copy should be sent to the TBC office. It is the responsibility of the applicant to secure assurances from previous schools that transcripts or diplomas have been forwarded to TBC.
- Three letters of recommendation (using TBC application package forms) sent directly to the TBC office; one of which must be from the applicant's local pastor.
- International students should provide a copy of their F-1 VISA, passport, I-94, and bank documentation.
- "Change of Status" and/or "out of status" students **\$200.00** processing fee with the application fee.

Acceptance Procedures

All items listed in the Admissions Process above must first be on file at the TBC office before the application can be processed for any semester or short-term sessions.

Admissions and interview privileges are not automatic. TBC reserves the right to reject any applicant for any reason it deems justifiable. Only after application processing may an interview with the Registrar be granted. All questions about application, admissions, enrollment, or credit accumulation should be directed to the Bible College office, 106 South 28th Street, Tacoma, WA 98402. **Please allow ten (10) working days for the office to respond to either written or verbal inquiries.**

Non-Discrimination Policy

TBC adheres to consistent screening policies pertinent to its mission and call. However, it does not discriminate on the basis of race, color, age, national or ethnic origin in the administration of its educational policies, admission policies, or college administered programs. Admitted students are privileged to enjoy all programs, activities and freedoms generally made available to the students at the college, subject to the continuity of academic, administrative, doctrinal, or behavioral guidelines as published by TBC.

Background Check

It is TBC's policy to do a criminal background check for security purposes. This information is held in strictest confidence by the admissions office.

"Good Faith" Agreement

Material in TBC publications does not constitute a legal contract between the student and the College. Rather, it is a set of the most recent and accurate guidelines available at the time of printing. TBC reserves the right to make changes in policy concerning graduation requirements, course offerings, instructors' assignments, fee schedules, tuition, and doctrinal or behavioral policy/protocol, or other matters at any time without

advance notice. TBC will endeavor to avoid unnecessary hardship changes may have on students.

Readmission Procedures

Students who are enrolled but not attending are required to withdraw, or be withdrawn, after two semester's absence. Alumni seeking re-admittance must complete an application form, a recommendation form from their pastor, and pay a regular application fee of **\$100.00**. A complete "short package" of registration materials must be received by the Bible College office by the close of the semester's registration period.

Transfer of Credits

Students transferring from another school or college to TBC will be permitted to transfer pertinent courses up to a maximum of 90 credits in the degree programs or up to within the last 30 classroom credits of any other program. It is the policy of the College that for graduation purposes, a minimum of 30 classroom credits shall be matriculated at TBC. Units of credit may be acceptable based upon the following criteria:

- Transferable courses must be of a 2.0 or "C" grade level, and be in kind with the courses offered at TBC. If there is any question, a copy of the transferring institution's course description publications (catalog or other) must be supplied.
- Courses transferred from a non-college or non-accredited source must meet the TBC Standards of Transferability obtained from the College Office. Church adult education classes may be acceptable to the extent that the churches provide documentary evidence of meeting standards of transferability.
- Life experience, external study, or field study units of credit may be obtained in compliance with the guidelines of the Council on Adult and Experiential Learning (CAEL).
- An official transcript must be sent directly from the transferring institution. Student copies may not be accepted under any circumstances, even with the official emblem and signatures. It is the responsibility of the student to have the official transcript sent to the college.
- Units of credit may be allowed for courses completed at military service schools.
- The final determination on acceptance of credits for a transferring student is based upon his/her maintenance of a (C) grade, or 2.0 grade point average, during the first semester of attendance at TBC.

REFERENCE FORM

TO BE COMPLETED BY APPLICANT

Print Name: _____ Date: _____

Street Address: _____

City, State, Zip: _____ Telephone: () _____

The above named person is applying for admission to Tacoma Bible College. Your cooperation in answering the following questions with the utmost frankness would be greatly appreciated. This information will be used in helping us decide whether or not the applicant will fit into our educational program. Please send the completed form directly to the Admissions Office. If you are related to the applicant, this evaluation should come from another responsible person. Thank you for your assistance.

Reference:

1. How long have you known the applicant? ____ In what capacity? _____

2. How well do you know the applicant? ____slightly ____casually ____well ____very well

3. Please indicate your observations in the following areas:

Church involvement: _____

Evidence of financial responsibility: _____

Ability to get along with others: _____

Personal character, including strengths and weaknesses: _____

Special abilities or needs: _____

4. Please answer the following questions:

*Do you believe the applicant is a committed Christian? _____ Why? _____

*In your judgment, does the applicant possess the fitness and aptitude for college? _____

*Is the applicant emotionally qualified for full-time Christian service? _____

In order to give a better profile of the applicant as a person, please rate the applicant in each of the following areas. Circle the number which, in your opinion, best represents where the applicant fits on the scale given for each category.

Personality	1	2	3	4	5	6	7	8	9	10	do not know
	Withdrawn									Outgoing	
Relationships	1	2	3	4	5	6	7	8	9	10	do not know
	Abrasive									Congenial	
Emotional Stability	1	2	3	4	5	6	7	8	9	10	do not know
	Unstable									Very Stable	
Initiative	1	2	3	4	5	6	7	8	9	10	do not know

	Never initiates									Completely Self-motivated	
Home Background	1	2	3	4	5	6	7	8	9	10	do not know
	Poor									Superior	
Dependability	1	2	3	4	5	6	7	8	9	10	do not know
	Irresponsible									Extremely dependable	
Judgment	1	2	3	4	5	6	7	8	9	10	do not know
	Poor									Very Discerning	
Appearance	1	2	3	4	5	6	7	8	9	10	do not know
	Careless									Well groomed	
Respect for authority	1	2	3	4	5	6	7	8	9	10	do not know
	Disrespectful									Respectful	
Dedication to God	1	2	3	4	5	6	7	8	9	10	do not know
	Weak and inconsistent									Extremely High	
Biblical Convictions	1	2	3	4	5	6	7	8	9	10	do not know
	Weak and inconsistent									Extremely High	

Knowing the applicant as you do, what recommendation would you make?

Strongly Recommend
 Recommend
 Recommend with Reservation
 Do not Recommend
 Prefer not to make a recommendation

Would you like for us to call you for further information concerning this applicant? yes no

Comments: _____

Name: _____ Position: _____

Address: _____

City, State, Zip: _____

Phone: (____) _____ Alt. Phone: (____) _____ GGBC

Alumnus: Yes No _____ Year

Signature: _____ Date: _____

I would like to receive information on the educational programs offered at TBC Tacoma. Yes

Please return the completed Form to:
Director of Admissions
Tacoma Bible College
106 South 28th Street
Tacoma, WA 98402
(253) 396-0467

Please include names and addresses of other students who may be interested in receiving information about TBC.

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Church involvement: _____

Evidence of financial responsibility: _____

Ability to get along with others: _____

Personal character, including strengths and weaknesses: _____

Special abilities or needs: _____

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	Poor									Superior	
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Knowing the applicant as you do, what recommendation would you make?

_____ Strongly Recommend _____ Recommend _____ Recommend with Reservation
 _____ Do not Recommend _____ Prefer not to make a recommendation

Would you like for us to call you for further information concerning this applicant? ____ yes ____ no

Comments: _____

Name: _____ Position: _____

Address: _____

City, State, Zip: _____

Phone: (____) _____ Alt. Phone: (____) _____ GGBC

Alumnus: _____ Yes _____ No _____ Year

Signature: _____ Date: _____

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Tacoma Bible College

106 South 28th Street, Tacoma, WA 98402

253-396-0467

International Student Advisor Report

Complete this form only if you are transferring from a U.S. high school, university or language school.

TO THE STUDENT:

Sign and date below in the space provided. Present this form to the International Student Advisor at the school you are presently attending or last attended.

I grant permission for the information requested below to be forwarded to Tacoma Bible College.

Print Name _____ Email: _____

Signature: _____ Date: _____

TO THE INTERNATIONAL STUDENT ADVISOR:

The above named student is applying for transfer to Tacoma Bible College. Please complete the information requested and send/ fax to the Registrar's Office.

Is the student in status? YES NO

Is the student currently attending your institution? YES NO

If not, when did he/she last attend? _____

SEVIS ID NUMBER: _____

If the student is not in status, please explain: _____

Please provide any other comments relevant to this student's future success:

Print Name: _____ Signature: _____

Title: _____ Institution: _____

Institution fax: _____

Phone: _____ Email: _____

Please fax to 253-396-0462

Tacoma Bible College

International Student Admission Application & Transfer from another US based college/university

Last name	
First name	
Middle name	
Date of birth	
Gender	
Country of birth	
Country of citizenship	
Foreign address:	
Street	
City	
Province/territory	
Postal code	
Country	
Students Current Address:	
Street	
City	
State	
Email address	
Cell phone	
Current F-1 Student Visa Number	
Current College or University	
Street	
City	
State	
Phone	
Primary major: Please circle which program you are planning to focus your studies on.	Christian Education Early Childhood Education Biblical Studies Missions English (ESL) Bachelors Arts - Religion Christian Studies: 38.0203
Length of study	2 – 4 years
Desired Start date	
English proficiency	Yes No
Estimated TBC fees and expenses:	
Tuition and fees	\$5200/year
Living expenses	\$6700/year
Other expenses	\$2000/year
Total	\$13,900/year