



REQUIREMENTS FOR APPLICATION FOR ADMISSION

UNCLASSIFIED STUDENT ADMISSION

Application Deadlines:

Fall Quarter: August 31
Winter Quarter: November 30
Spring Quarter: February 28
Summer Quarter: April 30 (or May 31)

APPLICATION REQUIREMENTS for Unclassified Student Admission:

The following items must be in the applicant's file before it can be forwarded to the Admissions Committee:

1. Completed *Application for Admission
Online form is available at this link: <https://faithseminary.edu/application-for-admissions-unclassified-status/>
2. \$40.00 Application Fee (non-refundable—can be submitted by credit/debit card over the phone)
3. Completed *Tuition Payment Worksheet
Online form is available at this link: <https://faithseminary.edu/tuition-payment-worksheet/>
4. Copy of Valid Government Issued Photo Identification with Signature (i.e., driver license, passport)
TIP: Take a photo of your ID with a cellphone and submitting the pic by email
5. Official Academic Transcripts sent directly to Faith Evangelical College & Seminary as follows:
 - ▶ If intending to take classes at the Undergraduate-level:
Official Transcript confirming High School completion or GED.
 - ▶ If intending to take classes at the Graduate-level:
Official Transcript confirming Bachelor's Degree.
 - ▶ If intending to take classes at the Doctoral-level:
Official Transcript confirming Master's Degree.
6. Acceptable TOEFL or IELTS Score if English is not your primary language (minimum 550 paper, 213 computer, 79 internet or IELTS 6.5).

The above items may be submitted individually or as a complete package to the following:

Admissions Office
Faith Evangelical College & Seminary
3504 North Pearl Street
Tacoma WA 98407-2607
EMAIL: admissions@FaithSeminary.edu
LOCAL TEL: 253.752.2020 (ext. 121)
TOLL FREE: 1.888.777.7675 (ext. 121)
FAX: 1.253.759.1790



FAITH EVANGELICAL COLLEGE & SEMINARY

APPLICATION FOR ADMISSION—UNCLASSIFIED STUDENT STATUS

****NOTE: If you wish to take classes for credit, submit official transcripts to confirm your level of education.**

I am applying to take classes for (check one):

☐ Audit ☐ Credit ☐ Continuing Education ☐ Transfer Credit

I wish to take courses at the following level:

☐ Bachelor ☐ Master ☐ Doctoral

GENERAL INFORMATION

(FILL-OUT ELECTRONICALLY OR PRINT LEGIBLY)

NAME _____
LAST/FAMILY FIRST MIDDLE (MAIDEN NAME IF APPLICABLE)

MAILING ADDRESS _____
STREET NUMBER OR PO BOX APARTMENT #

CITY STATE ZIP

PRIMARY PHONE (_____) _____ - _____
☐ Home ☐ Cell

ALTERNATE PHONE (_____) _____ - _____
☐ Home ☐ Cell ☐ Other

EMAIL _____ FAX _____

SOCIAL SECURITY _____ - _____ - _____
DATE OF BIRTH ____ / ____ / ____
MM DD YY

GENDER: ☐ Male ☐ Female

MARITAL STATUS _____

NAME OF CHURCH _____ NAME OF PASTOR _____

EDUCATIONAL BACKGROUND

HIGHEST EDUCATION ATTAINED (CHECK ONE):

☐ High School or GED ☐ Associates Degree ☐ Bachelor's Degree ☐ Master's Degree ☐ Doctoral Degree

NAME OF HIGH SCHOOL / COLLEGE / UNIVERSITY

DEGREE

Have you ever been subject to disciplinary actions in any of the schools attended? ☐ Yes ☐ No

ETHNIC INFORMATION

COUNTRY OF CITIZENSHIP _____ COUNTRY OF BIRTH _____ VISA TYPE (IF APPLICABLE) _____

IF ENGLISH IS NOT YOUR PRIMARY LANGUAGE, PROOF OF TOEFL IS REQUIRED:

DATE OF TOEFL _____ SCORE _____

DOCTRINAL STATEMENT, BIBLICAL CODE OF CONDUCT, ACADEMIC CODE OF HONOR, DRUG & ALCOHOL POLICY AND PAYMENT POLICY

Faith Evangelical College & Seminary publishes an Academic Catalog and Student Handbook which include the following documents: *Doctrinal Statement*, *Biblical Code of Conduct*, *Academic Code of Honor*, *Drug & Alcohol Policy* and *Payment Policy*. The documents are herewith distributed on the following pages and can also be accessed electronically at the following link: FaithSeminary.edu/pdfFiles/AP.Statements&Policies.pdf.

By signing below I verify that I have received, read, and understand the aforementioned documents & policies contained therein and, that if I am admitted as a student, I declare the following:

- I am in agreement with the *Doctrinal Statement* and will uphold it,
- I will abide by the *Biblical Code of Conduct*,
- I will abide by the *Academic Code of Honor*,
- I will abide by the *Drug & Alcohol Policy*,
- I will abide by the *Payment Policy*.

Furthermore, I confirm that I have access to the *Academic Catalog* (FaithSeminary.edu/student-life/catalog) and the *Student Handbook* (FaithSeminary.edu/pdfFiles/StudentHdbk.pdf) wherein I can find additional information regarding my rights and responsibilities as a student (including but not limited to FERPA and financial policies).

Signature (required) _____ Date _____

IF YOU HAVE QUESTIONS
PLEASE CONTACT THE ADMISSIONS OFFICE:

TOLL FREE 1.888.777.7675 (EXT. 121)

LOCAL 253.752.2020 (EXT. 121)

EMAIL admissions@faithseminary.edu

PLEASE RETURN THIS APPLICATION FORM:

FAITH EVANGELICAL COLLEGE & SEMINARY: ADMISSIONS OFFICE

EMAIL: admissions@faithseminary.edu

FAX: 253.759.1790

POSTAL: 3504 NORTH PEARL STREET
TACOMA WA 98407-2607

DOCTRINAL STATEMENT, BIBLICAL CODE OF CONDUCT, PAYMENT POLICY, ACADEMIC CODE OF HONOR, DRUG & ALCOHOL, POLICY, AND THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Faith Evangelical College & Seminary publishes an Academic Catalog and Student Handbook which include the following documents: *Doctrinal Statement, Biblical Code of Conduct, Payment Policy, Academic Code of Honor, Drug & Alcohol Policy* and *FERPA*. These documents are consolidated in these pages and can always be found on the website (www.faithseminary.edu).

DOCTRINAL STATEMENT

1. THE SCRIPTURES:

We believe in the plenary and verbal inspiration and authority of all the sixty-six books of the Old and New Testaments as the divinely inspired Word of God and submit to them as the only infallible authority in all matters of faith and practice, the original documents of which are inerrant as to fact and infallible as to truth.

2. THE TRINITY:

We believe in one unique, divine essence which is called and is truly God, eternally existing in three persons, Father, Son, and Holy Spirit, identical in nature, equal in power and glory, and having precisely the same divine attributes and perfection. We believe in one creator and preserver of all things visible and invisible.

3. GOD THE FATHER:

We believe that God the Father is the first person of the Holy Trinity. He creates and preserves all things as an act of grace and pure divine goodness.

4. THE LORD JESUS CHRIST:

We believe that the Lord Jesus Christ, the eternal Son of God and second person of the Trinity, became truly and fully man, without ceasing to be God, having been conceived of the Holy Spirit and born of the Virgin Mary, in order that He might reveal God and redeem sinful humanity.

We believe that the Lord Jesus Christ accomplished our redemption through His true death on the cross as a propitiatory and substitutionary sacrifice, and that our redemption is made available to us by His bodily resurrection from the dead.

We believe that the Lord Jesus Christ is now in heaven, exalted at the right hand of God the Father where He fulfills the ministry of intercession for all believers.

We believe in the bodily return of the Lord Jesus Christ to judge the living and the dead.

5. THE HOLY SPIRIT:

We believe that the Holy Spirit is the third person of the blessed Trinity who dwells in all believers, calls humanity through the Gospel, enlightens with His gifts, and sanctifies the whole church on earth, and preserves it in union with Jesus Christ in the one true faith. We believe the manifestation of any particular gift is not required as evidence of salvation.

6. CREATION AND THE FALL:

We believe that God created *ex-nihilo* and formed the universe in six days as described in Genesis chapter one. We believe that humanity was created in the image and likeness of God, but through Adam's sin became alienated from God, acquired a sin nature, and came under the Law and the penalty of death. We believe that in addition to humankind, God created intelligent spirits endowed with free will known as angels. Some of those angels rebelled against God and form an active opposition to God's purposes. The chief of these adversaries of God and the human race is called, variously, Satan, Lucifer, and the Devil.

7. SALVATION:

We believe that salvation is the gift of God offered to man by Grace and received not by works but by personal faith in the Lord Jesus Christ, and that this faith is manifested in works pleasing to God.

8. THE SACRAMENTS:

We believe that the Lord has given the church two Sacraments to be observed: Water Baptism and the Lord's Supper.

9. ETERNITY:

We believe that the condition and retribution of the lost and the salvation and blessedness of the saved are conscious and everlasting. Hell is the place of eternal separation from God for the lost and heaven is the place of eternal union with God for the saved.

BIBLICAL CODE OF CONDUCT

Faith Evangelical College & Seminary is a community of Christian believers who confess and follow Jesus Christ as Lord and Savior. The community is expected to uphold the Word of God and apply biblical standards of morality and integrity in life. Students are expected, therefore, to conduct themselves in a manner in keeping with Christian decorum and testimony. This involves embracing attitudes and actions the Bible identifies as virtuous and avoiding attitudes and actions the Bible identifies as sinful. Students are required to abide by all published policies, codes, and regulations prescribed by the institution. Students also must abide by applicable local, state, and federal laws. The institution reserves the right to require disciplinary action of students whose behavior is in conflict with the *Biblical Code of Conduct*.

According to the Word of God, followers of Christ are expected to

- manifest the fruit of the Spirit such as "love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control" and "put on compassion, kindness, humility, meekness, longsuffering, bearing with one another and forgiving one another" (Gal. 5:22-23; Col. 3:12-14).
- seek righteousness, mercy, and justice, and love what is good and detest what is evil (Prov. 21:3:31-8-9; Amos 5:15; Micah 6:8; Matt. 23:23; Rom. 12:9, 16:19; Gal. 6:10).
- uphold the God-given worth of human beings, from conception to death, as the unique image-bearers of God, and uphold chastity and the sanctity of marriage, defined biblically as the covenant union between a man and a woman (Gen. 1:27, 2:24; Ps. 139:13-16; 1 Cor. 6:18; Heb. 13:4).
- live in Christian liberty and practice wise stewardship of mind, body, time, abilities, money, and possessions (Gal. 5:13-14; 1 Pet. 2:16-17).
- be accountable to a local church or pastor, and live a peaceful, prayerful, and Godly life (1 Thess. 4:11, 5:17-18; Heb. 10:25; 1 Tim 2:2; Titus 2:7-8; James 5:16).
- be humble people of integrity whose word is trustworthy, who witness for the Gospel, practice good works, and resolve inter-personal or corporate conflicts, grievances, or disputes in a biblical manner only (Ps. 15:4; Matt. 5:24, 5:33-37, 18:15-17; Acts 1:8; 1 Cor. 6:1-8; Gal. 6:10; Eph. 2:10, 4:31-32; Heb. 10:24; 1 Pet. 2:11, 3:15; Psalm 15:4; Matt. 5:33-37).

According to the Word of God, followers of Christ are expected to abstain from

- blasphemy, lying, stealing, dishonesty, slander, gossip, greed, vulgarity, murder, hypocrisy, covetousness, self-righteousness, arrogance, immodesty, and illegal activities (Prov. 16:18; Exod. 20:7; Matt. 16:6, 23:13-36; Acts 15:5-11; Rom. 13: 1-2, 13:9; 1 Cor. 6:10; Gal. 3:26-29; Col. 3:8-9; 1 Tim. 2:8-10; Heb. 13:5-6; James 2:1-13).
- sinful attitudes and behaviors such as "sexual immorality, impurity and debauchery, idolatry, witchcraft, hatred, discord, jealousy, fits of rage, selfish ambition, dissensions, factions, envy, drunkenness, orgies, and the like" (Gal. 5:19-21).
- adultery, lust, fornication, homosexual behavior, and all other sexual relations outside the bounds of God-sanctioned marriage (Lev. 18: 22, 20: 10-17; Matt. 5:27-28; Rom. 1:21-27; 1 Cor. 6:9-10; Eph. 5:3-5; Col. 3:5; 1 Tim. 1:10).

PAYMENT POLICY

Enrolling in classes is a financial commitment and a student becomes liable for his/her tuition and fees upon registration. Payment in full is due no later than the first day of each quarter. A deferred payment plan is available with pre-approval from the business office (a fee applies). Students who fail to comply with the payment policy or who default from the payment plan may have their registration cancelled and are subject to the refund policy. If no payment is received or payment arrangements made within 21 days of the quarter start date, the student will automatically be removed from classes, but will still owe the full amount of tuition and fees. Late payments are subject to a late payment fee per occurrence.

NOTE

Before enrolling for any course or beginning any program at Faith Evangelical College & Seminary, students intending to fulfill academic prerequisites for admission elsewhere, seeking Christian ordination, licensure, or certification, or vocational opportunities (religious or secular) should be knowledgeable of the specific requirements of their educational, ecclesiastical, military, or vocational institution to determine the applicability of their studies to meet those goals.

ACADEMIC CODE OF HONOR

Christian character and academic honesty are foundational to the mission of Faith Evangelical College & Seminary. Students are expected to demonstrate integrity and honor—regardless of their mode of instruction—and recognize the importance of being accountable for personal academic behavior. Students have the responsibility to be knowledgeable of and abide by the Academic Code of Honor and encourage honesty and integrity among fellow students. Students are required to conduct themselves in a Christ-like manner, both behaviorally and ethically, during the entire process of their education or be subject to disciplinary action. A non-exhaustive list of behavioral and ethical standards is offered below.

Behavioral Standards

1. Students will attend all class sessions, arrive on time, and remain until dismissed.
2. Students will be respectful, courteous, and civil when communicating verbally or in writing with their instructor, fellow students, other faculty members, or administrative staff.
3. Students will be prepared for class and maintain an appropriate academic climate by refraining from all actions that disrupt the learning environment.
4. Students will do assigned coursework in a consistent, timely manner throughout the quarter.
5. Students will pay tuition, fees, and other charges according to financial policies.

Ethical Standards

1. Students will submit their own course work.
2. Students will not cheat by utilizing unauthorized communication of information or give illicit aid to other students on examinations, papers, or projects.
3. Students will not plagiarize by representing someone else's words or ideas from books, articles, electronic sources (Internet), Bible software, etc., as one's own without proper citation.
4. Students will not falsify, distort, or invent any information, data, or citation.
5. Students will not submit the same work to more than one class or submit any work that has been used to fulfill the requirements of another course previously taken at another school.

DRUG AND ALCOHOL POLICY

The possession, sale, and/or use of any drug identified as a controlled substance or as illicit as defined under United States Federal law is prohibited on the campus of the institution or at any off-campus function sponsored by the institution. Alcohol is prohibited on the campus with the exception of wine used for an approved worship service incorporating Holy Communion—but only with prior permission from the President, Executive Dean, or Dean of Students. The use of drugs and alcohol bring with it many dangers to an individual's mental and physical health. Please see the health risk information from the U.S. Drug Enforcement Agency www.justice.gov/dea/druginfo/factsheets.shtml and the Center for Disease Control www.cdc.gov/alcohol/fact-sheets/alcohol-use.htm. The institution administers the following Drug and Alcohol Policy in compliance with the Drug Free Schools and Communities Act Amendment of 1989 (Public Law 101-226):

1. Unlawful possession, use, or distribution of illicit drugs or alcohol by students on its property or as part of any of its activities is specifically prohibited and is a violation of local, State, and Federal laws. The institution will observe all local, State, and Federal laws relating to drug and alcohol abuse, including referral to local authorities for arrest or prosecution. The courts will determine penalties for violations of these laws.
2. Any student convicted, including a guilty plea or plea of *nolo contendere*, by a court of law of being under the influence of illicit drugs or of illicit possession or distribution of drugs, on- or off-campus, is sufficient cause for a minimum one-year suspension. Professional counseling during the suspension period may be required as a condition for future enrollment. A subsequent offense of the same nature during the suspension period is sufficient cause for termination of enrollment after due process.
3. Any student convicted, including a guilty plea or plea of *nolo contendere*, by a court of law of being under the influence of alcohol or of illicit possession or distribution of alcohol on- or off-campus, is sufficient cause for a minimum one-year suspension. Professional counseling during the suspension period may be required as a condition for future enrollment. A subsequent offense of the same nature during the suspension period is sufficient cause for termination of enrollment after due process.
4. Any student arrested for unlawful use, possession, or distribution of illicit drugs or alcohol, on- or off-campus, may be placed on probation until resolution of any court proceeding. Upon conviction, including a guilty plea or plea of *nolo contendere*, Faith Evangelical College & Seminary will observe the above-referenced provisions.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of personally identifiable information contained in a student's educational record. FERPA applies to all schools that receive funds under various programs from the US Department of Education. The Act affords students certain rights with respect to their education records such as the following:

1. The right to inspect and review the student's education records within 45 days of the day FECS receives a request for access. Students should submit to the registrar or other appropriate official, a written request that identifies the record(s) they wish to inspect. The appropriate FECS official will make arrangements for access and notify the student of the time and place where records may be inspected.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask FECS to amend the record that they believe is inaccurate or misleading. They should write the FECS official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If FECS decides not to amend the record as requested by the student, FECS will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment.

Generally, schools must have written permission from the student in order to release any information from a student's education record. However, FERPA allows schools to disclose educational records without consent under special circumstances.

The US Department of Education's summary of the FERPA regulations lists the following conditions under which student records can be disclosed without consent:

1. School officials with legitimate educational interest;
2. Other schools to which a student is transferring;
3. Specified officials for audit or evaluation purposes;
4. Appropriate parties in connection with financial aid to a student;
5. Organizations conducting certain studies for or on behalf of the school;
6. Accrediting organizations;
7. To comply with a judicial order or lawfully issued subpoena;
8. Appropriate officials in cases of health and safety emergencies;
9. State and local authorities within a juvenile justice system, pursuant to state law;
10. Directory information (see paragraph below).

FERPA permits the following to be designated as directory information: the student's name, address, and telephone listing; email address; photograph; date and place of birth; major field of study; dates of attendance; grade level; enrollment status (e.g. undergraduate or graduate, full- or part-time); and the most recent educational institution attended.

The following are never designated as directory information: student social security numbers, citizenship, gender, religious preference, grades, and GPA.

Note: Under FERPA students are also given the opportunity to file a request via email or signed letter annually to prevent disclosure of directory information ("opting out"). If a student opts out, FECS will not release any information on a student. For Additional Information contact the Office of the Registrar at 253.752.2020 ext. 132 or registrar@faithseminary.edu.

For additional FERPA information go to www.ed.gov.

TUITION PAYMENT WORKSHEET

FAITH EVANGELICAL COLLEGE & SEMINARY

GENERAL INFORMATION

(FILL-OUT ELECTRONICALLY OR PRINT LEGIBLY)

Name _____ Date _____

Email _____

Phone _____ ☐ Home ☐ Cell

I am: ☐ applying to become a student ☐ a returning/continuing student ☐ requesting to change my program

PROGRAM INFORMATION

What program are you applying to enter? ☐ BA ☐ GCL ☐ MA ☐ MDiv ☐ Doctoral ☐ Unclassified

What term are you planning to start classes? ☐ Fall ☐ Winter ☐ Spring ☐ Summer Year _____

RESOURCES INFORMATION

The following resources are available for me to finance my education:

- 1) Personal Funds ☐ Yes ☐ No If yes, how much of your program? ☐ All ☐ Some
- 2) Educational benefits from employer or tribe ☐ Yes ☐ No If yes, complete the SPONSORSHIP section below.
- 3) Educational benefits from church or sponsor ☐ Yes ☐ No If yes, complete the SPONSORSHIP section below.
- 4) Scholarships or awards (i.e. AmeriCorps) ☐ Yes ☐ No If yes, complete SCHOLARSHIPS/AWARDS section below.
- 5) Veteran/Military education benefits ☐ Yes ☐ No If yes, fill out the VETERANS BENEFITS section below and submit your DD214 and "Letter of Eligibility" from the VA.

SPECIAL RATES

- ☐ Yes ☐ No I may be eligible for the 253 Grant Program.
To request consideration for the 253 Grant Program, submit the "253 Grant Program Request Form."
- ☐ Yes ☐ No My spouse is also a student of Faith Seminary, so I may be eligible for the Spousal Tuition rate.
If yes, name of spouse _____
This rate applies only when a husband and wife are simultaneously enrolled full-time in programs at the same degree-level, and one is paying the regular rate (not applicable to doctoral programs).
- ☐ Yes ☐ No I wish to request the International Missionary/YWAM rate.
*This rate applies only to full-time international/YWAM missionaries (BA & MA programs only).
To request this rate, submit the "International Missionary/YWAM Rate Request form."*

VETERANS BENEFITS

What benefits are you eligible for or intend to use?

- ☐ Montgomery G.I. Bill—Active Duty (Ch 30)
- ☐ Vocational Rehabilitation (Ch 31)
- ☐ Post-9/11 GI Bill (Ch 33)
- ☐ Dependents Educational Assistance (Ch 35)
- ☐ Tuition Assistance (T.A.)—Army
- ☐ Tuition Assistance (T.A.)—Air Force
- ☐ Tuition Assistance (T.A.)—Navy/Coast Guard
- ☐ I am eligible for benefits but have not yet applied

SPONSORSHIP

Name of Sponsor(s): _____

If your sponsor has instructions or requires specific information from the school, please provide documentation with this worksheet or drop it by the Business Office as soon as possible.

SCHOLARSHIPS OR AWARDS

Name of Scholarship or Award: _____

If your scholarship/award has instructions or requires specific information from the school, please provide documentation with this worksheet or drop it by the Business Office as soon as possible.