

CONTRACTUAL AGREEMENT

In signing this contractual agreement you agree to manage your affiliate origination according to the operating standards and administrative procedures as set forth by Kingsway International College Network.

- All certificates/degrees are issued from Kingsway University & Theological Seminary, as well as transcripts and all other student records, **not the affiliate school.**
- KICN is responsible for managing the tuition, fees and the transfer of information between the affiliate school and Kingsway University & Theological Seminary.
- KICN will send the affiliate school their portion of tuition and registration.
- KICN will maintain the academic integrity within and among its affiliates.
- The affiliate is responsible for delivering the educational services to the student and maintains the primary relationship with the student.
- You may name your Affiliate Bible College any name you choose, but you must note “Affiliated with Kingsway International College Network.” In all promotional materials, on web-sites and in all advertising when the affiliate college is mentioned then the affiliation phrase will be used immediately following the college name.

DESCRIPTION OF A FOUR YEAR BIBLE COLLEGE PROGRAM

Kingsway International College Network agrees:

1. To provide all **original** master copies of records and clerical necessary to operate a four year Bible College.
2. To provide required training sessions for pastors and key staff members. This training session must be scheduled prior to the opening of your Bible College.
3. To make available updated materials for promotion of your affiliate college and the recruiting of students.
4. To make available curriculum and other materials necessary for a quality Christian education program.
5. To conduct on-site visits to provide assistance, expertise and competent guidance yearly.
6. To provide an official public ceremony, upon request, installing the President of your affiliate college during the training session.
7. To provide a Teaching certificate (to those who qualify) for your instructors if needed.
8. To provide the Pastor with a beautiful Founder and President Certificate.
9. To permit each affiliate to use **only** KICN supplied curriculum.
10. To furnish answer keys for core (required) courses for the four year program.

MATERIALS AND SERVICES

1. A standard market charge will be made for curriculum, extra forms and supplies ordered by an affiliate college.
2. All textbooks and syllabi **must** be purchased from KICN.

3. All books must be paid for before they can be shipped. Any overdue accounts will be charged an additional 10% late fee.
4. All of the travel expenses for the KICN trainer are the responsibility of the affiliate school.

GOVERNING STRUCTURE

Your affiliate Bible College may be legally structured:

1. As a department of your church, governed by your board; however an Education Commission for higher learning may be established to oversee the college with guidelines in writing.
2. As a separate entity from your church, incorporated with a board of directors, constitution and by-laws to govern its existence. We suggest a board of not less than three or more than seven.
3. As an integral auxiliary of your church – incorporated separately, but with clear wording that it is an **integral auxiliary** and two or three of the church board members must also serve on the College Board. Your constitution and by-laws must define the guidelines for governing your affiliate college.
4. The pastor of the church should always serve as the President of the college; however, we highly recommend a college director or dean be chosen to oversee day to day details of the college.

RESPONSIBILITIES OF AN AFFILIATE BIBLE COLLEGE

1. Each Affiliate College must independently sign a Bible College Contract.
2. KICN contracts may not be transferred to another church or college.
3. Only KICN curriculum, materials and procedures shall be used.
4. KICN/KU&TS curriculum **cannot** be reproduced in any way without written permission.
5. This contract is for a **two year period** and renewable annually thereafter.

6. This Affiliate Bible College agrees not to affiliate with any other consultant or curriculum provider or accrediting association for a period of two years from this date.

FINANCIAL OBLIGATIONS

1. The beginning cost of becoming an Affiliate Bible College is **\$1500.00**.
2. The yearly renewal fee will be **\$300.00**.
3. KICN and KU&TS are not liable for any financial obligations incurred by any Local Affiliate College.
4. All fees are subject to change each calendar year.
5. KICN is not liable for any insurance coverage, accidents, injuries or any other situation that the Local Affiliate College may incur.
6. KICN reserves the right to revoke this agreement due to unethical practices or deviations from this contract whether it be moral, doctrinal or illegal. In such cases there will be no refunds. Notification of a revoked contract will be sent in writing 30 days before it takes effect.

CANCELLATION DETAILS

Once your Affiliate College has been accepted by Kingsway International College Network you will function under the auspices of this contract until:

1. Your Affiliate College notifies KICN in writing, after the first two year's, of your intent to withdraw, (30 day notice is required).
2. Your Affiliate College fails to renew the annual contract with the annual fee paid.
3. KICN revokes this contract for any reason given above.

Sample of Revised Paragraph for Articles of Incorporation

The purpose of this Corporation is to unite Christians as a local Church for the propagation and dissemination of the Gospel of Jesus Christ, through the preaching, teaching, and living of the full gospel message as outlined in the Articles of Faith of (your church name).

To accomplish such a purpose the Corporation shall conduct regular worship services and, among other means, establish Christian schools and colleges, home and foreign mission outreaches, and ultimately be engaged in all types of religious and charitable activities including evangelism through electronic broadcasting, A.M. and F.M. radio, telecasting, cable and satellite television, and any other related projects for the carrying out of these ministries.

Kingsway International College Network
9120 S.W. 9th. St., Norwalk, Iowa 50211
Phone: 515-288-2852; FAX: 515-288-5535
www.kingsway.edu; email: kcc@qwestoffice.net

APPLICATION FOR A FOUR YEAR CHRISTIAN ACCREDITED BIBLE COLLEGE

Name of Church: _____

Church Mailing Address: _____

Name of Bible College: _____

College Street Address: _____

Shipping Address: _____

Senior Pastor: _____ Highest Degree Earned: _____

Church Administrator: _____ Highest Degree Earned: _____

College Director: _____ Highest Degree Earned: _____

College Secretary: _____ Home Phone: _____

Church Phone: _____ Director Phone: _____

Note: Above herein after referred to as a Bible College.

1. How long has your church been in operation? _____

Average Adult Attendance: _____

2. Will this be a "NEW" College? Yes _____ No _____

Our Institute/School has been in existence: _____

3. We will attach a copy of our fire and liability insurance policy(s): Yes _____

4. We will attach a copy of our "Articles of Faith." Yes _____

5. We are recognized by the Internal Revenue as a non-profit religious organization/church and will attach a copy of document stating such. Yes _____
If any questions, call Dr. Thornley

6. The purpose paragraph of our Articles of Incorporation state we can establish Christian schools and/or colleges. Yes _____ No _____ If answer is Yes, attach a copy of that page.
If answer is "No," Kingsway University will provide a copy of a single amendment to add this purpose to your Articles within the next three months. Step two: Record revised articles with your state. Step three: Send a recorded copy to K.I.C.N. office.

7. This Bible College Agreement was verbally discussed with: _____

I have read this Bible College Contract/Application and I thereby acknowledge my agreement .

President of Kingsway International
College Network

Pastor/President of Affiliate Bible
College

Vice President Kingsway International
College Network

Date

Revised: 10/9/07