**Zion Apostolic International Student Handbook**

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**WELCOME MESSAGE**

Welcome to **Zion Apostolic International Bible College, Inc.!**

It is with great joy that we welcome you to a journey of **spiritual and academic growth**. At Zion Apostolic International Bible College, Inc., we are committed to providing a **Christ-centered education** that equips students with the **knowledge, wisdom, and practical skills** needed to fulfill their calling in ministry. Whether you are preparing for **pastoral leadership, deepening your theological understanding, or strengthening your faith**, this institution stands ready to support you every step of the way.

Our **dedicated faculty and staff** are passionate about fostering an environment that encourages both **academic excellence and spiritual development**. You are not just a student here—you are part of a **thriving Christian community** dedicated to learning, worship, and service. Through **interactive courses, mentorship, and biblical studies**, we strive to help you grow in your faith and develop the skills necessary to **make a meaningful impact** in the world.

We encourage you to **fully engage in your studies, participate in discussions, and build lasting connections** with fellow students and instructors. This **handbook serves as your guide** throughout your academic journey, outlining **essential policies, expectations, and resources** available to you. Please take the time to review it carefully and use it as a **reference whenever needed**.

We are excited to walk alongside you on this journey of **faith and knowledge**. May your time here be filled with **inspiration, revelation, and transformation**.

**Welcome to Zion Apostolic International Bible College, Inc. – where faith and education come together to empower the next generation of Christian leaders!**

Sincerely,
**Apostle Dr Natalie Vassell**
**President, Zion Apostolic International Bible College, Inc.**

**MISSION STATEMENT**

At **Zion Apostolic International Bible College, Inc.**, our mission is to provide a **Christ-centered, biblically sound education** that develops **strong Christian leaders** who are well-equipped for ministry. We seek to foster **spiritual growth, theological depth, and practical ministry skills** in our students, preparing them to **serve in their communities and beyond**.

Our mission extends beyond just academic learning; it is a **divine calling** to equip believers with **wisdom, integrity, and the power of the Holy Spirit**. We are dedicated to training **pastors, teachers, evangelists, missionaries, and church leaders** who will stand firm in their faith, rightly dividing the Word of Truth and proclaiming the Gospel with **clarity and conviction**. Our curriculum is rooted in **biblical doctrine**, ensuring that every student receives a **solid theological foundation** that strengthens their walk with Christ and prepares them to **lead with wisdom and humility**.

We believe that a well-equipped leader is one who **not only understands the Word of God but lives it out daily**. Through **rigorous biblical studies, hands-on ministry training, and a strong spiritual community**, we strive to empower students to become **faithful servants of the Lord**, ready to impact lives and bring transformation to their churches, communities, and the world.

**VISION AND CORE VALUES**

At **Zion Apostolic International Bible College, Inc.**, our vision is to be a **leading biblical institution** that equips students with a **solid theological foundation, deep spiritual insight, and practical ministry training**. We strive to cultivate **servant leaders** who are prepared to **share the Gospel, disciple others, and minister effectively in their communities and beyond**. Our goal is to train and develop individuals who are passionate about advancing the Kingdom of God and walking in the calling that the Lord has placed on their lives.

Our college is built upon a **strong commitment to biblical truth, academic excellence, and spiritual formation**. We believe that true ministry effectiveness comes from a heart that is **rooted in God's Word and led by the Holy Spirit**. Our programs are designed to **transform lives**, not just through knowledge but through a **personal encounter with God’s power**. We envision a community where students grow in **faith, wisdom, and leadership**, learning how to apply biblical principles to real-world situations and become **agents of change** in the Church and society.

**Our Core Values**

Our institution is guided by a **set of biblical principles** that shape our approach to education, leadership, and service:

1. **Biblical Authority** – We uphold the **Word of God** as the **final authority** in faith, conduct, and teaching. Every course, discussion, and decision is centered around the **truth of Scripture**.
2. **Spiritual Growth** – We are committed to fostering a **deeper relationship with Christ**, encouraging students to cultivate a life of **prayer, worship, and devotion**.
3. **Academic Excellence** – We promote **rigorous study, critical thinking, and theological soundness**, ensuring students are **well-prepared for ministry** and leadership roles.
4. **Integrity and Character** – We emphasize **moral and ethical living**, training students to be **trustworthy, humble, and accountable leaders** in their churches and communities.
5. **Servant Leadership** – Following Christ’s example, we train students to **lead with humility, love, and a heart for service**, putting the needs of others before their own.
6. **Community and Fellowship** – We foster a **supportive and nurturing environment**, encouraging students to **build strong Christian relationships** that will support them throughout their ministry journey.
7. **Evangelism and Outreach** – We equip students with the **tools and passion** to spread the **Gospel locally and globally**, fulfilling the Great Commission.

Through these values, **Zion Apostolic International Bible College, Inc.** seeks to raise up **anointed, equipped, and biblically sound leaders** who will **impact the world for Christ.**

**PROGRAMS OFFERED**

At **Zion Apostolic International Bible College, Inc.**, we are committed to providing a **comprehensive and faith-centered theological education** that prepares students for **effective ministry, leadership, and Christian service**. Our programs are designed to **help students discover, refine, and fully embrace their calling** through structured biblical study, practical training, and spiritual development. Whether you are pursuing a **certificate, diploma, or associate degree**, our courses will equip you with the **knowledge and tools necessary** to grow in faith and effectively serve in ministry.

**Certificate Programs (8 Weeks)**

Our **certificate programs** provide **short-term, intensive training** in key areas of Christian ministry. These courses are designed for those seeking **focused biblical instruction** to **enhance their spiritual journey and ministry effectiveness**. Some of the areas covered include:

* **Christian Leadership** – Training for pastors, ministers, and church leaders.
* **Biblical Studies** – Deepening understanding of Scripture.
* **Evangelism & Outreach** – Preparing students to spread the Gospel effectively.
* **Pastoral Training** – Equipping those called to shepherd and guide others.
* **Spiritual Warfare & Deliverance** – Understanding spiritual battles and how to overcome them biblically.

**Diploma Programs (6 Months – 1 Year)**

Our **diploma programs** are designed for those who desire a **more in-depth study of theology, biblical principles, and ministry training**. These programs provide **structured coursework** that allows students to **gain practical ministry experience** while building a strong theological foundation. Topics covered may include:

* **Advanced Theological Studies** – A deeper dive into biblical doctrine.
* **Ministerial Preparation** – Training for those entering full-time ministry.
* **Pastoral Leadership Development** – Equipping leaders with essential pastoral skills.

**Associate Degree Programs (1 – 1.5 Years)**

Our **associate degree programs** provide **comprehensive theological training** for individuals pursuing **higher levels of biblical education** and ministry preparation. These programs focus on **academic study, leadership training, and practical application** to ensure students are well-prepared for **various roles in the Church and ministry**. Available degree tracks include:

* **Associate of Biblical Studies** – A deep study of the Word of God.
* **Associate of Theology** – Understanding Christian doctrine and its application.
* **Associate of Ministry Leadership** – Preparing students for church administration and leadership roles.

All of our programs are **grounded in Scripture** and **designed to empower students** to **discover, grow, and excel in their calling**. Whether you are just starting your journey or looking to enhance your current ministry, **Zion Apostolic International Bible College, Inc.** is here to equip you for **greater service in the Kingdom of God**.

**ADMISSIONS POLICY**

At **Zion Apostolic International Bible College, Inc.**, we are dedicated to **providing access to quality theological education** for those who are **committed to biblical studies and ministry development**. Our admissions process is designed to **identify students who demonstrate a passion for Christian leadership, a heart for ministry, and a commitment to personal and academic growth**.

We welcome individuals from **diverse backgrounds** who desire to deepen their understanding of **Scripture, theological principles, and ministry application**. Our goal is to ensure that each student is **spiritually, academically, and personally prepared** to undertake their studies and fulfill their God-given calling.

**Admission Requirements**

To be considered for admission, applicants must submit:

* A **completed application form** with all required details.
* A **high school diploma or equivalent** (for diploma and associate degree programs).
* **Two letters of recommendation** – one from a **pastor** or ministry leader and one from a **personal reference** who can attest to the applicant’s character.
* A **personal statement** outlining their faith journey, ministry goals, and reasons for pursuing theological education.
* A **recent passport-sized photograph** (if required for student identification purposes).

**Application Review and Acceptance**

Once an application is submitted, our **admissions committee carefully reviews** each candidate's qualifications, ensuring they meet the **spiritual and academic criteria** for enrollment. Students will be **notified of their admission status** via email or written correspondence.

Successful applicants will receive:

* An **official acceptance letter**.
* Information on **course registration, tuition payment, and student orientation**.

**Transfer and Advanced Standing**

Students who have completed prior theological studies at a recognized institution may be eligible for **transfer credits** upon evaluation. Applicants must provide:

* Official **transcripts from previous institutions**.
* A **detailed course syllabus** for credit transfer consideration.

Our admissions team is here to **guide and assist students** through the application process, ensuring that all applicants have the necessary resources to begin their journey at **Zion Apostolic International Bible College, Inc.**

**Code of Conduct**

At **Zion Apostolic International Bible College, Inc.**, students are expected to uphold a **high standard of Christian conduct** in **all aspects of their academic and personal lives**. Our goal is to foster an **environment of spiritual growth, mutual respect, and academic integrity**, where students can **develop their faith, leadership, and ministry skills** in a setting that reflects **Christ-like character**.

**Behavioral Expectations**

All students must:

* **Demonstrate Christian values** in speech, behavior, and interactions with others.
* **Respect faculty, staff, and fellow students**, maintaining a spirit of **unity and cooperation**.
* **Uphold honesty and integrity** in all academic work, avoiding plagiarism and dishonesty.
* **Abstain from any conduct** that is contrary to **biblical principles**, including but not limited to **dishonesty, gossip, disrespect, disruptive behavior, and immoral conduct**.
* **Dress modestly and appropriately** in all academic and ministry-related settings.

**Academic Integrity**

Students must complete their coursework **honestly and ethically**. Any form of **cheating, plagiarism, or misrepresentation of work** will be taken seriously and may result in:

* A **failing grade** for the assignment or course.
* Academic **probation or suspension**.
* Possible **dismissal from the institution**, depending on the severity of the violation.

**Attendance and Participation**

Regular attendance and active participation in courses, discussions, and assignments are **required**. Students who **fail to meet attendance requirements** without valid reasons may:

* Receive a **warning**.
* Be placed on **academic probation**.
* Face **expulsion from their program** for continued non-compliance.

**Disciplinary Actions**

Failure to adhere to the **Code of Conduct** may result in one or more of the following actions:

* A **verbal or written warning**.
* **Counseling with faculty or leadership**.
* **Temporary suspension** or permanent expulsion from the college.

All students are encouraged to **embrace the biblical values** that shape the heart of our institution, striving for excellence in both **character and academic performance.**

**ACADEMIC POLICIES**

**Attendance Policy**

At **Zion Apostolic International Bible College, Inc.**, we believe that **consistent class attendance** is **vital** for academic success and spiritual growth. Our courses are designed to provide **in-depth biblical instruction, interactive discussions, and hands-on ministry training**, making **active participation essential** for students' development.

**Attendance Requirements:**

* Students are **required** to attend all scheduled classes, whether online or in person.
* **More than two unexcused absences** in an 8-week certificate program may result in academic **penalties** or a failing grade.
* **For diploma and associate degree programs**, students must maintain **at least 75% attendance** to pass a course.

**Excused Absences:**

Absences may be excused **only in cases of legitimate reasons**, such as:

* **Medical emergencies** (with proper documentation).
* **Family emergencies** (bereavement or urgent matters).
* **Ministry-related commitments** (approved in advance by faculty).

**Make-Up Work & Late Participation:**

* Students who miss a class must **notify their instructor** and arrange to **make up assignments** within **one week** of the missed session.
* **Repeated absences**, even with valid reasons, may require the student to **retake the course** in a future term.

**Consequences of Non-Compliance:**

Failure to adhere to the attendance policy may result in:

1. **Academic warnings**.
2. **Lowered final grades due to missed participation**.
3. **Dismissal from the program** in severe cases.

We strongly encourage all students to **prioritize their coursework**, engage in discussions, and **commit to their learning experience** as part of their spiritual and ministerial development.

**PAYMENT POLICY**

At **Zion Apostolic International Bible College, Inc.**, we strive to **make theological education accessible and affordable** while maintaining **high academic and spiritual standards**. All students are required to adhere to the **tuition and payment policies** outlined below to ensure **smooth enrollment and course access**.

**Tuition Payment Guidelines:**

* **Tuition and fees must be paid in full at the beginning of each term.** Students will not be allowed to **attend classes or access course materials** until payment is received.
* We accept the following payment methods:
	+ **Zelle**
	+ **CashApp**
	+ **PayPal**
	+ **Bank transfers (where applicable)**
	+ **Klarna** (for installment payment plans)
	+ **Affirm** (for installment payment plans)
* Payment receipts will be **provided electronically** for all transactions.

**Payment Plan Options**

For students who need **more flexibility**, we offer **installment payment plans** through **Klarna and Affirm**. These options allow students to **spread out tuition payments** into manageable installments.

* **Klarna:** Pay tuition in **four interest-free payments** or choose a monthly plan.
* **Affirm:** Offers flexible **monthly payment plans** based on the student's eligibility.

**Students interested in a payment plan must apply through Klarna or Affirm before the start of the term.** Approval is subject to Klarna/Affirms terms and conditions.

**Refund Policy:**

* Students who **withdraw within the first week** of a course may be eligible for a **partial refund**.
* No refunds will be granted after the **first week of classes**.
* In cases of **medical or extreme emergencies**, students may request a **tuition credit** for future courses.

**Financial Responsibility & Late Payments:**

* Students are expected to meet **all financial obligations** in a timely manner.
* **Failure to pay tuition on time** may result in:
	1. **Inability to access course materials**.
	2. **Withholding of transcripts or completion certificates**.
	3. **Suspension from the program until payment is completed**.

Students are encouraged to **plan their finances wisely**, ensuring that their tuition payments are **prioritized** as part of their commitment to **biblical education and ministry preparation.**

**FEEDBACK AND GRADING SYSTEM**

At **Zion Apostolic International Bible College, Inc.**, we believe in **supporting students at all levels of learning** while ensuring that they **grasp biblical principles and theological concepts effectively**. Our grading system is designed to be **fair, encouraging, and accessible to all students**, including those who may be returning to academic studies after many years.

**Revised Grading Scale**

|  |  |  |
| --- | --- | --- |
| **Grade** | **Percentage Range** | **Description** |
| **A** | **85-100%** | **Excellent understanding and strong mastery of material.** |
| **B** | **75-84%** | **Good comprehension with minor errors.** |
| **C** | **65-74%** | **Satisfactory understanding, meets minimum requirements.** |
| **D** | **50-64%** | **Below expectations, improvement needed.** |

**Anything below a D average is FAIL, and student will have to redo the course if the final mark is F.**

**Key Adjustments in Grading:**

* **A lower threshold for passing** ensures that all students can **succeed with commitment and effort**.
* A **Pass option** is included for students who may struggle academically but **actively participate** and show **genuine effort** in their coursework.
* The system is **less rigid** to accommodate students who **may not be accustomed to traditional grading methods**.

**Assessment Methods**

Students will be evaluated through:

* **Quizzes and Open-Book Assessments** – To help reinforce biblical knowledge.
* **Reflections and Personal Testimonies** – Instead of heavy research papers, students may share **how biblical principles apply to their lives**.
* **Participation and Discussions** – Active engagement in **class, group discussions, and prayer sessions** will contribute to overall grades.
* **Ministry-Based Assignments** – Instead of strict academic writing, students may demonstrate learning through **sermons, teachings, or outreach activities**.

**Support for All Students**

* Instructors will provide **gentle and constructive feedback** to help students improve.
* **Grace-based grading** will ensure that students are **encouraged and not discouraged** in their spiritual learning journey.
* Opportunities for **re-submission or alternative assessments** will be available for students who struggle with formal coursework.

At **Zion Apostolic International Bible College, Inc.**, we prioritize **spiritual growth over rigid academic pressures**, ensuring that every student can **learn at their own pace while being supported in their faith journey**.

**PLAGIARISM AND ACADEMIC HONESTY**

Academic integrity is a **core value** at **Zion Apostolic International Bible College, Inc.** As a faith-based institution, we uphold **honesty, integrity, and ethical behavior** in all academic work. Plagiarism and any form of **academic dishonesty** violate these principles and **will not be tolerated**.

**What is Plagiarism?**

Plagiarism occurs when a student:

* **Submits work that is not their own** without proper credit.
* **Copies text from books, articles, or online sources** without citation.
* **Paraphrases someone else’s work** without acknowledging the source.
* **Uses AI-generated content or other unauthorized assistance** without approval.

**Consequences of Plagiarism**

Students who engage in plagiarism or academic dishonesty may face:

1. **A verbal or written warning**, allowing them to correct the issue.
2. **A requirement to resubmit the assignment** with proper citations.
3. **A reduced or failing grade** on the assignment.
4. **Academic probation** for repeated offenses.
5. **Dismissal from the program** in cases of extreme violations.

**How to Avoid Plagiarism**

* **Use proper citations** when quoting or paraphrasing.
* **Ask instructors for guidance** if unsure about citation rules.
* **Write in your own words**, focusing on personal understanding and application.
* **Take clear notes during research** to track sources properly.

At **Zion Apostolic International Bible College, Inc.**, we encourage **honest scholarship and critical thinking**, ensuring that students **develop their biblical knowledge with integrity and authenticity**. Our goal is not to punish, but to **help students learn to properly engage with biblical and theological materials while respecting academic standards**.

**CONTACT INFORMATION**

At **Zion Apostolic International Bible College, Inc.**, we want you to know that **you are never alone on this journey**. Whether you are beginning your **biblical education, deepening your theological understanding, or preparing for ministry**, we are here to **support, guide, and uplift you every step of the way**.

We understand that life comes with challenges, but we believe that **every student has a divine purpose** and a **calling to fulfill**. No matter where you are in your walk with God, you are part of a **community that cares**. Our dedicated faculty, staff, and administration are committed to **working with you**, helping you overcome obstacles, and ensuring that you receive the **best possible theological training**.

If you ever need assistance, have questions, or require guidance, please do not hesitate to reach out. We are more than just an institution; **we are a family, built on faith, encouragement, and the Word of God**.

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We are excited to be a part of your **spiritual and academic growth**, and we look forward to seeing how God will **use you to make an impact in the Kingdom**. **Welcome to Zion Apostolic International Bible College, where faith and education come together to equip the next generation of Christian leaders!**

MESSAGE FROM THE FOUNDER AND DIRECTOR

As the **Founder and Director** of **Zion Apostolic International Bible College, Inc.**, it is my heartfelt desire to see every student **grow in faith, wisdom, and divine purpose**. This institution was established with a vision to **equip, empower, and elevate believers** who are called to serve in ministry, to teach the Word, and to carry the Gospel to the nations. You are not here by accident—God has **ordained this season of learning and growth** for you, and He is preparing you for **greater things ahead**.

At Zion Apostolic International Bible College, we do not just teach theology; **we cultivate spiritual transformation**. Every course, every lesson, and every moment of study is an opportunity to **draw closer to God, strengthen your calling, and develop the skills needed to minister effectively**. No matter your background, your struggles, or your experiences, know that **God’s hand is upon your life**. This is a place where **faith is deepened, knowledge is expanded, and the fire of ministry is ignited**.

As you journey through your studies, I encourage you to **remain steadfast, prayerful, and committed**. God is raising up **leaders, warriors, and kingdom builders**, and you are part of that divine plan. I am honored to walk alongside you in this mission, and I look forward to seeing the **mighty work God will accomplish through you**.

May the grace of our Lord Jesus Christ be with you always.

**Apostle Dr. Natalie Vassell**
**Founder and Director**
**Zion Apostolic International Bible College, Inc.**
**Founder of Zion Apostolic Healing and Deliverance Church of Jesus Christ Ministry.**