



General Procedures & Guidelines

A. MISSIONS STATEMENT

"To serve all Indigenous people to prepare the believer for Christian ministry."

B. ACADEMY OBJECTIVES

1. To advance the kingdom of God through in-service training of church members. The benefits of training enhance their current ministry activity, deepening their grasp of how to apply it effectively.
2. To provide an educational experience that will enhance the abilities and encourage indigenous leadership in their communities and in their church congregations.
3. To connect students with mentors experienced in local ministry, who will disciple them for practical, effective ministry while both are currently active in local ministry.
4. To offer adult continuing education courses in basic biblical studies by (a) applying them to practical ministry, and (b) meeting study requirements for ministerial credentials for individuals with Aboriginal status with the Government of Canada.

QUALIFIED FACILITATORS:

Because the success of a Training Centre depends largely upon the ability of its facilitator, the facilitator needs to agree with the mission and objectives of Aboriginal Bible Academy (ABA) and be a committed Christian. Knowledge of the subject to be taught, skill in teaching, and a positive attitude toward other people are also important factors.

** Please note: A qualified facilitator is only required for those eligible students wishing to pursue credentials within the PAOC*

STUDENT ADMISSION GUIDELINES:

Anyone can apply for our courses, provided they meet the standards below. Applicants under 18 must provide written parental consent along with the application process.

The Ministerial Studies Diploma has been approved to fulfill the essential educational requirements for Licensed Minister credentials for any Canadian Indigenous person or identifiable cultural language group who graduates from the program (provided that all other P.A.O.C. ministerial qualifications are met).

A new student must complete the "BSB Student Application" and submit it to our office or their facilitator, who will then forward it to our office. Only names and student numbers are mandatory for returning students to be enrolled in a course

Students should:

- Have a genuine conversion experience six months or longer prior to enrolling



- Be a serious student of the Bible
- Have a desire to help people meet and follow Jesus

CURRICULUM ENROLMENT PERIOD:

- Enrolment period to complete each course is six months
- One 6-month extension is available for a small fee
- Re-enrolment is required if the course is still not completed after the 6-month extension
- See the Academic Fee document for further details

CANCELLATION AND REFUND POLICY:

If an applicant student wishes to cancel their enrolment within five (5) business days, they may do so. However, if they cancel their enrolment after five (5) business days and six (6) months from the enrolment date or before receiving the final exam, the Academy will retain 50 percent of the course enrolment fee. The 50 percent refund of the course enrolment fee will only be given if the course materials received by the student are returned in resalable condition. It is important to note that there will be no refund for the Student Application fee after five (5) business days.

PROTECTING CURRICULUM:

It is important to ensure that the number of students enrolled in a course matches the requested materials, except for the facilitator's materials. Unauthorized proliferation of course materials can devalue them. Any Training Center found to have copied curriculum materials such as ISTs, Student Packets or exams without consent will have their status as an ABA Training Center reviewed and may lose curriculum privileges.

Although students may wish to share course materials, such as a husband and wife, each student must purchase their own IST and pay tuition fees to receive credit for the course.

STUDENT TRANSFER PROCEDURE:

There may be cases when a currently enrolled student may discontinue their studies, and the facilitator desires the discontinued student's course curriculum to be given to another individual. If the enrollment period is still viable (active), you can transfer an enrollment from one student to another. In this event, our office needs to receive written notification (email or fax is fine) immediately of the intent (include the names of the students), and a student transfer fee (see Academic Fees document) will be charged per course. Payment will need to be received before the transfer is complete. Failure to transfer will result in the individual not being enrolled in the course and, therefore, will fail to receive credit. If the individual is a new applicant, a completed "New Student's Registration Form" (as per the "new student" procedure) will need to be included along with payment.



EXAMS:

- Exams are stapled shut and shipped along with course material
- The exam is not to be opened until the course is completed
- The exam is to be considered a “closed book” testing and must be completed in one sitting
- Mail all completed exams to our office (see below for address)
- Don’t forget to include the “Service Learning Requirement” (SLR) assignment (self-contained in the course book material). It is required for each course (except Ministerial Internship courses), and students will not receive a grade for the course until the SLR assignment has been satisfactorily completed and the form has been returned to our office.
- For any Ministerial Internship course, a “Mentor Information Form / Final Evaluation Form” (found in Mentor’s Manual) must be completed by the facilitator and returned to our office before a final grade is released and credit for the course can be issued

ONLINE COURSES:

The current Ministerial Studies Program courses are available online in a fully interactive format (including submission of exams & Service Learning Requirements).

To take courses online:

- Once registered and enrolled, the student would navigate to www.globaluniversity.edu/online
- Enter your student ID number and password (on file at our ABA office)

ONLINE EXAMS:

All ABA courses associated with Global University’s Berean School of the Bible Ministerial Studies final examinations are offered online. The online examinations allow students to receive their final grades and know the objectives they missed within seconds of completing the exams.

- Online exams are available for all students who are actively enrolled in current courses
- The student will need to go to www.globaluniversity.edu/online and follow the same procedure for logging into
- their course (see above)
- On the left-hand side, under “Berean School of the Bible Course Requirements”, is a link for online exams
- Clicking the exam link will take the student to the exam site, where they can then follow the prompts