

Friends International Christian University

Affiliation Information



Affiliate Center Program

- Train Your Staff & Lay Leaders
- Give Students the Credit They Deserve
- Give Back to Your Community

THE AFFILIATION PROGRAM

Friends International Christian University is very excited about the opportunity to assist your church and church body in reaching a platform of excellence in Christian Education. It is the sole desire of Friends International Christian University to increase the knowledge in the Body of Christ through Christian Education. This Covenant Agreement is to be considered carefully. After entering into this agreement, your ministry will take on a more serious approach of Christian education. Your ministry and education program will be a direct reflection of Friends International Christian University, which is an appointed ministry by God. FICU has been in existence for more than twenty-five years. FICU crosses national and cultural boundary's everyday through education. We hope that you decide to be a bigger part of the body of Christ, through education. We believe that God desires for us to continue to learn throughout our lives. God expects us to be educated and intelligent; after all he has created us to be the leaders of the earth. This program will assist your congregation in achieving a new level of interest and esteem in the Body of Christ.

In order to begin the affiliation process the following information must be submitted. FICU can work with established churches on a Fast Track Program, allowing the school to move forward within a matter of weeks. This decidedly depends upon the motivation of the church leader and his or her desire to take the next step in growth and excellence

- ✓ Submit Affiliate Center Application
- ✓ Submit Affiliate Center Application Fee of \$250.00

- ✓ Request Affiliate Center Training Manual - The information disclosed in the manual is confidential and proprietary in nature, and should be treated as such.

- ✓ Designate Staff Positions
- ✓ Faculty Portfolio for each: - See Faculty Approval Page for more details
 - ✓ Prospective Teaching Faculty Member
 - ✓ Prospective Board Members / Administrative Staff

- ✓ Course Information: If you are currently offering classes, please submit current course schedule and course information for approval.

- ✓ Submit completed Affiliate Center Covenant Agreement, in its entirety.

- ✓ Submit Letter of Authorization from Church Board or Board of Directors
Pastor must provide a representation letter for authorization to represent the church and church body, in entering into an Affiliate Center Covenant Agreement with Friends International Christian University.
- ✓ Submit Tentative School Calendar

- ✓ Select & Submit Tentative Installation Date

- ✓ Select Tentative Course Offerings

What is a University Affiliate Center? Definition of Services Offered

DEFINITION OF AFFILIATES: Each Affiliate Institution is "autonomous", independent and self-governing (within bonds stated herein).

Affiliate Center: A church organization and congregation, agreeing to conduct their religious training program to meet the academic standards of Friends International Christian University, for the purpose of accreditation and transfer credit to FICU or any FICU Affiliate Center. Courses and faculty will be approved for transfer of earned unit credit to FICU, for earning a degree, no residency is required.

The Affiliate Center Program is designed to accommodate Pastors and Churches with an education vision. Affiliation offers opportunities for advancement through:

- On Site Bible Schools and Church Training Institutes
- Training Seminars
- Independent Studies
- Practicum and Ministry Lab
- Television / Video Training

The Affiliate Center Program is a non-denominational service provided by Friends International Christian University and sponsored by an Independent Church, for the congregation, local Church Leaders and the citizens of the community.

The Affiliation program is designed to meet the needs of young college students, as well as mature adults, The structure of these services are primarily designed to meet the needs of the church population through:

- Adaptable time concepts such as seminars, weekends, monthly courses
- Maintaining costs equivalent to other local colleges.
- On-site degree programs.
- Approval of Course Offerings for Transfer to University

The Friends International Christian University Affiliation program is a non-profit service providing exclusive affiliation and the following services:

- Transfer of Units for University Level Credit (i.e., Liberty, ORU, and UCLA)
- Affiliation with a University and Approved Degree Granting Institution
- Administrative Direction / Legal Knowledge and Advice
- Student Transcript and Archive Record keeping (*10 year Minimum, as required by law*).
- Affiliation with the International Association of Christian Clinical Counselors
- Ordination and Certification for Christian Clinical Counselors
- Windows based School Administration Program with Technical Support

What are the costs to start an Affiliate Center?

Affiliation Installation Fees

Affiliate Application Fee of (<i>due at the time the of submission</i>)	\$ 250.00
FICU Affiliation Fee	\$ 750.00
Accreditation Fee <i>The accreditation fee is billed in annually in September.</i>	\$ 500.00
Teaching Faculty Approval Fee (2 minimum @ \$50.00 each)	\$ 100.00
Software Licensing (<i>Required for Each Site or location</i>)	\$ 150.00

Accreditation/Installation Visit – Travel Cost (2 staff members required)

- Installation Visits are completed on a weekend. FICU staff will arrive on a Friday, Staff Training Saturday, Sunday Installation & Affiliate Kick-Off, Monday Departure
- Airfare Round Trip – Fresno, CA to Destination
- Lodging Accommodations (2 rooms) – Restaurant in hotel
- Food – 2 meals per day
- Car Rental – if necessary
- Honorarium – Speaker / President

Computer & Software Requirements

FICU requires all Affiliate Centers to have the following:

- Church Location for Training Classes
- Computer with Windows 98 or higher
- Scanner * optional
- Internet Capabilities
- Email Address required / Web Site* optional

Computer Software licensing fee of \$150.00 is required at each approved location or site of Course offerings.

What is the cost per student?

Per Unit Payment

This program is very basic in the accounting process; there is no negotiation or revision of cost, during the program. When selecting the per unit program, The Church / Affiliate Center, agrees to enroll all attending students with Friends International Christian University. The Affiliate Center agrees to submit an application & registration fee of \$110.00 for each student, a per unit fee of \$10.00 per undergraduate unit to FICU for each undergraduate unit completed. The Affiliate Center agrees to pay a per unit fee of \$40.00 for each graduate credit completed by a registered student. The Affiliate Center is required to collect and forward registration and graduation fees. All fees must be submitted to Friends International Christian University within 30 days of accepting the funds, whether it is for registration, unit fees, or other related costs.

What Degree Programs May Be Offered?

Degree Program Offerings Available for Affiliate Centers

The Bachelors Degree Level consists of 30 Core Courses, Requirements are fulfilled in Bible and 30 Elective Courses are completed in the major or discipline. A total of 120 units or 40 courses must be completed on the Bachelors Level (undergraduate). The Graduate Level programs, Master and Doctorate requirements are courses primarily reflective of the major, such as counseling or biblical studies. Ten Courses are required on the Masters Degree level. An additional Ten Courses are required on the doctorate level, plus the submission of a dissertation or completion of internship.

- ❑ Bachelor of Biblical Studies
- ❑ Bachelor of Biblical Counseling
- ❑ Bachelor of Religious Education

- ❑ Master of Biblical Studies
- ❑ Master of Biblical Counseling
- ❑ Master of Religious Education

- ❑ Doctor of Ministry – Requires Dissertation
- ❑ Doctor of Biblical Counseling – Requires Internship

Additional Disciplines or majors may be added after such time that the center is established. Course approval requirements must be met during the time each degree is offered.

The Course Approval Process

If you currently offer classes, please submit course catalog or list of offerings with this agreement.

To maintain the university standard of excellence all courses offered must be evaluated and approved for university credit. Each course is evaluated based upon the Course Syllabus, Outline, Quizzes, Final Exam and Textbook. Courses will be evaluated as submitted during the affiliation of four or six years selected in this agreement.

The following is required for Course Evaluation: Course material is not returned.

1. Course Syllabus for each course.
2. Copy of tests required, including answers. (Multiple choice, true false, essay answers).
3. Copy of textbook for each course and workbook required.
4. Copy of cassette lectures, Videotapes, if used.
5. Course Evaluation Fee of \$100.00

Curriculum Evaluation will include:

1. Determination of unit credit allowable for approved course.
2. Determination of course numbering and department classification (i.e., Bible Theology, Education). Department Classification & Course Number must be completed prior to offering.
3. Evaluation of Course Syllabus
4. Evaluation of Selected Textbook
5. Evaluation of Tests

FICU will issue a course number for each course submitted. The approved course number must be reflected on any correspondence or roster, pertaining to the course.

FICU standard formula for one semester unit of credit is representative or equivalent to 15 hours of classroom instruction. Affiliate Centers are expected to continually review the curriculum, update and develop new and enhanced curriculum and class offerings.

Appointing your Teaching Faculties

Friends International Christian University requires all Teaching Faculty members be approved prior to advising and instructing students. The Affiliate Center Dean will be responsible to adhere to university standards for determination of title designation and minimum faculty requirements. A \$50.00 Faculty Fee is required for each faculty evaluation.

Minimum Faculty Requirements

1. Professor/Department Head: Doctoral Degree or FICU Board of Director Approval qualified to teach any course in their major or related major through a Doctoral level.
2. Associate Professor: Masters Degree or Doctoral candidate or FICU Board of Director Approval, qualified to teach undergraduate and graduate courses up to and including a Masters level.
3. Instructor: Bachelors Degree or specially approved for professional experience.

Faculty Approval Process

Each Faculty Member seeking approval to serve as Adjunct Teaching Faculty Member or Affiliate Center Board Member at an approved FICU Affiliate Center must submit a Faculty Portfolio. The Faculty Portfolio shall be submitted, prior to teaching any course. The Faculty Portfolio should include the following documents.

- Cover Letter
- Professional Resume
- Transcripts - Accredited Institutions
- Transcripts - non-Accredited Institution
- Certificates of Achievement
- Recommendation Letter
- Adjunct Faculty Release Form
- Area of Expertise

Each approved teaching faculty member will receive a university Adjunct Faculty Certificate. Adjunct Faculty Members may teach at any approved FICU Affiliate Center or Subsidiaries. Only approved faculty may apply for a faculty scholarship applicable to an assessment program.

Selecting a Name for the Affiliate Center

When selecting a name please consider your church name, location, consider the length of the name a shorter name is usually more appropriate. Please do not use university in the title. Acceptable names would be

Anywhere Bible Institute
Anywhere School of Ministry

Anywhere Theological Seminary
Anywhere Bible College

Example: Lighthouse Bible Institute
Word of Faith Bible College

Legal Status and Bonding by Affiliation

Friends International Christian University Board of Directors and the organization and church entering into this agreement understand, accept and agree upon all the terms and conditions set forth in this covenant agreement/contract, for the specific purpose of affiliation with Friends International Christian University. It is the mutual desire of both parties to establish a university affiliate training center at the following non-profit religious exempt organization or church.

The Affiliate Center is authorized to operate as an approved FICU Affiliate Center, provided the Affiliate Center adheres to all regulations set forth by the university in this covenant agreement. The Affiliate Center agrees to pay an Application and Registration Fee of \$110.00, a \$10.00 per unit undergraduate credit and \$40.00 per unit graduate credit and a \$100.00 graduation fee for each student.

Course Approval Fee Agreement

Upon affiliation, the total course amount for the selected program(s) will be invoiced. This fee it is not due at the time of affiliation. FICU has outlined the total cost so you may account for this cost in your budget. The Course Evaluation fee of \$100.00 is due upon submission of each course and will be deducted accordingly from the invoice. At the end of the program, four or six year, as established in this agreement all courses evaluation fees will be paid, by the organization or church.

Mark One Box:

- | | |
|--|---------|
| <input type="checkbox"/> Bachelor Program Approval | 4 Years |
| <input type="checkbox"/> Graduate: Bachelor / Masters/Doctoral | 6 years |

Select One:

- Monthly Course Modules
- Traditional Trimester Program

UNIVERSITY PROTOCOL FOR AUTHORIZED AFFILIATE CENTERS

- ❑ All Students are required to pay the Application & Registration Fee of \$110.00
- ❑ The Affiliate Center will submit a FICU Class Roster within 10 days of the beginning of each course offered.
- ❑ The Affiliate Center will submit a FICU Class Roster within 30 days of the completion of each class, including the final grade on the roster.
- ❑ The Affiliate Center will use only faculty approved through **FICU** to instruct students.
- ❑ The Affiliate Center agrees to submit all courses, test, quizzes and learning aides for university approval before offering classes, \$100.00 per course, with fee.
- ❑ The Affiliate Center agrees to forward the **FICU** student registration forms and fees for each student within (10) days of enrollment, for the length of this agreement.
- ❑ The Affiliate Center agrees forward all grades to **FICU** within thirty (30) days of completion of each course offered.
- ❑ The Affiliate Center agrees to forward payment of \$10.00 per unit (undergraduate) and \$40.00 per unit graduate with the submission of each month, quarter or semester grades, per agreement.
- ❑ The Affiliate Center agrees to forward all units fees due FICU, within (30) days of end of course.
- ❑ The Affiliate Center will assign student grades according to the values stated in the instructor's manual.
- ❑ The Affiliate Center shall not duplicate **FICU** cassettes, video, or any other materials, printed or recorded, without prior approval.
- ❑ The Affiliate Center agrees to maintain all student records in both hard copy and on computer software provided by **FICU**.
- ❑ The Affiliate Center is required to submit a backup of the school administration software program, with the Course Roster, within 30 days of completion of each course.
- ❑ The Affiliate Center shall not displace or substitute any **FICU** required course without written approval.
- ❑ The Affiliate Center agrees to have all marketing in print such as Catalog, Student Handbooks and Print Ads approved by **FICU** before publication.
- ❑ The Affiliate Center agrees to open a separate bank account for affiliate center activity
- ❑ The Affiliate Center agrees to pay the annual accreditation fee of \$500.00 in September of each year.
- ❑ The Affiliate Center will notify FICU faculty changes, within 30 days of staff changes

TERMINATION OR CANCELLATION COVENANT AGREEMENT

The Affiliate Center may terminate by meeting their course fee obligation and outstanding unit fee, registration fees, by paying in full and by submitting a list of all enrolled students with grades and fees for all courses. Termination does not relieve the Affiliate center of any fees or obligations accumulated previously to final termination.

Upon Termination by either party, the following rules will apply:

1. No further FICU credits will be given to students for courses taken under this Affiliate Center
2. The Accreditation and Affiliate Center Certificate must be returned to FICU within thirty days of receipt of Notice of Termination.
3. All Original and copies of all software supplied by FICU will be forwarded to FICU immediately. The software program is protected by copyright.
4. All Accounts will be paid in full within 30 Days of Termination.

Friends International Christian University

Tuition and Fees 2006

Application & Registration Fee	\$110.00 One Time Fee
Undergraduate Credit	\$ 32.50 per unit
Graduate Credit	\$120.00 per unit
Graduation Fee	\$100.00
Change of Major	\$100.00
Degree Copy	\$100.00
Diploma Cover	\$ 50.00
Standard Transcript	\$ 15.00 per copy
Regalia	Per order
Student ID Card	\$ 10.00 per card
Replacement ID Card	\$ 10.00 per card

Standard Degree Program Tuition

Bachelors Degree Program	\$3900.00 (120 units)
Masters Degree Program	\$3600.00 (30 units)
Doctoral Degree Program	\$3600.00 (30 units)

Specialized Degree Program Tuition

Bachelor of Theology	\$4875.00 (150 units)
Master of Theology	\$7200.00 (60 units)
Master of Biblical Counseling Professional Program	\$5760.00 (48 units)
Doctor of Theology	\$7200.00 (60 units)

NOTE: all textbook, video, audiocassette, tape, or multimedia purchased is non-refundable.

The above prices do not reflect course materials such as textbooks or study material. The total amount of tuition due will be determined by the degree program that you have selected and applicable transferable credit. Please contact the university or your Academic Advisor for a breakdown of the tuition fees for your personal degree program. Tuition prices are subject to change without prior notification.

**DEGREES OFFERED BY
Friends International Christian University
Through Independent Studies and Lifetime Learning Assessment**

Associate of Biblical Studies

Bachelor of Biblical Studies
Bachelor of Arts in Biblical Studies
Bachelor of Biblical Counseling
Bachelor of Arts in Biblical Counseling
Bachelor of Church Administration
Bachelor of Arts in Church Administration
Bachelor of Religious Education
Bachelor of Arts in Religious Education
Bachelor of Sacred Music
Bachelor of Arts in Sacred Music
Bachelor of Theology
Bachelor of Arts in Theology

Master of Divinity
Master of Biblical Counseling
Master of Arts in Biblical Counseling
Master of Church Administration
Master of Arts in Church Administration
Master of Religious Education
Master of Arts in Religious Education
Master of Sacred Music
Master of Arts in Sacred Music
Master of Theology
Master of Arts in Theology

Doctor of Ministry
Doctor of Religious Education
Doctor of Philosophy in Biblical Counseling
Doctor of Philosophy in Religious Studies
Doctor of Theology