

# Kingdom Empowerment Institute Policies Manual Book



Kingdom  
Empowerment  
Institute



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## Course Responsibility

### Class Attendance

Classroom attendance is necessary for the seminar based program and weekly based program. However, for the external study program classroom attendance is not a key factor. It is strongly recommended that the student set a realistic schedule for completion of assignments. A Study Log must be submitted with course work upon completion. Student is not allowed to miss the first session of any class or seminar.

### Course Guidelines

All work submitted to K.E.I. for grading must be completed using a computer or typewriter. Students who do not own or have access to computer or typewriter are expected to make arrangements to use one. (Public Libraries are a good source to find one to use.) Essays need to be typed using 12 point font and 1.5 line space or double space for lines. Each page of your work should have your name, Course Number, Course Title and the name of the assignment as listed on the Assignment Schedule on it in the header and a page number located on the bottom center of each page. Do not type in ALL CAPS -- it is too hard to read. You are not allowed to handwrite your answers or essays.

### Submitting Study Logs

Complete one Study Log per course (listing the title of each book studies), type and attach each of the assignments as listed in the Assignment Requirements box on each syllabus. Please do not turn in more homework than is required. You will not be given extra credit. No assignments are returned to the student so be sure to keep copies for yourself if you desire to do so. Again, Do not turn in any workbooks instead type the answers out to turn in.



## Grading System

Students are given a final grade for the course based on classroom participation, completion of homework and activation.

To be given credit for a course completed, the student score must be no less than 70 on the Grading Scale (C). In case of a failure, repeating the course will change the grade point average, however the grade will remain on the transcript. The attempted but failed hours will be deleted. The most recent grade will be used to compute the grade point average.

A 4.0 grading system is in effect:

### **Grading Scale**

A	Superior	4 grade points
B	Good	3 grade points
C	Average	2 grade points
D	Poor	1 grade points
F	Failure	0 grade points
I	Incomplete	0 grade points
V	Audit	0 grade points
WP	Withdrawn Passing	0 grade points
WF	Withdrawn Failing	0 grade points
94.5-100=A		
91.5-94=A-		
88.5-91=B+		
85.5-88=B		
82.5-85=B-		
79.5-82=C+		
76.5-79=C		
73.5-76=C-		
70-73=D		
Below 70=F		

## **Incomplete Grades**

Students are expected to complete all course work as specified by Faculty Mentor in a timely manner.

Because of illness or other extenuating circumstances, students may receive an Incomplete on a course. This must be approved by the Dean. Course work must be finished within 60 days after the due date or an "F" will be recorded. The incomplete status may be changed by meeting the necessary course requirements.

## **Academic Probation**

Course work should be completed within four months. Any undergraduate student who falls below the cumulative grade-point average of 2.0 will be placed on academic probation. When a student begins to perform at the minimum or higher grade-point average he/she will be taken off of academic probation. Graduate students must maintain grade-point average of 3.0.

## Termination

K.E.I. has the right to terminate a student's enrollment on the following grounds:

- ✓ Failing grades in more than 25% of assignments
- ✓ Financial delinquency
- ✓ Conduct that is inconsistent with the philosophy and goals of the Institution.

## Withdrawing Students

Any student desiring to withdraw from the college or from a course should notify the Dean and/or the Registrar. With the dean's approval, the student will be given a final grade of 'WP,' withdraw passing, except for courses where the student has failing or incomplete work. The student will then receive a final grade of 'WF,' withdraw failing. A student who fails to notify the Dean and and/or the Registrar to receive approval for withdrawal will receive an automatic final grade of 'WF' in all classes withdrawn from.

In the event of a withdrawal, the student will still be responsible for full training unit tuition.

## Graduation Requirements

Graduate with honors – 3.5 GPA and above

Graduate 2.1 – 3.4 GPA

Below 2.0 GPA student will not graduate

To qualify for graduation, a student must:

- ✓ Gain the required number of training units for each award
- ✓ Complete all assignments at a passing grade
- ✓ Satisfactorily complete all activations and/or field assignments that may be required be a course
- ✓ Pay all outstanding fees

**Every effort will be made to resolve the problem before termination of a student's enrollment takes effect.**



## Financial Information

Application Fee.....	\$25.00
Change of Grade.....	\$10.00
Graduation Fee.....	\$25.00
Six Month Program Certificate* .....	\$10.00
Transcript.....	\$5.00
Transfer Training Unit Fee.....	\$2.00 per each
Tuition (per training unit).....	\$15.00

\*School of Apostle, School of Prophetic Prayer, School of Ministering Arts, School of Minstrel, School of Prophets, etc.

### Tuition Payment

Full tuition is payable upon enrollment unless other arrangements are approved by the Dean in advance. No student will be considered officially enrolled until satisfactory arrangements have been made. Neither a diploma nor a transcript will be issued until the student’s obligation has been paid in full.

K.E.I. does accept Visa, MasterCard, Discover and Debit Card for your convenience

### Refund Policy

The \$25.00 Application for Admission is non-refundable. The student is responsible for all books and materials that they have received. The following refund schedule of tuition is applicable to withdrawals:

- ▶ There is a 10% penalty for canceling before class begins.
- ▶ During the first week (first 7 days)..... 10% penalty
- ▶ During the second week (8-14 days)..... 20% penalty
- ▶ During the third week (15-21 days)..... 30% penalty
- ▶ During the fourth week (22-28 days)..... 40% penalty
- ▶ During the fifth week (29-31 days)..... 50% penalty
- ▶ After 31 days no refund\*

Refunds are mailed approximately four weeks after we receive your request to withdraw. If you paid by check, your refund cannot be processed until seven weeks after your enrollment date. If you paid by credit card, the refunded amount will be charged back to your card minus the penalty percentage.

\*After 31 days special refund consideration will be given in extenuating circumstances, such as death in the family.

## Document Replacement Fee

A charge of \$25.00 is made for a Diploma, Certificate, or other document replacement



## Distance Learning

### Ordering Courses for Distance Learning

Ordering courses for distance learning is a simple procedure. After enrollment (see Admissions) the student will receive a Student Evaluation letter listing their chosen major and a brochure describing the major. To order courses simply fill out the order form located on the inside cover of the brochure and mail along with payment to the ECC office. The student will receive the requested courses in one to three weeks.

### Student Expectation for Distance Learning

While distance learning allows students the flexibility of working study time around both their academic schedules and personal interests, students must be able to:

- Devote 4 to 6 hours per week to studying course material;
- Plan ahead and meet all assignment deadlines;
- Follow and complete instructions as listed on syllabus.

Students are expected to follow the course syllabus unless prior arrangements have been made with mentor or the Dean.

Students have four months to complete a course by distance learning. If the course is not completed after twelve months the student is considered inactive and will be withdrawn from the course. A withdrawn student may re-enroll in the course at the current tuition rates.

## **Cancellation Policy for Distance Learning**

The student shall have the right to cancel until midnight of the eight day after the distance learning course was mailed by K.E.I., as verified by a certified letter with a 10% penalty plus administrative costs.



## **Transfer Students**

A student desiring to transfer from another institution may apply for admission by submitting the forms provided. Official transcripts from all universities and institutions of learning attended following graduation from high school must be submitted. K.E.I. welcomes transfer students with the desire to develop in ministry.

## **Transcripts**

The first transcript from K.E.I. for each student is provided without charge, but each subsequent transcript is issued at a charge of \$5.00 each. Official transcripts are only issued directly to other institutions upon request. Transcripts will not be issued to a student who has failed to meet all his financial obligations. It normally takes 4-6 weeks to process a transcript. All requests must be made with the appropriate forms submitted with payment of \$5.00 per copy requested.