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# STUDENT HANDBOOK

(2023-2025)

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GETS Theological Seminary  
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## **A Message from the President**

Welcome to GETS Theological Seminary!

When you applied for a seminary, you must have considered other seminaries and finally chose GETS. Thank you for your trust in GETS.

GETS is a young seminary. The establishment of GETS has its unique purpose, goals, and philosophy. Today in the 21<sup>st</sup> century, the global village is already a fact. However, under the impact of different cultures, religions, and philosophies, our theological research is centered on Chinese culture and expressed in the context of Chinese culture.

I hope that after several years of study, you will not only graduate successfully, but also grow up in the process of learning; your mind will be renewed, your vision will be improved, your mind will be broadened, and you will develop healthy and good habits.

I believe that GETS Theological Seminary will not let you down!

Best wishes for your studies at GETS Theological Seminary!

Isaac Chen

President of GETS Theological Seminary

# About GETS Theological Seminary

## **I. Vision**

To cultivate ministers and theological educators for global Chinese churches.

## **II. Mission**

As a learning community of Chinese-speaking Christians, GETS Theological Seminary equips individuals to serve Jesus Christ effectively in ecclesiastical and educational ministries worldwide, by contextualizing and contemporizing biblical and theological teachings.

## **III. Goals**

Through the holistic development of spirituality, knowledge, lifestyle, and servanthood, GETS cultivates servants of God who are prayer-centered, Holy Spirit-guided, mission-oriented, and vigor-filled and are thriving with the qualities of upright faith, dynamic thinking, open mindedness, and kingdom commitment. In addition, they will embody excellence, integrity, gentleness, humility, and love.

## **IV. Core Values**

1. Loyalty and Commitment
2. Wisdom and Excellence
3. Gentleness and Integrity
4. Love and Humility

## **V. Strategies**

1. Offer various degree programs and distance learning options to meet the various needs of the church.
2. Partner with churches and Christian organizations to enlarge the impact of GETS theological education.
3. Enrich the theological content and enhance the quality of our theological education through seminars, dialogues, and publications that attend to and engage in topics of the times and the culture.
4. Offer courses pertaining to Chinese culture and current issues with a focus on Chinese contexts.

## Statement of Faith

### This we believe:

1. The Bible, containing the Old and New Testaments, is the inspired and infallible Word of God, the necessary and complete revelation of His Will for the salvation of humankind, and is the ultimate authority for Christian faith and life.
2. There is one true and living God, eternally existing in three distinct persons: Father, Son, and Holy Spirit.
3. The triune God is the Creator, the Sustainer and Ruler of the creation, but is prior to, and distinct from all creation.
4. The first man, Adam, was created by God in His image, but fell from his original state by sinning against God, and hence incurred upon himself and all his posterity the guilt of sin, condemnation, and death; therefore, all humans are in need of salvation, but are totally incapable of saving themselves.
5. After the Fall, God, in His mercy and love, made provision for humans' redemption through the promise and giving of the Savior Jesus Christ, in whom to believe is justification and life.
6. Jesus Christ is the Son of God, sent by the Father, begotten by the Holy Spirit and born of the virgin Mary, fully divine and fully human. He lived a sinless and obedient life, suffered and died on the cross for the sins of humankind. God raised Him from the dead, exalted Him as Lord of all, and gave Him the promise of the Holy Spirit for His Church.
7. Humans are saved by grace through faith in Christ in response to the Gospel preached, or otherwise presented, in the power of the Holy Spirit, through whom sinners became children of God and heirs of eternal life. Jesus Christ is the only mediator between God and humans; through Him believers have access to the Father.
8. Believers are a new creation in Christ, and are called to walk in the Spirit, to die unto sin, and to live unto righteousness, and thereby manifest the fruit of the Spirit, conforming themselves to the image of Christ; good works are the fruit of the Christian life, and are not ways of justification.
9. God alone is the Lord of our conscience, and believers are free from the commands of human which are contrary to, or in addition to, the Scriptures in matters of faith and conduct.
10. All believers belong to Christ and are indwelt by the Holy Spirit; together they make up the Body of Christ, the Invisible Church that is holy, universal, and united. The Church submits to the Great Commission of world evangelization and the Great Commandment of loving one another.
11. All believers are a royal priesthood; laity and clergy are of equal partnership in Christian ministry.
12. In the last days, Christ will come again personally and visibly to the earth to judge the living and the dead. There will be a bodily resurrection of the dead: of believers through the Holy Spirit unto the inheritance of eternal life, and unbelievers unto condemnation; and a new heaven and new earth will be ushered in.

## Academic Policies

### I. Admission Review

The admission is decided by the Admission Review Committee according to the admission requirements of each degree program. Please refer to the “Degree Programs” for details about the admission requirements and procedures.

### II. Notice to International Students

1. International students are required to submit proof of self-sufficiency or financial support from churches or organizations.
2. After the applicant is admitted, the seminary will submit all the documents required to issue an I-20. Applicants must complete the I-20 application form online.
3. After the applicant submits financial proof and is accepted by the seminary, he/she will receive the documents required for visa application sent by the seminary. Applicants must provide financial proof to certify that they have sufficient savings to cover all expenses, and upon arrival in the United States, they should bring sufficient funds to cover tuition and living expenses for the first year. For the first year’s expenses (including tuition and living expenses), please refer to “Expenses”.
4. Please visit the USCIS website (<https://www.uscis.gov/>) for details about F-1 Student Visa.

### III. Student Status

1. Regular students: Students who are formally admitted.
2. Probationary students: Students who have not passed the admission interview and are temporarily allowed to take 2–3 courses.
3. Audit students: Students who enroll in courses offered by the seminary but have not applied for any degree programs.

Most courses of the seminary are open to all regular, probationary and audit students. Probationary and audit students do not need to meet the admission requirements before registration.

### IV. Academic Year

There are two semesters in one academic year: Fall Semester is from August to December and Spring Semester from January to May. There are 15 weeks of classes in each semester, and a final exam or a term paper is held or submitted in the 15th week. The seminary will irregularly offer intensive courses in summer.

**V. Instruction Location:** 412 E. Rowland St, Covina, CA 91723.

## VI. Credits and Grades

### 1. Semester Credits System

The seminary adopts a semester system, and each semester credit includes 50 minutes of lectures, 50 minutes of pre-class preview, and 100 minutes of post-class homework per week. The student's attendance rate must reach 80% or more, otherwise no credits will be awarded.

2. Leave/Absence. Absence must have a valid reason, and the process of asking for leave and notice of absence are as follows:
  - a. A written application must be submitted within 3 working days before the start of the class and approved by the professor of the course or the Academic Department.
  - b. The written application must be received by at least one of the following: (1) the professor of the course; (2) the Dean; (3) the Academic Department. The ways of receiving the written application include email, postal mail, or in-person delivery.
  - c. Valid reasons include sick leave, personal leave, bereavement leave upon an immediate family member, military leave, jury duty, maternity/paternity leave, etc.
  - d. If the reason for absenteeism is an emergency, such as sudden illness of the student or his/her family, car accident, car breakdown, etc., the Dean of Student Affairs or the Academic Department should be notified in time.
  - e. The approver must send the relevant documents to the Department of Student Affairs.
  - f. The Academic Department is not responsible for providing the audio/video recording of the absent class.
  - g. Being late for more than half of a class will be counted as an absence. Being absent/truant from more than 20% of classes will be counted as a withdrawal (W) of the course.

### 3. Leave of Absence

- a. Students who are unable to continue their studies must apply for a "Leave of Absence" from the Academic Department in order to retain their student status.
    - i. The Leave of Absence is valid for one year and the student must resubmit each year.
    - ii. After the Leave of Absence is over, the student must submit the "Reinstatement Form" to resume his/her study.
    - iii. The student who does not apply for a Leave of Absence will be regarded as quitting the seminary.
  - b. The maximum period for the Leave of Absence is three years. If it exceeds three years, the student will be regarded as quitting the seminary. If the student wants to resume his/her study, he/she must be evaluated by the Admission Review Committee for readmission.
4. The grades are recorded in English letter grade, percentage, and grade point average (GPA). The grade conversion is as follows:

Letter Grade	Percentage	GPA
A	94–100	4.0
A-	90–93	3.7
B+	87–89	3.3
B	84–86	3.0

B-	80–83	2.7
C+	77–79	2.3
C	74–76	2.0
C-	70–73	1.7
D	60–69	1.0
F	59 and below	0.0
<b>Indication of Other English Letters</b>		
P	Pass	
NP	Not Pass	
IP	In Progress	
I	Incomplete, with no final grade yet.	
W	Withdrawal before the end of class. It will not be graded and GPA will not be affected.	
WF	Withdrawal after the end of class. It will be graded “F” and GPA will be affected.	

5. Assignments: Students must submit all assignments on time.
  - a. Late submission will be graded “0”. Under special circumstances, a student may obtain prior approval from the professor for late submission.
  - b. Plagiarism and erroneous citation will be graded “0”. Warning will be given for a first-time violation; repeated violations will lead to probation, suspension or dismissal.
6. Examination:
  - a. Usually the seminary does not allow students to retake examinations. Under special circumstances, with prior approval from the Academic Department, the professor may grant a student permission to retake or delay the examination.
  - b. Cheating in examination will be graded “F”. Warning will be given for a first-time violation; repeated violations will lead to probation, suspension or dismissal.
7. Registration:
  - a. Students must complete registration within the designated time; otherwise, late fee will be applied.
  - b. International students must register at least 9 credits to maintain full-time student status.
  - c. International students must maintain full-time status to meet legal requirement for students living in US.
8. Course Change:

Course changes may be made within the first week of the start of semester. There will be an additional fee for course changes in the second week. No course changes may be made from the third week. For refunds, please refer to the “Tuition Refund Policy”.

## VII. Transfer of Credit

To ensure the quality and fairness of teaching, GETS has the following regulations for the review of all transfer of credits:

1. The seminary must be accredited by ATS (or ATA).



2. If the seminary is not accredited by ATS (or ATA), the review will be processed on a case-by-case basis.
  - a. The student must submit the following information: diplomas, transcripts, course descriptions, and course instructors' CVs or educational background.
  - b. The content of the courses and the instructors' educational background must meet the requirements of GETS.
  - c. Class Hour: The student must provide a description of class hours and credit requirements for transfer of credits. (A course of 4-quarter-credit requires a minimum of 33 class hours; a course of 3-semester-credit requires a minimum of 37.5 class hours.)
3. Grades of the courses to be transferred must be B or above for MACS and B+ or above for DMin.
4. The courses to be transferred must be taken within 7 years.
5. The total credits transferred must not exceed 50% of the degree requirement for MACS and 6 credits (2 courses) for DMin.
6. GETS has not signed a credit transfer agreement with any school.

## Expenses

### I. Fees

All fees are in US dollars and subject to change without notice. All fees are non-refundable except tuition fees. All fees must be paid in full upon registration, or in instalments by applying to the seminary.

#### Master of Arts in Christian Studies (MACS)

The total estimated cost of one academic year is US\$3,761, and the total estimated cost of the entire program is US\$9,595–\$9,815.

Item		Entire Program	One Academic Year
<b>Mandatory Expenses</b>	Tuition (\$200/credit)	\$9,000 (\$200×45 credits)	\$3,600 (\$200×18 credits)
	Registration fee (\$50/semester)	\$250 (\$50×5 semesters)	\$100 (\$50×2 semesters)
	Technology fee (\$28/semester)	\$140 (\$28×5 semesters)	\$56 (\$28×2 semesters)
	Graduation fee	\$200	-----
	Document copying fee	\$5	\$5
<b>Possible Expenses</b>	Late registration fee	\$30	-----
	Course change registration fee	\$10	-----
	Late payment fee	\$25	-----
	Program change fee	\$50	-----
	Program extension fee	\$100	-----
	Transcript/ Letter or certification	\$5	-----
	Student Tuition Recovery Fund (STRF; please see “Appendix I” for details)	\$0	\$0
<b>Total</b>		<b>\$9,595–\$9,815</b>	<b>\$3,761</b>

#### Doctor of Ministry (DMin)

The total estimated cost of one academic year is US\$2,306, and the total estimated cost of the entire program is US\$12,560–\$13,930.

Item		Entire Program	One Academic Year
<b>Mandatory Expenses</b>	Tuition (\$275/credit)	\$10,725 (\$275×39 credits)	\$2,145 (\$10,725÷5 years)
	Registration fee	\$500	\$100

	(\$50/semester)	(\$50×10 semesters)	(\$50×2 semesters)
	Technology fee (\$28/semester)	\$280 (\$28×10 semesters)	\$56 (\$28×2 semesters)
	DMin Candidacy Assessment Fee	\$400	-----
	Dissertation format review and binding fee	\$450	-----
	Completion fee or Graduation fee	\$200	-----
	Document copying fee	\$5	\$5
<b>Possible Expenses</b>	Late registration fee	\$30	-----
	Independent study	\$150 (50×3 credits)	-----
	Early application for the primary advisor	\$275	-----
	Course change registration fee	\$10	-----
	Late payment fee	\$25	-----
	Program change fee	\$50	-----
	Program extension fee	\$825 (\$275×3 credits)	-----
	Transcript/ Letter or certification	\$5	-----
	Student Tuition Recovery Fund (STRF; please see “Appendix I” for details)	\$0	\$0
<b>Total</b>		<b>\$12,560–\$13,930</b>	<b>\$2,306</b>

## II. Tuition Refund Policy

Students who withdraw before class will receive a full refund. Within one week after enrollment, students have the right to drop out of the programs and get a refund of the paid tuition fees. The refund details are as follows:

1. Refunds will be made in proportion to the course completed, the proportions are as follows:
  - a. One-week intensive courses for MACS and intensive or one- or two-month courses for DMin
    - End of the first day class 100%
    - End of the second day class 80%
    - End of the third day class 60%
    - End of the fourth day class 40%
    - No refund for more than four days
  - b. Weekly courses for MACS (once a week for 15 weeks)
    - Friday of the first week 100%
    - Friday of the second week 93%

- Friday of the third week 86%
  - Friday of the fourth week 79%
  - Friday of the fifth week 72%
  - Friday of the sixth week 65%
  - Friday of the seventh week 58%
  - End of the seventh week 50%
  - No refund for more than seven weeks
2. Students can quit the seminary at any time during the semester, but they must fill out the withdrawal application form in accordance with the regulations and notify the seminary of their withdrawal application in writing in order to receive a refund calculated according to the above proportions. The refund amount will be paid within 45 days of withdrawal.
  3. The seminary will notify the student in writing to terminate his/her study and regard the student as quitting the seminary without any refund for the following circumstances:
    - a. The student fails to maintain a good academic progress.
    - b. The student fails to abide by the rules and regulations of GETS.
    - c. The student's absence reaches the maximum that GETS regulates.
    - d. The student arrears in tuition fees.

### **III. Living Expenses**

Students are responsible for the living expenses of themselves and their families. For information about accommodation, please contact the Department of Student Affairs. The estimated annual living expenses are: single, US\$20,400; couple, US\$24,000; each child, US\$3,600.

### **IV. Medical Insurance**

Local students should purchase their own medical insurance. The Department of Student Affairs can provide insurance information for international students who are responsible for all expenses.

### **V. Nondiscrimination Policy**

In recruiting students, awarding scholarships, hiring faculty members, or formulating other policies, the seminary upholds and implements the nondiscrimination policy: everyone has an equal opportunity regardless of his/her race, color, age, sex, nationality, family condition, physical condition, or social status.

### **VI. Miscellaneous**

Students' grades will be permanently retained at the seminary, and other archives will be retained for five years. In order to protect the privacy of students, the seminary will not release any relevant information unless the student signs the application in person.

## **Student Life**

### **I. Student Life**

The Department of Student Affairs will assist students in handling various life-related matters:

1. Spiritual Life
  - a. Chapel time: Arrange weekly worship and invite speakers.
  - b. Develop a prayer life: student prayer meetings.
2. Life
  - a. To care for students' personal life, spiritual maturity and family relationship.
  - b. To assist in addressing issues of student conduct and grievances.
  - c. To oversee "Student Advisory Group" and dormitory life.
  - d. To enhance communication between the seminary and students.
  - e. To care for students' personal emergency and assist them in resolving problems in their lives.
  - f. To coach the Student Council.
  - g. To plan new student orientation and extracurricular activities.
3. Internship (only for students in Master of Divinity Program)
  - a. To oversee students' internship.
  - b. To communicate with partnering churches and internship mentors.
  - c. To promote and arrange students' summer short-term mission trips.
4. Alumni: To connect with alumni and be their partners on their life journeys.
5. Student Council
  - a. The Student Council is composed of student representatives with positions of President, Vice President, Secretary, Activities, Caring, General Affairs, Finance, and Treasurer.
  - b. To assist in enriching student life and arrange extracurricular activities for students.
  - c. To be a bridge between the seminary and the student body, and cooperate with the seminary to promote various activities and develop training plans.

### **II. Disciplinary Action**

1. Warning: The student who violates the seminary regulations for the first time will be given a written warning, and the record will be retained for 3 years.
2. Probation
  - a. If a student's behavior violates the seminary regulations, the student will be put on probation for one semester. If the student fails to improve, the seminary reserves the right to suspend or dismiss the student.
  - b. For academic violations, the student will not obtain credit for the course, in addition to being put on probation.

3. Suspension: The Academic Affairs Meeting will deliberate on the duration of suspension for the student, and the student may apply for resumption of schooling after the termination of suspension.
4. Dismissal: If a student's violation is serious, the seminary may dismiss the student.
5. The Academic Affairs Meeting will decide whether to record the above situations on the student's transcript. The record can be kept for 5 years after the student withdraws or graduates, and the Academic Department can also decide to delete it after the duration.

### **III. Code of Conduct**

Students are called to be ministers and workers in churches or Christian institutions, and their behavior should be a model for believers. Therefore, the seminary expects their behavior to conform to a higher standard of conduct.

1. To behave and dress appropriately in accordance with God's calling.
2. To be cooperative with team spirit and be punctual and involved. To give prior notice if absence is unavoidable for legitimate reasons.
3. To maintain harmony with other students internally and be an excellent representative of the seminary externally.
4. To eliminate any unbiblical behavior or habit, such as stealing, verbal violence, lying, alcoholism, gambling, violence, adultery, and use or possession of illegal drugs.
5. Improper use of seminary resources:
  - a. Stealing seminary resources;
  - b. Misusing, misplacing, or damaging seminary facilities and resources;
  - c. Using seminary facilities for matters that are unbiblical.
6. To obey all regulations and policies of the seminary.

The seminary handles student affairs according to biblical principles and cares for the needs of each student. For the long-term development of the seminary and students, the Department of Student Affairs handles every matter seriously. Since most of the students in the seminary are future ministers, the faculty, students and staff are expected to be self-disciplined and caring. If any student has a behavioral or moral issues, please report to the Department of Student Affairs.

After receiving the report, the Department of Student Affairs will weigh the seriousness of the matter and summon the student for a meeting to provide counseling. If necessary, the Department of Student Affairs will launch an investigation. If the issue cannot be resolved after counseling, it will be submitted to the Academic Affairs Meeting to determine whether the student has violated the seminary regulations. If the student does violate the rules, the Academic Dean will notify the student in writing. The student has 2 weeks to appeal and meet with the Academic Dean, Dean of Student Affairs, and a faculty member representing the Academic Department to state the case. If an agreement cannot be reached, the Dean of Student Affairs will submit a written record of the appeal process to the Executive Committee (EC).

The EC must meet to discuss the matter within 2 weeks, and the involved parties must attend to state the whole story. The EC must reach a conclusion within 30 days. All faculty and students must be submissive to this decision. All meeting minutes, reports, and counseling records will be retained by the Department of Student Affairs.

#### **IV. Sexual Harassment**

The seminary is committed to providing and maintaining a healthy learning and working environments for all students, staff, and faculty. The existence of sexual harassment on campus undermines the educational environment, thus the seminary is committed to taking action to prevent and eliminate all such behavior and will hold individuals who engage in such behavior accountable and subject to disciplinary action.

1. **Definition:** Sexual harassment is defined to include direct and indirect sexual advances including unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.
2. The EC will assist the faculty, students, or staff who may have been subject to sexual harassment. Any complaints against the Dean of Student Affairs or any other directors should be directed to the President.
3. **Complaints procedure:** Concerns, questions and complaints about sexual harassment may be discussed with the Dean of Student Affairs.
  - a. **Informal Complaints:** Every effort will be made to resolve the complaint informally. If the complaint cannot be informally resolved the complainant will be advised to initiate a formal complaint. It should be understood that merely discussing the complaint does not constitute a formal charge of sexual harassment.
  - b. **Formal Complaints:**
    - i. A formal complaint is a written complaint signed by the complainant and submitted to the Dean of Student Affairs.
    - ii. During any investigation of a formal complaint, the respondent must be notified of the complaint and the identity of the complainant. The respondent shall be informed of the specific charges in the actual circumstances as soon as possible. While the respondent is given such information, privacy will be maintained to the extent possible until a formal disciplinary action is taken.
    - iii. All formal actions regarding violations of campus sexual harassment policies and procedures by any faculty member, student or staff member will be subject to the disciplinary procedures of the seminary. Disciplines may include dismissal. In any case, the respondent has the right to legal counsel. Only substantiated charges are placed on permanent records.
4. **Retaliation:** No person shall be subjected to any form of retaliation or threat of retaliation for exercising his/her rights and/or responsibilities under the sexual harassment policy and procedures. A charge of retaliation or threat of retaliation shall be considered as a separate allegation from the charge of sexual harassment. A finding of retaliation or threat of retaliation

shall constitute a separate violation of this policy and is not dependent on a finding of a violation of any other section of the policy.

5. Patently false accusation: Patently false accusation of sexual harassment will constitute a violation of the seminary regulations, and the accuser will be disciplined by the seminary.

## **V. Student Grievance Policy**

1. If a student has a grievance, he/she should work with the other party involved to solve the problem in accordance with biblical principles.
2. If the grievance cannot be resolved, it should be reported to the Department of Student Affairs. The Department of Student Affairs will try its best to solve the problem under the principle of protecting the privacy of both parties. The settlement agreement shall be signed by both parties, and each of the involved parties and the Department of Student Affairs shall keep a copy.
3. If the party with the misconduct has no intention of accepting correction, the Dean of Student Affairs has the right to call a hearing. If the grievance involves a faculty member or staff member, his/her supervisor and a representative from the EC must be present at the hearing.
4. If the hearing fails to resolve the grievance, the Department of Student Affairs shall make a resolution within 30 days, signed by both parties, and each of the involved parties shall keep a copy. The Department of Student Affairs must retain a copy of the resolution and the audio recording of the hearing. This resolution cannot be changed and must be submitted to the EC.
5. If the grievance involves a faculty member, a senior faculty member may be appointed to assist in resolving the grievance.
6. If the grievance is related to a violation of the Code of Conduct, please refer to the instructions in the “Code of Conduct”.

## **VI. Student Services**

1. Chapel time and prayer: Chapel time and prayer meetings are parts of the daily schedule at the seminary. The chapel time plays an important role in shaping Christian character and promoting unity of faculty, students, and staff. Student life is assessed based on students’ participation in services at chapel time and small group prayer meetings. The seminary invites local pastors, faculty, and visiting alumni to speak at the chapel time. Students have the opportunity to lead praise and worship, and preach in their mother tongues, sharing Christian worship on a multicultural aspect.
2. Personal Development Plan (PDP): PDP is a tool to help developing a student’s life in many areas of becoming an effective leader. A holistic approach to leadership reflects the biblical understanding of sanctification whereby there are change and growth in every area of Christian life so that Christ is seen in a leader’s life.
3. Care for spirituality and life: Through sending a devotional article, a selected passage of scripture, the latest figures and reminders of the US epidemic, and a selected photo via WhatsApp, Line, and WeChat every day, the seminary conveys multi-faceted care and



encouragement to each student, and also allows students to use the response function of social media to connect with the seminary in time. Every MACS student is assigned a resident professor as his/her mentor at the beginning of the program and the mentor guides the student in developing his/her curriculum related to his/her concentration.

4. **Student Council:** The student body elects a Student Council President and other positions every academic year. The Student Council President's responsibility involves serving the student body in various capacities including representing students before the faculty and staff to express their opinions, organizing students' activities, and coordinating students' participation. The seminary strongly encourages students to participate in the student government, especially in various student activities provided by the seminary.
5. **Special needs/Disability services:** Upon request, students with disabilities may be provided with equipment needed for moving on campus, such as temporary wheelchairs and crutches. Please contact the Department of Student Affairs for details via [student-affairs@mygets.org](mailto:student-affairs@mygets.org).
6. **Job placement information:** The seminary is committed to serving all churches and Christian institutions, so that all graduates can engage in various ministries in accordance with God's calling for them. All degree programs of the seminary prepare graduates for clergy, leadership of religious practice and education, and all other types of religious workers. The seminary is not responsible for job placement. Since most of the students are sponsored by their home churches or organizations, they must participate in their sponsors' service during summer internship and after graduation. The supervisor of internship should fill out the internship evaluation report and submit it to the Department of Student Affairs. If the supervisor has any suggestions, he/she may contact the Department of Student Affairs.
7. **Housing information:** The seminary currently does not have dormitories, so it does not provide on-campus or off-campus housing services. The cost of housing in Los Angeles varies. The seminary is not responsible for finding housing for students or assisting students in finding housing.
8. **International student practical training policy:** International students can obtain CPT/OPT permission through the Department of Student Affairs before the internship begins.

## **VII. Financial Aid**

Since most of the students are sponsored by churches or organizations, the seminary does not offer any form of financial aid, and the seminary is not qualified for FAFSA. Therefore, the seminary does not participate in federal and state financial aid programs. The seminary encourages and accepts any church, organization and individual to support students through donations.

## Appendix I

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program. It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd, Ste 225, Sacramento, CA 95834; (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.