

Canadian Baptist Seminary

Selected Student Policies and Procedures

All CBS students are also registered with Trinity Western University (TWU). Therefore, the final authority remains with the policies, tuition costs, fees and student handbook information as posted on the Registrar office site of TWU. Information is available at <http://www.twu.ca/registrar/>. Further information related specifically to ACTS Seminaries is also available at <http://www.actsseminaries.com/current-students/calendars-and-timetables/>

However, we have included here selected policies and procedures that assist CBS students with specific questions.

Where is the CBS campus?

Canadian Baptist Seminary is located in the Fosmark Center on the campus of Trinity Western University, Langley BC. We are about one hour outside the city of Vancouver, BC. Our administrative offices are on the second floor of Fosmark Center. We share classrooms, library, faculty and other facilities with our ACTS and TWU partners. We provide a tour of the entire campus for all new students.

Is CBS Accredited?

Canadian Baptist Seminary receives accreditation for its programs through its partnership with ACTS Seminaries. ACTS has been accredited by the Association of Theological Schools in the United States and Canada (ATS) since 1997. In 2011-2012 ACTS undertook a routine comprehensive self-study, resulting in a vote by the ATS Commission to renew the Consortium's accreditation through until Spring 2022. All CBS degree programs are currently accredited.

If I am coming from another country, what do I need to know?

All international students must be accepted into a program, have in their possession a letter of acceptance and also receive a student visa enabling them to study in Canada. Such students also need to provide assurance that they have funds for the program and living expenses. CBS has limited financial assistance for students. Always refer to www.cic.gc.ca for the most up-to-date information on international students.

What health care coverage will I need?

CBS/ TWU requires all non-Canadian students who reside in B.C. to enroll in the British Columbia Medical Services Plan (BCMSP). BCMSP provides all basic health care needs and helps avoid surprise medical bills. The BCMSP website outlines the details of the health care plan. The annual cost of insurance is approximately \$750 (CDN). This cost covers interim health care coverage for three months and BCMSP coverage for nine months. When students arrive on campus for Orientation, they visit the Wellness Centre in Douglas Centre to complete the paper

work for health coverage. In addition, at this time the Wellness Centre will be able to answer all questions about health coverage for family members who may be joining students in Canada.

What is the relationship between CBS and Trinity Western University (TWU)?

All CBS students are also students of Trinity Western University and as such benefit from the resources available to all students. Also, all CBS students will be expected to sign the Community Covenant of the university. Students within CBS are also protected and governed by the policies and procedures shared among the ACTS Partners.

What identification cards (ID Cards) will I receive?

All CBS students receive a photo ID card that gives them access to the TWU library and other academic libraries in the Vancouver area.

How are the programs and professors assessed? What can I do if I have a complaint?

CBS professors and all ACTS Seminaries professors are regularly assessed through course evaluations and peer reviews of faculty and staff. When a student has a concern, the first step is to approach the professor or person with whom the student has the concern. The CBS Dean is also available to advise of further processes that are available. CBS has a "Harassment Officer" who will also step in as needed.

How do I drop a course and what are the refund policies?

Regular on-campus courses may be added prior to the add/drop deadline without additional costs. Online or summer courses may be added during the first two weeks of a semester. Course additions later than these dates require approval of the program director. An administration fee will be charged. Students who find it necessary to withdraw from the program or semester courses after completing registration and whose withdrawal is approved by the program director will be granted refunds as outlined below: During the first two weeks of the semester a full refund of tuition charges will be made less a \$200 withdrawal fee. During the third week of the semester, a 70 per cent refund will be issued. Refunds will decrease by 10 per cent per week over subsequent weeks with no refund after the sixth week. On-Campus Summer Classes: Full refund less a \$500 withdrawal fee during the first day of class only. No refund thereafter. Online Classes: 75 per cent refund during first two weeks. No refund after two weeks. For further details consult the Registrar website at www.twu.ca/registrar

How are my tuition monies protected if CBS were to cease operations?

CBS and ACTS have been functioning for over 25 years. We are financially strong and have systems in place to protect the student. However, if CBS were to cease operations, each CBS student would be invited to enroll in one of the other seminaries within the ACTS Seminaries consortium. All coursework would transfer. In the even higher unlikelihood that all ACTS Seminaries were to cease operation, each student would remain enrolled in the Schools of

Graduate Studies of Trinity Western University and all coursework would be honored. At any time, a student can transfer their credits to another ATS seminary in North America, but each one would have policies to determine how much credit they would accept as transfer.

Is there financial aid available from CBS?

CBS has modest amounts of financial assistance that are awarded to students based upon both need and the intent of the specific award. Other financial assistance is also available through various shared ACTS Seminaries bursaries and scholarships. We also encourage the home church of the student to support them as possible in this important stage of life. Further information can be given in the CBS office.

For all other questions, email Canadian Baptist Seminary at canbapseminary@twu.ca