

Admissions

“Enter into his gates with thanksgiving, and into his courts with praise. Be thankful unto him and bless his name.”

Psalm 100:4

ADMISSIONS

ADMISSIONS REQUIREMENTS & PROCESS

Ability to Benefit. If a student does not have a high school diploma or the equivalent (GED), Heritage Bible College will consider admission on an individual basis. A student may enroll and take individual courses under the Ability-to-Benefit requirements. Such academic credits will be validated and credit given upon completion of work for a high school diploma or passing tests of General Education Development (GED).

If admitted under this learning program, the student is required to:

- Pass the ACT ASSET Test with a minimum score of 35 in both the reading and writing portions. This test is administered at Heritage Bible College.

If a student scores less than 35 in either the reading or writing portion of the ACT ASSET Test, he or she may be admitted at the discretion of the admissions office but will not be eligible for student financial aid under any Title IV, HEA financial aid program. Students can retake the complete instrument following the retest guidelines established by ACT regarding time periods, required forms, and reasons for retesting.

- Successfully complete GED tests by the end of the second semester and provide a copy to the Admissions Office for the student's official file.

For additional information, contact the Admissions Office at (910) 892-3178 or 800-297-6351 extension 233 or 223. You may also visit the College website at www.heritagebiblecollege.edu or send an e-mail to admissions@heritagebiblecollege.edu.

Admissions Information. For more information about admission requirements, contact the Admissions Office at the following address:

Admissions Office
Heritage Bible College
P.O. Box 1628
Dunn, NC 28335
910-892-3178 or 800-297-6351 ext 232
admissions@heritagebiblecollege.edu

Admissions Requirements. Individuals seeking admission to Heritage Bible College must meet the following requirements:

1. High school diploma *or* GED.
2. Applicants without a high school diploma may apply under the ability-to-benefit policy and may be admitted based on the earning of an acceptable score on the ASSET test; these applicants are admitted on a conditional basis and must earn their high school diploma or equivalency by the end of their second semester.
3. Submission of all required application materials and fees.

In keeping with the college mission to develop Christ-centered men and women of Christian character, equipped at the college level with skills for ministry and committed to a life of Christian service, Heritage Bible College establishes the following standards for the screening of prospective students and will apply these standards to the decision-making process for accepting students for admission.

Students will be accepted for admission to the college based upon demonstration of the following attributes:

1. A sincere desire to prepare themselves to identify and/or fulfill the call of God on their lives.
2. The ability and stability necessary to perform satisfactory work in an academic setting as evidenced by application materials including transcripts, results of in-house placement testing and screening interviews by admissions staff.
3. A commitment to honor and obey college doctrine, code of conduct, rules and regulations and to refrain from the attempt to proselytize other members of the student body to any contrary belief that they may possess.
4. The ability to finance their education through federal financial aid, scholarships, loans or personal funds; in the case of loans, the ability and commitment to repay the loan is an important consideration.
5. Submission of the required application materials and fees.

Conditional Admission

Applicants who have a high school diploma/GED or prior college credits but whose grades and/or test scores reflect the need for developmental studies may be admitted on a conditional basis provided:

1. Asset test scores indicate the applicant's ability to benefit from developmental studies and the possibility to then perform work at the required level.
2. A plan is formulated to provide the applicant with developmental and tutoring services needed to facilitate success in the course of study and end results specified that will determine whether the applicant is then eligible for full and unconditional acceptance and enrollment. The plan is recommended by the admissions committee with final approval by the Academic Dean.

3. The student's progress and performance is monitored by his or her faculty advisor and results evaluated by the faculty advisor and the Admissions Committee. A formal review is conducted by the admissions committee at the end of the first semester. A final decision regarding the full, unconditional acceptance and enrollment of the student or his or her withdrawal from the college is made within two semesters after admission.

Admission of Home Schooled Students. Home-schooled students who wish to apply for admission must meet the following requirements:

1. Applicants must submit a completed application for admission and meet all other general entrance requirements.
2. In lieu of a high school diploma, applicants must present from the Division of Non-Public Education a copy of acknowledgment to operate a home school.
3. Applicants who have previously attended a conventional public/private school must provide a copy of their cumulative record from the school attended.
4. Applicants must present a copy of their test results from a most recently administered nationally standardized achievement test.
5. Applicants must take the college's placement test in order to be eligible for full or conditional acceptance and enrollment.

Admission of International Students. Heritage Bible College is approved under federal law for the education of non-immigrant international students. International students who are sincerely interested in preparing for Christian service will be considered for admission based on their proficiency in reading, writing, and speaking the English language and their ability to pay for educational and living expenses while in the United States.

Test of English as a Foreign Language. Applicants whose native language is other than English must demonstrate their proficiency in the English language by scoring 500 or more on the paper-based Test of English as a Foreign Language (TOEFL) or a score of 173 on the computer-based version of the test.

The Test of English as a Foreign Language (TOEFL) measures the ability of non-native speakers of English to use and understand North American English as it is spoken, written, and heard in College and university settings. The test measures English language proficiency in reading, listening, and writing and is offered on computer in most regions of the world. In areas where access to computer-based testing is limited, a paper and-pencil version of the test is administered.

I-20 Form. International students are required to certify to their native country that they have been accepted for admission at a United States College and that sufficient funds are available to pay for their educational and living expenses while pursuing higher education in the United States. This certification is necessary in order to obtain a visa. Heritage Bible College provides the completed I-20 form and a letter of acceptance to the applicant.

International Student Scholarships

Heritage Bible College grants scholarships based on available funds and in consideration of the following priorities:

1. Students who are citizens of the United States
2. International students who are members of PFWB Churches and who have a financial need
3. Students who have a financial need for assistance in funding their education

Financial Requirements for International Applicants

International applicants are required to certify to their country that they have sufficient financial means to pay for their college education and living expenses while in the United States before they can be granted a visa. In order to prevent possible fraud on the part of the applicant and financial loss to the college, Heritage Bible College requires that international applicants make arrangements to pay estimated tuition, fees, and residence costs prior to issuance of a letter of acceptance and the I-20 form.

Any advance payments will be used to cover expenses as they occur and unused funds will be refunded to the student upon graduation or other withdrawal from the college. Additional expenses that arise for which sufficient advance funds are not available are the responsibility of the student. No degree will be awarded or transcript released for any student in financial arrears to the college.

Admission Requirements for Veterans. Heritage Bible College programs are approved by the North Carolina State Approving Agency to enroll veterans, military personnel, and their dependents. Individuals who qualify under these requirements should contact their local VA Office for more information.

Students entitled to VA benefits for education must complete the application process required of all potential students. The Financial Aid Director will certify enrollment for those who are eligible for Department of Veterans Administration benefits.

All students applying for VA benefits must have a complete admissions file (including high school and previous college transcripts) before the College can certify the applicant to receive benefits.

Application Process. To apply for admission at Heritage, the following must be submitted to:

Admissions Office
Heritage Bible College
P. O. Box 1628
Dunn, NC 28335

Resident or Commuter or Online Students

- **Application form**
- **Non-refundable application fee** – required for new students who have not previously attended Heritage Bible College and returning students who have not attended classes for five or more years. *Application fee is waived for returning students who withdrew from classes less than five years before returning.*
- **Dormitory Fee** – Dorm students only.
- **Letter of Purpose** – a written statement explaining why applicant would like to attend Heritage Bible College.
- **Medical History Form** – verification of health history and status for use in the event of an emergency.
 - Students taking *only* online or extension classes are exempt from the requirement to complete a medical history form.
- **Immunization Verification** – North Carolina State laws require proof of required immunizations for on-campus weekday students prior to college enrollment. *Proof must be in place or immunizations in progress within 30 days of first class to avoid disruption of classes. NC law requires that students not meeting immunization requirements must not be allowed to attend class.*
 - Students taking *only* online or extension classes are exempt from immunization requirements.
- **Pastoral Reference** – to be completed by the applicant’s pastor verifying Christian character.
- **General Reference** – a close friend should complete the form and return it to the College.
- **Official High School Transcript** is required for all applicants. If applicant did not graduate from high school, a copy of the GED certificate must be provided **in addition to** official transcripts from all high schools attended. (Note: Applicants applying for VA benefits **must** have a complete admissions file, *including high school transcripts*, before the College can certify the applicant to receive benefits.)
- **Official transcript** from any college previously attended.
- **Photo ID** (photocopy of driver’s license, passport, or other official photographic identity document)
- **Signed Statement of Faith/Standard of Conduct** (signature page must be submitted; remainder of document should be kept for reference)
- **SAT or ACT scores**, if available

Audit Students

Students who are auditing a class for personal enrichment must submit a completed application form, the application fee (for the first class audited), and pay the course audit fee.

Students in Non-Degree Program of Study

Students not wishing to enroll in a program of study for the purpose of earning a degree but who wish to earn credit for the course(s) may enroll in individual classes of their choice upon submission of application materials to the Admissions Office and payment of required fees.

Immunization Requirements. All new weekday on-campus and/or resident students are required to present proof of immunizations to the Admissions Office. Required immunizations are specified in North Carolina law and students who fail to comply with these requirements will not be allowed to remain in attendance at Heritage Bible College.

Students who attend any combination of night, weekend, online or extension classes are **exempt** from immunization requirements unless their status changes to attending on-campus classes during the week. Students who take less than four credit hours of weekday classes on campus are also exempt.

Students who attend more than four hours of weekday classes on campus **must** provide proof of immunizations required by law for college entry.

Incomplete Student Files. Federal, accreditation, and college regulations require that student files be complete. Students whose files are incomplete will not be issued grades or transcripts until required materials are provided to the Admissions Office. Students whose files lack required documentation may be prohibited from registering for or attending classes until their files are complete.

Veterans

All students applying for VA benefits must have a complete admissions file (including high school and previous college transcripts) before the College can certify the applicant to receive benefits.

Online Registration. Heritage Bible College is approved to offer online classes for completion of a degree program. New online students must register for classes before the end of the drop/add period (see semester calendar) for each session of online classes during a semester. Continuing online students must pre-register during the special pre-registration period in the previous semester (see semester calendar). After pre-registration, continuing students selecting or changing courses will be charged a late registration fee.

Online classes are available to students living on campus but must be taken in conjunction with on campus classes. No student living on campus may register for a course load consisting only of online classes.

The matriculation fee is the same for online students as for on-campus students up to a maximum fee of \$360. Online-only students are required to meet the same requirements for payment of tuition and fees as are on-campus students.

Orientation. Attendance at orientation is required for all new students, with the exception of those taking only online or extension (off campus) courses. The orientation process introduces students to the campus, college administration, faculty, staff, and college traditions and requirements. Students accepted for admission to Heritage Bible College are notified of the date and time for orientation, testing, and registration. On-campus resident or commuter students who are unavoidably unable to attend the scheduled orientation session are responsible for the information presented during the session and must meet with required staff to secure the necessary information and take the required tests. An electronic orientation session will be presented to online and extension students.

Orientation for Online-Only Students. Online-only students will be provided with the following information and materials in order to orient them to the college in a way comparable to campus students.

The following information/materials will be provided electronically:

1. Power-point presentations made by staff at the on-campus orientation session
2. Doctrinal statement and Code of Conduct
3. Student Handbook
4. Academic catalog
5. Information and instructions specific to the online course software and course materials
6. Instructions for taking the online versions of the Standardized Bible Content Test, Language Proficiency Test, and Computer Competency Test
7. A statement for online students to certify provision of orientation materials and acknowledge responsibility for abiding by rules and regulations; statement is to be signed and returned to the Student Services Office for inclusion in the student's file
8. Other materials deemed appropriate

The materials shall be made available to new students by the first week of each eight-week session of online classes. Students will be required to submit a statement that they have read and understood the materials to the Online Coordinator. This statement shall be provided to the Student Services Office for inclusion in the student's file.

Readmission Requirements

Returning Students in Good Standing

Readmission after missing one or more semesters is not automatic. The returning student must contact the Admissions Office to discuss readmission and complete a readmission application. The student's file will be evaluated and updated documents provided as needed. The student's prior enrollment at the College will be reviewed and a determination made by the Admissions Director and Dean of Students for readmission.

The returning student must also contact the financial aid and business offices to arrange for payment of tuition and fees prior to being allowed to register for classes. Returning students must comply with all registration procedures required of new students with the exception that payment of application fee is waived for returning students who withdrew from classes less than five years before readmission.

Returning students not in Good Standing

Former students who were not in good standing at the time of withdrawal (academic or disciplinary suspension, financial arrears, or other situations affecting their standing) must follow the application process required for new students, including payment of the application fee, and must be approved for readmission by the Admissions Committee. Any student dropped by the college for academic reasons is ineligible for readmission until one full semester has elapsed.

Readmission after Suspension

Readmission after suspension is never automatic. The student must apply for readmission through the Admissions Office and be accepted by the Admissions Committee and approved by the Academic Dean for re-entry. Any student that is dropped for academic reasons is ineligible for readmission until one full semester has passed.

Registration. Student must have received notice of acceptance from the Admissions Office and financial arrangements must be complete prior to being allowed to register for classes. A late fee of \$35 will be charged for registration after the deadline (see semester calendars for dates). The late fee will be imposed by the registrar and paid to the business office.

Testing. Skills' testing is required of all new students who do not have appropriate transfer credits in general education from other colleges or institutions.

Language Proficiency Test. Entering students are required to write an essay on an assigned topic during the orientation for new students. Based on the results of this test, students may also be required to take the Asset Test in order to determine placement in freshman English classes.

Computer Skills Test. Entering students are required to demonstrate fundamental computer skills by passing a computer competency test. Students not passing this test will be required to complete a three-hour computer fundamentals class or its equivalent during the first two weeks of the students' first semester or online session.

Asset Test. This test of reading and writing skills is given to students admitted under the Ability to Benefit policy or as deemed appropriate by the Admissions Committee. Counseling and placement are based on test results. Admission may be conditional based on results of testing with conditions to be determined by the Admissions Committee and the faculty advisor.

Bible Test. All freshmen are required to take the Standardized Bible Content Test (SBCT). Scores enable the faculty and administration to evaluate and adjust the Bible curriculum. Seniors retake the test as an exit exam prior to graduation.

TRANSFER STUDENTS

Transfer Students. Students wishing to transfer from another college must comply with the same admission requirements as non-transfer students. Transfer students may apply for campus housing or take classes as a commuter or online student.

Transfer Credits from Other Colleges to Heritage Bible College

It is the responsibility of students wishing to transfer to submit official transcripts of all work at previous colleges. Transfer credits will be evaluated in terms of the Heritage Bible College curriculum and credit will be allowed whenever possible for equivalent courses taken at another college. Applicants wishing to have their transcripts evaluated before enrolling at Heritage should send a written request to the Admissions Office. The Registrar and the Academic Dean will make final determination of transfer credits.

Students may transfer credits for comparable course work done at another college:

- If that college is accredited by a body recognized by the Council for Higher Education Accreditation (CHEA) or the U.S. Department of Education.
- If the course work is relevant to the program of study the student wishes to enter at Heritage.
- If the student is in good standing at that college.
- If the student secures an official transcript from that college for assessment of transfer credits by the Academic Dean.

Transfer credits from an unaccredited institution will be transferred if it can be documented that they represent collegiate course work taught by qualified faculty.

Only course work earned at the quality level of a “C” or above will receive transfer credit. Transfer credit grades are included in calculation of the transfer student’s overall grade point average in consideration for academic honors and awards.

Regardless of the number of transfer credits approved or the program of study, the final 30 hours of instruction must be taken at Heritage Bible College.

Veterans

Any transfer student eligible to receive Department of Veteran Affairs (VA) benefits must submit to the Registrar official transcripts of all prior collegiate work. All college transcripts must be evaluated and any appropriate credit granted before the student’s enrollment will be certified for VA benefits.

Transfer Credits from Heritage Bible College to Other Colleges

Credits for courses taken at Heritage Bible College may be transferred to other colleges provided the grade is a C or above; however, it is the prerogative of other colleges to make their own determination whether to accept transfer credits from Heritage Bible College based on their own internal policies. Students wishing to transfer course credits to another college should query the college of their choice for undergraduate or graduate studies to determine if transfer credits will be accepted and which courses in particular qualify for transfer.

Student Responsibility

Students wishing to transfer credits from Heritage Bible College to another college shall submit a written request along with the designated fee and the name and address of the college to which the official transcript should be sent. No transcripts will be issued for students whose account is unpaid.