



Thank you for choosing  
**New Brunswick  
Bible Institute, Inc.**

as your post-secondary place of learning.



## Now that you've been accepted

We have compiled this acceptance package to give you the information you will need as you prepare for the coming year(s) as a student here. If we can assist you in any way, please contact us. We would like to make your transition to NBBI as easy and as painless as possible.

You are entering as a:

- Freshman (LifeQuest - Associate of Biblical and Theological Studies) 1 Year
- Freshman (Biblical and Theological Studies) 3 Years
- Freshman (Advanced Biblical Ministries) 4 Years
- Junior (Biblical and Theological Studies)
- Junior (Advanced Biblical Ministries)
- Senior (Biblical and Theological Studies)
- Senior (Advanced Biblical Ministries)

You are entering the school year which consists of the semesters below:  
September 2021 - December 2021; January 2022 - May 2022

### ***God's Purpose - Our Passion***

2335 Route 103  
Victoria Corner NB E7P 1C7  
Phone 506.375.9000 Fax 506.375.1800  
nbbi@nbbi.ca nbbi.ca

est. 1944



## New Brunswick Bible Institute

2335 Route 103, Victoria Corner, NB E7P 1C7  
Phone: 506.375.9000 ext. 247 Fax: 506.375.1800  
E-mail: larry.rushton@nbbi.ca

**Larry D. Rushton**  
Registrar

Dear NBBI Student:

Greetings from Victoria Corner, New Brunswick.

We look forward to having you here as a student in September. The following things are included in this packet:

- your acceptance letter from President Matthew Little - insert
- this booklet including:
  - a calendar of events covering the 2021-22 school year - Page 1
  - things to consider as you prepare for your stay - Pages 2-5
    - e.g. insurance; what to bring; dress standards; contact information
  - a map of how to get to NBBI - Page 5
  - academic items of interest - Pages 5-6
    - e.g. graduation requirements
  - financial information from our Business Manager - Pages 7-8
- student contract **to be signed and returned** in the envelope provided - insert
- student handbook - insert

### *International Students Only (Including USA)*

- formal information form on NBBI letterhead to be presented at the border with your acceptance letter for study permit application - insert
- Canada Immigration requirements for international students - Pages 11-12 insert

### *Married Students Only*

- information for Married Students insert

Registration is from 11:00 a.m. to 5:00 p.m. on September 11th. Our Welcome to School Rally will be held at 7:30 p.m. in the main auditorium and a reception follows in the dining hall. Please notify your parents that they are invited to our Weekend of Welcome meetings and meals as our guests. On the last page, you will find a list of local motels which is included for their convenience.

We are praying for a great year and ask you to do the same.

Because of Calvary,

Larry Rushton  
Registrar

# Calendar 2021-2022 (Module Format)

Resident Advisors Return .....	Tuesday .....	Sept. 7, 2021
Upperclassmen Registration .....	Thursday .....	Sept. 9, 2021
Upperclassmen & Staff Picnic .....	Friday .....	Sept. 10, 2021
Freshmen Registration .....	Saturday .....	Sept. 11, 2021
<b>Module I .....</b>	<b>Monday-Friday .....</b>	<b>Sept. 13-Oct. 8, 2021</b>
Harvest Fest .....	Saturday .....	Sept. 18, 2021
Thanksgiving Weekend .....	Friday Noon-Tuesday 9:00 pm .....	Oct. 8-12, 2021
Exam Day .....	Wednesday .....	Oct. 13, 2021
<b>Module II .....</b>	<b>Thursday-Wednesday .....</b>	<b>Oct. 14-Nov. 10, 2021</b>
Ladies' Retreat .....	Friday-Saturday .....	Oct. 22-23, 2021
Exam Day .....	Thursday .....	Nov. 11, 2021
<b>Module III .....</b>	<b>Friday-Monday .....</b>	<b>Nov. 12-Dec. 13, 2021</b>
College for a Day .....	Thursday Evening-Saturday Morning ..	Nov. 11-13, 2021
US Thanksgiving Weekend .....	Wednesday Noon-Sunday 9:00 pm .....	Nov. 24-28, 2021
Christmas Banquet & Program .....	Friday .....	Dec. 3, 2021
Exam Preparation .....	Tuesday .....	Dec. 14, 2021
Exam Days .....	Wednesday-Friday .....	Dec. 15-17, 2021
Christmas Vacation .....	Fri. Afternoon-Sun. 9:00 pm .....	Dec. 17, 2021-Jan. 17, 2022
<b>Module IV .....</b>	<b>Monday-Friday .....</b>	<b>Jan. 17-Feb. 11, 2022</b>
2nd Semester Registration .....	Monday .....	Jan. 17, 2022
Men for God Rally .....	Friday-Saturday .....	Jan. 28-29, 2022
Exam Day .....	Monday .....	Feb. 14, 2022
<b>Module V .....</b>	<b>Tuesday-Monday .....</b>	<b>Feb. 15-Mar. 28, 2022</b>
First Teen Retreat .....	Friday-Sunday .....	Feb. 25-27, 2022
March Break .....	Friday Noon-Sunday 9:00 pm .....	Mar. 4-Mar. 20, 2022
Second Teen Retreat .....	Friday-Sunday .....	Mar. 25-27, 2022
Exam Day .....	Tuesday .....	Mar. 29, 2022
<b>Module VI .....</b>	<b>Wednesday-Tuesday .....</b>	<b>Mar. 30-Apr. 26, 2022</b>
Spring Banquet & Program .....	Saturday .....	Apr. 2, 2022
College for a Day .....	Thursday-Saturday .....	Apr. 14-16, 2022
Exam Preparation .....	Wednesday .....	Apr. 27, 2022
Exam Days .....	Thursday, Friday & Monday ...	Apr. 28, 29 & May 1, 2022
Conference Preparation .....	Tuesday-Thursday .....	May 3-5, 2022
Spring Conference .....	Friday-Sunday .....	May 6-8, 2022
Graduation .....	Sunday Afternoon .....	May 8, 2022

This calendar may change slightly if COVID-19 is still a threat in September 2021 and self-isolation is required of some of our students. We will notify you if and when we decide changes need to be made.

# THINGS TO CONSIDER AS YOU PREPARE FOR YOUR STAY AT NBBI

## Early Application Scholarship

New Brunswick Bible Institute applicants who send in all their paperwork so that we receive it by March 31st are encouraged to apply for the Early Application Scholarship. Contact the business office or visit our website at [nbbi.ca](http://nbbi.ca) for more details. For your convenience, scholarship applications may be completed online.

## Dental, Medical and Health Care Insurance

Students should have all medical, dental and optical work done before coming to school. A regional hospital is within minutes of NBBI in case of emergencies.

**All students are encouraged to seek their own health care insurance while in attendance at NBBI.**

## Travel Arrangements, Vacations and Breaks

Students travelling to and from school are expected to make arrangements for themselves and the transportation of baggage to and from airports and bus depots.

Our dormitories are closed during vacations so students are expected to make their own arrangements to be off campus during school breaks.

Students should not miss classes. They should not leave early or return early or late from breaks, vacations or weekends off. In the case of a medical emergency, funeral or family wedding, the dean's department should be contacted before booking flights or making other arrangements.

## What to Bring

### Items you may need

- Sheets, blankets, pillow & pillow cases
- Towels & face cloths
- Hand soap, shower gel & shampoo
- Clothes hangers
- Iron
- Flashlight
- Desk lamp
- Umbrella
- Small first aid kit (bandaids etc.)
- Gym shoes (non-marking soles)
- Drinking glass, mug, cutlery (for use in dorm)
- King James Version (for uniformity in the classroom)
- Other Bible translations for study or personal use
- Small mat: 60cm x 90cm (2'x3')
- Small safe (for valuables)
- Clothes rack for drying clothes
- Alarm clock
- Waste basket
- Laundry soap
- Computer, printer & paper
- Dictionary
- Musical Instruments

## Dormitory Life

New Brunswick Bible Institute seeks to provide a friendly, relaxed yet regulated atmosphere conducive to study and to individual development in Christian living. All dormitories are under the direct supervision of the deans and students who are appointed as student resident advisors. All single students are expected to live in the Institute dormitories during their freshman year. Students who live near the school may submit a request, through the registrar's office, to live at home. This request will be considered by the administration and an exception may be granted.

Dormitory rooms provide accommodation for two students. Rooms are furnished with bunk beds, mattresses, dressers, study tables, chairs and closets. Curtains for windows and closets have also been provided. The cheerfulness and comfort of the room depends largely on the touches provided by the occupants.

Students are expected to provide their own towels, sheets, blankets, pillows and cleaning supplies.

## Appearance and Dress

An individual's personal appearance tells much about his or her character. New Brunswick Bible Institute's philosophy is that Christian men and women should form careful habits of dress and grooming which are modest, neat and discreet. All students are expected to dress neatly and appropriately at all times.

### Standard of Dress

• **Full Dress** is worn for banquets, morning conference meetings, Sunday mornings and special occasions.

**(Men)** Suit or jacket, dress pants, dress shirt, tie and dress shoes.

**(Women)** Dress or skirt, blouse, and dress shoes or dress sandals. Skirts should come to the knee while standing or sitting and slits must not be above the knee. Tight-fitting or see-through clothing are considered inappropriate.

• **Neat Casual** is worn for evening conference meetings, Sunday evenings, prayer meetings and classes.

**(Men)** Modest, neat casual pants (e.g. Dockers), dress or polo shirt tucked in, and dress or casual shoes. A dress sweater may also be worn.

**(Women)** Modest, neat casual pants or skirt, dress top, and dress or casual shoes. Skirts should come to the knee while standing or sitting and slits must not be above the knee. Tight-fitting or see-through clothing are considered inappropriate.

• **Leisure** can be worn at all other times.

**(Men & Women)** Modest, clean and neat apparel without holes and not ragged looking. Long shorts, jeans, sneakers and flip-flops are appropriate.

### Dress for meals

*Breakfast* - Leisure

*Dinner* - Neat Casual

*Supper* - Leisure (No work wear, gym wear or jogging pants)

Note: Any exceptions to this dress code will be made by the Dean of Men or the Dean of Women.

### Physical Appearance

• Men will be expected to have their hair cut regularly. Long hair and extreme cuts are not permitted. Hair should be trimmed above the ears and shirt collar. Neat, well-trimmed facial hair is allowed. Earrings, studs, etc. may not be worn.

• Ladies will be expected to be discreet in both apparel and appearance. Make-up may be worn in moderation. Hair styles are not to be extreme in style or colour. Earrings or studs may be worn in the ear provided they are moderate in size, number and colour. Other rings or studs for piercings may not be worn.

• All students are to be sensitive to those with allergies and avoid using heavily scented perfumes, soaps, etc.

## Special Diets

Our dining hall is not equipped to accommodate every preference in diet. Our food services personnel work extremely hard to make appealing, nutritious meals and all students are served the same meals. On occasion we have students with special needs with underlying health concerns. An example would be an individual with celiac disease who needs a gluten-free diet. Only students who provide a doctor's note specifying a particular need for medical reasons will be considered when special meals are planned. This note should be sent to the registrar before the arrival of the student so the kitchen can be notified in advance and decide whether or not their special need can be met.

## Textbooks

Textbooks are required for most courses. Our campus bookstore seeks to provide our students with textbooks at affordable prices. The prices vary each year with individual classes but students should be prepared for textbook costs of up to \$450. A textbook list is available upon request. Students receive the following discounts.

\*Textbooks ordered prior to school opening or during the first week of school 25%

\*Textbooks (any other time of the year) 20%

\*All other items (excluding red tag items) 10%

The bookstore also carries a wide selection of Bibles, Christian study books, commentaries, Christian novels, books on Christian living, gift items, CDs and DVDs.

## Contact Information

**Registrar: Larry Rushton** - general admissions, information about the school, student acceptance, transfer of credits, class schedules, textbooks

email: [larry.rushton@nbbi.ca](mailto:larry.rushton@nbbi.ca)

Phone: (506) 375-9000 extension 247

Admissions inquiries: 1-800-771-NBBI (6224) extension 247

**Business Manager: Dan Robins** - student fees, financial arrangements, scholarships, trailer park site or apartment rental

email: [danny.robins@nbbi.ca](mailto:danny.robins@nbbi.ca)

phone: (506) 375-9000 extension 233

**Dean of Men: Mike Grant** - male student care, permissions, dorm regulations/room assignments, dress code

email: [mike.grant@nbbi.ca](mailto:mike.grant@nbbi.ca)

phone: (506) 375-9000 extension 252

home phone: (506) 324-8900

**Dean of Women: Beth McMahon** - female student care, permissions, dorm regulations/room assignments, dress code

email: [beth.mcmahon@nbbi.ca](mailto:beth.mcmahon@nbbi.ca)

phone: (506) 375-9000 extension 273

home phone: (506) 375-6607

**President: Matthew Little**

email: [matt.little@nbbi.ca](mailto:matt.little@nbbi.ca)

phone: (506) 375-9000 extension 262

All of the above can be contacted by regular mail at this address:

First Name Last Name

New Brunswick Bible Institute

2335 Route 103

Victoria Corner NB E7P 1C7

## Cross-Border Travel (Canadian Students)

NBBI is located just 30 minutes from the Canadian/US border at Belleville (Woodstock), NB/Houlton, ME. A passport, passport card or a WHTI-compliant document will be required if you plan to cross the border. It is not mandatory but **we recommend that our Canadian students obtain one of these documents**. Some of our student activities, such as travelling in a ministry team, Practical Christian Service assignments or roller skating take place in Maine and if a student chooses to participate, the possession of one of these documents is necessary. We suggest that you look into this matter as soon as possible since the process can take time.

## Postal Information

Those wishing to send mail to our students can use the following address:

STUDENT'S NAME  
C/O NEW BRUNSWICK BIBLE INSTITUTE  
2335 ROUTE 103  
VICTORIA CORNER NB E7P 1C7

## Laundromat

There is a laundromat on campus which can be used, free of charge, by students.

## Internet Access

Students on campus have access to wireless internet at no charge.

## Student Employment

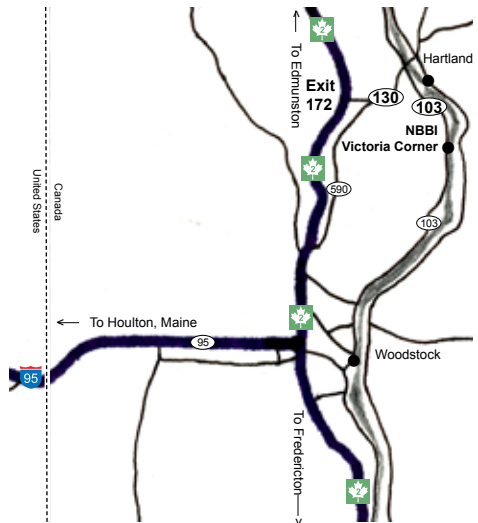
Single students are not allowed to be employed off-campus while school is in session. Due to the academic work load, married students desiring to work while attending school must seek the approval of the staff before taking employment.

## Firearms

Students are not to bring firearms on campus. Special permission may be granted, only by our Deans' department, for use during hunting season. If permission is granted, these firearms cannot be brought into any campus building. They must be stored by a staff member with a Possession/Acquisition Firearms Licence, designated by our Deans.

## Location

Centrally located in western New Brunswick, New Brunswick Bible Institute is 5 kilometres south of Hartland at 2335 Route 103 on the west bank of the beautiful St. John River Valley. Shopping and banking facilities are conveniently located in Hartland, and the major town of Woodstock is only 20 minutes south of the school. For our U.S. students a major port of entry for eastern Canada is situated just 35 kilometres away near Houlton, Maine.



## Academic Items Of Interest

### Graduation Requirements

The student whose character and conduct manifest earnestness and sincerity and whose life evidences stability and cooperation will be graduated if the following requirements are met.

#### Associate of Biblical and Theological Studies program - 38 hours of instruction

- The student must earn 35 credits as designated in the course of study and must maintain at least a 2.0 grade point average.
- The student must earn 2 credits for Practical Christian Service.
- The student's financial obligations must be fully met. Upon completion of the course of study and graduation, the student will receive an Associate Diploma of Biblical and Theological Studies.

## **Biblical and Theological Studies program - 108 hours of instruction**

- The student must earn 99 credits as designated in the course of study and must maintain at least a 2.0 grade point average.
- The student must receive 7 credits for Practical Christian Service.
- The student's financial obligations must be fully met. Upon completion of the course of study and graduation, the student will receive a Diploma of Biblical and Theological Studies.

## **Advanced Biblical Ministries program (B.Th. or B.R.E.) - 144 hours of instruction**

- In addition to the 99 credits already earned, the student must earn an additional 36 credits as designated in the course of study and must maintain at least a 2.0 grade point average.
- The student must receive a satisfactory report on the field ministries.
- The student's financial obligations must be fully met. Upon completion of the course of study and graduation, the student will receive a Diploma of Advanced Biblical Ministries from New Brunswick Bible Institute and a Bachelor of Theology degree from Covington Theological Seminary.

## **Credits**

One class hour represents 12 fifty-minute periods of instruction—exclusive of hours of examinations and readings. Academic credits are given for each class hour completed with a grade of 60% or better. A higher grade receives greater credit value.

Non-academic credits are given for Practical Christian Service.

## **Grade Points**

Grade points are given on the following scale.

A+	99-100%	4.0	grade pts/class hr
A	95-98%	4.0	grade pts/class hr
A-	91-94%	3.8	grade pts/class hr
B+	87-90%	3.5	grade pts/class hr
B	83-86%	3.0	grade pts/class hr
B-	80-82%	2.8	grade pts/class hr
C+	76-79%	2.5	grade pts/class hr
C	73-75%	2.0	grade pts/class hr
C-	70-72%	1.8	grade pt/class hr
D+	67-69%	1.5	grade pt/class hr
D	64-66%	1.0	grade pt/class hr
D-	60-63%	0.8	grade pt/class hr
F	Failure	0.0	grade pts/class hr
I	Incomplete	0	grade pts
WP	Withdrew Passing	0	grade pts
WF	Withdrew Failing	0	grade pts



## **Grade Point Average (GPA)**

A student's GPA is calculated by dividing the grade points earned by the hours of classes taken. An average of 2.00 is required to complete the year.

## **Failures**

Failures in any subjects up to 3 hours per year are allowed providing the marks are above 50 percent on the subject or subjects failed. If the mark is below 50 percent the subject must be repeated.

## **Program Delivery**

The primary method of program delivery will be by in-class lecture. Faculty members will also give reading and out-of-class assignments.



# Financial Information



Date: October 26, 2020  
To: 2021-2022 Student Body  
From: Mr. Danny Robins - Business Manager  
Re: 2021-2022 Student Fees

---

---

Dear NBBi Student:

Greetings from the campus of New Brunswick Bible Institute. We are excited about each of you who will be studying on our campus this coming year and trust that this will be a time of deep spiritual growth and maturity in your walk with the Lord.

**Please Note: All fees for the semester are payable at registration on September 9, 2021 (Freshmen - September 11, 2021) and January 17, 2022.** Paying your account balance in full at the time of registration each semester qualifies you to receive an immediate **5% discount on your school bill.**

Students who provide proof of their ability to meet their financial responsibilities are permitted to participate in the attached payment plan. **Advanced Biblical Ministries student payments are due in full for the Fall Semester on September 9, 2021, and for the Winter Semester on January 17, 2022.**

New Brunswick Bible Institute is able to accept payment on student accounts in a number of convenient ways. **We accept cash, cheque, Mastercard, Visa and direct debit cards. \*\* Students who elect to use the payment plan must meet the minimum payment requirements at the beginning of each month:**

<b>First Semester:</b>		<b>Second Semester:</b>	
First Payment	September 9, 2021	Fifth Payment	January 17, 2022
Second Payment	October 1, 2021	Sixth Payment	February 1, 2022
Third Payment	November 1, 2021	Seventh Payment	March 21, 2022
Fourth Payment	December 1, 2021	Eighth Payment	April 1, 2022

# 2021-2022 Student Fees

## SCHEDULE OF FEES (Listed in Canadian Funds)

Single Students	1st Semester	2nd Semester
Tuition	\$ 2,300.00	\$ 2,300.00
Room and Board	\$ 2,900.00	\$ 2,900.00
Married Students	1st Semester	2nd Semester
Tuition	\$ 2,005.00	\$ 2,005.00
Trailer Site Rental	\$ 1,400.00	

## Payment Schedule

- **Charges for each semester are due and payable on Registration Day** (September & January).
- **Paying your account balance in full at the time of registration each semester qualifies you to receive an immediate 5% discount on your school bill.**
- Students who provide proof of their ability to meet their financial responsibilities are permitted to participate in the following **Payment Plan**. Student loan funds may be used as part of this payment plan only if they arrive prior to the payment date.

**Single Students:** A minimum payment of \$2,200.00 made each semester at the time of registration in September and January, and three (3) consecutive payments of \$1,000.00 each due and payable on the first business day of each month following.

**Married Students:** A minimum payment of \$970.00 made each semester at the time of registration in September and January, and three (3) consecutive payments of \$345.00 each due and payable on the first business day of each month following.

**Advanced Biblical Ministries/Bachelor of Theology or Bachelor of Religious Education :** A minimum payment of \$2,688.00 made at the time of registration in September, 2021 and a minimum payment of \$2,688.00 made for the second semester in January, 2022.

### • Conditions:

Failure to make a payment within 5 business days of the payment due date will result in the student being excluded from class attendance until his/her bill is paid in full.

Students with overdue account balances will not be permitted to proceed, graduate or receive grades, diplomas or final transcripts until such time as all financial obligations have been met.

## Refund Policy

**Tuition:** When a student leaves NBBi either by dismissal or withdrawal, the student may receive a tuition refund. The amount is determined by the following schedule:

<i>Attended (or part thereof)</i>	<i>% of Tuition Refund</i>	<i>Attended (or part thereof)</i>	<i>% of Tuition Refund</i>
First Week	100%	Fourth Week	50%
Second Week	80%	Fifth Week	35%
Third Week	65%	After Five Weeks	0%

**Room & Board:** If a student withdraws or is dismissed, room and board charges are pro-rated at a rate of approximately 7% per week. (Charged on a weekly basis, or part thereof).

**NOTE:** Any of the above fees are subject to change.

DM Robins - Business Manager

# Items of Interest for Family and Friends

## Conferences, Rallies & Retreats

NBBI holds a number of special events for the public each year. These are days of refreshment and decision for many guests who come to us from across Canada and the United States.

Our Ladies' Retreat is held in mid October. This retreat draws our guests, staff and students together for a refreshing time of fellowship, praise and worship. It is a great time of spiritual renewal.

College for a Day is held twice a year for those in grade eleven or higher, or young adults who are employed in the work force. Mid November and late March, these young adults join us and sit in on some classes and participate in rallies, while rubbing shoulders with our present students and getting a taste of what Bible school is all about.

Our Men's Rally, held each year in the month of January, provides a time for gentlemen on our campus and in our local churches to study God's Word together. Seminars prove to be a real inspiration to our guests, staff and student body.

During the months of February and March, New Brunswick Bible Institute holds Encounter, our youth retreats for grades 7-12. Scores of teenagers flood the campus for fun-filled and spiritually-inspiring days. Guest speakers and faculty from the school combine to challenge the young people to a life of commitment to Jesus Christ. Students minister through counselling, special music and leadership in sports activities.

Spring Bible Conference is held at the end of April or the beginning of May. The Sunday afternoon graduation service is the highlight of our Spring Conference and the climax of the school year. This service includes a clear presentation of the Gospel as a Christian witness to the many unsaved friends and relatives of students who attend this special occasion.



## Campus Visits

Students may also have guests on campus at other times of the year. Permission should be granted first by our Deans' department.

If a visitor is a prospective student, an appointment can be set up with our Registrar. Meals and accommodations are free for these guests.

## Open Bible Bulletin

Parents and friends who wish to keep up with what is going on at NBBI can request that their names be added to our mailing list. The Open Bible Bulletin is sent, free of charge, each month. You can receive it by mail or receive an email notification to view it on-line.



## Information On Area Motels

Parents of our incoming students are invited to the “Welcome to School Rally” on Saturday night, our informal reception in the student lounge after the Welcome Rally and our Sunday services and meals during our Weekend of Welcome. Listed below are the names, phone numbers and approximate distances of local motels for your convenience.

<b>Name of Motel &amp; Address</b>	<b>Phone &amp; Website</b>	<b>Distance</b>
Ja-Sa-Le Motel 8293 Route 104, Brighton, NB E7P 2J7	506-375-4419 800-565-6433 ja-sa-lemotel.com	6.1 km 6 minutes
Stiles Motel Hillview 827 Main St., Woodstock, NB E7M 2E9	506-328-6671 877-668-3506 stilesmotelwoodstock.com	14.2 km 13 minutes
Florenceville Inn 239 Burnham Rd Florenceville, NB E7L 1Z1	506-392-6053 866-390-0212 florencevilleinn.com	21.2 km 16 minutes
Knight's Inn 276 Lockhart Mill Rd, Jacksonville, NB E7M 5K4	506-328-6688	18.7 km 17 minutes
Best Western 123 Gallop Ct, Woodstock, NB E7M 3P7	506-328-2378 888-580-1188 bestwestern.com	20.9 km 19 min
Canada's Best Value Inn & Suites 168 Houlton Rd, Woodstock, NB E7M 6B5	506-328-8876 888-328-8876	23.7 km 19 minutes
Howard Johnson Inn 159 Route 555, Woodstock, NB E7M 6B5	506-328-3315 877-328-1961 wynndhamhotels.com	23.7 km 20 minutes

# Application Procedures

## New Students

Application to New Brunswick Bible Institute can be made by going online to *nbbi.ca/admissions/applications/* or by requesting application forms by calling 1 (800) 771-6224.

1. All application forms should be filled out in English by the applicant.
2. **Fully answer all questions** on application forms A, B, C and D.
3. Be sure to add a clear autobiography and testimony as mentioned under “Christian Experience” on form B.
4. Reference forms E (Pastor/Elder) and F (Employer or Teacher) must be completed by the referee online or on paper and sent directly to the Office of Admissions. Referees **must not** be related to you (the applicant) and must have known you for at least a year. Referee must also be 21 years of age or older.
5. Arrange for an official transcript from your most recent educational institution to be sent to us. An official transcript is one issued by the school, bearing an original signature or school seal. The transcript should be sent in a sealed envelope from the issuing educational institution.
6. Your photo is not required but is beneficial to us. It can be sent with your form A.
7. Once we receive all items for your application we can begin the process of evaluating it. You will be notified by email or phone of your acceptance. You are then responsible to send in the student confirmation fee to confirm your attendance at NBBI. **This fee is nonrefundable, but will be credited to your account.** Receipt of this fee will be acknowledged by an official acceptance letter. An acceptance packet will also be sent which will include information you will need to prepare for your year(s) here at NBBI.

## Re-Application Procedure

### Junior, Senior and Advanced Biblical Ministries Students

To be considered for a new term, junior, senior and ABM students must re-apply by filling in the form provided at the end of the school year. Re-application will be accepted provided the student has completed the required summer Practical Christian Service and acquired the necessary credits. The re-application fee must be received by the Registrar's office no later than July 15. This amount will be credited to the student's account. **Re-application fees received after July 15 will not be credited to the account.**

## Returning Application Procedure

Students who have been out of school for one or more semesters should contact the Registrar to receive an updated catalogue and information concerning re-applying.

## International Students (Including USA)

### Citizenship and Immigration Canada Requirements Included

As an international student you should begin the application process well in advance of the semester in which you plan to enroll. In addition to the enrolment procedures already listed above, international students, including those from the USA, should note the following:

1. If the international applicant's first language is not English, satisfactory results from the TOEFL (Test of English as a Foreign Language) must be sent directly to New Brunswick Bible Institute. You can obtain this information by writing to:

TOEFL Services	Phone: (609) 951-1675
CN 6151	Fax: (609) 520-1093
Princeton NJ 08541-6151	Web site: <a href="http://www.toefl.org">www.toefl.org</a>
USA	

2. After being accepted by New Brunswick Bible Institute, you will need to apply for a Study Permit. You can find the application online at, [www.cic.gc.ca/english/study/study.asp](http://www.cic.gc.ca/english/study/study.asp)

or visit the nearest Canadian government office in your home country. **If you are a citizen of the United States of America, you may apply at your point of entry into Canada when you come to school. The immigration officer will take your information and will print out the permit. US students DO NOT need a visa.** *Students from some countries may also need a Temporary Resident Visa and some may need a medical exam.* When applying for your study permit you will need:

**a) Proof of acceptance** - an official letter of acceptance stating that you have been accepted in a theological course of study at the New Brunswick Bible Institute and a form of information. **These will be included in the acceptance packet sent to all international students upon notification of acceptance.**

**b) Proof of identity** - A valid passport or travel document for you and each accompanying family member. The passport or travel document must allow you to return to the country that issued it. Citizens and permanent residents of the United States, St. Pierre and Miquelon, and Greenland do not need a passport, but do need proof of status and citizenship, such as a national identity card or an alien registration card.

**c) Proof of financial support** - You must prove that you have enough money to pay for your tuition fees, living expenses for yourself and any family members who come with you to Canada, and return transportation for yourself and any family members who come with you to Canada. You can prove that you have sufficient funds to support yourself in Canada by showing some of the following:

- proof of a Canadian bank account in your name if money has been transferred to Canada;
- proof of a student/education loan from a financial institution;
- your bank statements for the past four months;
- a bank draft in convertible currency;
- proof of payment of tuition and accommodation fees;
- a letter from the person or institution providing you with money;
- proof of funding paid from within Canada if you have a scholarship.

For full details please see the Canadian Government Web site at [www.cic.gc.ca](http://www.cic.gc.ca) (click on Study). Canada Immigration will charge a nonrefundable fee to cover the cost of processing the application for entry into Canada.

3. Students driving into Canada must report to the Canada Immigration Centre at the place of entry into Canada. Please allow time for immigration processing at the border. They must also report when they are returning to their homes.

**Please Note:** Parents, family or friends travelling to Canada with students will also be required to have a passport, passport card, or other WHTI-compliant document when crossing the border. Children under the age of 16 will be able to present the original or copy of their birth certificate, or other proof of U.S. citizenship such as a naturalization certificate or citizenship card.

You will find the immigration and customs officials, for the most part, very co-operative and friendly. Come with the documentation above, be very courteous, respectful and Christ-like, and you should have no difficulty entering into Canada.

**All forms and questions should be addressed to:**

**Director of Admissions  
New Brunswick Bible Institute  
2335 Route 103  
Victoria Corner NB E7P 1C7  
Phone: (506) 375-9000  
Fax: (506) 375-1800  
Email: [registrar@nbbi.ca](mailto:registrar@nbbi.ca) Web site: [nbbi.ca](http://nbbi.ca)**

# Information for Married Students

## Living Arrangements

Married students are expected to find their own living accommodations and should therefore visit the area well in advance to make suitable arrangements. We are located in a rural area, so available housing is limited. New Brunswick Bible Institute does not provide housing for married students and their families. On occasion apartments become available on campus which are available for rent. These apartments are very limited and may not be available during your time here at NBI. All inquiries about on-campus apartment availability should be directed to the Registrar's office.

## Wives Wishing to Take Classes

Wives of married students are encouraged to enroll in classes whenever it is possible to do so. Tuition fees for classes are charged according to the number of hours per week the class is taught. There is no fee for auditing classes. However, anyone taking classes must register with the office.

## Local Schools for Children

Children of students and staff attend our local schools. Hartland Community School includes Kindergarten to Grade 12 and is located 5.9 kilometres from NBI. School busses pick children up and drop them off right in front of our campus for those living here.



Hartland Community School, Kindergarten - Grade 12

## Post Office Information

Married students should arrange for mail delivery at their local post office.

## Shopping

Hartland is the closest town and is located 4 km from our campus. It has two grocery stores, a hardware store, two drugstores, a Tim Horton's, and an Irving gas station. There is also another Irving, a Burger King and a SubWay 6.9 km from our campus. A larger town, Woodstock, is approximately 16 km away. The city of Fredericton is approximately 120 km East of the school.

## Medical Facilities

The Upper River Valley Hospital is located approximately 6.6 km away. There are two Doctor's offices in Hartland. Other medical professionals' offices are located in Woodstock.