NBBI



Student Handbook

2026-2027

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WELCOME!

We are thrilled you have chosen NBBI as your place of study this year. We pray that as you spend time on our campus that you will grow in your knowledge of God's Word and in your personal walk with our Lord.

Recognizing the many different cultures and circumstances that each student comes from, we as a staff want to help you make the very most of your time here. The following guidelines are intended to guide you smoothly through this year. Please feel free to ask us about things you do not understand or for further explanation. **Some of these guidelines will be unique to NBBI culture while others may help you establish principles for your future ministry.**

Our desire is to foster a family-like atmosphere where each person respects others and their personal belongings. Simply putting others before yourself will greatly enhance your experience here.

Each staff member will play a vital role in your life here on campus. Those responsible for your day to day care and encouragement with respect to the guidelines found on the following pages are Mr. Mike Grant, Dean of Men and Mrs. Beth McMahon, Dean of Women. It is their sincere desire to see you do well in every area of student life including the dorms, classrooms, Practical Christian Service and student training. Any requests concerning the ***men should be directed to Mr. Grant*** and any requests concerning the ***ladies should be directed to Mrs. McMahon***. The deans look forward to serving you throughout your time with us.

General Information Concerning Weekends Off and Vacations

Students are expected to be present for all classes, conferences and retreats. We also ask that students do not leave early or return late from weekends off, vacations or any other times except for emergency medical reasons, funerals and weddings. In case of an emergency, please contact the deans as soon as possible. If you need to be away during classes, conferences or retreats, please notify the deans well in advance of the date in order to have an approved absence. **Please do not** book flights or arrange rides to leave early or return late **before** receiving approval from the deans. We appreciate your cooperation in advance.

When Can Students Leave Campus?

A. Daily

Students are free to leave campus in a mixed group any weekday afternoon providing student training and due assignments are completed. If students will be absent from the lunch or supper meals the Kitchen staff **MUST** be informed. Saturday, students are free to leave after noon following the same expectations. All activities are to be planned for public areas and must be consistent with Christian character. Couples may double date after receiving permission from the Deans. Students may only be in private homes when the owners are present.

Inappropriate contact and personal displays of affection are not allowed on or off campus. Loitering: One man and one lady alone anywhere on campus will be considered poor deportment.

Note of concern: Ladies must be in groups of two or more when walking off campus or on the trails on campus and should not be walking after dark. This is for your own safety. Any exceptions must be pre-approved by Mrs. McMahon.

Students, please inform either your roommate or Resident Advisor of where you plan to be when off campus in case you need to be contacted.

B. Weekends

Students may take weekends off provided there are not any school functions planned, Practical Christian Service assignments scheduled and due assignments are complete.

Students are required to fill in a "Weekend Off" form and hand it into the dean by Thursday in advance of going. Emergencies will be considered exceptions. A weekend off may begin after the last class on Friday morning. Students must return and be in dorms by 10 pm Sunday. Late returns may result in forfeiting future weekends.

In order to be approved for a weekend off ...

* all due assignments must be complete
* a substitute must be found for student training
* if involved in Campus Church or Practical Christian Service, permission to find a substitute MUST be received from the staff member in charge.

Mixed groups are allowed to take weekends off together with permission from the Deans.

C. Vacations

Students are expected to make arrangements to be off campus during vacation periods and should not return to campus before the scheduled date. The dining hall, kitchen and dorms will be closed during Christmas and March. Students arriving early on the scheduled day-of-return will be responsible to arrange their own meals. The dorms will be open on the scheduled day-of-return. Exceptions will be made for single students with issues due to long distance travel. Clear communication with the deans is expected so that proper arrangements may be made.

Vacation forms must be filled in and returned to the Deans' offices one week in advance of the vacation. Students will not be allowed to leave campus until all student responsibilities are completed. Permission to leave will be given by the students' respective deans.

Students are required to return to campus by the designated time of 9 pm. If, because of storms or sickness, a student is unable to return on time, he/she is expected to phone the Dean at home to report the delay. (Men - Mr. Grant - 324-0839, Ladies - Mrs. McMahon 425-7971)

D. Weekends Off and Vacations Concerning Couples

Couples may visit in each other's homes during weekends off and vacations ***after the Deans have received written permission by both sets of parents.***

E. Emergency trips

Students are responsible for their own arrangements for transportation and should plan medical appointments in advance, **outside of class hours and assume responsibility for costs and arranging of their own transportation. Emergency trips or crisis situations determined by the deans** to doctors, the pharmacy or hospital will be billed at $.55/km to student accounts should a staff member be required to transport the student. Charges will be made on a case by case basis.

F. Leaving Studies (Withdrawing from school)

Any student who leaves school, either through dismissal or voluntarily, will be billed $.40/km by the business office for any mileage incurred by staff members in assisting him/her to get to and from airports, bus stations or directly to home.

Appearance and Dress Guidelines

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 therefore 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. Carelessness and extremes in dress, make-up and hairstyling are not acceptable. Any clothing that highlights sexuality should not be worn.

Our desire is to have modest, neat and appropriate dress for all occasions.

Definitions

Full Dress: *This would be for banquets, conference 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 knees while standing and sitting.)

No sneakers, flip-flops, or sports shoes.

Class Dress: (Think neat and clean business casual) *This would be for all classes, conference afternoons and evenings and Sunday evenings*.*

- (Men) Modest, neat casual pants, no jeans (except in class*) no cargo pants, no shorts, collared shirt tucked in or dress sweater (no hoodies) and dress shoes or clean, casual shoes *(no running shoes, gym shoes or converse all-stars)* Please refrain from clothing with large logos.
- (Women) Modest, neat casual pants, no jeans (except in class*) no cargo pants, no shorts dress top (no hoodies) and dress shoes or clean casual shoes. *(no running shoes, gym shoes, slides, flip flops or converse all-stars)* Please refrain from clothing with large logos.

Class Only Neat jeans may be worn as long as they are solid in colour like black, grey, beige or dark blue and are not acid-wash, stone wash, bleached, torn or faded.

Casual: (prayer meetings and free time)

- (Men & Women) Modest, clean and neat apparel that does not have holes and/or is not ragged looking. Long shorts, jeans, sneakers and open-toed footwear are appropriate. **Sweatpants are not appropriate.**

Appearance

- Men will be expected to have their hair cut regularly. Hair colour may not be altered during the course of the school year. Side-burns must be neatly trimmed. Long hair and extreme cuts are not permitted. Men are expected to be clean shaven, although neat, well-trimmed mustaches and beards are allowed. What constitutes neatness will be determined by the Dean of Men

- Ladies will be expected to be discreet in both apparel and appearance. Make-up may be worn in moderation. Make-up should not be gaudy and not applied to attract attention. Hair styles are not to be extreme in style or colour. Earrings may be worn provided they are moderate in size, number and colour.

No new body piercings or tattoos are allowed during the academic year. Body piercings are not to be worn. This includes all piercings other than earrings.

NOTE: Any exceptions to this dress code will be made by the Dean of Men or the Dean of Women. Extremes in any area of dress will be dealt with on an individual basis.

Dorm Life

A. Living in the Dorm

Living and working together in a Bible School setting is a great place to learn about ourselves and about living with others. Many of the regulations regarding living in the dormitories exist simply because the students have come from so many different backgrounds. The following regulations were compiled to promote the utmost in courtesy and respect for one another's personal space and property.

Single students are required to live in dormitories. Upon written request to the Deans, **consideration may be given** to students to live off campus with parents or relatives living near the school. **Single students living in the dorms are not allowed to be employed off campus during the school year.** (This does not include breaks or summer.) **Exceptions are by permission only.**

1. Resident Advisors are appointed by the Deans and are accountable to the Deans for the deportment of students.

2. Students are to respect each other's privacy and property and should not enter another student's room or take anything belonging to another student without permission.

3. Students' personal music is not to be used without headphones during designated quiet times. When used during free time the volume must be kept low so as to be heard in the student's room only. Music is not to be heard outside of the dorms. Excessive noise and rowdiness is not allowed. **Be considerate of others.**

Music Policy for Students Living on Campus/in Dorms - It is our purpose here at NBBI to have music that is consistent with our doctrinal position, our teaching on separation, worldliness, carnality and what should constitute wholesome Christian character and living. It is our purpose to have music that is not offensive to our fellow staff, students, supporters and constituents to whom we minister. We believe the music we listen to and identify with should be in accord with the fruit of the Spirit listed in Galatians 5:22-23 *as love, joy, peace, long-suffering, gentleness, goodness, faith, meekness and temperance*. Therefore, music that is unbiblical in lyrics or themes, music that promotes a worldly carnal life style, or music that is presented in loud, harsh, angry tones will not be allowed on campus/in dorms. Accepted music styles used publicly at NBBI will only be: Traditional Christian, Praise and Worship, and Contemporary. We reserve the right to determine what constitutes appropriate music for our campus/dorms. Secular music is not to be played out loud.

Movie Policy - While living on or commuting to campus, all students will refrain from attending movie theatres (excluding vacations and summer breaks).

If students wish to watch movies on campus, they must first check with their respective dean.

4. The following appliances are allowed: **In rooms:** hair blow-dryers, curling irons, razors, and computers; **In the lounge:** electric kettles, toasters, and a microwave.

- **TVs are not allowed in the dorms.**
- **Computer games that deal with extreme violence, occultism, immorality and immodesty are not to be viewed.**

Blow dryers are not to be used during quiet times. Note: Extension cords are not allowed in the dorms. Power bars with automatic override are encouraged.

5. **During scheduled quiet times - there is to be quiet in the halls and only low talking in the rooms.** Lights should not be on and students should not leave their rooms before 5:00 a.m. The only exceptions are 1) early student training and 2) exam days. Lights out is at 11:00 pm Sunday through Thursday and 12:00 am Friday and Saturday.

6. **Evening time schedule:** Students should not leave campus after 10:00 pm (Sunday through Thursday) and after11:00 pm (Friday and Saturday) without permission from the Deans.

7. Any student who is away from campus in the evening for legitimate reasons and returns after the scheduled time for lights to be out, must have lights out ½ hour after returning to the dorm. **Students leaving campus after lights out, without permission from the Dean, are subject to dismissal.**

8. **Students are not allowed to enter or loiter near the dormitories of the opposite sex at any time without permission from the Deans, including vacations and the time prior to music/group tours.**

9. No student is permitted to set up any retail business in the dorm.

10. **TELEPHONES:** Only their own personal phones may be used by students. Practical Christian Service calls may be made in the main office with permission from the Office Secretary. These calls must be listed on the form provided by the office secretary.

B. Fire Regulations

Regulations are placed by each exit in the dorms. There will be periodic fire drills.

C. Care of Property

The NBBI campus buildings have been erected through the sacrificial gifts of God's people. All breakage and damage must be reported at once to the Dean's office and the Maintenance office. Charges will be levied as determined by maintenance and business manager. Rooms will be inspected before occupancy, December break and prior to Spring Conference.

1. Furnishings in the room may be moved or rearranged very carefully by students. Walls and furniture must not be defaced.

2. Men's dorm - Nothing is to be put on or attached to walls or ceilings. Items may be displayed on bulletin boards and room doors (with the use of magnets only). No adhesive of any kind is permitted on walls, ceilings, windows, doors, or bulletin boards.

Ladies' dorm - Nothing is to be put on or attached to walls or ceilings. Items may be displayed on bulletin boards. No adhesive of any kind is permitted on walls, ceilings, windows or doors.

3. Student's rooms are to be thoroughly cleaned at least once a week. ***There will be room inspection.***

4. Dripping clothes must not be hung in bathroom areas where there are tile floors. They may be hung in the ***downstairs shower room area only***.

5. Students must not tamper with electric wiring, panels, circuit breakers or fixtures. Candles may not be burned in the dorms.

6. When lights are on, blinds must be closed. Nothing should be hung outside the window or on the curtain rod.

7. When thermostats are on in the dorm rooms, windows and doors should be closed. Screens should not be moved.

D. Guest Policy

Guests are welcome on the campus of New Brunswick Bible Institute.

In order that we may efficiently be of assistance to those who are visiting students, we advise you of the following guidelines.

1. When guests come to the campus, we provide the rooms in the dormitories and the guest must provide their own bedding, towels etc. The rooms are equipped with bunk beds and the limit is two guests per room. Guests are expected to be sensitive to the dormitory regulations, concerning quiet times and curfew times for the students. Arrangements must be made through the Dean's Department **two weeks** in advance of your planned visit. This option is limited to the available space in our dormitories.

2. When families come to stay on campus the men will be asked to stay in the men's dorm and the ladies in the ladies' dorm.

3. Meals are served three times a day in our Dining Hall.

4. For those who prefer motels we can provide a list of those in our area and guests can make their own arrangements. Most of the motels on the list provide very reasonable rates with neat and clean accommodations and are located within 15 minutes of the school.

5. Accommodations and meals are provided free of charge, however, if guests would like to make a donation to the school, they may do so in the business office.

CONFERENCE GUEST POLICY IS DIFFERENT.

Campus Life

A. Internet Use

The use of internet on our campus is to allow access to appropriate information and communication for the student's daily life, academic study and Christian ministry. Students on campus may gain access to the internet through our school approved system. NBBI reserves the right to monitor internet use through our security fire walls, filters and blocks to assure appropriate usage is achieved.

Skype and Facetime may only be used to connect with families back home unless special permission is granted by the deans' department. Video calls from dorm to dorm are prohibited. This is to protect the privacy of others in the dorm.

Improper use of the internet will result in denied access and appropriate discipline. In regards to internet usage, time management and moral integrity are absolute requirements for Christian character development. Although some firewalls can be avoided and some sites may be accessed by apps, this does not mean that they should be. All internet use rules are a matter of character and should be obeyed as before the Lord.

Internet use is available in the dorms all day.

B. Vehicle and Campus Parking Guidelines

School vehicles may not be used without permission.
Speed Limits - Maximum speed for vehicles on any area of school property will be **25 kph (15 mph)!**

Parking - Fire regulations demand that students do not park their vehicles in the driveways or entrances to buildings. Students not observing parking regulations will lose the privilege of using their cars. **Vehicles are not to be left parked unattended in the school yard at any time and must not be parked by the Open Bible Student Centre overnight.**

▸ Parking for **ladies is directly beside the lawn nearest the Student Centre** from the East corner toward the Dining Hall. **IN THE WINTER** after the snow is plowed from the road side (East side) of the Open Bible Student Centre, ladies should move their cars to that area. After snow removal the cars should be returned beside the lawn.

▸ Parking for **men is in the parking lot North of Beacon Hall**. **IN THE WINTER**, after the snow is plowed on the West side of the dorm, cars are to be moved to that area. When the snow has been removed from the regular parking lot, cars are to be moved back to the designated area.

▸ **Commuters and married students** should park their vehicles along the south pedway.

Repairs - The Maintenance building must not be used for vehicle repairs without permissions from the Maintenance Staff. Paved areas may not be used for oil changes. Tools and materials used in construction around campus are not to be tampered with or used by students without permission from Maintenance.

Bicycles - Students are not to ride bicycles on the grassed areas, on sidewalk or in any buildings.

C. Gym and Rec Room Guidelines

The lights are on a control switch- please be sure to turn them off when you are finished. **When children under 12 are in the gym *they must be accompanied by at least one adult.***

Food **is not allowed** in the gym or carpeted recreation area.

Gym shoes (not boots or regular shoes) must be worn for all sports activities. No objects are to be shot or thrown in the direction of the bleachers or chapel partition. **ONLY** the concrete block walls are to be used for a backstop.

Gym equipment is located in the sports office and should be returned in the same condition as found. **If equipment is damaged by abuse, the one using it will be responsible for replacement costs.** All equipment and clothing must be picked up at the end of the activity.

D. Laundry Guidelines and Schedule

Laundry area is located beside student mailboxes. **Laundry area is not to be used in the mornings during classes until 1:30 pm** Monday - Friday or after 9:45 pm Monday - Thursday. See schedule on back of handbook and in laundry room. Do not overload the machines (only load clothes loosely to the top of the holes in tub). Clean the dryer vents. The counter may be used for student laundry. **Washing supplies are not to be stored in the laundry room.** Any supplies left in the laundry room may be used by anyone. Each student is responsible to see that the laundry room is left clean.

E. Kitchen

The kitchen is out-of bounds AT ALL TIMES except for staff-appointed duties. Only kitchen staff and appointed students should be handling food. Food and/or utensils are not to be taken from the kitchen without permission from the kitchen staff.

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 stu-

dents 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.

F. Dining Hall

New Brunswick Bible Institute's goal and desire is to create a family atmosphere. To promote an opportunity for students to get to know a variety of members of the student body as well as staff, students have assigned seating which is changed on a weekly basis. There will be assigned seating for dinner meals only.

•Students are to take their plates and utensils to the dish-washing counter.

•**Breakfast is optional.**

Students should not enter the lounge or dining hall until shortly before breakfast, and should leave directly after the meal is completed. Students should not socialize in the lounge or dining hall until shortly before breakfast.

•If not attending lunch or supper, students should sign-out by Chapel time for lunch and 3 pm for supper using the on line forms found on the student portal.

◆◆ Only resident dorm students may eat in the dining hall. Off campus students and guests must inform the deans and the kitchen prior to the meal.

GUESTS - If students have guests visiting over night (including former students) the Dean must be informed. The Kitchen Staff should be informed as to the number of guests and how long they plan to stay.

For further instructions concerning guests please refer to Dorm Life Guest Policy.

G. Lounge

Our desire is to encourage students to develop healthy relationships amongst themselves so that they may better encourage one another.

The lounge is intended to be a place where students may relax and enjoy each other's fellowship. Situations which exclude others should be avoided. Behaviour between members of the opposite sex should in no way be embarrassing to others. **Inappropriate contact and personal displays of affection are not allowed on or off campus. Loitering: One man and one lady alone anywhere on campus will be considered poor testimony.**

Resident Advisors will be in charge. Students using the dining hall for studying/fellowship must not be in the dining hall until the meal is over and the tables are all cleared.

If a visitor is an off-campus boyfriend or girlfriend, the same guidelines are expected and permission should be received from the deans.

H. Engagement And Marriage

New Brunswick Bible Institute recognizes the value and importance of developing mature and Christ-honouring relationships while at Bible school. We also recognize the importance of couples approaching engagement and marriage sensibly and in harmony with God's purpose and will for their lives. Therefore, the following rules apply with regard to engagement and marriage.

Students may become engaged when school is not in session. Engagement would require parental permission. NBBI retains the right to determine who may or may not return to school.

Students who desire to get married and return as married students the following academic year must meet the following criteria:

1. Communicate with NBBI your intention to get married.

2. Couples must have been dating/engaged a total of 18 months prior to marriage. Those that do not meet this requirement will be asked to take the upcoming academic year off to allow for adjustment to married life.

3. Seek and obtain parental approval for marriage.

4. Agree to not be married during the academic year (including breaks)

5. Agree to marriage counseling (On campus counseling or local pastor)

6. All permissions for marriage while in school will be granted at the discretion of the Board.

I. Riverside Park and Campus Trails

The Lord has blessed New Brunswick Bible Institute with its beautiful location on the St. John River. It is an added privilege to have a park located across the road from the main campus for our students and staff to enjoy. However, couples are not to socialize alone on that part of the campus.

J. Administration Offices

Students should not be in school offices apart from assigned responsibilities. Students are not to use the office equipment or telephones for personal use without permission.

It is students' responsibility to take notice of all posted announcements in chapel.

Business Office: Students will be expected to transact all business during regular business hours.

For the payment schedule consult the business office.

Cheques will not be cashed by the Business Office. They may be used, however, for the payment of fees. American money should be changed at the bank to facilitate acquiring the maximum exchange rate at any given time. Check your local bank for its hours of operation.

K. Library

1. **Quietness is to be observed at all times.**

2. Dress for the Library is casual. Library supervisors will report violations.

3. During morning study halls, students may use the library only if the Librarian is on duty.

4. Please do not sit on library tables **or move café furniture**.

5. Food and drink are allowed in the café attached to the library, but may not be taken onto the carpeted area except water in a closed water bottle. Students are to clean up after themselves and dispose of all their own trash.

6. Office furniture and supplies are not for student use.

7. Library books may not to be taken from the library unless properly signed out by the Librarian or Supervisor. Books may be signed out as per the library schedule.

8. A total of 4 books may be signed out for 1 week. All items are due at 4:00 pm of the date stamped. Materials signed out can be renewed indefinitely.

9. Materials on the reserve shlef may be signed out overnight. Monday through Thursday. One copy of the reserve book is left on the shelf. “Reserve material” is due at 4:00 pm o fthe following day.

10. A fine of 25¢ per book per day will be charged on overdue books. Fines may be paid from 2:00-5:00 pm and 7:00-9:00 pm only. Students with overdue materials will lose all library privileges and are campused until books are returned and fines paid.

L. School Post Office

Each student is given a mail box with a combination at the beginning of the school year. School mailbox numbers should not be used on out-going mail in order to avoid confusion at the local Post Office. **Ask your correspondents to put your name clearly at the top of the address.** Mail coming to students should be addressed as: **John/Jane student; c/o NB Bible Institute; 2335 Route 103, Victoria Corner NB E7P 1C7**

◄ In-coming mail will be sorted to the student mailboxes after lunch. **Please check your mail each day (Monday-Friday) after lunch** for possible notices from the teachers or deans. A note will be left in your mailbox if a parcel has arrived. It may be picked up at the window between 1:00-1:15 pm. **Students should not ask the mailman for another student’s mail.** Mail received at the school for students during the summer will not be forwarded, it will be returned to the sender (1st class) or discarded (all the rest).

► Out-going mail with Canadian postage affixed may be dropped in the mail slot in the main office. Out-going mail for today is typically picked up by the Post Office between 8:30-10:30 a.m. Mail may be sent later in the day by taking it in to the Hartland Post Office before 4:00 p.m.

M. Open Bible Bookstore

The bookstore offers a generous assortment of Bibles, theological books, commentaries, Christian living books (by authors David Jeremiah, Warren Wiersbe, Charles Stanley, John MacArthur, etc.), Christian novels (for adults, teens and children) and gift and card selections. All students receive a 10% discount. Textbooks are provided for students at a 20% discount.

Return Policy - 1. All returns must be in excellent resalable condition. 2. **Sales slip must be presented** at time of return. 3. Returns **must be made within 10 days** of purchase for a full refund. After 10 days, a 10% restocking fee will be applied and will be limited to exchange or credit only (no cash refund). **No returns may be made after 30 days** unless special arrangements have been made with the manager.

Defective Product -1. Returns on defective product **accompanied by a sales slip** will receive full credit or exchange.

2. Return of defective product **without sales slip** but purchased at this bookstore will need the manager’s approval and is **limited to exchange or credit only**.

N. Firearms - Students are not to bring firearms on campus. Special permission may be granted, only by our Deans, 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.

O. Classes, Meetings and Campus Church

Students are to attend all classes, chapels and meetings. Students are to be in their seats and quiet when the bell rings. When the speaker or teacher begins to speak, the class is in session.

Talking will not be tolerated. No food is allowed in class or chapel. Beverages are allowed in a closed lid container only. Food may be eaten in the hallways during breaks. Texting, phone calls, gaming or using internet is not allowed during classes or meetings. Tablets are allowed with permission only.

Assigned seating arrangements are posted in the classrooms. Changes must not be made without permission from the teacher and registrar. Students not in their assigned seats will be considered absent. In the chapel the back two rows of seats are to be left for guests and staff - all students are to sit in the forward rows of seats.

Students are to go to classes and meetings when the bell rings but not more than ten minutes before the scheduled time. Discipline hours will be given to students who are late or absent without legitimate reasons. PLEASE NOTE: Students are not to leave classes or meetings except for emergencies. Gym washrooms are for student use. Staff washrooms may not be used (unless emergency).

When students are dismissed early from a class, it is expected they will return to their rooms to study. If the time period is approximately ten (10) minutes, students may consider this free time.

Each student is required to attend a student-led missionary prayer group of his/her choice each Monday morning during the regular chapel time. Senior students are appointed leaders for the groups. The weekly school prayer meeting is held Thursday evening. Married students should attend if they are not involved in a local church prayer meeting.

Students will be attending local churches on Sunday Mornings. A student will have 4 weeks to settle on what local church they will attend. Weekly attendance in a local church is mandatory. (Exception is weekend off or event) Lunch meal will be provided at the school from 12:30-1:15. If travelling with a student driver, consideration of gas money for the weekly driver should be discussed and agreed upon by those travelling together.

Our campus church provides students with a Sunday evening ministry service and a Thursday evening prayer meeting. These activities foster the use and development of personal spiritual gifts and the practice of the priesthood of all believers. Students are are required to attend these meetings.

▸ All students, (including commuters and married), will be expected to be on campus for special work days, days of prayer and conferences. Married students are not required to help or attend Retreats.

▸ All students are required to attend student activities, such as parties, banquets, etc. unless excused by the deans.

▸ The school year doesn't end and students are not allowed to leave until after the graduation service. Students should not change into travelling clothes until after the reception line.

Sick Days

Our philosophy is that if a student is too sick to attend classes, then the student should stay in his/her room for the day and not entertain other students. This is to promote getting rest and not infecting the other students unnecessarily. If out sick, the student is required to speak to the Dean between 7:00 - 7:30 a.m. The student is required to inform their R.A. that they have been given permission for the sick day. The R.A. is responsible to fill out the **Sick Tray form found on the student portal**, before 10:45 a.m. Roommates and the counters crew are responsible to get a tray from the kitchen before meal time. Other students (besides roommates) are not to spend time in the room of a student on a sick day. Prescription medications should be reported to the Deans. Doctor's appointments must be made apart from class hours unless an emergency. Before a student is taken to the hospital, the Dean should be informed.

Sick Leave - A student may not miss more than two weeks of classes during a semester. Apart from an emergency, hospital care must be arranged during vacation periods.

•Students are to contact the teacher regarding assignments and tests **as soon as they return to classes**. (See absences, assignments under Grading System.)

Ministry Opportunities and Guidelines

A. Babysitting

Single ladies are often willing to give their time freely to babysit for married students and staff families (payment is not expected). Please note the following guidelines:

Families

▸ A list of students willing to babysit will be made available. Students may be contacted personally by those wishing a sitter.

• Students are not allowed to babysit during scheduled school activities unless by staff appointment. If there are emergencies requiring a babysitter during scheduled activities, the Dean of Women should be contacted before contacting the student.

Babysitters

A list to sign up for babysitting will be posted on the dorm bulletin board. Only those who sign the list will be allowed to babysit unless permission is obtained from the Dean.

A "babysitting form" must be filled in. The time the student returns should be put on the form. Two students should go when babysitting. Students are not allowed to have boyfriends with them when babysitting. Forms can be turned in at the offices of the Deans.

A student may babysit anytime during her free time; **not during scheduled school activities**.

If there are complaints from either parents or babysitters, the Dean should be contacted immediately in order to avoid misunderstandings.

B. Student Training

New Brunswick Bible Institute's philosophy is to not only train you to know what God's Word says but to help you to put into practise what you have learned. *"Let the word of Christ dwell in you richly, in all wisdom, teaching and admonishing one another...And whatever you do, do it heartily, as unto the Lord, and not unto men...for you serve the Lord Christ."* Colossians 3:16,23,24

This is a very important part of campus life. How students do their student training is an indicator of their suitability for graduation and we feel is as important as their academic standing. Each student is required to do approximately six (6) hours a week. Only when students are off campus are they allowed to get a student training replacement. Commuters, single and married students are all required to report for student training on special work days prior to Conferences. All single students are required to participate in the bi-monthly bulletin "stuffing" at your assigned time.

Convenience, modesty and neatness should determine dress for student training. Torn clothes or sneakers are not acceptable dress. When there is not enough time to change between student training and meals, work clothes may be worn. Regular student training does not allow students to do this except by permission of the Dean.

C. Practical Christian Service

All students are required to do a Practical Christian Service as a necessary qualification for graduation. Credits will be earned during the semesters as well as during the summer months. Practical Christian Service must be done each week as assigned by the

staff director. Student reports must be handed in each week on the forms provided. At the end of each semester, evaluation reports will be submitted by staff and student leaders as well as the leaders of churches or organizations with which students have worked.

Students may not miss their assignments without receiving permission from their respective staff director (Mr. McMahon {MANIFEST, seniors' ministries, youth groups, Good News Club, Awana, jail ministry} and Mrs. Grant/Mrs. Little {music groups}). When sickness or emergencies prevent participation, the staff director and student leader must be informed and substitutes found. The student substituting must be given clear direction as to what is involved in the assignment. **There will not be Practical Christian Service during conferences and retreats.**

Music Groups Mrs.Grant and Mrs. Little will select the trios and quartets to represent the school. **The school year ends for music group members after your group tour.** Only music group members stay on campus the days prior to tours. Work call for after conference will be a part of the schedule on those days prior to tour.

D. Sports

Students must maintain a "C" average to be on a team. Students may watch any games unless they are on academic probation.

E. Standards For Representing The School

A student must maintain a "C" average in order to represent the school on sports teams or in musical ministry. There may be exceptions to this in respect to the musical ministry in which case the student will be interviewed and a decision made on the basis of the ability of the student. The **deportment** of a student is also taken into consideration.

Dress Standards:

1. If the group is arriving directly at the church, students should travel prepared for the service. Distance may dictate in this matter. This can be determined by the staff member with whom the students are travelling.
2. If a meal is provided at the church, students should go directly to the meal and change clothes later. If the group is leaving the church to return to school they should plan to travel in the same clothes as worn at the service unless permission to change is given by the staff member in charge.
3. When students are involved in sports or youth meetings they may dress accordingly. When wearing casual clothes, the emphasis should be in good taste and neat.

Ethics:

Students have the privilege of staying in the homes of the Lord's people. Consideration of the host/hostess is very important. The following are a few suggestions:

1. Be willing to offer help in preparing meals and doing dishes. The offer of help will be appreciated.
2. Make sure that conversation in the home is of benefit to all. Try to be a good listener as well as a good conversationalist. Don't be noisy or dominate the conversation. Common sense and people skills are to be used.
3. Students should be considerate of meal times as well as the right time to retire and get up in the morning. Older people may wish to retire early and others may have to work the next day. Be alert to what the family is doing. Be sure to inquire from the hostess concerning the meal times and be on time! If they suggest sleeping in, be sure to be up at a reasonable time.
4. Keep a tidy room. The hostess may be asked how she would like you to leave the bed, made up or sheets removed. Be thoughtful and helpful.
5. A thank you note is always appreciated and may be left or sent by one member of the group.

Grading System

The grading system used at the New Brunswick Bible Institute is as noted to the right.

		GPA
A+	99-100	4
A	95-98	4
A-	91-94	3.8
B+	87-90	3.5
B	83-86	3
B-	80-82	2.8
C+	76-79	2.5
C	73-75	2
C-	70-72	1.8
D+	67-69	1.5
D	64-66	1
D-	60-63	0.8
F	0-59	0

Grade Point Average (GPA)

A student's Grade Point Average is calculated by dividing the grade points earned by the hours of classes taken. **A 2.00 average is necessary to successfully complete the year.**

Ninety nine (99) semester hours and 99 grade points are required for graduation from the Biblical and Theological Studies program. One semester hour represents twelve 50 minute periods of instruction. Failures in any subjects up to 3 hours per year are allowed providing the marks are above 50% on the subject or subjects failed. If the mark is below 50% the subject must be repeated.

Probation

A student who is failing in any subject, or whose GPA falls below 2.00 will be placed on Academic Probation. The instructor will notify the Academic Dean who will, along with the Dean's Department, make the student aware of their standing. Participation in sports or other social activities will be curtailed until marks improve.

A student who falls behind in assignments and/or has a GPA of 2.0 will be required to be in the Library Monday - Thursday 7 - 9 pm until assignments are handed in and GPA is above 2.0. The only exceptions will be by permission only from the Deans.

Absences

Absences from classes **that exceed 25% of class time** in any subject will mean that **credit will not be given** for that course. Students missing daily tests, except for an emergency, **will automatically lose 10%** from the test rewrite. To write late tests, ***arrangements must be made with the teacher concerned within 24 hours after returning to classes***. If arrangements are not made within the 24 hour period, the student's grade on that test will be automatically zero.

Assignments

Assignments will be collected by the teacher on the day that the assignment is due. If not passed in during the class hour arrangements must be made with the teacher. **A student is campused to their room from the time the assignment is due until it is handed in to the teacher.** (See campusing regulations.) The Dean of Men or Dean of Women is to be notified whenever there are late assignments. **Late assignments will lose 10% for each day** they are late up to three days. **After three days the student will receive a zero.** Even though no marks are given the student is still required to pass in the assignment.

Class Standing

Students are normally considered in the same classification socially as their academic standing. By social rank is meant the right to vote or hold office in a class, attend class functions, etc. Each student will be notified of his/her class standing at the beginning of each school year.

In the Biblical and Theological Studies program, **freshmen** are those who have less than 35 credits at the time of registration, **juniors** are those who have at least 35 credits and have maintained a 2.00 GPA at the time of registration and **seniors** are those who have at least 67 credits and have maintained a 2.00 GPA at the time of registration.

Exam Regulations

1. *Textbooks and notebooks* **must not be taken** *to the chapel or examination room.*
2. *Exams are to be written in* **ink (blue or black only)***; no exams are to be written in pencil.*
3. *Your name (and the page number when necessary) must be written on the top of each page. Write on one side of the page* **only***. Leave a one inch margin on the left side of the page.*
4. *Students are to leave the exam room quietly and immediately after completing the exam. Do not return unless otherwise instructed.*
5. *Exams will be written in assigned classrooms with seating arrangements.*
6. ***Further instructions and any changes may be given by the faculty administering the exam.***

Transfer Of Credits - Students may receive a transcript of their marks by contacting the Registrar, providing all fees are paid. A fee is charged for each transcript.

Conditions: Students with overdue account balances from a previous module will not be permitted to graduate, proceed into the next module of study, or receive grades, diplomas and final transcripts until such time as all financial obligations have been met.

Re-application

To re-apply for a new school year, a re-application form and the required fee must be submitted by the date written on the form. The fee is non-refundable but will be credited to the student's account. If received after the required date it will not be credited. If the application is refused by the school the fee will be refunded.

Re-application will be accepted provided:

1. All previous accounts are paid in full.
2. Summer Practical Christian Service forms are submitted before registration.

Disciplinary System

New Brunswick Bible Institute is dedicated to the training of young people who are sincere and earnest in their desire to live for Christ. Since this is true, students are expected to give evidence of conduct consistent with such a profession. After Orientation students are requested to sign an agreement form with the Institute to be responsible to conduct themselves in accordance with and to obey the rules and regulations of the Institute. Students violating the regulations will be asked to meet with the Deans for counsel and discipline. Misdemeanours will be recorded in the respective dean's office.

A. Discipline Hours

Discipline hours are issued for disregard or neglect of Institute guidelines and regulations, for conduct that is unbecoming to Christian character, for display of critical attitudes and for a continued disregard for and/or spurning of Biblical counsel offered by those who care. This hour/s will be completed when assigned and no other activity (lounge, student activity, going off campus, sports, etc.) may be participated

Determining right and wrong conduct concerning ethics, common sense and courtesy is at the discretion of the Deans. Discipline is maintained at the Bible Institute:

1. To enable the school to be run as efficiently as possible. In any community, certain rules, regulations and procedures have to be established in order to operate efficiently. In many cases, individual liberties and rights have to be put aside.

2. To teach self-control. One of the characteristics of spiritual maturity is self-control.

3. To teach obedience to the written and spoken Word. God holds us accountable for obedience to the standards He has revealed to us in the Bible. By learning to obey the standards of this Institute, it is expected a student will learn to take God's commands seriously.

in until assignment is completed. Only the Deans will have authority to assign the discipline hours and have authority to make changes to the assignments.

Discipline hours may be given for the following conduct but not limited to:

- Lack of neatness/decency in dress
- Absenteeism
- Tardiness
- Untidy rooms
- Negative attitudes
- Unacceptable social conduct
- Failure to operate a mode of transportation safely
- Lack of attentiveness in classes, meetings and areas of assigned responsibility
- Late assignments (also see Grading System p. 12)
- Lack of respect for the persons in authority and for peers
- Inappropriate and unnecessary physical contact on or off campus
- Rough housing (will result in an additional monetary fine to be paid at the Business Office)

Some examples of discipline hour assignments may be:

- working with our maintenance department
- providing help for the kitchen
- performing basic janitorial duties

▸ ***Establishments that primarily promote gambling, drinking or other questionable activities are prohibited. (Any questions should be directed to the Deans.)***

Repeated disregard or neglect of the above will result in the doubling of discipline hours at the Deans' discretion.

The accumulation of 5 discipline hours within a week will result in automatic campusing.

Automatic campusing will begin with loss of privileges to attend or participate in sports (on or off campus), weekends off and social activities (on or off campus).Campusing is a disciplinary measure meant to bring further force and parameters to the disciplinary process. It limits the student's ability to participate in the many programs and privileges of student/campus life whether on or off the premises. A student that is campused must remain on our property until his/her campusing has been lifted. In the case of campusing for academic reasons the above policies apply plus the student must be either in his/her room or the library working on assignments.

Over the course of a semester, the accumulation of 5 discipline hours will result in a meeting with the respective dean and the president. An accumulation of 10 discipline hours will result in a review by the administration with further discipline and possible dismissal.

Major infractions will be taken directly to the President's office. Discipline and subsequent dismissal will be based on the student's response to counsel given.

A student will be informed of a violation according to Matthew 18:15 by a Resident Advisor, Dean or staff member. If it has occurred in ignorance, grace will be applied. If it has occurred willfully, the matter will be dealt with through discipline hours and counsel. Repeated offences will result in an evaluation of a student's continuation at NBBI.

The staff seek to be your spiritual mentor and guardian of the NBBI program of training. The writer of Hebrews states, "Now no chastening for the present seemeth to be joyous, but grievous; nevertheless afterward it yieldeth the peaceable fruit of righteousness unto them which are exercised thereby." Hebrews 12:11 Our pleasure would be to give Biblical counsel and guidance according to Matthew 18:15; Galatians 6:1 and observe a ready and immediate response from the heart.

Violations of the campusing regulations results in additional campusing. Questions concerning the administration of the disciplinary system should be voiced to the Deans only. The Deans will keep a record of all discipline hours and counsel given.

B. Disciplinary Probation

Disciplinary probation is the final disciplinary action before expulsion. The student is not allowed to participate in sports or represent the school in any public ministry. Probation also involves a restriction of the student's social activities. Any major deliberate disobedience or an accumulations of discipline hours will lead to dismissal after review by the Disciplinary Counsel.

A student will be subject to dismissal from school on account of immorality, repeated neglect of student training assignments, neglect of rules, disobedience to staff and staff- appointed workers, and/ or any act of defiance.

Conference and Retreat Guidelines

Spring Conference Guidelines

Responsibilities

*7:00 am early breakfast for those who have Student Trraining duties.

Waitress and Counter crews are to sit in the back of the auditorium during the morning meeting. As few waitresses as possible should go to the dining hall before the message begins to set tables. Both Counter crew and remaining waitresses should leave the service as the final hymn begins (not before). Dishes & Pots & Pans crews should go into the dining hall before the guests. Waitress and Counter crews are to be in the dining hall at 4:00 pm for supper duties.

Permissions

Students may go off campus each evening after meeting following school guidelines.

Meetings

Students are to attend **ALL** meetings with the exception of when student training is involved. **(Student training should be left to attend the 9:30am meeting.)**

Married Students & Families

- Are welcome to eat in the dining hall for meals.
- Babysitting is provided during the main meetings for children up to school age.

Retreat Guidelines

1. Rising time for all students is one-half hour before retreaters.
2. Students are required to be in attendance at all meals (incl. breakfast). Students who have responsibilities (waitresses, counter, dishes) will eat early breakfast and other meals before retreaters. Other students will eat **after** retreaters are finished.
3. The dress code for Friday & Saturday for meals & meetings is Leisure. Dress on Sunday is Neat Casual.
4. **Students are to attend meetings when there is room in the chapel.** When meetings are on students are to be quiet in the foyer. The gym is not open. Students with student training responsibilities are to sit at the back of the auditorium prior to meal times. Students are to attend all activities and to participate when needed.
5. **Students may not leave campus during retreats without permission from the Deans.**
6. Couples are not to be together except for working on sports activities.
7. Dorms are to be quiet from 2:00-5:00 pm on Sunday.
8. Students in mixed groups may attend a local church in the area following Retreats. (Somerville, Hartland, Woodstock, Florenceville-Bristol) ALL students must be on campus by 10:00 pm.

9. Practical Christian Service is cancelled on retreat weekends.

EXCEPTION - **KIDS' QUEST (Dress is Leisure)**

1. All students on registration should be at the registration table by 5:45 Friday evening.
2. Students with retreaters should be in the lounge by 5:45 Friday evening.
3. All students should attend rallies and chapels and should sit among retreaters.
4. Students involved in activities should be on hand well ahead of time to make last minute preparations and receive instructions.
5. For both Kids' Quest and Teen Retreats, students should use the devotions given to them for leading devotions.
6. Students with retreaters should make sure their group arrives at breakfast and the first chapel on time. Team leaders will guide their teams after this.
7. Meals for students will be at the same time as retreaters.
8. Students with retreaters in their rooms should be on hand to see their retreaters off at the end of retreat and make sure they collect all their belongings on Saturday afternoon.
9. Student training remains the same and must be completed throughout retreat.
10. Regular Saturday time schedule resumes after retreaters leave.

Complaint Resolution Procedure

The New Brunswick Bible Institute Board of Directors is committed to fostering a safe and harmonious atmosphere in which our students can function and thrive in their academic and social lives. Our goal is to maintain open lines of communication at all times and to encourage productive working relationships among students and faculty members, staff and administration. We encourage the resolution of conflict within a process that is accountable, transparent and respectful of all parties involved.

The Board of Directors recognizes that, from time to time, differences of opinion may arise during a school year. When such differences are evident, there may be occasion when a complaint is made against another student of the institute or even an employee of New Brunswick Bible Institute. All employees of New Brunswick Bible Institute will cooperate to ensure that all complaints are dealt with in a fair, consistent and reasonable manner. It is expected that common courtesy and Christian charity will be used to obtain a prompt resolution and reconciliation between the parties involved.

Confidentiality of all complaints shall be maintained unless there are extenuating circumstances that prohibit that.

I. Categories of Complaints to Which This Procedure Applies :

The policies in question apply to complaints filed against students and employees of New Brunswick Bible Institute.

II. Filing a Complaint:

A student may file a complaint when she/he believes that adverse actions or behaviors governed by this procedure have occurred and when attempts to resolve her/his complaint either through direct communication with the individual(s) involved or through applicable procedures have failed.

A. Formal Complaint

1. Complaint against student

To be addressed under this procedure, a complaint must be filed in writing and must minimally include:

a. A detailed description of the actions or behaviors governed by this procedure giving rise to the complaint, including documentary evidence (e.g., correspondence, notes, descriptions of interactions, and dates of occurrence) supporting the allegation;

b. A description of actions already attempted to resolve the complaint (e.g., correspondence with the person(s) against whom the complaint is lodged; records of meetings with department head); and

c. The names and signatures of those lodging the complaint. The complaint will be submitted to the appropriate Deans' Department.

2. Complaint against employee of New Brunswick Bible Institute .

To be addressed under this procedure, a complaint must be filed in writing and must minimally include:

a. A detailed description of the actions or behaviors governed by this procedure giving rise to the complaint, including documentary evidence (e.g., correspondence, notes, descriptions of interactions, and dates of occurrence) supporting the allegation;

b. A description of actions already attempted to resolve the complaint (e.g., correspondence with the person(s) against whom the complaint is lodged; records of meetings with department head); and

c. The names and signatures of those lodging the complaint. The complaint will be submitted to the President of the Institute.

B. Informal Complaint

Anonymous complaints may be filed but the school may or may not become involved in the resolution of anonymous complaints. If New Brunswick Bible Institute does become involved, we may not be able to resolve the complaint unless the complainant discloses her/his identity.

III. Evaluating and Hearing the Complaint

A. Complaint against student

The procedures for hearing the complaint will begin with the appropriate Deans' Department. The Dean will consider information provided by the complainant describing prior attempts to resolve the complaint and may at her/his sole discretion choose to validate that information through a request for additional clarification and/or communications with other parties, to the complaint. In cases where the issue cannot be resolved at the Dean level, the complaint will be given to the Administrative team at the Institute under the guidance of the President. If resolution still cannot be made then the complaint will be submitted to the Chairman of the Board of Directors who will convene with the Board to bring the appropriate resolution to the issue. The Board of Directors will ordinarily decline to convene a hearing committee unless there is evidence that prior attempts at resolution have failed. In rare cases, the actions or behaviors alleged in the complaint may be sufficiently extreme that it would be unreasonable to expect the complainant to attempt a prior resolution.

B. Complaint against employee

The procedures for hearing the complaint will begin with the President of the Institute. The President will bring the information to the Administrative team who will consider information provided by the complainant describing prior attempts to resolve the complaint and may, at their sole discretion, choose to validate that information through a request for additional clarification and/or communications with other parties to the complaint. In cases where the issue cannot be resolved at the Administrative level, the complaint will be given to the Chairman of the Board of Directors who will convene with the Board to bring the appropriate resolution to the issue.

NOTE: In the event that a complaint has been made against an employee of the Institute, and that individual is normally involved in the resolution process, he/she will be excused from participating in any and all proceedings.

STUDENTS' GOOD STANDING

New Brunswick Bible Institute's Good Standing Policy provides a system that assists in ensuring that students maintain a satisfactory level of attendance, behaviour and course participation.

All students commence their courses with Good Standing Status.

Maintaining good standing requires:

- Satisfactory attendance and punctuality
- Completion of all course work and assignments
- Satisfactory behaviour

Good Standing is lost when a student:

• Has absences from classes that exceed 25% of class time in any subject without satisfactory explanation. Such action will mean that credit will not be given for that course.

• Fails to complete the necessary course requirements (assignments, tests, exams, etc.) without satisfactory explanation. In such cases students will automatically lose 10% a day for late work up to a maximum of 3 days at which time no grade will be given for the completed work but the student will still be required to pass in the assignment as a course requirement.

• Has disregarded or neglected the Institute's guidelines and regulations as laid out in the Student Handbook. In such cases minor infractions will be handled by the Deans' Department while major infractions will be taken directly to the President's office. Questions concerning the administration of the disciplinary system should be voiced to the Deans only. The Deans will keep a record of all such complaints. Resident Advisors are appointed each year to assist the Deans' Department in insuring guidelines and policies are being observed.

Probation

Academic Probation

A student who is failing in any subject, or whose GPA falls below 2.00 will be placed on Academic Probation. The instructor will notify the Academic Dean who will, along with the Dean's Department, make the student aware of their standing. Participation in sports or other social activities will be curtailed until marks improve. A student who falls behind in assignments and/or has a GPA of 2.0 will be required to be in the Library Monday - Thursday 7 - 9 pm until assignments are handed in and GPA is above 2.0. The only exceptions will be by permission only from the Deans.

Disciplinary Probation

If a student has willfully neglected the Institute's guidelines for behaviour and conduct they may be placed on Disciplinary Probation. A meeting between the Deans' Department and the student will be required and the guidelines for probation will be clearly presented. Probation always involves a restriction upon the student's social activities. Disciplinary Probation is the final action before expulsion. Repeated offences, while a student is on probation, may result in swift expulsion.

Good standing privileges are reinstated when:

• All absences are satisfactorily explained with a note from a parent/guardian; or

• All missed work or assignments are completed or demonstrated to the relevant subject teacher within the time negotiated with the teacher; or

• The behaviour management issue is satisfactorily resolved.

New Brunswick Bible Institute is committed to training students who will have conduct consistent with their profession of faith. After orientation, at the outset of the school

year, students are required to sign an agreement form with the Institute to be responsible to conduct themselves in accordance with and obedience to the rules and regulations of the Institute. Determining right and wrong conduct concerning ethics, common sense and courtesy is at the discretion of the Deans.

International Student Supports

Housing Supports

Due to the nature of our training at New Brunswick Bible Institute all, single students are required to live in residence. Any specific needs relating to individual students will be handled on a case by case basis. In rare cases, exceptions have been made for students to live off campus. In such cases the Administrative team will assist such students in finding adequate housing.

Academic and Peer Counselling Supports

Our goal is that each student will thrive both academically and socially. As a result of our unwavering commitment to this process, any academic concerns are handled by our Academic Dean. If necessary, specific study plans can be developed for needy students. Our Deans department will monitor the social wellbeing of our student body, and in rare cases seek professional help for students outside of our Institute.

Heath and Social Services

The Admissions Department always seeks to make sure that all supports for health and social services are in place before the students begins their training with us. Any specific needs in reference to this issue are handled by our Deans' Department throughout the course of the academic year.

Academic Supports

The Deans' Department will handle all issues regarding academes and/or career counselling.

Links to Culture

As an Institute, we desire that our students develop meaningful relationships with people from all walks of life. When opportunity arises we seek to make cultural connections for our students if time and availability permits. Proper contact information for the nearest embassy or consulate representing the student's country of citizenship will be provided.

Orientation

All of our students are involved in a lengthy and thorough orientation process. All of the employees of New Brunswick Bible Institute are involved in this process in some capacity. We genuinely strive for a family atmosphere and that process begins the moment a student begins their studies with us.

New Brunswick Bible Institute is dedicated to the training of young people who are sincere and earnest in their desire to live for Christ. Since this is true, students are expected to give evidence of conduct consistent with such a profession.

At the time of admission each student enters into an agreement with the Institute to be responsible to conduct himself/herself in accordance with the guidelines and principles of the Institute. Students not conducting themselves in accordance with the guidelines and principles will be asked to meet with the Deans for counsel and discipline.

DAILY SCHEDULE

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
5:00		Optional Rising					
7:00		Mandatory Rising					
7:00		Optional Breakfast					
7:30-8:00		Devotional Time (quiet in dorm)					
8:00	Breakfast	8:00 - 12:15					
9:00	Rising	Classes & Chapel					Brunch (10:30)
10:45	AM Service						
	Dinner (12:15)	Dinner (12:30)					
1:30-2:30		Student Training					
2:00		Your afternoons are yours to use for homework, socialization, and errands					
5:15		Supper					Supper (5:00)
6:30	PM Service				Prayer Meeting		
7:00-a.m.		Quiet in Dorms					
9:00		Disc/Rel Activity		Disc/Rel Activity			

EVENING SCHEDULE

Sunday	Monday - Thursday	Friday & Saturday
In Dorm 10:00 pm	Quiet in dorm 7:00 pm - am	In Dorm 11:00 pm
In own room 10:30 pm	In dorm 10:00 pm	Quiet in dorm 11:00 pm
Lights out 11:00 pm	In own room 10:30 pm	In own room 11:30 pm
	Lights out 11:00 pm	Lights out 12:00 pm

LAUNDRY SCHEDULE

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Closed	NO LAUNDRY to be done before 1:30 pm Monday-Friday This is the Kitchen's Time And over the noon meal use of water affects dishwashing/sanitation !!					
Men 1:30-9:45	Men 1:30-9:00	Ladies 1:30-9:45	Men 1:30-9:00	Ladies 1:30-9:45	Men 1:30-10:55	Ladies All Day 8:00 am - 12:00 1:30-10:55 pm

LIBRARY SCHEDULE

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Closed	All students 5:00-7:00 Books may be signed out					Books may NOT be signed out until Monday at 2:00 pm
	All students 5:00-7:00 Books may NOT be signed out					
	All students 5:00-7:00 Books may be signed out					

GYM SCHEDULE

<table>
<tr><th>Sunday</th><th>Monday</th><th>Tuesday</th><th>Wednesday</th><th>Thursday</th><th>Friday</th><th>Saturday</th></tr>
<tr><td rowspan="3">Closed</td><td colspan="5">5:00-6:15 Men</td><td rowspan="2"></td></tr>
<tr><td colspan="5">6:15-7:30 Ladies</td></tr>
<tr><td colspan="5" rowspan="2">Closed until 1:30
for cleaning</td><td>8:30 am - 10:10
Men’s
free time &
exercise room</td></tr>
<tr><td>10:20-12:00
Ladies’
free time &
exercise room</td></tr>
<tr><td rowspan="2">After lunch
- 4:00 pm
Mixed free time</td><td colspan="2">1:30-3:15
Ladies’
free time &
exercise room</td><td>1:30-3:15
Ladies’
aerobics &
exercise room</td><td colspan="2">1:30-3:15
Ladies’
free time &
exercise room</td><td rowspan="2">12:00-10:45
Gym
Mixed gym time

1:00-7:00
Exercise Room
Ladies</td></tr>
<tr><td colspan="4">3:15-5:00
Men’s
team time &
exercise room</td><td>3:15-5:00
Men’s
free time &
exercise room</td></tr>
<tr><td>Open after
evening
service

- 9:55</td><td>5:45-9:00
Exercise Room
Men

7:30 - lockup
Gym
Mixed free time</td><td>5:45-9:45
Exercise Room
Ladies

7:30 - lockup
Gym
Mixed free time</td><td>5:45-9:00
Exercise Room
Men

7:30 - lockup
Gym
Mixed free time</td><td>5:45-9:45
Exercise Room
Ladies

7:30 - lockup
Gym
Mixed free time</td><td>5:45-10:45
Exercise Room
Men

7:30 - lockup
Gym
Mixed free time

6:30
Prayer Meeting</td><td>7:00-10:45
Exercise Room
Men</td></tr>
</table>

New Brunswick Bible Institute is dedicated to the training of young people who are sincere and earnest in their desire to live for Christ. Since this is true, students are expected to give evidence of conduct consistent with such a profession.

At the time of admission each student enters into an agreement with the institute to be responsible to conduct himself/herself in accordance with the guidelines and principles of the institute.