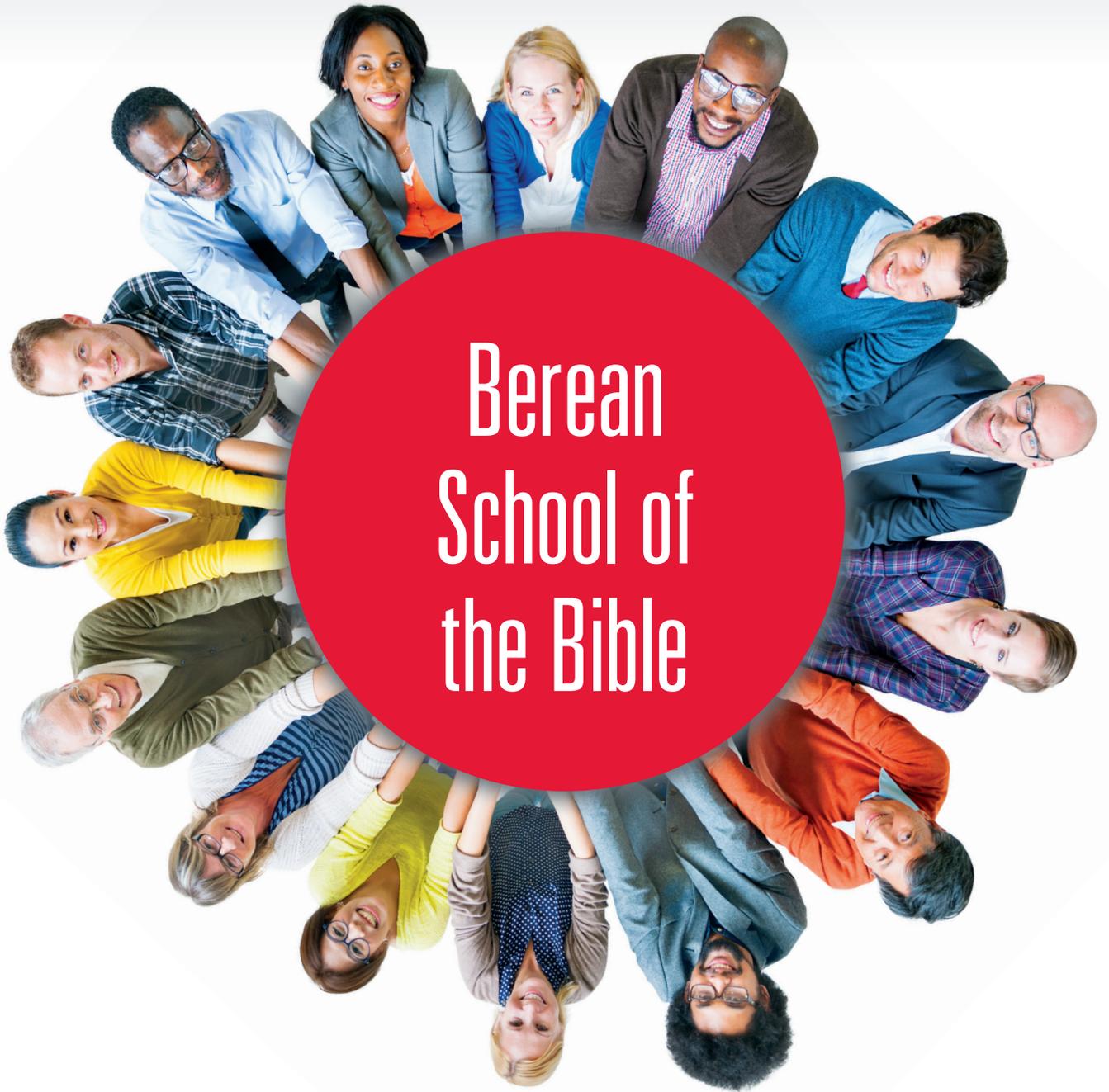


GLOBAL  
UNIVERSITY



Berean  
School of  
the Bible

STUDY GROUP MANUAL

POLICIES EFFECTIVE JANUARY 1, 2019

GLOBALUNIVERSITY.EDU

2019

# Welcome to Berean Study Groups!

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## What is in this manual?

### Section One: Getting Started

- What is a Berean Study Group?
- Why have a Berean Study Group?
- How to register a Berean Study Group

### Section Two: Launching Your Study Group

- Planning
- Recruiting staff and facilitators
- Promoting
- Administration

### Section Three: Instruction and study

- Group learning
- Instructional Facilitators Manuals (IFMs)
- Examinations
- Completing courses and programs

# Section One: Getting Started

## ■ What is a Berean Study Group?

- A group of students who enroll in a Berean School of the Bible course together and are guided through that course by a local facilitator
- Group study and interaction that combines the biblical content and practical training in the course materials with the experience and dedication of local leaders
- Not an extension site where students are taught by a professor provided by the home campus
- A training program that emphasizes biblical literacy, spiritual maturity, leadership development, and church growth.

## ■ Why have a Berean Study Group?

- Students have opportunity to immediately apply in their churches and communities the concepts they are learning.
- Brings the benefits of group study to students in the local church setting, including discussion, group motivation, accountability, shared knowledge, and affirmation
- Students are guided by courses of study prepared by competent, Spirit-filled writers who are recognized for their commitment, experience in ministry, and understanding of the Word of God.
- Students receive helpful study resources and testing instruments to assist them in mastering concepts between class sessions.
- Students learn with a recognized educational program.
- Maintains the academic integrity of Global University by administering exams in a manner that contributes to a credible educational experience
- Churches pay 20% lower study fees and reduced shipping charges.

## ■ How to register a Berean Study Group (see Form B)

- There are no minimum number of students or enrollments required.
- Assemblies of God churches simply complete a registration/agreement form (Form B in this manual), which can be accessed at [www.globaluniversity.edu/PDF/Global\\_University\\_Agreement\\_Form.pdf](http://www.globaluniversity.edu/PDF/Global_University_Agreement_Form.pdf). This form may also be requested by calling Global University (800-443-1083) or emailing [studygroups@globaluniversity.edu](mailto:studygroups@globaluniversity.edu).
- Non-Assemblies of God churches may also register a Berean Study Group. However, the Assemblies of God District Office in the area where the church is located must approve of the registration in writing. Global University will submit the completed registration/agreement form (page 2 of Form B) to the appropriate district official to request approval.
- Once the registration/agreement form is accepted, churches may immediately begin enrolling students, conducting classes, and reaping the fruit of Bible training and ministry equipping.

### Contact Information

[studygroups@globaluniversity.edu](mailto:studygroups@globaluniversity.edu)

800-443-1083

## **Section Two: Launching a Study Group**

### **① Planning**

- Pray about the project.
- Consider using a survey to both cite and discover interest in a Study Group among the congregation.
- Share the idea with key supporters, potential students and facilitators, boards, etc.
- Identify training and educational goals. What outcomes are needed and expected from a successful Study Group?
- Consider forming a leadership team to assist in planning and overseeing a Study Group.
- Consider the locations of the classes. Reserve classrooms in advance of enrollment.
- Identify persons who might serve as facilitators and other staff.
- Consider possible class schedules.
- Communicate plans as appropriate to other church leaders, other participating churches, and even district leaders.

### **② Recruiting Staff and Facilitators**

- Appoint a coordinator or director on the basis of interest in education, leadership ability, and influence among the people. Leadership and administrative abilities are more important than educational qualifications.
- Appoint a record keeper or other administrative staff as needed for effective organization and management.
- Enlist facilitators. Facilitators are responsible for the classroom activities, which will include reviewing course content, leading discussions, guiding course progress, utilizing class presentation tools, and other group activities that promote student learning and growth. You will need one or more facilitators for each course you want to offer.
  - ◇ Facilitators need not possess advanced degrees in theology because the curriculum is designed to be self-taught. However, individuals with subject knowledge and/or educational and classroom experience may serve as excellent facilitators.
  - ◇ The principal role of the facilitator is to encourage and guide interaction among the adult learners and to assist in clarifying any issues which arise.
  - ◇ Because the Study Group is not an extension site and the material is designed to be used as a self-study program, the facilitator follows the prepared objectives, interactive questions, and other materials provided in the course.
  - ◇ See section 3-1 for additional helps for the facilitator such as the Instructional Facilitator Manuals (IFMs).
- Register your Study Group with Global University by submitting a completed Study Group Agreement Form (Form B in this manual).

### **③ Promoting**

- While you have a great deal of flexibility in naming and promoting your Study Group, you may not claim accreditation for your local group, nor may you refer to yourself as an extension of Global University or Berean School of the Bible. These are issues relating to our accrediting associations and are strictly forbidden.

- Consider creative approaches to advertising and promoting the Study Group to potential students.
- Global University provides some promotional tools, such as brochures, posters, and other advertising e-files with graphics that can be personalized with church name and other relevant information.
- Consider using surveys to determine the best class schedules for potential students. Surveys can also be effective promotional tools.
- With advance planning, study materials could be distributed to enrolled students at a kick-off event.

#### ④ Administration

- Student enrollment (see Form C)
  - ◇ Each student must fill out Form C (Berean School of the Bible (USA) Application for Non-Degree Studies). Under the restrictions of federal law (FERPA), without the student's signature, Global University is unable to release student information to the Study Group leadership.
  - ◇ When students who have already submitted Form C (Berean School of the Bible (USA) Application for Non-Degree Studies) are enrolling for their second and subsequent courses, we will not need a new form unless the student's information has changed.
  - ◇ Applicants under 18 years of age should submit an application, a "Permission to Release Records" form, and written signed parental permission. Special exceptions may be made for younger students (under 16) who have written parental permission and the approval from the Berean Dean.
  - ◇ Enrolled students have access to the online version of the course (English only) as well as downloadable electronic course versions (English and Spanish).
  - ◇ As an authorized Study Group, you will have access to the online Study Group Portal. You will be able to access the academic information for your students and place orders for them as long as they have turned in their Student Application/Permission to Release Records Form. You will be given a Study Group ID number and password with which to log in to the portal. This portal gives you the ability to:
    - View all current and past students who have taken a course with your group
    - View student ID numbers
    - View student enrollment history
    - View student grades
    - Print unofficial student subject lists
    - Place orders for enrolled students (after new students have been enrolled and assigned to your Study Group, you can place orders for them through the portal)
  - ◇ Placing orders through the Study Group Portal  
Once you have accessed the Study Group Portal, click the Place Online Order link found in the ONLINE ORDERS section.
- Record keeping
  - ◇ Accurate records are essential for a successful learning experience. The following records should be maintained as the minimum of quality administration:
    - Individual student personal information
    - Copies of the Student Application/Permission to Release Records Form

- Enrollment information, including student names, ID numbers (issued by Global University), course names and numbers, enrollment dates, and withdrawal dates (if applicable)
- Student attendance tracking
- Student course completion information should be recorded including final exam completion date
- All correspondence with Global University such as order details, payment transmittals, final exam submissions, and so on
- Up-to-date and detailed account of student payments
- Fees: See Form D
- Payment information
  - ◊ The first order must be paid in advance or with a credit card.
  - ◊ An account may be billed for subsequent orders.
  - ◊ All invoices must be paid within 30 days of the invoice date.
  - ◊ Any account not paid within 30 days will no longer be eligible for the 20% discount. Subsequent orders will also require advance payment. Discount and billing privileges may be restored after 6 months by filling out a credit application.
- Return of materials and withdrawal of students: See Form D for Global University's cancellation, withdrawal, and refund policy.
- Ordering courses
  - ◊ Place orders at least two weeks before a class is to begin.
  - ◊ Orders may only be placed by the individuals listed on your Global University Agreement Form.
  - ◊ To authorize additional people to place orders, notify Global University in writing.
  - ◊ Normal fulfillment time is 2–3 days; there are seasons during the year when more time is required.
  - ◊ Place orders using any of the following five methods, listed in order of preference:
    - Internet—Through the Study Group Portal.
    - Fax—Ask for confirmation of all faxed orders on the cover page or call a few hours later to confirm that the fax was received.
    - E-mail to [studygroups@globaluniversity.edu](mailto:studygroups@globaluniversity.edu)
    - Phone: 800-443-1083 option 4
    - Standard mail—Send to the attention of Student Services.
- Information required to order:
  - ◊ Account name
  - ◊ Account number
  - ◊ Bill to address
  - ◊ Ship to address
  - ◊ Materials being ordered
  - ◊ Students to enroll—including names and student identification numbers or Social Security numbers
  - ◊ Student Application/Permission to Release Records Form.
- Transferring a course from one student to another:

- ◇ A course that is still in progress may be transferred to another Study Group student within the 6-month enrollment period.
- ◇ Submit a written request with course name and student name to be transferred from and the name of the student to be transferred to.
- ◇ The student receiving the course will then have 6 months to complete it.
- ◇ Courses that have expired cannot be transferred to another student.
- ◇ A course transfer fee (See Form D) is charged for each course transferred from one student to another.
- Protecting curriculum. Study Groups discovered to have copied Berean School of the Bible materials, whether study guides, Independent Study Texts or exams, will have their status as a Study Group reviewed and may lose discount privileges. All Berean School of the Bible materials are copyrighted, and it is illegal to copy them for any use.
- Academic integrity. Registration at Global University requires adherence to the university's standards of academic integrity. Please review the relevant sections in the academic catalog.

## ⑤ **Launching a New Study Group**

- Consider a kick-off event that involves all enrolled and potential students, facilitators, and pastoral staff
  - ◇ A motivational message could be delivered by a pastor, which would also serve as a recruiting influence for new students
  - ◇ Consider inviting other area church leaders to expose them to the educational ministry and potential of a Study Group
- Consider conducting a commissioning prayer service with the entire congregation that includes both announcing the new group and enlisting support
- Consider group photos and other ways to commemorate the launch of the new Study Group

## **Section Three: Instruction and Study**

### **Group Learning**

- The purpose of reviewing the course content in a class session is to reinforce, rehearse, amplify, and promote application of the material taught in the course.
- There is no prescribed approach to conducting group learning related to the Berean courses.
- Classroom activities should include motivational dynamics that encourage students to master subject matter beyond that which independent study would produce.
- Accountability for progress and completion is a unique benefit of group study and should be emphasized through classroom dynamics.
- Focus on student affirmation should be maintained in all classroom activities.
- Relational networking is a potential lifelong benefit from group study and should be emphasized in class planning.

### **Instructional Facilitators Manuals (IFMs)**

- All components necessary for facilitating a classroom review of the course content are included in the IFMs:
  - ◇ Lesson plans that can be customized to accommodate class schedules and other logistical factors
  - ◇ PowerPoint slides that can be projected, used as overhead masters, or distributed as handouts
  - ◇ Group discussion questions
  - ◇ Worksheets and class handouts
  - ◇ Logos Digital Library research links for supplemental preparation
  - ◇ Interactive PDF to digitally prepare lecture notes and customize presentation planning.
- IFMs are now available for many courses and remaining course IFMs are in production. Call or check Global University's Web site for availability or to purchase an IFM.
- IFMs do not include student materials (IST or Recommended Reading Textbooks); they must be purchased separately, as needed.
- Although IFMs are being developed for all Berean courses, not all courses are currently supplied with an IFM. Please contact Global University about available IFMs.

### **Examinations**

- On-line Exams. Berean School of the Bible exams are available to be taken online utilizing a password system. It is recommended that students take advantage of this system. It provides immediate feedback, giving the student his or her exam score and a list of the objectives related to missed questions.
- Print Exams. If printed exams are preferred, request paper copies of the exam and Scantron forms from our Student Services office. These may be requested at the time a materials order is placed or anytime thereafter.
  - ◇ Be sure students fill out the Scantron forms completely when they take the exams. Include student's name, student number, course number, and exam form in the appropriate location.
- Student e-mail accounts are created on Global University's Web site for each student at the time of enrollment. Final grade reports (FGR) are sent to this address. The Study Group will be notified when a student's FGR is available online if the student has granted permission for release of academic information on his or her registration form.

- Print exams for the entire Study Group should be returned to Berean School of the Bible in one envelope. Exams should be grouped according to course. The following items should be returned when the course is complete.
  - ◊ The exam itself
  - ◊ The Scantron form (Please do not staple anything to the Scantron form.)
  - ◊ The closed-book exam validation certificate (exam cover sheet)
  - ◊ The Service Learning Requirement (SLR) Report.
- Retake Exams. If a student fails an examination, he or she is allowed one retake and is charged a retake fee. An alternate exam will be administered for the retake. If the student fails the retake, he or she must re-enroll in the course by paying the current tuition fee and then pass the final examination to receive credit for the course.
- Included in this manual (Form E) are guidelines for preparing Study Group participants for final exams.

## ■ **Completing Courses and Programs**

- Most Berean courses require that the student submit a Report Form for the SLR assignment. [EXCEPTION: The Ministerial Internship courses and older Berean courses which require a textbook do NOT have SLR assignments.] This assignment is found in the Essential Course Materials (ECM) section in the back of the course Independent-Study Textbook. This report form should be submitted along with the student's exam. The SLR report can be submitted online either through the online course or the generic SLR form on our website.
- As students complete their courses, they will receive a final grade report (FGR) for each course.
- Students who desire a Global University certificate or diploma are required to submit a graduation request and pay a program completion fee.
- If a student's goal is to receive ministerial credentials with the Assemblies of God, he or she is eligible to apply to the local district upon completion of each level of study. Credentials are not granted by Global University or Berean School of the Bible; however, Global University will send a transcript upon student request to verify to the district that the student has met the necessary educational requirements.
- Students are strongly encouraged to pursue a lifetime of learning. Berean School of the Bible courses are eligible for transfer, under certain restrictions, into a Bachelor of Arts degree program. Call Global University for details.

### **Contact Information**

**studygroups@globaluniversity.edu**

**800-443-1083**

# FORMS

- A** Lesson Chart for Courses . . . . .Forms-3
- B** Global University Agreement Form . . . . .Forms-5
- C** Berean Study Group Academic  
Release Form/Application . . . . .Forms-7
- D** Study Group Course Cost  
and Fees Schedule . . . . .Forms-9
- E** Preparing Students for Final Exams . . . . .Forms-11



## Lesson Chart for Courses

These courses are divided into units, then chapters, then lessons. The lessons are designed for a student to complete in one sitting at home. You may want to cover a chapter each week in your Study Group rather than just one or two lessons.

### Level 1: Certified Minister Courses

| Course # | Course Title   | CEUs | Units | Chapters | Lessons | IFM |
|----------|--|------|-------|----------|---------|-----|
| BIB 114  | Christ in the Synoptic Gospels                                   | 5    | 3     | 13       | 43      | ✓   |
| THE 114  | Introduction to Pentecostal Doctrine                             | 5    | 5     | 13       | 35      | ✓   |
| BIB 115  | Acts: The Holy Spirit at Work in Believers                       | 5    | 4     | 13       | 38      | ✓   |
| BIB 117  | Prison Epistles: Colossians, Philemon, Ephesians, and Philipians | 5    | 3     | 13       | 40      | ✓   |
| BIB 121  | Introduction to Hermeneutics: How to Interpret the Bible         | 5    | 4     | 15       | 41      | ✓   |
| MIN 123  | The Local Church in Evangelism                                   | 5    | 4     | 15       | 42      | ✓   |
| MIN 171  | A Spirit-Empowered Church  | 5    | 3     | 17       | 43      |     |
| THE 142  | Assemblies of God History, Missions, and Governance              | 5    | 3     | 14       | 35      | ✓   |
| MIN 181  | Relationships and Ethics in Ministry                             | 5    | 4     | 15       | 46      | ✓   |
| MIN 191  | Beginning Ministerial Internship                                 | 6    | 4     | N/A      | 12      | ✓   |

### Level 2: Licensed Minister Courses

| Course # | Course Title  | CEUs | Units | Chapters | Lessons | IFM |
|----------|---|------|-------|----------|---------|-----|
| THE 211  | Introduction to Theology: A Pentecostal Perspective | 5    | 3     | 13       | 36      | ✓   |
| BIB 212  | New Testament Survey                                | 5    | 3     | 13       | 38      | ✓   |
| BIB 214  | Old Testament Survey                                | 5    | 5     | 15       | 47      | ✓   |
| BIB 215  | Romans: Justification by Faith                      | 5    | 3     | 8        | 26      | ✓   |
| MIN 223  | Introduction to Homiletics                          | 5    | 4     | 14       | 43      | ✓   |
| THE 245  | Eschatology: A Study of Things to Come              | 5    | 4     | 13       | 37      | ✓   |
| MIN 251  | Effective Leadership                                | 5    | 3     | 12       | 35      | ✓   |
| MIN 261  | Introduction to Assemblies of God Missions          | 5    | 4     | 11       | 29      | ✓   |
| MIN 281  | Conflict Management for Church Leaders              | 5    | 3     | 7        | 25      |     |
| MIN 291  | Intermediate Ministerial Internship                 | 6    | 4     | N/A      | 12      | ✓   |

### Level 3: Ordained Minister Courses

| Course # | Course Title                            | CEUs | Units | Chapters | Lessons | IFM |
|----------|---|------|-------|----------|---------|-----|
| BIB 313  | Corinthian Correspondence               | 5    | 4     | 11       | 29      | ✓   |
| BIB 318  | Pentateuch                              | 5    | 5     | 13       | 36      | ✓   |
| BIB 322  | Poetic Books                            | 5    | 3     | 8        | 27      | ✓   |
| THE 311  | Prayer and Worship                      | 5    | 3     | 12       | 37      | ✓   |
| MIN 325  | Preaching in the Contemporary World     | 5    | 4     | 12       | 27      | ✓   |
| MIN 327  | Church Administration, Finance, and Law | 6    | 4     | 13       | 33      |     |
| MIN 381  | Pastoral Ministry                       | 5    | 4     | 15       | 46      | ✓   |
| MIN 391  | Advanced Ministerial Internship         | 6    | 4     | N/A      | 12      | ✓   |





# Study Group Agreement Form

1211 S. Glenstone, Springfield, MO 65804

(800) 443-1083

Fax: (417) 862-0863

Email: studygroups@globaluniversity.edu

## SECTION 1: PLEASE CHOOSE ONE OPTION

- UPDATE AUTHORIZED CONTACTS ONLY: Account Number \_\_\_\_\_ (Complete sections 3 and 4 only)
- RENEW AGREEMENT/UPDATE CONTACT INFORMATION: Account Number \_\_\_\_\_ (Complete all sections)
- NEW AGREEMENT: Denominational Affiliation\* \_\_\_\_\_ (Complete all sections)

*\*Non-Assemblies of God ministries must also fill out the information on the second page of this form.*

## SECTION 2: GENERAL INFORMATION

Sponsoring Church or Ministry Name: \_\_\_\_\_

Study Group Name (if different than above): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Shipping Address (if different than above): \_\_\_\_\_

Type of Study Group:  School for Evangelism and Discipleship  Berean School of the Bible  Undergraduate School of Bible and Theology

## SECTION 3: AUTHORIZED CONTACTS

Coordinator: \_\_\_\_\_ Record Keeper: \_\_\_\_\_ Facilitator: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_ Facilitator: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_ Facilitator: \_\_\_\_\_

Please list any additional people authorized to place orders and discuss information, including student records and passwords.

| Name: | Role: | Phone: | Email: |
|-------|-------|--------|--------|
|       |       |        |        |
|       |       |        |        |
|       |       |        |        |

## SECTION 4: TERMS OF AGREEMENT AND SIGNATURE

### Global University will:

1. Provide quality study materials.
2. Assist with instructional and administrative guidelines and materials.
3. Allow discounts for course fees and materials as designated in the guidelines for each level of study.
4. Evaluate the work of each student according to the regulations and established academic level.
5. Maintain a permanent record of each officially enrolled student's academic history.
6. Issue appropriate certificates and diplomas, as specified in the guidelines for each level.

### The local study group will:

1. Provide names, student numbers, and other vital information as required when enrolling students and placing orders.
2. Protect the identity and integrity of the name of Global University and its various divisions.
3. Protect the copyrights of Global University textbooks and study materials, and protect the security of the examinations.

4. Provide for the selection of quality facilitators and establishment of proper group and enrollment standards.
5. Provide appropriate facilities for study and discussion if holding group meetings.
6. Collect all enrollment fees, tuition (as applicable), and materials fees, and remit the total amount due to Global University—even if there is a change in local leadership or if students withdraw without paying.
7. Administer and supervise the final examinations, and if printed, will send them to Global University.
8. Bear the costs of distributing promotional materials locally and practical expenses such as postage for course examinations and assignments to Global University.
9. Comply with all regulations stated in the Study Group Manual for the particular level of study being pursued.
10. Carefully monitor the advertising of the courses to conform to the standards set forth in the Study Group Manual.

We will comply with all stated policies in the Study Group Manual. We understand that Global University reserves the right to change the stipulations regarding this agreement and that this agreement may be revoked by Global University for non-compliance. We understand our study group information may be published online or in print.

\_\_\_\_\_  
(Signature of Senior Pastor)

\_\_\_\_\_  
(Signature of Coordinator)

\_\_\_\_\_  
(Printed Name of Senior Pastor)

\_\_\_\_\_  
(Printed Name of Coordinator)

|                     |
|---------------------|
| <b>GU Use Only:</b> |
| I:                  |
| D:                  |
| A:                  |

**District Approval  
(For Non-Assemblies of God Ministries ONLY)**

Global University is required to obtain approval from the Assemblies of God district in which you are located. Please help us expedite that approval by giving us the following information:

Church denomination: \_\_\_\_\_

Basic doctrinal viewpoint:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Average church attendance: \_\_\_\_\_

Expected number of students in your study group: \_\_\_\_\_

Will your study group be limited to your local church? \_\_\_\_\_

**Goals for your study group:**

- Lay ministry training
- Personal enrichment
- Sunday school classes
- Evangelism
- New convert training/ discipleship
- Mid-week service
- Other \_\_\_\_\_

What is your relationship with the Assemblies of God congregations in your area?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**For District Use Only**

This study group is:     Approved     Not approved\*

\*Reason for non-approval:

- Pastor (or staff pastor) is a dismissed /disciplined Assemblies of God minister.
- Church leadership /congregation has exhibited hostility or rebellion toward district leadership.
- Past conflicts related to this church may cause problems for local AG congregations.
- Church /leaders profess doctrines that directly and openly conflict with AG doctrine.
- Other—please specify \_\_\_\_\_

\_\_\_\_\_  
*Signature of District Official*

\_\_\_\_\_  
*Date*

# Berean School of the Bible

## Application for Non-Degree Studies (USA)

You may apply online or download this application form at [www.globaluniversity.edu/admissions\\_berean.cfm](http://www.globaluniversity.edu/admissions_berean.cfm). If applying for the Royal Rangers Organizational Leaders program, download the RR application at [www.globaluniversity.edu/berean\\_rangers.cfm](http://www.globaluniversity.edu/berean_rangers.cfm)

**Status:**    New Applicant    Former Student   Student ID (If former student): \_\_\_\_\_

**Name:** \_\_\_\_\_  
First name                      Middle name                      Last name

**Maiden Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Primary Phone:** \_\_\_\_\_

**Other phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Birthdate:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
MM                      DD                      YYYY

**Gender:**    Male    Female

**Primary Language:** \_\_\_\_\_

**I will study in:**    English    Spanish

**Program of Study** (please check one)

- Ministerial Studies
  - Certified Minister Level (only)
  - Licensed Minister Level (only)
  - Ordained Minister Level (only)
- Ministerial Studies with Leadership Honors
  - Certified Minister Level (only)
  - Licensed Minister Level (only)
  - Ordained Minister Level (only)
- Bible and Doctrine
- Church Ministries (Requires completion of the AG National Office's Momentum Leadership Development training program)
- Undeclared (Not pursuing a certificate or diploma)

**How did you hear about Global University?**

\_\_\_\_\_

### Refund/Cancellation Policy

No refund of the application fee will be made after five (5) business days. You may withdraw from a course if the course status is "In Progress." Cancel a course enrollment within five (5) business days after the date on which your order was placed. If you cancel a course enrollment during this time, you will be given a complete refund of all tuition paid, less shipping and handling fees. Communication of cancellation may be made online (go to "Documents and Forms" on the Berean School of the Bible page of GU's website). You may

request to withdraw from a course from five (5) business days and up to six (6) months from the date the order was placed and be refunded 50 percent of the tuition paid. No refunds are given for course withdrawals requested after six (6) months from the date the order was processed. Refunds will be given on textbooks returned in resalable condition, less a 20 percent restocking fee. No refunds will be given for Independent-Study Textbooks or Study Guides Please report any discrepancies with the order within thirty (30) days of the invoice date.

### Permission to Release Records (Optional)

I authorize Global University to release all academic and financial records to and give authorization for my courses to be ordered by the following (select all that apply):

- Name of individual(s) and relationship to you: \_\_\_\_\_
- Global University approved Study Group: \_\_\_\_\_  
Study group/church/organization                      city                      state
- The \_\_\_\_\_ District Council of the Assemblies of God

This authorization is in effect until I contact Global University in Springfield, Missouri, and withdraw my authorization in writing.

- Appropriate application fee is included (non-refundable five business days after this form is received by Global University).
- I understand that ministerial credentials are not issued by Global University.
- I understand that Berean School of the Bible (BSB) offers non-degree courses, which are calculated in Continuing Education Units (CEUs), not college credits and that it is my responsibility to verify the applicability of BSB courses toward my educational goals.
- I understand that my completion of this study program does not guarantee my acceptance for any position by any church or organization.
- I agree to adhere to the standards and policies published in the BSB catalog.

\_\_\_\_\_

Applicant's Signature

\_\_\_\_\_

Date



|  |  |
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| <p><b>New Student Application Fee</b> ..... \$30.00<br/> <i>(must be paid with or before first course enrollment or course transfer evaluation)</i></p> <p><b>BSB Course Fee</b> ..... \$90.00*<br/> <i>(per course—includes materials)</i></p> <p><b>BSB Audit Course Fee</b> ..... \$27.50<br/> <i>(per course—does not include cost of materials)</i></p> <p><b>Independent-Study Textbook (IST)</b> ..... \$35.00*</p> <p><b>Exam Retake Fee</b> <i>(failed first attempt)</i> ..... \$25.00</p> <p><b>Course Re-Enrollment Fee</b> ..... \$55.00*<br/> <i>(option to re-enroll when an exam has been failed twice or course enrollment period exceeds 12 months)</i></p> <p><b>Course Transfer Fee</b> ..... \$10.00<br/> <i>(transfer an enrollment from one student to another student)</i></p> | <p><b>Course Extension Fee</b> ..... \$20.00<br/> <i>(Per course for enrollments older than six months and less than one year)</i></p> <p><b>Transcript Fee</b> ..... \$ 5.00</p> <p><b>Expedited Processing Fee</b> <i>(in addition to shipping)</i></p> <p style="padding-left: 20px;">FedEx 2nd Day ..... \$35.00<br/> <i>(\$50 for Alaska, Hawaii, Guam and Puerto Rico)</i></p> <p style="padding-left: 20px;">FedEx Next Day ..... \$50.00<br/> <i>(this shipping method not available for Alaska, Hawaii, Guam, and Puerto Rico)</i></p> <p><b>Certificate/Diploma Fee</b> <i>(per program)</i></p> <p style="padding-left: 20px;">Individual Certificate Level ..... \$15.00</p> <p style="padding-left: 20px;">Complete Diploma ..... \$30.00</p> |
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### Berean School of the Bible Cancellation and Refund Policy for Study Groups

We strive to develop instructional materials and programs that will be completely satisfactory to the students who enroll with us. However, if it is necessary for you to withdraw from a course, the following refund policy will apply:

1. No refund of the application fee will be made after five (5) business days.
2. You may withdraw from a course if the course status is "In Progress."
  - a. You may cancel a course enrollment within five (5) business days after the date on which your order was placed. If you cancel a course enrollment during this time, you will be given a complete refund of all tuition paid, less shipping and handling fees. Communication of cancellation may be made online (go to "Documents and Forms" on the Berean School of the Bible page of GU's website).
  - b. You may request to withdraw from a course from five (5) business days and up to six (6) months from the date the order was placed and be refunded 50 percent of the tuition paid.
  - c. No refunds are given for course withdrawals requested after six (6) months from the date the order was processed.
3. Printed Independent Study Texts/study guides or textbooks must be returned within 90 days of original purchase date and must be current editions in resalable condition. Less a 20 percent restocking fee. No refund on "digital" materials.

Please report any discrepancies with the order within thirty (30) days of the invoice date.

**Study Group Discounts:** A 20 percent discount is given to authorized Berean Study Groups on course fee and course materials. Authorized Study Groups will pay shipping and handling charges of approximately 7 percent per order.

**Course Audits:** This option is only available to students in authorized Study Groups. If a student audits a course, he or she must pay the audit course fee in order to receive the instructional materials. If the student decides to take the exam and receive credit for the course, he or she must pay the remaining course fee and take the exam anytime within the 6-month enrollment.

**Expedited Processing Fee:** You should receive most orders within five to nine (5–9) days. Orders requiring rush shipping will be charged at the following rates: \$35.00 for 2nd Day and \$50.00 for Next Day, plus the normal shipping and handling charges. Study Groups will be charged \$25.00 for each student who requires their course assignments, final grades, transcript requests, etc., to be expedited.

\*price does not include 20 percent study group discount



# Preparing Students for Final Exams

Berean School of the Bible courses are designed to be used by individuals who are studying on their own; however, learning is enhanced when students study in groups with a facilitator. The church-based option provides relational networking, motivation, accountability, and enrichment for busy adults who sometimes need encouragement and accountability.

A quality experience for students in such a group learning environment largely depends on committed and motivated facilitators. Such committed facilitators will naturally be concerned about how their students perform on the final exams. Since final exams are designed to measure students' success in mastering the course content, it is understandable that facilitators will focus on preparing students to do well on these exams.

It is extremely important that facilitators, as well as group administrators, understand the meaning of a final exam and the significance of a final course grade. How course material is reviewed in preparation for a final exam will determine what a final grade actually means and its significance in measuring student mastery.

Berean School of the Bible final exams are designed to measure students' mastery of the full breadth of each course's content. This means that the exam score represents approximately how much of the course content a student learned. For example, a final exam score of 43 correct answers out of a possible 50 questions indicates that the student mastered approximately 86% of the course content. The final exam grade will only have this accuracy if, prior to taking the exam, no one identifies for the student specific questions or information that will appear in the exam.

The meaning of a final grade is altered if a student has previous knowledge about exam questions. If a student is informed about what an exam's questions will cover prior to taking the test, the student's score will not reflect mastery of the course's breadth. Instead, it will only reflect mastery of the questions contained in the exam. For example, a facilitator reviews the course content but also indicates each piece of information

that will be included on the final exam. The final exam grade for students exposed to such a review cannot be said to measure mastery of the entire course content. Instead, the exam score only indicates mastery of the specific information related to test questions.

It is critical to an educational program administered nationwide that final course grades reflect a standard meaning. The integrity of the Berean School of the Bible transcript grades can be compromised if some students are being tested over the entire course content and others tested only over limited and pre-identified lists of information. The result would be that Berean grades would not retain a standard, accurate meaning regarding student achievement.

Therefore, it is crucial that facilitators do not identify for students information that will be included on their final exams. This does not mean that facilitators should avoid reviewing tested material or preparing students to do well on the final exam. The IFMs available from Global University are designed to fully prepare students for the exams. Facilitators who include all of the prechecked components in their sessions will have covered all material that students will be tested on in the final exams. Students will be adequately prepared even though they have not been told which specific information will appear on the exam or the form in which questions will be presented.

Facilitators may inform students that all the material covered by exam questions will be addressed during the group sessions. However, facilitators should NOT identify specific information related to test questions, even by subtle gestures. This standard approach will be helpful, especially for groups reviewing an entire course's content in one extended session, such as a seminar format.

The Berean School of the Bible faculty and administration appreciate all efforts by Study Group and ministry school personnel to protect the integrity of the exam process. This mutual cooperation maintains the dependable standard represented by Berean academic transcripts and helps to ensure the quality education BSB students deserve.

