



# Long Beach Christian College Ministerial Training Inc.

135 W. Victoria Street Long Beach, CA 90805 • 562-423-8235 • longbeachchristiancollege.org

## CLASS REGISTRATION FORM

CONTACT INFORMATION		ACADEMIC QUARTER: <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer	
First Name:	Last Name:	Suffix:	
Street Address:		Unit #	
City:	State:	Zip Code:	
Phone: (     )     -	Email:		
Date of Birth: ____/____/____	Last 4 Digits of Social Security #: _____		

Program and/or Degree Type	
<input type="checkbox"/> Auditor (\$70 per unit) <input type="checkbox"/> Certificate Only (\$70 per unit) <input type="checkbox"/> Ordination (\$80 per unit)* <input type="checkbox"/> Associates (\$80 per unit)	<input type="checkbox"/> Bachelors (\$100 per unit) <input type="checkbox"/> Masters(\$130 per unit)* <input type="checkbox"/> Doctorates (\$150 per unit)*
<p><i>*Please note: Ordination, Master, and Doctorate/PhD enrollment is pending the completion of prerequisite courses and/or application and administrative approval.</i></p>	

Field of Study (Degree) / Certificate Emphasis		
<input type="checkbox"/> Biblical Studies	<input type="checkbox"/> Theology	<input type="checkbox"/> Biblical Counseling
<input type="checkbox"/> Other (please explain):		

REGISTRATION AND PROGRAM FEES					
Course #	Class Name	Units	Class Fee	Additional Fee(s) - Explain:	Total
<b>Quarterly Enrollment Fee (non-refundable)</b>					<b>\$45.00</b>
<b>Tuition (and additional fees)</b>					
<b>Sub Total</b>					
Credit/ Discount (explain):					
<b>GRAND TOTAL</b>					
Down Payment Amount ( 25% Minimum)					
<b>BALANCE DUE</b>					

_____ <b>Student Signature</b>	_____ <b>Date</b>
_____ <b>Signature of Registrar/ Administrator, LBCC</b>	_____ <b>Date</b>

### LBCC Policies, Enrollment Details, Payment Plan

Long Beach Christian College MTI is accredited by Accrediting Commission International (ACI)  
 Garon Harden PhD, Chancellor • Edna Bereal , PhD, Vice President • Ernest Miller ThD, Dean



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**Class Auditor:** Auditing permits a student to gain academic exploration without earning a grade. Class auditors do not have access to Masters or Doctorate level courses. Auditing registration fee will apply.

**Certificates:** Require 30 units of study with a minimum of 21 units earned at LBCC.

**Ordination and Associate Degree:** Requires the completion of 60 units earned at LBCC by date of ordination and graduation.

**Degrees Programs:** Requires 60 – 180 units earned and/or transferred at LBCC. Degrees are granted to students that have attended and completed the required academic course(s) with a passing grade, and a grade point average of 2.0 or higher.

- **Associates:** enroll with 30 completed units, earn 30 additional units, graduate with a total of **60 units** – \$80 per unit
- **Bachelors:** enroll with 60 completed units, earn 60 additional units, graduate with a total of **120 units** – \$100 per unit
- **Masters:** enroll with 120 completed units, earn 30 additional units, graduate with a total of **150 units** – \$130 per unit
- **Doctorate:** enroll with 150 completed units, earn 30 additional units, graduate with a total of **180 units** – \$150 per unit

**Grades:** A class grade will be issued at the end of each course; and students that fail to complete class assignments or tests will have an 'incomplete' (I) status entered on their transcript until satisfactory work is completed by the student.

**Master and Doctorate Degrees:** Candidates must be interviewed and approved by the Academic Dean prior to entering the Thesis and Dissertation Program. All Master and Doctorate Students are required to complete 9 units in their Thesis/ Dissertation Research Project in addition to the required/ recommended units earned exclusively at LBCC.

**Graduation Eligibility:** A minimum of 30 units (earned at LBCC) must be completed with a passing grade; no outstanding financial balances, and receiving final clearance by the Academic Dean and School Administrator.

**Transferable Units, Life Credits:** LBCC will accept Transfer units and Life Credit units (both pending the approval of the Chancellor or Academic Dean). A Transfer Unit and Life Credit Unit fee will apply.

**Expenses:** Students should consider the possible additional costs of textbooks, required learning materials, printed copies of their schoolwork, and shipping costs for correspondent courses.

**Tuition Refunds:** Full Tuition refund available within the first week, second week 70%, third week 50%, Fourth week no refund.

**Quarterly Enrollment Fee:** Non-refundable

**Enrollment and Withdrawal:** Students must enroll or withdrawal by the third week of class. A student's GPA will be lowered if the Withdrawal Form is not submitted by the third week of class.

**Transcripts and Special Documents:** A service fee of \$25 will apply for the printing and preparation of all official documents. The service process may take up to 10 business days. School records will not be given to students with outstanding balances.

## Tuition Payment Contract

Total Remaining Balance Due: \$ \_\_\_\_\_

I do hereby agree to the financial arrangements listed below. I also understand that I must have a zero balance in order to be eligible to graduate and receive official transcripts from LBCC. I further understand that this agreement is a legal and binding contract; and that after 45 days my account is subject to a finance charge, not greater than 20% of the outstanding balance.

- 1<sup>st</sup> Installment amount: \_\_\_\_\_ Due: \_\_\_\_\_ Paid: \_\_\_\_\_
- 2<sup>nd</sup> Installment amount: \_\_\_\_\_ Due: \_\_\_\_\_ Paid: \_\_\_\_\_
- 3<sup>rd</sup> Installment amount: \_\_\_\_\_ Due: \_\_\_\_\_ Paid: \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Registrar/ Administrator, LBCC

\_\_\_\_\_  
Date

Office Notes:

\_\_\_\_\_ Student Entered in Trouser

\_\_\_\_\_ Student Invoiced