

CHRIST FOR THE NATIONS INSTITUTE

Updated: 07-18-2017

TABLE OF CONTENTS

HISTORY.....6
 Mission, Core Values and Doctrine

INTRODUCTION7
 Concept of Spiritual Training
 Statement of Equitable and Consistent Treatment

GUIDE TO CFN ADMINISTRATION9
 Office Location Abbreviations
 Office/Personnel Directory
 Where Do I Go For Information

ACADEMICS12
 General Info
 Classrooms
 Degrees/Programs
 Majors
 Music Department
 Library
 Spanish Program
 Summer Outreach Credit
 Articulation Agreements
 Attendance

INTERNATIONAL STUDENTS15
 Visas
 Work Off Campus
 Scholarships
 Work Scholarship Stipends
 Social Security Cards
 Traveling
 Remedial English
 International Helps
 Walmart Trips
 Logistical Issues
 Return Air Transportation
 Driver’s License

FINANCIAL POLICIES18
 Cost to Attend
 Settlement of Accounts
 Deferred Payments

Returned Checks
Prorated Refunds
Seventeen-Week Semesters
Dismissal
Change of Program
Fines
Check Cashing
Education Tax Credits
Recruitment Credit Program
Outreach Payments

CAMPUS HOUSING21

Housing Assignment
Vacating an Apartment/Final Inspection
Residence Between Semesters
Off Campus Students
Family Housing
Housing After Graduation
Maintenance Repair
Smoke Detectors
Room and Apartment Alterations
Garbage
Apartment Care
Housing Guests
Guest Apartments
Rental Insurance
Storage and Personal Possessions
Residential Appearance
Housing Use/Courtesy
Locking Apartments and Lock Outs
Residential Noise and Curfew
Campus Pools in Student Complexes

CAMPUS LIFE26

ID Cards
Item Sale, Collection or Distribution
Public Announcements and Poster Policy
Social Media Disclaimer
Solicitation of funds or offerings
Campus Lawns
Media Integrity
Bicycles, Scooters and Skateboards

SPIRITUAL LIFE28

Chapel
Prayer Rooms

Fasting	
Night of Worships	
Local Church Attendance	
Bible Reading	
CAMPUS SERVICES	29
Student Employment	
CFNI Student Informer	
Internet/Computer/Phone Service	
Health Care Insurance	
Athletics	
Legacy Den	
Food Services	
Conferences	
Museums	
MAIL SERVICES	33
Campus Buildings and Offices	
Student Apartment Complex Addresses	
Staff Housing	
CAMPUS SECURITY	35
Emergency Notification System	
Safety Tips	
Vehicle Registration	
Vehicle Repairs	
Inoperable Vehicles	
Bicycles	
Trailers and Campers	
Parking Lots	
Weapons	
STUDENT CONDUCT	38
Standards at CFNI	
Statement on Marriage, Gender and Sexuality	
Displays of Romantic Affection	
Statement on Respectful Behavior	
Student Discipline	
Accountability	
Disciplinary Fines	
Bystander Fines	
DRESS AND GROOMING	41
Modesty	
Classroom Attire	
Casual Attire	

Pool and Gym Attire
Grooming

SINGLE RULES FOR SINGLES43
 Courtyards
 Under Eighteen
 Curfew
 Engagement and Marriage

STUDENT FAMILIES 45
 Fellowship
 Family Park Playground
 Single Parents
 Campus Children

ALUMNI CONNECTION47
 Transitional Housing
 Ministry Placement
 CFN Fellowship of Ministers and Churches (FMC)
 Association of Bible Schools

HISTORY

Gordon and Freda Lindsay established Christ For The Nations Institute in 1970. Twenty-two years earlier, they were publishing a magazine called *The Voice of Healing* to report healings and supernatural miracles that were occurring throughout the world. In 1967, they changed the name of the magazine to *Christ For The Nations* and began using it as a teaching tool to promote the Pentecostal/Charismatic perspective of the Bible. In September, 1970, the Lindsays established a two-year school called Christ For The Nations Institute.

Dennis Lindsay was elected president in 1985, and two years later, he began to enlarge the school with a third year program. Today, Christ For The Nations Institute offers Bachelor degrees with concentration in nine different majors. In December, 2015, Golan Gordon Lindsay was elected Chief Operating Officer and together they lead the school with John Hollar, who was appointed Director of the Institute in 2014. This handbook provides all the information necessary for students to be successful while they are attending Christ For The Nations Institute.

The **mission** of Christ For The Nations is concise and simple. **We exist to impact humanity with the gospel of Jesus Christ.**

Christ For The Nations Institute has established six **core values**, which are the guiding principles and commitments of the organization. They are: Missions, Integrity, Prayer, Worship, Legacy, and Training. Six additional values are added to erect foundational pillars. These include: The Word, The Supernatural, Israel, Faith, Giving and Relationships. These values guide the decision of the organization. These values make up the DNA of Christ For The Nations students, staff and alumni.

The school maintains the **Seven Doctrinal Foundations** established by our founder.

- We believe the Bible is God's standard and measurement for believers.
- We believe in a personal experience of salvation by faith in the name of Jesus and obedience to His Word.
- We believe in the baptism of the Holy Spirit and the operation of spiritual gifts.
- We believe in intensive evangelization by preaching, teaching, and healing according to the gospel of God's Kingdom.
- We believe in personal holiness and separation from the world.
- We recognize that all true believers, regardless of denomination and organization, are baptized of one Spirit into one Body; thus, fulfilling Christ's prayer for unity.
- We believe in the hope of an imminent, personal return of the Lord Jesus.

INTRODUCTION

The policies of Christ For The Nations Institute (CFNI) are in compliance with Title VI of the Civil Rights Act of 1964 (PL 88-353), and all regulations adopted pursuant to such Title VI to the end that no person shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under any program or activity of CFNI.

We insure the privacy of all students. Although the Institute is not bound by the Family Educational Rights and Privacy Act of 1974 (FERPA) we do not release the following directory information without the consent of students who are 18 years and older: SDF Student name, address, telephone number; date and place of birth; full-time or part-time enrollment status; dates of attendance; major field of study; degrees, and/or awards received; participation in activities, sports, and sports related height/weight information. Students enrolled at CFNI must sign a release of information before information will be released.

CONCEPT OF SPIRITUAL TRAINING

CFNI is a place of learning with a balanced emphasis on the ways of the Spirit and academic training. The vision of its founders, Gordon and Freda Lindsay, has brought over 40,000 students to a school where the focus is on their spiritual well-being.

The faculty at CFNI believes the Holy Spirit wants to work through yielded people everywhere, not just through professionally trained ministers. The institute offers an environment of Christian love where disciples of the Lord Jesus can live, learn, and grow together—as they develop a deeper, more productive spiritual life.

The training program at CFNI includes the 4 following elements:

- Prayer, worship, and a life of faith, enabling the student to learn directly from the Holy Spirit and experience His marvelous gifts.
- Concentrated courses of study in the Bible, which are taught by seasoned and anointed faculty, enabling the student to become grounded in truth.
- Unparalleled opportunity to learn firsthand from renowned guest teachers, enabling the student to see how God uses others.
- Practical experience in Christian service, enabling the student to apply what is being studied

The objective of CFNI is to provide a balanced and practical training that demonstrates the Gifts of the Holy Spirit, and promotes the unity of believers. Because CFNI is both interdenominational and international in scope, we seek to conform to the Spirit of God, as we attempt to help each student maintain a consistent walk with Christ and to express a loving attitude toward one another.

This training includes a well-balanced curriculum of academics and practicum that points students to God and away from self-centered values. This is achieved through community fellowship and fostering a campus environment of love, peace, and harmony of the Holy Spirit, where love is the perfect bond. Practical, personal learning is achieved when students apply their studies with habits of daily prayer, Bible reading, and embrace the Bible as God's standard for our personal conduct. Students learn when they yield themselves to the fruit of the Holy Spirit and the operation of the gifts, as they seek the edification of others.

STATEMENT OF EQUITABLE AND CONSISTENT TREATMENT

CFNI is committed to equitable and consistent treatment of all students. Students are given the ability to file grievances or appeals based on academic, disciplinary, or student life issues.

For academic grievances or appeals, students may file a grievance or request an appeal through the Academic Dean. If warranted, the Academic Affairs Committee will provide a hearing for the student. Grievances must be initiated within 30 days of the academic issue, and appeals must be initiated within 24 hours of the academic action.

For student life grievances, a student may request an appeal before the Student Conduct Committee, if he or she feels that their student rights, as outlined in the CFNI Student Handbook, have been violated. Requests must be submitted to the Dean of Students office. The following criteria must be met before the Dean of Students will review a grievance or request an appeal.

The student must have met with their respective dean and have pursued all reasonable means to bring a resolution to the matter, as specified by the dean.

The student must submit written documentation, outlining their grievance and the steps they have taken to resolve the issue. The written request must clearly reveal a violation of the student's rights.

If a grievance or appeal is warranted, the Dean of Students will meet with the student to bring resolution, or will set a hearing date with the Student Conduct Committee. All decisions by the Dean of Students and/or the Student Conduct Committee are final. Grievances and requests for appeals must be presented in writing to the Dean of Students, no more than 14 days after the event, which prompted the grievance. Dismissal Appeals must be made in writing within 24 hours after the dismissal.

GUIDE TO CFNI ADMINISTRATION

Office Location Abbreviations:

Christian Conference Center.....	CCC
Courts of Praise.....	COP
Freda Lindsay World Missions Center.....	FL
Gospel Court.....	GC
Gordon Lindsay Tower.....	GLT
Institute Building.....	IB
International Headquarters Building.....	IH
Jack Moore Hall.....	JM
Krickbaum Center.....	KC
Main Auditorium.....	IB
Music Building.....	MB
Maintenance Building.....	MN
Parham Hall.....	IB
Student Center.....	SC
Wayne Myers Auditorium.....	WMA

Office/Personnel Directory

Academic Dean.....	SC
Accounting.....	IH
Alumni.....	CCC
Chaplain.....	SC
Chief Financial Officer.....	IH
Chairman of the Board.....	IH
Chief Operations Officer.....	IH
Children’s Ministries.....	IH
CFN Music.....	IB
Dean/Asst. Dean of Families.....	SC
Dean/Asst. Dean of Men.....	GLT
Dean of Students.....	IH
Dean/Asst. Dean of Women.....	FL
Director of Institute.....	IH
Director of Operations.....	IH
Distribution.....	IH
Donor Receipts.....	IH
DSO (Designated School Official).....	SC
Enrollment Services.....	SC
Evening and Weekend Program Director.....	SC
Fellowship of Ministers and Churches (FMC).....	CCC
Food Court.....	CCC
Gym, Pool, Exercise, and Weight Room.....	SC
Headquarters Operations.....	IH
Hospitality Coordinator.....	IH
Housing.....	SC
Human Resources Director.....	IH
Institute Business Manager.....	SC
Institute Finance Office.....	SC

Student Handbook

International Ministries.....	IH
International Student Advisor.....	SC
Legacy Den.....	CCC
Librarian.....	JM
Literature Coordinator.....	FL
Maintenance (Aramark).....	MN
MAJORS	
Director of the Biblical Counseling Major.....	FL
Director of Children’s and Family Ministries Major.....	IH
Director of Creative Media Major.....	IB
Director of Evangelism Major.....	KC
Director of Global Missions Major.....	JM
Director of Marketplace Major.....	JM
Director of New Testament Church Leadership Major.....	JM
Director of Youth Major.....	FL
Director of Worship Major.....	JM
Marketing.....	IH
Music Education Director.....	MB
Native Church Coordinator.....	IH
Nursery (in hallway).....	IH
Placement.....	CCC
President and CEO.....	IH
Procurement.....	IH
Publishing.....	IH
Records Office.....	SC
Registrar.....	SC
Security.....	GLT
Spanish School.....	FL
Student Employment Office.....	SC
Student Informer.....	SC
Student Ministries.....	SC
Summer Outreach Director.....	JM
Veteran’s Officer.....	SC
Worship Leader.....	MB
Yearbook Office.....	IH
Youth For The Nations.....	FL
Youth For The Nations (Spanish).....	FL

Where do I go for information:

Academic Appeals.....	Director of Academic Affairs
Apartment Maintenance Needs.....	Maintenance Department
Appeals (Disciplinary, etc.).....	Dean of Students
Auditions (special music/singing groups/worship teams).....	Worship Department
Course Changes.....	Records Office
Classroom Reservations.....	Institute Receptionist
Curfew Passes, Overnight Passes.....	Respective Dean’s Office
Employment (off-campus).....	Student Employment Office
Employment (on-campus).....	Human Resources Director
Family/Roommate Concerns.....	Respective RA or Asst. Dean
Freedom Road Program.....	Chaplain
Homeschooling.....	Dean of Families

Student Handbook

International Student Work Assignments.....Human Resources Director
Music Lessons.....Music Education Dept
Personal Ministry.....R.A. Asst. Dean or Dean
Recruitment Credit Program.....Finance Specialist
Textbooks.....Legacy Den
Transfer Credit(s).....Academic Dean
Veteran’s Benefits.....Veterans Officer

ACADEMICS

GENERAL INFORMATION

Regular classes begin with Chapel each morning at 8:00 a.m., except Wednesday, when student ministry sessions are conducted and the last Tuesday of every month, when the deans' department conducts sectionals. Regular courses are conducted from 8:45 a.m. through 12:00 noon.

CLASSROOMS

We ask that food and drinks, except bottled water, remain outside of any classroom.

DEGREES/PROGRAMS

- Certificate of Bible Studies (CBS) one year program; 42 credits
- Associate of Practical Theology Degree (APT) two year program; 78 credits
- Bachelor of Practical Ministry (BPM) three year program; 120 credits
- Advance Studies Diploma (ASD) one year program; 42 credits

MUSIC DEPARTMENT

Private and group lessons in voice, piano, guitar, and other courses are offered as an extra cost elective, which are paid at the Finance Office. These lessons are available to CFNI students for credit as well as adults, children, staff, and alumni as audit courses. Children 12 years of age and under must be supervised by parents while they practice in the Music Building. Practice rooms are available to all students during the hours when the Music Building is open with ID card access. Auditing students may check-out a temporary ID card for the semester from the Music Education Office. Students who are registered for lessons have been charged \$10.00 per semester as a Music Lab Fee and are allowed to reserve practice rooms up to an hour a day per lesson. Drum practice is located in the drum shed facility and is limited to students who are enrolled in private drum lessons.

During the semester, students may access the Music Building during the following times:

- M, W, TH, F 6:30 a.m. – 10:00 p.m.
- T 6:30 a.m. - 7:00 p.m.
- Saturday 10:00 a.m. - 6:00 p.m.

The Music Building is closed on Sunday, holidays and during breaks unless otherwise posted.

All questions regarding the private lessons may be answered at the office, which is located in the Music Building. For students who desire to be a part of the chapel worship teams, music evaluations are scheduled during the first week of the Fall and Spring semesters.

The use of MB 130 for auditions, practice, or rehearsal purposes, or to schedule other events, requires a Reservation Request Form located at the Music Education Office.

Musical instruments are available for rental on a limited basis for on-campus students, who enroll in private or group lessons. Non CFNI instruments are not covered by the school's insurance policy.

Students may withdraw from Music and Arts lessons without academic penalty through the

designated deadline date for that semester. A grade of “W” will be recorded on the student’s permanent record. There is no refund for a Music and Arts lessons withdrawal, except during add/drop.

LIBRARY

The CFNI Lending Library is located in the Jack Moore Hall. It is opened to students, staff, alumni and their children who use their I.D. card for access and for checking out books. The library facilitates a computer lab and large reference collection of books and various media formats. Students should complete all of their library service needs (copying, computer/ printing, and checking out materials) 15 minutes before the library closes.

A copier is available for the students to use. Lending periods are posted: two (2) days for textbooks and two (2) weeks for all other materials. Reference books are for use inside the Library. Materials checked out may be renewed, unless that particular book is in high demand.

There is an overdue charge of 25 cents per day per item, or 50 cents per day for a text book, with a maximum fine being the cost of the book. Fines begin accruing at 2:00 p.m. after the book is due. The cost of a lost book is the cost of the book plus a \$3.00 processing fee to replace.

Christ For The Nations has a library exchange agreement with SAGU, where students may use their library at no charge and vice versa. Children under 12 years of age are encouraged to use the library, but with parental supervision.

SPANISH PROGRAM

Christ For The Nations offers a one-year Spanish program with classes taught in Spanish. Students preferring to take classes that are taught in Spanish may attend the Spanish Program during their first year.

SUMMER CREDIT

Students have been taking short-term outreaches to other nations since 1974, when Dr. Dennis Lindsay and Ginger led the first outreach to Mexico. Since that time, students have traveled to over 87 different countries and have been a part of more than 340 outreaches. Students completing Summer Credit may choose to do a summer outreach, or to do one of the Campus internships offered every year like YFN, KFN or SYFN and others. Students are expected to complete their summer credit in their first year of studies at CFNI.

ARTICULATION AGREEMENTS

Students graduating from Christ For The Nations Institute may want to take advantage of the articulation agreements we have with many colleges that will transfer academic credits. These schools often waive application fees for CFNI graduates and many provide scholarships, as well.

These colleges and universities include:

- Dallas Baptist University, 3000 Mountain Creek Pkwy, Dallas, TX, 75211
- The Kings University, 2121 E. Southlake Blvd., Southlake, TX, 76092
- Oral Roberts University, 7777 South Lewis Avenue, Tulsa, OK, 74171
- Southwestern Assemblies of God University, 1200 Sycamore St., Waxahachie, TX 75165.

ATTENDANCE

Classroom attendance is a necessary factor in the learning process and vital to student discipline; therefore, absences should be kept to a minimum. The academic policy stipulates that a student whose absences exceed 20 percent of their total class time will result in the student receiving an “F” grade for their course. Students are held responsible for all academic work required or performed during their absence, regardless of the reasons for those absences.

Students are responsible to their instructors for classroom attendance and are required to register their attendance by scanning their ID badges at the scanners in their classrooms (if the student believes his/her attendance has been recorded wrongly, he/she needs to contact the teacher of their course to fix their attendance on their behalf). At the beginning of each course students must scan their ID cards, including chapel and TNE. At the end of each class, students are required to scan out of class using their IDs. If a student does not scan in and out, the system will mark you absent for that class period. Students enrolled in the I.B. Auditorium during the first period are required to exit the auditorium on days of chapel and re-scan, in order to register attendance for the first period class.

Attendance is recorded for each class and individual instructors may incorporate additional attendance methods to account for student absences. Students who pursue the correction of a wrongly recorded absence must show their dated notes from that particular date for that specific course. It is up to the teacher’s discretion if they will correct your attendance or not. Students that scan into class and fail to attend the class they are registered in have defrauded attendance, which is a serious offense. Students who defraud class attendance may be placed on probation and possibly dismissed.

Chapel is the only course that **does not** allow you to miss 20 percent of the class time. You are allowed to miss 11 chapels throughout a semester before failing the course. If you fail chapel, you will be placed on academic probation. Failing Chapel twice during your time at Christ for the Nations is grounds for dismissal.

INTERNATIONAL STUDENTS

Each year about a third of the student population is international, coming from about 50-60 countries per semester. The International Student Affairs (ISA) department is designed to guide potential and current international students through the application and visa processes and to provide assistance throughout the course of their studies at CFNI and beyond.

VISAS

Students who have been accepted to Christ For The Nations will receive an I-20 to obtain their F-1 student visa. Each international student is responsible to maintain their F-1 student status by remaining as full-time students during their time here. Failure to do so will result in their loss of status.

The International Student Affairs office is not authorized to process other visa applications, including Religious Worker (R-1), Temporary Worker (H-1), Exchange Visitor (J-1) visas or Green cards. International applicants visiting the United States on a Tourist visa (B1/B2) are not accepted for admission as a student.

REGISTRATION

A single* international student is required by law to show funding in the amount of at least USD\$15 000 in order to receive an I-20 from our school (and U.S. VISA from their embassy). Therefore, if an international student does not have the funds required to register for their current semester, their I-20 will be terminated. If the student no longer has funding, their I-20 is no longer valid.

**Funding amount varies based on marital status and number of dependents.*

The Institute Business Manager will not be available to meet with International Students (regarding payment) throughout the registration period. Partial payments will no longer be accepted. The student has until the last day of registration to pay their bill in full, and register. This includes new and returning international students.

WORK OFF CAMPUS

F-1 students are not permitted to work off-campus using their F-1 visa; however, an F-1 student may obtain employment on campus, but only if they have received a Social Security Card. Those residents with an F-2 visa are not eligible to work. Unauthorized employment is a status violation, and will result in the termination of your I-20.

WORK STUDY SCHOLARSHIPS

Christ For The Nations Institute gives some International Work study scholarships, which are classified as full-work scholarship (FWS) and tuition only scholarship (TO). Only F-1 students are eligible to apply for international Work study scholarships.

Students who receive a FWS are limited to working no more than 20 hours per week, while school is in session.

Tuition only (TO) students are scheduled to work 10 hours per week, while school is in session. The student or his/her sponsor is responsible for providing for all the expenses beyond tuition. All fees must be paid in full at the time of registration for each semester.

Only the required curriculum is covered under the work scholarship. All extra-cost elective courses are NOT covered by scholarships. Students who choose to take private or group lessons must schedule classes that do not interfere with their commitment to employment as a scholarship student.

International students will forfeit their work scholarships if they move off-campus, arrive single and get married prior to graduation day, or fail to perform in an acceptable manner at their assigned campus job. International work scholarship students who violate any CFN policy will be subject to discipline, up to and including the loss of their scholarship and dismissal.

Full-work scholarship students need to bring a printed copy of their class schedule to the bookstore to receive textbooks. Please refer to the “Guide for Scholarship Students” for the detailed policy regarding domestic and international scholarships. A copy of this policy guide can be obtained from the International Student Affairs office in the Student Center.

WORK STUDY SCHOLARSHIPS STIPENDS

International full-work scholarship students receive a monthly stipend as part of their scholarship. All time off requests must be submitted to the supervisor, after obtaining all other required signatures on the form, to receive permission for time off. Stipends and food allowances for an International full-work scholarship are paid upon verification of the hours worked by the HR/Operations offices.

WORK STUDY SCHOLARSHIP TIME OFF

All time off requests must be submitted to the supervisor, after obtaining all other required signatures on the form, to receive permission for time off.

SOCIAL SECURITY CARDS

Only international work study scholarship students or international students who have a job offer on campus are eligible to apply for a Social Security Number (SSN). A passport, I-94 Card, and an I-20 are required at the time of the application. The International Student Affairs department provides scheduled group transportation to the Social Security Administration office each semester for Work study scholarship students. Students will be informed of their scheduled appointment. Students who miss their scheduled appointment are responsible to make their own arrangements to meet the requirements for obtaining a social security card. Any persons issued an F-2 Visa are not eligible to apply for a SSN number. Students who accept on campus employment offers must speak with their DSO first before going to the Social Security office to apply for their SSN.

TRAVELING

Students who plan to travel out of the country must contact the International Student Affairs Office before departure. When traveling outside of the United States, the I-20 must be endorsed by the designated school official (DSO) in the Enrollment Services office or the student will not be permitted to re-enter the country. This includes international students who travel on an approved CFNI outreach. When traveling, it is the responsibility of the student to carry their original immigration documents at all times.

All work study scholarship students are required to inform the Human Resources department if they are planning to travel and/or miss any scheduled work assignment. Permission must be obtained in writing, with all required signatures on the official scholarship time-off request form, from the Human Resources department before missing work assignments.

REMEDIAL ENGLISH

Remedial English courses are required for international students who need assistance with the English language. Classes are offered at Level 1 through Level 4 and are held one night per week. Remedial English courses are not counted toward the completion of a student's degree program and are also available for domestic students who desire additional training in the English language. Cost of tuition is \$175.00 per semester.

International students, who do not originate from an English speaking country, are required to take an English Proficiency Assessment or provide documentation of qualifying TOEFL IBT, ESL or IEP Training, at the beginning of their first semester to determine their English language proficiency. Students in the Spanish Program are required to take this assessment when transferring to the English Program.

Any questions regarding the Remedial English Program should be directed to the Director of the Remedial English Program at 214-302-6457 or email librarian@cfni.org

Any questions or appeals regarding the testing requirement or the Remedial English placement should be directed to the Academic Affairs Office.

INTERNATIONAL HELPS

Household items are available in the International Helps building, located in John House Apt. 400. The international helps is open Monday through Friday between 1:00 p.m. and 5:00 p.m. No payment is required. A Student ID is required.

WALMART TRIPS

Shopping trips are scheduled to Wal-Mart at times that will be announced. Please see International Student Affairs office for details.

LOGISTICAL ISSUES

Finances—Each semester an international student must pay for their classes in full, unless they are on a Full Work-Study Scholarship. I-20s are given, based on sponsor or self-pay funds. The student is responsible to have these funds present at the time of registration. Students may not register if they do not have the funds promised by sponsors or families.

Christ For The Nations is not responsible for international student health insurance. The student is responsible for all health services including medical bills, medicine, doctors' bills, and dental emergencies, etc. Work-study Scholarship Students who are injured while working for the school are covered under Workers' Compensation.

DRIVER'S LICENSE

A Social Security Number (SSN) is required for obtaining a drivers license in the United States. Students who do not have a SSN must show proof of their international student status to the Texas Department of Motor Vehicles. A letter provided by the International Student Affairs office can be substituted for a SSN. Letters can be requested through our website. A driver's license that is obtained from outside the United States is not valid in the United States, unless it is

Student Handbook

an international driver's license. An international driver's license (no matter the expiration date) may only be used for three (3) months. Students who obtain a learner's permit from the Texas Department of Motor Vehicles (by passing a written test) must have a licensed driver over the age of 18 present at all times when driving.

FINANCIAL POLICIES

COST TO ATTEND

The semester cost per credit hour is \$185.00, and the regular tuition for full-time students is \$2,775.00. Additional tuition is required for Music and Creative Arts classes. Meal plans vary, as well as housing, depending on regular dormitory housing, semi or private housing for single students and apartments for families. Room deposits are required by all students and are returned upon passing inspection when leaving the campus. Domestic students are given a \$350.00 prepaid incentive to pay and students who choose to defer payments must pay a deferment fee of \$200.00. Students who register early waive the registration fee, and students who register after school begins must pay a late registration fee.

SETTLEMENT OF ACCOUNTS

All accounts are due and payable at the beginning of a term or upon arrival; however, deferred payments are granted with a deferred administration charge. Full-time Domestic Students receive a Credit Incentive for pre-paying the entire semester. Students, who defer payments, are required to make monthly payments. If payments are not made in a timely manner, students will be contacted by email, correspondence, telephone and through notices on screen displays across campus, IB announcements and major directors.

DEFERRED PAYMENTS

Full-time students, who wish to defer payments, must pay an administration charge. A contract for payment is an agreement between CFNI and the student, whereby the student honors a payment schedule. Students who defer payments must pay 30 percent of the total semester costs at registration, followed by three monthly payments of 25 percent, 25 percent, and 20 percent of the balance of the account.

When students' balances change because of add/drops, they should contact the Institute Business Manager for a new contractual arrangement. Deferred payments, which are not paid by the due date, will be assessed a \$50.00 late charge. Failure to follow the requirements of the payment plan may result in immediate dismissal or loss of credit for the semester. Zero balances are required for graduation.

Accounts are past due the 5th day after the payment due date. The finance office will email students with delinquent accounts, which is the primary source of communication. Failure to respond to the notices within 24 hours may result in penalties, including: de-activation of the meal plan, access denial to student portal, loss of privileges to campus activities, such as the gymnasium, pool, and weight room. Delinquent students who fail to contact the Institute Business Manager will be subject to dismissal. Failure to pay during the 5 day grace period may result in penalties, including: de-activation of the meal plan, access denial to student portal, loss of privileges to campus activities, such as the gymnasium, pool, and weight room. Financial holds occur when students and alumni have outstanding balances. Financial holds prevent students from receiving transcripts, diplomas, degrees, and student privileges. Any students with an open balance at the end of each semester will automatically be put on financial probation throughout the following semester. During financial probation the student must not default on any of their payments or they will be automatically dismissed. Students with outstanding balances will not be re-admitted into school, until their outstanding bill is paid in full. These students also may be required to pay up to 100 percent of the upcoming semester in order to register.

RETURNED CHECKS

Payments may be made by check, cash, credit/debit cards, money orders or cashier’s checks. Students who write checks that are returned for insufficient funds will be assessed a \$25.00 service fee and are subject to losing check-writing privileges. If the check has been returned, it needs to be taken care immediately. Failure to do so may result in penalties, including: de-activations of the meal plan, access denial to student portal, loss of privileges to campus activities, such as the gymnasium, pool, and weight room.

PRORATED REFUNDS

Upon registration the student accepts full responsibility for the total amount charged to their account for the whole semester. Refunds may be administered to students who initiate the withdrawal process with the appropriate dean's department during the first four weeks of the calendar semester. Students whose accounts are paid in full will be qualified for a refund that is calculated based upon the date the withdrawal process is initiated. Students who owe a balance on their school bill will receive a discount on the total amount due for the semester, calculated upon the date the withdrawal process is initiated. Financial calculations are based upon the following schedule:

Fall and Spring Semesters:			
Refund Percentages:		Percentage Owed:	
1st week	100%	1st week	0%
2nd week	75%	2nd week	25%
3rd week	50%	3rd week	50%
4th week	25%	4th week	75%
5th and following	0%	5th and following	100%

Summer Term:	
1st week	100%
2nd and following	No refund

E & W + Online Studies:	
1st week	100%
2nd and following	No refund

All fees, including extra cost electives, are non-refundable in the event of withdrawal or dismissal from CFNI. Students are required to complete all proper check-out procedures, including a final room inspection. Failure to complete this process will be deemed as an improper withdrawal and will result in applicable fees being applied to the student’s account.

SEVENTEEN WEEK SEMESTERS

Financial weeks are calculated from the first day of class. Fees, including extra cost electives, are non-refundable. In the event of withdrawal or dismissal from CFNI, the student is fully responsible for any unpaid portion of his/her payment contract. Students are required to complete all proper check-out procedures. Failure to complete this process will be deemed as an improper withdrawal and will result in applicable fees being applied to the student’s account.

DISMISSAL

Dismissed students are not eligible to receive a refund and the student is fully responsible for any unpaid balance of his/her payment contract. A grade of “X” will be recorded into the student’s permanent record, affecting the semester of his/her dismissal.

CHANGE OF PROGRAM

A student will be charged for the full semester for all registered courses, unless an official add/drop form is filed with the records officer. Requests for refunds or other adjustments to a student's account, resulting from changes in the academic program, must be made within the first two (2) weeks of a semester.

This form is for students who want to change their program and or major. If a student wishes to transfer from the English Institute to the Spanish Program or share classes they need to visit the Registrar's Office. The submission of this form does not automatically mean the request is approved. Academic Advising will be necessary in some cases. All registration and add/drop schedules and fees are still in place regardless of the submission of this form.

FINES

Fines for parking, disciplinary fines and apartment violations must be paid within two (2) weeks of the violation or a late fee will be assessed.

EDUCATIONAL TAX CREDITS

CFNI is not an eligible educational institution for the Hope Credit or the Life Time learning credit at this time. CFNI recommends that students and parents not apply for either of these tax credits when filing their taxes. For information, you may go to the IRS website at www.irs.gov and look at publication 970 Tax Benefits for Higher Education in the section that defines eligible educational institutions. CFNI is not recognized as an accredited school by the Department of Education at this time, and therefore, does not qualify for Title IV benefits.

RECRUITMENT CREDIT PROGRAM

CFNI offers credit on a student's total school bill when the student is directly responsible for recruiting another student. A recruitment credit of \$200.00 is given for a full-time fall or spring semester recruit and \$100.00 credit is given for a full-time summer term recruit. Additionally, \$100.00 is given for a full-time (nine or more hours) in the School of Evening and Weekend Study recruit. Recruitment credit forms are available in the Finance Office. To receive credit, the recruitment form must be submitted to the Finance Office within the first 4 weeks of school. Recruitment credit will be applied to the student's account on the eighth week, after the semester begins.

OUTREACH PAYMENTS

Those approved to participate in an outreach may make outreach payments at the finance office. The student must have their school bill paid up-to-date before adding personal funds to the outreach account.

HOUSING APPLICATION FEE (NON-REFUNDABLE)

The housing application fee that is non-refundable is for normal wear and tear of the apartment/dorm. Family Housing: Failure to stay the length of student's program, (leaving during summer) you will be required to pay the Non-Refundable Housing Application once again. Any damage done to the apartment/dorm will be the student's responsibility. The damage costs will be assessed and billed, and a time-frame to pay will be established. Failure to pay the damage costs could eventually be sent to collections. If the apartment/dorm is not properly cleaned, a cleaning fee will be added to the student's account as well. Please refer to cfni.org under the admissions tab for the schedule of fees. Fees are subject to change.

CAMPUS HOUSING

Christ For The Nations Institute reserves the right of access to all rooms for the purpose of making routine inspections, maintenance repairs or searches necessary to ensure compliance with CFNI rules and regulations without prior notice to or consent from the Student. Upon admission, the Student gives consent to search and agrees to be bound by the search and entry procedures as they now exist or may be hereafter amended during the term of the Student's residence in Student Housing. This includes permitting school officials such as security, R.A.'s, or authorized administrative staff of CFNI to inspect the student's room, in his/ her presence whenever possible, for purposes of inventory, fire protection, sanitation, safety, maintenance and rule enforcement, including, but not limited to, securing any suspected contraband, items, or materials that may violate the Student Handbook.

HOUSING ASSIGNMENT

Single students will choose a housing assignment during the on-line registration process and will be assessed a \$200.00 Housing Application Fee (non-refundable). Family housing will be arranged prior to arrival through the housing office and will be assessed a \$400.00 Housing Application Fee(non-refundable). CFNI reserves the right to consolidate room assignments within two weeks of registration. Upon arrival, students may pick up their keys from the Student Housing Department in the Student Center. Should a student wish to transfer from one room/apartment to another, he/she must adhere to the check-in/check-out procedure. A transfer fee of \$50.00 is assessed to single students. A transfer fee of \$100.00 is assessed for married students when transfers are initiated by the student. Transfers are permitted with the dean's approval, and availability of housing. All changes in housing must be approved by the Housing Supervisor. Every semester the Student Housing Department conducts an audit in all the apartments. All students are expected to provide the information requested on the Audit Form, provided by the Student Housing Department; failure to comply with this may result in a fine.

VACATING AN APARTMENT/FINAL INSPECTION

Proper checkout includes passing room or apartment inspection. A final inspection includes a Dean's department inspection for cleanliness and a facility's Zone manager's inspection to determine the condition of the apartment/room. For final check out, all campus residents are required to be present for the inspection and sign the Move-in/Move-out inspection form. Single Housing Residents will turn in their keys to the Housing Office. Family Housing Residents will return their keys to the appropriate Dean. Charges will accrue until the keys have been turned in. To ensure our campus safety, losing or failure to return one or more keys throughout the semester will result in a \$50.00 charge for a lock change fee. Once the apartment has been inspected, if damages have been found, the student's account will be charged. If it remains unpaid, it could eventually be sent to collections. Students who do not follow proper check-out procedures will be assessed applicable fees.

RESIDENCE BETWEEN SEMESTERS

Single Housing: Students who desire to live on campus when school is not in session must register with the Student Housing Department. Students who do not remain on campus after each semester must vacate their apartment/room by the move out day specified on the [Events Calendar](#).

Family Housing: Students who desire to live on campus when school is not in session must register with the Student Housing Department. Students who do not remain on campus after each semester must vacate their apartment/room by the move out day specified on the [Events Calendar](#).

Failure to stay the length of student's program, (leaving during summer) you will be required to pay the Non-Refundable Housing Application fee once again.

Extensions may be provided, if housing is available and the need is documented. Housing extensions will only be provided for students who are current on their student bill and are planning to return to school the following semester. Those additional days must be paid for in advance.

SUMMER RESIDENCY

Summer Housing is reserved for those who will be returning to school in the Fall and/or fulfilling their summer credit. Student will need to be paid in full for the Spring Semester. Failure to return as a student in the Fall penalties will be applied. If a student in Family Housing chooses to leave for the Summer, we do not guarantee that you will receive the same apartment.

OFF CAMPUS STUDENTS

All full-time students enrolled in day classes, single or married, are required to live on-campus; unless they can provide documentation related to the off-campus requirements listed below. *The submission of the form does not automatically approve a student to live off-campus.* Please see the requirements and required documents listed below.

- Requirements to live off campus:
 - Must have lived in the Dallas/Fort Worth area for at least six (6) consecutive months prior to initial application to CFNI or must have immediate family who has lived in the Dallas/Fort Worth area for more than six (6) consecutive months.
- Required documents to live off campus:
 - Along with the off-campus request form, please submit a copy of utility bill, phone bill, cable bill, or car insurance. If living with an immediate family member, the student must provide a notarized letter from the immediate family member stating he or she will stay with them, and in addition, must provide a copy of car insurance, a utility bill, phone bill, or cable bill from the immediate family members' address.

FAMILY HOUSING

Any current, full-time CFNI student in the day program who is married and/or has legal custody of at least one dependent is eligible to live in Family Housing. Only the resident affiliated with CFNI, and if applicable, dependent(s) who will be living on a full-time basis, may live in the apartment.

The tenant must submit a Family Student Housing application to Enrollment Services prior to the time of occupancy. Family members must reside with them on a full-time basis. The tenant is expected to give prompt notice to the Student Housing Office of any change in household composition.

The Student Housing Office reserves the right to require proof of identity and proof of any relationship. Anyone living in Family Housing who does not meet the Family Housing qualifications as stated above and who is not an authorized guest is trespassing, and CFNI may take legal action against that person.

HOUSING AFTER GRADUATION

Some students may prefer to remain on campus after graduation. However, alumni housing is limited. Students desiring to rent housing on campus after graduation should contact the Property Manager at the International Headquarters Building.

MAINTENANCE REPAIR

ARAMARK is Christ For The Nations' facility management company. Requests for maintenance services must be made through the Student Informer at www.cfni.org/maintenance, except in rare emergencies. Their regular work hours are 8:00 a.m. to 5:00 p.m. and can be contacted at 214-302-6391. For after-hour emergencies from 5:00 p.m. to 8:00 a.m., and Saturdays and Sundays, 24 hours a day, please contact emergency maintenance personnel at 214-289-8001. Situations that are life threatening, a security breach or can lead to substantial loss to CFNI, should be referred to security at 214-302-6200. Students are responsible for damage to their apartment or furnishings, while they are in residence. Damage costs will be assessed by ARAMARK and will be added to the student's school bill.

SMOKE DETECTORS

Students are responsible to ensure that dormitory and apartment smoke detectors are functioning. Smoke alarms with intermittent "beeps" require a battery change. Please do not remove the battery. Instead, submit a work order to replace the battery. It is strictly prohibited to tamper with the smoke detectors in the apartment, according to the State of Texas. Violators will assume a violation fee of up to \$2,000.00.

ROOM AND APARTMENT ALTERATIONS

Since student housing is temporary, remodeling or making changes are not approved. This includes adding door locks, installing peep holes, removing light fixtures, painting, installing draperies or items to partition rooms or blocking hallways.

Furniture is assigned to certain apartments. When assuming occupancy the student becomes responsible for any CFNI furniture in their assigned room. Penalties will be assessed for any defacing, destructing or removing any of CFNI's furniture.

GARBAGE

Garbage should be placed in plastic bags, closed with a tie, and removed from the apartment daily. Bags of garbage are NOT allowed to sit outside the apartments at any time. The garbage must be placed into the regular dumpsters and not into the recycling bin dumpsters. If that dumpster is full, please locate another campus dumpster. All empty pasteboard and/or cardboard boxes or containers must be broken down (flat) before placing them into the dumpster.

APARTMENT CARE

Garbage disposals are not designed to receive and process grease, fat, bones, corncocks, fruit peelings, rice and fibrous materials. These should not be placed into the sink drains or disposals. Please start running water before turning on the disposal and continue running the disposal, until contents are removed. *Toilets* are designed for toilet paper. They are not designed for disposable, sanitary napkins, tampons or deodorizers. All *floors* must be cleaned before the apartment is vacated. CFNI no longer supplies nor maintains *dishwashers* in campus housing. Some apartments do have a functioning dishwasher. These require proper automatic dishwasher detergents, when in use.

Utilities are included in the cost of housing; however, housing rates are determined by the amount of utilities used. Lower housing rates can be achieved by turning off all lights, air conditioning or heat

when the room/apartment is unoccupied. Controlled thermostats have been installed to reduce costs. Keeping windows closed while the air conditioner and heater are running reduces electricity cost.

CFNI provides *vacuum cleaners* for the residents' use. Students are requested to carry the vacuum cleaners to their apartment/room to minimize damage caused by wheeling the vacuum over concrete and wooden walkways. Children are not allowed to handle vacuum cleaners outside their apartments. Return the vacuum cleaner to the storage area immediately following use.

Please do not place *signs on doors and windows*. Apartment advertising with bumper stickers, signs, or notices is inappropriate.

Coin-operated *washers and dryers* are available Monday through Saturday from 8:00 a.m. to 11:00 p.m. daily. Notices, posters, or signs to be placed on laundry room bulletin boards must be initialed and dated by Institute Accounts Manager. Laundry rooms should be kept clean and neat. Immediately notify Advantage Laundry at 1-800-880-2138 Ext.105 of any equipment problems, noting the problem and identifying the machine. Students are to use the laundry room in their assigned apartment or dormitory. Please do not leave unwanted items in the laundry rooms.

In order to comply with city ordinances, the use of *privately owned grills* is permitted, but only in marked, designated areas. Grills may never be used on balconies, in apartments, or in walk-ways. Most apartment complexes are equipped with one natural gas or propane BBQ grill for use by the residents of the complex. Users should keep in mind the length of their use in consideration of others who may desire to use the grill. Please DO NOT use charcoal briquettes in the grills. The grills are not to be used for burning trash. When the grill is not in use, the gas valve must be shut off. After each use, all surfaces of the grill should be cleaned thoroughly.

HOUSING GUESTS

Campus residents who desire to invite overnight guests (either relatives or friends) should contact the appropriate dean 24 hours in advance. Overnight guests are not permitted in single housing during CFN conferences and events. Guest are permitted, but limited to stay, three (3) days, unless extended time is granted and not to exceed more than 7 days for singles and 30 days for families. Guests who stay for more than three (3) days will be assessed a charge by the Student Housing Department. Students who fail to register visitors will be fined and are subject to losing the privileges of living on campus. Guests must park in unassigned spaces or on the street. Guests with vehicles who stay three (3) or more nights must obtain a temporary parking permit from security. Guests are subject to all student conduct policies. Subleasing campus housing is not permitted. Students are not allowed to have guests stay in their apartment when they are absent. The housing office must approve any extenuating circumstances.

GUEST APARTMENTS

There is a limited amount of guest housing on campus for friends and families of the students. Renting guest housing is on a first-come—first-serve basis. Apartments rent at \$60.00 to \$80.00 per night, depending on the size.

RENTAL INSURANCE

Christ For The Nations Institute is not responsible for insuring any personal items that belong to the staff or students, nor is CFNI liable for the loss of personal properties of anyone on campus. We strongly recommend that each tenant and student secure all available insurance for all potential losses, including personal property protection against fire, theft, or liability, immediately following his/her arrival on campus. Items inside a student's or staff's residence, or vehicle, are not covered under CFNI insurance. Items such as computers, musical instruments and vehicles that do not belong to

CFNI are the total responsibility of the owner.

STORAGE AND PERSONAL POSSESSIONS

The campus is not equipped for waterbeds, heavy-duty machinery or commercial operations in the apartments. There are nearby storage facilities that students may rent. Bicycles must be locked and stored in the racks provided for them in the complexes or stored inside the apartment. Storing bicycles inside apartments will be permitted if the bicycle is properly cleaned before bringing it indoors. The only pets permitted in family housing are aquarium fish, parakeets (small birds), or hamsters. Students living in single housing are permitted to have aquarium fish only.

RESIDENTIAL APPEARANCE

Articles such as towels, rugs, mops and door stickers are not allowed outside of the apartments. Nothing should be draped over the railings, fences, balconies, or dorm windows. No unapproved literature, flyers, announcements, or signs are to be left on doors or in the door jams. Toys and miscellaneous items may not be left outside the apartments. The Student Housing Department will assess a fine per toy/item that is left outside.

HOUSING USE/COURTESY

Apartments and dorms are zoned for housing residents and cannot be used for commercial or business purposes. Babysitting on campus is limited to the children of students, staff, faculty, or resident alumni. Home occupations must be recommended by the respective deans and approved of the Dean of Students.

LOCKING APARTMENTS AND LOCK OUTS

Students are responsible for keeping their automobiles and apartments locked and for keeping a stick in all sliding glass doors. Occasionally, students are accidentally locked out of their rooms or apartments. Please do not remove screens to obtain emergency entry into your apartment. You may call security at 214-302-6200 to gain access to your apartment, and a \$5.00 lockout fee will be billed to your account.

RESIDENTIAL NOISE AND CURFEW

For the benefit of all the residents, noise should be curtailed in the courtyards after dark, and quiet must prevail in all family housing courtyards after 9:00 p.m. and single housing courtyards after 10:00 p.m. There is to be no prolonged socializing through open doors or windows. Ongoing or advertised prayer meetings and Bible studies in campus housing must be approved by the deans.

CAMPUS POOLS IN STUDENT COMPLEXES

In the Texas heat, Christ For The Nations is blessed to have pools in many residential complexes including Bethel, Maranatha, Dayspring, Cornerstone, Mary Martha, Agape, and GLT. An indoor pool is located in the Student Center and is governed by the gym staff. Student Complex pools are governed by the deans overseeing those residences.

Students swim at their own risk because lifeguards are not on duty. Pools are open from 10:00 a.m. to 10:00 p.m. for adults and 10:00 a.m. to 9:00 p.m. for children under 18. Pool rules are posted at each pool and must be adhered to by those who are using the pools. Appropriate attire for women includes cover ups, both to and from the pool. Please refer to the Dress Code in the Student Handbook for guidelines on the proper swim attire.

Children under 12 years old must be accompanied by an adult who is 18 years or older. Guests must be accompanied at all times by adult residents 18 years or older. Use consideration when using floats,

Student Handbook

air mattresses, or plastic donuts in pools. Children who cannot swim well must wear “floaties” on their arms or a life vest. Children who are not toilet trained must wear a diaper and rubber pants when in the pool. Games or activities involving running, diving, or rough play are not permitted. Please enter the pool area through the gate. Do not climb over the fence. Pools are available for residents of the complex and their guests. Students living in Cornerstone and COP may swim in the Gospel Courts pool. Pool maintenance is of the utmost necessity. Hairpins and barrettes may not be worn while in the pool. Please do not enter the pool after tanning oils have been applied. Pool filters can be ruined by oil in the water. Waterproof sunblock lotion 15 SPF or above is permissible. City Ordinances requires:

- No glass containers or food allowed in pool area. Plastic containers are acceptable.
- No person having an open cut or communicable disease is allowed in the pool.
- All pool furniture must be kept at least 4 feet away from the pool.

CAMPUS LIFE

Campus life can be a wonderful experience in a Christian community; however, policies must be established to maintain unity. There are times when the deans or other departments need to contact the students. Responding to official notices is vital. Students who disregard an official summons/notice are subject to dismissal.

ID CARDS

Students are provided a photo ID card by the security department. This is an official document to identify the students. These cards are intended to last for the time the student is enrolled. Lost cards or additional cards for family members and alumni may be purchased for \$15.00 each. The ID card provides necessary building access, attendance login, and meal plan. Each semester, returning students must reactivate their ID card at registration. In the event the card is lost or stolen, the student should notify security at 214-302-6200.

ITEM SALE, COLLECTION, OR DISTRIBUTION

Solicitation and selling items door to door is not an acceptable practice. As an alternative, students may join the CFNI Campus Virtual Garage Sale on Facebook, which is a closed group.

PUBLIC ANNOUNCEMENTS AND POSTER POLICY

The Director of the Institute's office is responsible for power point advertising in public services. Only signs that advertise activities sponsored by the Institute will be permitted. Power point advertisements must be emailed to executivedirectoradmin@cfni.org for approval. If approved, these advertisements will be displayed on overhead screens prior to the 11:00 a.m. united sessions in the IB.

All departmental posters/signs must have the approval of the marketing department. Any advertisements outside of those listed above must be approved through the office of the Director of the Institute.

The housing director can sign posters to be placed in the laundry rooms. All posters may be placed in designated areas only. Designated areas include the laundry room bulletin boards, the GLT bulletin board, and the Student Center bulletin board. No posters are to be placed on any door or glass area.

SOCIAL MEDIA DISCLAIMER

Creating social media pages or accounts on Facebook, Twitter, YouTube, Instagram, Pinterest, SnapChat, Periscope, Google+ or any other social platform using the "CFNI" trademark is prohibited. Christ For The Nations reserves the right to report such accounts. Any social media accounts for purposes pertaining to the Institute for outreaches, events or other activities must be requested from the Marketing department, obtaining the proper naming and login credentials.

Copying and distributing any lecture sessions and event recordings on Facebook, Twitter, YouTube, Instagram or any other social media platform are strictly prohibited. CFNI holds the sole right to distribute any teachings and lecture sessions on the appropriate social media channels. Students are allowed to record any classes for personal study and edification, but copying, sharing and distributing is not permitted.

SOLICITATION OF FUNDS OR OFFERINGS

Because we are a closed campus community, door to door solicitation or appealing for funds (written or vocal appeal) is not an acceptable practice. Rare exceptions may be granted with written authorization from both the Director of the Institute and the Dean of Students after consulting with the Chief Operations Officer.

CAMPUS LAWNS

Students and residents are expected to use the sidewalks, unless they are specifically designated as play/walk areas. This will help maintain a good level of ground cover. The grass is especially vulnerable when it is dormant in the winter months and during the hot summer months. The lawn around the Gazebo may be used during dry weather, unless signs are posted to keep off the grass.

MEDIA INTEGRITY

Students who are seeking God must understand the necessity of media integrity. *Video games* that explicitly contradict biblical values are inappropriate. With the many accessible genres of music, students should not listen to music that portrays a message that is contrary to biblical morals or values. Watching movies that are rated, X, NC17, and NR are never appropriate. Before attending R rated movies, please check the approved list of R rated movies. Any public showing of movies on campus should be limited to PG, unless approved by the deans.

Internet sites like Twitter, Facebook, Instagram and others provide numerous ways for individuals to stay connected. Students should be careful not to post materials and pictures that are outside biblical and community standards of CFNI. Any illegal or inappropriate behavior or language posted online that violates standards of the Institute can be used as evidence for disciplinary action. Students are not to use CFNI office phones for personal or long distance calls.

BICYCLES, SCOOTERS AND SKATEBOARDS

Pedestrians always have the right-of-way on sidewalks. Those riding bicycles, scooters, and skateboards must yield to pedestrians when riding on the sidewalks. Bicycles, scooters, and skateboards are not to be ridden in apartment walkways. A City of Dallas Ordinance requires all bicyclists to wear a helmet.

SPIRITUAL LIFE

Christ For The Nations Institute is designed for students to pursue a spiritual life that develops the necessary character to make an impact on society. The faculty and staff work together to assist the students and to guide them in the ways of Christ. In the early years of the school, one of the guest speakers, George Otis, labeled Christ For The Nations as America's Spiritual War College.

CHAPEL

When school is in session, corporate praise and worship starts the day each morning by students gathering together in the IB. The worship department selects various songs that have made an impact on the students and a yearly CD is recorded. The annual, live-recordings have been attended by alumni and the community since 1974.

PRAYER ROOMS

The Founder, Gordon Lindsay, was known to be a man of prayer. His most often quote, "Everyone needs to pray at least one violent prayer a day," is enacted in designated prayer rooms across the campus. This spiritual discipline has been a pillar of the Institute since its inception. Prayer is offered each morning in chapel and before classes. Prayer is offered before staff meetings and throughout the campus at various times and places. Prayer rooms have been built to facilitate prayer. The Gordon Lindsay House of Prayer (GLHP) is located on the first floor of the Freda Lindsay World Missions Building. A Front Lines Israel (FLI) prayer room is situated on the south side of the Main Auditorium and west side of Parham Hall in the IB.

FASTING

Fasting is a Christian discipline, which is encouraged at Christ For The Nations; however, a student who desires to fast longer than a three-day period should discuss the matter with the appropriate dean.

NIGHT OF WORSHIP

On the second Friday night of each month, the worship team leads a night of worship for students, staff, alumni and the community. These times of refreshing have been pivotal in helping students find future direction.

LOCAL CHURCH ATTENDANCE

Students are encouraged to attend Sunday services at a local church of their choice. Involvement in the local church benefits the students. A local church is also located on campus for the convenience of the students or for those who do not have vehicles.

BIBLE READING

Co-founder, Freda Lindsay, taught students to read three chapters in the Bible a day, and five chapters on Sunday. This schedule helped them to read through the Bible in one year. Some discipleship courses require daily Bible reading and many classes use the Bible as a textbook.

CAMPUS SERVICES

STUDENT EMPLOYMENT

The student employment office was established to assist students or their spouses in securing temporary or permanent employment. The student employment officer is located in the Student Center and is available from 8:30 a.m. to 5:00 p.m. each weekday to discuss employment opportunities that are currently available. Employment opportunities may be viewed on the Student Informer web page at <http://informer.cfni.org/>. Students may also submit a resume to the student employment office that will be viewed by employees looking to hire CFNI students. The student employment office also hosts a job fair at the beginning of each semester in addition to providing other job assistance opportunities.

CFNI STUDENT INFORMER

The Student Informer is the official publication used by CFNI to communicate important information to the student body. It is located on the Internet at informer.cfni.org. Students will be held responsible to know the information that is provided through the Student Informer. Students may submit announcements for posting on the Student Informer at the attendance office. Only approved announcements will be posted. The deadline for submitting announcements to the attendance office is noon on the Wednesday before publication.

INTERNET SERVICE

An open Wi-Fi named “CFNI” is available in all Institute buildings after 12 p.m. Monday-Friday and all day on the weekends. Every apartment on campus has one (1) ethernet port for wired internet access. You will need to provide a device, such as an Access Point, to create your own Wi-Fi network in your apartment (please note DSL/cable modems will not work properly on campus and are prohibited). Students are expected to refrain from accessing, viewing, or purchasing any pornographic material or content. This includes summer and all breaks. To help facilitate this, the Internet on campus is filtered for inappropriate content. As with any content filter, it may not block all expected material, so using caution when using the internet is still advised. Peer-to-peer traffic (such as torrents) is also blocked. For further information including tips on improving your internet experience, we highly recommend reviewing our in-depth network guide which can be acquired by e-mailing internet@cfni.org.

STUDENT HEALTHCARE

All students are responsible for their own healthcare needs. The only exception to this is the international students who are studying by means of an International Work Scholarship. Work Scholarship students who are injured while working for the school are covered under Workers’ Compensation.

Domestic students may be able to obtain medical insurance at little or no cost through the Affordable Care Act; other students may qualify under their parents’ health care benefits. In case of life-threatening emergencies, please dial 911, and seek urgent medical attention.

For non-emergency situations, a nurse is on duty to assist the students with medical issues. The Nurse’s Office is located in Room 212 in the Institute Building and the nurse has posted hours during the school terms as follows:

- *On Duty* – Monday through Friday from 12:30 PM to 2:30 PM.
- *Unavailable*—During regular class time and after 2:30 PM. daily or weekends.

The Nurse’s office number is 214-302-6452. The cell number is 469-909-9333.

ATHLETICS

Intramural sports are scheduled each semester for men's basketball, co-ed volleyball and soccer. Christ For The Nations encourages a healthy recreational lifestyle and provides a gymnasium, indoor swimming pool, and a weight and exercise room to assist students to remain physically fit.

The schedule for gym and pool facilities, during the school year is as follows:

Early-birds	(Monday through Friday)
• Gym	6:00 AM to 7:00 AM
• Pool	6:00 AM to 6:50 AM (Pool -Laps only)
Monday – Friday	
• Gym	1:00 PM to 5:00 PM, and 6:00 PM to 10:00PM
• Pool	1:00 PM to 4:30 PM, and 6:00 PM to 9:30 PM
Tuesday	
• Gym	1:00 PM to 5:00 PM
• Pool	1:00 PM to 4:30 PM
Saturday	
• Gym	8:00 AM – 12:00 PM, 1:00 PM to 6:00 PM
• Pool	8:00 AM – 11:30 PM, 1:00 PM to 5:30 PM
Sunday	Closed

The appropriate attire for the Pool and Gym can be found in the DRESS AND GROOMING SECTION under modesty. To protect the gym floor, students are asked to wear athletic shoes on the ball court. Street shoes, flip flops or running shoes are inappropriate.

Food and drinks are reserved for the tables and chairs in the lobby and not the recreational facilities. For public health, people with open cuts, sores, or any questionable skin condition should make sure these are healed before entering the pool. As in most public pools, showering is a pre-requirement before entering the pool, and since there is no lifeguard on duty, students should not swim alone. Running in the pool area, horseplay and throwing children in the air is inappropriate. The noise level at poolside should be kept to a minimum.

Students need to use their ID card to gain access to the recreational facilities and are limited to two (2) guests. All guests are to register in the gym office and be accompanied at all times by a student who knows them.

Children 12 years and older will need to get a CFNI access card to enter. Children under 12 years old must be accompanied by an adult. The weight room is limited to those who are 16 years and older.

Students are encouraged to lock their personal belongings in a free locker, which is located in the dressing rooms. Students who wish to reserve a locker for extended use must pay a minimal fee at the gym office. CFNI is not responsible for lost or stolen items in the athletic facilities. Any articles that remain in non-reserved lockers or any area of facilities for a period of three (3) weeks will be discarded without notice.

All equipment (balls, games, etc.) must be checked out at the gym office. Students and alumni are responsible for any broken equipment or damage to the facility, as well as their guests. Parents of dependents are responsible and liable for the behavior and any damages that are caused by their dependents and/or dependent's guests.

LEGACY DEN

Legacy Den is located in the Christian Conference Center. Den hours the first three (3) weeks of school are: 9:00 a.m. to 6:00 p.m. and Saturday 10:00 a.m. to 5:00 p.m. After that the Den hours are as follows:

- Monday – Wednesday 12:30 to 6:00 p.m.
- Thursday – 9:00 a.m. to 6:00 p.m.
- Friday – 9:00 a.m. to 10:00 p.m.
- Saturday – 11:00 a.m. to 10:00 p.m.

The store maintains an inventory of all Christ For The Nations and Creative Press publications. All textbooks and books written by the faculty are sold through the Legacy Den. The Den provides convenience store items, as well as CFNI logo merchandise, which meets the various needs for campus students. Students may special order any book through the Legacy Den and have the order drop shipped to their residence. Items in good, resale condition may be returned for store credit or exchange with a receipt of purchase.

When other CFNI events are not scheduled, the Legacy Den will be opened on Friday nights with live music, guest speakers, etc.

FOOD SERVICES

All single students who reside on campus are required to participate in one of the food service programs in the Food Court. All meals are “all you care to eat.” Each meal plan includes “bonus bucks,” which allows students to spend at other campus locations such as Java City at the Nation’s Café and our express convenience kiosk in the Freda Lindsay Center. Students can add declining balance dollars (DBDs) at any time during the semester.

Three meal plans are provided

- The 10 Meal Plan is a good value for those who keep irregular hours.
- The 14 Meal Plan is a great value for those who work.
- The 19 Meal Plan is the best value providing three meals a day, except on weekends.

Voluntary Dining Membership is available for families and persons living off-campus with flexible options from which to choose. These can be seen by logging onto www.cfni.campusdish.com. Meal plans may be purchased at the food court. Cash, check, and credit cards are accepted.

Menus, prices and additional information are available at www.cfni.campusdish.com. To-go meals are available upon request. For summer dining membership options, visit our website. Dining memberships are non-transferable and may not be loaned to or used by anyone else.

Students desiring to change their meal plan during the first week of school may do so with a \$40.00 “change fee,” which is charged to the student’s account.

Christ For The Nations has contracted ARAMARK as our food services provided. The food program begins when new students are required to be on campus, and it ends the final day of the term. The food court is open all year, except during the traditional holidays and other possible closure dates at the discretion of the school.

The Food Court is not open to students after the conclusion of one school term until the beginning of the next school term. On Commencement days, the last meal that the Food Court

will serve is lunch. In the Spring Semester, The Food Court will close after the Lunch meal on the Friday that Spring Break begins and reopen again on Monday morning after spring break. In the Fall Semester, the Food Court will close after the lunch meal on Wednesday prior to Thanksgiving Break and reopen again on Monday morning after Thanksgiving Break.

Except when the Food Court is Closed, the hours of service are:

- Monday–Friday
 - Breakfast 7:00 a.m.—8:00 a.m.
 - Lunch 12:00 a.m.—1:30 p.m.
 - Dinner 5:00 p.m.—6:30 p.m.
- Saturday/Sunday and school holidays like Fall Break and Good Friday, two meals will be served:
 - Brunch 11:30 a.m. - 1:30 p.m.
 - Dinner 5:00 p.m. - 6:00 p.m.

Summer Hours: please go to www.cfni.org and click “campus dining.”

Students are admitted into the Food Court using their ID/Access card. Students who need to leave quickly for work may obtain an *express pass*, which permits the student to go to the front of the line. The express pass may be obtained from the respective dean’s department. Passes are valid Monday through Friday until 12:10 p.m.

Suggestions and comments are welcome. Please go to www.cfni.org and click “campus dining.”

CONFERENCES

Throughout the years, the campus has hosted seminars and conferences that have educated and inspired those who attend. Seminars of many varieties such as summer seminars, women’s conferences, worship conferences, pastor’s conferences and others have been conducted in many of our auditoriums.

Each summer, the CFNI staff facilitates youth and children camps. There are four (4) weeks of Youth For The Nations (YFN) programs and one week of Spanish Youth For The Nations (SYFN.) These camps are for teenagers. The campus is also large enough to support a concurring children’s day camp for three (3) weeks out of the summer called Kids For The Nations (KFN). A one (1) week overnight camp called Preteen Impact is also available to help transition students from KFN to YFN.

Since 2011, Ginger Lindsay, CFN Board Vice Chair/Executive Presidential Liaison and the Alumni Relations Director, has hosted a healing conference, which has facilitated healings and miracles by world-renowned speakers.

MUSEUMS

Two museums are being constructed on campus. The Heritage Museum is being built on the first floor of the International Headquarters Building and will house the many artifacts and history of The Voice of Healing and Christ For The Nations ministries.

The Museum of Earth History (MOEH) is located on the first floor of the Freda Lindsay World Missions Building and supports and defends the Creationist’s View.

MAIL SERVICES

Students must use their own street address and apartment number for their mailing address, NOT the CFNI box number or general delivery. When changing apartments or leaving CFNI, postal regulations require that correspondents be immediately notified of the change of address. A change of address card must be filed with the Post Office and the housing office notified of your forwarding address.

Students who plan to leave school in May should notify the publishers of their second, third, and fourth-class mail (magazines, brochures, church programs, etc.) of the new address at the beginning of the semester in January. December graduates should notify publishers in September.

Students who do not know where they will be living after leaving school should use their parents' address or another permanent address.

Thirty (30) days before school is out students should notify all of their first class correspondence of the address they will be using when they leave. Change-of-address cards are available on-line at www.usps.com. Students' campus addresses are only temporary and should not to be used as a business address or placed on permanent stationery. Students needing a business or permanent address should rent a postal box.

All mail will be returned to the sender if these rules are not followed.

CAMPUS BUILDINGS AND OFFICES

Each campus building or office has a designated physical address. Each address is in Dallas, Texas, with a zip code 75224.

Christian Conference Center (CCC)	350 W. Kiest Blvd.
Freda Lindsay World Missions Center (FL)	444 Fawn Ridge Dr.
Gordon Lindsay Tower (GLT)	321 W. Kiest Blvd.
Institute Building (IB)	3315 Conway St.
International Headquarters Building (IH)	3404 Conway St.
Jack Moore Hall (JM)	504 Fawn Ridge Dr.
Music Building (MB)	3333 Tribune Dr.
Krickbaum Center (KC)	3314 Marvin D. Love Frwy.
Student Center (SC)	444 Fawn Ridge Dr.
Major's Building (MJ) (under renovation)	434 W. Kiest Blvd.

STUDENT APARTMENT COMPLEX ADDRESSES:

NOTE: Please include apartment number on correspondence for proper handling.

Agape House
3522 Conway St.
Dallas, TX 75224

Mary Martha House
3434 Conway St.
Dallas, TX 75224

Cornerstone
3430 Marvin D. Love Frwy.
Dallas, TX 75224

Courts of Praise*
749-767 Bow & Arrow Dr.
Dallas, TX 75224

Dayspring House*
3320-3328 Marvin D. Love Frwy.
Dallas, TX 75224

or
3507-3727 Fawn Valley Dr.
Dallas, TX 75224

Morningstar House*
3330-3338 Marvin D. Love Frwy.
Dallas, TX 75224

Gordon Lindsay Tower
321 W. Kiest
Box # (see Housing for number)
Dallas, TX 75224

Gospel Courts includes four housing complexes in the center of campus. They include:

Matthew House (Apts. 100-199)
3340 Tribune Dr.
Dallas, TX 75224

Mark House (Apts. 200-299)
3350 Tribune Dr.
Dallas, TX 75224

Luke House (Apts. 300-399)
3414 Tribune Dr.
Dallas, TX 75224

John House (Apts. 400-499)
3434 Tribune Dr.
Dallas, TX 75224

STAFF HOUSING

King's House
3535 Tribune Dr.
Dallas, TX 75224

Founders Court
441 Fawn Ridge Dr.
Dallas, TX 75224

Maranatha House
545 Fawn Ridge Dr.
Dallas, TX 75224

Bethel House
635 Fawn Ridge Dr.
Dallas, TX 75224

*See housing office for the exact address.

CAMPUS SECURITY

Christ For The Nations provides a 24-hour security service for students, staff, residents, and visitors that monitors the safety and security of people and property. The department is maintained by uniformed officers and is licensed under the Texas Private Security Bureau. Security related questions or concerns can be answered by calling 214-302-6200. If you have a serious or life-threatening emergency, call 911 before calling security. If you're calling from an administrative office or courtesy phone, you must dial a "9" before you dial the regular number in order to place a telephone call.

EMERGENCY NOTIFICATION SYSTEM

Student safety is our highest priority. All students are encouraged to program their cell phones with the CFNI security phone number, which is 214-302-6200. CFNI has implemented an emergency notification system that sends emergency texts to student cell phones in the event of an emergency. According to Texas state law, students must be automatically enrolled in this system upon the commencement of each semester. To enroll, simply text, "@cfni" to 469-518-4397. Students who wish to opt out of this system must provide a written request to Security each semester of enrollment.

SAFETY TIPS

Colleges and Universities are a target for crime in America. Christ For The Nations is located in a suburb of the largest metropolitan area in the south. There are many safety tips provided by the police department that can help students so they won't encounter danger.

Students should avoid walking or jogging alone and should jog only within the confines of the campus. Women are discouraged from going to local shopping areas by themselves. Students should be cautious when outdoors after dark and should remain in well-lit areas, even while in groups. After dark, it is important that students escort one another on campus. If anyone is unable to find a friend to accompany them, they may request an escort from security.

Do not invite strangers onto the CFNI campus, except for public meetings. Students should not give out their own or anyone else's address, phone numbers or gate codes. Anyone soliciting money on campus should be referred to security. Security will direct them to the appropriate benevolence organizations that have the ability to offer assistance.

CFNI is an open campus, which means the roads and streets throughout campus do not fall under our jurisdiction. Please use crosswalks when crossing campus streets.

Apartment/dorm doors and windows are to remain closed and locked when not being physically used. Doors are not to be left open while residents are running to the laundry or to their cars. Window shades are to be closed to prevent observation from outside during hours of darkness.

Residents are accountable for their apartment key and should contact the housing department if they are locked out of their apartment during business hours. After-hour lockout assistance may be obtained by calling CFN security. A lock-out fee of \$5.00 may be added to your student account.

Unattended vehicles are better protected when the windows are rolled up and the doors are locked. Leaving valuables, such as purses, book bags, computers, packages, or other items in your unoccupied vehicle may tempt criminals to break your window to steal them.

VEHICLE REGISTRATION

All vehicles used on campus and/or parking in the CFNI parking lots, with the exception of visitors of less than three (3) days, must be properly licensed and have a CFNI vehicle registration sticker or temporary permit. There is a \$5.00 fee for vehicle registration. Vehicles on campus for more than three (3) business days without a registration sticker or a temporary permit are subject to fines and may be towed.

The recovery of the vehicle, as well as all applicable charges associated with the tow will be the responsibility of the owner of the vehicle. To register a vehicle, students may submit their vehicle information to the security department by contacting the security office, which is located on the southwest corner of the GLT, or emailing security@cfni.org or calling 214-302-6202.

Vehicle registration requires the following information: the current vehicle's license plate number, the make, model, year, state registered in, and color of the vehicle, and the owner's personal information. A serialized parking permit sticker will be provided at the same time the vehicle is registered, which must be placed on the lower right hand corner (outside) of the vehicle's rear window or right side of the vehicle's rear bumper.

Registration stickers are not transferable when a vehicle is sold. Each new vehicle must receive a new sticker. Removing the registration sticker upon the sale of a vehicle will prevent the old owner from receiving fines from violations incurred by the new owner.

A temporary parking permit, valid for up to two (2) weeks, may be issued to students waiting for registration, plates, or insurance on a recently acquired vehicle. Guests of campus residents staying longer than three (3) days must acquire a temporary permit, which will be good for the duration of their stay. Temporary parking permits must be placed on the rear-view mirror of the vehicle to which they are issued. Expired permits are subject to a \$30.00 fine, assessed to either the owner (if a resident) or resident to whom the visitor is a guest.

It is the responsibility of the vehicle owner/resident to notify CFNI security department when any vehicle registration or personal information changes, including changes of the vehicle's license plate, personal telephone number or owner/resident address. Accurate vehicle information is essential for owner/resident notification in case of issues with their vehicle. Failure to maintain accurate vehicle information with CFNI security could result in fines.

VEHICLE REPAIRS

The campus does not maintain facilities for residents to do major vehicle repair work or fluid changes (oil, transmission, etc.) on campus. Minor repairs, such as tire or battery changes may be done, but there are no designated areas for these repairs. At no time should vehicles that are jacked up be left unattended. Violation of this policy will result in a \$30.00 fine and/or the vehicle being towed from campus. Call CFNI security before you begin if you have any questions concerning authorized on-campus vehicle maintenance.

INOPERABLE VEHICLES

In an effort to keep our campus beautiful and clean, the city fines CFNI for inoperable vehicles. If your vehicle is temporarily inoperable, you must contact the security department on the day it becomes inoperable for instructions. Permanently inoperable vehicles must be removed from campus, or they will be subject to a \$30.00 fine and/or being towed.

BICYCLES

All bicycles should be registered with the security department. This will enable easy identification of the bicycle in case of theft. Registering bicycles is highly recommended, but not mandatory.

TRAILERS AND CAMPERS

All trailers and campers must be registered with the security department. Trailers and campers may not be parked in normal vehicle parking areas. Contact security to find out where to park trailers and campers on campus.

PARKING LOTS

All vehicles in dormitories, apartments, and marked spaces (such as 30-minute spaces, staff, private, and guest) must be parked facing forward except in the IB and Bookstore parking areas. This is to allow visibility of the vehicle registration sticker.

Please respect reserved spaces in residential/dormitory areas. In all other areas, students may park in reserved spaces after 5:00 p.m., provided the vehicle is moved before 7:30 a.m. the following morning. Violators of this policy may be fined or have their vehicle towed at their expense. Students may not park in security parking spaces at any time. When the offices are open, students may not park in guest, private, reserved staff, staff, or maintenance parking spaces.

Parking in fire lanes (as marked by a red line) is also prohibited. The city of Dallas defines a vehicle as parked if no one is in the driver's seat. Violators may be fined up to \$300.00 by the City of Dallas or the Dallas Fire Department and may be towed without notice at the owner's expense.

Students are fined \$30.00 by security for not adhering to these parking policies, exceeding speed limits, parking in a handicapped parking without permission, and for extended parking beyond the restricted 30-minute parking spaces. The 30-minute restriction does not apply after 5:00 p.m. or when the offices are closed. The speed limit on campus is five (5) mph, unless otherwise posted. You will be fined \$30.00 for violating the speed limit.

WEAPONS

Weapons, fireworks, or explosives of any kind are not permitted on campus. According to the Texas Penal Code PC 46.03a (page 119), a person commits an offense if he or she goes on the physical premises of a school or educational institution while in possession of firearms, illegal knives (blade over 5.5 inches long), clubs, or prohibited weapons of any kind. This offense is classified as a third degree felony and is punishable by imprisonment of two (2) to 10 years and a fine of \$10,000.00. According to Texas Penal Code PC 46.05a (page 121), prohibited weapons include, but are not limited to, any explosive devices, illegal knives, and chemical dispensing devices larger than a keychain.

STUDENT CONDUCT

STANDARDS AT CFNI

The Bible not only provides doctrinal beliefs for the Church, it also provides a standard for conduct and life-style. The CFNI standard of conduct is based upon the teachings and principles of Scripture. CFNI seeks to develop personal holiness and discipline, which is exemplified in a lifestyle that is glorifying to God. CFNI provides biblical training for Christian discipleship and leadership with its traditions springing primarily from Pentecostal, charismatic and evangelical roots. Since spiritual education involves intensive Bible study, practical ministry experience, and the development of sound discipline, the Institute requires that each student agrees to adhere to the following standards while at CFNI:

STATEMENT ON MARRIAGE, GENDER AND SEXUALITY

Christ For The Nations believes that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Genesis 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person.

We also believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Genesis 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Corinthians 6:18; 7:2-5; Hebrews 13:4.) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. Therefore, any form of sexual immorality, including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and the use of printed, videoed, or virtual pornography is unacceptable. We define adultery as the turning of one's intimate affections to someone other than the spouse. Sometimes, but not always, these affections culminate in sexual activity. Fornication includes any form of sexual intercourse, oral sex or any physical contact producing sexual stimulation outside of a marriage relationship.

At the same time, we believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11.)

Any sexual misconduct/harassment will be treated as a serious offense, which may result in dismissal and/or reporting to the local law enforcement. The following definition of sexual harassment applies: unwelcome advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when the conduct is abusive, severe, and persistent. In the event that a violation on campus should occur, students and/or staff are expected to immediately contact a dean. For incidents, which occur off-campus, immediate recourse is to the local police and then to be reported to the Dean's departments.

DISPLAYS OF ROMANTIC AFFECTION

Unmarried students are expected to refrain from all displays of romantic affection. Public displays include holding hands, prolonged embraces, or any manner of kissing whether on or off campus. This applies to both on-campus and off-campus students. Out of respect for fellow students, married couples should use discretion in their public display of affection.

STATEMENT ON RESPECTFUL BEHAVIOR

Christ For The Nations believes God gave society the Ten Commandments so we could learn to respect God, respect people and respect the property of others. When we fail to adhere to these Commandments we disrespect authority, we disrespect others and we disrespect the rules.

We respect God and honor His Word when we abstain from occult practices of the supernatural and mystical phenomena outside of the work of God's Spirit. We respect His authority when we refrain from dishonesty, cheating, falsifying attendance, falsifying documents—and intentionally disregarding the policies and regulations of the Student Handbook

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture or the doctrines of Christ For The Nations Institute. Therefore, we deem the following as unacceptable behavior: threats, harassment, intimidation, defamatory, language, slander, public humiliation and any behavior involving actual or implied physical peril. These include but are not limited to written or verbal assaults, using profanity, vulgarity and obscenity in speech or written materials, including any form of social media.

Other unacceptable behavior includes the disrespect of other's such as theft and stealing, which is the possession of another person's property without permission.

There are some standards at Christ For The Nations that are not necessarily sinful in nature, but are established for the purpose of unifying the campus and for the betterment of the whole student body. At Christ For The Nations the use and possession of alcohol, tobacco, non-medical narcotics or hallucinogenic drugs, including marijuana are not acceptable.

It is considered inappropriate for students to attend concerts and clubs that include dancing or atmospheres that are contrary to biblical values.

Other rules include: not walking on the grass, but using the sidewalks instead, dressing modestly, maintaining clean dorm rooms and apartments, not jaywalking at the Kiest crosswalk, not honoring curfew, not respecting others by entertaining unauthorized guests in apartments overnight, and disregarding the rules about opposite genders in single residence apartments.

STUDENT DISCIPLINE

The Deans of Men, Women, and Families implement policies and procedures, behavioral fines, probations, and dismissals. The President, COO, and Director of the Institute are ex-officio members of all committees of the Institute. The Student Conduct Committee consists of the following: Institute Director, Institute Assistant Director, Men's Deans, Women's Deans, Dean of Families.

- ***Discipline Procedures*** - Every student should be familiar with the Student Handbook, which outlines personal accountability. Students who disregard or violate the standards are subject to a fine. International Work Scholarship students will be subject to a fine or work detail. The deans provide spiritual counsel to the students, which help them maintain a spiritual relationship with God and to be in good standing with the school.
- ***Freedom Road Program*** – The Freedom Road program is for students who are looking for growth and victory over struggles in their life. This program will help students overcome patterns in their thoughts, emotions, words, and behavior that are contrary

to the truth of God and their identity as a new creation. This restoration program meets as a class 2 days a week before chapel for the length of the semester. Freedom Road currently costs \$250 and students must register ahead of time to be enrolled. Students on Disciplinary Probation are required to be enrolled in this Program.

- **Probation/Dismissal** - Each respective dean's office is responsible for probations and or/dismissals and are approved by the Institute Director's Office. There are two kinds of probation:
 - In-house probation is a status where students may not participate in the RA student ministry, any campus leadership or student council. They may participate in any other student ministry, field trips and outreaches, but will be restricted from leadership within that particular ministry.
 - Disciplinary probation is a status where more serious offences have occurred. Students on Disciplinary probation may not participate in public platform ministry, music ministry, outreaches, student council, student ministry leadership, RA ministry, or any extracurricular activity. Students who are on Disciplinary probation are subject to a fine of \$100.00.
 - Dismissal status is when the respective deans deem the student to be unable to continue his/her studies, for spiritual, moral, psychological, or other reasons. Students who have been dismissed by a dean have 24 hours to make a written appeal to the Executive Office.
- **Appeal Process** – Students desiring to appeal a dismissal must submit a written request to the Institute Director within 24 hours. The Institute Director will schedule a meeting with the Student Conduct Committee to hear the appeal. When an appeal is upheld, the student should properly exit the school by surrendering the ID Card, parking sticker and contacting the Institute Business Manager to finalize any unpaid bill. Then they must vacate the campus within 72 hours. Campus visits require a dean's approval; re-enrollment requires a new application. All check-out procedures must be completed according to the instructions from the deans and the housing department. It is not permissible to store items or reside with others on the CFNI campus. The Institute Director and the registrar will provide the final decision on re-enrollment after a dismissal.

ACCOUNTABILITY

The Deans' Departments endeavor to help students abide by the Institute's objectives and standards in word and deed. Students are also expected to hold one another accountable and to confess serious moral failures and violation of standards to their appropriate dean.

DISCIPLINARY FINES

Students who violate the standards may be fined \$50 to \$100.00. Students who are placed on disciplinary probation will be fined \$100.00. Students required to enroll into the Freedom Road Program must pay the cost of the program, which is \$250.00.

BYSTANDER FINES

Bystander fines are assessed to students who have first-hand knowledge that their fellow students are violating regulations, but fail to confront or report it and/or lies about it when asked.

DRESS AND GROOMING

Christ For The Nations Institute is an international ministry that services students with different dress styles from around the world. The standards of dress and hairstyles are applicable to both single and married students, their spouses and teenage dependents. The dress code is in effect while school is in session and for students who remain on campus between sessions. The purpose of a dress code is not to deprive individuals of personal prerogatives, but rather to provide a unified representation with dress and hairstyles conforming to a set standard.

As a follower of Jesus Christ, our appearance should be modest and not call attention to ourselves. CFNI students are expected to be clean, neat, dressed in good taste and avoid bizarre or extreme styles.

MODESTY

We define modesty as wearing apparel that does not expose or highlight the private areas of women and men. We consider it immodest for men and women to wear clothing that is tight and revealing, unless it is worn as undergarments to shorts and shirts. Women's apparel may not include midriffs. Revealing necklines and revealing sleeveless attire are not permitted. Sheer apparel is not permitted unless it covers apparel that is not sheer. Skirts and dresses must have modest length (slits should be modest as well). Formal wear must not be revealing in the front or back. Men must wear shirts, unless they are in their dorm rooms, apartments or at the pool.

CLASSROOM ATTIRE (Also includes Tuesday Night Encounter)

The standard classroom attire is to be worn during classes, special services, conferences and Friday Night Worship. Appropriate men's attire includes slacks, nice jeans (without holes and worn at the waist or above, this includes jeans with holes that have leggings) dress shirts, sports shirts, sweaters, nice sweatshirts or t-shirts with acceptable/appropriate logos are permissible. Semi-formal dress is also acceptable.

Appropriate women's attire includes skirts (no shorter than 3 inches above the *middle* of the knee) and blouses, sleeveless blouses with a strap wider than 2", dress slacks, nice jeans (without holes) This includes jeans with holes that have leggings under or patches on them, if the jeans are tight and/or skinny jeans, a shirt long enough to cover to the top of the leg is necessary. Spandex/stretchy jeans, leggings, leggings and tights are NOT acceptable bottoms, sweaters, nice sweatshirts or t-shirts with acceptable/appropriate logos are suitable. Semi-formal dress is also permitted.

Appropriate footwear includes shoes or dress sandals.

Casual dress is not permitted when classroom or event attire is required. International students may wear formal dress attire from their nation, including ethnic head-wraps and hats, if approved by the Deans department. The Deans have the discretion to determine whether or not clothing is inappropriate.

No hats are allowed to be worn during any class time and during Tuesday Night Experience (TNE's).

CASUAL ATTIRE

Students may wear classroom attire at any time; however casual attire is acceptable on campus in the following areas: parks, sports fields, student lounges, cafeteria and the gym. Shoes or flip-

flops must be worn at all times except in the apartments, dorms and around the pool.

Appropriate casual attire includes modest shorts that are not shorter than mid-thigh, loose fitting sweat pants, hats and flip-flops, tank tops and sleeveless shirts are permitted, provided they run to the end of the shoulder and cut close under the arm. Flip flops are also permitted. Workout capris and pants are permitted, provided they are not sheer and are covered with a loose top.

POOL/GYM ATTIRE

Modesty for both men and women includes clothing that is not tight and revealing, unless worn as undergarments to shorts and shirts.

Appropriate pool attire *for women* includes cover ups to and from the pool. A modest one-piece or tankini with straps is acceptable for swimming. The midriff must be completely covered and the suit must not have high cut legs.

If you are in the family complexes or the gym pool, you must wear shorts over your bathing suit at all times.

Appropriate attire at the pool *for men* includes swimsuits that are not racing swimsuits. It is only appropriate to go without shirts and shoes in the dorm floors, apartments and at the GLT pool.

Sunbathing for single men and women may be done in their respective complexes.

GROOMING

Pre-existing tattoos, piercings, and gauges are permitted for CFNI students at the discretion of the deans' dept. Students are expected to refrain from obtaining new tattoos, piercings and actively gauging at any time, including school breaks. It is inappropriate for men to wear make-up (e.g., fingernail polish, eye shadow, lipstick, etc.)

Any questionable attire may be called to the attention of the wearer and referred to the respective dean for his/her staff for approval. If confronted by leadership for inappropriate dress, the wearer is expected to change their attire immediately. Failure to comply will result in disciplinary action.

SOCIAL RULES FOR SINGLES

Colleges and Universities are a gathering ground for single students. Christ For The Nations is blessed to have single students who come to this campus for the sole purpose of pursuing God and fulfilling His will and direction for their lives. We are also blessed to have sufficient housing to accommodate our students. The Gordon Lindsay Tower is a 10-story building that was purchased from the Sheraton Hotel and facilitates the men's dorm. Mary Martha and Agape are the women's dorm apartments, which facilitates the first and second year students.

Because of limited space in the dormitories, computer monitors/flat screen TV's may not exceed 32 inches. Out of respect to roommates, who prefer to study or for it to be quiet, students who want to listen to music should use earphones and keep stereos at a low volume.

COURTYARDS

For the purpose of accountability, it is not acceptable for a single man to enter a single woman's apartment and vice versa. An exception, such as a special event, is only granted with advance permission from the dean's department. This includes alumni and staff housing.

Women are permitted on the first floor of the GLT at anytime, but not beyond the elevators. Men may visit the women's courtyard, but must leave 30 minutes before curfew. Quiet must prevail in all family housing courtyards after 9:00 p.m. and single housing courtyards after 10:00 p.m.

UNDER EIGHTEEN

CFNI accepts some single students who are under 18 years of age. They are accepted by special privilege and are expected to follow certain stipulations to stay at CFNI. These students require parental approval, as well as the list of guidelines, which includes the no dating, no curfew extensions—except with special permission—and weekend extensions with family only. Overnight/weekend passes are only granted with the parents' approval.

CURFEW

Students living in Mary-Martha, Agape, and GLT are expected to be in their apartments at 11:00 p.m. on weekdays and 1:00 a.m. on weekends or when school is not in session the next day, i.e. holidays, breaks, or snow days. Students who need to be out past the curfew time should obtain a work pass from their appropriate dean in advance. New passes are required each semester. Students must be in his/her own quarters at curfew.

Overnight passes for single students may be obtained by making arrangements 24 hours in advance with the appropriate dean's department. (Students on probation must meet their probationary stipulations.) Additional stipulations will apply if you're traveling with members of the opposite sex.

Dating is a common practice, but students are expected to respect each other and the CFNI policies, not only during the school semester, but during all breaks and holidays, as well. Students must use caution not to participate in activities that are inappropriate and listed in the Student Conduct section.

ENGAGEMENT AND MARRIAGE

CFNI recognizes an engagement that is approved by the students' parents and/or pastor; however, respective deans are to be contacted prior to an engagement announcement. Couples

Student Handbook

contemplating engagement or marriage during their time at CFNI will be interviewed by the respective deans. After consultation, the couple will meet with the Dean of Families. At the end of the semester, the staff and faculty has a time of prayer with engaged couples, so interviews should be completed two weeks prior to the end of the semester. Engaged couples are expected to receive pre-marital counseling through their home churches/pastors.

Student marriage ceremonies may take place between semesters. To prevent hasty marriages, students who become engaged and married without the deans' acknowledgment or consultation are subject to dismissal and must have the approval of the Dean of Students before re-enrolling. An international student on work scholarship who marries while they're at CFNI will automatically forfeit his/her work scholarship.

STUDENT FAMILIES

Christ For The Nations places high value upon families and the important role the parents play in raising godly children. Because of the increased demands, related to education and employment, parents are strongly encouraged to not neglect the family development that is needed in their daily schedule. We provide services for children and teens, except during classes. For their protection, proper supervision should be given to those who do not attend their respective meetings.

When playing outdoors and in the parks, children five (5) years of age or younger must be attended by a person 12 years of age or older. Children 12 years or older may be left alone in the apartments while parents are out of the complex; however, “Look in” arrangements are encouraged, and teens, who are congregating in apartments without supervision, is discouraged.

Curfews have been established for the safety of campus children. Children 10 years and younger must be with their parents or chaperoned in their apartments after sunset. Children 11 and older must be in their apartments by 10:00 p.m., unless they are with their parents. Courtyard and park area noise must be curtailed after 10:00 p.m.

FELLOWSHIP

The CFN campus is a Christian community that encourages fellowship among the students; however, to avoid a wrong appearance, married persons may not have guests of the opposite sex in the apartment when their spouse is not present, unless another adult or teenage child is present.

FAMILY PARK PLAYGROUND

Christ For The Nations has built a family park playground to be used by students, staff, resident alumni, and invited guests. It is not used for groups or others who are outside organizations, except of KFN during the summer conferences. Skateboards are not permitted in the area and trash receptacles have been provided for your convenience.

A walking track skirts the perimeter of the park. Bikes, scooters, and roller blades are to use the outside lane, while walkers, joggers, and strollers are to use the inside (left) lane. Common courtesy is expected.

A portion of the playground has artificial ground covering, which should not be removed and thrown. It is not conducive for children’s mobile toys.

A picnic area is equipped with tables and a grill that must remain in the park area. Common maintenance and removal of the ashes is done by those who use the facility.

SINGLE PARENTS

We respect the need for developing relationships; however, to avoid the appearance of evil, a single parent must inform either their RA or a lead RA before entering the family apartment of a member of the opposite sex, except when another adult, teenager, or child(ren) are present. During the visit, the curtains must be kept open, and guests must remain in the front rooms.

CAMPUS CHILDREN

Children are a heritage from the Lord, and we treat them as such; however, City regulations prevent running or riding anything inside the walkways or up the stairs, which includes roller skates, roller blades, skateboards, or riding any kind of vehicle and playing on balconies, stairways, or walkways in front of apartment doors within the complexes. For the children's protection, they should not run, play, or ride any type of vehicle in the parking lots, except for the designated parking lot behind Jack Moore Hall. Children have designated play areas and equipment has been strategically placed on campus for their convenience.

Christ For The Nations offers several children's programs during the school year: Daytime Preschool Program, Tuesday Night Preschool, Terrific Tuesdays and Breakthrough 567.

The preschool program is provided for parents with children who are walking at thirteen months through four years old. This unique and specialized spiritual training for preschoolers includes praise and worship, Bible teaching, memory verses, prayer, and personal ministry. Your children benefit from an outstanding academic program and enjoy crafts, games, special events, outdoor play, and nutritious snacks. A child will be placed in the Preschool according to his/her age on September first.

The Preschool program is provided while parents attend classes. In order to qualify for the CFN Preschool, one parent must be a full-time student at CFNI. Enrollment in the CFN Preschool is limited to a first-come—first-serve basis. Preschool children must have proof of first course of immunizations for enrollment and can only be enrolled and picked up by parents or legal guardians. Students who babysit other children may not put children in the Preschool, while they attend CFNI services or classes.

Current CFN Preschool fees are available through the student finance office. Fees apply to children of both students and staff/faculty and include class materials and snacks. A supply list of needed items is given to the parents at the beginning of each semester. Parents are expected to bring the items on this list.

CFN Preschool Hours are Monday-Friday between 7:45 a.m. until noon. Tuesday nights Preschool Hours are between 6:40 p.m. and the close of the service.

A Tuesday night Preschool service is provided while parents attend the Tuesday Night services. Parents are asked to pick up the children promptly at the close of each service. If there is personal ministry at the end of the service, please pick up your child first and then return to the auditorium for ministry.

Tuesday Night Children's Ministry (Terrific Tuesdays) offers an exciting ministry program for children ages 5 through 4th grade each Tuesday evening that school is in session. Our goal is to allow every child to experience a life-changing encounter with the living God. Terrific Tuesdays provide the opportunity for such an encounter.

Breakthrough 567 is for preteens in grades 5-6-7 (at least 10 years old). The first Tuesday night of every month is designated as "Family Night." There is no Breakthrough 567 on this night, so the children may have an opportunity to worship with their family in the IB100.

Family Night is designated on the first Tuesday night of each month. At that time, Terrific Tuesdays and Breakthrough 567 have the opportunity to worship with their families in the IB100.

ALUMNI CONNECTION

Upon graduation, students will want to stay connected to CFNI and the campus and take advantage of the benefits that are offered to the alumni. Whether the alumni live in the Dallas Metroplex or around the world, we are all one, great-big family. The alumni connection is an online periodical that is sent to alumni who have registered their email addresses.

TRANSITIONAL HOUSING

All non-staff housing units are designated as student housing; however, there is a limited number of campus apartments that students do not use. These are allocated for alumni who are transitioning away from CFNI. Transitional housing is temporary, economical housing that financially stabilizes the students while they continue their education or pursue mission endeavors and careers.

Based upon availability, transitional housing is provided for CFNI graduates in good standing. The CFNI Property Management's office will provide a lease agreement outlining the specific guidelines which will remain in effect for the duration of the lease. An application is required. After the application is approved, a Security Deposit, equivalent to one month's rent (depending on size of the apartment and location) is required upon signing the Lease Agreement. The entire process is done at the Property Management's office, located in the Head Quarters building.

International student graduates in an approved Optional Practical Training (OPT) program can qualify for twelve (12) months in transitional housing. The application may be obtained from the CFNI Property Manager. There is no penalty for leaving within any lease; however, thirty (30) days written notice is required.

MINISTRY PLACEMENT

All CFNI students and alumni in good standing may access ministry placement information available through the placement website (<http://www.cfni.org/connect-student-job-opportunities>) by selecting First Time User Registration. Students have access to search online job postings and to create online resumes. Placement listings are added daily and divided into categories according to ministry opportunities. These opportunities are received from churches and organizations worldwide having positions they wish to fill with qualified CFNI graduates. All inquiries concerning ministry placement should be directed to placement@cfni.org

Placement also hosts a Job Fair at the beginning of each semester to give students opportunities to interview with organizations offering current employment opportunities.

CFN FELLOWSHIP OF MINISTERS AND CHURCHES (FMC)

At the completion of their studies at CFNI, students have the opportunity to become recognized as a licensed or an ordained minister through CFN FMC, which is the credentialing arm of Christ For The Nations. The application process usually occurs during the final semester. Those who receive credentials from CFN are required to become members of the FMC for accountability purposes.

There are many benefits of joining the FMC which include: receiving ministerial credentials, increased credibility with a world-wide Christian organization, relationship with accountability, receive biblical support and assistance as needed, Church/ministry affiliation with ongoing support, annual spring conferences, 501(c)3 tax-exempt status (for those who qualify; case-by-case basis), and use of Ministers Retreat. FMC offices are located in the Christian Conference Center. For questions please call 214-302-6307, email at fmc@cfni.org or visit www.cfnfmc.org.

ASSOCIATION OF BIBLE SCHOOLS

When students graduate from Christ For The Nations, they often return to their own countries and start Bible schools using the CFNI model. Presently, CFN has about 55 Bible Schools located around the world. Alumni desiring to start a Bible school in another country should contact the International Ministries Director at the International Headquarters building.