



TYNDALE INTERNATIONAL UNIVERSITY

4270 W. 6th St., Los Angeles, CA 90020

www.TyndaleInternationalUniversity.org / www.yalamission.com

info.TyndaleInternationalUniversity@gmail.com

ADMISSION APPLICATION 입학원서

Confidential

Dates 입학 신청 일자: ____/____/____

Semester 학기: Year 년도: _____ Spring 봄 Fall 가을 여름/겨울

Program Type 과정구분: (mark one) ___ On-campus 캠퍼스 ___ Independent Study 개인지도

Program Applied 해당 학위 과정

Passport Photo
여권 사진

Program 학위과정	
Bachelor of Biblical Studies (B.B.S.)	√
Bachelor of Christian Education (B.C.E.)	
Bachelor of Missiology (B.Miss.)	
Master of Arts in Religion (M.R.)	
Master of Divinity (M.Div.)	
Doctor of Ministry (D.Min.)	

Applicant's Information: (Please Print) 신청인 정보

(Please attach one passport size picture and photocopies of social security and identification cards, or passport identification. (명함판 사진, 면허증, SS 카드 복사후 첨부)

Applicant's Full Name 성명 _____ Male / Female _____
Gender 성별 (circle) Date of Birth 생년월일 _____ Ethnicity 인종 _____

Social Security No. 소셜번호 _____ D.L./State ID No. 운전면허신분증 번호 _____
() _____ () _____
Home Phone No. 자택전화번호 _____ Cell Phone No. 휴대전화 번호 _____

Address / Street 주소 _____ City 도시 _____ State 주 _____ Zip-code 우편번호 _____

E-mail Address 이메일 주소 _____

Emergency Contact Persons: (Please Print) 비상 연락처

Emergency Contact Person's Name 1 비상 연락처 지인 성명 1 _____ Relationship 관계 _____ () _____
Phone No. 전화번호 _____

Emergency Contact Person's Name 2 비상연락처 지인 성명 2 _____ Relationship 관계 _____ () _____
Phone No. 전화번호 _____



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Educational Information: (Please Print) 학력 정보

List all of the schools that you have attended prior to coming to Tyndale International University:

Tyndale International University 에 입학하기 이전에 취학하였던 모든 학교 정보를 기록할 것

School's Name 학교 명칭	Degree/Major 학위/전공	Year 년도
Address 주소	City 도시	State 주 Zip-code 우편번호
School's Name 학교 명칭	Degree/Major 학위/전공	Year 년도
Address 주소	City 도시	State 주 Zip-code 우편번호
School's Name 학교 명칭	Degree/Major 학위/전공	Year 년도
Address 주소	City 도시 명칭	State 주 Zip-code 우편번호

Occupational Information: (Please Print) 직업정보

Occupation 직업	Employer's Name 고용주(직장) 명칭	Work Phone No. 직장 전화번호
Address 주소	City 도시 명칭	State 주 Zip-code 우편 번호
Supervisor's Name 직속상관 성명	Phone No. 전화번호	
Church / denomination background 교회/교단	Pastor of Church: 담임목사	
Church address: 교회주소		
Church status in Ministry 교회사역 구분:	Areas in Ministry: 부서	Years in Ministry 사역기간:

I certify that all of the above statements are true and correct to be best of my knowledge. Falsification of information can result in the termination of my enrollment at Tyndale International University.

위에 기입한 모든 사항이 본인의 최선의 지식에 근거하여 참되고 정확함을 증명합니다. 잘못된 정보는 저의 Tyndale International University 입학이 취소될 수 있는 결과를 가져올 수 있습니다.

Applicant's Signature 입학신청인 서명

Date 서명일자

OFFICE USE ONLY

\$ _____ Admission Fee of \$100	_____ Receipt #	_____ Date of Payment
_____ Applicant Acceptance Status	_____ Date of Acceptance Assigned	
_____ Registrar Signature	_____ Student's ID Number	



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PERSONAL STATEMENT 자기 소개서

CONFESSION OF FAITH 신앙고백

____/____/_____
Date 일자

Applicant's Name 신청인 성명

Signature 서명

Date of Birth 생년월일

* If more space is needed, you may use separate sheets to attach to this primary form.

지면이 더 필요할 경우, 다른 종이를 사용하여 첨부할 수 있습니다.



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LETTER OF RECOMMENDATION 추천서

● APPLICANT INFORMATION 신청인 인적사항

Please fill out the information below and submit this form to your reference person.

아래 항목을 기입한 후, 추천인에게 이 양식을 전하십시오.

Name: _____ Gender: _____

성명 Last, 성 First 이름 Middle 성별 Male/Female 남/여

Address: _____

주소 Street 도로명 City 도시명 State/Country 주/카운티 Zip code 우편번호

● REFERENCE INFORMATION 추천인 인적사항

Tyndale International University appreciates your help in the admission process. Please complete and return this form in the envelope provided by the applicant or the school. Tyndale International University 의 입학절차에 협력해 주심을 감사합니다.

이 양식을 모두 기입하신 후, 신청인 또는 학교에서 마련한 봉투에 넣어 밀봉한 후 본교로 반송해 주십시오.

Name: _____ Gender: _____

성명 Last, 성 First 이름 Middle 성별 Male/Female 남/여

Address: _____

주소 Street 거리 City 도시명 State/Country 주/카운티 Zip code 우편번호

Occupation: _____ Job Title _____

직업 직책

How long have you known the above applicant? _____ year (s). What's your relationship: _____

신청인을 얼마나 오랫동안 알고 계십니까?

년

신청인과는 어떤 관계입니까?

Please check (✓) in the appropriate box that best describes the applicant.

신청인에 대한 설명 중 가장 적절한 표현에 해당하는 칸에 표시하십시오.

QUALITIES 자질적인 면	BELOW AVERAGE 평균에 못 미침	AVERAGE 평균	ABOVE AVERAGE 평균보다 좋음	OUTSTANDING 우수함
Motivation 동기부여				
Self Esteem/Confidence 자아상/자신감				
Concern of Others 타인에 대한 배려				
Academic Achievement 학업성취도				
Interest in learning 배움에 대한 관심				
Creativity 창조성				
Leadership/Discipline 지도력/훈련				
Participation 참여도				
Personal Character 인격				

Your personal opinion 귀하의 개인적인 의견 _____

Signature 추천인 서명: _____

Date 일자: _____



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성명 Last, 성 First 이름 Middle 성별 Male/Female 남/여

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Name: _____ Gender: _____

성명 Last, 성 First 이름 Middle 성별 Male/Female 남/여

Address: _____

주소 Street 거리 City 도시명 State/Country 주/카운티 Zip code 우편번호

Occupation: _____ Job Title _____

직업 직책

How long have you known the above applicant? _____ year (s). What's your relationship: _____

신청인을 얼마나 오랫동안 알고 계십니까? _____ 년 신청인과는 어떤 관계입니까?

Please check (✓) in the appropriate box that best describes the applicant.

신청인에 대한 설명 중 가장 적절한 표현에 해당하는 칸에 표시하십시오.

QUALITIES 자질적인 면	BELOW AVERAGE 평균에 못 미침	AVERAGE 평균	ABOVE AVERAGE 평균보다 좋음	OUTSTANDING 우수함
Motivation 동기부여				
Self Esteem/Confidence 자아상/자신감				
Concern of Others 타인에 대한 배려				
Academic Achievement 학업성취도				
Interest in learning 배움에 대한 관심				
Creativity 창조성				
Leadership/Discipline 지도력/훈련				
Participation 참여도				
Personal Character 인격				

Your personal opinion 귀하의 개인적인 의견 _____

Signature 추천인 서명: _____

Date 일자: _____



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ENROLLMENT AGREEMENT AND INSTALLMENT CONTRACT

AGREEMENT is made this ___ day of _____ between Tyndale International University, hereinafter called "University", and Soc. Sec. No. _____ Driver's License # (DMV ID #) _____. Date of Birth _____ hereinafter called "Student". Student requests enrollment in a course whose title and occupational objective is described in the University's Catalog as _____ CIP# . Consisting of ___/ ___ weeks/months, _____ hours per day/week, for a total of _____ hours, ___ Credit Hours/Units. Instruction will be conducted 4270 W. 6th St., Los Angeles, California, 90020.

COURSE SCHEDULE

The course is scheduled to start on _____

The catalog is updated annually or at times necessary by policy changes or regulatory agency changes. Annual updates may be made by the use of supplements or inserts accompanying the catalog.

If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the this catalog

M T W T F (Circle days) from _____ A.M./PM. to _____ A.M./PM.

The estimated completion date is successful graduates of the course will receive a Degree.

SCHEDULE OF CHARGES

Fees are payable prior to class start unless other arrangements are made.

Tuition Fee: \$ _____ Registration Fee: \$ _____ (Non-Refundable Charge)

Books: \$ _____ Fees to Transfer Credits \$ _____

STRF Assessment Fee \$ _____ (Non-Refundable Charge) _____

PRIOR EDUCATION CREDIT \$ _____ TOTAL AMOUNT \$ _____

YOU ARE RESPONSIBLE FOR THIS AMOUNT. IF YOU OBTAIN A LOAN TO PAY FOR AN EDUCATIONAL PROGRAM THE STUDENT WILL HAVE THE RESPONSIBILITY TO REPAY THE FULL AMOUNT OF THE LOAN PLUS INTEREST, LESS THE AMOUNT OF ANY REFUND

AMOUNT FINANCED: \$ _____ FINANCE CHARGE: \$ APR: _____ %

TOTAL OF PAYMENTS: (The amount u will have paid after you make all of your payments). \$ _____

TOTAL AMOUNT: The total cost with your down payment(s) of \$ _____ will be \$ _____

Any questions or problems concerning this school which have not been satisfactorily answered or resolved by the school should be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Ste. 400 Sacramento, CA 95833; Telephone: (916) 431-6959 Fax (916) 263-1897

I understand this is a legally binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the Institution's cancellation and refund policies have been explained to me.

/ _____
Signature of Student Date Signature of Co-Buyer Date

Street City State Zip



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_____/_____
Signature of School Official *Date*

Additional training beyond the scope of the course will be charged at \$_____per () hour/ () week.
Your payment schedule will be \$_____ each () week or () month, commencing on _____ for _____ Weeks
or _____ Months until the balance is paid in full. Student and Co-buyer (if applicable) understand that payments are to be made to the University or assignee. If the Agreement be assigned, Student and Co-buyer (if applicable) will be bound by all of its terms and conditions. Payments which are 10 days delinquent may accrue a LATE CHARGE of the lesser of 5%, \$5, or maximum allowed by law. If account is delinquent for over 90 days, the entire amount may become due and payable. Should this agreement be assigned, such a third party is independent of the University and any University-related questions or problems that arise must be settled between student and the University. Students may pay off the balance in advance and receive a partial refund of interest computed by the actuarial method.

NOTICE: ANY HOLDER OF THIS CONSUMER CREDIT CONTRACT IS SUBJECT TO ALL CLAIMS AND DEFENSES, WHICH DEBTOR (STUDENT) COULD ASSERT AGAINST THE SELLER (SCHOOL) OF GOODS OR SERVICES OBTAINED HERETO OR WITH THE PROCEEDS HEREOF, RECOVERY HEREUNDER BY THE DEBTOR (STUDENT) SHALL NOT EXCEED THE AMOUNTS PAID BY THE DEBTOR (STUDENT) HEREUNDER.

I agree to comply with the rules, regulations and terms of this agreement. I have read this agreement, fully understand it, and received a signed and executed copy of it. I also received the University's Catalog with the course descriptions, refund policies, student services, placement assistance, the Notice of Student Rights, and Graduation/Placement Rates.

I have interviewed the applicant and certify that in my judgment the applicant meets the requirements of the University or the course selected. I recommend the applicant for acceptance as a student. I have made no verbal statements or promises which are contrary to the terms of this agreement or State Law. I certify that the University has met all disclosure requirements.

WITNESS:

_____/_____
School Admissions Representative *Date* _____/_____
Signature of School Official *Date*

"NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION. The transferability of credits you earn at Tyndale International University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (degree, diploma, or certificate) you earn in _____ (name of educational program) is also at the complete discretion of the institution to which you may seek to transfer.

If the (credits or degree, diploma, or certificate) that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work at the institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Tyndale International University to determine if your (credits or degree, diploma or certificate) will transfer."

STUDENTS RIGHT TO CANCEL

1. **You have the right to cancel this enrollment agreement for educational services and obtain a refund of charges paid through attendance at the first class session, or until midnight of the seventh business day**



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after the first class you attended. Business day means a day on which you were scheduled to attend a class. Cancellation occurs when you give a written notice of cancellation. You can do this by mail, in person, by FAX or telegram. The notice of cancellation, if mailed is effective when deposited in the mail, properly addressed with postage prepaid. This notice need not take any particular form; it needs only to state you wish to cancel the agreement. You will be given two notices of cancellation forms on the first day of class. If you cancel this agreement, the University will refund any money that you paid within 30 days after your notice is received.

2. Students are advised that notification of withdrawal or cancellation must be made in writing.

3. The Cancellation Notice must be addressed to:

**University Dean of Academic Affairs
Tyndale International University
4270 W. 6th Street, Los Angeles, CA 90020**

4. If the University has given you any equipment, you shall return the equipment within 30 days of the date you signed a cancellation notice. If you do not return this equipment within this 30-day period, the University may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The University shall have the burden of proof to establish the equipment's fair market value. The University is required to refund any amount over that as provided above, and you may keep the equipment.

5. You have the right to withdraw from a program of instruction at any time. If you withdraw from the course of instruction after the cancellation period as in paragraph 1, the University will remit a refund less the non-refundable registration fee and non-refundable STRF fee within 30 days following your withdrawal. You are obligated to pay only for educational services rendered and unreturned equipment. The refunds shall be the amount you paid for instruction multiplied by fraction, the numerator of which is the number of hours of instruction, which has not been received but for which you have paid, the denominator of which is the total number of hours of instruction from which you have paid. If you obtain equipment, as specified on the first page of this agreement, and return it in good condition within 30 days following the date of your withdrawal, the University shall refund the amount paid by you for the equipment. If you fail to return the equipment in good condition within 30 days, the University may retain the lesser amount of a pro rata portion as described below (up to 60% of course completion) or documented cost of the listed equipment. You are liable for the amount, if any, by which the pro rata or documented cost of the equipment exceeds the refund amount. If the amount you have paid is more than the amount that you owe, then a refund will be made within 30 days of your withdrawal. If the amount that you owe is more than the amount you paid, then you will have to make arrangements to pay it.

6. If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

7. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

The federal or state government or a loan guarantee agency may take action against the student,, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.

The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

8. **Hypothetical Refund Example—Certificate Programs:** Assume you enrolled in a 720-hours (24 semester units) course, which costs \$5,500.00 for tuition, \$50.00 for a non-refundable registration fee, and a non-refundable a STRF fee and \$250.00 for books. Assume you made a payment of \$2,000.00 (\$1,860.00 towards tuition, \$65.00 for a book, and the non- refundable \$50.00 registration fee and the non-refundable STRF fee). Assume you withdrew after completing 100 hours, which represents 13.9% of the 720 hours. The cost of 100 hours of training is \$739.50. The total refund you are entitled to is \$1,135.50. If you did not return the \$65 book in "as new" condition, then the refund will be \$1,070.50.

9. For the purpose of determining the amount you owe, you shall be deemed to have withdrawn from the course



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when any of the following occurs: (a) You notify the University of your withdrawal or the actual date of withdrawal; (b) University terminates your enrollment; (c) You fail to attend classes for a three-week period; (d) You fail to return from a leave of absence. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

10. **If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds**

GENERAL TERMS:

1. **No applicant shall be rejected from admission to the University the basis of age, race, color, sex, disability or national origin nor be subjected to discrimination of any kind base on the above. For information regarding non-discrimination issues or to resolve complaints, contact the University Dean of Academic Affairs of designee.**
2. **The University does not and cannot guarantee employment, nor level of income or wage rate to any student or graduate. However, placement assistance will be provided in the form of referrals to potential employers, resume preparation, training on job seeking skills and interview techniques.**
3. **"You must pay the state-imposed fee for the Student Tuition Recovery Fund (STRF) if all of the following apply to you: 1) You are a student, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and 2) your total charges are not paid by third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party."**
"You are not eligible for protection from STRF and you are not required to pay the STRF assessment, if either of the following applies: 1) You are not a California resident, or are not enrolled in a residency program, or 2) Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party." "The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered students who are California residents or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education. "You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following: 1). The school closed before the course of instruction was completed. 2). The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school. 3). the school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs. 4). There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 3 days prior to closure, the period determined by the Bureau. 5). As inability after diligent efforts to prosecute, prove,, and collect on a judgment against the institution for a violation of the Act.
4. **All instructional equipment for the course selected will be furnished by the University. There are, however, required books and materials that are to be paid by you.**
5. **The cost of medical or other examinations, if required, is to be paid by the student.**
6. **Degrees signifying satisfactory completion will be issued after the completion of the entire program. Students will be tested/ evaluated on classroom (lecture). The student must achieve the cumulative grade point average (GPA) as stated in the catalog in order to graduate and receive the Degree.**
7. **The School reserves the right to postpone training in the event of Acts of God, labor disputes, equipment failure, etc. for a maximum of 30 days. Students will be duly notified by phone, e-mail, or letter.**
8. **All course schedules are subject to change in starting and completion dates. Students will be duly notified. Students will be offered the opportunity to consent` as provided by law. In cases where such changes would cause an undue hardship, a refund will be offered. The maximum postponement of class is 90 days.**



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9. The University reserves the right to withdraw a scheduled course if the registration is insufficient to make up a class. All student charges paid will be refunded.
10. The University reserves the right to change or modify the program content, equipment, staff, or materials and organization as necessary. Such changes may be required to keep pace with technological advances and to improve teaching any program or result in tuition changes for current attending students.
11. The University reserves the right to reject an applicant from admission not meeting the requirements for the course selected. The student's enrollment may be terminated at the discretion of the University Dean of Academic Affairs if the student's academic progress, behavior, absences, lateness, dress, etc. does not conform to the attendance requirements, rules and regulations of the University, as stated in the catalog; in which event, the extent of the student's tuition obligation will be in accordance with the University's refund policy.
12. In any particular provision of this agreement shall be deemed invalid if unenforceable, it shall not affect the other provisions hereof, and this agreement shall be construed in all respects as if such invalid of unenforceable provisions were omitted.
13. This Agreement constitutes the complete contract between the University and the student, and no verbal statements or promises will be recognized.
14. Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education by at

2535 Capitol Oaks Drive Ste 400
Sacramento, CA 95833
(916) 431-6959, Fax (916) 263-1897
(888) 370-7589

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov.

"Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing this agreement."

"I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information included in the School performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet."

All graduation requirements will be met and I agree to follow these requirements in full to attain my graduation status and degree rights. _____

Student's Initials



TYNDALE INTERNATIONAL UNIVERSITY

4270 W. 6th St., Los Angeles, CA 90020

www.TyndaleInternationalUniversity.org / www.yalamission.com

info.TyndaleInternationalUniversity@gmail.com

INSTITUTIONAL POLICIES

ACADEMIC FREEDOM

In institutions of higher education, like Tyndale International University, the principle of Academic Freedom is essential to the search for truth and its exposition. Freedom in research is fundamental to the advancement of knowledge. The right to Academic Freedom in teaching is fundamental for the protection of the rights of the faculty and of the students in the educational process.

These concepts of Academic Freedom are promoted at Tyndale International University and are elaborated as follows:

- The teacher is entitled to full freedom in research and in publication of the results; subject to the adequate performance of the teacher's other academic duties. The faculty member may take on additional employment, including research for pecuniary return, without the approval of the university's officer or President of the university, provided it does not interfere with his/her duties at the university.
- Teachers are entitled to freedom in the classroom to discuss their subject, but should exercise this freedom in a responsible manner.
- Faculty members may exercise their rights as citizens when speaking or writing as citizens and should be free from institutional censorship or discipline, but the faculty member's special position in the community imposes special obligations. As a member of the teaching profession, and as a representative of an educational institution, the faculty member should remember that the public may judge his/her profession and his/her institution by his/her utterances.

Hence, the faculty member should at all times be accurate, exercise appropriate restraint, show respect for the opinion of others, and make every effort to indicate that (s)he is not speaking for the university.

- Any faculty member who believes that his/her rights have been abridged or ignored by an administrative officer or employees of Tyndale International University and who is unable to obtain redress which is satisfactory to the faculty member within his/her own department, shall have the right to appeal to the President's office of the University.

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NON-DIDCRIMINATION/ EQUAL OPPORTUNITY POLICY

All aspects of Tyndale International University's programs will be administered in compliance with Titles VI and VIII of the 1964 Civil Rights Act; the Age Discrimination Act of 1975, as amended; Sections 503 and 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act of 1990; Title IX of the Education Amendments of 1972.

No individual will be excluded from participation in, denied benefits of, subjected to discrimination under or denied employment in the administration of or in connection with Tyndale International University's programs because of race, color, age, disability, citizenship, handicap or political affiliation.

Tyndale International University's commitment is that participation in any program shall be open to citizens and nationals of the United States, lawfully admitted refugees and parolees and other individuals authorized by the Attorney General to work in the United States.

Tyndale International University's commitment is that no individual will be intimidated, threatened, coerced, or discriminated against because of filing a complaint, furnishing information or assisting or participating in any manner in an investigation, compliance review, hearing or any other activity related to the administration of Tyndale International University's programs.

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DRUG FREE WORKPLACE POLICY

Tyndale International University has a policy of maintaining a Drug-free Workplace. All employees and students are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in this institution's workplace. The workplace is defined as any classrooms, hallway, restroom, parking lot, or storage areas that are connected to the campus at 4270 W. 6th St, Los Angeles, CA 90020; or any location outside of the campus Tyndale International University's programs or courses are discussed or promoted. All students must sign a drug free policy awareness statement located within this Catalog/Student Handbook. This form may also be found in the administrative office during normal office hours.

Student's Signature: _____

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SEXUAL HARASSMENT POLICY

Sexual Harassment is a violation of Section 503 of Title VII of the Civil Rights Act of 1964. It is Tyndale International University's policy that all its employees/students have a right to work in an environment free from sexual harassment in any form. Such conduct (sexual harassment) may result in disciplinary action up to and including termination. No manager or supervisor (instructor) shall threaten or insinuate, either explicitly or otherwise to an employee/student that refusal to submit to sexual advances will adversely affect employees'/students' employment, assignment, promotion, transfer, evaluation, wages, or any other term or condition of employment/enrollment.

Sexual Harassment is defined as:

1. Unwelcomed physical or verbal contact;
2. Sexually explicit language or gestures;
3. Uninvited or unwanted sexual advances;
4. An offensive overall environment, including the use of vulgar language, the presence of sexually explicit photographs or other materials, and the telling of sexual stories or jokes.

No employee/student shall threaten or insinuate, either explicitly or otherwise that refusal to submit to sexual advances will adversely affect the entrance or participation in a program.

Tyndale International University prohibits other sexually harassing conduct in the workplace/university, whether committed by supervisors, non-supervisory employees, subcontractors, students, or vendors. This includes: repeated sexual advances, propositions, unwanted flirtations, continual or repeated verbal abuse of a sexual nature; graphic verbal commentaries about a person's body; gestures; or the display in the workplace/university of sexually suggestive objects or pictures.

Any employee/student who believes that he/she has been a victim of sexual harassment in the workplace/university should notify his/her supervisor (Dean) and follow the grievance procedures provided by this organization for the filing of sexual harassment complaints.

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STANDARDS OF GENERAL CONDUCT AND DISCIPLINARY POLICY

Tyndale International University shall take disciplinary action against a student who violates the standards of personal and ethical conduct.

A student may be failed or dismissed for academic dishonesty, or for acts or inattention that violate professional ethics in patient care. At the discretion of the Academic Standards Committee, a student may be dismissed from the University for behavior disruptive to the educational mission of the University, such as, but not limited to, those stated below; these standards include the following:

- Cheating, bribery, or plagiarism in connection with an academic program;
- Forgery, alteration or misuse of the University documents, records or identification, or knowingly furnishing false information to the University;
- Misrepresentation of oneself or of an organization to be an agent of the University;
- Obstruction or disruption on or off-campus property, of the campus educational process administrative process, or other campus function;
- Physical abuse, on or off campus property, of the person or property of any member of the campus community, or members of his/her family or the threat of such physical abuse;
- Fabrication: Falsification or invention of information concerning the student's background;
- Theft of or non-accidental damage to the University property or property in the possession of or owned by a member of the University community;
- Unauthorized entry into, unauthorized use, or misuse of the University property;
- Sale or knowing possession of dangerous drugs, restricted dangerous drugs, or narcotics, as those terms are used in California statutes, except when lawfully prescribed pursuant to medical or dental care, or when lawfully permitted for the purpose of research, instruction or analysis;
- Lewd, indecent, or obscene behavior on University property or at a University function;
- Use of vulgar or abusive language or abusive behavior directed toward a member or a staff of the University community;
- Any type of Hazing Activity;
- Violation of any order of the University President, notice of which has been given prior to such violation and during the academic term in which the violation occurs, either by publication or by posting on an official bulletin board designed for this purpose, and which order is not inconsistent with any of the other provisions of this section; and
- Soliciting or assisting another to do any act that would subject a student to dismissal, suspension, or probation pursuant to this section;

Among those listed, an act of academic dishonesty is one of the most serious violations of the student code



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of conduct. Definitions of various forms of academic dishonesty are as follows:

- Plagiarism: Knowingly or intentionally presenting the ideas, words or work of another as one's own.
- Cheating: Unauthorized use of study aids, examination files or receiving unauthorized assistance in any academic exercise.

The Ethical Conduct Committee of the University, composed of faculty representatives, administrators and a representative from the University Student Association, is entrusted with the task of determining the disciplinary action.

These actions shall be implemented immediately upon the findings of a violation by the Ethical Conduct Committee and include, but are not limited to:

- verbal reprimand
- written reprimand
- loss of credits
- property restitution
- temporary suspension or dismissal
- permanent dismissal

The President of Tyndale International University, at his/her discretion and prior to recommendations or actions of the Academic Council, in the interests of the University may place on probation, suspend or dismiss a student for one or more of the causes enumerated above. Any adjustment of fees or tuition shall be those required by law.

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ACADEMIC DISHONESTY

Individual instructors, in cases of academic dishonesty in class, may fail a student for that examination, activity or course. The instructor may refer the circumstance to the Academic Council for review and further action. The President may fail a student in a test, fail a student in a course, or expel a student for cheating or plagiarism. Cheating includes, but is not limited to, looking at another person's examination paper, using unauthorized notes in an exam, and going to a restroom during an exam and consulting notes or references. Cheating includes plagiarism.

Plagiarism is the presentation or representation of another person's work as one's own, such as presenting ideas or words of a source without documenting the source. Cheating is inconsistent with the academic excellence the University represents and will be dealt with vigorously. Academic dishonesty, however, is major subject to dismissal from the University.

Student's Signature: _____

Date: _____