



IMPACT BIBLE COLLEGE AND UNIVERSITY

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APPLICATION FOR EDUCATION INSTITUTIONAL INTERNATIONAL BIBLE SCHOOL LICENSE AND ACCREDITATION CERTIFICATE

Any educational institution seeking accreditation by the **IMPACT BIBLE COLLEGE AND UNIVERSITY INTERNATIONAL BIBLE SCHOOL LICENSE AND Accreditation Council of the University** must demonstrate that it meets all the IBCU standards and it must provide evidence in support of this application. Preparing this application and providing the required exhibits will guide the applicant through the minimum self study necessary to file the complete report for the assessment of the institution's quality and integrity.

Name of the Institution applying for Accreditation:

Date:

IBCU Application for International Bible school license Accreditation

1. Name of the Institution (This is the authorized name under which the institution is doing business):
2. Complete Address (Street, City, State or Province, Zip, Country):
3. Telephone Numbers:
4. FAX Number:
5. E-mail Address:
6. Institution's Website(s):
7. Authorized Person's Name, title and position in the institution:
(This person must be the legal representative of the institution or CEO)

In making this application, I certify that all information contained within and accompanying

this application to be true, that this institution is legally authorized to conduct its educational activities according to the laws and procedures of the corresponding country, state and/or province, and that I understand that accreditation is a voluntary, non-governmental peer review process.

I confirm the commitment of this institution to the standards stated by the **IMPACT BIBLE COLLEGE AND UNIVERSITY INTERNATIONAL BIBLE SCHOOL LICENSE AND Accreditation Council of the University**. Events which occur as a direct consequence of working practices deviating from or contravening these standards will be regarded as the sole responsibility of the institution and may lead to the termination of the Accreditation status. Lack of payment of the required fees will lead to the termination of the Accreditation status and any rights established in the IBCU Regulations. Fees are not refundable.

The institution will provide students and/or trainees with contact details of the , **IMPACT BIBLE COLLEGE AND UNIVERSITY INTERNATIONAL BIBLE SCHOOL LICENSE AND Accreditation Council of the University** and to make them aware that they may communicate their satisfaction, complaints or suggestions about their learning experience. All comments will be used for the permanent improvement of the accredited institution and to monitor that the IBCU policies are respected.

I sign below as an authorized official representing this Institution

ADMINISTRATIVE RESPONSIBILITY

A1. Identification

A1-1. Name of the Institution: (This is the authorized name under which the institution is doing business)

A1-2. Foundation date:

A1-3. Mission Statement:

A1-4. Describe the type of education offered (e.g.: Traditional education, adult education, distance learning, part-time residential learning, professional training, etc...).

A1-5. Total number of students enrolled:

A1-6. Total number of graduates or students who completed the program of study:

A1-7. Total number of students enrolled during the last year:

A1-8. Total number of graduates or students who completed the program of study during the last year:

A2. Legal authorization.

A2-1. Describe the institution's legal status.

A2-2. Does the institution have an owner, shareholder or director who controls over 50% of the institution?

() No. Describe the ownership composition of the institution with names and percentages.

() Yes. Describe the ownership composition of the institution with names and percentages. Additionally provide the complete name and contact data of the owner or main shareholder and include a copy of passport in Exhibit 1.

A2-3. Explain in a brief report what the specific legal requirements and policy of its country of origin are such as the laws, norms and/or government departments involved.

A2-4. The IBCU requires proof of the educational institution's legal status. Check all that apply.

() Certificate of incorporation.

() Articles of the institution.

() Letters or Certificates of authorization from governmental bodies.

() Other relevant documents attaining to its legal status. Describe.

Attach Exhibit 1 - Copies of the selected documents to prove the institution legal status.

A3. Accreditation, recognitions and references.

The educational institution must describe any third party references that refer to its education quality such as memberships in relevant professional bodies, accreditations, recognitions, organizational approvals from third parties, quality assurance certifications. Proof of these references must be provided in the form of a copy of the corresponding letter or certificate, or

with an active verifiable Internet link to the organization.

A3-1. List of relevant memberships, accreditations, recognitions or references.

A3-2. Is any of the above included in the IBCU Selection?

(☒) No. You have to present the complete application for accreditation.

(☐) Yes. You do not need to present the rest of items required by this application.

Attach Exhibit 2 - Copies of the letters or certificates demonstrating membership into relevant professional bodies, accreditation, recognition, organizational approvals from third parties, quality assurance certifications (or include an active verifiable link)

A4. Facilities.

A4-1. Describe the physical facilities, how they are used, and the equipment available for students.

A4-2. Are physical facilities in compliance with health, safety and security requirements in your country?

(☐) No. Explain.

(☐) Yes. You may be requested to demonstrate this fact.

A4-3. Are the physical situation, transportation and facilities provided at the institution suitable for its users and for the activities conducted by the educational institution?

(☐) No.

(☐) Yes.

A4-4. State the institution working hours per week. (P.e.: Open from 9:00AM to 5:00PM Monday to Friday)

A4-5. Provide the full name, direct contact email and phone number of the manager or staff responsible for running the center daily.

Attach Exhibit 3 - Provide a diagram of the facilities with pictures of the most relevant facilities, and a map locating the institution relative to the geographic region. If this exhibit is not deemed sufficient for the evaluation of this standard, a site visit will be scheduled.

A5. Financial stability.

A5-1. Has the institution had operating losses in the 3 most recent years?

(☐) No.

(☐) Yes. Explain.

A5-2. Is the institution's ratio of current assets / current liabilities less than 1.25?

(☐) No.

(☐) Yes. Explain.

A5-3. Is there an adequate insurance to cover liabilities and responsibilities to learners and third parties, and appropriate contingency and recovery plans for the following 3 years?

(☐) No. Explain contingency and recovery plans for the following 3 years.

(☐) Yes. You may be requested to demonstrate this fact.

A5-4. Describe any assets that the institution (or the owner with over 50% of shares) may

use to guarantee financial and operating stability for the following 3 years.

A5-5. Describe the sources of income for the financial stability of the institution.

A5-6. State the total gross income and expenses of the past 3 years.

A6. Qualified staff

A6-1. Are all staff suitable for the positions they hold, and possess appropriate qualifications and experience?

☐ No.

☐ Yes.

A6-2. Explain how staff are selected, supervised, and evaluated, and who has that primary responsibility.

A6-3. Describe an organizational chart displaying the names, positions and duties of the educational institution's staff, and the relationship between faculty and administrative positions.

A6-4. Describe the education qualifications and professional experience of all staff working at the educational institution at managerial level (Chief academic officer, Chief executive officer, Chief operating officer, etc...)

A7. Educational values & ethics.

A7-1. Does the educational institution discriminate, directly or indirectly, sex, race, color, nationality, ethnic origin, or religious or political belief?

☐ No.

☐ Yes. Explain.

A7-2. Describe the institution's procedure for dealing with complaints.

A7-3. Total number of complaints received during the last year:

A7-4. Describe the institution's refund policy.

A7-5. Total number of refunds during the last year: Two(2)

A7-6. Describe how the educational institution demonstrates a high commitment to educational values.

A7-7. Describe the policy or instruments for ensuring a good business practice.

INSTITUTIONAL INTEGRITY

B1. Information & Veracity.

B1-1. Prior to enrollment on a particular course, is the prospective student made properly aware of all terms and conditions relevant to that course, either in the prospectus or similar material, by correspondence, or in discussion with the educational institution?

☐ No.

☐ Yes.

B1-2. The institution provides the following information prior to enrollment on any course. Check all that apply.

- ☐ The institution's legal status and any relevant data attaining to its legal status.
- ☐ The institution's mission statement.
- ☐ The type of education offered.
- ☐ Relevant memberships, accreditations, recognitions or references.
- ☐ The course's total hours of study and its estimated duration.
- ☐ The course's tuition fee and schedule of payment.
- ☐ Refund policy.
- ☐ Description of any additional costs not included in the tuition fee.
- ☐ Admission requirements.
- ☐ Any limits imposed for course completion.
- ☐ Learning, tutorial and material support requirements for satisfactory completion of the course.
- ☐ The availability of these resources.
- ☐ The timetable for their provision and how they are linked to the schedule of payment of fees.
- ☐ The course's objective and expected learning outcomes;
- ☐ The course's level of recognition, professional and/or licensing status.

B1-3. Describe the institution's means to provide information to potential students.

B1-4. Describe the institution's main promotional actions to attract potential students.

Attach Exhibit 4 - Samples of the prospectus, brochure, advertising and promotion material, recruitment related letters and/or written evidence of any information affecting the prospective student.

B2. Admission Procedures.

B2-1. Provide the full name, direct contact email and phone number of the manager or staff responsible for monitoring recruitment and/or admission procedures.

B2-2. Describe the admission requirements and procedures.

B2-3. Describe the institution's means or instruments to monitor the actions, statements, and conduct of its sales personnel or recruiting agents.

B3. Legal contract.

B3-1. Is there a learning agreement, which may be legally enforceable, between the educational institution and the student?

- ☐ No.
- ☐ Yes.

B3-2. Describe the disclaimers, rights, obligations and commitments of the learner and the educational institution that are legally enforceable in the learning agreement.

B3-3. Describe the institution's refund policy.

Attach Exhibit 5 - Sample of application for admission, financial agreement and any other document that may constitute a legally enforceable document.

B4. Assistance.

B4-1. Describe the institution's channels of communication and guidance to provide student service.

B4-2. Describe how the institution ensures and improves student performance and academic success.

B4-3. Describe how the institution handles any student questions, problems or complaints.

B5. Post-Graduate Service.

B5-1. Describe the institution's storage, backup and security policy regarding student records, files, evaluation work and related documents.

B5-2. Describe how the institution maintains and stores student records for a minimum of 5 years.

B5-3. Describe the procedures and fees charged for duplicates of diplomas, transcripts, certificates or other pertinent documents.

B5-4. Provide the full name, direct contact email and phone number of the manager or staff responsible for records keeping and graduate services.

ACADEMIC QUALITY

C1-1. Provide a list of all the courses or programs provided. This list may be included as part of Exhibit 6, in which case, indicate here the total number of courses or programs offered.

C2.

C2-1. Describe the composition of the hours of study (lecture room attendance, homework, independent study, project, challenge exam, transfer, tutorial, on-line, credit for prior knowledge, or any other means).

C2-2. Do these hours of study qualify for some academic credit or equivalent academic unit?

() No.

() Yes. Describe the final academic unit granted on completion of the hours of study.

Attach Exhibit 6 - List of all the courses or programs offered. This list must include the course's name, description, total hours of study per course, any equivalent credits or academic units (if applicable), and any degree or qualification earned upon completion.

C3. Course objectives or expected learning outcomes.

C3-1. Specify the usual objective of the courses, programs or instruction provided. Check all that apply.

() Development of specific skills.

- ☐ Corporate or job-related training.
- ☐ Professional competence.
- ☐ Professional licensure.
- ☐ Preparation for qualifications.
- ☐ Vocational competence.
- ☐ Personal growth.
- ☐ Others. Describe...

C3-2. Is the information about the course's expected learning outcomes made clear to potential students prior to enrollment?

- ☐ No.
- ☐ Yes.

C3-3. Are all the courses' expected learning outcomes met by all the courses listed in Exhibit 6?

- ☐ No.
- ☐ Yes. You may be requested to demonstrate this fact.

C4. Course contents & materials.

C4-1. Provide the full name, direct contact email and phone number of the manager or staff responsible for designing, reviewing and updating course contents and material.

C4-2. Explain how course contents and material correspond to the assigned hours of study.

C4-3. Are the course contents and material structured to facilitate effective learning and real acquisition of skills?

- ☐ No.
- ☐ Yes.

C4-4. Describe the contents and material that is provided in one course or program.

C4-5. Are the course contents and material included in the course's fees?

- ☐ No.
- ☐ Yes.

C5. Course delivery & availability.

C5-1. Explain how the course or program content is delivered to the student.

The IBCU requires a minimum of one full and detailed sample of course contents, organization and study material attached to the self-study report of any educational institution applying for accreditation.

Attach Exhibit 7 - One sample of one course or program offered by the institution. This sample must include all the contents and material sent to the student as well as detailed information of the course's expected learning outcomes. Additional material such as informative letters, study guide and other relevant documents may be included.

C6. Course update.

C6-1. Describe the process of designing a course or program content?

C6-2. Explain the means or instruments to ensure that the courses offered remain available, effective and up-to-date.

C7. Teaching methodology

C7-1. Describe the institution's pedagogical methodology or, in other words, explain how the students learn.

C8. Tutorial or guidance

C8-1. Describe the means for tutorial support and program guidance.

C8-2. Is the course's material capable of achieving its learning outcomes without such support?

☐ No.

☐ Yes.

C9. Lectureroom' proficiency

C9-1. Are the lecturers qualified in their areas of expertise?

☐ No.

☐ Yes.

C9-2. How many lecturers does the institution use?

C9-3. Describe the policy to make effective use of feedback from students to enhance lecturer's performance.

Attach Exhibit 8 - The IBCU requires a list of lecturers, displaying the full names, area of expertise, and academic qualifications related to the courses offered by the institution. Copies of the Curriculum Vitae or Resume of all lecturers or tutors involved full time in the learning process must also be enclosed. Curriculum Vitae should show personal biodata, education details and professional experience.

C10. Assessment & Evaluation.

C10-1. Is student's progress assessed on a regular, ongoing basis?

☐ No.

☐ Yes.

C10-2. Are learners provided with prompt and helpful comments on their progress in relation to learning expectations and goals?

☐ No.

☐ Yes.

C10-3. Are there appropriate schedules for the submission and return of assignments and examinations?

☐ No.

☐ Yes.

C10-4. Describe the policy to support and encourage learners who submit unsatisfactory work or examinations. What happens when a student fails?

C10-5. Describe the grading system and policy used by the institution.

C10-6. What is the minimum passing grade according to the described grading system?

C11. Certificate or diploma.

C11-1. Explain the nature, type or degree of the certificate or diploma issued upon completion of each course.

C11-2. The diploma offered by the institution clearly indicates. Check all that apply.

- ☐ Name of the awarding body
- ☐ Nature of the achievement recognized (degree, professional recognition...)
- ☐ Full name of the student
- ☐ Date of completion of the course
- ☐ Representative signature
- ☐ Seal of the awarding body
- ☐ Other. Specify:

C12. Transcript or equivalent.

C12-1. On completion of a course, the institution provides a transcript or document detailing academic achievement.

- ☐ No.
- ☐ Yes.

C12-2. The transcript produced by the institution clearly indicates. Check all that apply.

- ☐ Total number of hours of study earned
- ☐ Grades or assessed qualification achieved
- ☐ Name of the awarding body
- ☐ Full name of the student
- ☐ Birth date of the student,
- ☐ Name of the course or subjects completed
- ☐ Date of completion of the course or subjects,
- ☐ Representative signature
- ☐ Seal of the awarding body
- ☐ Other. Specify:

Attach Exhibit 9 - The IBCU requires a minimum of one sample of each type of certificate or diploma issued by the institution, as well as the corresponding transcript. Any additional documents issued after completion of the course of study may be included here.

CHECK LIST OF REQUIRED EXHIBITS

The following exhibits must be compiled in separate and independent PDF Attachments that will be annexed to this application for accreditation. Each attachment must be clearly identified as exhibit 1, 2, 3... This checklist will help to verify that all exhibits are included.

EXHIBIT 1 – Institution's legal status

Copies of the selected documents to prove the institution legal status

EXHIBIT 2 - Memberships, accreditation or recognition certificates

Copies of the letters or certificates demonstrating memberships into relevant professional bodies, accreditation, recognition, organizational approvals from third parties, quality assurance certifications (or include an active verifiable link)

EXHIBIT 3 - Facilities details, pictures and location

Provide a diagram of the facilities with pictures of the most relevant facilities and a map locating the institution relative to its geographic region. If this exhibit is not deemed sufficient for the evaluation of this standard, a site visit will be scheduled.

EXHIBIT 4 - Prospectus, brochure, advertising and promotional material

Samples of the prospectus, brochure, advertising and promotion material, recruitment related letters and/or written evidence of any information affecting the prospective student.

EXHIBIT 5 - Application for admission and financial agreement

Sample of application for admission, financial agreement and any other document that may constitute a legally enforceable document.

EXHIBIT 6 - List of all the courses or programs offered

This list must include the course name, description, total hours of study per course, any equivalent credits or academic units (if applicable), and any degree or qualification earned upon completion.

EXHIBIT 7 - One sample of one course or program offered by the institution.

This sample must include all the contents and material sent to the student as well as detailed information of the course expected learning outcomes. Additional material such as informative letters, study guide and other relevant documents may be included.

EXHIBIT 8 - Lecturer's list and qualifications

The IBCU requires a list of lecturers displaying the full names, area of expertise, and academic qualifications related to the courses offered by the institution. Copies of the Curriculum Vitae or Resume of all lecturers or tutors involved full time in the learning process must also be enclosed. Curriculum Vitae should show personal biodata, education details and professional experience.

EXHIBIT 9 - Sample of diploma and transcript.

The IBCU requires a minimum of one sample of each type of certificate or diploma issued by the institution, as well as the corresponding transcript. Any additional documents issued after completion of the course of study may be included here.

END OF APPLICATION

Please send the completed form to info@impactbiblecollegeanduniversity.com or whatsapp number +23408063662801

