

Application Information & Procedures

Financial Information /Requirements

Admission

Anyone desiring to apply for admission to Penn View Bible Institute should follow the instruction listed below for each form. Provided he or she meets the requirements for admissions, a person of any gender, race, color, age, ethnic origin, or disability may be admitted to the school. Because of the unique philosophy and purpose of Penn View Bible Institute, however, only those who give evidence of being genuine Christians and whose lives are in harmony with the principles and standards of the Institute will be considered for admission. Any student failing to maintain a consistent Christian life, including the expression of proper Christian attitudes, may be asked to discontinue attendance.

The primary educational requirement for admission to Penn View Bible Institute is graduation from high school. This requirement may alternatively be met by achieving satisfactory scores on the General Educational Development Test (GED).

ACT or SAT test Scores should be forwarded to the Admissions Office (ACT college code, 3661; SAT college code, 2639).

All entering freshmen will be tested as part of their orientation. The test results will be used in guidance and placement of the student.

The individual seeking admission should take the following steps:

1. Submit *Application for Admission* (\$25.00 non-refundable application fee must accompany application), and recent photograph or snapshot.
2. Write and submit the essay as described on the *Application for Admission*.
3. Obtain volunteers to submit *Character References* and list their names and addresses on the *Application for Admission*. One should be the pastor of the applicant. None should be a relative of the applicant.
4. Using the *Transcript Request Form*, the applicant should request that his high school send an official copy of his transcript directly to Penn View Bible Institute. Transcripts from all schools attended after high school must also be submitted. If additional copies are needed, photocopies of this form may be made.
5. The **Student Handbook** will be sent to applicant upon receipt of *Application for Admission*. Please review the specified sections. Sign and return one copy of the *Student Handbook Agreement*.
6. The *Work Scholarship Application* is only for applicants interested in on-campus work. Applicant will be notified of Work Scholarship decision following acceptance. Scholarships will be granted according to financial need and availability of positions.
7. A health form will be sent to the applicant upon receipt of application for admission. The applicant and a

medical doctor (M.D. or D.O.) should complete this form. The physician must return the completed health form to Penn View Bible Institute.

8. The prospective student will be notified promptly of the decision of the Admissions Committee.

Note: The application deadlines are Fall Term - August 1; Spring Term - December 15. Applications sent after these deadlines should be accompanied by a late application fee of \$35.00 instead of \$25.00.

Re-admission

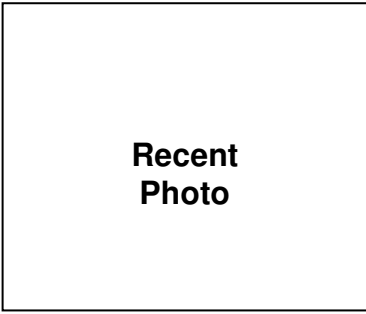
Any student who discontinues attendance for one or more semesters must submit an application for readmission with the Academic Dean by the application deadline of the semester he plans to re-enroll. No re-admission fee is charged except in the case of late application, for which there is a fee of \$5.00.

Financial Information

All students are required to arrange for full payment at the time of registration. This may be in the form of a single payment at registration, or, in the form of monthly installment payments as provided in our deferred payment option. Terms of the various payment plans are described below.

- A. A 2% cash discount will be given for all accounts paid in full at registration or within thirty days after registration.
- B. A minimum down payment is required at registration. This amount is equal to 20% of the total semester charges or the total of all fees whichever is greater. All previous years charges must be paid in full before registering for fall semester.
- C. The balance of the account is payable in four equal monthly installments over the course of the semester. Such installments are due on the fifteenth of each month according to the following schedule:

First Semester – 15th of September, October,
November, December
InterSession – 15th of January
Second Semester – 15th of February, March,
April, May
- D. Monthly finance charges may be added to accounts with outstanding balances at the close of the academic year.
- E. The administration reserves the right to adjust the published fee schedule at any time without prior notice.



Application for Admission

FOR OFFICE USE ONLY:

Date Appl Rec'd _____
 Fee Rec'd (amt) _____
 References Mailed _____
 Health Form Mailed _____
 Transcripts Rec'd _____
 Health Form Rec'd _____
 References Rec'd _____
 1 _____ 2 _____ 3 _____
 Accepted _____
 Rejected _____
 Date Notified _____

- > Please print or type all information and be sure that every question is fully answered.
- > Please enclose a \$25.00 application fee.
- > On a separate sheet of paper, write a detailed sketch of your personal conversion and your spiritual journey since then. Start at the beginning and include approximate dates. Include your standard of conduct and convictions regarding personal appearance (adornment and modesty), using technology for entertainment, social dancing, tobacco, alcohol, and drugs. (Make it 300 words using full sentences in paragraph form. It will also be judged as a sample of your writing ability.)
- > Enclose recent photo with application

GENERAL INFORMATION

Last Name _____ First Name _____ Middle _____
 Date of Birth _____ SS No. _____ Nationality _____
 Present Address _____ City _____ State _____ Zip _____
 Permanent Address _____ City _____ State _____ Zip _____
 Email _____ Phone _____ Cell Phone: _____
 Father's Name _____ Address _____ Occupation _____
 Mother's Name _____ Address _____ Occupation _____
 With Whom Do You Live? _____ Relationship? _____
 No. Brothers _____ Ages _____ No. Sisters _____ Ages _____
 List names and type of work for all members of your immediate family engaged in full time Christian work. _____

ENROLLMENT INFORMATION

If accepted, when do you plan to enroll? _____ Do you have a definite call? Yes No
 To what area of ministry are you called? _____
 How long do you plan to study here? _____ Do you plan to graduate? Yes No
 If not graduating, please state reason _____
 What course of study do you wish to pursue? _____ How did you hear about PVBI? _____
 What made you decide to enroll in PVBI? _____
 Do you plan to live in the dormitory? Yes No If not, where do you plan to reside? _____

PRIOR EDUCATION (High School & College)

It is your responsibility to provide PVBI with a copy of transcript from all previous high schools and colleges, attended and/or G.E.D. diploma.

List High School(s) attended.

Name of School	State	Grade Attended	Dates Attended	Diploma
		9 10 11 12		
		9 10 11 12		
		9 10 11 12		

If you did not graduate, do you have a GED? Yes No If yes, enclose copy of diploma. Date GED Passed _____
 Have you requested SAT or ACT Scores to be sent? Yes No
 Have you arranged for TOEFL scores to be sent? (International Students Only) Yes No

List names and dates of ALL schools & colleges you have attended since high school.

Name of School	State	Major/ Specialization	Dates Attended	Diploma

MARITAL STATUS

Single: Yes No Engaged: Yes No Married: Yes No
 Number of Children _____ Have you ever been divorced? Yes No If yes, give date _____

If engaged, complete the following:

Name of fiancée or fiancé _____ Date of Birth _____ Date set for wedding _____
 Has she or he been previously married? Yes No How long have you been dating him/her? _____
 Has he/she trusted Christ as personal Saviour? Yes No

If married complete the following:

Name of Spouse _____ Date of Birth _____ Date of Wedding _____
 Was he/she previously married? Yes No Has Spouse trusted Christ as personal Saviour? Yes No
 Is Spouse coming with you? Yes No Enrolling at PVBI? Yes No
 Position of Spouse toward your coming to PVBI For Against
 Give Names and Ages of children _____

PERSONAL INFORMATION

Are you a church member? Yes No What is your present spiritual state? Saved Sanctified Out of victory
 Do you regularly spend time in Bible study and private devotions? Yes No
 Do you attend church regularly? Yes No How long have you been attending regularly? _____
 Name of church you attend. (Including Denomination) _____
 List positions held, if any _____

FINANCIAL INFORMATION

Are you presently employed? Yes No Full time? Yes No
 Do you currently have financial obligations? Yes No Give details _____

 How do you plan to finance your education at PVBI? Be specific (See catalog for schedule of expenses). _____

REFERENCES

List below the names, phone numbers, and complete addresses of three persons who are not related to you and who have known you for at least one year. One must be your Pastor.

	NAME	ADDRESS	CITY, STATE, ZIP	PHONE
Pastor				()
Reference 1				()
Reference 2				()

LIFE-STYLE AGREEMENT

If accepted as a student at Penn View Bible Institute, I promise to be subject to the rules of the school governing the education, social, and spiritual life of the student body. I agree not to teach any doctrine, personal belief or conviction, or special view or practice that is not in agreement with the accepted position of Penn View Bible Institute as approved by its Board of Directors; nor to press them upon my fellow students.

Hebrews 13:17 states, "Obey them that have the rule over you, and submit your selves; for they watch for your souls, as they that must give account, that they may do it with joy, and not with grief; for that is unprofitable for you." In the light of this scripture, I will readily submit to those who are in a position of authority at Penn View Bible Institute, as long as I remain a student there.

Applicant Signature _____ Date _____