

## CHRIST FOR THE NATIONS INSTITUTE

Updated: 12/17/2024

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**Vice Chairman & Executive Director of Ministries & Corporate Events:** Mrs. Ginger Lindsay

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## 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 Bible 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 seven different majors. In December 2015, Golan Gordon Lindsay was elected Chief Operating Officer and together they lead the school with Pastor Adam McCain, who was appointed Provost in December of 2020. This handbook provides all the information necessary for students to be successful while they are attending Christ For The Nations Institute.

## MISSION AND VISION

The **mission** of Christ For The Nations is concise and simple: Training World Changers. The **vision** of Christ For The Nations is training world changers to impact humanity with the Gospel of Jesus Christ through Worship, Word, and World Missions.

## CORE VALUES (12 PILLARS)

1. The Word
  - a. Nurturing intimacy with God by living a Christ-centered life, firmly grounded in God's Word.
  - b. Joshua 1:8; John 15:7; Ps. 119:11
2. Faith
  - a. Cultivating a lifestyle of faith in God and His Word.
  - b. Hebrews 11:6; Rom. 10:17
3. The Supernatural
  - a. Embracing the Holy Spirit-empowered Gospel, demonstrated by the gifts of the Spirit and healings and miracles.
  - b. Acts 1:8; Luke 10:19
4. Worship
  - a. Cherishing the presence of God In personal and corporate worship.
  - b. Joshua 1:5; Heb. 13:5
5. Prayer
  - a. Engaging in daily, bold and persistent prevailing prayer
  - b. 1 Thess. 5:17; Phil. 4:6
6. Training
  - a. Making disciples of Christ who are servant-leaders empowered by the Holy Spirit and equipped to fulfill the Great Commission.
  - b. Matt. 28:19-20
7. Giving
  - a. Honoring God as our Source through biblical generosity.
  - b. Matt. 19:21; Prov. 3:9; Deut. 15:10
8. Missions

- a. Committed to world evangelization with signs and wonders following.
- b. Matt. 28:19-20
9. Israel
  - a. Loving Israel through prayer and support of the Israeli Messianic Jewish and Christian Arab communities as they share the Gospel to their own people in their own languages.
  - b. Gen. 12:3; Ps. 122:6
10. Relationships
  - a. Valuing the individuals and ministries God connects us to for His Kingdom purposes.
  - b. Luke 9:49-50; 1 Cor. 12:12-27
11. Integrity
  - a. Stewarding a God-honoring life above reproach in word and deed.
  - b. Matt. 7:20; John 15:2-16; Ps. 119:67, 71; Prov. 10:9; 22:1
12. Legacy
  - a. Connecting with our past to impact future generations for the cause of Christ.
  - b. Hab. 2:2; Deut. 8:1; Judges 2:10-12; 8:34; Joshua 4:4-7

## STATEMENT OF FAITH, DOCTRINE, AND BELIEFS

As an ecclesiastical nonprofit religious corporation, Christ For The Nations, Incorporated (“CFN”) accepts the Holy Bible as the inspired, infallible, revealed will of God and the all-sufficient rule for faith and practice. For the purpose of maintaining general unity, CFN adopts this Statement of Faith, Doctrine, and Beliefs, which are CFN’s foundational statements, religious beliefs, and tenets.

As a religious corporation, and according to the Holy Bible, we are not required to provide, and we specifically choose against the provision of, services, accommodations, facilities, goods, or privileges to an individual if such request is in violation of CFN’s religious beliefs as duly set forth in CFN’s governing documents, policies, and the Holy Bible. However, any and all decisions pertaining to providing such services shall be carried out in a manner that promotes the salvation (i.e., the redemption of man from the bondage of sin and the biblical acceptance of the provision of Jesus Christ for eternal life) of all persons.

As a religious corporation, we believe that living contrary to (i.e., conflicting with, disobedient to, and/or in opposition with) the Holy Bible is sin, but also believe, sponsor, support, and practice repentance according to the Holy Bible.

We believe that in order to preserve the function and integrity of CFN, it is imperative that all persons employed by CFN in any capacity, or who serve as members, volunteers, students, or interns, should abide by and agree to this Statement of Faith, Doctrine, and Beliefs (CFN’s foundational statements, religious beliefs, and tenets) and conduct themselves accordingly.

### Doctrinal Beliefs

1. We believe the Bible is God’s standard and measurement for believers.
2. We believe in a personal experience of salvation by faith in the name of Jesus and obedience to His Word.
3. We believe in the Baptism of The Holy Spirit and the operation of spiritual gifts.
4. We believe in an intensive evangelization by preaching, teaching, and healing according to the Gospel of God’s kingdom.
5. We believe in personal holiness and separation from the world.
6. 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.
7. We believe in the Christian’s hope of an imminent, personal return of the Lord Jesus.

## Religious Beliefs

### A. Statement of Unacceptable Behaviors and Lifestyles

The following are examples, and not an exhaustive list, of some of the behaviors and lifestyles that violate the belief systems of Christ For The Nations, Incorporated:

1. God created males and females for the purpose of the continuance of the human race, for the purpose of procreation as an act of marriage (Genesis 1:26-28). Therefore, it is unacceptable for people to change (alter, adapt, modify, convert, or pervert) the God-ordained and God-intended purpose and use of the human body and human sexuality.

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and likeness of God. Rejection of one's biological sex is a rejection of the image of God within that person.

Behaviors, lifestyles, and sexual misconduct such as disorderly conduct or lewd, indecent, or obscene conduct or expression, homosexuality, bisexual or transsexual conduct, same-sex marriage, sodomy, lesbianism, bestiality, incest, pornography, pedophilia, premarital sex, adultery, transgender, any attempt to change one's gender or appear as the opposite gender, or disagreement with one's biological gender is sin, offensive, an abomination, and detestable to God. And, accordingly, it is considered absolutely inappropriate (i.e., unsuitable, unfitting, and wrong), unacceptable (i.e., improper, intolerable, deplorable, and offensive), and prohibited by CFN, its pastors, staff, employees, students, volunteers, etc.

- a. You shall not lie with a male as with a woman. It is an abomination. (Leviticus 18:22)
  - b. If a man lies with a male as he lies with a woman, both of them have committed an abomination. (Leviticus 20:13)
  - c. Therefore God also gave them up to uncleanness, in the lusts of their hearts, to dishonor their bodies among themselves . . . For even their women exchanged the natural use for what is against nature. Likewise also the men, leaving the natural use of the woman, burned in their lust for one another, men with men committing what is shameful. (Romans 1:24-32)
  - d. Do you not know that the unrighteous will not inherit the kingdom of God? Do not be deceived. Neither fornicators, nor idolaters, nor adulterers, nor homosexuals, nor sodomites . . . will inherit the kingdom of God. (1 Corinthians 6:9-10)
  - e. Knowing this: that the law is not made for a righteous person, but for the lawless and insubordinate, for the ungodly and for sinners, for the unholy and profane, for murderers of fathers and murderers of mothers, for manslayers, for fornicators, for sodomites, for kidnappers, for liars, for perjurers, and if there is any other thing that is contrary to sound doctrine, according to the glorious gospel of the blessed God which was committed to my trust. (1 Timothy 1:9-11)
2. Works of the flesh. Now the works of the flesh are evident, which are: adultery, fornication, uncleanness, lewdness, idolatry, sorcery, hatred, contentions, jealousies, outbursts of wrath, selfish ambitions, dissensions, heresies, envy, murders, drunkenness, revelries, and the like; of which I tell you beforehand, just as I also told you in time past, that those who practice such things will not inherit the kingdom of God. (Galatians 5:19-21)
  3. Adultery.



- a. Whoever commits adultery with a woman lacks understanding; He who does so destroys his own soul. (Proverbs 6:32)
  - b. You have heard that it was said to those of old, “You shall not commit adultery.” But I say to you that whoever looks at a woman to lust for her has already committed adultery with her in his heart. (Matthew 5:27-28)
  - c. Marriage is honorable among all, and the bed undefiled; but fornicators and adulterers God will judge. (Hebrews 13:4)
4. Fornication.
- a. For from within, out of the heart of men, proceed evil thoughts, adulteries, fornications, murders . . . (Mark 7:20-21)
  - b. Now the body is not for sexual immorality but for the Lord . . . (1 Corinthians 6:13-16)
  - c. For this you know, that no fornicator, unclean person, nor covetous man who is an idolater, has any inheritance in the kingdom of Christ and God. (Ephesians 5:5)
5. Sexual immorality.
- a. Flee sexual immorality. Every sin that a man does is outside the body, but he who commits sexual immorality sins against his own body. (1 Corinthians 6:18-20)
  - b. For this is the will of God, your sanctification: that you should abstain from sexual immorality . . . (1 Thessalonians 4:3-5)
  - c. . . . as Sodom and Gomorrah, and the cities around them in a similar manner to these, having given themselves over to sexual immorality and gone after strange flesh, are set forth as an example, suffering the vengeance of eternal fire. (Jude 1:7)
6. Witchcraft and sorcery.
- a. For rebellion is the sin of witchcraft . . . (1 Samuel 15:23)
  - b. There shall not be found among you anyone who . . . practices witchcraft, or is a soothsayer, or is one who interprets omens, or is a sorcerer, or is one who conjures spells, or is a medium, or is a spiritist, or is one who calls up the dead. For all who do these things are an abomination to the Lord . . . (Deuteronomy 18:10-12)
  - c. Now the works of the flesh are evident, which are: adultery . . . sorcery, hatred, contentions . . . (Galatians 5:19-21)
7. We believe that any form of sexual immorality, such as adultery, fornication, homosexuality, lesbianism, bisexual conduct, bestiality, incest, pornography, pedophilia, any attempt to change one’s gender or appear as the opposite gender, or disagreement with one’s biological gender, is sin, offensive, an abomination, and detestable to God. Hence, CFN opposes any such sexual immorality. (Leviticus 20:10-20)

## B. Statement of Marriage Doctrine

1. God created males and females for the purpose of continuance of the human race, for the purpose of procreation as an act of marriage.
  - a. So God created man in His own image; in the image of God He created him; male and female He created them. Then God blessed them, and God said to them, “Be fruitful and multiply; fill the earth and subdue it . . .” (Genesis 1:27-28)
2. We believe that the term “marriage” has only one meaning: God instituted marriage as the exclusive union between one man and one woman, as delineated in Scripture. (Genesis 2:18-25) That is the way it has been since the very beginning of mankind, and according to the Holy Bible that is the way it will remain. God said, “It is not good that man should be

alone; I will make him a helper comparable to him” – so the Lord God formed a woman for Adam (a female who was comparable and compatible with him).

- a. And the Lord God said, “It is not good that man should be alone; I will make him a helper comparable to him.” Out of the ground the Lord God formed every beast of the field and every bird of the air, and brought them to Adam to see what he would call them. And whatever Adam called each living creature, that was its name. So Adam gave names to all cattle, to the birds of the air, and to every beast of the field. But for Adam there was not found a helper comparable to him.  
And the Lord God caused a deep sleep to fall on Adam, and he slept; and He took one of his ribs, and closed up the flesh in its place. Then the rib which the Lord God had taken from man He made into a woman, and He brought her to the man.  
And Adam said: This is now bone of my bones and flesh of my flesh; She shall be called Woman, Because she was taken out of Man.” Therefore a man shall leave his father and mother and be joined to his wife, and they shall become one flesh. (Genesis 2:18-24)

3. Marriage between one man and one woman is honorable.

Marriage is honorable among all, and the bed undefiled; but fornicators and adulterers God will judge. (Hebrews 13:4)

4. Marriage is between one husband and one wife (male and female).

Nevertheless, because of sexual immorality, let each man have his own wife, and let each woman have her own husband. (1 Corinthians 7:2)

5. Marriage is between one man and one woman (husband and wife), and God joins them together in an intimate bond, and man should not divide it or change it.

And He answered and said to them, “Have you not read that He who made them at the beginning ‘made them male and female,’ and said, ‘For this reason a man shall leave his father and mother and be joined to his wife, and the two shall become one flesh’? So then, they are no longer two but one flesh. Therefore what God has joined together, let not man separate.” (Matthew 19:4-6)

6. Marriage is a means of sexual love and intimacy occurring only between one man and one woman (and no other person). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. Thus, any form of sexual immorality, including adultery, fornication, homosexuality, lesbianism, bisexual conduct, bestiality, incest, any form of pornography, or pedophilia, is unacceptable. We define adultery as the turning of one’s intimate affections to someone other than one’s spouse. Such affections may, but not necessarily, culminate in sexual activity. Fornication includes any form of sexual intercourse or oral sex.

- a. Let your fountain be blessed, and rejoice with the wife of your youth. As a loving deer and a graceful doe, Let her breasts satisfy you at all times; And always be enraptured with her love. For why should you, my son, be enraptured by an immoral woman, and be embraced in the arms of a seductress? (Proverbs 5:18-20)
- b. Flee sexual immorality. Every sin that a man does is outside the body, but he who commits sexual immorality sins against his own body. (1 Corinthians 6:18)
- c. Nevertheless, because of sexual immorality, let each man have his own wife, and let each woman have her own husband. Let the husband render to his wife the affection due her, and likewise also the wife to her husband. The wife does not have authority

over her own body, but the husband does. And likewise the husband does not have authority over his own body, but the wife does. Do not deprive one another except with consent for a time, that you may give yourselves to fasting and prayer; and come together again so that Satan does not tempt you because of your lack of self-control. (1 Corinthians 7:2-5)

7. Marriage is a spiritual and natural union between a husband and wife, centered on biblical principles.
  - a. Wives, submit to your own husbands, as to the Lord. For the husband is the head of the wife, as also Christ is the head of the church; and He is the Savior of the body. Therefore, just as the church is subject to Christ, so let the wives be to their own husbands in everything. (Ephesians 5:22-24)
  - b. Husbands, love your wives, just as Christ also loved the church and gave Himself for her, that He might sanctify and cleanse her with the washing of water by the word, that He might present her to Himself a glorious church, not having spot or wrinkle or any such thing, but that she should be holy and without blemish. So husbands ought to love their own wives as their own bodies; he who loves his wife loves himself. (Ephesians 5:25-28)
  - c. For this reason a man shall leave his father and mother and be joined to his wife, and the two shall become one flesh. This is a great mystery, but I speak concerning Christ and the church. Nevertheless let each one of you in particular so love his own wife as himself, and let the wife see that she respects her husband. (Ephesians 5:31-33)
8. Weddings (marriages) are worthy of Jesus' presence. Jesus approves of marriage, and His first miracle took place at the wedding in Cana of Galilee.
  - a. On the third day there was a wedding in Cana of Galilee, and the mother of Jesus was there. Now both Jesus and His disciples were invited to the wedding. (John 1:1-2)
  - b. This beginning of signs Jesus did in Cana of Galilee, and manifested His glory; and His disciples believed in Him. (John 1:11)
9. Marriage is a biblical institution established by God as clearly described in the Bible. CFN highly values the sacred Biblical marriage covenant and recognizes that marriage is the uniting of one man and one woman in covenant commitment for a lifetime. Accordingly, CFN, its pastors, staff, students, and those living on campus will not participate in same sex unions or same sex marriages, nor shall its property or resources be used for such purposes.

## C. Statement of the Sanctity of Life

We believe in upholding the sanctity and dignity of human life for people of all ages, from conception to natural death; therefore, abortion and euthanasia are immoral and unacceptable.

1. Mankind was created in the image and likeness of God.

God created man in His own image, after His own likeness, and that He gave man dominion over the earth. (Genesis 1:26-27)

2. Natural life begins at the time of conception in the mother's womb. God knows us as individuals in our mother's womb. In the womb, we grow and mature until we are prepared for birth.

- a. Before I formed you in the womb I knew you; Before you were born I sanctified you; I ordained you a prophet to the nations. (Jeremiah 1:5)
  - b. For You formed my inward parts; You covered me in my mother's womb. (Psalm 139:13)
  - c. Did not He who made me in the womb make them? Did not the same One fashion us in the womb? (Job 31:15)
  - d. And it happened, when Elizabeth heard the greeting of Mary, that the babe leaped in her womb; and Elizabeth was filled with the Holy Spirit. (Luke 1:41)
3. Terminating life in the womb is not acceptable. In the womb, babies are recognized as distinct individuals who are in the process of development. They will grow and mature in preparation for birth.
- a. As you do not know what is the way of the wind, Or how the bones grow in the womb of her who is with child, So you do not know the works of God who makes everything. (Ecclesiastes 11:5)
  - b. Because he did not kill me from the womb, That my mother might have been my grave, And her womb always enlarged with me. (Jeremiah 20:17)
4. Terminating life at or after birth (infanticide) is not acceptable. God will deal well with those who do their best to protect the sanctity of life.
- a. Then the king of Egypt spoke to the Hebrew midwives, of whom the name of one was Shiphrah and the name of the other Paul; and he said, "When you do the duties of a midwife for the Hebrew women, and see them on the birthstools, if it is a son, then you shall kill him; but if it is a daughter, then she shall live." But the midwives feared God and did not do as the king of Egypt commanded them, but saved the male children alive. So the king of Egypt called for the midwives and said to them, "Why have you done this thing, and saved the male children alive?" And the midwives said to Pharaoh, "Because the Hebrew women are not like the Egyptian women; for they are lively and give birth before the midwives come to them."
- Therefore God dealt well with the midwives, and the people multiplied and grew very mighty. And so it was, because the midwives feared God, that He provided households for them. (Exodus 1:15-21)
5. It is God's intention that people live out their full days on this earth, with a full, satisfied life-span. He purposes to take care of His sons and daughters in their old age and He intends on us doing the same for them.
- a. He shall call upon Me, and I will answer him; I will be with him in trouble; I will deliver him and honor him. With long life I will satisfy him, And show him My salvation. (Psalm 91:15-16)
  - b. Even to your old age, I am He, And even to gray hairs I will carry you! I have made, and I will bear; Even I will carry, and will deliver you. (Isaiah 46:4)
  - c. Do not cast me off in the time of old age; Do not forsake me when my strength fails. (Psalm 71:9)
  - d. They shall still bear fruit in old age; They shall be fresh and flourishing. To declare that the Lord is upright; He is my rock, and there is no unrighteousness in Him. (Psalm 92:14-15)

## D. Statement of Biblical Repentance

1. True Biblical repentance is available to people who have committed sin. People who commit sin should repent quickly. True repentance is purging the sin out of your life because you abhor it (i.e., truly detest and hate it) and are totally committed to walking away from it and never doing it again.
  - a. God wants everyone to repent from sins (true Biblical repentance) and there is no other alternative.
    1. The Lord is not slack...not willing that any should perish but that all should come to repentance. (2 Peter 3:9)
    2. I tell you, no; but unless you repent you will all likewise perish. (Luke 13:1-5)
    3. Remember therefore from where you have fallen; repent . . . (Revelation 2:5)
  - b. Let being sorry or sorrowful lead to true repentance.
    1. Now I rejoice, not that you were made sorry, but that your sorrow led to repentance. (2 Corinthians 7:9-10)
    2. Or do you despise the riches of His goodness, forbearance, and longsuffering, not knowing that the goodness of God leads you to repentance? (Romans 2:4-6)
    3. Pursue peace with all people, and holiness . . . (Hebrews 12:14-17)
  - c. We should confess our sins, which is the initial evidence of repentance, and we should repent of those sins.
    1. If we say that we have fellowship with Him, and walk in darkness, we lie... (1 John 1:6-9)
  - d. We should depart from iniquity and cleanse ourselves (i.e., turn from it).
    1. Let everyone who names the name of Christ depart from iniquity. (2 Timothy 2:19-21)
    2. Therefore, having these promises, beloved, let us cleanse ourselves from all filthiness of the flesh and spirit, perfecting holiness in the fear of God. (2 Corinthians 7:1)
  - e. We should deny ungodly behavior and worldly lusts.

For the grace of God that brings salvation has appeared to all men, teaching us that, denying ungodliness and worldly lusts, we should live soberly, righteously, and godly in the present age. (Titus 2:11-12)
  - f. True repentance means we go and sin no more.

She said, “No one, Lord.” And Jesus said to her, “Neither do I condemn you; go and sin no more.” (John 8:11)
  - g. We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ.
    1. If we confess our sins, He is faithful and just to forgive us our sins and to cleanse us from all unrighteousness. (1 John 1:9)

## STUDENT HANDBOOK

2. Repent therefore and be converted, that your sins may be blotted out, so that times of refreshing may come from the presence of the Lord, and that He may send Jesus Christ, who was preached to you before, whom heaven must receive until the times of restoration of all things, which God has spoken by the mouth of all His holy prophets since the world began. (Acts 3:19-21)
3. That if you confess with your mouth the Lord Jesus and believe in your heart that God has raised Him from the dead, you will be saved. For with the heart one believes unto righteousness, and with the mouth confession is made unto salvation. (Romans 10:9-10)
4. Do you not know that the unrighteous will not inherit the kingdom of God? Do not be deceived. Neither fornicators, nor idolaters, nor adulterers, nor homosexuals, nor sodomites, nor thieves, nor covetous, nor drunkards, nor revilers, nor extortioners will inherit the kingdom of God. And such were some of you. But you were washed, but you were sanctified, but you were justified in the name of the Lord Jesus and by the Spirit of our God. (1 Corinthians 6:9-11)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with the Bible or the doctrines of CFN. (1 Peter 3:9-12, Matthew 9:36, Jude 1:22-23, Matthew 5:44-45, Ephesians 4:29-32, Mark 12:28-31, Luke 6:31, Galatians 6:1-5)

## 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 ensure 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 with the Dean of Students 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 student's respective dean. 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. All decisions by the Dean of Students are final. Grievances and requests for appeals must be presented in writing to the student's respective dean, 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.



# STUDENT HANDBOOK

## GUIDE TO CFNI ADMINISTRATION

### Office Location Abbreviations:

Christian Conference Center	CCC
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
Chairman of the Board	IH
Children's Ministries	IH
CFN Music	IB
Dean/Asst. Dean of Families	JM
Dean/Asst. Dean of Men	FL
Dean/Asst. Dean of Women	FL
Director of Operations	IH
Distribution	IH
Donor Receipts	IH
DSO (Designated School Official)	SC
Enrollment Services	SC
CFN Network	CCC
Food Court	CCC
Gym, Pool, Exercise, and Weight Room	SC
Headquarters Operations	IH
Hospitality Coordinator	IH
Housing	SC
Human Resources Director	IH
Institute Coordinator	IH
Institute Finance Office	SC
International Ministries	IH
International Student Advisor	SC

# STUDENT HANDBOOK

Kids For The Nations	HQ
Librarian	JM
Literature Coordinator	IH
Maintenance	MN
<b>MAJORS</b>	
Children and Family Major.....	
Pastoral Major.....	
Worship Major.....	
Youth Major.....	
Missions Major.....	
Marketing	FL
Music Education Director	MB
Native Church Coordinator	IH
President and CEO	IH
Procurement	IH
Publishing	IH
Records Office	SC
Registrar	SC
Restoration Center	JM
Security	IB
Student Services	SC
Student Informer	SC
Student Ministries	SC
Summer Outreach Director	JM
Third-Year Coordinator	SC
Veteran’s Officer	SC
Worship Leader	MB
Youth For The Nations	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 (on-campus)	Human Resources Director
Family/Roommate Concerns	Respective RA or Asst. Dean
International Student Work Assignments	Human Resources Director

# STUDENT HANDBOOK

Music Lessons  
Personal Ministry  
Recruitment Credit Program  
Transfer Credit(s)  
Veteran's Benefits

Music Education Dept  
R.A. Asst. Dean or Dean  
Finance Specialist  
Academic Dean  
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. 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 Biblical 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

### MUSIC DEPARTMENT

Private lessons in Voice, Piano, Acoustic Guitar, Electric Guitar, Bass, Violin, and Drums and are offered as an extra cost elective, which are paid at the Finance Office. This program includes classes such as Music Theory, Composition and Arranging, Sight-singing and Ear Training, Dance, Acting, and Photography. (Note: not all classes are available every semester, some vary between Fall and Spring Semesters). These lessons are available to CFNI students for credit and also for adults, children, staff, alumni, and non-students as audit courses. Children 12 years of age and under must be supervised by parents while they practice in the Music Building (now named the Anna Jeanne Price Music Building). Practice rooms are available to all students during the hours when the Music Building is open with ID card access only.

The student will sign up for the use of a specific practice room during specific times, and will be issued a door code that will allow them access to that particular practice room ONLY. Auditing students may obtain a temporary ID card for the semester from the Security Department per approval from the Music Education Office for a nominal fee. All students and non-students who are registered for lessons have been charged a Music Lab Fee per semester as part of their lesson cost, and are allowed to reserve practice rooms up to 90 minutes per day per lesson.

If students or alumni who are NOT enrolled in private lessons wish to use the Music Building practice rooms for practice purposes, they will be charged a \$225.00 Access Fee per semester, approved through the Music Education Office and payable at the Finance Office.

A Music Certification Program is now available to CFNI students who desire to develop more completely in the area of musical skills. Students will be required to complete the following:

- 3 semesters of private lessons on the same instrument
- Completion of the Music Theory, Composition and Arranging, and Sight-singing and Ear Training Classes (students may test out of these courses if they have previously studied the material)
- Two semesters of participation in one of the CFNI platform teams or GLHOP teams

# STUDENT HANDBOOK

Upon Graduation, the student will be issued an additional Certification in the area of Musical Studies. During the semester, students may access the Music Building during the following times:

- Monday-Friday 12:00 pm-9:00 pm.
- Saturday 8:00 am-5:00 pm.

The Music Building is closed on Sundays and holidays. However, registered music lesson students will have access to practice in the building during Thanksgiving Break, Christmas Break, and Spring Break. The Music Building is closed during the summer.

All questions regarding the private lessons or group classes may be answered at the Music Education Office, which is located in the front of the Music Building upon entry.

The use of MB 130 for auditions, practice, or rehearsal purposes, or to schedule other events, requires a Reservation Request Form available from the Administrative Assistant in the Music Education Office. For non-student groups or teams that are not a part of the CFNI program (CFNI Program includes Chapel Teams, Student Teams, House of Prayer teams, Outreach Teams) there is a \$125 usage fee that will be charged PER PERSON and payable at the Finance Office. ALL groups (both student and non-student) desiring to reserve MB130 will need to fill out a Reservation Form and it must be approved by the Music Department Director.

In addition to practice pianos and drums, some musical instruments (bass and acoustic guitar) are available to be checked for practice use IN THE BUILDING ONLY. These are only available to be checked out from the Music Education Office during normal office hours (Mon.-Fri. 1-5pm.) All drum lesson students are required to provide their own drumsticks.

Students may withdraw from Music and Arts lessons without academic penalty through the designated Withdrawal Deadline date that is issued by the Academic Dean each semester. A letter "W" (withdraw) will be recorded on the student's permanent record and it will not affect the student's GPA. There are no refunds issued for the withdrawal, except during the first two weeks of the semester when the add/drop process is taking place. The student will do this process online with a link provided by the Registrar's Office located in the Student Center, where the process must begin.

For students who desire to be a part of the CFNI platform worship teams, the audition process is managed through the Worship Department whose offices are located in the rear of the same building. Auditions are normally scheduled during the first week of classes during Fall and Spring Semesters, and information is given out at the New Student Orientation the week prior to the start of school each semester. Information and music is also available on the Student Portal close to the start of each semester.

## LIBRARY

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

A printer/copier is available to meet the student's needs for 10 cents per page. Students may check-out books and DVDs for a period of time: textbooks-for only one (1) week, then returned in person; kid's books-for one (1) week; and regular books-for two (2) weeks and may be renewed twice. . Reference books are only for use inside the Library and cannot be checked out.

There is an overdue charge of .25 cents per day per item, or .50 cents per day for a textbook, with a

maximum fine being the cost of the book. Fines will begin accruing at 2:00 p.m. the next day after the book is due. The cost of a lost book is the price of the book plus a \$3.00 processing fee to replace.

## 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 such as YFN, KFN and others. Students are expected to complete their summer credit in their first year of studies at CFNI. International students that fail to register for a summer credit within their degree plan, will result in termination of their I-20.

## 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 King's University, 2121 E. Southlake Blvd., Southlake, TX, 76092
- Oral Roberts University, 7777 South Lewis Avenue, Tulsa, OK, 74171
- Grand Canyon University, 3300 W. Camelback Road Phoenix, AZ 85017
- Messenger College, 2705 Brown Trail #408, Bedford, TX 76021

## 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. Absences are only excused for institute-wide occurrences such as inclement weather, holidays, breaks, school-wide events/conferences, etc. Absences due to travel, sickness/illness, appointments, outreach or platform ministry outside of CFNI are not considered excused.

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. In the event of needing to correct/adjust a recorded absence/absences shown in the Student Portal, students have 14 days (2 weeks) from the date of the recorded absence to request an adjustment from the course professor. Students should fill out and submit the respective "Attendance Request" form located in their Student Portal should they desire to request an adjustment to their attendance record. Course instructors are not obligated to adjust any attendance after the communicated deadline of 14 days. The final day to submit an attendance request for all CFNI courses is the final Friday of the school term (the Friday prior to that term's Commencement date). At the beginning of each course students must scan their ID cards, including Morning Chapel and TNE.

It will be required of 1st and 2nd year students to scan in AND out of AM Lecture and PM Lecture (TNE). All other classes will only require a clock-in to record their attendance successfully.

It will be required of 3rd year students to scan in AND out of Wednesday lecture only. All other classes will only require a clock-in to record their attendance successfully.

If a student does not scan in, the system will mark them 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.

Students who pursue the correction of a wrongly recorded absence must submit the following: dated and thorough notes from that particular date(s) for that specific course AND a legible photo of their face and the time clock. 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 will be placed on probation and may be possibly dismissed. Additionally, students are not permitted to clock in or out for other students. This is another example of defrauding the attendance policy, and it is grounds for probation or dismissal.

***Morning 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.**

### **1st and 2nd Year Absences**

MWF | 9 absences per semester  
T/TH | 6 absences per semester  
Chapel | 11 absences per semester  
AM Lecture | 14 absences per semester  
PM Lecture (TNE) | 3 absences per semester  
Student Ministry (STM) | 3 absences per semester

### **3rd Year Absences**

Monday | 3 absences per semester  
T/TH | 6 absences per semester  
Wednesday | 3 absences per semester  
Friday | 3 absences per semester  
Chapel | 11 absences per semester

## **CLOCK IN**

Between each class the clock-in has a tolerance of 5 minutes, once that time has been exceeded, it is an automatic absence.

## **CFNI STANDARD FOR AI USAGE**

### **1. Purpose and Scope**

This standard ensures the responsible and ethical use of artificial intelligence (AI) tools within academic settings. This includes maintaining academic integrity and fostering genuine learning experiences for all students. AI tools, such as ChatGPT, Anthropic Claude, and others, must be used in accordance with these guidelines to prevent misuse and uphold the values of academic honesty.

### **2. Maintaining Academic Integrity**

Cheating, plagiarism, and unauthorized use of AI tools (as defined below) are strictly prohibited. Any student found using AI tools for assignments or tests in a manner that violates these guidelines will face serious consequences. Violations may result in academic probation, dismissal, or other sanctions as determined by the Academic Department.

### **3. Permitted Uses of AI**

Students may use AI tools for the following purposes:

- **Source Verification:** Inquiring whether a source is academic or reliable.
- **Keyword Optimization:** Seeking the best keywords for library searches to refine research.
- **Proofreading:** Pasting your own written paragraphs into an AI tool for proofreading and grammar correction. Ensure that you review and verify the output for accuracy.

- Logic Assessment: Using AI to assess the logical flow of your own written paragraphs. Rewrite any revised sentences yourself before submission.
- Background Information: Searching for general background information that aids in understanding a topic, provided this information is not directly included in your submitted work. For example, AI can be used to understand the historical context of a paper on George Washington.

**\*\*Note: If English is not your first language and you use a translation tool (or AI), you must also submit your original language document along with your translated version.**

#### 4. AI Use that Violates Academic Integrity

The following uses of AI are considered violations of academic integrity:

- Discussion Questions: Using AI to generate substantive information or responses for discussion questions.
- Worksheets and Assignments: Relying on AI to provide answers or content for worksheets or assignments.
- Writing Papers: Using AI to write papers, either wholly or in part.
- Discussion Forum Contributions: Utilizing AI to compose or generate content for discussion posts or replies.
- Text Submissions: Submitting any sentence or content that was generated or significantly altered by AI, except for minor spelling or grammar corrections. If AI is used for logic assessment, rewrite the assessed content yourself before submission.

#### 5. Detection and Enforcement

Christ For The Nations reserves the right to use methods to detect AI-generated text versus human-generated text. Any violation of these standards will be addressed through appropriate academic integrity procedures.

#### 6. Conclusion

Students are encouraged to use AI tools responsibly and in alignment with these guidelines. Adhering to these standards ensures that the learning environment remains fair and that all students are evaluated based on their own work and capabilities.

For any questions or clarifications regarding the use of AI tools, students should contact the Academic Office.

### **BEREAVEMENT POLICY**

Students who experience a loss in their family during the semester are given an allotted number of days excused for their attendance. Students are able to use the bereavement specific time to grieve, process, and/or attend any funeral arrangements. If the student has to travel domestically for a funeral, they are given three (3) business days of excused bereavement attendance. If the student has to travel internationally for a funeral, they are given five (5) business days of excused bereavement attendance.

In order to receive excused bereavement attendance, the student must reach out to the Academic Department before leaving for the funeral arrangements as well as provide the requested proof of attendance to the funeral (photo of obituary, death certificate, etc.) Students are asked to refrain from sending any graphic photos related to their relative's passing.

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# STUDENT HANDBOOK

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## **MATERNITY + PATERNITY LEAVE**

Students who are expecting a child are given an allotted number of days excused for their attendance. Women are given 2 business weeks (10 days of school) of excused maternity leave. Men are given 1 business week (5 days of school) of excused paternity leave.

In order to receive excused maternity/paternity attendance, the student must reach out to the Academic Department as soon as possible as well as provide any requested proof of pregnancy/birth (at the discretion of the Academic Office).

## INTERNATIONAL STUDENTS

Each year about a third of the student population is international, coming from about 60-70 countries per semester. The International Student Affairs 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, if applicable.

### 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

An international student who is single\* is required by law to show funding in the amount of at least USD\$20,000 in order to receive an I20 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 I20 will be terminated. If the student no longer has funding, their I20 is no longer valid.

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

### 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 and obtained approval from the DSO. 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.

If a domestic scholarship student leaves early in a semester, the student will be responsible for the remaining amount of their semester. The debt will be prorated and the student will sign a loan agreement

with the Student Services Manager upon leaving. The stipulation is that the student is leaving in good standing with the school and the Department they worked for.

If an international scholarship student leaves early in a semester, any unfulfilled hours will be charged to the student's school bill. The student will be required to pay \$25 for every hour unfulfilled.

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

Each month the International Full Work Study students will receive a direct deposit stipend (Singles: \$35, Married: \$100) only for those International Full Work Scholarship Students. If a student is behind on their work hours, they will not receive their Direct Deposit. International Work-Study students will receive a stipend on school breaks that occur during their contract.

Stipend in direct deposit is given out around the 1st or 2nd week of the month. The specific date for that Direct Deposit will be given by the HR Office according to the HR PayRoll calendar.

If you are a New Student your first direct deposit will be issued as follows:

**Spring semester:** You will receive your 1st direct deposit around the 1st and 2nd week of February (\*)

**Fall semester:** You will receive your 1st direct deposit around the 1st and 2nd week of September (\*)

### **Important:**

Students will receive their direct deposit once they have submitted a Social Security Receipt to the International Student Affairs Department as confirmation they are indeed being issued a Social Security Number. Further instructions on how to obtain a Social Security Number can be received by contacting the International Student Affairs Department.

### **Established International FWS Students last stipend will be issued as follows:**

Only students who are active scholarship students on the 1st day of each month will receive a stipend for that particular month.

### **Example: if you are an active FWS student on July 1st, you will receive a full stipend for that month of July.**

If you are no longer active as a FWS student later in that same month, you will not receive a stipend for the following month (August). This policy applies to all 12 months of the year, but more specifically to the end of your official FWS status at CFNI (either because of graduation or the ending of your scholarship award period).

**Spring semester:** your last stipend will be around the 1st and 2nd week May

**Summer semester:** your last stipend will be around the 1st and 2nd week July

Fall semester: your last stipend will be around the 1st and 2nd week December

## WORK STUDY SCHOLARSHIP TIME OFF

A student may only be absent from work after completing a "Time Off Request for Work Study Students" form, which can be obtained from their Department Supervisor. The form must be completed and approved

2 weeks prior to the time off unless the absence is due to illness.

Work Study students must fill out a time off request even if they are planning to be absent from work for just one day. The student is responsible to circulate the form to the different departments and obtain the appropriate signatures listed on the form in the order requested. Even if a student talks to the supervisor and is given verbal permission, the form must be filled out and signed by ALL the required departments. Approval is not official until the last signature is received and signed off on, by Human Resources. Students are strongly advised not to book, pay for, or have family and friends pay for, any transportation until receiving final written approval on the time off request form. CFN will not pay for cancelled travel costs, change fees or other related expenses due to any student booking travel before final written approval/disapproval on the time off request form.

### **Time Off Allowance:**

Full Work Study students – 12 hours each Fall and Spring semesters.

Full Work Study students – 6 hours each Summer semester.

Tuition Only Student – 6 hours each Fall and Spring semester.

## **TAXES**

The value of housing, food, and allowance provided by the work-study program is considered taxable compensation under the United States law. ALL international students (**whether they received employment or not**) will be required to file a United States personal tax return and may be liable for United States personal income taxes. Please consult with a professional tax advisor and be careful of scams. The International Student Affairs Department will hold an informational tax meeting each Fall semester for international students only. This meeting is mandatory for each international student and especially those who are fulfilling a work study scholarship.

## **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. Each student needing a SSN will be contacted by the International Student Affairs Department to explain the process for obtaining a SSN. Students must provide their own means of transportation for a SSN appointment to a local Social Security Office. 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 Scholarship 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 \$390.00 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.

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](mailto:librarian@cfni.org)

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

## HEALTH INSURANCE

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 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 cost of regular tuition for full time students is \$3,230.00 per semester. For part time students, the cost per credit hour is \$210.00. There is also a \$350.00 Student Service Fee charged to all full and part time students. Extracurricular electives such as private/group music lessons, creative arts classes, remedial English, among others, are available at an additional tuition cost. Meal plans are required of all single students living on campus, but vary in cost depending on the size of the selected meal plan. In order to receive housing keys and be permitted to move on campus, students must first be registered. Payments may be completed online or in person at our Finance windows. International students are not permitted payment plans and are required to pay their entire semester cost upon registration. If an international student receives an additional charge by being placed in Remedial English, they are required to complete their payment by the 5th week of school. Students are strongly advised to complete their required payment and registration prior to arriving on campus. Furthermore, students may be subject to additional fees such as a registration fee, housing fee, payment plan fee, graduation fees, fines, etc. For additional details concerning prices and fees, please refer to the Financial Worksheets found in the student portal.

### HOUSING FEE (NON-REFUNDABLE)

The Housing Fee is a required non-refundable fee that covers the normal wear and maintenance of the apartment. This fee is applied each semester that a student lives on campus. Additional damage costs will be assessed and billed to the responsible student(s). Failure to pay the damage costs or other fees could be sent to collections.

### MEAL PLANS

Meal plans provided by the Christ For The Nations cafeteria are required of all students living on campus. The cafeteria is only active when school is in session. CFNI offers a variety of meal plan options which are available for selection during the registration process. In the event that a student has a medical dietary requirement that the cafeteria meals vendor is unable to meet, the student may request an exception from the meal plan by the add/drop date. To apply for a meal plan exemption, the student must complete the Meal Plan Exemption form, provide an original doctor's statement and a diet plan from a US certified dietician.

### PAYMENT PLANS

Full-time domestic students who do not pay their complete semester costs upon registration must follow the standard payment plan schedule. International students are required to pay their entire semester cost upon registration and not permitted payment plans. In addition, an administrative "Deferment Fee" charge will be added to all students following a payment plan. Domestic students who opt for the payment plan must pay a minimum of 30% of their total semester costs upon registration. This is followed by three monthly payments beginning with 25%, then another 25%, and lastly 20% to complete the remaining balance on the account.

Should a student be charged an add/drop fee, parking fines, disciplinary violations, housing fees, or any other fines, they should be paid within two weeks of the date it is charged. If a student fails to follow the payment plan schedule and misses a deadline, they will incur a \$50.00 Late Payment Fee. Furthermore, students who fail to follow the requirements of the payment plan may result in Financial Probation or an immediate dismissal and loss of credit for the semester coursework. In order to graduate, the student's balance must be completely paid and reflect a zero balance.

Payments are considered "late" 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 email notices within 24 hours may result in penalties such as: blocked student portal access, loss of gym/pool/weight

room privileges, among others. Delinquent students who fail to contact the Finance Office will be subject to dismissal. Financial holds occur when students or alumni have an outstanding balance and prevent a student from receiving transcripts, diplomas, degrees, and other student privileges.

## **RETURNED CHECKS/RETURNED CREDIT CARD TRANSACTIONS/CHARGEBACKS**

Payments may be made online or at our Finance Office via cash, credit/debit cards, checks, cashier's checks, or money orders. Students who pay with a check that is later returned due to insufficient funds will be assessed a service fee, and may be subject to the loss of check-writing privileges. This also applies to payments that are made with a credit/debit card that are later returned. If a payment is returned, it must be addressed and paid immediately. Failure to address a returned payment in a timely manner may result in penalties such as blocked access to the student portal, temporary de-activation of a meal plan, or the loss of additional campus facilities.

## **FINANCIAL PROBATION**

Finance Probation is for students who fail to meet their financial obligations in a prompt manner and encompasses two distinct levels, each impacting the eligibility for payment plans. In addition, single students on Financial Probation are only permitted dorm housing. Any students with a remaining balance at the end of each semester will be automatically placed on Financial Probation for the following semester. While on Financial Probation, the student must not miss any of their payment deadlines. Otherwise, if a payment is not completed by the provided deadlines, they may become eligible for dismissal. Students with an outstanding balance will not be allowed to register for class or extracurricular electives until their previous outstanding balance is paid in full. To be removed from probationary status, a student must complete a semester demonstrating consistent and timely payments.

**Finance Probation Level 1:** Students are placed on the first level of Finance Probation if they accrue two late fees on their account, or finish the semester with a remaining balance less than \$1,000. This will result in a hold being placed on the student's account, which can only be lifted after meeting with a representative from the Finance Office. In addition, the student will not be permitted to enroll for the following semester under the traditional 30%/25%/25%/20% payment plan. Instead, the student will follow a 50%/25%/25% payment schedule which requires a minimum payment of 50% in order to register. Should a student within the Level 1 Probation status miss a payment deadline, they will be moved to the Level 2 Finance Probation status. Additionally, should a student accrue miss two payment deadlines, then they are subject to dismissal.

**Finance Probation Level 2:** Students are placed on the second level of Finance Probation if they accrue three late fees, or they fail to meet the Level 1 guidelines. This results in the complete ineligibility of a payment plan and requires a student to pay 100% of a student's semester costs in order to register.

## **PRORATED REFUNDS**

Upon registration, the student accepts full responsibility for the total amount charged to their account for the entire semester, along with any fees that may be incurred throughout the semester. Should a student drop an extra elective, change their coursework, or lower their meal plan, they may be eligible for a refund or altered semester balance. The deadline to add/drop an elective, change coursework, or lower a meal plan is the Add/Drop Deadline each semester (please refer to the Academic Calendar for dates). Financial weeks are calculated from the first day class is in session. In the event of a withdrawal, refunds will only be considered if the student properly initiates the withdrawal process and submits the required paperwork within the first four weeks of the Fall or Spring semesters, or the first week of the Summer semester. Refunds are calculated and prorated based on the date the withdrawal process is initiated. Students who withdraw on or after the fifth week of school, or are dismissed, do not qualify for a refund. In addition, administrative or extra elective fees are non-refundable. These fees include, but are not limited to Student Service Fee, Housing Fee, Registration Fees, Lab Fees, etc.

<b>Fall and Spring Semesters:</b>			
<b>Refund Percentages:</b>		<b>Percentage Owed:</b>	
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%

<b>Summer Term:</b>	
1st week	100%
2nd and following	No refund

## DISMISSAL

Students that are dismissed are not eligible for any refunds, and the student is therefore fully responsible for their entire semester balance. Furthermore, an “X” will be recorded in the student’s permanent record within the semester they are dismissed.

## WITHDRAWAL POLICY

In the event of a withdrawal, students may request a refund as long as the withdrawal form and refund request are submitted before the fifth week of class. However, should a student withdraw on or after the fifth week of class, then they are no longer eligible for a refund and are financially responsible for their total semester balance. Regardless of the date of withdrawal, administrative fees, miscellaneous fees, or charges for extra electives are non-refundable. Should the student wish to register for classes or electives in the future, they will have to first pay their remaining balance from previous semesters. In order to withdraw, students must first meet with their respective Dean, complete and submit any necessary paperwork, and abide by the proper check-out procedures. Failure to complete this process will be deemed an improper withdrawal and result in additional fees being applied to the student’s account.

## DISCOUNTS

Christ For The Nations currently offers various discounts to provide students with assistance in paying their school bill. If a student qualifies for more than one discount, scholarship, or grant, only one may be applied to their account. Furthermore, students must reapply for these discounts upon each semester. The discounts offered are as follows:

**Referral Discount:** Current full-time day school students are eligible for a \$200 Referral Discount for each new student they refer to CFNI that successfully become full-time day school students. To receive this discount, the Referral Discount form must be submitted to the Finance Office by the Add/Drop deadline. In addition, the recruited student must mention the current student’s name on their CFNI application. Furthermore, funds credited by the Referral Discount are not eligible for a refund.

**Family Discount:** Students with an immediate family member studying concurrently as full-time day school students are eligible for a 30% Tuition Discount. This discount equates to 30% of the Tuition cost, and not the overall semester costs. In addition, this discount may only be applied to one student’s account, and is only valid during the Fall and Spring semesters.

**Alumni Discount:** Students that are the immediate family members of a CFNI Alumni are eligible for a 10%



tuition discount: This discount equates to 10% of the Tuition cost, and not the overall semester costs. In addition, this discount is only valid during the Fall and Spring semesters.

20/10 Discount: This discount provides a ministry with the opportunity to partner with a student by contributing 20% of their Tuition cost. After the ministry contributes a minimum of 20% of the student's tuition, CFNI will apply an additional 10% discount of the student's cost of tuition. In order to qualify for this discount, the ministry's contribution must be made with a check directly from the ministry, not a ministry leader or member. In addition, this discount is only valid during the Fall and Spring semesters.

## OUTREACH PAYMENTS

Individuals that wish to participate in an outreach must submit a signed Outreach Authorization form, along with a non-refundable \$100.00 payment. Outreach payments may be made online or at the Finance Office. In order to make a payment towards their outreach, a student must first be up to date on their school bill. In addition, donor payments made onto an outreach may not be transferred or refunded.

## EDUCATIONAL TAX CREDITS

Currently, Christ For The Nations Institute is not an accredited institution and is therefore not permitted by the law to issue the 1098-T form. In addition, this prevents CFNI from participating in the Department of Education's student aid programs. For additional information, please visit the IRS website at [www.irs.gov](http://www.irs.gov) and view the section that defines eligible educational institutions.

## 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. 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.

## CAMPUS HOUSING

1. Students may contact the Housing Department via email at [housing@cfni.org](mailto:housing@cfni.org) or by phone at 214-302-6417. The Housing Department Linktree (<https://linktr.ee/cfnihousing>) has important information and links to all Housing forms and applications.
2. Violation of any Housing Policy may result in a fine, Housing Probation, and/or the loss of On-Campus Housing Privileges.
3. Christ For The Nations Institute reserves the right of access to all rooms for the purpose of making routine inspection, maintenance repairs, or searches necessary to ensure compliance with CFNI rules and regulation without prior notice to or consent from the Student.
4. Upon admission, the Student gives consent to search and agrees to be bound by the search and entry procedures
5. This includes permitting CFNI officials such as Security, R.A.'s, or authorized administrative staff 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.
6. Students are financially responsible for avoidable damage to their room/apartment during their stay on campus. Avoidable damage consists of –
  - a. Damage done by the student or a guest.
  - b. Damage due to the student not reporting a maintenance problem with their room/apartment. For example, the bathroom has a leak that the student does not report. This unaddressed leak damages the wall, floor, and the room below them.
7. Rental Insurance:
  - a. CFNI is not liable for the loss, theft, or damage of students' personal property, including electronics, musical instruments, bicycles, and vehicles, and does not provide rental insurance.
  - b. Items inside a student's residence, or vehicle, are not covered under CFNI insurance.
  - c. We advise students to purchase insurance for all personal property as soon as they arrive on campus.
8. Campus Housing is zoned for residential use only.
  - a. Students may not run a business from their room/apartment.
  - b. Solicitation on campus is prohibited.
  - c. Babysitting on campus is limited to the children of campus residents.
9. Subleasing campus housing is not permitted.
10. Non-students, whether they are alumni, staff members, or friends/relatives of current students, may not stay in a student's room/apartment without permission from the Housing Department.

## ANIMAL POLICY

1. Students may not have any pets on campus unless they require a Service Animal. This includes, but is not limited to dogs, cats, birds, fish, reptiles, and rodents.
2. Emotional Support Animals are not considered Service Animals and are not allowed on campus.
  - a. Student Housing is operated by a religious organization and is therefore exempt from the Fair Housing Act (FHAct), which requires institutions to make housing accommodations for emotional support animals.
  - b. Requests to accommodate an Emotional Support Animal will be denied.
3. Service Animals as defined by the Americans with Disabilities Act (ADA) are allowed on campus.
  - a. Service Animals are ". . . any . . . animal individually trained to do work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals who are hearing impaired to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair or fetching dropped items."
  - b. Potential students that have a Service Animal must contact the Housing Department via email prior to registration and may be required to verify their need for a Service Animal.

- c. Students must pay a non-refundable pet deposit.
4. Service Animal guidelines.
  - a. Failure to follow these guidelines may result in fines up to \$200, requiring the animal be removed from CFNI property, and/or the loss of on-campus Housing Privileges.
  - b. Pets must be current on their shots, and CFNI may request vaccination records at any time.
  - c. Animals that consistently lunge at or act in an aggressive manner toward people or animals may not stay on campus. If the Housing Department receives complaints about aggressive behavior, the owner will receive a warning. Further complaints may result in fines and or requiring the animal be removed from CFNI property.
  - d. Animals are not allowed in any commercial buildings unless necessary for their owner's service-related needs.
  - e. Pets must be confined in a crate or kennel whenever a CFNI staff member is expected to enter the owner's apartment, including during scheduled Inspections conducted by the Housing Department.
  - f. When outside, pets must be leashed, accompanied by someone 12 or older, and under their complete control at all times.
    - i. The only exception to being on-leash is if CFNI has made available a fenced-in area designated for off-leash activities.
    - ii. Within these areas, well-behaved dogs may spend short periods of time off-leash, and their owners must remain with them and be prepared to control the animal as needed.
  - g. Designated pet areas are located in the fields between Cornerstone/Bethel and Morning Star/Maranatha.
  - h. Pets are not allowed in the playground to "play with" children.
  - i. Pet waste must be cleaned up immediately and disposed of in the trash. Waste may not be left outside of apartments to be disposed of "later".
  - j. Animals may not relieve themselves in or around apartment complexes unless there is an emergency or during severe weather.
  - k. Extendable leashes are not allowed because they do not allow complete control of the animal at all times.

## ON-CAMPUS HOUSING ELIGIBILITY

1. To be eligible for on-campus housing, students must meet the following criteria:
  - a. Be an in-person full-time student enrolled in classes.
  - b. Be in good standing with the Finance and Housing Departments.
  - c. Family Housing Eligibility:
    - i. Students must be married or have legal custody of at least one dependent.
    - ii. Only the student, their spouse, and dependents may live in their assigned apartment.
    - iii. Students may be required to show proof of identity and relationship, such as a passport, marriage certificate, birth certificate, custody agreement, etc.
2. Students that withdraw or are dismissed from CFNI during the semester are no longer eligible for on-campus housing.
  - a. Single students have 3 days to complete the Check-Out process and leave campus.
  - b. Families have 7 days to complete the Check-Out process and leave campus.
3. Student Storage:
  - a. CFNI does not provide in-semester storage for students. There are storage rental facilities in the Dallas area where students may rent a storage unit.
  - b. Students that withdraw or are dismissed from CFNI during the semester or do not qualify for Winter and/or Summer Storage between semesters must remove all personal items from Christ

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For The Nations property within the time period communicated by the Housing Department.

4. Housing Probation and Revoking Housing Eligibility:
  - a. Single students placed on Housing Probation lose the privilege of living in semi- or private housing the following semester. They may also be required to move out of semi- or private housing during the current semester, but that decision would be made in cooperation with the Deans Department.
  - b. If a student (single or married) on Housing Probation continues to exhibit the behavior that placed them on Housing Probation, he/she may have their Housing Eligibility revoked for the following semester.

## OFF-CAMPUS HOUSING ELIGIBILITY

1. Students are eligible to live off campus if they meet the following requirements:
  - a. The student or their immediate family members have lived in the Dallas/Fort Worth area for at least 6 consecutive months prior to the student's initial application to CFNI.
  - b. Complete the application process through the Academic Department.
  - c. Provide an address verification in the form of a utility bill, phone bill, or car insurance statement. The bill must be in the student's or, if living with a family member, their family member's name.
  - d. If the student is living with a family member, the family member must provide a notarized letter stating the student will be living at their address.
2. Students that begin the semester by living off campus but wish to move on campus during the semester must contact the Housing Department via email for information.

## CHECK-IN PROCEDURES

1. All on-campus students must check-in with the Housing Department (located in the Student Center) in person upon arrival.
2. Students that are already registered and are arriving outside of normal business hours may request to pick up their keys from the Security office.
  - a. This request must be made via email at least 2 business days prior to their arrival and is subject to approval from the Housing Department.
  - b. If approved, the student must check-in at the Housing Office the following business day after arrival on campus.
3. Keys will be issued to the registered student and may not be picked up by anyone else.
4. All students must complete the Student Move-In Assessment Form by the listed due date. This form will be referred to after Check-Out when assessing damages.
5. On-campus students that fail to register or check-in with the Housing Department within 3 business days of arriving on campus and are found to have been living in on-campus housing will be
  - a. Fined \$100.00.
  - b. May be charged a prorated amount for each day they used Campus Housing.
  - c. Placed on Housing Probation.
  - d. Students that knowingly allow a student that has not checked in or is not registered to stay in their room/apartment will be fined \$100.00 and may be placed on Housing Probation.
6. Students that knowingly allow a student that has not checked in or is not registered to stay in their room/apartment will be fined \$100.00 and may be placed on Housing Probation.

## ROOM TRANSFERS

1. Students must have permission from the Housing Department to switch rooms/apartments. Students that move without permission will be required to move back to their assigned room/apartment, will receive a

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- \$50.00 fine, and may be placed on Housing Probation. A second offense will be fined at \$100.00, and the student will be put on Housing Probation.
2. Students that use an empty room/apartment for any reason (as storage, for cooking, studying, etc.) will receive a \$50.00 fine for the first offense. A second offense will be fined at \$100.00, and the student will be put on Housing Probation.
  3. Single Student Housing room/apartment transfers are limited to “swaps” unless the requested destination room is under capacity, in which case, transfers will be on a first-come, first-served basis.
    - a. The Room Transfer Request Form will open for submissions at 8 am on the Wednesday after the semester begins and will close the following Wednesday at 5 pm. No transfers will be approved until the form closes.
    - b. Requested Transfers are not guaranteed and are subject to availability and approval by the Deans and Housing Departments.
    - c. Approved transfers incur a \$50.00 Transfer Fee that must be paid prior to moving.
  4. Family Housing transfers are only approved for issues with family size, such as expecting a child or being originally given a smaller apartment than needed due to availability. Students that would like to transfer apartments must contact the Housing Department via email for more information.
    - a. Requested Transfers are not guaranteed and are subject to availability and approval by the Deans and Housing Departments.
    - b. Approved transfers incur a \$100.00 Transfer Fee that must be paid prior to moving.
  5. If the Housing Department requires a student in Single or Family Housing to transfer rooms/apartments due to either health/safety concerns or necessary repairs, there will not be a transfer fee assessed.
  6. All students that transfer rooms/apartments must adhere to all Check-In and Check-Out Procedures, as well as any additional requirements communicated in writing by the Housing Department. Failure to follow all requirements will result in fines.

## ROOM/APARTMENT AUDITS

1. The Housing Department will conduct a Student Housing Audit each semester.
2. All students must provide accurate information by the announced due date.
3. Failure to complete the Audit accurately and on time will result in a \$50 fine.

## STUDENT HOUSING INSPECTIONS

1. The Housing Department conducts routine scheduled inspections during each semester. Items that staff members will be checking for include, but are not limited to, the following:
  - a. Cleanliness
  - b. Excessive clutter
  - c. Visible damage
  - d. Smoke detectors are functioning. Note: Smoke alarms with intermittent “beeps” require a battery change. Submit a work order to replace the battery. Non-functioning smoke detectors are an automatic fail. Tampering with a smoke detector in any way is a serious offense and may result in a fine as well as being placed on Housing Probation.
2. The Inspection Calendar and Inspection Standards are located on the Housing Linktree.
3. Single Housing inspections occur every other week.
4. Family Housing inspections take place monthly.
5. The Housing Department will email students a reminder for their first scheduled inspection of the semester. Students are expected to use the Inspection Calendar to track the dates of subsequent inspections.
6. Inspections are Pass/Fail.
  - a. Students will be inspected based on the Inspection Standards for their building/complex.

- b. A room/apartment passes inspection if the staff member inspecting finds 3 or fewer Inspection Standards violations.
  - c. 4 or more Inspection Standards violations results in a Fail.
  - d. Students that fail in-semester inspections will be fined \$50.00. Students that fail 3 or more inspections in a semester may be required to participate in a Work Detail in lieu of the \$50.00 fine. Students that consistently fail inspections or are found to be living in exceptionally cluttered/dirty apartments may lose their on-campus housing privileges.
7. Single Student Housing
- a. Inspections are not individual, the room/apartment occupants will Pass or Fail as a group.
  - b. All personal furniture, appliances, and electronic devices (excluding personal grooming items) must be labeled with the owner's name. This ensures students are accountable for removing their possessions at Check-Out.
  - c. All furniture, appliances, and electronic devices will be checked for cleanliness. This includes the interiors of all kitchen appliances, including, but not limited to, refrigerators, microwaves, blenders, air fryers, pressure cookers, etc.

## ROOM/APARTMENT CARE

- 1. Students may not alter, remodel, or make any changes to their assigned room/apartment. This includes, but is not limited to, adding door locks, installing peepholes, removing light fixtures, painting, installing items to partition rooms or block hallways. Only small nails are permitted in Family and Single Student Housing.
- 2. Students may not place signs or stickers on doors, windows, walls, post them in common areas, tuck them into door jambs, or hang them from doorknobs.
- 3. Students may not advertise businesses or services by posting or distributing signs, flyers, and/or stickers.
- 4. Students may not have waterbeds or operate heavy-duty machinery in rooms/apartments.
- 5. Bicycles may be stored inside apartments if they are clean and do not cause damage.
- 6. Provided Furniture:
  - a. Students are responsible for all CFNI furniture in their assigned room/apartment.
  - b. Single student rooms/apartments are furnished with a bed and clothing storage for each student.
  - c. Family apartments for international students are furnished with bed(s) and clothing storage. CFNI may also provide a dining table with chairs and a couch, but those items are subject to availability.
  - d. Family apartments for domestic students will not be furnished.
  - e. Fines will be assessed for any defacing, destructing or the removal of any of CFNI's furniture.
  - f. CFNI staff are not responsible for moving/removing any personal items.
- 7. Kitchens and bathrooms:
  - a. Do not dispose of grease, fat, fruit peelings, rice, or fibrous materials down the sink. This will cause clogs and backups.
  - b. Some apartments may have garbage disposals. Garbage disposals are not meant to process grease, fat, bones, corncobs, fruit peelings, rice, or fibrous materials. To use a garbage disposal, start running water before turning on the disposal and continue running the disposal until the contents of the sink are gone.
  - c. CFNI does not supply or maintain dishwashers in campus housing. Some student apartments may contain a functioning dishwasher, if this is the case, students must use automatic dishwasher detergents, not standard liquid dish soap.
  - d. Toilet paper is the only item that may be flushed. Do not flush wipes (even if they are marked

- “flushable”), napkins, paper towels, sanitary napkins, tampons, or deodorizers.
8. Floors with hard surfaces must be maintained by regular sweeping and mopping. Carpeted floors must be maintained by regular vacuuming.
  9. Heating and Air Conditioning (HVAC):
    - a. Family housing apartments have their own HVAC units with locked thermostats that limit how low the air conditioning temperature can be set (68 degrees Fahrenheit) and how high the heating temperature can be set (75 degrees Fahrenheit).
    - b. Mary Martha and Agape have a Boiler/Chiller system. This means that students in these buildings only have access to heating or air conditioning depending upon which is activated. During the Spring Semester, the Facilities Department will turn off the Boiler and turn on the Chiller allowing students access to air conditioning. During the Fall Semester, the Facilities Department will turn off the Chiller and turn on the Boiler allowing students to access heating.
    - c. Gospel Courts apartments on the ground floor share an HVAC unit with the apartment above them. This means that the unit is controlled by the student living in the upstairs apartment.
    - d. GLT rooms have their own units.
    - e. To conserve electricity, do not run HVAC units while room/apartment doors or windows are open.
    - f. During extremely hot and cold weather, please close window blinds and curtains (if applicable) to assist the HVAC unit in keeping the room/apartment at a comfortable temperature.
  10. Exterior:
    - a. Due to Dallas City Code:
      - i. Items may not be left outside of rooms/apartments. This includes, but is not limited to, door mats, plants, chairs, benches, shoes, umbrellas, etc.
      - ii. Items may not be stored underneath staircases.
      - iii. Windows may not be covered by aluminum foil or any similar material.
    - b. Donations of food, furniture, clothing, toys, or other items may not be left anywhere on campus, including laundry rooms, beside dumpsters, and within apartment complexes. Violations may result in a fine of \$200.00 per occurrence.
    - c. Bikes, scooters, and outdoor toys:
      - i. Two-wheeled bikes (including those with training wheels) and scooters must be labeled with the student’s last name and apartment number and stored in designated racks.
      - ii. All other items (skateboards, balls, outdoor games, riding toys, etc.) must be stored within the owner’s apartment.
      - iii. Bikes, scooters, skateboards, roller skates, etc. may not be used in complex walkways, sidewalks, or parking lots. Young children may use them in complex courtyards. Older children and teenagers may use them at Family Park.
    - d. Grills and smokers: Students in Family Housing may have 1 grill or 1 smoker that is stored in designated areas of their apartment complex. The grill or smoker must be labeled with the student’s name and apartment number.
      - i. Grills and smokers may not be used on balconies, in apartments, or in walkways.
      - ii. Students may use any installed gas grills within their complex or Family Park.
        1. Users are limited to using 1 grill at a time and should be considerate of others regarding the length of time they are using the grill.
        2. Do not use charcoal briquettes in the grills.
        3. Do not burn trash in the grills.
        4. When finished, shut off the gas valve and clean all surfaces thoroughly.
    - e. Items may not be draped over railings, fences, balconies, or windows or left outside the

apartment door

- f. The Facilities and Housing Department will conduct unscheduled walkthroughs to ensure students are following Housing guidelines.
  - i. Bikes, scooters, grills, and smokers that are not labeled will be disposed of.
  - ii. Any other item that is found outside will be disposed of.
  - iii. Items such as door mats, plants, decorative items, etc. will result in a \$50.00 fine, and students will be required to remove the items.
- g. Windows covered by aluminum foil or similar material will result in a \$50.00 fine, and students will be required to remove the covering.

## GARBAGE AND RECYCLING

1. Garbage should be placed in plastic bags, tied closed, and removed from the apartment as needed. Trash bags may not be placed outside of rooms/apartments at any time.
2. All garbage must be placed into the regular dumpsters, not the recycling dumpsters.
3. If the dumpster is full, find another one. Do not leave trash on the ground or on top of the dumpster.
4. All empty pasteboard and/or cardboard boxes or containers must be broken down (flat) before placing them into the dumpster.
5. Cardboard, plastic, tin cans, and glass may be placed in the recycling bins. Do not put recycling into trash bags, place the items into the bin loose.
6. Items that may not be recycled:
  - a. Greasy cardboard (such as pizza boxes).
  - b. Plastic bags from stores.
  - c. Trash bags.
  - d. Full bottles or cans.
  - e. Food.
  - f. Food packaging.
  - g. Plants or other vegetation.
  - h. Liquids.

## HOUSING AMENITIES

1. Laundry Services:
  - a. App-based washers and dryers are available Monday through Saturday from 8:00 a.m. to 10:00 p.m. daily. If there are any problems with a machine, contact Advantage Laundry at 1-800-880-2138 Ext.105.
  - b. Students that wish to place a notice, poster, or sign on laundry room bulletin boards must email the Housing Department for permission. Unauthorized postings will be removed and discarded immediately
  - c. Students must use the laundry room in their room/apartment building.
  - d. Students may not leave unwanted or “donation” items in the laundry rooms.
  - e. Portable washers, dryers, dishwashers, or any other portable appliances are NOT allowed in student housing.
  - f. Respectful Usage: Students must be considerate of other building residents by removing laundry promptly, wiping down the machines after use, and reporting any malfunctions or damage to the Laundry Service.
    - i. Usage Limits: Students may use two machines at the same time.
    - ii. Time Limits: Any clothing left unattended in a machine for more than an hour will be removed and discarded.



2. Family Park
  - a. Single students may not use Family Park unless they are being hosted by a resident of Family Housing (student, staff, or alumni) or are taking part in a CFNI event.
  - b. Children under 12 must be accompanied by an adult.
  - c. Family Park is a public space and may not be reserved or sectioned off for personal use.
  - d. Students may use this area for parties, including setting up décor, but they may not limit other's access to the area and must clean up afterwards.
  - e. Entertainment such as bounce houses, petting zoos, clowns or other entertainment acts, game trucks, and food trucks are not allowed.
3. Complex Pools:
  - a. Morning Star residents may use the pool in their complex. Students living in Cornerstone, Agape, Mary Martha, GLT and Gospel Courts may utilize the pool at Gospel Courts.
  - b. Campus pools do not have lifeguards at any time, and everyone swims at their own risk.
  - c. Pool rules are posted at each pool and must be adhered to by those present.
  - d. Cover ups must be worn to and from the pool. Please refer to the Dress Code in the Student Handbook for guidelines on the proper swim attire.
  - e. Exterior pool hours:
    - i. Exterior pools are open for the “summer” and their season open/close dates are determined by the weather.
    - ii. When open, the daily hours are 10 am to 9:pm for children under 18. Adults 18 and older may swim until 10 pm.
  - f. Children under 12 years old must be accompanied by an adult who is 18 years or older.
  - g. Guests must be accompanied at all times by adult residents 18 years or older.
  - h. Children who cannot swim well must wear “floaties” on their arms or a life vest.
  - i. Children who are not toilet trained must wear a diaper and rubber pants when in the pool.
  - j. Games and activities involving running, diving, or rough play are not permitted.
  - k. To maintain pool filters, hairpins and barrettes may not be worn while in the pool. Do not enter the pool after tanning oils have been applied.
  - l. Dallas City Ordinances require the following:
    - i. No glass containers or food are allowed in the pool area.
    - ii. No person having an open cut or communicable disease is allowed in the pool.
    - iii. All pool furniture must be kept at least 4 feet away from the pool. All items that could be climbed on must stay 3 feet away from the pool fence.

## NOISE CURFEW & SOCIALIZING

1. A noise curfew is in effect throughout all courtyards in family housing after 9:00 p.m. and single housing courtyards after 10:00 p.m.
2. Prolonged socializing through open doors or windows is prohibited.
3. Ongoing or advertised prayer meetings and Bible studies in campus housing must be approved by the deans.

## OVERNIGHT GUESTS

1. Overnight guests (either relatives or friends) may stay up to 3 days with approval from the Deans and Housing Departments.
2. Students must contact their dean to begin the approval process at least 7 days prior to their guest arriving.
3. Overnight guests are not permitted in single housing during the first and last month of each semester, and CFN conferences and events.

4. Single students may request an extension of up to 7 days (to stay a total of 10 days) and will be charged \$5 per day. Fees must be paid prior to their guest's arrival.
5. Students in Family Housing may request the following extensions:
  - a. Up to 30 days for non-family member guests. They will be charged \$5.00 per day. Fees must be paid prior to their arrival.
  - b. *The length of time a family member may stay on campus will be determined on a case-by-case basis as will the schedule for paying fees.* Family member guests will be charged \$5.00 per day with a cap of \$100.00 for a 30-day period. Ex. A person staying for 15 days will pay \$75.00. A person staying 30 days will pay \$100.00. A person staying 45 days will pay \$175.00.
6. All guests staying longer than 3 days must obtain a temporary parking permit from security if they have a vehicle.
7. Guests are subject to all student conduct policies.
8. Students are not allowed to have guests stay in their apartment when they are absent.
9. Students that allow non-students to stay overnight in their room/apartment without approval from the Deans and Housing Departments will be fined \$100.00 and may be placed on Housing Probation. The Deans Department may require additional consequences.
10. The Housing Department must approve any extenuating circumstances.

## MAINTENANCE AND SECURITY

1. Maintenance
  - a. Submit a work order request by filling out the Work Order Request Form. Note: Work orders requesting assistance with moving or putting together furniture will be denied.
  - b. Office hours are 8:00 a.m. to 5:00 p.m., and their office number is 214-302-6379.
  - c. Emergency Maintenance hours are weekdays from 5 pm – 8 am and weekends starting Friday at 5 pm – Monday at 8 am. The emergency number is 214-727-6136. Emergencies include:
    - i. Smoke or fire (if there is a fire that can't be put out, call 911 first).
    - ii. Active leaks (water is actively leaking and cannot be stopped).
    - iii. Loss of electricity.
    - iv. Loss of heat if the internal temperature is below 60 degrees.
    - v. Loss of air conditioning if the internal temperature is 85 degrees or higher.
    - vi. One-bathroom rooms/apartments - the toilet is unusable.
    - vii. If the issue does not fall into the above categories, please submit a work order request, and contact Facilities during business hours.
2. Emergency Security: 214-302-6200
  - a. If there is imminent danger, call 911 for police, fire, and/or ambulance services and contact Security as soon as possible.
  - b. Students that are locked out of their rooms/apartments should contact Security to gain access. They will be charged a \$5.00 lockout fee. Students may not remove window screens or "break-in" to their room/apartment, doing so will result in a \$50.00 fine.

## RESIDENCE BETWEEN SEMESTERS

1. Single Student Housing:
  - a. All single students are expected to move out of their assigned housing no later than the Monday after Commencement or, for the Summer Term, the Monday after the term ends.
  - b. Winter Housing/Storage:
    - i. Students that are planning to return as in-person, full-time students for the following Spring Semester, may request Winter Housing or Storage.
    - ii. To be eligible, students must:
      1. Complete the application by the due date communicated by Housing.
      2. Be in good standing with the Housing Department.
      3. Have their account balance paid off.

4. Pay the Winter Housing/Storage charges in full by the due date communicated by the Finance Department.
    - iii. Students that are approved will be assigned to their current (Fall assignment) room/apartment for the Spring Semester.
    - iv. Students approved for Winter Storage must complete all Check-Out procedures and turn in all keys prior to leaving campus no later than the Monday following Commencement.
  - c. Summer Housing/Storage
    - i. CFNI does not provide Summer Housing for single students unless they have a zero-account balance for the Spring Semester and belong to one of the following categories:
      1. Students that are completing their Summer Credit, either by going on an outreach or working for one of the Summer Camps.
      2. Scholarship students that will be working their scholarship hours during the summer.
      3. International students that are unable to return home and have no other place to go.
    - ii. Summer Housing is limited and based on availability. Summer Credit and working Scholarship students get priority when assigning Summer Housing.
    - iii. CFNI does not provide Summer Storage except for students going on an outreach. Storage space is limited and will be assigned in coordination with the Outreach Coordinator.
2. Family Housing:
  - a. All students in Family Housing are expected to move out of their assigned housing no later than the Monday after Commencement or, for the Summer Term, the Monday after the term ends unless they meet the following criteria:
    - i. The student or student's spouse will be an in-person, full-time student for the Summer or Fall semester.
    - ii. The student has applied and been approved for Summer Housing/Storage.
    - iii. The student's account is at a zero balance.
    - iv. The student is in good standing with the Housing Department.
    - v. The student has paid in full for Summer Housing/Storage.
  - b. Family Housing is limited by availability. Students that will be returning for the Fall Semester but either choose not to apply or are ineligible for Summer Housing/Storage are not guaranteed on-campus housing.
  - c. Students fulfilling their Summer Credit but who will not be attending as an in-person, full-time student for the Fall Semester must vacate their apartment no later than the Monday following the end of the Summer Term.
3. The Housing Department does not grant Housing Extensions.

## CHECK-OUT PROCEDURES

1. All students moving out of a room/apartment must adhere to all Check-Out Procedures, including the items listed below and any additional deadlines and/or requirements communicated by the Deans and/or Housing Departments.
2. All required paperwork (whether paper or digital) must be completed and turned in by the deadline communicated by Housing.
3. All keys must be placed in a sealed envelope and returned to the Housing Department by the deadline communicated by Housing. The envelope must have the student's name, ID number, and room/apartment location written clearly on the front.
4. On the scheduled move-out date, Rooms/Apartments must be clean, empty of all personal possessions, and ready for Final Inspection.
5. Final Inspections for End of Semester:

- a. Staff members will inspect the room/apartment for cleanliness using the Inspection Standards. In addition, students must follow the below guidelines:
  - i. All personal items must be removed. This includes “donations” such as furniture, refrigerators, and kitchen appliances.
  - ii. Trash must be bagged and placed in the dumpster.
  - iii. The area directly outside the room/apartment must be litter-free, swept, and free of any personal items.
  - iv. All CFNI furniture, including mattresses and bed frames, must be clean, dust-free, and placed in their original positions. This includes bunk beds that were disassembled to create two standalone twin beds, and beds that were moved to a different room.
  - v. Any provided furniture that is not built-in or attached to the wall must be pulled 6 inches away from the wall.
  - vi. All room/apartment drawers must have clean interiors and be left 1/3 open.
  - vii. All room/apartment cabinets and closets must be clean with the doors left open.
  - viii. Blinds must be clean, down, and with the slats open.
  - ix. Thermostats must be set at 76 degrees and their fans set at low speed.
6. Final Inspections for Room/Apartment transfers:
  - a. If the student has roommates: A staff member will inspect the transferring student’s personal space (bed area, dresser, closet, and bathroom) for cleanliness and removal of all personal items.
  - b. Family or Private room/apartment transfers: Students must follow the guidelines for an End of Semester Final Inspection.
  - c. All transferring students are subject to Check-Out and Final Inspection fees.
7. Failure to follow Check-Out Procedures (including any additional deadlines/requirements communicated by the Housing Department) and Pass Final Inspection will incur the following fees:
  - a. Improper Check-Out, \$50.00 – failure to follow instructions or Check-Out within the communicated timeframe.
  - b. Missing Form, \$50.00 – failure to turn in all required Check-Out form(s) within the communicated timeframe.
  - c. Missing Key(s), \$50.00 – failure to turn in one or more keys within the communicated timeframe.
  - d. Final Inspection Failure, \$100.00 – failure to pass the Final Inspection. This may also result in the following additional fees:
    - i. Cleaning Fee, \$100.00 – failure to adequately clean the room/apartment requiring that the space be cleaned by staff or an outside contractor.
    - ii. Mover’s Fee, \$50.00 minimum – failure to remove all personal belongings requiring staff member(s) to move and dispose of them. The final fee amount will depend on how many and what type of items were left behind.
    - iii. Damage Fee, \$50 minimum – failure to report damage to the room/apartment when it occurred during the semester. The final fee amount will depend on how extensive the damage is and the cost of repairs.
    - iv. Furniture Replacement, \$50 minimum – damage to provided furniture requiring it to be repaired or replaced. The final fee amount will depend on the cost of the repair or a replacement item.

## 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 \$20.00 each. The ID card provides necessary building access and attendance logs. Students must reactivate their ID if they withdrew, graduated or were dismissed, and decided to return. 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.

### CAMPUS-WIDE POSTER/FLYER ADVERTISEMENTS

All external and departmental posters/signs, including any advertisements outside of those listed above must be approved at least 24 hours in advance by the Academics Department

The Operations Coordinator 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. 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 acceptable. Rare exceptions may be granted with written authorization from the Provost/Dean of Students.

### CAMPUS LAWN

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. In addition, watching movies and/or television shows that explicitly contradict biblical values is inappropriate. Before attending R rated movies, please check with the dean's department for approval. Any public showing of movies on campus should be limited to PG, unless approved by the dean.

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 yearly live recording is released. 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 (GLHOP) 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.

## REC-ROOM

The Rec-Room is located besides the Nations Café inside the Christian Center (CC). The Rec-Room is open from 12:00PM-10:30PM on school nights and 12:00PM-12:30AM on nights where there is no school the next day. The Rec-Room is monitored by a 24-7 surveillance camera. Please respect the equipment and steward it well. In the event that an item is broken due to negligence or improper use, the student will be fined the cost of replacement for said item.

## 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 third Tuesday of every month during the semester, the worship team will lead a night of worship for students, staff, alumni and the community. These times of refreshing have been pivotal in helping students find future direction. Please note that this is still a required class for students to attend.

## 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. Multiple churches are 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.

## RESTORATION CENTER

The Restoration Center is a ministry located on campus focused on restoring the lives of individuals and families that are dealing with psychological and emotional trauma through the power of prayer, the prophetic, and the best methods in Christian ministry and psychology.

With the increasing understanding of the power of prayer and the prophetic in ministering to the soul and overwhelming evidence that some psychological, emotional and even physical issues have spiritual roots, the Restoration Center will harness the power of prayer and the prophetic to augment some of the best methodology in Christian ministry and the behavioral sciences to deal with emotional and psychological issues that people face in their personal lives, career or ministry.

In addition to serving Christ For The Nations students, staff and alumni, the Restoration Center also serves the community and people that need help in the area of inner healing and deliverance. You can apply for an appointment directly on our website [www.restorationcenter.cfn.org](http://www.restorationcenter.cfn.org). Our ministry also offers an ECE weekly class every semester. The Restoration Center offices are located at the Jack Moore Hall (JM), on the second floor. For questions please call 214-302-6439, email at [restorationcenter@cfni.org](mailto:restorationcenter@cfni.org) or visit [www.restorationcenter.cfn.org](http://www.restorationcenter.cfn.org).

## THE HEALING PLACE

The Healing Place is a Christ-centered facility dedicated to ministering healing to those who have physical illnesses. The purpose of The Healing Place is to teach what the Bible says about health, healing and wholeness.

We believe in the integrity of the Word of God because Luke 21:33 says, “Heaven and earth will pass away, but My words will by no means pass away.” Our foundation is the Word of God. Psalm 107:20 says, “He sent his word, and healed them, and delivered them from their destructions.” Sickness and disease are destructions of the enemy; however, God has given us His Word, which says He will heal us. This is our inheritance!

Participants who come to The Healing Place are taught God’s Word concerning healing and how to apply it to their afflictions. Learning and applying the truth of the Word causes faith to increase and healing to manifest. They are called participants because it is important they participate in prayer agreement and by applying God’s Word in their lives. Over the years we have witness numerous testimonies of individuals receiving their healing from cancer, diabetes, blind eyes, deaf ears, lung disease, recovery from being brain dead, and many more. Students also have an opportunity to join the CFNI healing team after being trained at The Healing Place. Healing classes are held every Tuesday from 3:00p.m. – 4:00p.m.

### What We Offer

- Individual ministry sessions are available, by appointment, for any kind of physical ailment. CALL FOR APPOINTMENTS.
- Hospital visits
- Home visits
- Training on how to establish and operate a healing place ministry.

Where: The Healing Place is located in the Freda Lindsay Building (Room 134) across from the YFN offices.

### Hours:

- Monday and Wednesday-Friday from 8AM-5PM
- Tuesday from 8AM-3PM and 4PM-5-PM

Tel: 214-302-6432

<https://cfni.org/healingplace/>



## CAMPUS SERVICES

### 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](http://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 CONNECTIVITY

A Secure-Wi-Fi network named “STUDENTS” is available in all Institute buildings from 6:00am - 11:00pm every day of the week. To access this Wi-Fi, use the email address you use in your Student Portal together with your Student Id as printed on your access card for the password. The first time you try to get access to the Wi-Fi, you will be presented with the option to accept a secure certificate from the authentication server, which you will need to accept. You will then be shown a splash screen where you will have to accept the terms and conditions of the CFNI Wi-Fi network. Please ensure that you tick the checkmark on this screen signifying you accept the terms and conditions. After this step is complete, you will be connected to the “STUDENTS” Wi-Fi network. The same set of credentials may be used in the GLT, Agape and Mary & Martha dorms for internet access in those apartments.

With the exception of the GLT, Agape, and Mary & Martha House, which have only Wi-Fi access, every apartment on campus has one (1) Ethernet port for wired internet access. You will need to provide your own device, such as an Access Point or Router, 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 accessing 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](mailto:internet@cfni.org). Scanning the QR code on the “Internet Outage” poster that can be found in all Campus Laundry Rooms or in the Campus Life section of the Student Portal .

### 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 103 in the Student Center Building and the nurse has posted hours during the school terms as follows: M-F 1pm-5pm.

The Nurse’s office number is 214-302-6452.

## 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
Monday – Friday	
• Gym	1:00 PM to 5:00 PM, and 6:00 PM to 10:00PM
Tuesday	
• Gym	1:00 PM to 5:00 PM
Saturday	
• Gym	8:00 AM – 12:00 PM, 1:00 PM to 6:00 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.

## FOOD SERVICES

All single students who reside on campus are required to participate in one of the food service programs in the Food Court. Students can purchase “Nana’s Bucks” meal cards from the Food Service provider that can be used for additional meals or items from the Nations Cafe.

“Nana’s Bucks” meal cards may be purchased by families and persons living off-campus. Cash, check, and credit cards are accepted.

To-go meals are available upon request. Meal cards are non-transferable and may not be loaned to or used by anyone else.

Christ For The Nations has contracted Nana’s Kitchen as our food services provider. 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 semester, 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: 6:30 a.m.—7:45 a.m.
- Lunch: 11:55 a.m.—1:30 p.m.
- Dinner: 5:00 p.m.—7:00 p.m.

Saturdays and Sundays, and school holidays like Fall Break and Good Friday, two meals will be served:

- Brunch: 11:30 a.m. - 1:00 p.m.
- Dinner: 5:00 p.m. - 7:00 p.m.

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 by filling out a form from the Academic Office in the SC. Passes are valid Monday through Friday until 12:10 p.m. All single students who reside on campus are required to participate in one of the food service programs provided by the Food Vendor in the Christ for the Nation’s food court. In the event that a student has a medical food requirement that the meal supplier is unable to meet, the student may request an exemption from the food program. To be considered for exemption, the student must collect the following: Original Doctor’s Statement, which must be current (within 30 days) and must be from a US doctor, Original Diet Plan from Dietician (must be a US-certified Dietician), and a Signed Medical Verification waiver (for both).

## 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 five (5) weeks of Youth For The Nations (YFN) programs with one of those weeks being bilingual (YFN Español). 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. KFN Preteen Impact is strategically designed to provide campers in the

very crucial ages of 10-12 the opportunity to encounter God. They also enjoy learning new skills, enjoying crazy games and activities, and making new friends while at this amazing four-day overnight camp. KFN student interns earn summer credit as they serve both Day Camp and Preteen Impact Camp.

Since 2011, Ginger Lindsay, CFN Board Vice Chairman, CFN Magazine Editor In Chief and Executive Director of Ministries & Corporate Events, 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 is located on the first floor of the Freda Lindsay World Missions Building and both explain and defend the Bible-based Creationist 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](http://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.

## STUDENT APARTMENT COMPLEX ADDRESSES:

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

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

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

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

Agape House  
3522 Conway St.  
Dallas, TX 75224

Mary Martha House  
3434 Conway St.  
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

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

\*See the housing department 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 Department of Public Safety/Texas Online Private Security. Security related questions or concerns can be answered by calling 214-302-6202, the Security Office Number, or by emailing [security@cfni.org](mailto:security@cfni.org). CFNI Security's 24 hour mobile number is 214-302-6200. If you have a serious or life-threatening emergency, call 911 before calling security. Security office is in the IB.

### 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\_student" to (469)290-2582.

### 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 on to 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.

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.

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. Please note that 99% of all vehicle break-ins occur due to visible valuables left in unlocked vehicles.

### CARE AND USE OF CFNI STUDENT ID & NANA'S KITCHEN MEAL CARD

Students are responsible for the treatment and use of their student ID badge. This access card is only to be used for the cafeteria, identification, attendance, and campus door access. Security strongly asks that all students visibly wear their ID badge in any commercial building on campus. This card is

not to be lent or used by anyone other than you. Misuse will result in disciplinary action. The access card contains electronics that can easily be damaged if not cared for properly. Do not deface, cover, or remove the identification picture from your badge. If violated you will be required to replace your ID and pay a \$20.00 fee. If the card is deactivated or lost, a new one must be purchased.

## 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. Upon initial registration the Security Department will provide your first Student ID card and vehicle parking permit. Should the student, or student's household, need an additional ID or parking permit there will be a charge of \$20.00 for additional IDs and \$5.00 for additional parking permits. 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, in the Parham Hall of the Institute Building, or emailing [security@cfni.org](mailto: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. Female students living in Agape House will be issued a custom parking permit to facilitate the "Female Only" overnight parking regulation in Agape House and Mary Martha parking spaces.

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, at no charge, 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 are to be registered with the security department. This will enable easy identification of the bicycle in case of theft.

## 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 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 unless otherwise noted with the appropriate signs. 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, or maintenance parking spaces.

Parking spots with dashed lines or spots without a line on both sides of the vehicle are considered no parking zones and should be avoided at all times. Taking up more than one parking spot due to parking on or over the line may result in a fine.

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 could be fined \$30.00 to \$100.00 by security for not adhering to these parking policies, exceeding speed limits, parking in a handicapped parking without permission, distracted driving (such as texting), 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 up to \$100.00 for violating the speed limit.

## FINES AND FEES

All forms of payment for tickets, lockout, ID, or registration fees will be paid through your student account at the finance window in the Student Center. Vehicle registration fees and ID replacement fees need to be paid in advance before receiving either your parking sticker, or your new badge. Be sure to bring your receipt to the security office as proof of purchase. Tickets for parking or moving violations as well as lockout fees are not required to be paid in advance. You have 7 days to appeal a ticket charge after that the ticket will stand. It is entirely up to the security department on whether a violation fine will be charged or changed to a warning. The likelihood of a ticket being altered is conditioned on whether the student has been issued previous campus violations, or the severity of the violation.



## WEAPONS

Weapons, fireworks, explosives of any kind, explosive devices, chemical dispensing devices larger than a keychain, illegal knives (blade over 5.5 inches long), clubs, or prohibited weapons of any kind, are not permitted by students on campus. Only licensed and CFN-authorized individuals are permitted to carry concealed weapons on campus.

## 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, and married students are expected to use discretion while on campus. Displays of affection include holding hands on campus, prolonged embraces and any manner of kissing whether on or off campus. This applies to both on-campus and off-campus students.

### 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.

# STUDENT HANDBOOK

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 others 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, electronic cigarettes, non-medical narcotics or hallucinogenic drugs, including marijuana are not acceptable, this rule still applies even if the particular drug is legal in your home state.

It is considered inappropriate for students to attend concerts and clubs that include inappropriate dancing and/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 provide practical and spiritual counsel to the students, helping them to maintain a healthy relationship with God. Disciplinary action is taken to correct behavior and bring students to a place of restoration and health. The Deans of Men, Women, and Families implement policies, procedures, behavioral fines, probations, and dismissals. The Student Conduct Committee consists of the following: Dean of Students, Men's Deans, Women's Deans, Dean of Families, Academic Dean, and Registrar.

***Discipline Procedures*** - Every student should be familiar with the Student Handbook, which outlines the moral and social standards that every CFNI student is expected to uphold. Students who disregard or violate said standards are subject to disciplinary action. All disciplinary procedures are subject to the discretion of the dean's department.

***Probation/Dismissal*** - Each respective dean's office is responsible for probations and or/dismissals and are approved by the Dean of Students. There are four kinds of probation, per CFNI policy. A student may be dismissed if placed on two consecutive probations. The four types of probation are:

- **Academic Probation** is a status where the student may not participate in any activity beyond the core curriculum requirements, nor participate in any public ministry from the platform, music ministry, student council, student ministry leadership, RA ministry, or any service on CFNI Campus, etc. Students on Academic Probation are not eligible to begin or continue concurrent studies at DBU. Outreaches and field trips may be restricted and limited (based on individual

review by the Academic Department) as well. If you are on Academic Probation for consecutive semesters, it is grounds for dismissal.

\*Some reasons for probation can be an automatic dismissal depending on the severity of the situation.

There are 3 types of Academic Probation statuses. A student's Academic Probation status will be determined by the Academic Dean/Academic Dean Assistant upon reviewing the student's academic performance for the previous/current term.

- **Academic Supervision:**

If the office determines that the student is in good academic standing overall with limited failings and low concern for regression in academic progress throughout the semester, they may be placed on Academic Supervision. With the approval of the Academic Dean and at the discretion of the Academic Department, Academic Supervision would allow the student to participate in activities beyond the core curriculum requirements and in leadership positions such as RA ministry, student ministry leadership, etc.

Students who fail chapel will be placed on an automatic Academic Supervision status.

- **Academic Probation 1**

Students placed on a Probation 1 status would include, but are not limited to:

- Domestic students with a first time probation status (GPA under 2.0)
- Failing morning chapel for the second consecutive semester

- **Academic Probation 2**

Students placed on a Probation 2 status would include, but are not limited to:

- International students with a first or second time probation status (consequences of probation may affect an I20 status)
- Plagiarism/cheating
- Defrauding the time clock
- Domestic students with a second time probation status (GPA under 2.0)
- Domestic/International student is on Disciplinary Probation as well as Academic Probation

The Academic Department reserves the right to assign a student to Academic Supervision or Academic Probation 1 or 2 upon review of academic performance, attendance records, academic integrity, etc.

Students on Academic Supervision may be required to meet with the Academic Dean/ Academic Dean Assistant, but specific Academic Supervision stipulations will be communicated by the Academic Dean/Academic Dean Assistant.

Students on Academic Probation 1 or 2 will be required to meet with the Academic Dean/Academic Dean Assistant every other month until the end of the semester of the current Academic Probation term. Students that violate any academic probation stipulations set in place by the Academic Office will be at risk of dismissal.

# STUDENT HANDBOOK

Academic Probation statuses are in effect from the date of initial communication sent by the Academic Department until the final day of the term. Probation statuses are always re-evaluated at the conclusion of a term.

- **In-House Probation** (issued by the Deans) is a status where the student can be allowed to participate in extra activities beyond core curriculum with supervision with approval of a Dean. Students will be required to meet with the appropriate dean once a month until the end of the semester of current in-house probation. Students that break probation regulations will be automatically placed on Disciplinary Probation and/or can be at risk of dismissal.
- **Disciplinary Probation** (issued by the Deans) is a status where more serious offenses have occurred. Students on Disciplinary probation may not participate in public platform ministry, music ministry, outreaches, or student leadership teams which includes but is not limited to: Student Council, Student Ministry leadership (such as YFN or KFN leadership), or RA ministry.
- **Housing Probation** is a status where the student is no longer eligible for deluxe, semi-private, or private housing options. Repeated offenses may result in revoking on-campus housing completely.

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 Dean of Students who will consult the Student Conduct Committee for the final ruling on the appeal.

- **Appeal Process** – Students desiring to appeal a dismissal must submit a written request to the Dean of Students within 24 hours. If the Dean of Students feels that there is evidence to support an appeal hearing, the Dean of Students will schedule a meeting with the Student Conduct Committee to hear the appeal otherwise, you will receive an email denying the appeal. When an appeal is upheld, the student should properly exit the school by surrendering the ID Card, parking sticker and contacting Students Services 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 Dean of Students and the Registrar will provide the final decision on re-enrollment after a dismissal.

## MAINTAINING ACADEMIC INTEGRITY

Cheating, plagiarism, or unauthorized use of artificial intelligence tools (such as ChatGPT, Anthropic Claude, Team AI, etc.) are strictly prohibited and will not be tolerated by the Academic Office. If a student is found using any artificial intelligence on assignments or tests, they may face serious consequences, including academic probation or dismissal. Permitted Uses of Ai" are listed in the [ACADEMICS](#) portion of the handbook. Refer to [CFNI STANDARD FOR AI USAGE](#).

## 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 can be fined \$100.00.

## **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 CODE 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 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 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.

## **STAGE/TRAVEL MINISTRY ATTIRE**

The following guidelines concern acceptable platform wear under normal circumstances. Its application pertains to student speakers, worship leaders, musicians, singers, choir members and other platform leadership roles (ie. student council, etc.). Follow the CFNI dress code guidelines strictly remembering that we are not only being seen here on campus, but also being live streamed on several platforms. If you are a part of a travel team, honor the dress code set forth by the host ministry. If they do not have a dress code, the CFNI classroom attire dress code should be followed.

## **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.

## **CLASSROOM ATTIRE**

*(Also includes Tuesday Night Encounter)*

The standard classroom attire is to be worn during classes as well as all events or gatherings on campus.

Appropriate men's attire includes slacks, nice jeans with holes no higher than knee when sitting down, dress shirts, sports shirts, sweaters, nice sweatshirts or t-shirts with acceptable/appropriate logos are permissible. Semi-formal dress is also acceptable. Men must wear shirts, unless they are in their dorm rooms, apartments or at the pool.

Appropriate women's attire includes: Nice sweatshirts, blouses, or t-shirts with acceptable/appropriate logos. Sleeveless blouses with a strap wider than 2", dress slacks, jeans with holes no higher than knee when sitting down. Leggings and jeggings are acceptable with appropriate tops that come to mid-thigh or below. Nice sweatshirts or t-shirts with acceptable/appropriate logos are suitable. Semi-formal dress is also permitted. All women's attire must be worn with the proper undergarments. Women's apparel should not show the midriff, even with hands lifted. 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 come 75% down the thigh (slits should be modest as well).

Casual dress is not permitted when classroom or event attire is required. International students may wear

# STUDENT HANDBOOK

formal dress attire from their nation, including ethnic head-wraps and head coverings, if approved by the Deans department. The Deans have the discretion to determine whether or not clothing is inappropriate.

No hats (including baseball caps, bucket hats, cowboy hats, or any other brimmed hats) are allowed to be worn during any class time and during Tuesday Night Encounter (TNE's). However, beanies are allowed.

Dress code violations are upheld with a strike system. Violations begin with a one time warning and dress code violation form. Second strike will incur a \$25 fee. The third strike requires a dean's meeting with grounds for further disciplinary actions to take place.

## 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.

Students are expected to abide by the following dress code on campus after school hours. T-shirts, tank tops and sleeveless shirts are permitted. These tops are permitted as long as they are not spaghetti straps and do not expose the midriff or bare sides. .. Workout capris, sweatpants, biker shorts, leggings, and pants are permitted, provided they are not sheer. Shorts/biker shorts are expected to cover 50% or more down the thigh.. Shorts must still be visible under any top that is worn. Avoid wearing see-through material. Hats and flip flops are allowed.

## GYM/POOL ATTIRE

Modesty for both men and women includes clothing that is not tight and revealing, unless worn as undergarments to shorts and shirts. The entire casual dress code is applicable to the CFNI gym as well. As previously stated, when wearing shorts or biker shorts of any kind, they must cover 50% down the thigh, with a top that does not expose the midriff or bare sides while working out. Again, no spaghetti strap or strapless tank tops. Any clothing made of see-through or excessively revealing material should not be worn.

Appropriate pool attire on campus *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..

Appropriate attire at the pool on campus *for men* includes swimsuits that are not racing swimsuits. It is only appropriate to swim in swim trunks having a five inch inseam or longer. Shirts and shoes must be worn to and from the pool.

## 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 in the duration of the school semester, however students are permitted to get tattoos between semesters. New piercings are allowed at any time.

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.

# STUDENT HANDBOOK

Because of limited space in the dormitories, computer monitors/flat screen TV's may not exceed 32 inches unless all roommates consent. 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.

## PARTY PASSES

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. Party passes can be obtained after filling out the form in the student portal and after receiving approval from your respective dean's department.

Students are allowed to submit a Party Pass for male and female students to gather together in an Agape or Gospel Court dorm room under following stipulations:

- There is at least one RA present
- There are more than 4 students present (must be at least 2 of the same sex: i.e. two girls & three guys, or vice versa)
- If there are bedrooms within the apartment, no one of the opposite sex enters the bedroom or bathroom together.
- There is a physical pass signed by the Dean's Department to be able to be presented if asked.
- All Party Passes expire at 9PM (including for the Common Room)

## 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 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, and Agape, are expected to be in their apartments at 11:00PM 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. Residents of Gospel Courts & Third Year students do not have an enforced curfew.

Students who need to be out past the curfew time should obtain a work pass or one-time curfew extension from their appropriate dean in advance. New passes are required each semester. Students must be in his/her own quarters at curfew.

Men must leave the Agape premises by 9PM, and women must leave the Mary Martha premises by 9PM every night of the week. These expectations apply to the complex courtyards, the Agape Common Area, and any room using an approved Party Pass. Students are more than welcome to hangout together in public areas such as the Rec Room, Mary Martha Park, or Family Park until their expected 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 contemplating



engagement or marriage during their time at CFNI will meet with their 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.

## AGAPE COMMON ROOM

Every room/student will be assigned a week to assist in cleaning the Agape Common Area. The tasks and expectations are delegated through the Dean's Department & Property offices. Failure to show up on your assigned week or an inspection failure due to improper completion of assigned tasks can result in a personal fine or permanent closure of the Agape Common Room. After 3 failed inspections in the Agape Common Room, the area is subject to permanent closure.

## 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 fourteen (14) years of age or younger must be accompanied by an adult. 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 13 years and younger must be with their parents or chaperoned in their apartments after sunset. Children 14 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.

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. Playing in the courtyards of the complexes is strictly prohibited. For the children's protection, they should not run, play, or ride any type of vehicle in the parking lots. Children have designated play areas and equipment has been strategically placed at the family park for their convenience.

## 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 for 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.

## CFNI PRESCHOOL

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 night's 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 4<sup>th</sup> 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.

# STUDENT HANDBOOK

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 ASSOCIATION

Upon graduation, it is very important that alumni members remain connected to CFNI and the Alumni Community to learn about the tools, resources and benefits that are available to support their ministry and calling. CFNI has become a part of every student’s life, and each student has become a part of our family. We care for what happens in each student’s lives following their incredible season at CFNI. This is why the CFNI Alumni Community offers great opportunities for networking, relationships, partnerships, fellowship, encouragement and more. Whether God has called you to be a Minister or to be part of the Marketplace the Alumni Department will provide opportunities to establish these connections through alumni gatherings, network, partnerships and more