



**CALIFORNIA COAST**  
**BIBLE COLLEGE**

**California Coast Bible College**  
**Student Handbook 2019-2020**

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**The City Church**

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### Notice of Nondiscriminatory Policy

California Coast Bible College (“CCBC”) admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally made available to students at the school. CCBC does not discriminate on the basis of race, color, national or ethnic origin, or any other basis prohibited by federal and state law, in administration of its admission policies, financial aid programs, educational policies, and other school-administered programs.

# CALIFORNIA COAST BIBLE COLLEGE

## HONOR CODE

I, \_\_\_\_\_, believe that it is the will of God for me to be enrolled in CCBC for the \_\_\_\_\_ school year. I believe that God desires to do a significant work in my life that includes a deeper understanding of His Word, a stronger personal relationship with Him, the further maturing of my Christian character, the strengthening of personal disciplines in my life, the sharpening of my ministry skills, and the development of life-long friends. As a son/daughter of God, and a student of CCBC, I confidently agree with the following:

**1. EXCELLENCE** - I apply myself wholeheartedly to my spiritual and intellectual pursuits, focusing my attention on learning in the classroom and communicating a spirit of excellence in my speech, conduct, appearance, and attitude.

*2 Tim 2:15* Study and do your best to present yourself to God approved, a workman who has no reason to be ashamed, accurately handling and skillfully teaching the word of truth.

*1 Tim 4:12, 15-16* Let no one look down on [you because of] your youth, but be an example and set a pattern for the believers in speech, in conduct, in love, in faith, and in [moral] purity. Practice and work hard on these things; be absorbed in them [completely occupied in your ministry], so that your progress will be evident to all. Pay close attention to yourself [concentrate on your personal development] and to your teaching; persevere in these things [hold to them], for as you do this you will ensure salvation both for yourself and for those who hear you.

**2. CHARACTER** - I remain open to the dealings of the Holy Spirit in all areas of my life, in the development of Christian character and true godliness. I allow God to shape my character and continually transform me into His image as I renew my mind with His Word.

*2 Pet 1:5-8* Now for this very reason also, applying all diligence, in your faith supply moral excellence, and in your moral excellence, knowledge, and in your knowledge, self-control, and in your self-control, perseverance, and in your perseverance, godliness, and in your godliness, brotherly kindness, and in your brotherly kindness, love. For if these qualities are yours and are increasing, they render you neither useless nor unfruitful in the true knowledge of our Lord Jesus Christ.

*Rom 12:2* And do not be conformed to this world, but be transformed by the renewing of your mind, so that you may prove what the will of God is, that which is good and acceptable and perfect.

**3. AUTHORITY** – I honor and respect the authority and covering that God has put over me in this season including The City Church and CCBC leadership.

*Heb 13:17* Obey your spiritual leaders and recognize their authority, for they keep watch over your soul without resting since they will have to give an account to God for their work. So it will benefit you when you make their work a pleasure and not a heavy burden.

*1 Pet 2:13-15* In order to honor the Lord, you must respect and defer to the authority of every human institution, whether it be the highest ruler or the governors he puts in place to punish lawbreakers and to praise those who do what's right. For it is God's will for you to silence the ignorance of foolish people by doing what is right.

**4. STEWARDSHIP** - I am responsible for and fulfill the financial commitments that I have made and to whom I have made them.

*Luke 14:28-30* "But don't begin until you count the cost. For who would begin construction of a building without first calculating the cost to see if there is enough money to finish it? Otherwise, you might complete only the foundation before running out of money, and then everyone would laugh at you. They would say, 'There's the person who started that building and couldn't afford to finish it!'"

*Psalms 15:4b* They make firm commitments and follow through, even at great cost.

**5. HEALTH** - I respect my body as God's temple and practice sound eating, sleeping, and exercise habits.

*1 Cor 6:19-20* Don't you realize that your body is the temple of the Holy Spirit, who lives in you and was given to you by God? You do not belong to yourself, for God bought you with a high price. So you must honor God with your body.

*1 Cor 10:31* Whether you eat or drink, live your life in a way that glorifies and honors God.

**6. PURITY** - I surround myself with healthy friendships and give no place to immoral, unethical or illegal activities or engaging in any behavior that is contrary to biblical standards, both on and off campus. In addition, I do not engage in any behavior that is contrary to the Student Handbook.

*1 Thess 4:3* God's will is for you to be set apart for him in holiness and that you keep yourselves unpolluted from sexual defilement.

*2 Tim 2:21* If you keep yourself pure, you will be a special utensil for honorable use. Your life will be clean, and you will be ready for the Master to use you for every good work.

**7. FOCUS** - Unless currently married or engaged, I will take advantage of this season to keep my focus on developing my relationship with God and not pursuing romantic relationships while enrolled as a student at CCBC. I purpose to make the most of my time for God's agenda.

*1 Cor 7:32, 35* I want you to live as free of complications as possible. When you're unmarried, you're free to concentrate on simply pleasing the Master...All I want is for you to be able to develop a way of life in which you can spend plenty of time together with the Master without a lot of distractions.

*Phil 3:14* I run straight for the divine invitation of reaching the heavenly goal and gaining the victory-prize through the anointing of Jesus.

*Eph 5:15-16* So be very careful how you live, not being like those with no understanding, but live honorably with true wisdom, for we are living in evil times. Take full advantage of every day as you spend your life for his purposes.

**8. SOBER-MINDED** - I refrain from the use of cigarettes, marijuana, vaping, non-prescribed medication/drugs of any kind, along with any mind-altering and/or illegal substance.

*1 Cor 6:12* Just because something is technically legal doesn't mean that it's spiritually appropriate. If I went around doing whatever I thought I could get by with, I'd be a slave to my whims.

*Eph 5:17-18* Therefore do not be foolish and thoughtless, but understand and firmly grasp what the will of the Lord is. Do not get drunk with wine, for that is wickedness (corruption, stupidity), but be filled with the [Holy] Spirit and constantly guided by Him.

*1 Pet 5:8* Be sober [well balanced and self-disciplined], be alert and cautious at all times. That enemy of yours, the devil, prowls around like a roaring lion [fiercely hungry], seeking someone to devour.

**9. PEACE** - I cultivate peaceful relationships with others, and do my part to immediately resolve conflicts that may arise, loving and forgiving others as Christ commands.

*Rom 12:16-18* Live in harmony with each other. Don't be too proud to enjoy the company of ordinary people. And don't think you know it all! Never pay back evil with more evil. Do things in such a way that everyone can see you are honorable. Do all that you can to live in peace with everyone.

*Eph 4:31-32* Lay aside bitter words, temper tantrums, revenge, profanity, and insults. But instead be kind and affectionate toward one another. Has God graciously forgiven you? Then graciously forgive one another in the depths of Christ's love.

**10. FAITHFULNESS** - I am prompt and faithful in my attendance and participation in all chapel times, class times, ministry practicums, church services, and all other required events.

*1 Tim 1:12* I thank Christ Jesus our Lord, who has granted me [the needed] strength and made me able for this, because He considered me faithful and trustworthy, putting me into service [for this ministry]

*1 Cor 4:1-2* So then, let us [who minister] be regarded as servants of Christ and stewards (trustees, administrators) of the mysteries of God [that He chooses to reveal]. In this case, moreover, it is required [as essential and demanded] of stewards that one be found faithful and trustworthy.

**I choose to commit to and abide by all of the guidelines and standards of conduct as outlined in the Student Handbook along with any other guidelines issued in oral or written form by the leaders of CCBC. I understand that if, at any time, my actions no longer match the agreement I have made, my choices could result in dismissal from the college. I further understand that my signature represents my acceptance of the Honor Code and completes a contract between CCBC and me.**

***This document will need to be signed by students online when accepted to CCBC.***

# I. INTRODUCTION

Welcome to California Coast Bible College and The City Church! We count it a privilege that you would spend this season with us as you prepare for the future. We believe that God has led you here as part of His divine will for you. He has a purpose for your life that is worth preparing for and we trust that this is the time and place to do so. Our desire for you is that you will discover and fulfill everything He has in mind as you grow in your relationship with Him.

This handbook is intended to help you get the most out of your experience here. Although not exhaustive, it addresses some of the most common questions and issues you will face. It will help you understand and take full advantage of the processes designed to assist you to become all God wants you to be during this season of your life. It includes our expectations of you as a student so that you can be clear about important parameters during your time here. It also includes faculty-approved policies designed to foster learning both in and out of the classroom.

Please review this handbook carefully as you are responsible for knowing all the information in it.

**The rationale for every policy and expectation is not given, but in general, the rationale for them comes from these categories: biblical absolutes, church/program values, growth goals, and community standards.**

## A. Biblical Absolutes

There are policies that flow from the moral absolutes contained in Scripture. California Coast Bible College seeks to be a place where the teachings of the Bible are applied to daily life. Submission to God's Word and yielding to His Spirit are keys to fulfilling God's purpose.

## B. City Church / CCBC Values

As a ministry of The City Church, California Coast Bible College reflects its values. The values that have produced a large, stable, reproducing, multi-generational church are promoted in CCBC. Care is taken to distinguish between Biblical principles that can be universally applied and methodology that may differ from one church context to another.

## C. Growth Goals

California Coast Bible College is constructed to be a place where personal and spiritual growth is accelerated. It is intended for people who are serious about becoming Christ-like, self-disciplined and effective in their calling. Comfort and ease are not valued as highly as transformation and growth. It is assumed that a student entering California Coast Bible College is deeply committed to personal and spiritual growth and will view all instruments of this process to be allies in this pursuit.

## D. Community Standards

California Coast Bible College seeks to cultivate a Christian "family atmosphere" where students develop meaningful God-honoring relationships. Living together necessitates guidelines for the sake of harmony and mutual benefit. Our policies include community standards based on wisdom, respect for others, principles of community life and/or health and safety. At times a student's own personal values may not be in harmony with the community standards. In those instances, we ask the student to defer to the community standards, while remaining open to communicate regarding any areas needing clarification.

**These policies and guidelines are in effect throughout the entirety of the school year, including Thanksgiving break, winter break, spring break, any other breaks, and the summer months for those who plan to continue their education for a second year of CCBC.**

## II. VISION AND VALUES

### A. CCBC Vision

California Coast Bible College is an educational ministry of The City Church existing to train students to discover and prepare for the call of God on their lives through various avenues such as: Biblical training, personal mentorship, corporate chapel times, mission trips, and practical ministry application in the local church setting.

At California Coast Bible College, you will:

- Experience God
- Establish Your Foundation
- Discover Your Purpose
- Develop Your Gifts
- Transform Your Future!

### B. City Church Vision

We exist for anyone to BELIEVE in God, to BECOME who God created them to be, and to BUILD up the Church and our city.

### C. City Church Vehicles

In order to fulfill our mission, we utilize four simple vehicles:

1. **Gatherings** - We value our weekly Sunday gatherings. Our aim is to make Jesus famous and give people the opportunity to meet with Him every time we gather. We are one church with three campuses: City Church Ventura, City Church Agoura, Iglesia de la Ciudad (Ventura Spanish Campus).
2. **City Groups** - We value the principle of doing life together through groups, where we are committed to one another in love. In this community of groups, we see people come to believe in God, become who God created them to be, and to build up the Church and our city. We have a variety of groups emphasizing every season of life, many common interests, and meeting various needs. At The City Church, we do life together and, as a result, we do life better!
3. **Grow Classes** - The City Church Grow Classes are designed to help you follow Jesus in a deeper and more meaningful way. From your initial decision to find out more about the vision of The City Church, to finding a fulfilling leadership role on our team, these classes will provide you with a path to experience growth and fulfillment within the church.

The classes are comprised of four specifically designed monthly gatherings. Each gathering will help you take a step toward God's plan for your life. Ultimately, our goals are to help you grow in your relationship with God, connect with people, and discover your calling and gifting in the church where you become a vital part of the team.

4. **The Team** – We believe that saved people serve people. Every believer has a distinct set up gifts and abilities given to them by God to serve others. Our desire is that every believer would discover their purpose through the grow classes and become a part of the team.

## D. City Church Values

1. We are all about Jesus (**Priority**)
2. We pray about everything (**Prayer**)
3. We believe big (**Faith**)
4. We empower people (**Empowerment**)
5. We are generous (**Generosity**)
6. We bring our best (**Excellence**)
7. We show honor (**Honor**)
8. We enjoy life (**Enjoyment**)
9. We value every generation (**Generations**)
10. We play our part (**Serving**)
11. We strengthen families (**Family**)
12. We are better together (**Unity**)

## E. Statement of Faith

1. **Scripture** - We believe in the plenary-verbal inspiration of the accepted canon of the Scriptures as originally given and that they are infallibly and uniquely authoritative and free from error of any sort in all matters with which they deal, including scientific and historical as well as moral and theological. *2 Timothy 3:16; 1 Corinthians 2:13*
2. **God, Himself** - We believe in the Eternal Godhead who has revealed Himself as ONE God existing in THREE persons: Father, Son, and Holy Spirit; distinguishable but indivisible. *Matthew 28:19; 2 Corinthians 13:14*
3. **Creation** - We believe in the creation, test and fall of man as recorded in Genesis and his total spiritual depravity and inability to attain to divine righteousness. *Romans 3:10-18*
4. **The Lord Jesus Christ** - We believe in the Lord Jesus Christ, the Savior of men, conceived of the Holy Spirit, born of the Virgin Mary, very God and very man. *Luke 1:26-35; John 1:18; Isaiah 7:14; 9:16*
5. **Christ's Death & Resurrection** - We believe Christ died for our sins, was buried and rose again the third day, and personally appeared to His disciples. *1 Corinthians 15:14; Romans 4:25*
6. **Christ's Bodily Ascension** - We believe in the bodily ascension of Jesus to heaven, His exaltation, and His personal, literal, and bodily coming again the second time for the Church. *John 14:2-3; 1 Thessalonians 4:13-18*
7. **Salvation by Grace Through Faith** - We believe in the salvation of sinners by grace, through repentance and faith in the perfect and sufficient work of the cross of Calvary by which we obtain remission of sins. *Ephesians 2:8-9; Hebrews 9:12, 22; Romans 5:11*

8. **Water Baptism** - We believe in the necessity of water baptism by immersion in the name of the Eternal Godhead in order to fulfill the command of Christ. *Matthew 28:19; Acts 2:37-39; 19:1-6*
9. **Baptism of the Holy Spirit** - We believe in the baptism of the Holy Spirit as an experience subsequent to salvation. *Acts 2:1-4; 8:14-17; 10:44-46; Galatians 3:14-15*
10. **The Gifts of the Spirit** - We believe in the Spirit-filled life, a life of separation from the world, perfecting holiness in the fear of God as an expression of Christian faith. *Ephesians 5:18; 1 Corinthians 6:14; 7:1*
11. **Marriage** - We believe in the sanctity of marriage as established by the Holy Scriptures, that God created marriage, and that the only legitimate marriage is the joining of one man and one woman. *Genesis 2:24; Romans 7:2-3; 1 Corinthians 7:10-11; Ephesians 5:22-33*
12. **Healing** - We believe in the healing of the body by Divine Power, or Divine healing in its varied aspects as practiced in the Early Church. *Acts 4:30; Romans 8:11; 1 Corinthians 12:9; James 5:14-15*
13. **Communion** - We believe in the Table of the Lord, commonly called Communion or the Lord's Supper, for believers. *1 Corinthians 11:28-32*
14. **Tithes, Offerings, and Prosperity** - We believe in the Tithes (the first ten percent of our income) that belongs to the Lord, offerings that are given willingly, and alms that are given to the poor. We believe prosperity is the will of God for every believer and always to be associated with God's purpose. *Deuteronomy 8:18; 2 Corinthians 8:9; 9:6-15*
15. **Eternal Life** - We believe in eternal life for believers and eternal punishment for unbelievers. *John 5:24; 3:16; Mark 9:43-58; 2 Thessalonians 1:9; Revelation 20:10-15*
16. **Satan & His Judgment** - We believe in the reality and personality of Satan and the eternal judgment of Satan and his angels. *Matthew 25:41; Revelation 20:10-15*

# III. PHILOSOPHY OF STUDENT GROWTH

It is our firm conviction that God wants every believer to be transformed into the image of Christ. This necessitates prioritizing transformation above other interests. California Coast Bible College is committed to being a place that fosters personal growth in an intentional way. Students are encouraged to identify areas that they need to improve in, implement strategies to see real change and evaluate their progress. This is done in a safe and friendly environment where exposed weaknesses are viewed as growth opportunities rather than reasons for rejection. Serving God’s purpose in your life is our highest honor.

## A. Growth Goals

The programs and processes of California Coast Bible College are designed to help students:

1. Learn the Word
2. Grow spiritually
3. Cultivate Christian character and lifestyle
4. Develop personal disciplines
5. Discover calling and destiny
6. Hone ministry skills
7. Acquire a Biblical worldview

## B. Contributors to Growth

Following are some of the things that have proven to assist students in their development:

**1. Impartation:** We believe in the power of impartation. Often there are key moments when the Holy Spirit imparts specific grace to us through a wide variety of means. At California Coast Bible College, this seems to happen regularly in classes, chapel times, church services, house meetings, and city groups. For this reason, we ask all students to be faithful in attending all of these gatherings with an expectant heart.

**2. Accountability:** Accelerated growth often doesn’t happen without outside accountability. This is a dynamic tool that can motivate us beyond our own limitations. Students are asked to be accountable in a variety of areas, not as a sign of a lack of trust, but as a proponent of progress in their lives. This involves an honor system that presumes a sincerity on the part of the student to desire integrity above merely satisfying a system’s requirements.

**3. Mentoring:** Generations is one of our core values; we believe that mentoring relationships allow us to invest in the next generation by doing life together, as well as imparting knowledge and wisdom, so that students can grow in their relationships with God and develop as leaders.

**4. Practical Involvement:** The “in-working” of faith is coupled with the outward demonstration of works. Students need the opportunity to give out while they are receiving to make their learning tangible and meaningful. Some of the Holy Spirit’s best work in us happens as we are focused on serving others. The local church provides the ideal context for this kind of “hands-on” learning. All students get to serve in this local church during the duration of their enrollment in the program.

**5. Peer Relationships:** Being in a close-knit community with like-minded friends is a great advantage to anyone desiring growth. Mutual encouragement and accountability are great resources and relationships formed while in the program often become strategic later in life.

As in so many life pursuits, the more we commit ourselves to something, the greater its fruit. Students who fully embrace and engage in EVERYTHING this program has to offer tend to benefit the most from their investment. If, for any reason, a student feels they are not receiving all they desire from California Coast Bible College, the college staff would sincerely appreciate the opportunity to discuss their concerns.

## IV. SPIRITUAL LIFE

Recognizing spiritual growth to be the most important key to life success, California Coast Bible College places a strong emphasis on this area. We seek to provide an atmosphere conducive to spiritual development. The most important area students can grow during their time here is their personal relationship with Jesus Christ. All students are continually encouraged in their own walk with God and much of the program is aimed at equipping a student's spiritual development.

### A. Personal Devotional Life

The foundation for all spiritual experience is one's own personal relationship with God. Students are encouraged to develop a daily, meaningful and uniquely personal devotional life. The dynamic, spiritual atmosphere of California Coast Bible College can make it easy to become dependent on the corporate gatherings of the church and overall program. Students are strongly encouraged to utilize these corporate times to motivate their own private devotional times rather than replace them. Our desire is that students will move forward from this season with a significantly more intimate relationship with God. Though there is no formal system of accountability for this area, faculty and staff are available to students as spiritual coaches to assist them in this pursuit.

### B. CCBC Spiritual Life

Equally as important as an individual walk with God is a person's ability to function as a team member in unity with other believers in the Body of Christ. California Coast Bible College provides a variety of organized opportunities to foster spiritual growth:

**1. Chapel:** Students attend CCBC chapels and City Church prayer times as scheduled.

**2. Practicum:** Successful completion of practicum credits is a graduation requirement.

The practicum programs are based on the following beliefs:

- a. All Christians should serve others.
- b. God's primary instrument in the world is the local church.
- c. Students often learn best by doing.
- d. Practical application is an essential part of academic education.
- e. Ministry skills are best developed in a purposeful context that includes supervision, mentoring and evaluation.

**3. Mission Trips:** Successful completion of a CCBC Mission trip is also a graduation requirement. One of the vital parts of your training as a CCBC student will come through participation in one of our mission trips. These trips vary in location and duration each year. There are both national and international opportunities provided as the Lord directs. We offer at least one international trip (price not covered in tuition) to locations including Thailand, Uganda, Mexico, Philippines, Dominican Republic, or Brazil. New international trip locations are added regularly.

*Our "local" mission trips are mostly covered in the price of tuition, and may include Mexico. All of our destinations require a passport for the purpose of travel. All students must apply for or have already obtained and possess proof of a valid passport before finalizing enrollment in CCBC.*

**4. Conferences & Events:** Along with orientation week, the retreat and graduation week activities, participation in any scheduled CCBC conferences or events is required.

- 5. Outreach Events:** Students will participate in scheduled outreach and ministry trips, including partnering with established ministries (ex. Dream Center) throughout the year. Please refer to the student calendar for all scheduled events.

## C. Church Spiritual Life

Being a faithfully active participant in a local church is a baseline of the Christian life. Part of our overall vision includes *“training leaders in the church, by the church and for the church.”* We believe that a critical part of student development comes through personal involvement in church life.

All students are required to participate in weekly scheduled church events as follows:

- 1. Sunday Services:** Students are required to attend one weekend service and serve in one weekend service in any of the following areas of ministry.
  - City Kids (Nursery, Teeny Kids, Tiny Kids, Mini Kids, and City Kids)
  - Worship Team
  - Service Production
  - Hospitality
  - High School or Middle School Class
  - Guest Experience (Hosts, Greeters, & Parking)
  - Grow Class Hosts
  - Set Up / Pack Up Team

Students are responsible to communicate with the various volunteer coordinators to be put on a regular schedule rotation. An accountability report must be submitted each week indicating which service was attended and in which ministry you served.

- 2. Sunday Pre-Service Prayer:** Attend pre-service prayer where/when scheduled to serve.
- 3. Collective:** Attend Collective (College & Young Adult) gathering as scheduled (one Sunday evening each month) as well as pre-service prayer.
- 4. City Group:** Attend or lead a city group on a regular basis.
- 5. First Thursday Prayer:** Attend “First Thursdays,” which is a monthly corporate church prayer service in both Ventura and Agoura Campuses. Students may be assigned to either campus throughout the year.
- 6. Conferences & Events:** Attend & serve in all City Church conferences & events as scheduled.

Attendance reports for all of the above must be submitted on a weekly basis. Students may be excused from the required services on the same basis as class excuses are given and must turn in an absence request for approval.

These requirements are NOT intended merely to be an obligatory acknowledgment that we are a Christian institution, but are sincerely meant to enhance each student’s spiritual growth.

## D. Church Membership

CCBC Students will become members of The City Church upon completion of the Grow Classes. Membership in the City Church does not take the place of membership in a home church.

**101 - Church** - Become better acquainted with the story, vision and values of The City Church. Come to connect with others and have the opportunity to become a church member.

**201 - Purpose** - Discover and understand how your personal strengths and gifts reveal a path to your purpose. We believe God created each person with a specific purpose for his/her life.

**301 - Leaders** - Discover how to become a successful leader of a City Group at The City Church.

**401 - Team** – Find out how being on one of our teams produces growth and fulfillment and truly connects those involved to our community.

### **Tithing & Generosity**

Tithing refers to the practice of systematically giving 10% of one's income back to the Lord for His work (Deuteronomy 12:6). Freewill offerings and giving to the poor should also be a part of our giving (Galatians 2:10). A student should practice tithing and generosity as led by the Holy Spirit.

### **Lifestyle Witness**

As followers of Christ, we live in a manner that is equitable and that displays honesty, good faith, fairness and responsiveness to all. CCBC students are expected to live uprightly and in accordance with the Word of God and should at all times and in all places (work, school, home, student housing, etc.) reflect the standard of true Christian living.

# V. ACADEMIC LIFE

## A. Courses & Degrees

Students who successfully complete classes will receive CCBC degree credits. Currently, CCBC has exempt degree-granting status in the state of California and offers 2 degrees:

1. Certificate of Theology – for those who successfully complete 32 credits. (1-year degree)
2. Associate of Theology – for those who successfully complete 64 credits. (2-year degree)

Transcript requests and further inquiries regarding courses or coursework may be made to the CCBC offices.

CCBC students will be automatically registered at the start of each semester for the required courses offered during that term.

## B. Class Attendance

We believe that regular class attendance is essential to your education. Course credits reflect a strong attendance component. The faculty has adopted the following attendance policies:

1. Students are expected to attend all classes.
2. Unexcused absences will adversely affect student grades:
  - a. A student is allowed to have, without penalty, 1 unexcused class absence for each hour per week that the class meets (*i.e. a 3-credit class meets 3 hours per week permitting the student to have 3 unexcused absences per semester; a 1 credit class meets 1 hour per week permitting the student 1 unexcused absence per semester.*)
  - b. EACH unexcused absence in excess of this will result in a 3% deduction from the student's final grade in the class or classes to which the excess absences pertain.
  - c. If a student is absent from class(es) due to a financial suspension, class days missed will be considered unexcused absences.
  - d. If a student is suspended from class for any other reason, including academic or behavioral suspension, class days missed will be considered unexcused absences.
3. There is **no tardy policy** in place. Being late constitutes an absence. Leaving early also constitutes an absence.
4. Students may not leave chapel, class, or practicum before it is dismissed without prior permission from the instructor and/or CCBC staff.
5. If a student needs to be excused from chapel, class, or practicum, they must submit an "Absence Request Form" online either before or the "day of" the absence. Requests that are not submitted as required will be considered unexcused.

Link to the form: <https://thecityventura.wufoo.com/forms/ccbc-absence-request/>

6. Excused absences include: serious illness (up to 1 week of classes), a family wedding, a critical illness/death in the immediate family, jury duty, approved conferences or ministry trips, or approved doctor's appointments.
7. Unexcused absences include: Traveling (vacation including to/from airport), outside employment, general doctor/dental appointments, and counseling appointments. These should be arranged during the students' own time and not during class periods.

8. Students are responsible for class content when absent, whether excused or not.
9. Any student who misses more than 1/3 of the total classes for any course is automatically withdrawn from the course regardless of the reason for their absences. Please be aware that our student information system does not automatically calculate absences into your grade. It is your responsibility to calculate absences into your grade throughout the semester as the instructor will not calculate it until the end of each semester.

## C. Classroom Protocol

The key to effective learning in the classroom is maintaining attention. Anything that promotes consistent, active and participative attention promotes learning. Anything that distracts or takes away from attention reduces learning.

The following protocol for our classrooms is designed simply to increase attention and learning:

1. Please be on time and ready to learn by the beginning of the scheduled class period.
2. You may bring an appropriate drink with a secured lid to class but **DO NOT BRING FOOD** of any kind into any classroom. Food may be consumed during break **OUTSIDE** of the classroom, but do not bring food inside the classroom at any time.
3. You may use your laptop computer or tablet, but please do not use it for any non-class related reason—including texting, calling, social media, games, internet browsing, and entertainment.
4. Please keep your cell phone silenced during all classes and do not use it for any non-class related reason—including texting, calling, social media, games, internet browsing, and entertainment.
5. Appropriate interaction can increase learning in the classroom. However, irrelevant visiting with each other decreases learning. Please stay focused on the topic being discussed and don't carry on side conversations during class except during designated times of discussion as facilitated by your instructor.
6. Please do not work on or submit assignments or study for exams unless directed to do so by the instructor during any class period.
7. Please do not leave the classroom during the class period unless it is a biological emergency. Do not leave class early without prior permission of the instructor.
8. While it may be appropriate to study for an exam as a group, making and distributing copies of an exam review takes away the value of the review process.
9. Study notes should not be taken into an examination. All electronic devices are to be turned off during an exam.

## D. Coursework and Grading

## 1. Academic Honesty

Academic dishonesty is a serious matter as it violates the student's commitment to real learning and destroys academic trust. The following actions are construed as academic dishonesty:

Plagiarism is using the intellectual property of others without proper citation, giving the impression that it is the student's own work. Note that any time you download text from the Internet or any electronic document you risk committing plagiarism. The following guidelines are given to help you avoid the possibility of plagiarism:

- Do not simply cut and paste portions of downloaded text into your paper; summarize or paraphrase this material first (although either way requires citation). Submission of a paper that is primarily a compilation of the works of others is plagiarism.
- Making minor changes in wording does not make the work your own. No written assignment should quote another source without appropriately documenting that source. If you do record the exact words of your source, enclose them in quotation marks.
- Always cite both the text that is quoted verbatim, as well as the thoughts and ideas of others that you paraphrase.
- Whether your information is from e-mails, online discussion groups, listservs, or websites, give proper credit by providing appropriate documentation.
- Submission of the same, or essentially the same, work in more than one course without prior consent of the instructors involved
- Submission of work completed earlier as new work or submission of work as your own which has been significantly edited by another person
- Allowing another student to use your work for his/her assignment or helping another student in any way to be dishonest
- Giving or receiving unauthorized test information prior to the exam or using unauthorized sources for answers during an exam

The consequences for academic dishonesty may range from a failing grade for the assignment or exam, a lowered course grade, or a loss of course credit, to dismissal from California Coast Bible College. If an instructor becomes aware of possible academic dishonesty they should consult with the Director of Academics to consider appropriate action.

## 2. Late Assignment Policy

Just as the instructor's obligation to you is to provide a quality learning experience and timely feedback on all assignments, your obligation is to submit all assignments in the format required and by the date due specified.

The faculty has adopted the following late work policies:

- Late work will accrue a **5% grade deduction each calendar day** for the first 10 days.
- Late work beyond 10 days from the original due date will receive a maximum 50% grade.
- Late work will **NOT** be accepted or graded in the last 2 weeks of any semester. Any late work not submitted before 2 weeks prior to the end of any semester, will automatically receive a 0% grade.
- Late work will be graded after all other on-time work has been graded.
- Students who fail any course will not receive credit for that course, and as a result will not earn enough credits to qualify to receive the Certificate of Theology (32 credits; 1-year degree) or the Associate of Theology Degree (64 credits; 2-year degree).
- Students are responsible to communicate directly to their instructors regarding any absences or conflicts that may affect assignment due dates. All assignments should be submitted by the due date unless specific arrangements are made in advance with the course instructor.

### 3. Grading

Each instructor and/or the CCBC staff is responsible to explain the effect coursework has on the student's final grade. The instructor and/or the CCBC staff is responsible for evaluating the quality of work and assigning grades. This is done according to the system below:

Letter Grade	Percent Grade	4.0 GPA Scale
A+	97-100	4.00
A	93-96	4.00
A-	90-92	3.67
B+	87-89	3.33
B	83-86	3.00
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2.00
C-	70-72	1.67
D+	67-69	1.33
D	65-66	1.00
F	64 or below	0.00

### 4. Grade Point Average

A student's semester and cumulative grade point average (GPA) is calculated according to the following:

- a) The number of credits of a course is multiplied by the numerical value of the grade to determine the grade points for each course.
- b) The sum of the grade points for all of the student's courses is then divided by the total credits attempted to obtain the GPA.
- c) The total credits attempted include the hours for F and WF grades as well as the hours of credit earned. Letter grades are assigned a GPA based on the above-mentioned scale.

### 5. Grade Reports

Final grade reports are issued through the CCBC office to students who are in good financial standing. Grade reports, transcripts, and final certificates are held until all balances have been cleared. Students may access grade progress and attendance records online at any point during the semester through the *Populi* student database system [californiacoastbiblecollege.populiweb.com](http://californiacoastbiblecollege.populiweb.com). Upon enrollment, students will be issued a log-in name and issued an email from *Populi* that will prompt the student to create a password and log in to the system. Instructor messages, current grades and attendance records will be accessible from this database.

## 6. Grade Disputes

If a student believes that a grade for an assignment or course was inappropriate, they are directed by the handbook to discuss the matter with the Instructor or the Academic Director. If a student believes the grade is inappropriate due to issues unrelated to the quality of the work, they may appeal in writing in a timely manner to the Director. The Director may make the final decision or refer it to the CCBC Board of Directors. In which case, the Board's decision is final.

## 7. Incompletes & Grade Changes

An "Incomplete" (I) may be given only in extreme cases, usually when a student will fail due to extenuating circumstances. Unless the work is completed within one week of the end of the semester, the "I" will automatically be changed to an "F".

## E. Academic Probation

Students will be placed on academic probation if any of the following apply:

- The student has a failing grade at the mid-semester mark
- The student's semester or cumulative GPA falls below 2.0 at the end of any semester.
- The student is admitted into the program on academic probation.
- If a student is placed on academic probation, they will meet with the Director of Academics to assess performance, identify areas needing improvement, and determine a strategy for improvement. This may include limiting employment or other activities.

Academic probation is designed to assist students in evaluating their progress in school. This status is essentially a warning that a student must meet scholarship standards to remain in school. If a student is placed on academic probation they are not allowed to register for their next semester until meeting with the Academic Director. He will help them assess their performance, identify areas needing improvement and determine a strategy for improvement. This may include limiting course load, limiting employment, limiting co-curricular and other activities.

## F. Graduation Requirements

A Certificate of Completion will be awarded to students who successfully complete the course set before them in the following areas:

1. **Grade Point Average:** You must earn a passing GPA of 2.0 or higher
2. **Chapel Attendance:** You must receive a passing grade in chapel attendance, which includes CCBC chapels, apartment devotional meetings on Tuesdays, and First Thursday church prayer services.
3. **Practicum:** You must receive a passing grade in the Practicum or Ministry Apprenticeship, based on promptness, attendance, performance of tasks, attitude, and leadership initiative.
4. **Mission Trips:** Every student must participate in a CCBC mission trip during the course of the year in order to graduate.
5. **Finances:** All student financial obligations (including tuition, rent, and any other fees) must be paid in full in order to graduate.

## G. Transcripts & Student Records

Students may request official transcripts through the California Coast Bible College office.

The student's academic file is handled in a confidential manner. Student records may be made accessible to certain authorized state or federal personnel. Student staff/officials in the performance of their professional responsibilities may also access records.

## **H. Course Changes & Withdrawals**

As California Coast Bible College includes predetermined academic elements, students do not have the option to drop any course offered during the first or second year of the program.

If a student is dismissed from the program or withdraws from the program during an academic term, the instructor, based on work done prior to the withdrawal, must report a withdraw passing (WP) or withdraw failing (WF).

## **I. Course Evaluations**

Students are asked to complete Course Evaluations for each class during the last 2 weeks of each semester. Evaluations are to be completed on the Populi student database system. Grades will be locked and will not be viewable to students until all course evaluations are completed.

# VI. STUDENT LIFE

## A. Weekly Schedule

### SUNDAY SERVICES *(Sun AM, all students attend 1 and serve 1)*

#### Ventura AM

9:30am	Pre-service Prayer
10:00 am	First Service
11:30am	Second Service
6:00pm	<b>COLLECTIVE</b> (One Sunday each month)

#### Agoura AM

8:30am	Pre-service Prayer
9:00am	First Service
10:30am	Second Service

#### Iglesia de la Ciudad (Spanish Campus)

8:30am	Pre-service Prayer
9:00 am	Service

## CLASS SCHEDULE

### Monday

8:00 - 8:50am	CCBC Chapel
9:10 - 10:00am	Class #1
10:10 -11:00am	Class #2
11:10 -12:00pm	Class #3

### Tuesday

8:00 - 9:00am	CCBC Home Devotions
9:10 - 10:00am	Class #1
10:10 - 11:00am	Class #2
11:10 - 12:00pm	Class #3
1:00 - 4:00pm	Practicum

### Wednesday

8:00 - 8:50am	CCBC Chapel
9:10 - 10:00am	Class #1
10:10 -11:00am	Class #2
11:10 -12:00pm	Class #3
1:00 - 3:00pm	Ministry Development

### Thursday

8:10 - 9:00am	Class #1
9:10 - 10:00am	Class #2
10:10 - 11:00am	Class #3
11:10 - 12:00pm	Class #4
1:00 - 4:00pm	Practicum
6:00pm	All Church Prayer / Worship (All Campuses) – 1 <sup>st</sup> Thurs each month

## **B. Attendance Requirements**

Students are expected to be on time to all required CCBC and City Church events. Attendance will be taken at all scheduled events (chapels, classes, practicum, conferences, weekend services, etc.).

Students must maintain regular attendance for all CCBC and City Church events as laid out in required weekly and yearly calendars. Students who do not maintain regular attendance may be dismissed from the program.

Student will fill out a weekly *Accountability Report* as part of the practicum log on the first day of each CCBC week summarizing their previous week's attendance for City Church services (Practicum participation, First Thurs prayer, City Group, Sun prayer, Sun services.)

## **C. Mentoring Program**

Students will have the opportunity to be mentored by a City Church leader who will be available to them as a student advisor throughout the year. Should you have pastoral needs or concerns don't hesitate to reach out to your assigned mentor.

## **D. Office Protocol**

### **CCBC Offices**

We purpose to maximum office productivity. CCBC offices should only be accessed by appointment or when students have a specific assignment requiring them to be in the offices. Always knock before entering an office.

### **Church Offices**

Students should access the church offices only if they have a specific assignment that requires them to be in the offices. Please do not loiter in any the church offices. If you need to meet with one of the church office personnel, please schedule an appointment instead of coming by to see if they are available. Please maintain an attitude of professionalism in the offices at all times—loud socializing is not appropriate office protocol.

## **E. Vehicles & Parking**

During class days, students may park along the south side of the church parking lot. Students are also allowed to park along the west side of the lot except in the first 8 parking spots closest to the church—those are designated for church staff and visitors. Students may not park along the north or east sides of the parking lot.

During SUNDAY MORNING services, all student vehicles **MUST BE PARKED OFF SITE** at the Ventura campus. No student vehicles are allowed to use the church parking lot during that time. Vehicles in violation will be subject to a \$25 fine added to the student's account.

## **F. Transportation**

Transportation is provided for required CCBC activities. Students are responsible to arrange their own transportation for work and non-CCBC related commitments.

When requesting transportation from another student or person, always offer to cover fuel costs. For round-trip LAX airport transportation, be prepared to contribute a minimum of \$20 to cover round trip fuel costs of whoever is taking you to the airport. Airport runs during class times or other required services are **NOT EXCUSED**.

## **G. Employment**

As a California Coast Bible College student, you are free to pursue part-time employment in order to meet expenses. Due to your commitment to CCBC, we recommend limiting your workweek to a maximum of 20 hours. If for any reason you need to work more than 20 hours per week, schedule

a meeting with a CCBC staff member to discuss options. Your job must not conflict, compete, or interfere with your student responsibilities. While on the job, students should always exemplify a Christian lifestyle of integrity and excellence.

## **H. Lost & Found**

Students are encouraged to keep track of their personal belongings when utilizing different areas of The City Church property. Items left on campus will be placed in the lost and found designated area. Please mark your books and other belongings with your name so you can be contacted if your belongings are found. Each resident is responsible for his or her own property. The City Church and/or California Coast Bible College will not be held responsible for theft or loss of property.

## VII. PERSONAL LIFE

Central to the mission of California Coast Bible College is the desire to help students grow in character and Christ-likeness. We are not only an academic institution but primarily a Christian community that focuses on leadership development. Our goal is to provide an environment conducive to accelerated growth. Life transformation happens best when both internal and external forces for change are in sync. There must be the “inside-out” working of the Holy Spirit to bring focus and empowerment for change. When this is active in a person’s life then the “outside-in” working of coaching and accountability can be especially effective.

In our view, when a student enrolls in California Coast Bible College they are enlisting the aid of a spiritual “personal training” program to help their development.

The standards reflected here are derived from Biblical absolutes and principles, City Church/CCBC values, growth goals, and/or community standards. We believe it is our duty to uphold the standards of Scripture as well as pastor students into reflecting those standards in their lifestyle. We have also found it helpful to develop community standards that enhance quality living in community, reduce distractions from spiritual growth & academic disciplines, assist those wrestling with carnality, and encourage reflection regarding lifestyle choices.

Following are some expectations and standards in which we ask cooperation from all students.

### **A. Speech and Behavior**

The language and behavior of students should reflect a Christian standard and never be vulgar, violent, sexually suggestive, or immoral. Curse words are not acceptable.

### **B. Personal Purity**

Because the Christian lifestyle should be free from all contaminating influences and addictive behaviors, students are expected to abstain from use or possession of pornography or any morally degrading media as well as avoid being in an inappropriate or compromising situation with a member of the opposite sex.

### **C. Music & Media**

Any music or media in which the lyrics are obscene, hateful or impure should not be played on church premises, in student housing, nor be a part of the Christian lifestyle.

Students are asked to use Godly discretion in their choices of movies and entertainment rather than depending on secular rating guides. Avoid media that is vulgar, impure, or offensive, whether it be to you personally or to those who may not understand your participation in it.

(EPH 5:3-4; ROM 14:13)

### **D. Illegal & Mind-Altering Substances**

Cigarettes, marijuana, drugs, or any illegal substances may not be consumed during the entire course of the academic year including breaks. Any student who uses alcohol illegally, smokes (including vaping) or manufactures, distributes, dispenses, possesses, or uses controlled substances or drugs will face disciplinary action, up to and including immediate dismissal from the program. Students must inform the CCBC staff if they are taking any medication that may affect their behavior or performance.

This is based on a community standard of the California Coast Bible College. Though the Bible does not clearly prohibit the consumption of alcohol, it does prohibit drunkenness. There are also legal prohibitions of minors consuming alcohol. Our policy reflects the collective wisdom of the church leadership and CCBC faculty that these substances pose very serious social and safety issues.

## **E. Gambling & Clubs**

Avoid any form of gambling, as well as attending dance clubs. Social dancing that is sensual, suggestive or provocative in nature is inconsistent with Christian purity and should be avoided.

## **F. Dress Code & Personal Appearance**

As Christians, the way we present ourselves to others affects the way they perceive Christ, and may affect the impact we have upon them.

All students must dress reasonably for the nature of their ministry work, so as to be a good representative of The City Church and California Coast Bible College and reflect standards of modesty and good taste.

Clothing such as pajamas, sweatpants, swimming shorts, and swimwear of any kind, short shorts, or halter/midriffs are examples of attire that is not appropriate on the church premises. Extremely tight-fitting, excessively revealing clothing and tops with low necklines are not appropriate.

\*\*Any church or CCBC faculty/staff member reserves the right to ask a student to adjust their personal appearance as is deemed appropriate.

## **G. Men & Women Relationships**

Preparation for the call of God is the primary purpose for becoming a student of California Coast Bible College. At times, a romantic relationship developing between young men and women can cause a shift in focus that distracts from that purpose. If it is not kept in balance with their goals, it could tend to preoccupy their thought life, time and hinder their studies. As students leave home and join the tight knit community of like-hearted peers at CCBC, this sudden newness can abnormally promote their interest in each other at a time when they do not have the same measure of accountability to their parents and pastors.

Our goal is to cultivate a safe and healthy environment for all students to maximize their CCBC experience. As an overall guide, we want to discourage men and women from exclusively spending too much time together and developing premature intimacy. During this short season, each student has the unique opportunity to focus on their spiritual growth and being surrounded by godly relationships that are based on healthy, non-romantic friendships.

Staying focused and distraction free during this season and will maintain the integrity of this program and provide you with the full benefit of what this program was designed to produce.

## **H. Dating & Romantic Relationships**

A romantic relationship is defined as two people who have a romantic interest or attraction for each other, and who are trying to cultivate their relationship through time, words, and/or actions.

Dating is defined as two people (who have a romantic interest or attraction for each other) exclusively spending time together whether alone or with other couples.

1<sup>st</sup> and 2<sup>nd</sup> year students attending California Coast Bible College are advised against pursuing a romantic interest with anyone or dating anyone during the duration of the academic year.

If the CCBC pastoral staff determines that your case is a rare exception to the above rule and that being in a romantic relationship and being a CCBC student is the right thing for you, the CCBC pastoral staff will provide a City Church pastoral staff or couple as oversight and regular accountability for that relationship as long as the student is enrolled at CCBC. This is to help prevent romantic relationships from being cultivated prematurely and to help keep any approved romantic relationships healthy and balanced during the duration of the program.

## I. Sexual Immorality

Any CCBC student who has any inappropriate sexual interaction—specifically intercourse or oral sex—with another person in the program or out of the program may be dismissed from CCBC and student housing, if applicable, and will forfeit any tuition or housing payments/deposits. This includes the duration of the academic year, both on and off campus, along with all breaks. Upon dismissal from the program, CCBC and The City Church pastoral staff will offer a path of healing and restoration within the City Church if the student chooses to stay and be restored in this local church. The restoration process will include, but is not limited to, counseling with one of our City Church leaders, and continued involvement in a City Group and Collective services.

Our heart is not to reject a student who has failed, but to give each one an opportunity to be restored to proper health and healing within the local church. During the restoration process, it is best for the student to focus their attention entirely on the process of healing and restoration instead of continuing the CCBC program. Our heart and goal are to challenge the students to live a higher standard than what the world portrays in regard to healthy and pure romantic relationships.

## J. Respect for Authority

It is expected that all students will be responsive to those in authority, maintain good attitudes and show respect at all times for all teachers, administrators, apartment leaders and personnel in charge of a given area of leadership and responsibility. If the student feels a decision or request by someone in authority is not justified, he/she should discuss the matter first with the person directly responsible. If the situation is still not satisfactorily resolved, an appeal can be made to his/her direct authority.

## K. Disciplinary Action

The principle of discipline is to associate a consequence with misbehavior to motivate better behavior. It can be an effective tool for change. We utilize this tool as a last resort without any sense of rejection or disdain. We are here to help students change and we intend this process to be surrounded by a positive and friendly atmosphere of genuine concern. Our motivation is part pastoral and part parental, desiring to see students grow in ways that will ensure their future success.

We understand that we have set high standards and we are committed to helping students live up to them. As might be expected, a decision to violate one of these standards may result in some form of disciplinary action. A student's voluntary admission demonstrates a student's integrity and desire for change. This is always carefully considered in determining if discipline is necessary as well as deciding the nature of the discipline.

To reinforce a student's commitment to live within the California Coast Bible College code of conduct, warnings, probation, or suspension may be given. These are not intended as punishment but simply as reminders of the guidelines.

In the event that a student fails to meet the standards set forth in this handbook, the Director or his designee will take corrective action, as determined in such person's discretion, in order to maintain the standards and integrity of California Coast Bible College. While some violations may require immediate dismissal, generally the following steps will be taken:

1. **Warning** – Any violation of the CCBC standards will result in a verbal and/or written warning. Certain violations may merit immediate probation or even dismissal.
2. **Probation** – A student may be placed on a 15-day probation period at the discretion of the Director with written stipulations as deemed necessary. If the Director or his designee determines there has been no measurable change or that the student did not take the required steps, the student will be dismissed.

3. **Suspension** – A student must be off campus for the duration of a suspension, which may be from one to a few days. They may not attend classes, and all missed classes will be considered unexcused. All standards and rules still apply during suspension.
4. **Dismissal** – Dismissal from California Coast Bible College may be immediate, at the end of the current semester, or at another time determined by the Director or his designee.

California Coast Bible College reserves the right to dismiss a student without warning if the violation of the standards warrants it, as determined by the Director.

# FINANCIAL POLICIES

2019-2020 Academic Year

## TUITION, HOUSING & FEES

Financial responsibility is part of the educational process and students are required to maintain financial responsibility throughout their enrollment at California Coast Bible College

### Tuition Payments

Total tuition for the 2019-2020 academic year is \$4,400. A \$100 registration fee will be charged to each student upon acceptance in order to secure enrollment. A fall tuition payment of \$2,200 must be received by California Coast Bible College no later than August 19, 2019. The spring tuition payment of \$2,200 must be received no later than January 2, 2020. All payments are to be made through our student portal called Populi, which is set up upon acceptance into CCBC.

### Tuition, Housing & Fees

\$0 - \$50.....	<b>Application Fee</b> (\$0 through April; \$50 from May-July 15 <sup>th</sup> )
\$100.....	<b>Registration Fee</b> due upon acceptance to secure enrollment.
\$4,400.....	<b>Tuition for 2019-2020</b>
\$4,250.....	<b>Housing for 2019-2020</b> for students living on campus. Total includes \$400 housing security deposit. See additional housing details below.
\$8,750.....	<b>Total Cost of CCBC for 2019-2020</b> (including housing/security deposit)
.....	An international mission trip expense will be additional (if an international mission trip is selected); the local mission trip is included in tuition.

### Tuition Payment Schedule

#### Payment Options:

##### Pay in Full

\$4,400.....a full tuition amount by August 19, 2019.

##### 2 Payments

\$2,200.....a Fall tuition payment of \$2200 is due by August 19, 2019.

\$2,200.....a Spring tuition payment of \$2200 is due by January 2, 2020.

### Tuition Refunds

If you leave California Coast Bible College, the amount of tuition that is non-refundable will follow the schedule below and the balance will be prorated and refunded to you as determined by the Director of Finances. Being dismissed due to contract violation forfeits reimbursement of funds.

#### Fall Semester

\$500 of the fall tuition payment is non-refundable after August 26, 2019

\$1000 of the fall tuition payment is non-refundable after October 1, 2019

\$2200 of the fall tuition payment is non-refundable after November 1, 2019

#### Spring Semester

\$500 of the spring tuition payment is non-refundable after Jan 2, 2020

\$1000 of the spring tuition payment is non-refundable after February 1, 2020

\$2200 of the spring tuition payment is non-refundable after March 1, 2020

1. *If you choose to withdraw from California Coast Bible College ...*

- You are responsible for any tuition, housing, and mission trip fees due through the date you give notice of your withdrawal from the program.
2. *If you are dismissed from California Coast Bible College ...*  
You are responsible for any tuition, housing, and mission trip fees due through the date you are dismissed from the program, and will not receive reimbursement for any deposits.
  3. *If you or the Director of Finances determines you have overpaid on your tuition...*  
You will be refunded the amount of over payment.
  4. *If your mission trip is cancelled...*
    - a. You must choose another trip from among the remaining scheduled trips. All additional mission trip payments applied toward the cancelled trip will be transferred to the new trip, less any expenses already incurred by the original trip.
    - b. If no other trips are available, you will be refunded any additional mission trip payments you made for the trip, less any expenses already incurred by the trip.
  5. *If you choose not to go on a mission trip...*
    - a. You will not be eligible to graduate from California Coast Bible College.
    - b. You will be refunded any additional mission trip payments you paid for the trip, less any expenses already incurred by the trip.

All refunds must be approved by the Director of Finances of California Coast Bible College and will be issued within 60 days of notification of withdrawal. Discounts or financial aid received is not eligible for refund. Please contact [finances@californiacoastbiblecollege.org](mailto:finances@californiacoastbiblecollege.org) to request a refund.

## HOUSING

### Housing Payments

Room rent for the 2019-20 academic year is \$425 per month (including utilities) for a shared room. First month's rent for September (\$425) plus a security deposit (\$425) totaling \$800 must be received by California Coast Bible College's finance office no later than August 1, 2019. All payments are to be made through our student portal called Populi, which is set up upon acceptance into CCBC.

### Housing Payment Schedule

- \$425.....**Security Deposit.** Due by August 1, 2019.  
\$125 of the deposit is refundable, dependent on the move-out condition; \$300 is non-refundable and helps offset carpet and other professional cleaning fees and a mattress cover fee. The mattress cover that must be kept on for the entirety of students stay in student housing. If it is torn or damaged during the school year an additional \$25 will be charged to replace it. Premature move-out before the end of the CCBC school year will be considered a breach of contract and result in a loss of total deposit.
- \$425.....**Monthly Rent.** First month's rent is due by August 1, 2019.  
The remaining monthly payments are due on the 1st day of each month beginning October 1, 2019 and ending May 1, 2020 or when rent balance is paid in full. Housing payments may be paid monthly without an additional finance charge.
- \$4,250.....**Full Housing Amount** (including \$425 security deposit)  
*Please note that your rent payment of \$425 for May (of 2020) covers your stay in the apartment for August 24-31, 2019 AND May 1-21, 2020. If you would like to stay in the apartment after May 21, 2020, there will be additional charge and the rent will be pro-rated.*

## **Housing Late Payments**

A \$25 late fee will be due for any month in which rent is received after the 3<sup>rd</sup> day of the month. All payments must be made by the 3<sup>rd</sup> even if it falls on a weekend or holiday since payments can be made anytime through the Populi student portal.

## **Premature Move-Out**

Premature move-out by choice of the student at any point before the end of the CCBC school year as designated by the housing contract will be considered a breach of contract. Consequently, this action will result in the forfeit of deposit, and the charge of an additional month's rent.

## **Housing Security Deposit Refund**

You are eligible to receive a refund of your security deposit based on the condition of the unit at the time you vacate. Conversely, you will be responsible for any additional damage charges not covered by the security deposit paid. A final assessment of damages and charges will be made by the CCBC staff and a refund or statement of amount due will be issued within 60 days of the end of the academic year. Upon move out, you are responsible to complete the official check-out process as directed by the Housing Check Out form given by your RA where you will **provide a mailing address** indicating where the deposit refund is to be mailed. Failure to do so will result in a loss of your deposit. Premature move-out will result in a loss of deposit.

# **FINANCIAL DELINQUENCY**

An account will be considered delinquent if the housing payment is not received by the 3<sup>rd</sup> of the month. A \$25 late fee will automatically be added to the account if the full minimum payment is not received by the 3<sup>rd</sup> day of the month. Payments can be made online through Populi. In the event of delinquency, a courtesy email will be sent out by the housing director, notifying the student of the late fee and reminding them to bring the account current to avoid eviction from student housing (if applicable).

# **DISCOUNTS & FINANCIAL AID**

CCBC offers a \$250 discount off tuition total to incoming 1<sup>st</sup> year students who are current members of The City Church and who are involved on a ministry team.

Very limited financial aid is available through CCBC on a need basis. Students may apply for financial aid through the CCBC Finance Office by emailing [finances@californiacoastbiblecollege.org](mailto:finances@californiacoastbiblecollege.org). If approved, financial aid may be applied to tuition costs only, and will only cover a portion of the tuition costs of CCBC. Students will be responsible for the remainder of tuition costs, as well as housing costs. Financial aid may not be applied toward housing or mission trips.

Students may submit personal letters of appeal for financial aid explaining their situation in addition to their financial aid application. All financial aid applications will be processed through the finance department and the College Board will determine final approval of any financial aid. Applying for financial aid does not guarantee a student will receive financial aid. Students should not depend on financial aid as their source of income for CCBC costs.

## **2019-20 academic year:**

**July 1** - Financial Aid Application deadline

**Aug 1** - First month's rent and housing deposit due (if applicable)

**July 15** - Notifications of approval or denial of Financial Aid

**Aug 19** - All fees and tuition deposits due (minus any financial aid applied, if applicable)

Students will not be allowed to move into housing without having paid all fees, deposits, and housing payments owed according to the schedule above. Should a student be unable to make all payments owed by the first day of the semester, students will be un-enrolled from CCBC and refunded according to the refund schedule above.

## **FINANCIAL QUESTIONS**

Any questions regarding finances, payments, or financial aid can be relayed through [finances@californiacoastbiblecollege.org](mailto:finances@californiacoastbiblecollege.org).

# FINANCIAL AGREEMENT

*This document is available online in Student Forms and will need to be signed when the link is received by the student.*

**Note:** *If the student is younger than 18 years old, this financial policy acknowledgement must also be signed by a parent or guardian, who shall be bound by the policies and the acknowledgement as if he or she were the “student.”*

I, \_\_\_\_\_, acknowledge that I have read and fully understand all the pages of the financial policies and agree to them in their entirety.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature (if under 18 years old)

\_\_\_\_\_  
Date

# STUDENT HOUSING POLICIES

2019-2020 Academic Year

## RESIDENCE CHECK-IN & CHECK-OUT PROCEDURES

### Move-in procedure

Student move-in dates are **August 24-25, 2019**. The CCBC staff will arrange a check-in appointment (between 9:00am - 6:00pm only) as soon as students communicate their arrival time. (See contact information on page 2 of this handbook). Resident assistants or CCBC staff will assist with move-in forms and check-in procedures.

### Check-In

When checking in, each student must sign a form verifying the furniture in the room and the condition of the room and the furniture. Fill out the "Check-in" section of the Check-in/Check-out form in the room assigned to you, noting any damages existing in the room (walls, fixtures, furniture, bed, flooring, etc.)

After completing the form properly, submit the form to your RA to obtain your residence key. Report lost keys to your RA immediately. A \$10 replacement fee will apply. Keys are not to be duplicated under any circumstance.

Initial rent payment (first month's rent plus damage deposit) must be submitted in full to the finance office and the following forms must be completed prior to residence occupancy.

1. Housing Agreement
2. Financial Policies Form
3. Emergency Health Information
4. Room Check-in/Check-out Form
5. A copy of your driver's license and proof of insurance (if you plan to keep a vehicle on site.)

### Check-Out

When checking out, each student must thoroughly clean his/her room and put all original furniture in place. Removal of furniture, defacing or destruction of property will result in an assessed cost of repairs. Proper checkout procedures are as followed:

1. Remove all personal belongings from the room and any items from the walls
2. Clean the room thoroughly including walls and paint repair.
3. Return residence key to RA
4. Complete check-out form and have appropriate housing staff review and approve it.

Once you have properly checked out with the Resident Assistant, damage deposits will be processed and refunded in a timely fashion.

# RESIDENT LIFE POLICIES

Our goal is to facilitate respect and healthy community among all those participating in residence living. Part of your responsibility as a resident is to understand and adhere to the following guidelines established on behalf of the residence community.

## Resident life procedures and policies are designed to:

1. Provide a safe and healthy living environment, consistent with the philosophy of The City Church
2. Help students understand responsibilities as a resident
3. Provide fair and consistent treatment for all student residents

## Resident Life Goals

1. Encouraging a “family” environment: RAs will endeavor to facilitate a family environment among student residents to enhance the learning experience of all students and the atmosphere of resident housing.
2. Encouraging Unity: Residents meet on a regular basis to cover any announcements for the week and to spend time in prayer and fellowship.
3. Activities: Scheduled events throughout the year will provide opportunities for fun and fellowship.

## Housing Violations Disciplinary Action

Disciplinary action may be taken for any violation of the housing or campus policies, such as: curfew violation, misconduct, unapproved guest stays, or complaints from other Village Green residents. General disciplinary action will be taken as follows (per semester):

- 1<sup>st</sup> Violation = Verbal Warning
- 2<sup>nd</sup> Violation = Written Warning
- Subsequent Violations = \$25 fine or 2.5 work hours
- Students that accrue more than 6 violations may be placed on a 15-day probation. If no measureable change takes place, the CCBC Director reserves the right to evict any student from CCBC Housing.

## Off Campus Requests

Residents desiring to stay off campus must get approval in advance from the Resident Director (RD). The resident director will then notify the corresponding Resident Assistant (RA).

## Guests & Visitation

Students seeking enrollment in the California Coast Bible College may be permitted to stay overnight for a maximum of two nights in student housing at the discretion of the CCBC staff and if room is permitting. This is only permitted if the proposed student attends all CCBC classes and City Church services while staying on campus. All other friends and family (including alumni) should secure other accommodations for visits. We ask this out of respect for your roommates and to prevent the residence from becoming a “hotel”. While visiting, guests must observe residence policies. Violation of policy may result in the guest being prohibited from the student residence in the future. Failure to comply to these policies will result in disciplinary action.

\*Guests or students of the opposite sex are NOT permitted in student apartments without the oversight and approval of the RD or CCBC Staff.

## **Curfew Policy**

Curfew is 12am every day, 7 days a week. During extended breaks (including Thanksgiving, Christmas, and Spring breaks) curfew may be adjusted or lifted. This will be announced and communicated by the housing staff before each break.

- Students are expected to be inside their apartment by curfew.
- Visitors may not remain past curfew.
- It is the responsibility of the RA to enforce curfew for the students in his/her apartment. RAs do not have the authority to give curfew extensions or to excuse a student that was out past curfew.
- If a work schedule interferes with the ability to make curfew, a copy of the work schedule must be provided in advance to the CCBC staff for approval. In such cases, the CCBC staff must approve late arrival and determine appropriate arrival time. CCBC staff will communicate any approved curfew exceptions to the RA.

## **Individual Room Guidelines**

All of our apartment rooms are double or triple (when necessary) occupancy unless otherwise approved by CCBC staff. Rooms measure approximately 10' x 12'. Each room will be furnished with a regular twin-sized bed per student. You may provide your own furnishings for your room.

Do not use nails, screws, thumbtacks or anything else that causes holes or wall damage, when attaching things to the walls. You may mount lightweight objects on your wall or doors using Poster Putty. Scotch tape, masking tape, or stickers are not permitted on walls, doors, or woodwork. Do not remove closet doors.

For security and prevention of damage, please close your windows and lock your door when you leave your apartment. Turn off lights, fans, computers, and other electronic devices when you leave your apartment.

You are responsible for providing your own cleaning supplies and maintaining your living space. The RAs and CCBC staff will conduct both scheduled and spontaneous room checks for cleanliness, safety, fire hazards and other issues that the student may need to address. Failure to comply may result in fines and loss of your security deposit.

## **Linens and toiletries**

Students will need to provide their own toiletries, towels, linens and personal storage units. The beds provided are regular twin size.

## **Common Areas**

Common areas are to be kept clear of student's personal items. Every resident should take personal responsibility for the care of the student residence.

## **Kitchen**

Full kitchens are available for student use and will be furnished only with basic appliances (refrigerator/freezer, range, oven, toaster, microwave). Small personal refrigerators may be permitted upon approval.

- Residents must take personal responsibility to clean up after themselves with each use. Dishes must be cleaned and put away after each meal.
- Weekly cleaning schedules will be assigned by RAs
- Appliances may be stored in the cupboards and should be properly labeled by the owner.
- All appliances left in the kitchen are considered free to use and are left at the risk of the owner.

- Food in the refrigerator must be labeled and still edible or it will be discarded at the end of the week. Students should respect other residents and not access another student's food or personal property unless permitted.

## **Laundry Facilities**

The apartment complex is equipped with 8 laundry facilities. These are common spaces for all Village Green (VVG) residents and should be kept clear of personal items. The apartment complex supplies one reloadable laundry card per unit that may be shared among residents. Lost cards may be replaced and additional laundry cards may be purchased for \$10 through the VVG offices.

## **Quiet Hours**

- Quiet hours are from 10:00 p.m. to 8:00 a.m. daily. All students are expected to intentionally contribute to an atmosphere of study and peace during quiet hours. Out of respect for other students, unnecessary noise in rooms or common areas, such as loud playing of musical instruments or stereos, is not permitted.
- Musical instruments and stereos should be played at room level. Electrically amplified instruments may be played quietly during the day, and with headphones during quiet hours.
- The RA reserves the right to define room level volume and to determine instruments that may not be played. Consistent disregard of noise levels may result in disciplinary action and/or loss of privileges.

## **Personal Property and Cleanliness**

Residents should respect each other's privacy and property rights. It is wrong to enter another student's room or borrow his or her possessions without permission or to damage the property of a fellow student. Loaning or borrowing money or possessions is strongly discouraged. Students should use every precaution to safeguard their personal property. It is the responsibility of the student to secure and lock the apartment when unattended. Theft, vandalism, or damage to the property of The City Church, rental properties, students or staff members may result in criminal charges and disciplinary action. The City Church and California Coast Bible College are not responsible for and cannot be held responsible for theft of or damage to a student's personal property.

Students are expected to keep their rooms clean and orderly. Room inspections take place both weekly and randomly without warning. RA's will set room inspection frequency and guidelines.

## **Media / Internet**

During this season of training, we ask that students use discretion and are very open and accountable with all visual media intake including: TV, movies, computers, laptops, internet access, video games, computer games, DVD players, iPods, iPads, smart phones, etc.

- Visual media should not be viewed without accountability present. If you are in your individual room, the doors should be kept open when accessing the Internet or viewing any visual media. It is encouraged to access all visual media in common areas of the home when other residents are present.
- R-rated movies are not prohibited within CCBC housing.
- PG-13 movies will only be allowed depending on content and approval from the RA.
- CCBC students are encouraged to view and listen to media that reflects the standards of the CCBC Pledge of Honor and code of conduct.
- Students should download "X3 Watch" or other Internet accountability software on all devices that access the Internet (smart phones, laptops, computers, etc...). X3 watch accountability emails should be sent weekly to the appropriate CCBC staff person and also your City Group leader, as well as any other accountability partners.

Internet access is available on the “CCBC” network at The City Church. Students are responsible for wireless Internet connection and maintenance in individual apartment units. Viewing of inappropriate material is not allowed, and all Internet access is subject to firewall restrictions and monitoring.

### **Vehicles and Parking**

Students who plan to keep a vehicle on the apartment premises must submit a copy of a valid driver’s license and vehicle information to both the CCBC and VVG offices.

The City Church and CCBC are not responsible for damage to or theft of any vehicles kept at CCBC housing locations or on The City Church property. Keep vehicle locked and valuables out of sight at all times.

### **Postal Services**

Each student is responsible to contact the United States Postal Service with a change of address immediately upon transitioning to another living situation.

## **PROHIBITED ITEMS**

### **Fire Hazards**

Burning candles is a fire hazard; and therefore, should be used with extreme caution within apartments. Never leave a candle unattended. Please also use caution with all electrical items (such as lamps, electric heaters, irons, curling irons, etc.). Use irons on ironing boards ONLY, irons are not to be used on carpets or other flooring at any time.

### **Pets**

Pets (including service animals) are not allowed in the student residence or on VVG property at any time.

### **Firearms, Fireworks and Weapons**

Firearms (including look-alikes), ammunition, fireworks, weapons, knives or any other lethal or dangerous devices are prohibited in student apartments and on The City Church property. Any of these listed items will be confiscated and disciplinary action will ensue.

### **Bonfires**

VVG does not allow any open flames or bonfires in the backyards of the units per regulation of the Ventura Fire Department

### **Alcohol, Tobacco, Illegal Substances**

Alcohol, tobacco and/or illegal substances are strictly prohibited in the student apartments and on The City Church property at ALL times, including when the CCBC year is not in session (i.e. summer and all breaks). It is never permitted to possess or store alcohol, tobacco, and/or other illegal substances in the apartments or on City Church premises.

## **EMERGENCIES**

## **Life Threatening Situations**

### **Serious Injury or Hospitalization**

If a student is seriously injured, ill, or in need of hospitalization for any reason, the appropriate CCBC Staff and RA should be immediately notified.

### **Individuals Threatening Suicide**

Any member of the CCBC community becoming aware of a student or other individual on campus threatening suicide (verbally or otherwise) should inform the CCBC Staff immediately. It is our policy that every threat of suicide is taken seriously and initially assessed by the California Coast Bible College Director or a member of the church pastoral staff. In some cases, professional counseling may be mandated. Confidentiality will be maintained to an appropriate extent unless a threat of harm against oneself or another is involved or disclosure is otherwise deemed necessary.

### **Earthquakes**

Sizeable earthquakes are rare in the Ventura area and are seldom a direct cause of injury or death. However, they can happen and earth movement can cause buildings and other structures to shake, crack or even collapse. Most injuries result from falling objects and debris, splintering glass, fires, and panic. Cooperation is necessary to ensure the safety of all.

In case of an Earthquake:

- Remain as calm as possible.
- If inside, do not run outside. If outside, move away from buildings and structures with broken glass or collapsing debris.
- Move to a safe area in the room - under tables or desks, against inside walls, hallways or supported doorways.
- When shaking stops, leave the building at the exit nearest to you, go to the front lawn area and report to your RA.
- Be prepared for aftershocks.
- Closets and storage doors should be opened cautiously.

### **Evacuation Procedures**

In the event of an evacuation situation, the church parking lot at the front entrance of the offices is the primary meeting place for all residents.

### **IF YOU ENCOUNTER SMOKE OR FIRE, IMMEDIATELY:**

Leave the building from the nearest safe exit. If you must open a door to access an exit, feel the handle first. If it is warm, do not open. If it is cool, open the door cautiously. Call 911 from the nearest safe area. Give the dispatcher concise information regarding the location of the fire at present. Once you are released by Fire Department personnel, gather with your RA and roommates and remain outside until all persons are accounted for and you receive further instructions from GI Staff or Fire Department officials. The Fire Department and their appointed helpers will be the only ones to search the building.

# STUDENT HOUSING AGREEMENT

2019-20 Academic Year

This Student Housing Agreement (this “Agreement”) is made as of the date it is accepted by California Coast Bible College (the “College”) as set forth below and is by and between the College and the student of California Coast Bible College who has signed below (the “student”). The College and the student agree as follows:

**1. RESIDENCE:** The College and the student agree that the student will live in student housing in one of the rental properties in contract with California Coast Bible College and/or The City Church. The College will assign the student’s room and reserves the right to re-assign the student to another apartment or room for any reason deemed reasonable or necessary by the College.

**2. ELIGIBILITY:** To be eligible to remain in the student housing under this agreement, the student must be enrolled in and in good standing with the College.

**3. RENT:** The student agrees to pay to the College for residence in the student housing a monthly rental of \$425 for a shared room. The monthly rent is due by the first day of each month. Rent for any partial month’s stay will be pro-rated at \$15 per day. The first month’s rent payment of \$425 for September 2019 and a partially refundable damage deposit of \$425 are due by August 1, 2019.

The monthly rent payment begins in October and is due October 1, 2019. A \$25 late fee will be due for any month in which the College receives rent after the 3<sup>rd</sup> day of the month. Payments are to be made through Populi.

**4. TERM:** The term of this Agreement and the student’s residence in student housing will be from August 24, 2019 through May 21, 2020. This Agreement can be terminated before the end of the term only as follows:

- a. The student agrees **not to terminate this agreement before May 21, 2020** without the expressed written consent of the College.
- b. The College can terminate this Agreement for any reason as of the last day of a month by giving the student written notice at least 7 days before the termination date.
- c. The College can immediately terminate this Agreement for Cause by giving written notice to the student. For this purpose, “Cause” means any breach of this Agreement by the student (including but not limited to failure to pay rent when due) or any conduct by the student that is determined by the College to be (1) inappropriate, (2) detrimental to the student, other housing residents, or other students of the College, or (3) otherwise worthy of termination of this Agreement.
- d. The student must immediately move out of student housing if he or she no longer meets the eligibility requirement of Section 2, in which case this Agreement shall terminate as of the date that the student moves out.
- e. Students will not be charged the pro-rated amount for the days living in the apartments in the month of August 2019. However, students will be charged an entire month’s rent for May 2020 to help offset the cost for August.

**5. SECURITY DEPOSIT:** A \$425 deposit is due by August 1, 2019. The security deposit may be applied by the College to cover things such as unpaid rent, late fees, or property damage caused by the student. Any damage or other costs assessed to the student can be deducted from the security deposit, and upon the College’s request the student must immediately make an additional security deposit so that the amount held by the College remains \$425. The Handbook states the conditions under which any unused balance of the damage deposit will be refunded.

Early move-out and termination of the housing contract without the College's approval will result in loss of refund

Each student must complete a room and apartment condition form prior to moving into his or her assigned room. The student will be charged for any damage to his or her assigned room. Damage in common areas will be charged to the specific individual or group of individuals deemed responsible for the damage. The student is responsible for the conduct of his or her guests.

**6. CARE / MAINTENANCE / REPAIRS:** The student is responsible for the care and use of his or her assigned room and its furnishings and must comply with all the conditions of the room and apartment condition form. Any requests for repairs and maintenance of the room or apartment should be directed to the CCBC staff or the Resident Director. No student may perform repair or maintenance work on the College's property or any rental property.

**7. COMPLIANCE:** The student must comply fully with (i) the provisions of the Handbook, as amended by the College from time-to-time; and (ii) all other rules, regulations, guidelines, procedures, or policies determined, published, or adopted by the College.

**8. NO LIABILITY / INSURANCE:** The College is not responsible for any damage to or theft or other loss of the student's personal property or for any interruption in utilities, internet access, or related services or systems. **The College does not carry insurance coverage for the student's property. The student is strongly advised to retain insurance coverage for his or her personal property.**

**9. RIGHT TO ENTER / INSPECT:** The College maintains the right to enter and inspect the student's room at any time, without prior notice, for any reason deemed reasonable or necessary by the College. When feasible and appropriate as determined by the College, the student will be given prior notice before the entrance or inspection.

**10. NO WAIVER OR BREACH:** The failure of the College to insist upon strict performance of any provision of this Agreement in any instance shall not be construed to be a waiver or relinquishment of any right the College may have under that or any other provision.

**11. STUDENT HOUSING POLICIES:** By agreeing to this housing agreement, the student is also agreeing to follow all additional student housing policies outlined in the "Student Housing Policies" section of the CCBC Student Handbook.

**12. VVG APARTMENTS' HOUSING RULES & REGULATIONS:** By agreeing to this housing agreement, the student is also agreeing to follow all additional housing rules and regulations outlined in the VVG Housing Rules and Regulations below.

# VENTURA VILLAGE GREEN APARTMENTS

## Housing Rules and Regulations

The following Rules and Regulations are established in order to provide for the continuing pleasure, comfort, and security of all the residents of Ventura Village Green and must be followed at all times.

### NOTICES

1. **All requests for maintenance must be made through the office.** Tenant shall give immediate notice to the office of any accident or injury to the water pipes or electrical fixtures in the building. Tenant shall notify the office immediately of any personal injury occurring on the premises.

### FIRE

2. Tenant shall, in the case of fire, give immediate notice to the Manager. In the event of damage such as to cause the apartment to be untenable, the rental shall cease and rents shall be prorated to the date of the fire **unless it was started by the Tenant or another occupant of the apartment.**

### DAMAGE

3. Damage to equipment or blinds shall be immediately reported to the Manager, including any stoppage or failure of plumbing, electrical or gas items within apartment or patio/balcony.

### PETS

4. Only small birds, small fish or small turtles shall be permitted in the apartment, provided however, they may also be prohibited if they cause undue noise or obnoxious odors. **ABSOLUTELY NO DOGS OR CATS ARE ALLOWED.** No other animals of any nature shall be kept or harbored on the premises inside or outside. In addition, there is **NO VISITING FOR ANY ANIMAL** of any nature at any time upon the apartment grounds or in the buildings. There shall be no feeding of any wild birds or animals anywhere on the premises and especially no feeding of cats or dogs.

### MAINTENANCE STAFF

5. The maintenance employees for the Ventura Village Green shall perform such duties as usually pertain to such positions, at the expense of the Manager. **These duties shall not include labor for the Tenant, for example hanging pictures, moving furniture or patio/balcony labor.** Any employee of Manager performing an act at the request of the Tenant, when such act is beyond the maintenance person's normal duties, shall be acting as the agent of the Tenant.

## **REFUSE**

6. Tenant agrees to wrap all refuse and to deposit it in the trash bins provided, and in such a manner as to be acceptable to management. Any unusual or bulky refuse shall be removed by management at the expense of the tenant. Tenant also agrees to recycle whatever and whenever possible, using the recycle bins on the property correctly.

## **AERIALS AND ANTENNAS**

7. Tenant agrees that no radio wires, television aerials, or other appurtenances shall be placed on or attached to the roof or any of the walls, patios, balconies or windows of the buildings. Satellite dishes may be installed at VVG only with the prior written approval of the management of VVG and only in designated, pre-approved areas. In addition, VVG management must be notified when installers are on the property and must approve the installation.

## **WATER FIXTURES**

8. The toilets, sinks and faucets shall not be used for any purpose other than those for which they were constructed. No sweeping, rubbish, rags or any other improper articles shall be thrown into these places and any damage resulting from improper use of them shall be charged to whose premises the improper use occurs. Any stoppage of plumbing is the responsibility of the tenant if caused by the tenant.

## **NAILS IN WALLS**

9. The tenant shall not drive any nails or tacks or set any screws into the walls, ceiling or woodwork of the apartment without first obtaining the consent of the Manager. The tenant shall not make alterations to the premises or any change in the internal structure of the apartment without first obtaining written permission from the manager.

## **CHILDREN**

10. NO MINOR children are to be left on these premises without an adult who is responsible for them. An "ADULT" is someone whom has attained the age of (17) years or older. Visiting children are the responsibility of the tenant that child is visiting. Children shall not play on any stairways. Children can play in playgrounds only during daylight hours and all children under the age of five years old must be attended by a responsible adult. Children are not allowed around the area in front of the office to play or loiter at any time. Any damage caused by children will be assessed against the parent or the responsible tenant. Fines may be imposed and if continuing, eviction may result.

**SKATEBOARDING IS PROHIBITED ON THE PROPERTY. In addition, the area between the sidewalk behind the office and the street in front of the property is OFF LIMITS TO BICYCLES, SKATING, SCOOTERS AND LIKE TOYS. (The only exception is that children living in the 100 and 200 blocks are allowed to and from their apartments.)**

## NOISE

11. Tenants shall not make or permit disturbing noises on the premises by themselves or their guests. Tenants will not permit anything to be done by any person that will interfere with the rights, comforts and convenience of other tenants, Televisions, radios, sound systems and musical instruments are to be kept at a level that is confined to the individual apartments at all times.

## RECREATION

12. Play grounds, buildings, and public areas are to be used only as per the special rules set up for those areas.

## LAUNDRY

13. Each tenant shall use the laundry, drying yards and equipment at the tenant's own risk and the Manager and Owner is released from all liability by reason of loss or damage arising from the use of them. Equipment shall be used by following the instructions posted in each laundry room. **The laundry rooms are not play areas. No children are allowed in them unless accompanied by an adult.**

## WINDOWS, RUGS, ETC.

14. Nothing shall be hung from the windows, porches, balconies or railings of any apartment. Tablecloths clothing, curtains, drapes, or rugs shall not be shaken or hung from any of the windows, doors, balconies, patios, fences, or porches of the apartments.

## VEHICLES

15. The **SPEED LIMIT FOR VENTURA VILLAGE GREEN IS 5 MILES PER HOUR.** Vehicle repairs and maintenance are not allowed on the premises. There shall be **ABSOLUTELY NO VEHICLE STORAGE** on premises. Vehicles on these premises must be in operable condition at all times. Vehicles must be parked within the painted lines both in the carports and open parking spaces. Anytime these rules are broken, the vehicle may be towed away at the vehicle owner's expense. **Car washing is not allowed.** There shall be no parking of commercial vehicle, RV's or boats on the premises. **The Manager shall assume no responsibility for any vehicle damaged on the premises or for any loss by theft.** It is suggested that vehicles remain locked at all times.

## STAIRWAYS

16. The stairways shall not be blocked or used for any purpose other than entry and exit from apartments. **No bicycles, baby carriages** or the like will be allowed to remain on the stairways, courtyards, or adjoining areas of the building.

### **SWEEPING**

17. Sweeping shall be picked up and placed into trash bins. No tenant shall sweep or throw dirt or other substances into or onto the stairways, the yard areas or patios of other tenants.

### **FURNISHINGS**

18. The premises are rented unfurnished except noted in the "**Inspection Sheet**".

### **REPAIRS**

19. The Manager, including Assistant Manager and employees, may enter the tenant's apartment at any reasonable time to examine the premises or to make needed repairs and upgrades to the apartment. **The Manager shall give tenant a minimum of 24 hours notice before entering the premises, unless there is an emergency.**

### **CLEANING**

20. Cleaning and maintenance of the apartment (**including the patio or balcony, porch windows, floor coverings and blinds**) is the **responsibility of the tenant**. The premises must be kept clean and sanitary at all times.

### **SIGNS**

21. Notices tenant wishes circulated within the property may be posted in the laundry room **after prior approval by management. No notices or signs are permitted on or in the apartment. No apartments are to be used or advertised as a place of business.**

### **CHARGES**

22. The tenant shall pay for any damage to the apartment and common areas caused by tenant's acts or neglect, including damaged screens, broken window glass, broken or missing fence slats and boards.

### **CARPORTS**

23. The tenant shall keep tenant's assigned carport neat, clean and free of oil and grease drips.

### **STORAGE SHEDS**

24. The tenant shall keep tenant's assigned storage sheds neat, clean and free of oil and grease drips. The roof of the storage shed shall remain clear of all items, nothing may be stored there. The only exception is that satellite dishes may be installed on the roof of the storage shed.

### **BABY-SITTING**

25. Professional baby-sitting of children is not permitted on the property.

### **VISITORS**

26. Tenant agrees to advise management immediately and to obtain written permission for any visitor staying over 72 hours. Tenant shall provide a list of the names of the visitors.

### **APPLIANCES**

27. Tenant shall not install a washing machine, dryer, dishwasher, air conditioning unit or any other electrical or gas equipment in the apartment without written approval of the Manager.

**Failure of the VVG Manager to insist upon strict performance of the terms, covenants, agreements and conditions of these Rules and Regulations shall not be a waiver or relinquishment of the Manager's right to later enforce any of these Rules and Regulations. These Rules and Regulations may be changed from time to time in accordance with the Rental Agreement.**

# STUDENT HOUSING AGREEMENT ACCEPTANCE

*This document is available online in Student Forms and will need to be signed when the link is received by the student.*

I understand that student housing is a privilege. I have read and I understand and agree to abide by the terms and conditions of this Agreement.

Student Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date signed: \_\_\_\_\_

Move-In Date: \_\_\_\_\_

**NOTE:** *If the student is younger than 18 years old, a parent or guardian, who shall be responsible under this Agreement as if he or she were the "student" under this Agreement, must also sign this Agreement.*

## Acceptance

This Agreement is received, accepted and agreed to by California Coast Bible College this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

By \_\_\_\_\_  
California Coast Bible College Staff Member

# HANDBOOK AGREEMENT

***This document is available online and will need to be signed when the link is received by the student.***

I have fully read and understand 100% of this handbook and I am willingly submitting myself to its policies and procedures for the entirety of this program, along with all breaks, including Thanksgiving, Christmas, Spring break, and any other breaks.

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

***NOTE: This handbook describes general policies and procedures. It is not a contract and may be amended from time to time without prior notice.***