

### Charges

Certificate Tuition \$330 per credit hour

### Tuition Payment and Refunds

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All Bi-Vocational students are required to pay a \$100 deposit to secure their place in the program each semester. Any student whose account has not been cleared by the add/drop deadline each semester will not be permitted to enter/access classes and have their registration voided. In such cases, any portion of the tuition paid will be refundable in full.

A student may drop all courses for which they are registered at any time before the first day of class and receive a full tuition refund. This registration change will be subject to the schedule change fee.

Any student who chooses to withdraw from a course in progress will be subject to the schedule change fee.

#### Non-Refundable Charges

Admission Application Fee	<b>\$50</b>
Registration Fee	<b>\$50</b>
Student Resource Fee	<b>0-6 hours - \$125 7 hours - \$225</b>
Schedule Change Fee	<b>\$20</b>
Application to Graduate Fee	<b>\$100</b>
Late Registration Fee*	<b>\$50</b>



## Admission and Academic Policies

### Admission Policies

Those who are pursuing a vocational call to ministry may apply as a Bi-vocational Ministry Certificate student by submitting the new student application. This certificate offering is meant to prepare students for further education in the Associate or Bachelor degree offerings.

Applicants must submit a minimum \$50 application fee if they intend to be a part of the scholarship incentive, while there are spots available to them.

Scholarship spots are subject to change per semester so speak with the Admissions Director for availability. If all spots have been filled, an applicant can pay the \$150 deposit to have his name placed on a waiting list in the event there is an opening.

### Academic Policies

Students are eligible to earn up to 18 hours while in Bi-Vocational Certificate status. If the student wishes to continue their education after completing the Bi-Vocational Certificate, all 18 hours will transfer into most of the college's associate or bachelor degrees.

Bi-Vocational Certificate students must enroll in a minimum of 4 credit hours per semester with the maximum being 7 credit hours per semester. Students must stay continuously enrolled in the program to receive the financial aid available.

Students must maintain Satisfactory Academic Progress throughout their time in the Certificate Program. The standards for Satisfactory Academic Progress can be found by the following steps:

1. Go to [ccbbs.edu](http://ccbbs.edu)
2. Select the Academics Heading
3. Select Resources
4. Select the Course Catalog link
5. Go to the Minimum Scholastic Attainment under the Academics section

Since students will be able to transfer-in all or most of their credits into a degree program at CCBBC. The student's GPA must be 2.0 or higher at the time of their completion in the Bi-Vocational Ministry Certificate for them to receive their certificate at graduation and be awarded the credential by the college.



**Financial Aid Policies**

1. CCBBC will match hour-for-hour with the student. The student pays for one credit hour, CCBBC will scholarship one credit hour . \*
2. The college will match up to \$200 from the student’s church towards the certificate, under the Dr. George M. Asher Church Matching Scholarship.
3. Students who withdraw from the program will be responsible to cover the cost of financial aid that was applied to their account for tuition. This can be appealed to the scholarship committee to review the circumstance of the withdrawal.
4. If a student withdraws, fails an entire semester, or does not enroll for an eligible semester, the student forfeits all CCBBC scholarships towards the certificate.
5. Students who must retake a course they have failed will be responsible for the full tuition cost.

Clear Creek Baptist Bible College created the Bi-Vocational Certificate program with the goal of investing in the theological education and equipping for Christian service those who are dually employed. Through this program, students can grow in their knowledge of the Lord while also preparing for the pursuit of an undergraduate degree.

Through internal scholarships and the Asher Church Matching Scholarship, students are able to pay less than \$1,200 for tuition and fees, plus they receive a book stipend which allows them to order their books and pay for them later. However, the student must stay continuously enrolled to maintain the scholarship. If a student were to cease their enrollment in the program, then they would lose their financial aid package.

<b>Credit Hours</b>	<b>Fees</b>	<b>Tuition Cost</b>	<b>Total Cost</b>	<b>CCBBC Financial Aid</b>	<b>Church Asher Matching</b>	<b>Student Cost</b>
4 hours	\$175.00	\$1,320.00	\$1,495.00	\$860.00	\$200.00	\$435.00
5 hours	\$175.00	\$1,650.00	\$1,825.00	\$860.00	\$200.00	\$590.00
6 hours	\$175.00	\$1,980.00	\$2,155.00	\$1,190.00	\$200.00	\$765.00
7 hours	\$275.00	\$2,310.00	\$2,585.00	\$1,190.00	\$200.00	\$1,195.00

If a student fails a class, they will be required to pay standard tuition for the re-take of said course. However, financial aid will be available for the other classes in which the student is enrolled.

If a student withdraws from a course that was previously failed and is being retaken, they will be responsible to pay for the portion of the course at the time of their withdrawal based upon financial aid calculations.



**\*When a student takes a semester with odd credit hours, the student will cover the extra hour.**

**The college reserves the right to alter or amend, at its discretion, any of the information on this fee sheet.**

