



SCHOOL  
OF EMERGING  
LEADERS

International Training Center  
147 Wolf Road  
Elizabethville, PA 17023  
Phone: 717-362-4523  
Fax: 717-362-2020  
Email: [connect@goitc.org](mailto:connect@goitc.org)

### *Enrollment Packet Instructions:*

- Please complete and return pages 1 - 4 along with all requested documents to the address listed above or email to [connect@goitc.org](mailto:connect@goitc.org).
- Remove pages 5 - 10 for your own use.

*You will receive confirmation when enrollment packet is received.*

## Personal Information

Name \_\_\_\_\_

Last

First

Middle

Preferred Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_ Home Phone (\_\_\_\_) \_\_\_\_\_

Work Phone(\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_

Sex:      Female      Male      Birth Date \_\_\_\_/\_\_\_\_/\_\_\_\_      Age: \_\_\_\_

# Educational Information

High School Name \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_

School Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_

Date of Graduation \_\_\_\_/\_\_\_\_/\_\_\_\_

Type of school from which you graduated:      Public      Private      Home School

College(s) or trade schools attended (include institution name, city, dates attended, hours earned, and GPA):

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*Degrees Earned*

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**Please attach:**

- Photocopy of High School Diploma or GED equivalent
- Photocopies of ALL degrees, certificates, etc.
- Photocopies of ALL undergraduate and/or postgraduate education transcripts
- Detailed listing of any ministry experience (if applicable)

# Medical Treatment Release

I, \_\_\_\_\_, have chosen to be a part of the International Training Center. I understand that it is possible that circumstances could arise that would require me to obtain medical or dental care.

In that event I, \_\_\_\_\_, being of legal age give Giving Light Christian Fellowship (GLCF) and International Training Center (ITC), or any leader thereof, permission to act on my behalf should I be unable to do so; to obtain any reasonable medical/dental care or treatment, including: diagnostic tests, x-rays, anesthesia, surgery, or procedures which may be deemed necessary during my involvement with ITC.

I do not, at this time, need any medical care; however, this is given in advance of any need to provide authorization for GLCF, ITC, and any authority thereof to provide treatment on my behalf. While in participation with GLCF or ITC, ITC authority will have complete authorization to make decisions as if I myself have given permission.

I am aware, if any serious injury or illness results in my inability to continue to participate in ITC, that **I am solely responsible** for all medical/dental expenses, as well as ambulance (air or land) and any other medical transportation.

## Please provide the following information:

Medical Insurance Carrier: \_\_\_\_\_

Name on policy: \_\_\_\_\_

Policy #: \_\_\_\_\_

Insurance carrier phone #: \_\_\_\_\_

I hereby release and hold harmless Giving Light Christian Fellowship and the International Training Center, its pastors, authority, leaders, paid or unpaid staff, drivers, etc., from all liability for personal injury, including death, as well as property damage or loss arising out of my participation in ITC.

I accept full responsibility for any medical expenses, treatment, or care that I might incur.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Emergency Contact:

Name: \_\_\_\_\_ Phone: (\_\_\_\_)\_\_\_\_-\_\_\_\_ Relationship: \_\_\_\_\_

Cell: (\_\_\_\_)\_\_\_\_-\_\_\_\_

Work: (\_\_\_\_)\_\_\_\_-\_\_\_\_

Address: \_\_\_\_\_

# Photo and Video/Audio Recording Release

I am 18 years of age or older and, if not, my Mother/Father/Legal Guardian has also signed below.

For my participation in activities to be conducted by International Training Center, I hereby give my permission and consent, now and for all time, to International Training Center, Giving Light Christian Fellowship, Inc., and third parties collaborating with International Training Center to make, reproduce, edit, broadcast or rebroadcast any video film, footage, sound track recordings and photo reproductions of me and/or my narrative account of my experience International Training Center, for publication, display, sale or exhibition thereof in promotions, advertising and legitimate business uses without any compensation to, and/or claim, by me. I may, or may not be, identified in such reproductions; however, I shall not be stated by name to have endorsed any particular commercial products or commercial services.

I further agree to the following:

- Any video film, footage, sound track recordings, and photo reproductions of me and/or my narrative account of my experience at International Training Center, I authorize, according to this Release, shall belong to, International Training Center, Giving Light Christian fellowship, Inc., and third parties collaborating with International Training Center. Therefore, they will have full right of disposition of any video film, footage, sound track recordings and photo reproductions of me and/or my narrative account of my experience at International Training Center.
- Any video film, footage, sound track recordings and photo reproductions of me and/or my narrative account of my experience at International Training Center will not be subject to any obligation of confidentiality and may be shared with and used by International Training Center, Giving Light Christian Fellowship, Inc., and third parties collaborating with International Training Center.
- International Training Center, Giving Light Christian Fellowship, Inc., and third parties collaborating with International Training Center shall not be liable for any use or disclosure to a third party of any video film, footage, sound track recordings and photo reproductions of me and/or my narrative account of my experience at International Training Center; and
- International Training Center, Giving Light Christian Fellowship, Inc., and third parties collaborating with International Training Center shall exclusively own all known or later existing rights to worldwide and shall be entitled to the unrestricted use any video film, footage, sound track recordings and photo reproductions of me and/or my narrative account of my experience at International Training Center for any purpose without compensation to me.

I agree that my consent and this release are irrevocable. I hereby release and discharge International Training Center, Giving Light Christian Fellowship, Inc., and third parties collaborating with International Training Center from any and all claims in connection with the uses and reproductions of any video film, footage, sound track recordings and photo reproductions of me and/or my narrative account of my experience at International Training Center as described herein.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_

I am the Mother/Father/Legal Guardian of \_\_\_\_\_ (child's name). For the consideration contained herein, I hereby consent to the foregoing on behalf of my minor child.

Signature of Mother/Father/Legal Guardian: \_\_\_\_\_

## Financial Information

**Pricing is by individual course or event. Typically there are three pricing options available. All pricing levels include course text materials (unless otherwise noted). Undergraduate and Postgraduate options include enrollment fees and credit fees.**

- 1) Audit Level—Those desiring to sit in on a course or event, but not receive college credits.
- 2) Undergraduate Level—Those placed at an undergraduate level (working towards either Associate or Bachelor degrees).
- 3) Postgraduate Level—Those placed at a postgraduate level (working towards either Master or Doctorate degrees).

All monies are due on or before the due date specified for each course/Intensive.

**No monies under any circumstance will be refunded.**

Note: Checks returned due to insufficient funds will be charged a \$35.00 fee in addition to any “late” fees.

## Academic Requirements

ITC offers degrees in Biblical Leadership including Associate, Bachelor, Master, and Doctorate. Each student will be placed upon enrollment according to Worldwide Accreditation Commission.

### **Attendance:**

Punctual attendance is mandatory for all classes.

If you miss or are late for any classes—without prior approval or written excuse—you will be given an unexcused absence or tardiness and extra work will be given to make up for your missed class.

If an absence is “beyond one’s control,” i.e. sickness, emergency, you will need to make up any work as per professor’s instructions.

Unexcused absences receive a zero (0) grade. Excused absences are given one week to make up any missed work and additional assignments. (Unless otherwise instructed by professor).

## Academic Requirements, continued

### Requirements:

All students must maintain a 2.0 GPA (79-83) while attending ITC.

**Degrees will only be granted to those who uphold an 83% GPA.**

A minimum of 2 hours classroom preparation is required for each class for each course (i.e. study, homework).

All class requirements (homework, term papers, exams, quizzes, oral reports, etc.) must be completed and turned in on time.

### IMPORTANT:

**Homework or term papers not turned in by the expressed due date will receive a zero (0) grade. Note: Even if late and graded at 0%, homework, papers, and all work must be turned in, otherwise, you will receive a course incomplete.**

69% or lower is a failing grade.

### GRADING SCALE:

A	95-100	4.0 Grade Points
A-	93-94	3.7 Grade Points
B+	91-92	3.3 Grade Points
B	87-90	3.0 Grade Points
B-	85-86	2.7 Grade Points
C+	83-84	2.3 Grade Points
C	79-82	2.0 Grade Points
C-	77-78	1.7 Grade Points
D	70-76	1.0 Grade Points
F	00-69	0.0 Grade Points
W		Withdrawn
I		Incomplete

### Graduating with Honors:

Summa Cum Laude = 3.90 – 4.00 cumulative grade point average

Magna Cum Laude = 3.65 – 3.89 cumulative grade point average

Cum Laude – 3.50 – 3.64 cumulative grade point average

# Accreditation

The International Training Center (ITC) is under the umbrella of Teamwork Bible College International (TBCI) of Martinsville, Virginia. TBCI is an accredited university under the Worldwide Accrediting Commission. Worldwide Accrediting Commission is an international accrediting commission that holds as its primary objective the encouragement and maintenance of sound scholarship and the highest academic achievement in the area of private schools, colleges, and theological seminaries. These accreditations give assurance that Teamwork offers programs meeting national and international standards of excellence. These standards include appropriate academic criteria, a fair grading policy, proper evaluation of all students, recognition of external degree programs, and a constant search for improvement. TBCI is authorized by the Department of Higher Education, Commonwealth of Virginia, USA, to grant degrees by religious exemption.

Degree programs of International Training Center (ITC) and/or Teamwork Bible College International (TBCI) are neither designed to meet any particular, local, state, or national licensing, nor to comply with laws regarding credentials in any particular nation. Rather, ITC and TBCI programs do meet the requirements established by private, independent, and professional associations. Various regionally or nationally accredited colleges and seminaries throughout the United States may accept transfer students, credits and degrees from other educational institutions, including ITC and/or TBCI. Our students must realize that transfer of credits from our school is based upon individual college criteria. Requirements for transfer vary from school to school; with most liberal arts colleges accepting only certain courses taken at a Bible School.

Note: All accreditation is not the same. Accreditation has many purposes. The Accrediting Commission helps the religious world to obtain accreditation that is not government-affiliated. Worldwide Accrediting Commission is nongovernmental in accreditation because it represents countries of varied governmental and political persuasions, it is a vehicle to exchange credits, languages, customs, and evangelism between sister institutions throughout their membership. Worldwide Accrediting Commission is overseen by Dr. Paul Richardson. Anyone wishing to contact them for verification may write to: The WWAC, Dr. Paul Richardson, Executive President, 2800 Blendwell Road, Richmond, VA 23224. This accreditation gives assurance that International Training Center and Teamwork Bible College International offer programs meeting national and international standards of excellence.

## GUIDELINES FOR RESEARCH PAPER

These guidelines are to help you, the student, in writing a quality paper. These guidelines should be followed to obtain credit for your work.

### FOUNDATION for your research paper:

1. This is not a platform to “preach,” give a testimony, or just talk. It is to be research. “The research paper is defined as a summary of what others have already said or written on a given subject, with a section on the student’s own observations and criticism of the material gathered ....the undergraduate term paper and the master’s level thesis will be a presentation of information that is already known rather than contributing anything new to existing knowledge...” (1)
2. It must be significant in topic to the course and incorporate truths taught in the course.
3. First, seek God for a revelatory topic, then begin to search the Bible, Greek, Hebrew, Bible Dictionaries, Commentaries, your text, as well as other additional reference books.
4. Your research is to help support YOUR topic.

### GENERAL PAPER PRESENTATION REQUIREMENTS:

1. Every paper must be type-written/computer-generated on white, letter-sized paper and fastened at the top left with a single staple for easy review and grading.
2. Lengthier papers may be fastened with a binder clip rather than staple.
3. Please DO NOT USE any other cover for course or research papers.
4. Font
  - A. The body is never written with all capital letters. Upper and lower case must be used.
  - B. Use 12 font
  - C. Arial or Times New Roman
5. Pagination
  - A. All pages, except for the cover/title page and Table of Contents, must be numbered at the BOTTOM. (Centered or in the lower right hand corner of the page.)
6. Spacing
  - A. 1.5 line space
  - B. First word of paragraph should be indented
7. Margins
  - A. Each page should have 1” on the left
  - B. 1” on the right, top and bottom
  - C. Do not use justify for the body of the paper. (May use for quotations of three lines or more.)



8. Table of Contents
  - A. Should follow the cover page
  - B. Title of research paper
  - C. List Introduction, subtitles, Conclusion, and Bibliography—titles centered
  - D. On far right of paper the appropriate page numbers should be listed
  - E. Good to center contents on the page (from top to bottom) to add to eye appeal
9. Body of term paper should include:
  - A. Title in all caps, bolded, and centered (while the rest of the type should be normal)
  - B. Introduction (all caps, bolded, and centered)—short basic overview
  - C. Subtitles should be placed with space above and below subtitle throughout the body of the research paper. Subtitles should be in all caps, bolded, and centered.
10. Conclusion (all caps, bolded, and centered) – summarize the term paper with final remarks.

### **QUOTATIONS:**

When you make reference to any material you have consulted, you must first put parenthesis, then the last name of the author, followed by a colon, and the number of the page or pages from which the information came (Hilton: 32, 33). If the number of lines you quote is less than three, you should write them as a part of your text, but in quotation marks; remember to reference them. If there are more than three lines, then they should be quoted as follows:

1. Double space (two single spaces) after text body
2. Indent 1" on either side from text body
3. Single space indented reference
4. Double space (two single spaces) before you re-enter text body

If you quote the same author twice in a row, it is not necessary to type the last name again, just type (Ibid: 35). In the case that there are two authors with the same last name, write the last name of the author, and the initial of the first name and proceed with the colon and page number/s. If you quote an author who has written two or more works cite his or her name, use a colon and the pages(s) (as per usual) along with the name of his or her work. Even though you might not quote an author directly, but summarize his words, YOU MUST REFERENCE this information according to the "Copyright Laws."

### **You must have in your bibliography referenced:**

1. All commentaries or dictionaries
2. Your course text/s
3. A minimum of three research books (text-style writings)
  - A. Should have adequate research for the length of your paper. Lengthier papers will require more research materials.
4. Any other reference information quoted or summarized
5. Note: If you give reference within the text and it is not one of your required bibliographical references, you do not have to list in Bibliography as long as they are text referenced.
6. At least one quote must be made from your course text book/books.

### **Then on the Bibliography page you would list as follows:**

*Double Honor: Uprooting Shame in Your Life* by Melodye Hilton, Double Honor Ministries (or applicable, place the publishing house. i.e. Word Publications, Zondervon books, etc.)  
Elizabethville, PA, c 1999, page 121

## **GENERAL PAPER CONTENTS REQUIREMENTS:**

All course and research paper submitted for credit must have the following:

1. Title/cover page
2. Table of Contents
3. Main section
4. Bibliography/Reference listing

### **TITLE/COVER PAGE:**

Every paper must have a title/cover page. The title/cover page includes two pieces of information:

1. The title of the paper and the “by” notation
2. The title on this page will be about 5 inches from the top of the page and centered, using a large, bold business-like font, all capital letters.
3. The “by” notation includes the student’s name, the course name in italics, the name of the school and the date of the paper. All of these items should start about 7 or 8 inches from the top of the page, centered, using a large, bold font.

### **ALL COURSE AND RESEARCH PAPERS will be reviewed with the following grading guidelines in mind:**

1. Context (factual information, scripturally accurate, personal understanding, and communication of the subject)
2. Effort (recognized effort in study, research, and delivery)
3. Grammar (including punctuation, typographical accuracy, as well as following proper research instructions)
4. Research books and their proper Bibliographical listings
5. Neatness and order

### **Think:**

- Do I have excessive unused space in my paper?
- Am I gathering research and giving appropriate recognition? Note: If it looks like you are “copying” or “rewording” another’s writings without proper reference—that is plagiarism and an automatic failing grade in your course with a potential dismissal from ITC.
- Am I just preaching, talking, giving testimony or telling a story or have I pursued and communicate research and STUDY?
- Am I remaining focused on my title/topic or am I rambling?
- Am I backing up my research with scripture references and accuracy? You need to quote every scripture by a scripture reference to support your statements.
- Have I taken more than 25 percent of my paper from other’s writings? Note: no more than 25 percent of your paper should be direct quotes and scripture quotes.