

# POLICIES & PROCEDURES



## APPLICATION REQUIREMENTS:

- Completed Application Form
- USD 20 / KES 2000 Non Refundable Application Fee
- Agreement to: Statement of Faith, Standards of Conduct, Honorable Life Covenant, Dress Code

## WHEN TO APPLY

We are currently accepting applications for next intake. Any applications later than the deadline posted on the website will be considered for the next intake.

## AFTER YOU APPLY

When the Admissions Office has received all required forms and the non-refundable application fee, your application for admission will be reviewed. Upon completion of review, you will be notified by the Admissions Office as to the status of your application. Please allow up to four (4) working days for processing and review of your application.

## OUR STATEMENT OF FAITH

- We believe in one God—Father, Son, and Holy Spirit, Creator of all things.
- We believe that the Lord Jesus Christ, the first begotten Son of God, was conceived of the Holy Spirit, was born of the Virgin Mary, was crucified and died, was buried and resurrected, ascended into heaven, is now seated at the right hand of God the Father, and is both true God and true man.
- We believe the Bible in its entirety to be the inspired Word of God and the infallible rule of faith and conduct.
- We believe in the resurrection of the dead, the eternal happiness of the saved, and the eternal punishment of the lost.
- We believe in personal salvation of believers through the shed blood of Jesus Christ.
- We believe in sanctification through the Word of God and by the Holy Spirit, and we believe in personal holiness, purity of heart and life.
- We believe in divine healing through faith in the Name of Jesus Christ, and we believe that healing is included in the Redemption.
- We believe in water baptism, in the Baptism of the Holy Spirit as distinct from the New Birth, in speaking with tongues as the Spirit of God gives utterance (Acts 2:4), in the gifts of the Spirit, and in the evidence of the fruit of the Spirit. We believe that all of these are available to believers.
- We believe in the Christian's hope: the soon-coming, personal return of the Lord Jesus Christ.

## **STANDARDS OF CONDUCT**

The Farm is committed to maintaining an atmosphere conducive to the development of students for ministry who have made a commitment to Jesus Christ and a lifestyle based upon the Bible. Our philosophy and policies reflect the heritage of faith and personal integrity that comes with a committed followership of Christ. Therefore, every student must recognize this and exemplify conduct that reflects excellence.

The Farm's Standards of Conduct are established for the guidance of all students. infractions will lead to corrective action up to and including withdrawal. The type of disciplinary action imposed will be at The Farm's discretion. While the principles of progressive discipline, i.e. verbal, written, final written/suspension and withdrawal are generally applicable, The Farm reserves the right to take whatever action it may deem appropriate.

All students are expected to maintain high standards of character with consistent attitudes of friendliness, teachability, and a love and concern for others. It is essential that our students treat each other, and those with whom they come in contact, with courtesy, respect, professionalism and that they work cooperatively and constructively in resolving issues or problems.

The following list is representative of behaviors and activities which may result in corrective action and/or dismissal: We believe in sanctification through the Word of God and by the Holy Spirit, and we believe in personal holiness, purity of heart and life.

- Criminal behavior and violations on or off The Farm's Campus.
- Possession and use of tobacco, any legal or illegal habit forming drug, and alcoholic beverages.
- Immoral behaviors that are heterosexual or homosexual in nature, including fornication, masturbation, adultery, pornography, sexual perverseness or harassment.
- Possession or use of firearms or explosives on or off The Farm's Campus.
- Engaging in all acts of dishonesty, fraud, theft or sabotage, including cheating and plagiarism.
- Gambling on or off The Farm's Campus.
- Negligence in observing fire prevention, safety rules or recycling rules.
- Unauthorized use of The Farm material, time, equipment or property.
- Unauthorized possession or destruction of the property of a The Farm's staff, student or faculty.
- Fighting, throwing things, horseplay, practical jokes or other disorderly conduct which may endanger the well-being of any student, staff, or The Farm's operations.
- Threatening, intimidating, harassing, coercing, using abusive or vulgar language, or interfering with the performance of the other students or The Farm's staff.
- Critical or negative behavior, strife, gossip, racism, and conduct not consistent with Christian standards.
- Excessive unexcused absenteeism or tardiness to classes, seminars, and internships/practicals.
- Insubordination, refusal to comply with instructions or failure to perform The Farm's-related assignments.

☐ Violations of The Farm's Honorable Life Covenant, Dress Code, Statement of Faith, Financial Responsibility or any other guidelines and policies provided by The Farm.

☐ Engaging in any practice as The Farm determines may be inconsistent with the ordinary and reasonable rules of conduct necessary for the welfare of The Farm community and its staff, or students.

## **COVENANT FOR A HONORABLE LIFE**

The Farm defines honor as a keen sense of ethical conduct. As a student at The Farm, an honorable life, freely chosen and fully committed to the teachings and principles of the Word of God, must be evident to all who should choose to examine It. Having personal Integrity (doing what's right, because It's right, and doing It right) demonstrates the unwavering dedication of a Christian life well lived. This Is what Is expected of every student at The Farm.

I give my word as a guarantee I will be submitted to God and committed to doing what He says, putting aside my own feelings, human reasonings and being obedient to the Lord.

I give my word as a guarantee I will live an honorable manner of life, living honestly among all people, bringing no disgrace or damage to the reputation of Jesus Christ or Christians. I will do the right thing regardless of what It may cost, representing The Farm with a standard of excellence.

I give my word as a guarantee I will Biblically honor, obey, submit to and pray for God-ordained authority including political authorities, law enforcement, employers, and the school leadership of The Farm

I give my word as a guarantee I will reverence and love God with my whole heart and yield to Love Himself. I will actively pursue developing a strong spirit, refusing fear of any kind, cultivating the Fruit of the Spirit, with respect and consideration towards all people. I will be quick to forgive others and not engage In strife. I will not criticize others behind their back, but rather keep an honorable attitude held In faith and good conscience.

I give my word as a guarantee I will conduct my life as a vessel of honor, purge myself In humility, flee from youthful lusts and follow after righteousness, faith, love and peace with all those who call on the Lord out of a pure and honest heart. I don't do what my flesh wants to do. I live by the Word of God and the will of God for my life.

I give my word as a guarantee I will faithfully and punctually attend The Farm classes, projects, missions and practicums, and honestly complete all assignments on my own accord without plagiarism or cheating. Furthermore, I acknowledge my attendance at The Farm is a privilege and that The Farm may exercise Its right to withdraw a student from Its program at any time for disciplinary reasons.

I give my word as a guarantee I will connect and commit to a local church community as a way to nurture and be nurtured, to grow and to be effective for Christ. To be actively Involved In church services, events, helps ministry opportunities as well as financial stewardship.

## **DRESS CODE**

The Farm expects students to represent the Lord and the ministry in the image they project.

- A student's appearance should be guided by good grooming, modesty and mature discretion.
- In determining wardrobe, one should consider appropriateness of the activity or occasion involved.
- All students will be expected to maintain a neat, clean appearance.
- Clothing will not be revealing or offensive.
- Clothing which reveals undergarments, shorts, tank tops, sleep or swim wear are prohibited.

## **NON DISCRIMINATORY POLICY**

The Farm admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and athletic and other school-administered programs.

## **REFUND POLICY**

No refunds are given after the end of the second week of the academic year. If a student submits an official withdrawal prior to the end of the second week of classes, the student will be refunded tuition paid minus USD 40/KES4000.

Please note: applicable tuition refunds are only available in instances of official withdrawal. Unofficial withdrawals may result in unpaid balances for which the student is responsible.

After the second week of classes for the academic year, no refunds are given. If a student is expelled due to violation of the policies stated in our Standards of Conduct and Honorable Life Covenant, then no refund shall be due.