

APPLICATION PROCEDURE

WHEN TO APPLY:

You may apply up to four (4) weeks prior to the start date you wish to enroll (September or delay as late as 4th December). Please allow up to four (4) weeks to review and process your application.

REQUIREMENTS:

Character:

Students will be expected to live in accordance with Godly principles as stated in the Dress Code and Conduct Information and the Student Handbook.

Age:

Applicants must be at least 18 years of age.

Fee:

A one-time, non-refundable R500 application fee must be sent with your application. Your application will not be processed without payment.

Completed Application:

1) Application Form

All questions on the application must be completed. If a question does not apply to you, write "N/A" (not applicable) in the space provided.

2) Essay Question Form

Complete this form in your own words. Your statements will be held in confidence.

3) Pastor's Recommendation

If your Pastor is a relative or your spouse, ask another member of the church's pastoral staff to complete this form. If you belong to a Small Group Bible Study you may request the Minister facilitating this group to complete this form.

4) Personal Recommendation

This form should be completed by an employer, teacher, or a friend. This person may not be a relative.

5) Two Recent Photographs

Please include two (2) recent, passport-size photographs of yourself (head and shoulders).

Passport:

Charis Bible College requires a copy of a signed passport six (6) months prior to your going on a foreign mission trip. Passport applications may take up to 6 weeks to process. Please plan accordingly.

Note: Please be sure to use sufficient postage when mailing application forms.

AFTER YOU APPLY:

When the Office has received all your forms, fully completed, and the R500 application fee, your application for admission will be evaluated. You will then be notified by the Director as to the status of your application. Please allow up to four (4) weeks to review and process your application.

Checklist for Completed Application:

Must be completed upon applying and received at least four (4) weeks prior to your start date:

- ___ Completed application form
- ___ Completed essay questions form
- ___ Signature and date on application
- ___ Application fee of R500 (one-time, nonrefundable)

The following must be received by the school prior to your start date:

- ___ Two (2) recent, passport-size photographs
- ___ Completed Personal Recommendation Form
- ___ Completed Pastor's Recommendation Form

The following must be received six (6) months prior to your foreign missions trip:

- ___ Copy of signed passport (please see passport paragraph)

**Charis Bible College
PO Box 191, Heidelberg, Western Cape, 6665
Phone 028-7222701**

CHARIS BIBLE COLLEGE
PASTOR'S RECOMMENDATION – if applicable

Note: This section must be completed by applicant.

TO THE APPLICANT: This recommendation should be completed by your pastor and mailed directly to the Director. If your pastor is your parent, spouse, or other family member, ask another member of the church's pastoral staff to complete this form. If a person other than your pastor (assistant pastor, youth pastor or Bible study facilitator) completed the form, an explanation should be provided

Date _____ Phone _____

Applicant's Name _____

Present Address _____

City _____ County _____ Postcode _____

TO THE PASTOR: The above-named individual is applying for admission to Charis Bible College. Serious consideration will be given to your comments. Thank you for your assistance. Once you have completed the form, **please mail it to: Director, Charis Bible College, P.O. Box 191, Heidelberg, Western Cape, 6665.**

1. How long have you known the applicant? _____ (must be six months or longer) and In what capacity?

2. How well do you know the applicant?

- | | |
|---|---|
| <input type="checkbox"/> Very well - pastoral relationship | <input type="checkbox"/> Casually - few personal contacts |
| <input type="checkbox"/> Fairly well - numerous personal contacts | <input type="checkbox"/> By name/sight |

3. To your knowledge, has the applicant made a personal commitment to Jesus Christ?

- Yes
 No
 I don't know

4. To your knowledge, does the applicant:

Smoke? Yes / No
Drink alcohol? Yes / No
Use illegal drugs? Yes / No

Comments: _____

5. Which characteristic(s) best describes the applicant? Please check all that apply.

- | | |
|---------------------------------------|--------------------------------------|
| <input type="checkbox"/> Critical | <input type="checkbox"/> Rebellious |
| <input type="checkbox"/> Enthusiastic | <input type="checkbox"/> Respectful |
| <input type="checkbox"/> Loving | <input type="checkbox"/> Sympathetic |
| <input type="checkbox"/> Passive | <input type="checkbox"/> Tolerant |

6. In what form of Christian service has the applicant participated regularly?

7. To what extent is the applicant engaged in the activities of your church? (Please check one.)

- Enthusiastic, deeply involved
- Seldom participates/attends regularly
- Cooperative, usually willing to help
- Attends irregularly, shows little interest

8. Please indicate what you consider to be the applicant's strengths.

9. Please indicate what you consider to be the applicant's weaknesses.

10. The applicant's influence on his or her peers is:

- Positive
- Negative
- Neutral
- I don't know

11. Please describe any home factors you're aware of that might affect the applicant's success at CBC.

12. Please evaluate the applicant in regard to the following categories. (Please circle one.)

	Excellent	Above Average	Average	Below Average	Poor	No Chance To Observe
Christian commitment	1	2	3	4	5	6
Social adaptability	1	2	3	4	5	6
Cooperativeness	1	2	3	4	5	6
Integrity and honesty	1	2	3	4	5	6
Responsibility	1	2	3	4	5	6
Mental ability	1	2	3	4	5	6
Physical health	1	2	3	4	5	6
Initiative	1	2	3	4	5	6
Christian character	1	2	3	4	5	6
Emotional stability	1	2	3	4	5	6
Personal appearance	1	2	3	4	5	6
Leadership	1	2	3	4	5	6
Reliability	1	2	3	4	5	6

13. Please add any further comments you may have that would help in our evaluation.

Please Check One:

- I *highly* recommend
- I recommend *with* reservation
- I recommend
- I *cannot* recommend

Please print (or capital block letters) the information below:

Name _____ Phone (_____) _____

Church _____

Address _____

Signature _____

Date _____

CHARIS BIBLE COLLEGE
PERSONAL RECOMMENDATION

Note: This section must be completed by applicant.

TO THE APPLICANT: Each applicant to Charis Bible College is required to submit a personal recommendation for review by the Director. Please complete this entire section, and then give this form to the person (teacher, employer, or friend) you choose to have complete it.

Date _____ Phone _____
Applicant's Name _____
Present Address _____
City _____ County _____ Postcode _____

TO THE PERSON COMPLETING THIS RECOMMENDATION:

The above-named individual is applying for admission to Charis Bible College. Serious consideration will be given to your comments. Thank you for your assistance. **Once you have completed the form, please mail it to: Director, Charis Bible College, P.O. Box 191, Heidelberg, Western Cape, 6665.**

1. How long have you known the applicant? _____

2. What is your relationship to the applicant? (cannot be a family member)

- | | |
|--|--------------------------------------|
| <input type="checkbox"/> High school teacher/counselor | <input type="checkbox"/> Friend |
| <input type="checkbox"/> College teacher/counselor | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Employer | |

3. How well do you know the applicant?

- | | |
|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> Name/sight | <input type="checkbox"/> Fairly well |
| <input type="checkbox"/> Casually | <input type="checkbox"/> Very close |

4. To your knowledge, has the applicant made a personal commitment to Jesus Christ?

- Yes
 No
 I don't know

5. To your knowledge, does the applicant:

Smoke? Yes / No
Drink alcohol? Yes / No
Use illegal drugs? Yes / No

Comments: _____

6. Which characteristic(s) best describes the applicant? Please check all that apply.

- | | |
|---------------------------------------|--------------------------------------|
| <input type="checkbox"/> Critical | <input type="checkbox"/> Rebellious |
| <input type="checkbox"/> Enthusiastic | <input type="checkbox"/> Respectful |
| <input type="checkbox"/> Loving | <input type="checkbox"/> Sympathetic |
| <input type="checkbox"/> Passive | <input type="checkbox"/> Tolerant |

7. To your knowledge, what Christian service is the applicant involved in (such as Sunday school teacher, youth leader, church volunteer)?

8. Please indicate what you consider to be the applicant's strengths.

9. Please indicate what you consider to be the applicant's weaknesses.

10. The applicant's influence on his or her peers is:

- Positive
- Neutral
- Negative
- I don't know

11. Please evaluate the applicant in regard to the following categories. (Please circle one.)

	Excellent	Above Average	Average	Below Average	Poor	No Chance To Observe
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12. Please add any further comments you may have that would help in our evaluation.

Please Check One:

- I highly recommend
- I recommend *with* reservation
- I recommend
- I *cannot* recommend

Please print (or capital block letters) the information below:

Name _____ Phone (_____) _____

Address _____

Signature _____ Date _____