



November 5, 2021

Dear Current or Prospective Student:

Thank you for your interest in the Bay Cities Bible College. I am enclosing our registration form and enrollment agreement for Winter Quarter 2022. To avoid late registration fees, please return your completed forms and registration fee by December 27, 2021 to avoid a \$45 late fee. Winter Quarter starts Monday, January 3, 2022.

Due to the COVID-19 pandemic, all residential classes have been suspended. All our classes will be offered remotely using **online learning**. Students will need a computer equipped with speaker, microphone and webcam (included in most laptop computers) and a reliable internet connection. Online instruction allows students to attend class from the comfort of home.

All BCBC Faculty & Staff will be working from home. Since our Office Manager will be working from home, please use the following mailing address:

**Bay Cities Bible College
c/o Chantee Adkins-Murphy
2550 35th Avenue, Unit C
Oakland, CA 94601**

Thank you for your continued support of the Bay Cities Bible College. May the Lord richly bless you! We look forward to seeing you in January 2022!

Cordially in Christ,

Brad Chew

President

BAY CITIES BIBLE COLLEGE
Main Campus: 1712 Alcatraz Ave, Berkeley, CA
Registration Part 1: Winter 2022
(Monday, January 3 through Thursday, March 17, 2022)

Bay Cities Bible College
c/o Chantee Adkins-Murphy
2550 35th Avenue, Unit C
Oakland, CA 94601

baycitiesbiblecollege@gmail.com
Phone (510) 268-8060
Check here if you are a member of...
 Progressive Baptist Church, Berkeley, CA

Student Name _____ Email Address _____ Phone _____

Address Check if address is new _____ City _____ State _____ Zip Code _____

Please indicate which classes you plan to attend in Winter Quarter, 2022. **(Circle "C" for credit or "A" for audit.):**

(Course and Faculty Descriptions are listed on the back of this form.)

Location	Course Title	Instructor	Day, Time	Credit/Audit
All Courses Offered Remotely Due to COVID-19 Pandemic	BI102-The Historical Books	Ted Anderson	Monday, 7:00-9:30pm	C A
	ST126-Doctrine of the Church	Sid Baker	Monday, 7:00-9:30pm	C A
	BL129-New Testament Greek 2	Brad Chew	Tuesday, 7:00-9:30pm	C A
	CO152- Counseling Approaches	Brian Tekawa	Tuesday, 7:00-9:30pm	C A
	PM147-Pastoral Ministries 2	Darren Lim	Tuesday, 7:00-9:30pm	C A
	GS114-Christian Witness	Chris Sansano	Thursday, 7:00-9:30pm	C A
	ST123-Doctrines of Man & Sin	Sid Baker	Thursday, 7:00-9:30pm	C A
	CE138-Organization/Admin CE	Darren Lim	Correspondence	C A

Graduate Courses

Location	Course Title	Instructor	Day, Time	Credit/Audit
Offered Remotely	BI202-Bible Exegesis 2	Ted Anderson	Tuesday, 7:00-9:30pm	C A
	BI207- NT Introduction	Ted Anderson	Thursday, 7:00-9:30pm	C A

* Due to the COVID-19 pandemic, all courses will be offered remotely (using Online Instruction). Students will need a computer equipped with speaker, microphone and webcam (included in most laptop computers).

1. Estimating Tuition: Total number of courses you plan to take for credit _____ x \$240/class = \$ _____.
Total number of courses you plan to audit _____ x \$210/class = \$ _____.
ACSI CEU Certificates: Add \$10/certificate _____ x \$10/certificate = \$ _____.

2. Textbook charges vary from course-to-course. Please consult the instructor for textbook list.

Tuition, Textbook charges, etc. are due on the first day of class. Discount available for members of Progressive Missionary Baptist Church; please contact office manager for details.

Registration Fees are due with this form and are non-refundable. Please enclose a check for \$15.00 if sent by December 27, 2021; \$60.00 if after that date, and mail it with this form to Bay Cities Bible College, c/o Chantee Adkins-Murphy, 2550 35th Avenue, Unit C, Oakland, CA 94601. For more information please call the BCBC Office at (510) 268-8060 or email us at baycitiesbiblecollege@gmail.com.

My signature below certifies that I have read, understood, and agree to the above terms and conditions:

Signature of Student

Date

Winter Quarter 2022: Course Descriptions

Undergraduate Courses:

BI102: The Historical Books – A study of Israel’s history from Joshua to Esther. The historical significance of the period in its bearing upon proper understanding of the whole of divine revelation is given special attention.

GS114: Christian Witness - This course provides the student with the practical methods for the winning of the lost to Christ. It will equip the students to witness with grace and confidence. Emphasis is given to dealing with special problems and with the cults.

ST123: Doctrines of Man and Sin – Anthropology and Hamartiology are the doctrines of man and sin. The origin and the nature of man are considered in this course. The fall of man and its consequences are studied.

ST126: Doctrine of the Church – Ecclesiology is the doctrine of the church, which includes the time of its origin and conclusion and the revelation of the Body of Christ as it relates to the local church. Special emphasis will be given to the spiritual gifts as they relate to the government, offices and ministry of the local church.

BL128: New Testament Greek II - A detailed study of the elements of Greek grammar emphasizing the functional elements of the various parts of speech. Pre-requisite: BL128 – New Testament Greek I

CE138: Organization and Administration of the Christian Education Program - A course which explores application of the philosophy of Christian leadership. A study of principles and techniques of organization, administration and supervision of the education program of the church.

PM147 Pastoral Ministries 2 - This course explores the pastor’s role in the church from their call to a local church and the role of pastoral care in the ministry. Areas of emphasis in pastoral care shall include effective ways of shepherding church leaders and laity and practical solutions to perplexing challenges in pastoral leadership.

CO152: Basic Approach and Techniques for Christian Counseling - A review of Biblical authority in Christian counseling, perspective on the nature of problems. Basic steps in the process of Christian counseling in relation to “everyday problems” of believers and non-believers. Pre-requisite: CO151

Graduate Courses:

BI202: Bible Exegesis II: Prophetic Literature - In depth exposition of prophetic literature from the English text, focusing on outlining, common themes, and the differences between Old and New Testament prophetic passages.

BI207: New Testament Introduction - A study of the background of the New Testament, focusing on introductory problems, authorship and date of writing.

About the Instructors...

Ted Anderson B.Th., London Baptist Bible College; M.Div., London Baptist Seminary; S.T.M., Ph.D., Dallas Theological Seminary

Sid Baker B.S., Western Baptist Bible College; B.D., M.Th., San Francisco Baptist Theological Seminary; studies at Rosebridge School of Psychology; D.Div. Bay Cities Bible College

Brad Chew B.S., M.S., Stanford University; M.Div., Denver Seminary

Darren Lim B.A., Tennessee Temple University; M.Div., Talbot School of Theology; Th.D., Covington Theological Seminary

Christopher Sansano B.A., Simpson University; M.Div., Liberty University

Brian Tekawa B.A., Bay Cities Bible College; M.A., Liberty Baptist Theological Seminary

Physical Location:

Main Campus

Bay Cities Bible College
1712 Alcatraz Avenue
Berkeley, CA 94703

Bay Cities Bible College

Registration Part 2: ENROLLMENT AGREEMENT

PLEASE CHECK ONE:

- Main: Bay Cities Bible College
1712 Alcatraz Avenue, Berkeley, CA 94703
Phone: (510) 268-8060
Website: www.baycitiesbiblecollege.org
- Satellite: Fremont Asian Christian Church
39829 Paseo Padre Pkwy., Fremont, CA 94538
- Remote Learning

PLEASE PRINT OR TYPE

New Student

Re-Entry Student

Applicant Legal Name _____
(First) (Middle) (Last)

Home Telephone: (____) _____ - _____ Cell: (____) _____ - _____ E-Mail _____

Address _____ City _____ State _____ Zip _____

A. EDUCATIONAL SERVICE

PROGRAM: (check one) ___ B.A. Biblical Studies ___ M.A. Biblical Studies ___ Audit

QUARTER: (check one) ___ FALL ___ WINTER ___ SPRING ___ SUMMER YEAR: _____

Total Clock Hours/Total Quarter Credit Hours _____ / _____ Approximate No. of Weeks 11

Enrollment Agreement Period - Start Date: _____ Scheduled Completion Date: _____

Enrollment Agreement Period Program - Start Date: _____ Program Scheduled Completion Date: _____

Hours are from _____ to _____ On the following days: Mon Tues Wed Thurs Fri

B. FOR OFFICE USE - ITEMIZATION & TOTAL TUITION FEES

Unpaid Balance: \$ _____ Must be paid prior to attending first class session.

Application Fee \$ _____ Must be submitted with application

Registration Fee \$ _____ Non-Refundable (add \$45 if late)

Photocopies \$ _____ (instructor provided curriculum in addition to or in lieu of textbook)

Tuition \$ _____ Prorated upon withdrawal. Refer to refund policy provision within this Agreement.

Graduation Fee \$ _____ Due with petition to graduate

TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE \$ _____ Invoice # _____

DUE UPON ENROLLMENT (unpaid balance; application; registration fees) \$ _____

ESTIMATED DUE FOR THE ENTIRE PROGRAM \$ _____*

**TO COMPLETE YOUR DEGREE, YOU ARE RESPONSIBLE FOR THIS AMOUNT. IF YOU GET A STUDENT LOAN, YOU ARE RESPONSIBLE FOR REPAYING THE LOAN AMOUNT PLUS ANY INTEREST, LESS THE AMOUNT OF ANY REFUND.*

Additional Fees, as applicable: Application Fee: \$30, Official Transcript \$15.00, Graduation Fee \$100

PAYMENT RECEIVED AND AGREEMENT TO PAY ANY REMAINING BALANCE INDICATED BELOW:

- Cash \$ _____
- Check \$ _____ Check Number: _____
- Balance Due \$ _____ Payment Agreement _____

BE SURE TO READ ALL PAGES OF THIS AGREEMENT. IT IS PART OF YOUR CONTRACT WITH THE SCHOOL.

Revision Date: May 25, 2021

Page 1 of 4 _____ (Initial)

THE TERMS AND CONDITIONS OF THIS AGREEMENT ARE NOT SUBJECT TO AMENDMENT OR MODIFICATION BY ORAL AGREEMENT. I, THE UNDERSIGNED PURCHASER OF THE PROGRAM OF TRAINING, HAVE READ, UNDERSTAND AND AGREE TO THE TERMS AND CONDITIONS CONTAINED HEREIN. I FURTHER ACKNOWLEDGE THAT NO VERBAL STATEMENTS HAVE BEEN MADE CONTRARY TO WHAT IS CONTAINED IN THIS AGREEMENT. THIS ENROLLMENT AGREEMENT IS A LEGALLY BINDING INSTRUMENT WHEN SIGNED BY THE STUDENT AND ACCEPTED BY THE SCHOOL.

I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me.

Signature of Student _____ Date _____

Signature of Student's Parent or Guardian (if student is under age 18) _____ Date _____

Signature and Title of School Official Accepting Enrollment _____ Date _____

C. REFUND POLICY

RESIDENTIAL PROGRAMS

STUDENT'S RIGHT TO CANCEL

1. You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance.

Cancellation of this agreement can occur up to: _____
Date

2. Cancellation may occur when the student provides a written notice of cancellation at: 1712 Alcatraz Avenue, Berkeley, CA 94703 by hand delivery; 2000 Allston Way, Box 557, Berkeley, CA 94701 by mail; or email baycitiesbiblecollege@gmail.com.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration or administration fee not to exceed \$250.00, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.

WITHDRAWAL FROM THE PROGRAM

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance. The refund will be less a registration or administration fee not to exceed \$250.00, and less any deduction for equipment not returned in good condition, within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.
- The student has failed to attend class for three (3) consecutive weeks.
- The student fails to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided

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Revision Date: May 25, 2021

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by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of three (3) consecutive weeks. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

UNDERSTANDINGS

INITIAL

1. **Catalog:** Information about Bay Cities Bible College is published in a school catalog that contains a description of certain policies, procedures, and other information about the school. Bay Cities Bible College reserves the right to change any provision of the catalog at any time. Notice of changes will be communicated in a revised catalog, an addendum or supplement to the catalog, or other written format. Students are expected to read and be familiar with the information contained in the school catalog, in any revisions, supplements and addenda to the catalog, and with all school policies. By enrolling in Bay Cities Bible College, the Student agrees to abide by the terms stated in the catalog and all school policies. **Access school catalog at www.baycitiesbiblecollege.org.**
2. **Location:** All residential instruction occurs at the address checked on page 1 of this agreement. Distance education coursework is completed at a location determined by the student.
3. I understand that I will be awarded a degree when I have completed all of the program requirements. A graduate must have passed each course and have satisfied all financial obligations.
4. **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:** The transferability of credits you earn at Bay Cities Bible College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree you earn in Biblical Studies, Pastoral Ministry, Christian Education or Christian Counseling at BCBC is also at the complete discretion of the institution to which you may seek to transfer. If the degree that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Bay Cities Bible College to determine if your credits, or degree will transfer.
5. **Career Services:** Placement assistance is not provided. Our school cannot promise or guarantee either employment or level of income to any Student or Graduate.
6. **Questions:** Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.
7. **Complaints:** A student or any member of the public may file a complaint about this institution with Bureau for Private Postsecondary Education by calling 888.370.7589 toll-free or by completing a complaint form, which can be obtained on the bureau's Internet Web site, www.bppe.ca.gov.
8. **Financing:** The Student understands that if a separate party is financing his/her education, that the Student, and the Student alone, is directly responsible for all payments and monies owed to the school listed on this agreement.
9. **Books/Equipment:** All supplies for the program selected will be provided by the School at the stated charge. Lost, mutilated, or stolen items will be replaced at the expense of the student.
10. **Equipment Requirements:** We recommend that students have access to a computer with high speed internet access for research and a printer to print term papers. A webcam, microphone and speakers are also recommended to facilitate video conferencing.
11. **Loan:** If a student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:
 - a. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
 - b. The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

NOTICE

YOU MAY ASSERT AGAINST THE HOLDER OF THE PROMISSORY NOTE YOU SIGNED IN ORDER TO FINANCE THE COST OF INSTRUCTION ALL OF THE CLAIMS AND DEFENSES THAT YOU COULD ASSERT AGAINST THIS SCHOOL, UP TO THE AMOUNT YOU HAVE ALREADY PAID UNDER THE PROMISSORY NOTE.
