



March 7, 2024

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 Spring Quarter 2024. To avoid late registration fees, please return your completed forms and registration fee by March 25, 2024 to avoid a \$45 late fee. Spring Quarter starts Monday, April 1, 2024.

All our classes are being 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. Classes listed as “Asynchronous Learning” do not meet on specified days or times. They have pre-recorded lectures which may be viewed as your schedule allows.

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 the Spring Quarter!

Cordially in Christ,

*Brad Chew*

President



## Spring Quarter 2024: Course Descriptions

### Undergraduate Courses:

**BI108: General Epistles and Revelation** - A synthetic study of the contents and major problems of epistles Paul wrote after Acts, the Epistle to the Hebrews and the general epistles of James, John, Peter and Jude. A synthetic study of the contents and major problems of the book of Revelation. The problem of a chronology of the book and the problem of the symbolic language in the book will be covered.

**GS112: God in History** - An examination of the dispensations of Scripture with an emphasis on Law, grace and the kingdom. The covenants are studied as a basis for premillennialism.

**ST124: Doctrines of Angels and Demons - 3 units**

Angelology will be a study of the orders of spirit-beings, their works and methods. Demonology and Satanology will be included.

**PM136: Biblical Preaching 3 - 3 units**

Problem-centered sermons and first-person narrative sermons are developed using expository preaching. Practice preaching and worship leading occupies a large segment of class time with constant evaluation by the professor and members of the class. Pre-requisite: Course PM135

**CE142: Introduction to Christian Education** - A survey of Christian Education at work in the local church. An overview of the aims, principles, leadership, organization and agencies of a Biblical program of Christian Education for all age groups.

### Graduate Courses:

**GS213: Introduction to Research Methods** - This required course introduces the student to resources available to do extended research.

**BL233: Old Testament Hebrew Exegesis 3: The Writings** - Exegesis in the poetic books of the Old Testament; focusing on interpretive and theological problems of biblical poetic literature. (One year Hebrew required).

### 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

**Dana Keith Mitchell** B.A., M.A., Bay Cities Bible College; Graduate Studies, Western Seminary

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

### Physical Locations:

Main Campus	Satellite Location
Bay Cities Bible College 1712 Alcatraz Avenue Berkeley, CA 94703	North Richmond Missionary Baptist Church 1427 Fred Jackson Way Richmond, CA 94801

# 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

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

**Revision Date: May 25, 2021**

**Page 2 of 4 \_\_\_\_\_ (Initial)**

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](http://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](http://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](http://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.

---