

6. Doctor of Intercultural Studies program is normally a 3-year program with “Full course Study Load.” All requirements for the degree should be completed within a maximum of five (5) years from the time of matriculation.

## Finances

ITS neither participates in Title IV nor receives any state nor Federal funds. The Seminary scholarships/ grants are given to the students who are already proven leaders and make a commitment to return and minister in their home country, from where they come. Grants are awarded to international students with F-1 status and students who are already serving ethnic churches in the United States. Grants of 50% tuition fee ONLY are given according to the needs of each student. Generally, international students with an F-1 visa are granted a 50% tuition fee ONLY in the form of an interest-free forgivable loan. This loan will be automatically reduced by 20% for each year if a student returns home either serves a church or educational institution in his/her home country or in the mission field after graduation from ITS. In order to receive a tuition fee grant from ITS, every student is required to sign a “Statement of Commitment.” However, when a student does not keep his/her pledge to return to his/her countries after study, he/she will be obligated to pay back the full amount of grant he/she received throughout the study at ITS. All grants are reviewed and renewed annually during the duration of the study within the designated program provided the recipient remains in good standing and must maintain an average GPA of 3.0 or B for DLcs.

### 1) Tuition And Fees

Description	Fee
Tuition	\$300 per unit (40 units)
Application Fee (non-refundable)	\$100.00 one time
Registration Fee (non-refundable)	\$80 per quarter
Late Registration Fee (non-refundable)	\$80.00
Course Materials (non-refundable)	\$10.00 per course
Audit Fee (non-refundable)	\$200.00 per course
Deferred Payment Plan Fee	\$25.00
Student ID Card: Original Issuance	Free
Replacement	\$10.00
Transfer of Credits	No charge
Graduation Fee	\$100.00
Official Transcript	\$20.00

Dissertation Continuation per Quarter	\$500.00
Gown/Hood/Cap/Tassel Deposit (refundable)	\$350.00
I-20 Form: Original Issuance	Free
Each Subsequent Issuance	\$30.00
Each Endorsement	\$15.00
STRF Fee (non-refundable)	\$0.50 per \$1,000.00

## 2) Estimated Schedule of Total Charges

Description	Fee
32 units times \$300/unit	\$11,200.00
Dissertation (8 units)	\$2,400.00
Other fees-(application, registration, graduation, dissertation, etc.)	\$1,500.00
Total Estimated Amount	\$13,500.00

## NON-DEGREE PROGRAMS

- AUDITING
- CERTIFICATES

### CERTIFICATES

#### **Certificate of Christian Studies**

This certificate provides students an opportunity to study at the master's level. Students may choose courses that meet denominational requirements or pursue a personalized area of study, concentrate on biblical, theological, missiological, ministerial courses or take a combination of courses. And the certificate program can help students discern whether to pursue a degree program. If admitted into a degree program later, students can use qualifying certificate courses toward the degree program.

Admissions Standards: same as all master's-level programs.

Curriculum: 24 units (typically six 4-unit courses)

#### **Certificate for Commissioned Ruling Elders**

**ME506 Independent Study in Mission and Evangelism** 3/5 units  
A student can petition for an independent study on a subject of his/her interest. Offering an independent study is subject to the agreement of an instructor and the approval of the Academic Dean. The student must be aware of the maximum units which can be taken through independent study in a degree program.

## EDUCATIONAL MINISTRY

**EM501 Adult Educational Ministry** 3/5 units  
This is an introductory course to ministering to adults in the local church. Special attention is given to understanding the needs, developmental issues, and potentials of adults in order to develop courses and discipleship models for adults.

**EM502 Educational Ministry to Small Groups** 3/5 units  
This course is to evaluate the importance and effectiveness of small groups from an educational perspective. Students are required to discuss the dynamics and problems of building healthy Christian small groups in the local church.

**EM503 Educational Ministry to Women** 3/5 units  
This course examines the biblical and historical patterns for women's place and role in the Christian community in order to build a ministry to meet the specific needs of the women in the local church.

**EM504 A Selected Topic in Education Ministry** 3/5 units  
A concentrated study of a selected topic in Educational Ministry. The professor shall determine the requirements and the course will be conducted by means of reading, lecture, and research in a seminar setting.

**EM505 Independent Study in Education Ministry** 3/5 units  
A student can petition for an independent study on a subject of his/her interest. Offering an independent study is subject to the agreement of an instructor and the approval of the Academic Dean. The student must be aware of the maximum units which can be taken through independent study in a degree program.

## FINANCIAL INFORMATION

International Theological Seminary neither participates in Title IX nor receives any state nor Federal funds.

The International Theological Seminary Grants are provided to prospective students who demonstrate their promise and potential for leadership in the churches of their home countries. Grants are awarded to international students with F-1 status and students who are already serving ethnic churches in the United States. Grants of 50% tuition fee ONLY are given according to the needs of each student.

Generally, international students with an F-1 visa are granted 50% tuition fee ONLY in the form of an interest-free forgivable loan. This loan will be automatically reduced by 20% for each year if a student returns home and either serves a church or educational institution in his/her home country or in the

mission field after graduation from ITS. In order to receive a tuition fee grant from ITS, every student is required to sign a “Statement of Commitment.” However, when a student does not keep the pledge to return to his/her country after studying, he/she will be obligated to pay back the full amount of the grant he/she received throughout the study at ITS.

All grants are reviewed and renewed annually during the duration of the study within the designated program provided the recipient remains in good standing and must maintain an average GPA of 2.67 or B- for MDiv and MA and an average GPA of 3.0 or B for ThM and DMin

#### TUITION AND FEES

Master of Arts	\$250 per unit
Master of Divinity	\$250 per unit
Master of Theology	\$280 per unit (total 39 units, Thesis Route) \$280 per unit (total 41 units, Research Paper Route)
Doctor of Intercultural Studies	\$300 per unit (32 units) Dissertation (8 units)    \$2,400
Doctor of Ministry	\$350 per unit (55 units)

Application Fee (non-refundable)	\$50.00 (MA & MDiv) one time \$100.00 (ThM, DICS, DMin) one time
Registration Fee (non-refundable)	\$80 per quarter
Late Registration Fee	\$80.00
Course Materials	\$10.00 per course
IT Service Fee	\$30.00 per quarter
Audit Fee	\$200.00 per course
Deferred Payment Plan Fee	\$25.00
Student ID Card: Original Issuance	No charge
Replacement	\$10.00
Transfer of Credits	No charge
Graduation Fee MA & MDiv ThM, DMIN, DICS	\$75.00 \$100.00
Official Transcript	\$20.00
Gown/Hood/Cap/Tassel Deposit (refundable)	\$350.00
I-20 Form: Original Issuance	Free

#### ESTIMATED SCHEDULE OF TOTAL CHARGES:

##### MASTER of ARTS (2 YEAR PROGRAM)

82 units times \$250/unit	\$20,500
Other fees:	
Application, registration, graduation, etc)	\$700-800
Dorm bed space Rent (\$300/months times 24 months)	\$7,200
Food and allowance	Varies
Total Estimated Amount	\$ 28,300 -\$30,000

##### MASTER OF DIVINITY (3 YEAR PROGRAM)

126 units times \$250/units	\$31,500
Other fees:	
Application, registration, graduation, etc)	\$ 700-800

Dorm bed space Rent (\$300/months times 36 months)	\$10,800
Food and allowance	Varies
Total Estimated Amount	\$ 43,100 –45,000

MASTER OF THEOLOGY (2 YEAR PROGRAM)

33 units times \$280/units and 6-unit thesis	\$9,240
Other fee:	
Application, registration, graduation, etc	\$1,500
Thesis	\$1,680
Dorm bed space Rent \$300/months times 24 months	\$7,200
Food and allowance	Varies
Total Estimated Amount	\$ 19,620 –20,000

DOCTOR OF MINISTRY (2 YEAR PROGRAM)

46 units at \$350/units	\$16,100
Dissertation (9 units)	\$ 2,520
Other fees	
Dissertation Continuation	\$ 500
Application, registration, graduation	\$ 1,500
Dorm Rent (Bed space) 24 months at \$300/month	\$ 7,200
Food and allowance	Varies
Total Estimated Amount	\$ 27,320-30,000

DOCTOR OF INTERCULTURAL STUDIES (3 YEAR PROGRAM)

32 units at \$300/units	\$ 9,600
Dissertation (8 units)	\$ 2,400
Other fees	
Dissertation Continuation	\$ 500
Application, registration, graduation	\$ 1,500
Dorm Rent (Bed space) 36 months at \$300/month	\$ 10,800
Food and allowance	Varies
Total Estimated Amount	\$ 24,800

## PAYMENT SCHEDULE

Tuition and other fees are payable at the time of registration. This is normally on the day before the beginning of classes. Returning students who did not take advantage of Pre-registration, during the previous quarter, will be charged a late registration fee (\$80).

## PAYMENT IN FULL

This means that students pay the whole amount of tuition and fees indicated on the registration paper at the time of registration.

## INSTALLMENT PAYMENT PLAN

Students who want to pay tuition and fees in installments must pay one-third at the time of registration, one-third on the first day of the following month, and the final one-third on the first day of the next month. Important: For students with an F-1 visa, non-payment will affect the “full load” requirement to maintain the visa. It will eventually result in the termination of one’s status at ITS. A notice will be sent to SEVIS.

## POLICY FOR CONTINUING STUDENTS

Failure to keep accounts current will render students ineligible to attend classes or receive grades or transcripts. Students will not be permitted to register for courses for a new quarter unless all financial obligations to the seminary have been settled, or satisfactory arrangements have been made. *Important: For students with an F-1 visa, non-payment will affect the “full load” requirement to maintain the visa. It will eventually result in the termination of status at ITS. A notice will be sent to SEVIS.*

## FINANCIAL AID, GRANTS, AND SCHOLARSHIP

When the admission application is accompanied by a scholarship application, the scholarship committee shall decide on grants. Grants or Scholarships are for “Full-time” Students only.

### **TUITION FEE GRANT: 50% TUITION FEE ONLY**

Since this seminary is fully dedicated to developing and training future church leaders for the developing world, all prospective students are encouraged to demonstrate their promise and potential for leadership in the churches of their home countries. The grants are funded by mission-minded churches, mission organizations, and individuals who are concerned for the strategic mission to the Majority World through ITS.

Grants are awarded to international students in the form of an *interest-free forgivable loan*. *This loan will be automatically reduced by 20% for each year a student serves a church in his/her home country, or on the mission field after graduation from ITS.*

When students do not keep their pledge to return to their countries after studying, they will be obligated to pay back the full amount of grant they have received throughout their study at ITS.

The grant application must be applied for at the time of application for admission (download admission documents online).

## BASIS FOR GRANT AWARD

The following are considered the bases for the awarding of grant:

- Individual financial need
- Ministerial experience and special merit
- Mission strategy, demonstrated promises and potentialities for leadership in Majority World churches
- Maintains 3.0 GPA
- Designated funds

## DURATION OF GRANT

All grants are renewed annually for the duration of the study within the designated program, provided the recipient remains in good standing and must maintain an average of 2.67 GPA or B- as stipulated on the conditions of the awarding of the grant. A Renewal application must be submitted no later than May 1 of each year.

The maximum length of the duration of the grant is two (2) years for MA, ThM, DMin, and three years for Master of Divinity. When additional courses are prerequisites for the degree, the grant may be extended to a maximum of three (3) years. There is No GRANT for students who apply for a second-degree program right after graduation. For the ITS grant, a student must return to their home country and serve at least 4 years.

## FAILED COURSES

*Students must pay a fee and tuition for any course that must be retaken.*

## MISSION PARTNERSHIP SCHOLARSHIP: 100% TUITION FEE ONLY

*Annually, 100% TUITION FEE only scholarship is awarded to in-coming new students who are highly recommended and sent by either their academic institution or denomination for further study in order to prepare for leadership responsibilities in their home country.*

## INITIAL QUALIFICATIONS FOR MISSION PARTNERSHIP SCHOLARSHIP:

- Submission of the Mission Partnership scholarship application together with "Commitment to Return Home" and a signed job contract with the home mission, church, or school.
- Minimum average of B+ or 3.5 GPA from the last school attended
- Certification Letter of ministry performance from either supervisor or pastor
- A signed agreement by the applicant and home mission or church/school indicating that after graduation from the FIRST-degree program, the student should return home and will be absorbed by the denomination, school or church for ministry.
- Notification of the scholarship.
- An annual satisfactory performance review.

## TERMS AND CONDITIONS FOR ITS MISSION PARTNERSHIP SCHOLARSHIP:

- There is no automatic annual renewal of the scholarship. Mission Partnership scholarships are subject to an ANNUAL review.
- ALL applicants should maintain a "full course study load" prescribed by ITS in order to qualify for the Mission Partnership scholarship.
- Re-application for Mission Partnership Scholarship: Applicants must maintain a grade average of 3.5 GPA (B+) or higher and have submitted the "Personal Development Plan."
- Recommendation from field ministry pastor or faculty to be considered for renewal.
- Deadline for scholarship application renewal: On or before June 15.

## PRESIDENTIAL SCHOLARSHIP

Every year ONE \$1000 Presidential scholarship will be given to a student who has the most financial need. To qualify, a student must have a minimum 3.5 GPA and highly recommended by the supervising pastor or faculty. The recipient may be recommended by the faculty but the final decision will be from the president. This scholarship will be credited towards tuition.

*Awarded Fall Quarter – at Convocation Service*

## DEAN'S LIST SCHOLARSHIP:



Every year ONE \$1000 Dean's List Scholarship will be awarded to a student who exemplifies academic excellence, and has the highest GPA but not lower than 3.80 GPA. The recipient should be chosen by the faculty and recommended to the Administrative Council for awarding. The scholarship will be credited to the recipient's account.

*Awarded Fall Quarter – at Convocation Service.*

ALL Applications for renewal will be reviewed by the faculty and be recommended to the Administrative Council for awarding. (This academic scholarship is subject to fund availability.)

#### **WORK STUDY:**

Limited availability. Upon the approval of the VP for Operations and Finance, a student is allowed to work between 6- 10 hours each week, depending on two factors: funding and work availability. Payments are automatically credited towards tuition fees. Submit an application to the Office of the VP for Operations and Finance.

#### **TEACHING ASSISTANTSHIP:**

Limited availability. Upon the approval of the VP for Academic Affairs, Teaching Assistants (TAs) are allowed to work between 6-10 hours each week, depending on two factors, funding and work availability. Payments are automatically credited towards tuition fees. Inquire from the Office of the VP for Academic Affairs.

### **COURSES DROPPED OR ENROLLMENT CANCELLATION**

#### **WITHDRAWAL FROM A COURSE**

A student has the right to withdraw from a course or class as long as it does not jeopardize his/her immigration "full course study Load" as an F-1 student. If a student withdraws from a course or class after the first-week period, he/she will be charged tuition for the withdrawn course(s) according to the schedule for refunds listed in this catalog.

#### **CANCELLATION OF ENROLLMENT**

A student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance during the first week of the quarter. Withdrawal is possible without penalty thereafter only by special permission from the VP for Academic Affairs.

#### **WITHDRAWAL OR ENROLLMENT CANCELLATION PROCEDURE**

A student may withdraw or cancel his/her enrollment agreement by mail or in-person with a written request, permanently or for a quarter.

- An Intent to Withdraw or Cancel Letter should be addressed to the VP for Academic Affairs.
- If the student has 1-20 provided by ITS, he/she should present an admission letter from another institution; or he/she should present an immigration paper showing the change of status.
- Students with F-1 status will be transferred upon the receipt of a copy of admission letter from another institution.
- Paperwork will be forwarded to the Registrar to process a refund of the tuition fee for F-1 students, (see refund schedule below).
- No refund will be granted if a student leaves without officially withdrawing. No refund will be given to a student who leaves under discipline.

#### **REFUND POLICY**

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. In addition, the student may cancel, withdraw, or drop a course after instruction has started and receive a pro-rata refund for the unused portion of the tuition, if the student has completed 60% or less of the instruction. If the student has received federal student financial aid funds, the student is entitled to a refund of money not paid from federal student financial aid program funds.

### REFUND SCHEDULE

When refunds are granted, they will be prorated as follow.

- If the student has received federal student financial aid funds, the student is entitled to a refund not paid from federal student financial aid program funds.
- The formula for refund calculation is as follows:
- If a student paid \$920 tuition and withdraws after completing 10 hours of a 40-hour course, his refund would be:
- $\$920 \div 40 \text{ hours} = \$23.00$  (hourly rate for instruction)
- $\$23.00 \times 10 \text{ hours} = \$230.00$  Partial tuition owed

### STUDENT TUITION RECOVERY FUND (STRF)

Student's rights and responsibilities with respect to the Student Tuition Recovery Fund. The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

A student may be eligible for STRF if he/she is a California resident or is enrolled in a residency program, prepaid tuition paid STRF assessment, and suffered an economic loss as a result of any of the following: To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

- The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
- You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution or were enrolled in an educational program within the 120-day period before the program was discontinued.
- Who was enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
- The institution has been ordered to pay a refund by the Bureau but has failed to do so.
- The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
- You have been awarded restitution, a refund, or another monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
- You sought legal counsel that resulted in the cancellation of one or more of your student loans and has an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

No claim can be paid to any student without a social security number or a taxpayer identification number.”

It is important that enrollees keep a copy of any enrollment agreement, contract, or application to document enrollment, tuition receipts, or canceled checks to document the total amount of tuition paid and records that will show the percentage of the course which has been completed. Such records substantiate a claim for reimbursement from STRF, which, to be considered, must be filed within one year following school closure. For further information or instruction, contact, Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400 Sacramento, CA 95833 or P.O. Box 980818, West Sacramento, CA 95798-0818 P (916) 431-6959; F (916) 263-1897 www. bppe.ca.gov

## APPENDICES

### Appendix 1 Master of Divinity Distribution of Courses (Reduced Units)

Distribution of Master of Divinity required courses:

#### First Year

	Fall	Winter	Spring
BG101GreekI 4	BG102GreekII 4	BG103 Intro. toNTExegesis 4	
NT 101 NT I(Synopticgospels) 4	NT102 NT II (Acts & PaulineEpistles) 4	NT103 NT III OR NT 104 NT Theology4	
ST101 Hermeneutics & Prolegomena 4	ST102 Doctrine of God& Man 4	ST103 Doc of the Christ and Salvation4	
PM101 PastoralTheology&Ministry Leadership&Administration 4	PM102 Pastoral Care&Counseling 4	PM103	

#### Second Year

	Fall	Winter	Spring
BH101 Hebrew I 4	BH102 Hebrew II 4	BH103 Intro. to OT Exegesis 4	
OT101 Pentateuch OR Hist'l Books 4	OT102 Prophets I OR Prophets II 4	OT103 Psalms & Wisdom Books 4	
EM101 Foundations of C.E 4	EM102 Life Span Dev. & Learning 4	EM103 Effective Teaching & Learning 4	

ME101 Cultural Anthropology	4	ME102 Biblical Theo. of Mission	4	ME103 Church Planting & Evangelism	4
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Third Year

		Fall	Winter	Spring		
PR 101	Homiletics	3	PR10 2 Expository Preaching	3	PR 103 Senior Preaching	3
CH1 01	Early & Medieval	4	CH10 2 Reformation & Awakening	4	CH103 Modern /OR CH104 Global ch.	4
ST1 04	Doc. Of HS. Ch. & Last Things	4	PT10 1 Apologetics	3	ET 101 Christian Ethics & Social Issues	4

(Revised 2016)

NOTES

1. Total Number of UNITS for Master of Divinity Program: 126 units
2. The Schedule of the Distribution of courses will not change.
3. Master of Divinity with CONCENTRATION

PASTORAL MINISTRY

*Red Color – Required Courses Yellow Color – Required Courses Green Color – Elective Blue Color – Elective*  
*Option: Th.M and D.Min courses as elective for 3<sup>rd</sup> year M.Div.*

MISSIONS

*Red Color – Required Courses Blue Color – Required Courses Yellow Color – Elective Green Color – Elective*  
*Option: Th.M and D.Min courses as elective for 3<sup>rd</sup> year M.Div.*

CHRISTIAN EDUCATION

*Red Color – Required Courses Green Color – Required Courses Yellow Color – Elective Blue Color – Elective*

*Option: Th.M and D.Min courses as elective for 3<sup>rd</sup> year M.Div.*

Appendix 2. Master of Arts Distribution of Courses (Reduced Units )

First Year

Fall		Winter		Spring	
BG101 Greek I	4	BG102 Greek II	4	BG103 Intro. to NT Exegesis	4
NT 101 NT I (Synoptic gospels)	4	NT102 NT II (Acts & Pauline Epistles)	4	NT103 NT III OR NT 104 NT Theology	4

ST101 Hermeneutics & Prolegomena	4	ST102 Doctrine of God & Man	4	ST103 Doc of the Christ and Salvation	4
PM101 Pastoral Theology & Ministry	4	PM102 Pastoral Care & Counseling	4	PM103 Leadership & Administration	4
EM101 Foundations of C.E	4	EM102 Life Span Dev. & Learning	4	EM103 Effective Teaching & Learning	4
ME101 Cultural Anthropology	4	ME102 Biblical Theo. of Mission	4	ME103 Church Planting & Evangelism	4

Second Year

		Fall	Winter	Spring
BH101 Hebrew I	4	BH102 Hebrew II	4	BH103 Intro. to OT Exegesis
OT101 Pentateuch OR Hist <sup>1</sup> Books	4	OT102 Prophets I OR Prophets II	4	OT103 Psalms & Wisdom Books
CH101 Early & Medieval	4	CH102 Reformation & Awakening Ethics & Social Issues	4	ET 101 Christian
PR101/501 Hybrid	3	PR102/502 Hybrid	3	PR103/503 Hybrid
EM104 /504 Hybrid	3	EM105/502 Hybrid	3	EM106/506 Hybrid
ME105/505 Hybrid	3	ME105/505 Hybrid	3	ME106/506 Hybrid

## CONCENTRATIONS

Color	Biblical Studies	Missions Studies	Christian Education	M DIV Eqv.
Teal	Required	One Language	One Language	Required
Red	Required	Required	Required	Required
Yellow	Elective	Elective	Elective	Elective
Green	Elective	Elective	Required	Elective
Blue	Elective	Required	Elective	Elective

<http://www.itsla.edu>