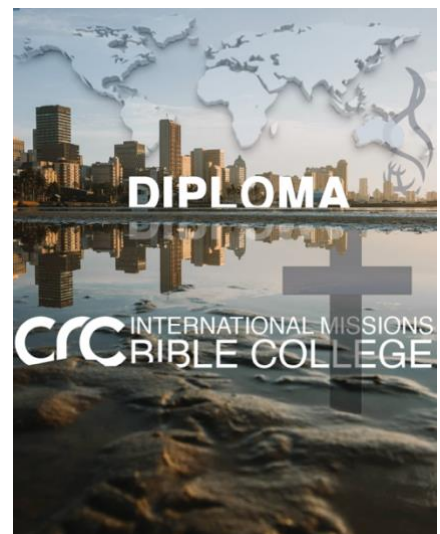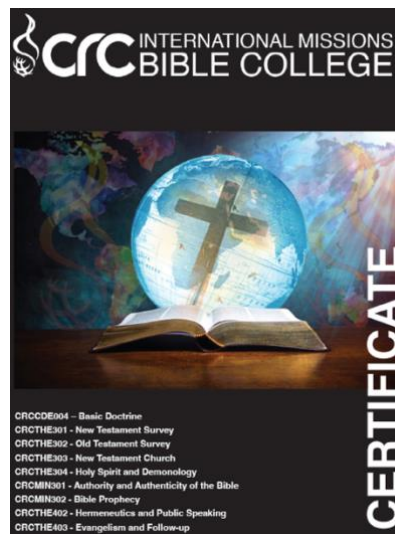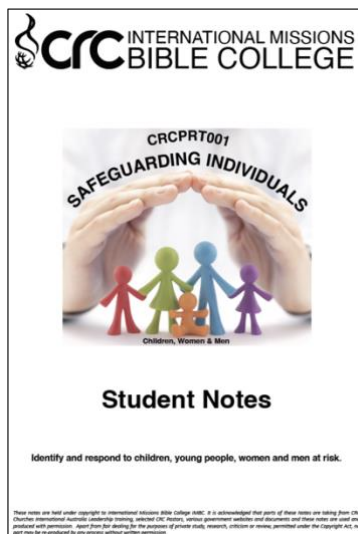# CRC INTERNATIONAL MISSIONS BIBLE COLLEGE

Trainer's Manual

Compulsory (Must Follow)

Procedures, Processes, Practices & Expectations

CRC739INT Certificate 1
CRC740INT Certificate 2
CRC741INT Certificate 3
CRC742INT Certificate 4
CRC743INT Diploma
in Christian Ministry and Theology

Table of Contents

CRC International Missions Bible College
English

1. Planning to run an IMBC course

1.1. The planning stage is the most important. Whether you plan to start a new college or run more courses in an existing college, you must consider several things such as the following:

- How much time is required for a course? This depends on whether the course is a certificate or diploma course. The certificate course has nine (9) subjects (units) and the diploma course has ten (10) subjects (units)), so you need to allow time for students to complete these.

- Consider the information contained below in paragraph seven (7) about the specific date for students to submit their workbooks to the trainers for revision. If there are any changes, consider those changes. Depending on these changes, you will need to carefully consider how long it will take you to complete the course.

- Suggested course schedule to allow students enough study and relax time.

	Weeks	Total Days	Training Days	Days per subject	Total Rest/Study Days
Certificate	5w	35	27	3	8
Diploma	5w 6d	41	30	3	11

- The above schedule is recommended, as it allows for minimum rest days to enable students to answer questions from the relevant exam (workbooks) books for each subject.

1.2. Trainers tasks outside of face-to-face training times during the course:

- It is expected that Trainers allow enough time during training for them to correct the student's workbooks (or exams) and submit them before returning home (in case they have come from a distant place).
- The sample student workbooks **MUST** be submitted by clicking on this link https://missions-africa.churchcenter.com/people/forms/420374, fill in the online form using the student's name and attaching the workbook to upload.
- Trainers MUST also complete the completion-of-course sign-off form and sign it as a token of course completion for each student and ensure that students sign it, and submit it to IMBC before returning home (if they are from another area).
- Once the course has finished and all the workbooks have been reviewed and corrected, the completion-of-course sign-off form **MUST** be submitted by clicking this link:
- https://missions-africa.churchcenter.com/people/forms/420375 .
- Fill in the online form using the student's name and attached the sign-off form and upload. (This form should NOT be submitted until the students have completed all their workbooks).
- It is important that time be set aside in the work schedule to fulfill these tasks as they must be completed before returning home.

1.3. Which trainer should be appointed to teach students in a particular area?

- The trainer closest to the location should be the one to do the training because this keeps costs down. All the trainers in each country should work together to schedule training in a way that the courses are taught by the trainer closest to the area where the classes are being held.

1.4. Other things to make consider of:

- Accommodation
- Family support while the trainer is away from home.
- Transportation (if travel is required)
- Eligible contributions to be made by students

2. Steps to follow to register, set up, and run an IMBC Campus

2.1. Register an IMBC campus

- How to name your campus, e.g.: 'CRC IMBC Kampala Campus"
- Go to https://www.crccollege.org/rbc to register your campus

2.2. Register the class (course) at the campus that you will be teaching

- Go to https://www.crccollege.org/rbcc to register your class

2.3. Register students who will be attending (learning) in the course (class).

- For the Certificate course students, go to https://www.crccollege.org/certificate to register the students.
- For the Diploma course students, go to https://www.crccollege.org/diploma to register the students

2.4. Please Note:

- to avoid delays and disruptions, you **MUST** plan ahead when planning to start a campus and run the certificate or diploma courses at that campus.

3. Applying for funding if needed

3.1. Funding is now working on the new model, see section 11 below.

3.2. Apply for funding six (6) weeks before you plan to start the course.

- When applying for funding, it must be for the entire certificate course (not for part of the course).
- The funding application **MUST** include the graduation ceremony
- Please ensure that all applications for funding **MUST** be approved by the National CRC Committee of the respective country and confirmed by a letter from the Chairman or Vice Chairman of the CRC Committee of that country, attached to the funding application form.
- To submit your funding application, please go to (visit) https://www.crccollege.org/imbcfa (please contact your CRC National Chairperson, for a password to enable the link to open).
- Please note that you **MUST** keep receipts of all funding transactions as they must all be submitted to IMBC to verify its funding account in Australia (as required by Australian law).
- Please submit them at https://www.crccollege.org/imbcfa (contact the CRC National Committee Chairperson for the corresponding password)

4. Steps to follow before the course begins …..

4.1. Please Note:

to avoid delays and disruptions you **MUST** plan ahead when planning to start a campus and run the certificate or diploma courses at that campus.

4.2. Register the campus at least t**wo (2) months** before you want to start classes. (https://www.crccollege.org/rbc)

4.3. Apply for funding six (6) weeks before you plan to start the certificate or diploma course. Please apply here by clicking on this link https://www.crccollege.org/imbcfa (please also contact your country's CRC National Executive Chairperson for the relevant password).

- When applying for funding, it must be for the whole certificate or diploma course (not part of the course)
- The funding application **MUST** include the graduation ceremony cost.

4.4. You **MUST** register your certificate or diploma course (classes) you are planning to run at least four (4) weeks before you plan to start the course (classes) (https://www.crccollege.org/rbcc.)

4.5. Start to register students from when you register your campus. (Certificate - https://www.crccollege.org/certificate, Diploma - https://www.crccollege.org/diploma).

- All students must be registered one (1) week before you start the class.

- Once the course (classes) begins, you **CANNOT** register new students after the **first week** of a long running (six to twelve months) or after the **third day** of a short-term course (four to six weeks). Therefore, they will have to wait until the next course to be registered to start studying.
- When the students are registering, they **MUST** provide their own mobile/cell phone number and their own email address if they have one.
- The practice of using the trainer's or their pastor's mobile/cell number and email address on their student registration **MUST** stop. However, if a student does not have a mobile/cell number and/or email address then it is recommended that they use their pastor's number and email, not the trainer's.

5. Ordering Student Course/Class Notes & Workbooks

5.1. All CRC IMBC course/class notes and workbooks must now be ordered online:
- CRC IMBC Certificate Course Notes and Workbooks:
  - https://missions-africa.churchcenter.com/people/forms/431829
- CRC IMBC Diploma Course Notes and Workbooks:
  - https://missions-africa.churchcenter.com/people/forms/432498

5.2. When planning to run a certificate or diploma course please allow at least six (6) weeks for the printing of the student course notes and workbooks.

6. Attendance lists

6.1. Students are expected to attend at least **80%** of each of the subjects in the face-to-face training classes. Also, remote students learning through ZOOM must also attend at least **80%** of each of the subjects in order to be eligible to pass.

6.2. Trainers are expected to record student attendance in each face-to-face class. In the ZOOM class, the Trainer should appoint a trusted student to manage the attendance of students in the class, when they enter and leave, showing it in the relevant table in the Excel spread sheet system.

6.3. When the course is completed, the Trainer will have to submit/upload the course attendance list file to the IMBC office by clicking on this link here https://missions-africa.churchcenter.com/people/forms/427326 and attaching the attendance list file to upload it.

7. After the course begins

7.1. Once the course (classes) begins, you **CANNOT** register new students after the **first week** of a long running (six to twelve months) or after the **third day** of a short-term course (four to six weeks). Therefore, they will have to wait until the next course to be registered to start studying.

7.2. Those who are late or failed to register in time will have to wait until the next course runs in their area.

8. When are students expected to submit their completed workbooks?

8.1. Students **MUST** be instructed by the trainer at the beginning of the course and in each class they must start filling in their workbooks while the subject class is being run after the first session (class) and continue to do so throughout the certificate and diploma course.

8.2. The completed workbook for each subject MUST be given to the trainer at the end of the next subject (unit). eg: (*see example below*)

8.3. Trainers should revise (correct) the workbooks (exam) books to ensure that they mark each question with a tick as a correct answer or a cross if answered incorrectly.

8.4. For online correction (revising) of PDF files, the easiest and quickest way is to highlight the correct answers in green and the incorrect answer in red so that the answers can still be read (if you cannot highlight the answers, highlight the question instead to show that the student's answer is either correct or incorrect).

8.5. If students submit their work in Word, files you can also highlight the correct answers in green and the incorrect answer in red.

8.6. See submissions and correction schedules following two pages

9.   Marking of Assessments Workbooks

9.1.   The workbooks are NOT exams, they are an open book assessment; therefore, there should not be a reason why any student would fail any subject. The IMBC policy regards reviewing (correcting) student workbooks is NOT to give a grade but rather assess whether the student has answered correctly or incorrectly.

9.2.   If a student does not answer or attempt a question in the workbook, then the workbook MUST be returned to that student to complete the unanswered question.

9.3.   If a student answers a question incorrectly then their workbook MUST be returned to that student to research further and answer the incorrectly question again. This MUST be repeated until the student has answered the question in full and correctly.

9.4.   There should be NO reason for a student to fail a course.

9.5.   Student can have three (3) attempts to get their answers correct.

9.6.   Assessment is according to Australia VET standards:

- *'The process of collecting evidence and making judgements on whether competency has been achieved, to confirm that an individual can perform to the standard required in the workplace, as specified in a Training Package or VET accredited program and is conducted in accordance with the principles of assessment and the rules of evidence.'*[1]

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[1] *https://policy.federation.edu.au/learning_and_teaching/assessment/assessment/ch04.php*

CRC IMBC Certificate Workbook Submissions Schedule

Student must give their completed workbook to trainer for review and correction. Workbook is handed back to student if there are questions not answered or questions answered incorrectly so that they can complete the answers again. Student gets three attempts at answering all the questions in their workbooks.

Subject/Unit Name	Students to submit their completed workbook to their trainer	Trainer review/ correct workbook
CRCCDE004 Basic Doctrine		
CRCTHE301 New Testament Survey		
	CRCCDE004 Basic Doctrine Workbook	
CRCTHE302 Old Testament Survey		
	CRCTHE301 New Testament Survey Workbook	
CRCTHE303 New Testament Church		CRCCDE004 Basic Doctrine Workbook
	CRCTHE302 Old Testament Survey Workbook	
CRCTHE304 Holy Spirit and Demonology		CRCTHE301 New Testament Survey Workbook
	CRCTHE303 New Testament Church Workbook	
CRCMIN301 Authenticity & Authority of the Bible		CRCTHE302 Old Testament Survey Workbook
	CRCTHE304 Holy Spirit and Demonology Workbook	
CRCMIN302 Bible Prophecy		CRCTHE303 New Testament Church Workbook
	CRCMIN301 Authenticity & Authority of the Bible Workbook	
CRCTHE402 Hermeneutics & Public Speaking		CRCTHE304 Holy Spirit and Demonology Workbook
	CRCMIN302 Bible Prophecy Workbooks	
CRCTHE403 Faith Healing & Evangelism		CRCMIN301 Authenticity & Authority of the Bible Workbook
	CRCTHE402 Hermeneutics & Public Speaking Workbook	CRCMIN302 Bible Prophecy Workbooks
	CRCTHE403 Faith Healing & Evangelism Workbook	CRCTHE402 Hermeneutics & Public Speaking Workbook
		CRCTHE403 Faith Healing & Evangelism Workbook

The maybe asked by IMBC to submit some student's workbooks to be review by us, when asked please submit (upload) them at https://missions-africa.churchcenter.com/people/forms/420374 uses the student's and details.

CRC IMBC Diploma Workbook Submissions Schedule

Student must give their completed workbook to trainer for review and correction. Workbook is handed back to student if there are questions not answered or questions answered incorrectly so that they can complete the answers again. Student gets three attempts at answering all the questions in their workbooks.

Subject/Unit Name	Students to submit their completed workbook to their trainer	Trainer review/ correct workbook
CRCLEG001 Biblical Management Principles		
CRCMGT003 Leadership Principles		
	CRCLEG001 Biblical Management Principles Workbook	
CRCMIN501 Church Planting		
	CRCMGT003 Leadership Principles Workbook	
CRCMIN502 Homiletics		CRCLEG001 Biblical Management Principles Workbook
	CRCMIN501 Church Planting Workbook	
CRCPAS001 Counselling and Psychology		CRCMGT003 Leadership Principles Workbook
	CRCMIN502 Homiletics Workbook	
CRCPRP001 Missions		CRCMIN501 Church Planting Workbook
	CRCPAS001 Counselling and Psychology Workbook	
CRCTHE501 Church History		CRCMIN502 Homiletics Workbook
	CRCPRP001 Missions Workbook	
CRCTHE50 Systematic Theology		CRCPAS001 Counselling and Psychology Workbook
	CRCTHE501 Church History Workbooks	
CRCTHE503 Apologetics, Biblical Truths & Extremes		CRCPRP001 MIssions Workbook
	CRCTHE50 Systematic Theology Workbook	CRCTHE501 Church History Workbooks
CRCTHE504 Christian Ethics	CRCTHE503 Apologetics, Biblical Truths & Extremes Workbook	CRCTHE50 Systematic Theology Workbook
	CRCTHE504 Christian Ethics Workbook	CRCTHE503 Apologetics, Biblical Truths & Extremes Workbook
		CRCTHE504 Christian Ethics Workbook

The maybe asked by IMBC to submit some student's workbooks to be review by us, when asked please submit (upload) them at https://missions-africa.churchcenter.com/people/forms/420374 uses the student's and details.

10. Once the course has finished

10.1.　　Please notify the IMBC office you have completed the course. (crc.imbc@crcchurch.net or WhatsApp +61 413 299 462)

10.2. The IMBC office will send you a list of students registered in the IMBC database

- Check this list to make sure all students are on the list
- Check the spelling of the student's names that they are correct.

10.3. Provide each student with a completion-of-course sign-off (graduation) form so they can complete (fill) in the last page:

- The course completion-of-course sign-off form will be sent to you by the IMBC office
- Please read it carefully to make sure you have complied with and completed all the requirements before you sign it
- The last page MUST be filled in by both the student and the trainer, with both signatures on the form.
  - To submit the completed sign-off forms please go to https://missions-africa.churchcenter.com/people/forms/420375

10.4. Submitting completed student workbook for verification

  - The IMBC office will send you a list of completed student workbook samples with student names, which you need to submit to IMBC for review.
- The last page of the workbooks **MUST** be filled in and signed by both the student and trainer
  - The workbooks **MUST** be corrected and clearly marked showing if the answer is correct, incorrect, or partly correct (if the workbook has not been corrected (reviewed) it will be rejected and will have to be resubmitted once correct (reviewed)).
- Trainers should revise (correct) the workbooks (exam) books to ensure that they mark each question with a tick as a correct answer or a cross if answered incorrectly.
- For online correction (revising) of PDF files, the easiest and quickest way is to highlight the correct answers in green and the incorrect answer in yellow so that the answers can still be read (if you cannot highlight the answers, highlight the question instead to show that the student's answer is either correct or incorrect).
- If students submit their work in Word files you can also highlight the correct answers in green and the incorrect answer in yellow.
- The sample workbooks MUST be submitted by clicking this link https://missions-africa.churchcenter.com/people/forms/420374

10.5. Please notify IMBC when you would like to hold your student graduation to be held, allowing one (1) month for the creation of the awards.

- Please allow one (1) month before the awards can be created, printed, copied and copies uploaded to the website so that you can print them out for the graduation ceremony.
- Posting (shipping) the original certificate and diploma awards from Australia can take a long time and the postal system is not guaranteed to some African countries so they may not arrive when you want the graduation to take place.
- **Please note:** The graduation ceremony cannot proceed until IMBC gives clearance that all paperwork has been submitted and the awards have been created.

11. What is Expected of a CRC IMBC Registered Trainer

11.1.　As we move to a more stainable model of funding for our CRC IMBC training, it is important to have clear guidelines. Please read the below guidelines carefully, if you have any questions, please contact us. Trainers would be expected to produce the required paperwork and deliver the manuals, train the classes, mark workbook assessments, and deliver all the requirements to CRC IMBC online.

11.2. Trainers are required to use primarily CRC IMBC notes and workbooks, It is an IMBC requirement that student workbook assessments must be submitted at the start (beginning) of the following subject, (if a student has two (2) or more workbook assessments that have not been submitted then they are required to be removed from the course).

- Minimum face-to-face training days are:

- Certificate 9x3 days = 27 days (or 40x3hr classes over a year)
- Diploma 10x3 days = 30 days (or 44x3hr classes over a year)

- (allow a least one (1) rest day after five (5) teaching/training days)

11.3. At end of Diploma training, complete a CRC Ministry application if appropriate and Trainer assessment (supplied to chairman & uploaded)

12. What Australian Funding Support will cover

12.1. Australian support to cover $180 AUD per student

- Subject notes booklets
- Assessment Workbooks
- Office machine/s
- Awards - Certificate, Diploma
- Student Cards
- Trainer honorarium
- Trainer assessment
- Trainer cards
- Website
- Database
- IMBC Campus registration
- IMBC Class registration
- Long distant travel funds for one (1) IMBC trainer – by negotiation with IMBC

13. What Student Contributions will cover

13.1. Student contributions:

- Students will be expected to contribute between $20-$120 AUD and will cover:

- Trainer accommodation
- Trainer food/meals (while training)
- Building/training room rental costs (if any)
- Local travel by public transport (if any)
- Graduation day costs
- Any student stationery required

- All monies (including any student fees, food contributions, graduation, etc.) **MUST** be receipted and banked to a CRC account that is administered by the National Executive.
- All drawing on monies must be done by way of a receipt or twin (two) signed request.
- Annual report to be supplied to CRC IMBC Australia identifying all the above.

14. What is Expected of a Full-time CRC IMBC Trainer

14.1. Expectations of a Full-Time CRC IMBC trainer per year:

14.1.1. Students will be:

- 200 enrolments (minimum)
  - o 20 drop out (maximum 10%)
  - o 60 servings external to CRC (maximum 30%)
  - o 80 serving as leaders in CRC Churches (Minimum 40%)
  - o 40 serving and becoming CRC Ministries (Minimum 20%)

15. None supported Trainers Honorarium (from Australia)

15.1. Online:

- **Certificate** $5 AUD (max payments per class 20 students = $100)
- **Diploma** $6 AUD (max payments per class 20 students = $120)

15.2. In local area (from own home)

- **Certificate** $20 AUD (max payments per class 20 students = $400)
- **Diploma** $25 AUD (max payments per class 20 students = $500)

15.3. Staying away from home

- **Certificate** $35 AUD (maximum payments per class 20 students = $700)
- **Diploma** $40 AUD (maximum payments per class 20 students $800)
- (Local travel to be covered in the above payments – extra travel will be by negation and available IMBC funds)

16. Expectations of a CRC IMBC trainer and their students:

16.1. Students will be:

- drop out (maximum 10%)
- servings external to CRC (maximum 30%)
- serving as leaders in CRC Churches (Minimum 40%)
- serving and becoming CRC Ministries (Minimum 20%)

17. Some important points to remember when planning to run courses/classes

17.1. Jesus spent about three (3) years teaching his disciples and did not rush the training. He explained things again and again and again, so we should follow His example.

17.2. Trainers are delivering the word of God to their students, this should never be rushed because these students are the future leaders of our churches, so we want them to have a full understanding of what they are being taught.

17.3. Please allow at least one to two days off every five to six days of face-to-face training to give students time to reflect, rest and fill in their workbooks. Jesus took time to rest and he expected his disciples to rest as well.

17.4. When you train your students, please consider among who among the students can be trained to be a Trainer in the area where he/she lives. (Please note that they must also be Pastors.)

17.5. The training of the students should be to a high level, able to raise leaders who will enter fully into their ministry as we are all commanded to do so:

- **Mark 16:15-17**

   15. *And He said to them, "Go into all the world and preach the gospel to every creature.*

   16. *He who believes and is baptized will be saved, but he who does not believe will be condemned.*

   17. *And these signs will follow those who believe: In My name, they will cast out demons; they will speak with new tongues.*

- **Matthew 28:19-20**

   19. *Therefore, go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit,*

   20. *and teaching them to obey everything I have commanded you. And surely, I am with you always, to the very end of the age.*

18. Chairman/Administration support

(per nation per year)

18.1. Australia will support the successful registration of CRC Pastors/Ascension Gifts and Churches/Ministries

- Pastors/Ascension Gifts to have completed CRC IMBC Certificate may apply for a "Local Pastor Credential" – OR - CRC IMBC Diploma may apply for a "National Pastor Credential", if endorsed by the National Executive and having completed all the required forms and have supplied all the documents to the Australian CRC IMBC administrator may be granted a Credential.

- Churches/Ministries being led by a CRC Pastor, that have those leaders applying who have completed a IMBC Certificate or Diploma courses successfully and have been endorsed by the Locale National Executive with all the required forms and have submitted the required documents to the Australian CRC IMBC administrator may be granted the status as a CRC Church/Ministry.

18.2. Registration Fees

(Only one payment per minister)

18.2.1. Local Pastors / Ascension Gifts

- Registration: $10 AUD
- Ongoing yearly: $5 AUD
- Local Nation to provide a Credential Card

18.2.2. National Pastors / Ascension Gifts

- Registration: $15 AUD
- Ongoing yearly: $8 AUD
- Local Nation to provide a Credential Card

18.2.3. CRC Missions International

(available to act as an NGO Director)

- Registration: $15 AUD
- Ongoing yearly: $8 AUD
- Australia to provide a Credential Card

18.2.4. CRC Churches / Ministries

- Registration: $20 AUD
- Ongoing yearly: $10 AUD
- Local Nation to provide endorsement.

19.   Appendix 1 – CRC IMBC Part–time and Full–time Trainers Payment Scheme

This payment system has been implemented in all countries in Africa that are running IMBC courses.

19.1. Trainers – part-time

IMBC expects part-time trainers to meet the follow for each course they train:

- **Minimum** required students per class: 25
- **Maximum** allowed students per class: 50

  - drop out (**maximum** 10%)
  - servings external to CRC (**maximum** 30%)
  - serving as leaders in CRC Churches (**Minimum** 40%)
  - serving and becoming CRC Ministries (**Minimum** 20%)

PLEASE NOTE: Part-time trainers must be running the whole course independently (included correcting and signing off on the student's workbooks). They must not be running in conjunction with a full-time trainer who corrects and signs off the student's workbooks to be paid the below rates. (If they are, then it up to the full-time trainer to pay the part-trainer from their own allowance.)

In local area (from own home area)

- Certificate $20 AUD (eg: 15 students = $300; max payments per class 20 students = $400)

Student Numbers	Amount Paid per Student	Total Amount Paid
10	$20	$200
11	$20	$220
12	$20	$240
13	$20	$260
14	$20	$280
15	$20	$300
16	$20	$320
17	$20	$340
18	$20	$360
19	$20	$380
20	$20	$400
21 or more students	Capped at	$400

- Diploma $25 AUD (eg: 15 students = 375; max payments per class 20 students = $500)

Student Numbers	Amount Paid per Student	Total Amount Paid
10	$25	$250
11	$25	$275
12	$25	$300
13	$25	$325
14	$25	$350
15	$25	$375
16	$25	$400
17	$25	$425
18	$25	$450
19	$25	$475
20	$25	$500
21 or more students	Capped at	$500

PLEASE NOTE: Student contributions to cover meals (while training), local travel, graduation costs, building rental costs, stationary requirements. (Local travel to be covered in the above payments and/or student contributions)

Staying away from home during training

- Certificate $35 AUD (eg: 15 students = 525; maximum payments per class 20 students = $700)

Student Numbers	Amount Paid per Student	Total Amount Paid
10	$35	$350
11	$35	$385
12	$35	$420
13	$35	$455
14	$35	$490
15	$35	$525
16	$35	$560
17	$35	$595
18	$35	$630
19	$35	$665
20	$35	$700
21 or more students	Capped at	$700

- Diploma $40 AUD (eg: 15 students = 600; maximum payments per class 20 students $800)

Student Numbers	Amount Paid per Student	Total Amount Paid
10	$40	$400
11	$40	$440
12	$40	$480
13	$40	$520
14	$40	$560
15	$40	$600
16	$40	$640
17	$40	$680
18	$40	$720
19	$40	$760
20	$40	$800
21 or more students	Capped at	$800

PLEASE NOTE: Student contributions to cover accommodation, meals (while training), graduation costs, building rental costs, stationary requirements.

PLEASE NOTE: Local travel to be covered in the above payments; Travel to and from home to the town/city (where the trainer will be staying during training (one returned trip)) will be by negotiated and may be available from IMBC funds.

19.2. Full-time Trainers

Full-time trainers are paid an allowance of $11,000 AUD per year, this is pay to them every two months.

To continue to receive this allowance, full-time trainers are expected to meet the following requirements:

- **Minimum** required students per class: 25
- **Maximum** allowed students per class: 50

- 200 enrolments (**minimum**) over all per year
  - 20 drop out (**maximum** 10%)
  - 60 servings external to CRC (**maximum** 30%)
  - 80 serving as leaders in CRC Churches (**minimum** 40%)
  - 40 serving and becoming CRC Ministries (**minimum** 20%)

PLEASE NOTE: Student contributions to cover accommodation (if staying away from home during training), meals (while training), graduation costs, building rental costs, stationary requirements.

PLEASE NOTE: All travel to be covered in the above payments.