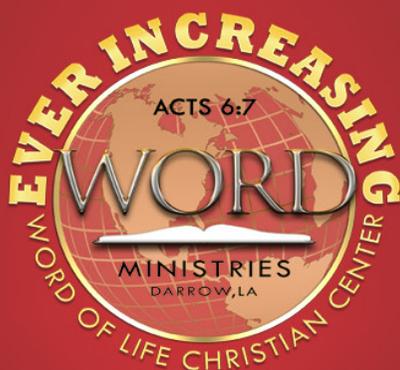


**EVER INCREASING
WORD**

TRAINING CENTER



ONLINE

**STUDENT HANDBOOK
2017-2018**

Ever Increasing Word Training Center Student Handbook 2017-2018 School Year

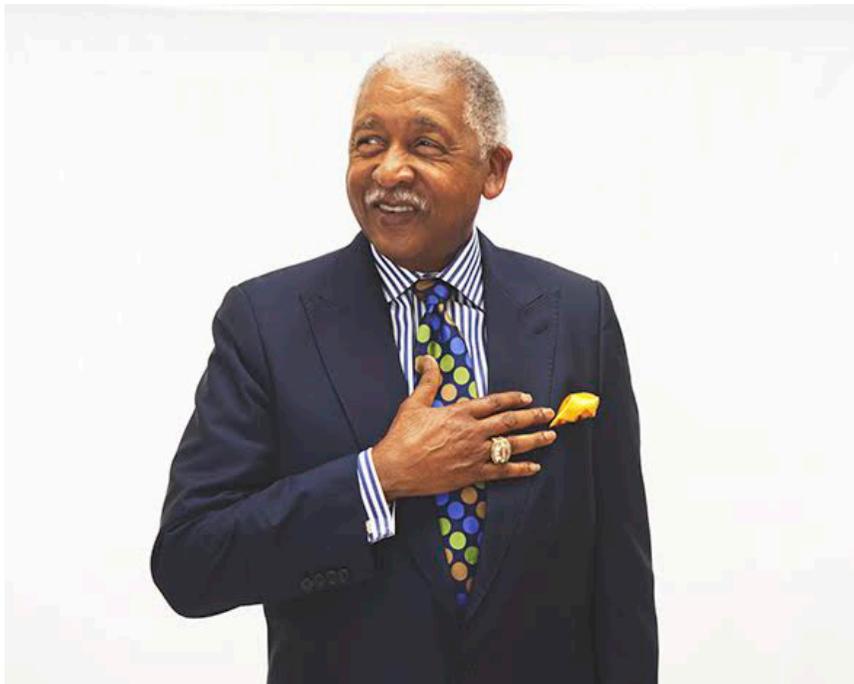


***Please Read This Handbook Carefully
And In Its Entirety. Each Student Will Be
Held Responsible For The Information
Within This Handbook.***

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A Word From The President



Welcome to the Ever Increasing Word Training Center. I am excited about the Training Center! Several years ago, God placed a vision in my heart, and part of that vision was to open a Training Center for those men and women who are called into the Five-fold ministry and laymen who are ready to receive more of the knowledge of God. My desire is to send giants out into the land for the Lord, empowering them to live the glorious, victorious, powerful, Bible believing life that God intended for us to live.

This school is built upon the principles of the Word of God. I believe in a ministry of excellence. Since we expect excellence from God, we should also be willing to expect that same excellence from ourselves.

Your success in ministry will depend upon how well you Observe, Listen, and Learn. You must be willing to Change, Submit, and Commit yourself to the things of God. Here are some helpful tips to help you during your journey at EIWTC:

- Be willing to allow God to use men and women of God to do some of the molding and shaping in your life.
- Be willing to let God shape and mold you for something more than what you already know about.
- Be led by the Holy Spirit and not your personal feelings.
- Be willing to let God have His way with you.
- Be willing to let God prepare you for service.

If you are willing to do these things, you have the right attitude to begin this school semester.

I believe this is a basic training center for men and women of God who want to prove out as faithful servants of God. To get the most out of this school, you must commit yourself to discipline, correction, and instruction. Excellence in ministry... Whatever price it takes, pay it. The dividends are out of this world!

Have a great year! Together, let's determine to press into the things of God and get the most out of every learning experience that is presented.

Apostle Leroy Thompson, Sr.
President, EIWTC

CALENDAR OF EVENTS

School Year: August 28, 2017 - May 3, 2018

Orientation: Monday, August 28th - 7 PM

First Day Of Classes: Tuesday, September 5, 2017

Final Day Of Classes: Tuesday, April 10, 2018

Live Class Times: Mondays 6:45pm-9:25pm
Tuesdays 6:45pm - 9:30pm

2017 Commencement: May 3, 2018 - 7 PM
(Rehearsal May 1st at 7pm - Attendance is required for campus students and online students may watch rehearsal live online)

Holiday Observances (No Class)

Thanksgiving: November 20-22, 2017

Christmas/New Years': Dec. 25 - Jan. 8th (return for fall semester)

Students are also required to attend/watch live online (night services only) the 2017 Prosperity Revival - November 6th-10th, 2017.

*Please note: All times are listed in CST time zone

EXAM SCHEDULE

Your school year consists of two semesters: Spring & Fall. Each semester has three exams - Two Regular Exams & One Final.

Students are given a seven day period to take all of their exams. **CLASSES ARE NOT HELD DURING EXAM WEEK.**

All exams are taken ONLINE and open on the Monday of exam week at 6pm and Close the following Monday at 11:59pm. Students return to class on the Monday that exams are due.

Spring Semester (2017):

- **Exam #1** - October 9th-16th
- **Exam #2** - November 20th-27th
- **Spring Final** - December 18th - January 8th

Fall Semester (2018):

- **Exam #1** - February 5th-12th
- **Exam #2** - March 12th - 19th
- **Fall Final** - April 16th - 23rd

CLASS SCHEDULE

First Year Students (Class of 2019)

Monday Night:

- 6:45 - 7:35 PM - **Alliance of Honorable Men**
Dr. Leroy Thompson, Jr.
- 7:40 - 8:30 PM - **Culture of Honor**
Rev. John S. Davis, Jr.
- 8:35 - 9:25 PM - **Living By The Book**
Dr. DM Thompson

Tuesday Night:

- 6:45 - 8:00 PM - **Apostolic**
Apostle Leroy Thompson, Sr.
- 8:05 - 8:45 PM - **Moving In The Gifts (Spring)/
Catching the Waves Of Revival (Fall)**
Dr. W. Ron Walker
- 8:35 - 9:25 PM - **Prayer**
Rev. Joann Thompson

CLASS SCHEDULE

Second Year Students (Class of 2018)

Monday Night:

- 6:45 - 7:35 PM - **Church Unusual**
Dr. DM Thompson
- 7:40 - 8:30 PM - **Spirit of Honor**
Rev. Gregory Calhoun
- 8:35 - 9:25 PM - **Spirit Life Training**
Dr. Leroy Thompson, Jr.

Tuesday Night:

- 6:45 - 8:00 PM - **Apostolic**
Apostle Leroy Thompson, Sr.
- 8:05 - 8:45 PM - **Finishing Generation**
Dr. Jeffrey Phillips
- 8:35 - 9:25 PM - **Prayer**
Rev. Joann Thompson

FINANCIAL INFORMATION

TOTAL TUITION: \$850

INITIAL REGISTRATION FEE: \$170 (Includes books and September Tuition)

7 MONTHLY INSTALLMENTS:

- \$100 DUE EACH MONTH OCTOBER - MARCH, & FINAL PAYMENT OF \$80 DUE IN APRIL
- DUE BY THE 15TH OF EACH MONTH

STUDENT TUITION PAYMENTS ARE HANDLED THROUGH SMART TUITION



With Smart Tuition you will be able to:

- o Select a payment type that works best for you.
 - Smart Tuition can send you an invoice monthly allowing you the option to mail in a payment, make a payment over the phone, make a payment over the web, or through a mobile app.
 - Smart Tuition can automatically debit your credit card, checking account, or savings account on a monthly basis.
- o Manage your Smart Tuition account online.
 - You can edit your own profile, including your contact information, payment options and much more.

- You can review and print your monthly billing details and payment history.
- You can make payments through Smart Tuition's secure website.
- o Receive payment and follow up reminders.
 - If you setup to pay automatically, Smart Tuition will e-mail you a reminder of your upcoming payment 7-10 days before your due date.
 - If you happen to miss a payment or have an outstanding balance, they will kindly remind you by e-mail and phone.
- o Speak to a customer service representative.
 - Smart Tuition has a helpful and experienced customer service staff available to assist you 24 hours a day, 7 days a week, 365 days a year.
 - Their customer service team can help answer questions about your account and also take a payment over the phone.

Tuition Policy: Unless your tuition is paid in full, monthly payments must be paid on or before the 15th of each month. Payments are considered past due after the 15th and student will lose access to classes. If online access is lost during exam week student will not be able to take exams. However, once tuition is paid, students may make up the exam for the loss of a letter grade.

Please call the office if you know your tuition will not be paid on time. Arrangements may be made at the discretion of the Dean.

Information on how to enroll with smart tuition will be emailed to you when you apply.

ACADEMIC INFORMATION

GRADING SCALE

90-100 = A

80-89 = B

70 - 79 = C

60 - 69 = D

Below 60 = F

Grading is based on the examination scores earned by students.

A grade of 70 or above is required in ALL classes for student promotion.

Report Cards: Student grades are posted on their classroom portal. At the end of each year, a printed copy of your grades will also be mailed to you.

The grades you receive will be proportionate to the interest and attention you give to your classes and assignments. You will be able to press forward satisfactorily with no problem, as long as you commit to your coursework and follow the instructions given by administration and your instructors.

CERTIFICATES OF COMPLETION

Will be given to all First Year Students at the end of the school year for successfully meeting the following requirements:

1. A "C" Cumulative Grade Point Average maintained in ALL classes
2. Class Attendance Requirements As Outlined In This Handbook
3. Every student must give evidence of true Christian life & character during the school year at EIWTC in order to be recommended by the faculty for a certificate.

DIPLOMAS

Will be given to all Second Year Students at the end of the school year for successfully meeting the following requirements:

1. A "C" Cumulative Grade Point Average maintained in ALL classes
2. Class Attendance Requirements As Outlined In This Handbook
3. Every student must give evidence of true Christian life & character during the school year at EIWTC in order to be recommended by the faculty for a certificate.
4. Attendance at graduation rehearsal & commencement us required. Permission to graduate in absentia may be granted in case of emergencies.

STUDENT POLICIES

All Training Center rules apply to both first and second-year students. It is anticipated that second-year students will conduct themselves in a manner that will be an example to the first-year students.

CONDUCT

The establishment of worthy standards of life is necessary for every believer. Thus, Christian character is a vital concern of this Training Center. We believe it is the responsibility of the student engaged in training to live an exemplary life. It is expected that students will avoid practices and forms of entertainment which will be detrimental to personal growth in the Christian life.

CHEATING

Every person who enrolls in this school should understand that to submit work which is not his/her own violates the purpose of this School of Ministry and the individual's purpose in being here. If an instructor suspects that a student has borrowed or copied, the work will not be accepted. Any form of cheating will subject the student to an "F" in the course and possible dismissal from school.

ATTENDANCE POLICY

Attendance is required in all classes. WE DO NOT EXPECT YOU TO BE ABSENT. Each online student should expect to spend a minimum of 6 hours of time each week to view their classes and do the quizzes following online. There may be other reading assignments given.

Absences

Online students have the flexibility to view classes "live" or by "archive." There is a 7 day period for the student to finish their work for each class.

Absentees for online students are tracked by the online quiz following each lesson.

Any student who fails to accomplish their online quiz for 3 or more days in any particular class, without an excused absence will be required to schedule a meeting with the Dean for a review of the absences along with possible disciplinary action.

Excused absences are absences that result from extreme circumstances (i.e., illness under doctor's care, death in the immediate family, etc.)

Due to the flexibility that the online school provides, EI-WTC expects all online students to complete all their quizzes/work for all classes within the given 7 day period.

Exceptions include any extreme circumstances that prohibits you from watching, including: out-of-the country travel with limited internet use or sickness/illness that requires you to be out for 7 days. Proper documentation must be provided and acceptance is at the discretion of administration. Issues due to computer problems are not valid excuses—please make all efforts to complete coursework. For instructions on how to submit absences, please see “Update Absentee Policy” located on the homepage of your portal.

QUIZZES:

ONLINE STUDENT ATTENDANCE IS TRACKED BY YOUR QUIZZES

Each online student MUST complete the online quiz for each class viewed online to receive attendance credit for that particular class. Quizzes do not affect your final grade. However, attendance credit can affect whether you pass or fail the course.

Online students have the option to watch classes “live” on the class nights or watch the video archives posted 24 hours after the “live” class. The online quiz for each class will also be posted 24 hours after the “live” class. Students will always be given 7 days to take the quiz, even if a quiz is posted more than 24 hours after the live class.

Quizzes have unlimited time limits and may be attempted once, with two chances to successfully answer each question. Students are encouraged to open the quiz to view the questions while watching the live class. MP3 downloads of the class are also available.

EXAMS:

3 exams will be given each semester to determine your grade for the course.

Exam formats may differ from instructor to instructor. Most exams will have time limits to complete the work. Make sure that you clear your schedule for the 10—15 minutes that will be needed to take your exam. You must complete your exam and submit your answers within the given time limit to receive credit for your answers.

Once you open your exam, your time limit begins—absolutely NO EXCEPTIONS! ADMINISTRATION CAN SEE WHEN EACH STUDENT HAS OPENED THE EXAM .

COMPUTER LITERACY

While enrolled in Ever Increasing Word Training Center, you will be expected to have a medium to high level of computer literacy. You will be responsible for watching all tutorial videos available to learn how to be familiar with the system. And you will be responsible for making sure that your computer software is up-to-date to access all archived classes, exams, and quizzes.

TECHNICAL SUPPORT

TUTORIAL VIDEOS ARE AVAILABLE!

Virtually all aspects of how to operate within the school site are available to you. Please take the time to watch all of the tutorial videos that are provided. They can be accessed through the Haiku support tab.

If there are technical issues not covered in the tutorials, help is available by contacting the ministry.

EMAIL COMMUNICATION

Most of the instructors do not work at the church office during regular office hours, therefore, email communication is preferred.

You may email your instructors through the classroom portal by clicking on the instructor's class, selecting the "Messages" tab, and then "Inbox."

Administration will keep students updated by emailing through the Haiku Portal. You may check your emails through the portal or have them forwarded to an email address of your choice.

SCHEDULE EXCEPTIONS

Due to scheduling conflicts and traveling, EIWTC classes may be re-arranged as necessary on occasion to fit the instructors schedules. Students will always be notified in advance.

In addition, various WOLCC conferences will be utilized in the school as learning opportunities for the students.

Please note the following known schedule exceptions:

Nov. 6-10, 2017 Prosperity Revival

ATTENDANCE IS MANDATORY FOR NIGHT SERVICES ONLY

LTMA Impartation Conference (January 2018 - DATES TBD)

ATTENDANCE IS MANDATORY FOR NIGHT SERVICES ONLY

*YOU WILL BE NOTIFIED IF THERE ARE ANY OTHER MANDATORY MEETINGS. ATTENDANCE FOR ONLINE STUDENTS DOES NOT MEAN PHYSICAL ATTENDANCE, YOU WILL RECEIVE LINKS TO WATCH AND MAY BE QUIZZED ON THESE SERVICES

The EIWTC Administration reserves the right to, at any time, change any course or classwork.

HAIKU LEARNING

The website where you will have access to your classroom videos, MP3s, Exams, and Quizzes can be accessed through either web address:

<https://trainingforministry.haikulearning.com>

or

www.EIWTC.net

This site is also referred to as your “Portal”

Students will be given a Username and initial password of: changeme. Upon your first login, you will be prompted to change your password.

Be sure to save your password as EIWTC cannot see private student passwords.

WHO TO CONTACT

General Questions - Diana@eiwm.org

Absences - deirdret@eiwm.org

Tuition - Smart Tuition (Please refer to information emailed to you upon enrollment)

Class Related Information - Each instructor can be contacted through the portal

ADMINISTRATION

Apostle Leroy Thompson, Sr.
Founder/President

Dr. Carolyn A. Thompson
Vice President

Dr. Leroy Thompson, Jr.
Dean