



# **Ever Increasing Word Training Center**

**Student Handbook  
2013-2014**

**EVER INCREASING WORD  
TRAINING CENTER  
STUDENT HANDBOOK  
2013-2014 SCHOOL YEAR**

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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 Full-Time 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 is a good gauge to gauge yourself with:

**(1) I must be willing to let God use people, men and women of God, to do some of the molding and shaping in my life.**

- (2) I must be willing to let God shape me and mold me for something more than I know about.**
- (3) I must not let my feelings get hurt and bail out at the first fire.**
- (4) I must be willing to let God have His way with me.**
- (5) I must be willing to let God prepare me for service.**

These simple statements may determine whether 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.

Yours in Christ,

Dr. Leroy Thompson, Sr.  
President, EIWTC

**INSTRUCTORS & SUBJECT AREAS**



**Dr. Leroy Thompson, Sr.**  
Apostolic Strategies



**Rev. Leroy Thompson, Jr.**  
Alliance of Honorable Men/Spirit  
Life Training



**Rev. D. Montrell Thompson**  
Living By the Book/  
Church Unusual



**Rev. Greg Calhoun**  
The Church in the New Testament



**Rev. Jeffrey Phillips**  
Dynamics of Holiness



**Rev. John Davis**  
Culture of Honor



**Rev. W. Ron Walker**  
Moving in the Gifts of Revelation  
& Prophecy/Catching the Waves of  
Revival



**Rev. Bryan Holiday**  
Prayer

**EVER INCREASING WORD TRAINING CENTER  
REGISTRATION & ORIENTATION  
THURSDAY EVENING—AUGUST 29, 2013**

**CALENDAR OF EVENTS**

**November 25 & 26** Thanksgiving Break (no class)  
(Return on December 2)

**December 23—Dec. 31** Christmas Break (no class)  
(Return on January 6 for 1st Semester Finals)

**January 13** New Semester Classes Begin

**May 13** Commencement Rehearsal

**May 15** Commencement Day

**TEST DATES**

	<b><u>1st Semester</u></b>	<b><u>2nd Semester</u></b>
<b>Test #1</b>	Sep. 23-27, 2013	Feb. 3-7, 2014
<b>Test #2</b>	Oct. 21-25, 2013	Mar. 3-7, 2014
<b>Test #3</b>	Nov. 18-22, 2013	Mar. 31-Apr. 4, 2014
<b>Test #4 (FINAL)</b>	Jan. 6-10, 2013	May 5-9, 2014

## FINANCIAL INFORMATION

### COST

The tuition and registration fees are the same for both first and second-year students. The fee schedule is as follows:

<b>Application Fee</b>	<b>\$ 25.00</b>
<b>Registration Fee</b>	<b>\$140.00</b>
<b>(Tuition + Books)</b>	
<b>Remaining Tuition</b>	<b><u>\$510.00</u></b>
<b>Total</b>	<b>\$675.00</b>

**Note: All fees, tuition, and book costs are subject to change without notice.**

The balance of your tuition, or any portion thereof, may also be paid on Orientation Night which is August 29, 2013. Otherwise, the remaining tuition must be paid ONLINE at [www.trainingforministry.com/tuition](http://www.trainingforministry.com/tuition) OR on Tuesday nights, between 6:15pm and 6:40pm at the administration room. NO CASH WILL BE TAKEN FOR ANY TUITION PAYMENTS. All payments must be made by check, money order or credit card only.

All monthly payments are due on the first of each month.

#1 Oct. 1, 2013	\$85.00	#2 Nov. 1, 2013	\$85.00
#3 Dec. 1, 2013	\$85.00	#4 Jan. 1, 2014	\$85.00
#5 Feb. 1, 2014	\$85.00	#6 Mar. 1, 2014	\$85.00

## TUITION POLICY

Tuition is due and payable on the scheduled payment dates and then becomes past-due. Past Due tuition must be paid within ten days after the due date to maintain good standing with the school and continue attending classes.

Please call or meet with the Dean if you know your tuition will be past the 10 day grace period.

If a student leaves **EIWTC** with an outstanding account, we will not recommend that student for any position, either secular or ministerial. He or she will not receive a certificate or diploma.

### PLEASE DO NOT:

1. Turn in tuition money in church offerings.
2. Turn in tuition money to church secretary.
3. Turn in money on a Sunday or Wednesday church service, to the office help, or to EIWTC school instructors.

**IF POSSIBLE, PLEASE PAY YOUR TUITION ONLINE AT:**

**[www.trainingforministry.com/tuition](http://www.trainingforministry.com/tuition)**

## CHECK WRITING POLICY

**Make sure your check is good before writing it.**

**Please do not write "FAITH CHECKS"**

**Checks and money orders should be made payable to:**

**Ever Increasing Word Training Center**

**Or**

**E.I.W.T.C.**

## RETURNED CHECK POLICY

A \$25.00 charge is made for each check returned NSF.

Each returned check must be redeemed with **a money order or credit/check card only.**

## ACADEMIC INFORMATION

### GRADING SYSTEM

Grading at **EIWTC** is based on the examination scores earned by students

### REPORT CARDS

This report is a end-of-the-semester report so that you may be able to keep up with your progress. It records the marks earned in subjects studied. Its value will be proportionate to the interest and attention you give it. This report is not intended to compare the work and progress of one student with that of another. We desire your cooperation and support so that you may have every opportunity and encouragement to press satisfactorily in this school.

**A STUDENT REPORT WILL BE GIVEN AT THE END OF EACH SEMESTER.**

### GRADING POLICY

100 - 90 = A

89 - 80 = B

79 - 70 = C

69 - 60 = D

Below 60 = F

## CERTIFICATE OF COMPLETION

A Certificate of Completion is given to all first year students at the end of the school year for successfully meeting the following requirements:

1. The assigned courses must be satisfactorily completed.
2. A cumulative grade point average of 70% must be maintained.
3. Class attendance requirements as outlined in the handbook must be fulfilled.
4. 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.

## GRADUATION

To be eligible to receive a diploma for the second-year program, a student must meet the following requirements.

1. The assigned courses must be satisfactorily completed.
2. A cumulative grade point average of 75% must be maintained.
3. Class attendance requirements as outlined in the handbook must be fulfilled.

4. Every candidate for graduation must give evidence of true Christian life and character during the school year at **EIWTC** in order to be recommended by the faculty for graduation.
5. Attendance at graduation rehearsal & commencement is required of all second year graduates. Permission to graduate in absentia will only be granted by the Dean of **EIWTC** in case of an emergency.

## 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.

### TAPE RECORDERS

No tape recorders will be allowed in school classes

You will have access to MP3 downloads on the school site.

## **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.**

## **DRESS CODE**

**EIWTC** seeks to provide an atmosphere conducive to reverent study and to the development of strong Christian character. Because it is our desire that all of our students be dressed in modesty and in good taste, the following dress code applies at all times when attending classes.

1. Ladies: Proper dress attire includes dresses, skirts, sweaters, blouses along with appropriate undergarments. Pantsuits that are actual suits are allowed. Improper dress attire includes sundresses, jean dresses, culottes, gau-chos, excessively slit skirts, headbands, miniskirts, knickers or any other excessively faddish mode of dress. Thong/sandal shoes are also not permitted.
2. Men: Proper dress attire is dress pants, dress shirts, coat and tie. Beards and mustaches are acceptable, but they must be kept clean and groomed.
3. Name badges are to be worn at all times during school hours. If a student comes to school without a badge, a temporary badge must be obtained at the administration office for \$5.00.

## **CLASS ATTENDANCE POLICY**

Attendance is required in all classes. **WE DO NOT EXPECT YOU TO BE ABSENT.** You are here for training only two days per week for 3 hours each day. Therefore, every moment of time you spend in class is precious and should never be taken lightly.

## **ABSENCES**

If you miss any classes as a result of extreme circumstances (i.e., illness under doctor's care, jury duty, death in the immediate family, work related etc.), you should complete an Absentee Report ONLINE at [www.eiwtc.org](http://www.eiwtc.org). This report will then be reviewed. The Absentee Report must be filled in completely. Do not check a box only or give approximate times or date. Give the specific date, time, and an explanation for the absence. Please remember to fill out an absentee report for every absence from school. If we do not have an absentee report on file for your absence, then we have no choice but consider the absence "UNEXCUSED" until a report is turned in.

**Any student who misses 3 or more days without an excused absence (refer to the paragraph above) will be required to schedule a meeting with the Dean for a review of the absences along with possible disciplinary action.**

All absences should be made up online by accessing the archive of the missed class and also by taking and passing the quiz for that class. In order to receive credit for the class a 100% score must be obtained within 2 attempts of the quiz.



**TARDINESS**

Classes will start promptly at the scheduled time. If you are not **seated** in the classroom at the time class is started, you are considered tardy. Please make every effort to be at class on time. Excessive tardiness will result in a meeting with the Dean and possible disciplinary action.

**EXAMS & ASSIGNMENTS**

The student is responsible for each class that he or she misses. A few sacrifices may be necessary to keep up with the classes. All missed classes are required to be made up by using the online school. In order to receive credit for an online class, the student **MUST** take the online quiz and make 100% within 2 attempts.

There are 3 exams each semester. All exams are taken in person on Monday and/or Tuesday nights at the Darrow, LA Campus. If you miss your exams on exam week, you will have to do a makeup exam online the following week that will be deducted 25 points from your exam score. After the one week makeup period, a score of "0" will be recorded for that exam. Any Darrow Campus student that takes their exam online when they are supposed to take it in person will have a 25 point deduction on that exam. .

**ALL REPORTS MUST BE TYPED.**

**NO SPIRAL SHEETS (SHEETS TORN FROM NOTEBOOKS) ARE ACCEPTED FOR ASSIGNMENTS.**

**Rules are different for MINISTRY. You have to answer to God as well as man. Please be advised that you are the STUDENT and not the INSTRUCTOR. No student will be permitted to dominate any of the classes with statements or opinions.**

If any questions arise, write them down and inquire after the class has been dismissed. Your instructor will be glad to reply to any questions.

***Please Note That All Courses Are Subject to Change***

## 1ST YEAR STUDENT CLASS SCHEDULE 1ST SEMESTER

### Monday Night

6:45 P.M. - 7:35 P.M.      Rev. L. Thompson, Jr.  
Alliance of Honorable Men *(Class Room 202)*

7:40 P.M. - 8:30 P.M.      Rev. John Davis  
Culture of Honor I *(Class Room 202)*

8:35 P.M. - 9:25 P.M.      Rev. D. Montrell Thompson  
Living By the Book *(Class Room 202)*

### Tuesday Night:

6:45 P.M. - 8:00 P.M.      Dr. L. Thompson, Sr.  
Apostolic Strategies I

8:05 P.M. - 8:45 P.M.      Rev. W. Ron Walker  
Moving in the Gifts of  
Revelation & Prophecy *(Class Room 202)*

8:50 P.M. - 9:30 P.M.      Rev. Bryan Holiday  
Prayer *(Class Room 202)*

## 2ND YEAR STUDENT CLASS SCHEDULE 1ST SEMESTER

### Monday Night

6:45 P.M. - 7:35 P.M.      Rev. D. Montrell Thompson  
Church Unusual *(Class Room 201)*

7:40 P.M. - 8:30 P.M.      Rev. G. Calhoun  
Church in the New  
Testament *(Class Room 201)*

8:35 P.M. - 9:25 P.M.      Rev. L. Thompson, Jr.  
Spirit Life Training *(Class Room 201)*

### Tuesday Night:

6:45 P.M. - 8:00 P.M.      Dr. L. Thompson, Sr.  
Apost. Strategies I *(WOLCC Main Auditorium)*

8:05 P.M. - 8:45 P.M.      Rev. J. Phillips  
Dynamics of Holiness I *(Class Room 201)*

8:50 P.M. - 9:30 P.M.      Rev. Bryan Holiday  
Prayer *(Class Room 201)*

## 1ST YEAR STUDENT CLASS SCHEDULE 2ND SEMESTER

### Monday Night

6:45 P.M. - 7:35 P.M.      Rev. L. Thompson, Jr.  
Alliance of Honorable Men *(Class Room 202)*

7:40 P.M. - 8:30 P.M.      Rev. John Davis  
Culture of Honor I *(Class Room 202)*

8:35 P.M. - 9:25 P.M.      Rev. D. Montrell Thompson  
Living By the Book *(Class Room 202)*

### Tuesday Night:

6:45 P.M. - 8:00 P.M.      Dr. L. Thompson, Sr.  
Apostolic Strategies I

8:05 P.M. - 8:45 P.M.      Rev. W. Ron Walker  
Catching the Waves of Revival

8:50 P.M. - 9:30 P.M.      Rev. Bryan Holiday  
Prayer *(Class Room 202)*

## 2ND YEAR STUDENT CLASS SCHEDULE 2ND SEMESTER

### Monday Night

6:45 P.M. - 7:35 P.M.      Rev. D. Montrell Thompson  
Church Unusual *(Class Room 201)*

7:40 P.M. - 8:30 P.M.      Rev. G. Calhoun  
Church in the New  
Testament *(Class Room 201)*

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Prayer *(Class Room 201)*

## SCHEDULE EXCEPTIONS

Please note, due to scheduling conflicts and traveling, EWITC classes may be re-arranged as necessary on occasion to fit the instructors schedules.

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

Please note the following exceptions to the 1st semester class schedule

**Date:**

**Mon. Nov. 11** All Classes held in Wolcc Main Sanctuary  
for the 2013 W.O.L.C.C. Prosperity Revival.

**Tues. Nov. 12** All Classes held in Wolcc Main Sanctuary  
for the 2013 W.O.L.C.C. Prosperity Revival

**Ever Increasing Word Training Center** is under the supervision of  
the Word of Life Christian Center Administration.

**Dr. Leroy Thompson, Sr.** President  
**Mrs. Carolyn A. Thompson** Vice-President

**Ever Increasing Word Training Center**  
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**225-473-8874**