



EVER INCREASING
WORD

**TRAINING
CENTER**

**STUDENT HANDBOOK
2014-2015**

**EVER INCREASING WORD
TRAINING CENTER
STUDENT HANDBOOK
2014-2015 SCHOOL YEAR**

PLEASE READ THIS HANDBOOK CARE-
FULLY, AS EACH STUDENT WILL BE HELD
RESPONSIBLE FOR THE INFORMATION
THIS HANDBOOK CONTAINS.

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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.

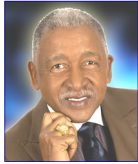
I believe this is a basic training center for men and women of God who want to prove out as faithful servants of God. To get the most out of this school, you must commit yourself to discipline, correction, and instruction. Excellence in ministry... Whatever price it takes, pay it. The dividends are out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



Apostle Leroy Thompson, Sr.
Apostolic Strategies



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



Dr. D. Montrell Thompson
Living By the Book/
Church Unusual



Rev. Greg Calhoun
Spirit of Honor



Dr. Jeffrey Phillips
Finishing Generation



Rev. John Davis
Culture of Honor



Dr. 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 25, 2014

CALENDAR OF EVENTS

CLASS TIMES—MONDAYS 6:45PM—9:25PM
TUESDAYS 6:45PM—9:30 PM

November 24 & 25, 2014 Thanksgiving Break
(No class—Return on December 1)

December 22—Dec. 30, 2014 Christmas Break
(No class)

January 5, 2015 2nd Semester Classes Begin

May 5, 2015 (7 PM) Commencement Rehearsal

May 7, 2015 (7 PM) Commencement Day

**EXAM DATES (EXAM DATES ARE SUBJECT TO CHANGE. ADMIN-
ISTRATION WILL PROVIDE SUFFICIENT NOTICE OF ANY CHANGES)**
**EXAMS OPEN AT 6PM ON MONDAY AND CLOSE THE FOLLOWING
SUNDAY AT MIDNIGHT—ALL STUDENTS HAVE ONE WEEK TO TAKE
EXAMS.**

	<u>1st Semester</u>	<u>2nd Semester</u>
EXAM #1	Sep. 29-Oct.5, 2014	Feb. 2-8, 2015
EXAM #2	Nov. 3-9, 2014	Mar. 9-15, 2015
EXAM #3	Dec. 15-21, 2014	Apr. 13-19, 2015

CLASSES WILL NOT BE HELD DURING EXAM WEEK

FINANCIAL INFORMATION

COST

The tuition and registration fees apply to first year students. (Class of 2015 Students will remain on the same fee schedule as last year- see page 7)

The fee schedule for the 2014-15 school year is as follows:

Application Fee	\$ 25.00
Registration Fee	\$140.00
(Tuition + Books)	
Remaining Tuition	<u>\$525.00</u>
Total	\$690.00

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 25, 2014. Otherwise, the remaining tuition must be paid ONLINE at www.eiwm.org/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 or before the 15th of each month.

#1 Oct. 15, 2014 \$75.00	#2 Nov. 15, 2014 \$75.00
#3 Dec. 15, 2014 \$75.00	#4 Jan. 15, 2015 \$75.00
#5 Feb. 15, 2015 \$75.00	#6 Mar. 15, 2015 \$75.00
#7 April 15, 2015 \$75.00	

TUITION POLICY

If you have elected the monthly payment plan, **payments are due on or before the 15th of each month. Payments are considered late after the 15th** and student will lose access to classes and online. **If online access is lost during exam week, student will not be able to take exams. However, once tuition is paid, they may take make-up exam for a loss of a letter grade.**

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

(You may choose to pay your tuition in full at any time during the school year.)

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 money on a Sunday or Wednesday church service or to EIWTC school instructors.

IF POSSIBLE, PLEASE PAY YOUR TUITION ONLINE AT:

www.eiwm.org/tuition

Once you create a login and password, you will be able to keep up with your tuition balance online, as well as, your EIWM giving history.

CHECK WRITING POLICY

Make sure your check is good before writing it.

Please do not write "FAITH CHECKS" or Post-Dated 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 \$35.00 charge is made for each check returned NSF.

Each returned check must be redeemed

*2nd Year Tuition:

Total—\$675

Initial payment + App. Fee—\$140.00

6 Payments - \$85 (Due Oct '14-Mar '15)

Tuition balances must be paid in full in order to participate in graduation

ACADEMIC INFORMATION

GRADING SYSTEM

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

REPORT CARDS

You may keep up with your grades, as they are posted online on your Haiku © portal.

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

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.

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: excessively low/revealing/fitted clothing, shorts, excessively slit skirts, and miniskirts. 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. 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 ONLINE. THEY WILL OPEN AT MONDAY AT 6PM AND CLOSE THE FOLLOWING SUNDAY AT 11:59 PM (CST). YOU DO NOT HAVE TO ATTEND CLASS DURING EXAM WEEK.**

EXAM DATES ARE POSTED IN ADVANCE AND YOU HAVE A SEVEN-DAY PERIOD TO TAKE THEM. YOU ARE RESPONSIBLE FOR TAKING YOUR EXAMS.

If you miss your exams on exam week, you will have to do a makeup exam online. This will result in an automatic 15 point deduction.

After the one week makeup period, a score of "0" will be recorded for that exam. **IF YOUR INSTRUCTOR ASSIGNS A REPORT, IT MUST BE TYPED.**

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

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
Spirit of Honor *(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
Finishing Generation *(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 *(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

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
Spirit of Honor *(Class Room 201)*

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Finishing Generation *(Class Room 201)*

8:50 P.M. - 9:30 P.M. Rev. Bryan Holiday
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 & Tues. Nov. 10-11

All Classes held in Wolcc Main Sanctuary for the 2014 W.O.L.C.C. Prosperity Revival.

March 3rd-6th— 2015 Ministers' Conference

(Attendance is mandatory for all EIWTC Students Tuesday -Friday Nights at 7 PM)

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