



**STUDENT
HANDBOOK**

**2021/2022
SCHOOL YEAR**



WELCOME TO CLBI

They were doing what they did everyday: fishing alongside their dad in the family business. James and John grew up in a religious family. They were serious about their faith, but they weren't "rabbi material", for no rabbi had invited them to be disciples. Then one day Jesus stepped into their lives in a very personal way:

"A little farther up the shore he saw two other brothers, James and John, sitting in a boat with their father, Zebedee, repairing their nets. And he called them to come too. They immediately followed him, leaving the boat and their father behind."
- Matthew 4:21-22 (NLT)

From where we stand, we know the rest of their story. But on that day, they had no idea what lay ahead for them. Today you have heard the invitation of Jesus to enter into a deeper walk of discipleship through coming to bible school, and only God knows where that will lead. I have been praying that God will prepare your heart, mind and soul to embrace all that Jesus has in store for you. Please know that Jesus is bringing you to CLBI to shape and form you just like He did with James and John.

I am honored to be part of the team that will encourage you in this next chapter, and so I say: Welcome to this Discipleship School as we join Jesus on His mission!



A handwritten signature in black ink that reads "Pastor Dean". The signature is written in a cursive, flowing style.

President Pastor Dean Rostad

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CLBI PHILOSOPHY OF CHRISTIAN LIFESTYLE

Being a Christian is not about trying to be good. It's not about rules – “do this, don't do that!” No, it is much more exciting and life giving. **Being a Christian is all about knowing by experience the grace of God in Jesus Christ, following Him, and allowing His life to transform and shape us from the inside out.**

Many people see Bible School as a place where a certain type of behavior is expected. While this is true, behavior alone is not what God or we at CLBI are after. We are interested in transformation.

Every part of the CLBI experience is intentionally designed to nurture this transformation process. All of what we do - academic, social and devotional components - are designed to lead students toward Christian maturity, becoming more and more like Jesus.

This kind of transformation involves, at the most basic level, a love and commitment to the truth of God's Word. The Bible outlines how to live a full and faithful life. As we learn to love God and trust that He is good, we desire to obey Him more and more. The Bible contains both prohibitions (e.g., The Ten Commandments; warnings against drunkenness, sexual immorality, materialism and an impure thought life) and prescriptions (e.g., To love one another, to assemble for worship, to help the needy). **A mark of spiritual growth is an increasing delight in and obedience to Scripture's guidelines.**

Again, Christian maturity involves more than adherence to scriptural statements of right or wrong. It involves allowing Christ to be the Lord of every part of your life, a continuing commitment to respond to God's love, and a renunciation of self-centeredness. **Christian maturity is nothing short of a life that takes God's Word and allows it to inform and govern our beliefs, attitudes, and lifestyle.**

Living in Christian community requires that both confession and forgiveness are commonplace as we all mature, growing in discipleship and obedience to the Lord.

CAMPUS POLICIES & REGULATIONS

Students are expected to respect the following institutional guidelines while attending CLBI. Failure to comply may result in the student being asked to withdraw.

1. Students will be committed to abstain from practices and environments that Scripture speaks against. Scripture identifies as wrong such specific acts as drunkenness, gossip, occult practices, and sexual sins. These include premarital sex, prostitution, pornographic involvement, adultery and homosexual behavior. Scripture also requires that such attitudes as greed, jealousy, envy, lust, bitterness, gossip, unrestrained anger and an unforgiving spirit not be found in Christian community.
2. Students will be committed to refrain from smoking or any other use of tobacco. Students will abstain from gambling in any form, including lotteries and VLTs. They will refrain from dishonesty in any form (verbal or written). They will abstain from the use of alcoholic beverages or street drugs, as well as the possession or use of pornographic or any morally or degrading media. Students will not attend establishments or activities where it is a reasonable expectation that drugs and/or alcohol may be abused. Should an exception to this be imminent, clear boundaries that would uphold Campus Policies and maintain a Christian witness must be set.
3. Students are prohibited from defacing, damaging, or removing any CLBI property, on or off campus (including, but not limited to, personal graffiti in the dormitories). Doing so will result in a \$50.00 fine at the students expense.
4. Students will be committed to exercise good judgment in their involvement with media. Students will restrict their participation with movies, videos, computer and video games, the internet, and literature with Christian discretion.
5. Students will not engage in any abusive behavior or harassment of any form. CLBI's detailed Policy on Sexual Harassment and Sexual Assault is available at the Main Office upon request.
6. All firearms, pellet guns, and air rifles are prohibited on campus. There are also no knives allowed in the main building (Hagen Hall). In the dormitories (Vinge Centre & Pearson Place), all knives must be stored in a non-visible and enclosed space. All students in possession on multiple knives/blades are to consult with the Residence Life Directors.
7. Students will not be involved in any form of criminal offense.

CLBI believes that adherence to the above guidelines fosters the kind of academic and social environment that is desirable at a Bible school. These guidelines also serve to protect the integrity of CLBI's reputation in the community and among our constituents.

CLBI is a smoke, drug, & alcohol free campus.

COVID-19 PROTOCOL

Under the current Government Health Guidelines in Alberta, we are preparing a safe and healthy on campus program year at the Canadian Lutheran Bible Institute! The CLBI COVID-19 Task Force has developed a working plan to outline safe and healthy mitigation of risks to students, staff/instructors and any essential visitors/volunteers to our campus.

With guidance from the experience and knowledge of the Task Force, we have established a plan using the Government of Alberta guidance documents: Guidance for Post-Secondary Institutions for mitigating risk while reopening for in-person classes.

We value community, and what Jesus does among us so highly we want to make sure we develop healthy and safe patterns to be able to enjoy community for the whole year!

Here are the areas we will need to embrace with that purpose in mind:

1. Dormitory

- Single occupancy rooms
- If our dorms reach maximum capacity, we will be looking for alternative options off campus to house students in need.
- Schedule of sanitization
- Physical distancing throughout the campus (use of PPE when not possible)
- Bathroom occupancy plan for maximum physical distancing

2. Classroom

- Assigned seating for each week of class
- Physical distancing - 1 student per table
- Regular sanitization
- Stairwells directionally defined
- Available PPE for all students and time limit for any close contact in class group discussion (while using PPE)

3. Common/Public Space

- Rigid schedule of cleaning/disinfection for high touch/high traffic areas
- Daily symptom screening/temperature reading
- Designated visitor space and sign in with cleaning after any visitors

- 4. Food Services**
 - Maximum number per table
 - Sanitizing on entrance and exit
 - Food services staff plating/serving
 - Designated coffee times with a “barista” serving
 - Rigid schedule of cleaning/disinfection of Cafeteria

- 5. Outdoor Education component**
 - Following cohort guidelines for outdoor activities
 - 2 people per tent max with maximum ventilation possible
 - Use of PPE while close quarter traveling

- 6. Decision Making Committee**
 - If there are significant changes in COVID-19 restrictions, this committee will advise President Dean Rostad on courses of action.
 - Gather best information available on active case trends in our communities
 - Advise when isolation or limitation on off-campus movement is needed

- 7. Isolation Room(s)**
 - Designated sleeping space and bathroom
 - Meal and laundry service - using a ‘buddy’ system
 - Quarantine plans for international students
 - Detailed response plan for illness/outbreak with advice from Decision Making Committee

- 8. Leaving Campus**
 - a. Staff {if there is a rise in regional active cases}
 - Procedures when returning home
 - Limiting contact outside home
 - b. Students
 - Weekend plans and procedures
 - Social trip - communication of plans

SPIRITUAL LIFE

WATERING HOLE MINISTRY/SERVICE PRACTICUM

As Jesus sat down at the well on His journey through Samaria, He connected with a woman who didn't know Him. He took time to listen to her and then He began to speak a freeing truth into her life! Part of our spiritual growth as Jesus' disciples is to carve out space to follow Him to our watering holes and connect with people who don't yet know Jesus!

ONE-ON-ONE MEETINGS

Once every two weeks each student meets with his/her D-Group leader for discussion and prayer time. These meetings are intended to assist in cultivation of personal growth.

DISCIPLESHIP GROUPS

Every Wednesday students attend the small group to which they have been assigned. These groups meet with Staff and Volunteer leaders - usually in the home of the staff/volunteer off campus. This will include important 'huddle' time each time we gather for D-Group!

TIME ALONE WITH GOD (T.A.G.)

Students are strongly encouraged to spend a portion of every day in personal devotion time. Students are expected to take time during the day to seek the Lord in personal meditation and prayer. We view this as crucial in our growth as disciples of Jesus. Students will frequently be challenged in this pursuit, through daily T.A.G. or Time Alone with God.

JOURNALING

Learning the discipline of journaling and keeping a prayer log is a valuable practice to attain, and is also helpful in processing what we are experiencing. It is encouraged that each student purchase his/her own notebook for journaling purposes. Students will have many opportunities to journal throughout the year, including, but not limited to out-trips, classwork, personal devotion and prayer time, kairos moments, and more.

DORM DEVOTIONS

Dorm devotions are held Sunday evenings (9:00 pm). They are organized and led by students under the direction of the Residence Life Directors. These are informal times of connecting Scripture to life with one another. All students are expected to attend these weekly events.

COVENANT FOR PARTICIPATION IN BIBLE SCHOOL

As a member of the community here at CLBI, and with God's Spirit at work within me, I commit to this covenant, so please challenge me so that my life in Christ might grow.

The key pursuit: **transformation of the heart** as we grow in the **character and competence of Christ**, not simply conformation to the rule.

The following are Biblical principles that CLBI believes provide a commitment to Christian transformation and maturity. They make up the pursuit to which the collective body commits itself by signing the Covenant for Participation in Bible School:

1. In all things to put God first. (Matt. 22:37; 2 Cor. 5:15)

This means: to practice spiritual disciplines such as scripture reading, prayer and worship so as to train you to recognize and obey God's will.

2. To pursue a Christ-like way of living, desiring to put others before ourselves.

(Phil. 2:1-4, 1 Cor. 10:24, Rom. 12:10)

This means: respecting the rights and property of others and behaving in a manner that reflects a concern for the well-being and safety of others.

3. To respect those in places of authority. (1 Thess. 5:12-13; Eph. 5:21; Heb. 13:7)

This means: respecting all those in the community and living under the major campus policies and regulations as spelled out in this Student Handbook.

4. To have a personal desire to turn away from every form of evil and seek purity.

(1 Thes. 5:22; Phil. 4:8; Job 28:28)

This means: abstaining from questionable behaviors and environments that may lead to temptations (Campus Policies and Regulations on pg 5 of this handbook).

5. In all things to put on love and practice peace. (John 15:12; 1 John 4:4-21; Rom 12:9-18; Rom 13:8-10; Eph. 4:2-3)

This means: using your words to build others up, not tear down; to view others through God's eyes, humbly serving them as brothers and sisters in Christ.

6. A Christ-like standard of ethics and moral integrity. (Eph. 4:17-5:21; Prov. 11:3)

This means: striving for honesty in school work, relationships, and consistency between your private and public life.

7. To recognize that others in the community may sincerely hold convictions in areas of social behaviour that differ from yours. A willingness to discuss the convictions of others in a non-judgemental manner. (Rom. 14:13; Jas. 4:12)

This means: energetically engaging in discussions with others in a spirit of peace, yet avoiding personal attacks.

8. With gratitude to God for every gift and opportunity to strive for excellence in all I do to honour the name of the Lord Jesus. (Col. 3:17)

This means: completing every task to the best of your ability, including school assignments, work duties as well as other responsibilities.

9. To embrace opportunities to endure, to be built up, and to be stretched for the sake of God's call to Christian maturity. (Phil. 3:7-16)

This means: participating faithfully in extra-curricular events such as regular chapel times, and in special school events such as days of prayer, outdoor pursuits, mission events, and special emphasis weekends.

ACADEMIC LIFE & PROGRAM REQUIREMENTS

ACADEMIC EXPECTATIONS

It is expected that as a student you exhibit a desire to know Christ more intimately and committing yourself to respectfully and diligently listen, learn, and interact with what the instructor has prepared.

Each student is expected to spend 1-2 hours each day reading, studying, and completing assignments in addition to class time. By 5:00 pm of the final day of class in each week, it is expected that you have all assignments required for the module completed and submitted to the instructor. No extensions will be granted except in extenuating circumstances.

All assignments must be completed on a Google Doc and submitted on Google Classroom. There are computers and printing services available for student use in the library (if the instructor requires printed assignments).

PROGRAM REQUIREMENTS

CERTIFICATE OF BIBLICAL STUDIES & CHRISTIAN DISCIPLESHIP

This program is organized in a modular format. Every week features a module that is studied intensively for five days. By the week's end the module is complete and a new one is offered the following week. Each module is worth one (1) credit.

Students graduate from the program with a Certificate in Biblical Studies and Christian Discipleship upon completing 30 credits during their eight month time of study including involvement in a Watering Hole Ministry led by second year students. Each regular module must be completed each week (a total of 30 credits). In addition, credits can be completed through evening courses (1 credit each), or Leading Worship Practicum (.5 credit/semester). There are a limited number of independent study courses available as well (cost of \$110 per credit).

To view the scheduled modules of this program, visit clbi.edu/academic-calendar.

DIPLOMA IN CHRISTIAN LEADERSHIP & MISSION

The goals of this program are to develop servant leaders equipped to be disciples who are also disciple makers. As they grow in discipleship and learn to make disciples, they are encouraged to lead various aspects of Christian ministry in their home church and respective communities.

A prerequisite to this program is a one-year Discipleship or Biblical foundations program equivalent to the Certificate in Biblical Studies and Christian Discipleship program at CLBI.

The Leadership Program includes a cross-cultural short-term mission trip for a minimum of three weeks.

Students graduate from this program with a Diploma in Christian Leadership & Mission upon completion of 60 credits. It is to be noted that the mission trip has a value of 4 credits which is applied to the credit total to fulfill graduation requirements.

To view the scheduled modules of this program, visit clbi.edu/academic-calendar.

EVALUATION OF STUDENTS

Grades will be assigned to students for each module they take. Marked papers or exams will be returned to students and the accompanying grades will appear on a transcript that students receive at the end of the year. Marks will be posted on the Google Classroom.

Students will normally be required to complete a minimum of two assignments or quizzes during each week.

GRADING SYSTEM

Grade	% Equivalent	Grade Point
A	(90-100)	4.0
Excellent superior performance, shows comprehensive understanding of module material.		
A-	(85-89)	3.7
B+	(80-84)	3.3
B	(75-79)	3.0
Good, above average performance and knowledge of module material.		
B-	(70-74)	2.7
C+	(67-69)	2.3
C	(63-66)	2.0
Satisfactory, basic understanding of module material.		
C-	(60-62)	1.7
D+	(55-59)	1.3
D	(50-54)	1.0
Minimal pass, marginal performance and effort.		
E	(40-49)	Conditional;
May be raised to a pass by completing additional course work.		
F	(-49)	0.0

Failure to demonstrate understanding of module material.

HONOUR STATUS

Students completing one of the CLBI programs can be recognized with honour status. Highest Honour status is awarded to full-time students that graduate with a grade point average of 3.85 or above and have completed at least 30 (certificate program) or 60 (diploma program) credits. Honour status is awarded to students that graduate with a grade point average between 3.60 and 3.84 and have completed at least 30 (certificate program) or 60 (diploma program) credits.

EXPECTATIONS

COVENANT FOR PARTICIPATION IN BIBLE SCHOOL

At the start of the school year, the CLBI community will go over the covenant together to make sure that the expectations for living in community at CLBI are clear. In order to participate in the CLBI community, we ask that you thoughtfully consider, agree with, and sign the Covenant for Participation in Bible School. This covenant provides the guiding principles and expectations of every member of the CLBI School community.

STUDY ETHIC

College is an excellent time to develop good habits. You'll need to work diligently every week to complete the assigned tasks and requirements to the best of your ability. Due to the intensive nature of the modular system that CLBI has in place for its academic program, students must be self-disciplined and good managers of their time. Week-long classes require that all assignments be completed by the end of each week.

To help students devote time towards their academic studies, we've included scheduled **Power Hour** time slots throughout the weekly schedule. **Power Hour** is designed to give students specific time slots where they can work on their studies, as well as provide them with one-on-one academic assistance from staff members and/or the instructor.

Healthy academic and spiritual growth occurs best when an individual is well rested. Interpersonal relationships also benefit. Sufficient sleep is necessary in order for you to be alert and attentive for class.

STUDENT WORK DUTIES

One of the ways CLBI implements cost-saving measures is through the involvement of students in work duties. This helps CLBI keep its tuition costs reasonable.

Work duties provide practical training in servant leadership. Jesus stated, "whoever wishes to be great in the Kingdom of God must be a servant of all" (see Matt. 20:26-28). All students are required to participate in work duties on campus. Work duties will include helping with dishes, food preparation in the kitchen, vacuuming, cleaning bathrooms, shovelling snow, etc. Work duties will rotate throughout the year.

Work duty responsibilities are organized by the Director of Maintenance and the Residence Life Director and are supervised by designated staff members. Work duties are an opportunity to work as a team, give back to the school, and even have fun. As work duties are not optional, failure to complete work duties results in disciplinary action.

EXPECTATIONS (CONTINUED)

DRESS

At CLBI, we value each student as an individual and as part of a community. We seek to recognize and to develop all aspects of their lives with excellence, according to God's purpose for them. Our dress code intends to provide a professional and appropriate learning environment for all students, as well as to encourage students to present themselves in the various contexts of life in a Christ-like way.

Casual attire is appropriate for the normal functions of the school. Sweat pants, tight or form fitting clothing, exposed midriff, strapless or thinly strapped tops or pajamas are not appropriate for the classroom. Open-toed footwear is prohibited in the kitchen due to health and safety regulations.

As students take part in activities and events both on and off campus, as representatives of CLBI, we ask that students abide by the above dress code while attending CLBI.

OUTDOOR EDUCATION INVOLVEMENT

Several physical challenges are presented in each of the outdoor education portions of the CLBI program. All of the outdoor experiences attempt to tie in spiritual truths as they are revealed through God's creation.

CLBI's philosophy in incorporating the outdoor program into Bible school education is that as individuals are stretched in a physical sense, they can simultaneously be prepared to be 'stretched' spiritually. Foundations of Christian camping are based on Biblical principles and examples.

Students entering CLBI should be prepared to face challenges that will take them out of their comfort zones, show a willingness to learn to work together in a team, and be willing to undertake each test of character with determination.

FAILURE TO MEET EXPECTATIONS / DISCIPLINE

If a student deliberately neglects promises made as outlined in the Covenant for Participation in School implementation of consequences will result. If correction becomes necessary, the student will be given adequate time to make necessary changes. A staff member will assist the student in structuring a personal growth plan to attain desired Christian disciplines.

Failure to comply with prescribed steps will require a meeting with the school president and other applicable staff members. If the problem is of a serious nature or a student persists in undesirable behavior, the student may be asked to withdraw.

WORSHIP LIFE

WEEKDAYS

Worship is a big part of who we are at CLBI. Monday, Wednesday, and Friday at 10:30 am we gather as a student body and staff to worship with one another, through a variety of styles. We use drama, worship bands, guest speakers, liturgy, reflective prayer walks, testimonies, group games, panel discussions and more. Chapels are often memorable times of personal and community growth. Therefore, it is important that the entire CLBI community participate.

SUNDAYS

Students are expected to attend a Sunday worship service in one of the Camrose & area churches and participate in congregational life as much as possible. This is an opportunity to experience the broader Christian community outside of CLBI.

Lutheran churches in Camrose include:

Bethel Lutheran, 4102 - 73rd St. (ELCIC)	9:30 am
Grace Lutheran, 5306 - 50th Ave. (LCC)	10:30 am
Messiah Lutheran, 4810 - 50th St. (ELCIC)	8:30 & 11:00 am
Resurrection Lutheran, 5601 Enevold Dr. (LB)	11:00 am

*** Other Christian churches are listed at camrosedirectory.ca

SOCIAL LIFE

DATING

Bible school presents a unique opportunity to develop lasting relationships. Many meaningful and long-lasting relationships have begun at CLBI, and many others have been short-lived and painful. It is our hope that you develop strong, healthy, and respectful relationships during your CLBI experience.

A foundation of friendship is crucial for a healthy dating relationship. As the CLBI year lasts a full eight months, we recommend developing friendships with many people early in the year. As such, it is expected that no new dating relationships begin until the second semester. We also urge all students to prayerfully consider any relationship they enter into, and request that you seek the counsel of your one-on-one leader before entering into a dating relationship.

Past students have expressed regrets about the exclusiveness of their relationships while at CLBI and their desire to develop many good friendships while here. We expect couples to remain active and involved in all parts of the CLBI community.

It is our desire that dating relationships entered into at CLBI would be characterized by integrity, honour, respect, and discretion. As a staff we desire to guide, encourage and be godly examples to students in this area.

PLACES FOR HANGING OUT

The Co-ed Lounge – The lounge on the lower floor of the Vinge Centre (Men's Dorm) includes a couched area, fireplace, foosball, pool table and a kitchenette. This space is available to all students until lock-up. After lock-up this space is only available for those staying in the men's dorm.

Women's Lounges – There are two lounges in the women's dorm, on the 2nd and 3rd floors.

On the CLBI grounds is the new A.R.C. shelter and fire-place area (Annelise Rust Campfire Shelter).

Several different treed areas with lawn also provide places relax and socialize. Students are asked to tidy up after themselves leaving the area they have used cleaner than when they came. The Co-Ed lounge is for the comfort and convenience of all students.

DORMITORY DETAILS

RESIDENTIAL CAMPUS

The CLBI men's residence is called Vinge Centre and the women's residence called Pearson Place. Full-time students live on campus unless they live with close relatives in the Camrose area. For your own sake and for the sake of others in the dorm we ask that you live respectfully and cooperatively in relationship with other students and the staff of CLBI.

ROOM DESIGNATION

Students are designated a room and a roommate at the time of registration, unless a single room was both requested and available. Requests for a particular room location or roommate can be made prior to registration but are only granted in extenuating circumstances. Living in close quarters can be a growing experience and provides an excellent chance to develop new friendships. Students are expected to cheerfully engage in these opportunities.

COLLATERAL DEPOSIT

A collateral deposit of \$250 is required upon enrolment to cover possible damage to school property or loss of residence key. The amount is refundable after graduation or upon withdrawal from CLBI if no charges have been levied against it and providing all fees have been paid.

ROOM DECORATION

Since it is your home for eight months we encourage you to add personality to your room and decorate it. Please use discretion in the type of poster/pictures you hang. Use poster putty or talk to Director of Maintenance for recommendations on other approved materials.

FURNITURE

Dorm rooms at CLBI come equipped with a closet, dresser, table/desk, and a bed. Switching furniture between dorm rooms should only be done with approval of a Residence Life Director. Moving furniture from any of the lounges is not permitted. Fridges are allowed in dorm rooms (additional \$50) but will not be provided by the school. Single serve coffee makers are allowed in the dorm rooms also, but will not be provided.

FIRE HAZARD

To minimize fire hazards and circuit overload, sun lamps, electric blankets, hot plates, and corn poppers are not to be used in dorm rooms. Personal cooking can be done in the Co-Ed kitchen in the Vinge Centre.

Also, candles and incense are not allowed due to fire hazards. Please keep all furniture (including bed) 15 cm away from heat register.

SECURITY

CLBI does not assume responsibility for lost or stolen items. We encourage you to only bring necessary items and to keep valuable possessions locked up. Each dorm requires a security code/card to enter, and each room has its own lock.

DORMITORY DETAILS (CONTINUED)

CURFEW

At CLBI we have a curfew in place as a deliberate emphasis to build community with one another. The dorms will be locked and unlocked at the following times:

Monday to Thursday:

Fobs Enabled – 6 am

Fobs Disabled - 11 pm

Friday and Saturday:

Fobs Enabled - 6 am

Fobs Disabled - 1 am

Sunday:

Fobs Enabled - 6 am

Fobs Disabled - 9:30 pm

**All students need to be in their respective dorms by curfew. Please be considerate of those who need to sleep by being quiet from 10 pm – 8 am each day. Special requests for extended curfew must be directed to Residence Life Directors or an RA. Students participating in activities which regularly extend beyond the normal dorm closing are able to do so only with the approval of the Residence Life Directors.*

CO-ED KITCHEN USE

As we encourage the use of the Co-Ed kitchen, it is expected that all dishes and/or other items used are cleaned and put away. If these guidelines are not maintained, all access to kitchen dishes and/or items will be at the discretion of the Residence Life Directors.

Students will have access to:

- Microwave, stove top/oven, fridge, single serve coffee makers
- Dish sink with detergent and dishcloths
- Garbage bags and cleaning supplies

We ask that students wipe down any touched surfaces immediately after use to ensure optimal cleanliness. Students will have limited access to:

- Pots and Pans
- Baking Sheets
- Mixing Bowls and accompanying utensils

These items will be locked up and you will need to see the Directors of Residence Life for access, and they will need to be thoroughly and properly cleaned at the end of use. There will be no access to:

- Cutlery
- Cups or Mugs
- Plates or Bowls
- Food provided by the school

Students must provide their own dishes to use in the Co-Ed, and are to be stored in their dorm room after use. Any dishes left in the sink for more than a day will be removed from the Co-Ed. Each Friday afternoon, students in charge of cleaning the Co-Ed will go through and clean out the fridge. All contents will be disposed of and all the shelves and drawers will be cleaned. This practice is to help limit cross contamination and to prevent food sharing that can lead to illnesses. All above info is subject to guidelines stated by the federal, provincial, and municipal food safety laws.

PETS

Pets are not allowed to stay on the CLBI campus, with the exception of fish kept in a regularly cleaned aquarium. Communicate first with the Residence Life Directors (and roommates if applicable) before bringing any pets on campus. Short-term visits (ex: afternoon visit, weekend visit) from pets are allowed, pending the approval of the Residence Life Directors

DORM SUPERVISION

The Residence Life Directors are responsible to oversee the activities in the dorm. They work to provide positive community life, quality social-life activities, personal guidance, support and counsel for all students living on campus. Please respect them as leaders and feel free to bring questions and concerns to them.

DORM INSPECTION

The Residence Life Directors will carry out periodic room inspections throughout the year. As you live in community with others, we encourage you to respect yourself and others by maintaining a clean and hygienic living space. CLBI reserves the right to inspect any room at any time if there are warranting concerns.

DORM & GENDER PRIVACY

The dormitories at CLBI are not Co-Ed. Explicitly, women are not allowed in the men's dorm and vice versa. Because of the need for privacy and respect this rule is strictly enforced. There will be occasional "open dorm" times, during which doors must be kept wide open.

VISITORS ON CAMPUS

Guests are welcome to visit during your time at CLBI. Both the office and the Residence Life Directors need to know in advance. You are responsible for your guests – that they follow the covenant while they are at CLBI. You are also responsible that fees for meals and overnight stays are paid to the office or the Residence Life Directors. Unless special permission is given, three days is the limit for a guest's stay.

RATES FOR GUESTS:

Guest staying in a student's room: Free
Guest in a separate room with own bedding: \$15.00/night/person

MEAL COST PER DAY \$20.00 / DAY

Breakfast	Lunch	Brunch	Supper
\$ 5.00	\$7.00	\$7.00	\$9.00

** Fees are payable at the CLBI office and must be settled in advance of the guest arriving.*

LIBRARY

The Office Administrator has general supervision and authority over the library.

COMPUTERS

As we do require students to provide their own personal computer, CLBI does provide computer and printing services if needed. Use of the student printer in the library is free for students.

GUIDELINES

As the library is not staffed, students are on the honor-system to check out books and materials. The library is a designated space for study, reading, school work, etc., and we ask that students maintain a respectfully low volume when in/around the library area.

OFFICE SERVICES

Black and white photocopying is available at the Main Office at a cost of 5¢/page and must be paid upfront. Color photocopying costs 10¢/page. Faxes can be received and sent at the Main Office. The office staff will assist students in faxing to destinations in North America. Fees for facsimile transmissions are \$1.00 for the first page and 50¢ for each additional page. Transcripts following graduation are available at the Main Office for \$10/copy. Services at the Main Office will be completed as the office staff has time available for such duties.

CAFETERIA

The Director of Food Services has general supervision and authority over the kitchen and dining hall. CLBI offers three meals a day that are included with the room and board fees each student living on campus is required to pay.

The kitchen staff strives to provide balanced, healthy, and enjoyable meals that cater to meal preferences of young adults. They seek to provide alternatives for those with special dietary needs. Please provide information regarding dietary restrictions in advance to the Office of Admissions. If a student is unable to make it to a meal they are asked to notify the cook as soon as possible before the scheduled meal time.

GUIDELINES

For those working in the kitchen or dining hall, long hair must be tied back. Footwear is to be worn in the cafeteria. Students are asked to refrain from sitting on countertops and tables. Dishes, glasses, silverware and food is not to be taken from the cafeteria for use in the residences.

** the kitchen is locked in the evening is off limits to students. **Students are required to sign out for all weekend meals they anticipate they will miss.***

MEAL TIMES:

Monday to Friday:

Breakfast 7:30 am – 8:00 am

Lunch 12:30 pm

Supper 5:30 pm

Saturday

Breakfast available in am

Brunch 11:30 am

Supper 5:00 pm

Sunday

Breakfast available in am

Lunch 1:00 pm

Supper 5:00 pm

FINANCES

CLBI student fees cover less than half of the total cost of their education. The generous contributions of friends of the school provide the remaining costs. By pointing out the fact of this subsidization the administration hopes to encourage the students to exercise a disciplined approach towards their studies, their time and talents, and prompt payment of all financial obligations towards the school.

Full program fees (board and room, tuition, book/activity fees) must be paid at the time of registration. Any other payment arrangements must be made with the CLBI Director of Finance on or before the time of registration. Cash, cheque, money orders, VISA, Mastercard or student loans are all acceptable methods of payment. Interest on overdue accounts accumulates at 1.5% per month or 18% per year.

CLBI PAYMENT OPTIONS

It is the responsibility of the student to arrange for the payment of fees. Students awaiting student loans, bursaries or scholarships must arrange personal interim financing until these funds are available.

- **Option #1**

Pay all fees for the full year by registration day and receive a \$75.00 discount.

- **Option #2**

Pay all fees for each program in full by the due dates.

* *Due by September registration day for first semester.*

* *Due by January registration day for second semester.*

* *Outstanding balances after these dates are subject to 1.5% interest, charged monthly where a payment plan is not in place.*

- **Option #3**

50% of each program's fees must be paid by the due dates above. The remainder may be paid with post-dated cheques or pre-authorized debits. There is a financing fee of \$20.00/cheque for this service. Each program must be paid in full by the beginning of the last month of the program.

(i.e. December 1st and April 1st).

FINANCES (CONTINUED)

** If a payment plan is not in place by September 30th, the student may be asked to leave. If there is an outstanding balance remaining for a program taken at CLBI on the last day of school before Christmas, the student cannot return for the remainder of the program. Any student with an outstanding balance will not be allowed to participate in graduation exercises. Diplomas/transcripts will not be released until all fees are paid. There will be a \$20.00 charge on any returned cheques. This will also result in interest being charged on the unpaid balance.*

REFUNDING OF FEES

Any student who withdraws or is dismissed will be charged board and room for the week in which the withdrawal or dismissal takes place. Board and room fees due to the student will be refunded at the rate of 90% of the prorated charge after all financial obligations and withdrawal procedures have been met.

Students who withdraw will have their tuition fees, activity fee and general fee reassessed according to the following table: (The application and registration fees are non-refundable.)

REFUND PER SEMESTER:

Within 48 hours of registration day	100%
Remainder of first week	90%
Second week	80%
Third week	70%
Fourth week	50%
Fifth week	30%
Sixth week	0%

** Students who are dismissed will not have any tuition fees or activity fees refunded. The yearbook fee may be refunded if the student terminates prior to the beginning of a second semester, but not later. The refund is calculated according to the above table, based on the date that the official fully completed withdrawal form, bearing the signatures of the necessary school officials, is received by the business office. Special cases may be dealt with on their merits by administration, and may be referred to the Executive Committee of the Board for recommendation.*

SCHOLARSHIP & BURSARY FUNDING

Additional moneys are distributed to students with exceptional financial needs through scholarships and bursaries.

Assistance through CLBI is generally granted to full-time students in good standing academically and personally. Awards are distributed according to scholarship, Christian character, contribution to school life and financial need.

Scholarship/Bursary Application forms are available through the main office. During the month of November each year students may apply for financial assistance. The deadline is the final business day of November. The Student Financial Aid Committee processes all applications. Each available scholarship or bursary is awarded prior to the Christmas break and is applied to the following program in which he or she is enrolled.

MISCELLANEOUS

VEHICLES

There is a student parking lot available on campus at CLBI. Student parking fees are \$35.00 per four month period. A portion of this fee includes plug-in services during the winter, and students are encouraged to limit the amount of time they plug-in during the winter months. A limited amount of parking spots are available and are assigned on a first-come, first-serve basis.

Students may apply for parking privileges at the time of registration through the Main Office.

HEALTH CARE

All students must have valid health care coverage from their home province, state, or country, or have suitable health care insurance in order to register at CLBI.

LAUNDRY

There are laundry facilities in both the men's and women's dormitories.

There are also two laundry facilities are located within a few blocks of CLBI:

Speedy Self Serve	J&L Laundromat
5102 - 53rd Street	4903 49 Avenue

WHAT TO BRING

ESSENTIALS YOU WILL NEED TO BRING:

- Bedding for a single bed (mattress cover, linen, blankets, pillow)
- Reading lamp
- Study Bible (NIV or ESV is recommended)
- Writing materials & stationary
- Computer USB stick & paper
- Towels
- Toiletries
- Chromebook or Laptop (our courses are integrated with Google Classroom)
 - *Questions or concerns? Contact Ted at program@clbi.edu*

OPTIONAL:

- Musical instruments (regardless of skill level)
- Bike, helmet, and lock

WHAT NOT TO BRING:

- Illegal or prohibited substances or weapons of any kind
- Any movies, music, video games, publications, or other forms of entertainment that include crude humor, intense violence, nudity, sexual themes, sexual violence, & any other explicit content.

**For a more comprehensive list of what to bring, visit clbi.edu/whattobring, or contact the CLBI office for more info, or*

OUTDOOR EXPERIENCES

For the outdoor education experiences we will be engaged in throughout the year, you will also be required to bring some materials. Consider that the purchase of camping equipment is an investment for life. Attaining quality products is a worthwhile practice.

ESSENTIALS YOU WILL NEED TO BRING:

- Sleeping bag recommend good to -10°C)
- Sleeping pad (closed cell or Thermarest)
- Durable backpack for carrying your gear (recommend 65 - 70 L)
- Cup (travel mug) / plastic bowl (preferably with lid) / spoon
- Sunglasses
- Flashlight or headlamp
- 1-2 Carabiners
- Sunscreen
- Lipbalm
- Plastic bags (extra strength) for waterproofing
- Toilet paper (1 roll in a zip-loc)
- 50 ft. rope (1/4" or 3/8") polypropylene woven in a high density braid
- Rain coat and pants
- Hiking boots or sturdy runners
- Extra pair of old runners
- Wind jacket and pants
- Wool or polypropylene long-johns
- T-shirts
- Insulation layers (wool or fleece)
- Sun and rain hat
- Mitts and/or gloves
- Toque (stocking cap)
- Shorts
- Non-cotton socks
- Water bottle (1 litre)

OPTIONAL (IF YOU HAVE IT, BRING IT, BUT DON'T GO AND BUY ONE):

- Spare prescription glasses
- Stove and fuel bottles
- Shovel, axe, and saw
- Kitchen equipment
- Sewing repair kit
- Waterbag
- Compass
- First-aid kit
- Thermos
- Glasses strap
- Knife
- Whistle
- Rubber boots
- Tent
- Tarps
- Hammock

SCHEDULE DETAILS

CLASS ABSENCES

All students are expected to attend every class. A student who misses more than 1½ hours of any given module may be refused permission to write the exams or finals papers/presentations and thus fail to receive credit for the module. In case of illness, the student can notify the Program Director and arrangements will be made to make up for the missed instruction.

Students who find themselves in an unforeseen situation causing them to be late are required to notify the Program Director and ask permission for a later return. Extenuating circumstances will be taken into consideration.

WEEKEND LEAVES

To assist the Directors of Residence Life and Food Services, students are required to sign out before going away for a weekend and also to notify their R.A. It is important that CLBI knows where students are in case of an emergency.

TERM BREAKS

The Academic Schedule indicates the time of any breaks and holidays. During these times the school is closed, and students must vacate the residences.

WORKING OUTSIDE OF SCHOOL

Students wishing to secure regular work should note that CLBI recommends that no full-time student should work more than twelve hours a week outside of regular study and school commitments. It is suggested to limit any part-time jobs to Friday afternoon & evening and Saturday obligations only.

** CLBI reserves the right to restrict outside work for students when studies and/or community involvement are compromised.*

2020/2021 WEEKLY SCHEDULE

	SUN	MON	TUE	WED	THU	FRI	SAT
	DORM FOB ACCESS ENABLED @ 6:00AM						
7:00 AM							
8:00 AM	HOT BREAKFAST 7:30-8:15 (CAFETERIA CLOSSES AT 8:15)						
8:15 AM							
8:30 AM							
9:00 AM	COLD BREAKFAST	CLASS PERIOD #1 8:30 - 10:00					COLD BREAKFAST
9:30 AM							
10:00 AM		T.A.G.	T.A.G.	T.A.G.	T.A.G.	T.A.G.	
10:30 AM		CHAPEL	(2 ND YR MEETING)	CHAPEL	WAITING HOLE	CHAPEL	
11:00 AM		COFFEE/SNACK (11:00 - 11:15)					
11:30 AM		CLASS PERIOD #2 11:15 - 12:30					BRUNCH
12:00 PM		LUNCH					
12:30 PM		LUNCH					
1:00 PM	LUNCH	WORK DUTIES					
1:30 PM		WORK DUTIES					
2:00 PM							
2:30 PM							
3:00 PM		SPORTS		WORSHIP LEADING TRAINING & PRACTICE	FIELDHOUSE (SOCCER)		
3:30 PM							
4:00 PM							
4:30 PM							
5:00 PM	SUPPER	POWER HOUR			POWER HOUR		SUPPER
6:00 PM		SUPPER					
6:30 PM							
7:00 PM							
7:30 PM		POWER HOUR +	NIGHT CLASS	DISCIPLESHIP GROUP			
8:00 PM							
8:30 PM							
9:00 PM							
9:30 PM							
10:00 PM	DORM DEVOTIONS						
10:30 PM							
11:00 PM		IN DORMS FOBS DISABLE @ CURFEW					
11:30 PM		IN DORMS FOBS DISABLE @ CURFEW					
12:00 AM		IN DORMS FOBS DISABLE @ CURFEW					
12:30 AM		IN DORMS FOBS DISABLE @ CURFEW					
1:00 AM		IN DORMS FOBS DISABLE @ CURFEW					

DIRECTING QUESTIONS

Once you are at CLBI and become involved in the daily routines there may be questions that you have. To help you find the answers you require refer to the list below.

WHO DO I TALK TO IF:

I am having difficulty with an assignment?

1st – Instructor of the module

2nd – Program Director

I have concerns academically?

1st – Instructor of the module

2nd – Program Director

I have concerns regarding the outdoor education experiences?

1st – Leader of the trip

2nd – Program Director

I have concerns regarding a ministry experience?

1st – Ministry trip leader (varies according to trip)

2nd – President

I have questions regarding the library computers, wifi access, printers, etc.?

1st – Director of Communications

2nd - Office Administrator

I would like to have something faxed or copied?

1st – Office Administrator

2nd – Other office staff

I am wondering about the cross-cultural trip?

1st – Director of Cross-Cultural IMPACT

2nd – Program Director

I have doctrinal or theological concerns or questions?

1st – One-on-one leader

2nd – President

I am experiencing frustration in the dorm?

1st - R.A.

2nd – Directors of Residence Life

I am having some inter-personal conflicts?

1st – The person with whom you're having a problem

2nd – Your One-on-one leader

3rd - Residence Life Directors

There are complications with work duties?

1st – Individuals in Work Duty Group

2nd – Residence Life Directors

I am considering a dating relationship?

1st – God

2nd – Your One-on-one leader

I need someone to pray with?

1st – A fellow student

2nd – One-on-one mentor

3rd - Residence Life Directors

I will be gone for a day or more during the week?

All of the following – Program Director, R.A. and Residence Life Directors

I will be out past curfew?

All of the following - R.A. and Residence Life Directors

I will be gone for the night?

All of the following - R.A. and Residence Life Directors

I have a food question or concern?

1st – Director of Food Services

2nd – Other Kitchen staff

I need to make financial arrangements?

1st – Director of Finance

I need school supplies/materials?

1st – Go to the store

2nd – Try another store

3rd - Google/Amazon

4th - Pray about it.

(Do not go to the Office Administrator. This will upset them.)

STAFF DIRECTORY

The staff at CLBI is committed to assisting each student in his/her personal growth, directing each one to seek Christ's will for life decisions that need to be faced. Families are important to CLBI's ministry and students will regularly be involved with the staff families.

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"After this the Lord appointed seventy-two others and sent them two by two ahead of him to every town and place where he was about to go. He told them, "The harvest is plentiful, but the workers are few. Ask the Lord of the harvest, therefore, to send out workers into his harvest field."

LUKE 10:1-2

