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GUIDELINES for AFFILIATE SCHOOLS

Statement of Purpose

In accordance with the vision to take the Gospel of Jesus Christ to the world, AFCM International Training Center (AFCMITC) is making Bible teaching sessions available for use in any pre-approved AFCM church or AFCM ministry Bible school. Directors must be willing to abide by the established guidelines and meet the qualifications set by AFCM International for the purpose of conducting an AFCM Affiliated Bible School, thereby helping to fulfill the vision.

AFCMITC's responsibility will be to provide each AFCM Affiliated Bible School with a full curriculum, as well as course materials for use in the school. Ownership of recorded teaching (both audio and video) and printed materials shall be retained by AFCMITC. Each approved school shall be responsible for its own administration and financial aspects. In the event of an AFCM Affiliate School closure, all video and audio course materials are to be returned to the AFCMITC Headquarters within 30 days of written notice of school closure at the expense of the affiliate school.

Application Process

1. Complete AFCMITC Affiliate Bible School application.
2. Submit application to AFCMITC, along with a non-refundable application fee of \$50 for approval.
3. Upon approval notification, complete "Purchase for Use" License/Contract and submit the required fee of \$750 in US currency for Module 4. Please allow 4 to 6 weeks for shipping.
4. After completion of Module 4, schools may choose to continue with Modules 5 and 6. Although a separate application is not required, schools must request the next module in writing and send full payment with their request.
5. After Level Two has been completed, schools may request a renewal application and pay a yearly renewal fee of \$1,000 in US currency to begin Level Two classes again. If school does not wish to continue, all recorded materials must be returned to AFCMITC within 30 days of school closure at the expense of the affiliate school.
6. A second application is required for those schools who have completed Level One (Modules 1-3) and wish to go on to Level Two (Modules 4-6).

Policies and Procedures

1. All Bible school materials (including video recordings, examinations, outlines, review sheets) are for the sole use of your AFCM Affiliate Bible School(s) and may not be reproduced or used for any other public or private services, seminars, or home Bible studies.

2. All classes are supplied on DVD or external hard drive. Each school will be responsible for providing the proper equipment for projection.
3. Books for required reading are at the students' expense and schools may order them from a supplier of their choice.
4. Each school is responsible for all fees incurred in shipping and handling of administration files, required reading books, DVD's and/or external hard drives. This includes, but is not limited to, any fees charged by customs authorities.
5. Each school is responsible for replacement and shipping costs of lost, broken, or scratched DVDs, VHS tapes, and/or external hard drives.
6. Schools interested in translation projects are responsible for the cost involved in the translation of videos and materials into applicable languages. Translations and voiceovers must be done by born-again, Christian translators and proof read by another translator, to help insure accuracy. Please contact AFCMITC for more information.
7. Student applications are received and approved by the local director and/or pastor of the school to which they are applying. Each school may set tuition fees to defray the cost of running the school.
8. A list of enrolled students must be submitted to AFCMITC thirty days after classes begin.
9. A schedule of classes as well as a start and end date for each module must be submitted within thirty days after classes begin. Affiliate schools must begin in September or in January.
10. Affiliate School must provide AFCMITC with a list of graduating students and the graduation date upon completion of Level One and Level Two courses.
11. Students of AFCM Affiliate Bible Schools must complete all courses, including reading requirements, and must pass all examinations before graduation.
 - A. Whenever possible, it is best to present the students with the outlines or review sheets and examinations prepared by the instructors. However, if language translation is a concern, the school director may submit a request to the AFCMITC Director and permission may be granted for the Director to devise an examination that would be language appropriate.
 - B. If the required reading is not available in the indigenous language, the AFCMITC Director may provide a list of acceptable alternatives if available.
12. Any deviation from course material or instructor substitution must be approved in writing by AFCMITC in advance.
13. If the above guidelines are not adhered to, or if the materials are not being used in accordance with the vision for AFCM Affiliate Bible Schools, AFCMITC reserves the right to withdraw affiliation and ask that all materials be returned at the expense of the affiliate school.
14. Level Two graduates may be eligible for licensing through AFCM, provided they meet all the necessary requirements.

Your signature below signifies that you will adhere to the guidelines and policies.

Signature _____ Date _____