



Admissions Policies

Although most prospective Central students are interested in some church-related ministry (for example, preaching, youth ministry, Christian education, missions, or Christian counseling), other prospective students are not yet sure of where or how they will serve Christ. That is why we encourage both kinds of students to enroll – to allow their time here to be a time of preparation through solid Biblical instruction received in the classroom, examples of Christian leaders both in and outside the classroom, and opportunities for ministry. Many students start their career unclear of how they want to serve Christ, but finish with a clear focus and plan in mind – whether vocational ministry or another avenue of leadership in their churches.

Prospective students desiring to enroll or wanting more information about the college may contact the Admissions Office in one of the following ways:

Mail: Admissions, Central Christian College of the Bible, 911 East Urbandale Drive, Moberly, MO 65270

Call: 1-888-263-3900, x144

Email: admissions@cccb.edu

Web: www.cccb.edu

Inquire: www.cccb.edu/learnmore

Apply: www.cccb.edu/applynow

ADMISSIONS PROCESS

Students who want to enroll to pursue a degree or certificate (and qualify for financial aid) must be high school graduates or have passed the General Educational Development (GED) test. However, completion of high school is not a requirement to apply. The following documents must be received by the Admissions Office before an applicant will be admitted.

- **Application Form:** Either a printed application, available from the Admissions Office, or the on-line application may be used.
- **Official Transcripts or GED:** Official transcripts from high school must be submitted. If the student has not yet graduated, then at least a six-semester transcript should be sent for consideration. Prior to enrolling, a complete transcript must be sent to the college. GED scores will be accepted in place of high school transcripts.
- **ACT or SAT score:** These scores are sometimes included on the high school transcript, but a student may also request the scores be sent directly to Central. Central's number for the ACT is **2267** and for the SAT is **6145**. Students 23 or older do not need to submit an ACT or SAT score.
- **Ministerial References:** Two references from ministers or church leaders are required. These forms are available from the Admissions Office or website.



Applicants who have been incarcerated must demonstrate good character and an active relationship with a local congregation for a minimum of one year immediately before enrollment. This is verified by the ministerial references and an essay.

HOME-SCHOOLED STUDENTS

Students who complete their high school education through home schooling are welcome at Central. Home-schooled students must meet their state requirements for graduation from high school. Either a high school transcript or GED score should be submitted. If neither is available, the admissions office will provide a self-certification form upon request. In addition, the Application Form, ACT/SAT score, and Ministerial References, as listed above, are required.

INTERNATIONAL STUDENTS

Applicants from outside the United States who are not US citizens are considered international students. International students must submit the following documents. Because of the length of time it takes to process all forms, it is recommended that international students begin the process of application at least six months before the initial semester of attendance.

- **International Application and Fee:** This document may be obtained from the Admissions Office or it may be downloaded from the Internet, completed, and mailed to the Admissions Office, along with a \$100.00 application fee (US currency). A photocopy of the student's current passport must be included.
- **Evidence of English Competency:** For students whose primary language or education is not English, a TOEFL or IELTS score is required. A TOEFL score of 500 (paper), or 173 (computer-based), or 61 (internet) demonstrates English competency. Contact the Educational Testing Service (<http://www.ets.org>) for more information on TOEFL. Central's number for reporting scores is **6145**. An IELTS score of 5 demonstrates English competency. For more information on the International English Language Testing System, contact <http://www.ielts.org>.
- **I-134 Affidavit of Support:** Submit a completed I-134, filled in by a domestic sponsor with supporting documentation.
- **CCCB Personal Funding Statement:** This form indicates the student's ability to meet financial needs while enrolled at Central.
- **Educational Records and Ministerial References:** Please submit all transcripts through an evaluation service. Central does not recommend a specific evaluation service. If you are unaware of an evaluation service, contact www.naces.org for a list of potential services. Additionally, submit the Ministerial References noted above.

Once the international student's application file is complete, a decision on acceptance will be made. Upon receiving notification of acceptance, please submit a \$500.00 (US Currency) Processing Fee. The College will then pay the I-



901 fee and will send the student an I-20 and receipt of payment for the I-901. Only then may the student contact the consulate to apply for the F-1 visa. An international student may not enroll until the F-1 visa has been issued.

INTERNATIONAL TRANSFER STUDENTS

If already attending an educational institution in the United States, an international student with an F-1 visa may transfer to Central after submitting the following:

- **International Application and Fee** (see above)
- **Evidence of English Competency** (see above)
- **I-134 Affidavit of Support and CCCB Personal Funding Statement** (see above)
- **Educational Records and Ministerial References.** Provide an evaluation of all transcripts for education taken outside the United States and official transcripts from all colleges attended in the United States.

After being notified of acceptance to Central, submit a \$300.00 Processing Fee and the **F-1 Student Certification Transfer Form** (available from the Admissions Office or at www.cccb.edu). The College will then send the student a new I-20.

RE-ENROLLING STUDENTS

Students who have attended Central in the past may return upon approval of the Vice President of Academics, Vice President of Student Development, and the business office. The proper form may be obtained from the Admissions Office or at www.cccb.edu/applynow. A student who returns to Central after two or more consecutive semesters of non-enrollment is charged the reactivation fee to re-establish enrollment and the Full-Tuition Scholarship.

TRANSFER STUDENTS

Students who have been previously enrolled at another college are welcome to transfer to Central provided the following process is followed.

- **Application Form** (see above)
- **Transcripts:** Request official transcripts from high school and from all colleges attended (even if you think there may be no credits accepted from a college). If currently enrolled in college, request a current transcript, and then make sure the final transcript is sent at the end of the semester. Transfer students not providing official transcripts will be enrolled as first-semester students for academic and financial aid purposes.
- **Ministerial References** (see above)
- **Good Standing Form:** This form may be obtained from the Admissions Office or online at www.cccb.edu/goodstanding. It is a form submitted to the Dean of Students (or other authority on campus) at all colleges attended and requests information about the applicant's standing at the college.



ADMISSIONS RESULTS

Applicants may expect a decision in writing from the admissions department within two weeks of the completion of the admissions checklist. If more information is required before a decision can be made, that will be communicated to the applicant as well.

International students may have to wait longer because of all the forms that must be received and completed. However, the decision will be communicated as quickly as possible. Please allow enough time from the initial application to allow for issuing the I-20 and receiving the necessary visa.

ACCEPTANCE

Being accepted as a student is the first step toward being approved to enroll for classes. Other forms and information may be required before registering for classes.

APPLYING FOR FINANCIAL AID

Because the financial aid process takes time, the Financial Aid Office recommends beginning the process early enough so that all financial aid is in place prior to orientation weekend at the beginning of the semester. Contact the Financial Aid office for more information on the process of filing for and receiving financial aid or access Central's online information and forms at www.cccb.edu/financialaid.

HOUSING FORM

Single students living in residential housing will need to complete a Housing Form, which may be obtained from the Admissions Office. This Form provides information used in assigning roommates. Central does not have married housing on campus. Married students who have been accepted may contact the Director of Student Services for information on securing housing in Moberly.

NON-PROGRAM STUDENTS

Some students wish to attend Central without seeking a degree or certificate from the College. Such individuals may be accepted and classified as non-program students. As such, they qualify for no state or federal funds nor for Central-funded grants or scholarships. However, a paid minister or the spouse of a paid minister who are already college graduate(s) may take up to one course per semester tuition-paid for continuing education. Community students may take one course in each of two semesters for a nominal fee.

TRANSFER OF CREDIT

Information about correspondence credit, Advanced Placement tests, or College Level Examination Program tests are found later in this catalog. Standards for acceptability of transfer courses are also located there.