

# Ravenburn Humanities Bible College Application Packet

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GRADUATE APPLICATION (to earn GRAD CERTIFICATE, MA, OR DOUBLE MA)

*If filling out by hand, please use a black-ink pen and write neatly. When done, mail the packet to Ravenburn, PO Box 67343, Cuyahoga Falls OH 44221-9998.*

*If typing as a Word document, please either mail to above address or attach the file to an email sent to this address: [director@ravenburn.org](mailto:director@ravenburn.org)*

1) Full Name:

2) Date of Birth:

3) Gender:

4) Do you have any medical conditions that we should know about (allergies, etc.)? If so, please list and explain:

5) List three adult contacts we can contact in case of emergency (if under 18, at least one parent must be listed as a contact):

Name:

Phone:

Email:

Name:

Phone:

Email:

Name:

Phone:

Email:

6) FREE-DISCUSSION AGREEMENT. In submitting an application, the student and his or her parents agree to the right of the teacher to disagree with longstanding views and values of the student, and vice versa, without the disagreement affecting the assessment of the student's or teacher's capabilities. The class discussion space is to be one where different views are tolerated socially although intellectual fidelity must insist that contradictory views are not both true. Intellectual disagreement is to be carried out in a way that respects human presence. All participants have the right to voice fundamental beliefs about God, people, and the world and to build on those beliefs.

Do you agree to this?

7) Our dress code is business casual (no denim, collared shirts for men, dress shoes). Do you agree to abide by this dress code?

8) Our refund policy is as follows: A student can request a 100% refund up to 10 days after a term has begun (per the dates listed on our academic calendar, including the start day). After that, the student can request a 75% refund anytime between the 11th day and the end of the 2nd week of the term (midnight of the 14th calendar day from the listed start day of the term, including the start day), and a 50% anytime between the beginning of the 3rd week to the middle of the term. Between the middle of the term but before the last two weeks of the term, the student can request a 75% refund. We ask that no refund be requested during the last two weeks of the term. These deadlines are to ensure that our faculty members receive proper and full payment for their duties. If a student feels that he or she has a case for a full refund in good faith (for example, because of a documented hospital stay or extended illness), then the student can initiate a chargeback through PayPal.

Do you agree to abide by this policy?

#### 9) CORE ACADEMIC AND BEHAVIOR POLICIES

- Students and teachers must adhere to the dress code of "business casual" or better.
- All students must attend a minimum of 75% of the face-to-face meetings in order to be eligible to pass the class.
- Tardiness past 1/2 of the allotted meeting time will be counted as an absence. Tardiness before the half-hour mark accumulates.
- No student can continue coursework if he or she has 2 recorded final grades of "Incomplete" or 3 recorded final grades of a C- or lower.
- No student can continue coursework if he or she is in arrears for tuition from the previous term.
- No final class grade will be archived for a student who has not paid the tuition for that same coursework.
- Only registered and/or enrolled students (including auditors) can attend class or do Ravenburn work.

Do you agree to abide by these policies?

10) Please list your mailing address:

11) Please list your email address:

*PRIVACY POLICY: This application will be viewed only by the faculty members of Ravenburn Humanities Bible College. All contact information will be kept private within Ravenburn and will never be sold or given to anyone outside the college. If the information is used for Ravenburn mailing lists, the contacts will be asked permission to place the addresses on the lists.*

13) Do you have a career path (or paths) in mind? Describe in full.

14) Gather the following information and include it in your mail-in packet along with this form. If you are submitting this application electronically via email, please attach this information as PDF or Word files.

A) Your most recently updated resume

B) Your college transcript(s) (a scan is acceptable)

15) Print and sign on the line below to show you agree with the following disclosure: *Our acceptance and review of this packet does not mean acceptance into the program. Not all applicants may be admitted. In the admission process, you grant us the right to contact the references and jobs listed on your resume. Any misinformation in the resume and/or transcripts will expel you from the process.*

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