



Student Code of Conduct

What Lake Michigan Bible Institute (LMBI) expects of Students

Be on time for class. All classes begin at 7:00 p.m. If you are unable to attend class on a particular night, please contact the instructor via email or text. It is up to the instructor on how late a student can arrive to class.

A student cannot miss more than 2 classes of a given course and still pass. Exceptions may be made for students that successfully complete and pass their course work within LMBI guidelines. Students who fail to satisfy attendance requirements will be notified in writing by the LMBI staff.

There are no academic requirements for admission. All are encouraged to apply. Once accepted, a student will be eligible to take all classes for that academic year.

If the applicant is denied admittance, the applicant has three (3) business days to submit a written request for refund of tuition. Once a written request has been received, all paid tuition will be reimbursed within thirty (30) days. The registration fee will be retained by LMBI.

If an applicant withdraws later than the third business day after application acceptance and payment has been completed, the following policy becomes effective:

1. Before classes start, student will receive a refund of tuition paid only. The registration fee is the only fee that will be retained. There will be no other fees student has to pay.
2. If after second class, the student will receive a refund of class fees only. The registration fee and tuition will be retained.
3. After the second class has ended, all fees and tuition will be retained.

All make up work for each absence is due one week prior to the end of the course. We realize that at times life may be such that you do not have time to finish everything. Be gracious and let the instructor know what is going on so that they can pray for you and adjust to help you complete the work assigned.

All students are expected to be well-groomed and to have good hygiene. All attire must be appropriate and clean. Students wearing clothing with offensive or inappropriate drawings or sayings will be asked to leave the class and they will be marked absent.

Treat all students and staff with respect. Refrain from questionable or offensive behavior while in attendance at LMBI classes. Examples include, but are not limited to; using vulgarity, crude jokes, bullying, cyber-bully, etc. Students are expected to conduct their personal and professional lives responsibly, ethically and in a manner that respects the integrity of others. Criminal activity, disruptive conduct, harassment, cheating, assault, destruction of property or insubordination are considered grounds for dismissal. The LMBI administration reserves the right to dismiss a student for the above-stated reasons or for any other reason deemed detrimental by LMBI.



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Required supplies include basic school supplies and class-required books. LMBI will provide all equipment/furniture consistent with a learning environment. Such items include but are not limited to; chairs, tables, desks, whiteboards, projectors, WI-FI, electronic equipment, etc. If a student wishes to use an electronic device to take notes, etc. the student must provide the device themselves. WI-FI will be available but LMBI cannot guarantee the presence of a charging outlet.

Students will reflect Christ as much as possible.

What the Student can expect from LMBI Staff

Staff will be involved in serving the Lord in some capacity other than LMBI. Staff may be involved in local or parachurch settings or in missions work.

LMBI will retain student records, except record of grades, for no less than three (3) years after the class has been completed. Records include but are not limited to; enrollment data, payments of fees, and attendance.

A leave of absence is available to students that have completed at least three weeks of classes. Students finding themselves experiencing sickness, work scheduling conflict, and/or family hardship, is eligible for a leave of absence. This leave will allow the student to take this class when/if it is offered again through LMBI without having to pay tuition again. An application fee will be applicable. The leave of absence will expire after the next session it is offered.

A student's grades and transcripts shall be retained in perpetuity by the school and shall be available upon his or her written request. All student transcripts will be kept electronically, utilizing database software. LMBI will issue its own transcripts, but will not issue copies of transcripts from other institutions. No other documents pertaining to the student or the student's work will be retained or released.

If LMBI is no longer operating, the following policy becomes effective:

1. LMBI board members at the time of closure will retain access to electronic records.
2. Students may make a written request to said board members for records.
3. After a student has confirmed receipt of records, said records will no longer be available.

Staff will Reflect Christ as much as possible.