

STUDENT HANDBOOK 2025



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1. THE PURPOSE OF RBTCZ

Rhema Bible Training Center Zambia (RBTCZ) is designed to help fulfil the Great Commission found in Matthew 28:18-20: "And Jesus came and spoke to them, saying, 'All authority has been given to Me in heaven and on earth. Go therefore and make disciples of all the nations, baptizing them in the name of the Father and of the Son and the Holy Spirit, teaching them to observe all things that I have commanded you; and lo, I am with you always, even to the end of the age.' Amen."

Our purpose is to train men and women to fulfil the Great Commission. At Rhema, we teach the practical and spiritual aspects of the ministry. That is why Rhema is called a training center. We aim to train people to apply the principles of God's Word in their lives and ministry.

RBTCZ offers courses dealing with all facets of the ministry. We endeavour to teach students how to recognize God's call and minister effectively in the office God has called them to. Classroom instruction is enriched by the ministerial experience of resident instructors and guest speakers.

We believe the best training is through precept & example. RBTCZ is a place where students can become aware of and familiar with the Holy Spirit's gifts and workings.

RBTCZ emphasizes the love of God in the demonstration, the anointing and the presence of the Holy Spirit, the commitment to the integrity of God's word, and the necessity for unity of vision and purpose. We believe that understanding and respecting one another as members of the Body of Christ is the key to unity, which is the fundamental element in fulfilling the plan of God.

2. WHAT DOES "RHEMA" MEAN?

The Greek word *Rhema*, as found in the New Testament, means something spoken, an utterance, including any matter, situation, issue, or event that someone speaks about.

The significance of the word *Rhema* is illustrated in Ephesians 6:17, where believers are told to take "the sword of the Spirit, which is the Word of God." This does not refer to the Bible in general, but to a specific scripture, which the Spirit brings to our remembrance for use in time of need (John 14:26).

3. RBTCZ STATEMENT OF FAITH - OUR BELIEFS

THE SCRIPTURES - The Bible is the inspired word of God, the product of holy men of old who spoke & wrote as they were moved by the Holy Spirit. The new covenant, as recorded in the New Testament, we accept as our infallible guide in matters pertaining to conduct & doctrine (2 Tim 3:16; 1 Thess. 2:13; 2 Peter 1:21).

THE GODHEAD – Our God is one, but manifested in three persons – the Father, the Son, and the Holy Spirit, being co-equal (Phil. 2:6). God the Father is greater than all; the Sender of the Word (Logos) and the Begetter (John 14:28; John 16:28; John 1:14). The Son is the Word flesh-covered, the One Begotten, and has existed with the Father from the beginning (John 1:1; John 1:18; John 1:14). The Holy Spirit proceeds forth from both the Father and the Son and is eternal (John 15:26).

MAN, HIS FALL, AND REDEMPTION – Man is a created being, made in the likeness & image of God, but through Adam's transgression and fall, sin came into the world. "All have sinned, and come short of the glory of God." "As it is written,

there is none righteous, no, not one.” Jesus Christ, the Son of God was manifested to undo the work of the devil & gave His life and shed His blood to redeem and restore man back to God (Rom. 5:14; Rom. 3:10; Rom. 3:23; 1 John 3:8).

Salvation is the gift of God to man, separate from works and the law, and is made operative by grace through faith in Jesus Christ, producing works acceptable to God (Eph. 2:8).

ETERNAL LIFE AND THE NEW BIRTH – Man’s first step toward salvation is godly sorrow that worketh repentance. The New Birth is necessary to all men, and when experienced, produces eternal life (2 Cor. 7:10; 1 John 5:12; John 3:3-5).

WATER BAPTISM – Baptism in water is by immersion, is a direct commandment of our Lord, and is for believers only. The ordinance is a symbol of the Christian’s identification with Christ in His death, burial, and resurrection (Matt. 28:19; Rom. 6:4; Col. 2:12; Acts 8:36-39).

BAPTISM IN THE HOLY GHOST – The Baptism in the Holy Ghost and fire is a gift from God as promised by the Lord Jesus Christ to all believers in this dispensation and is received after the New Birth. This Experience is accompanied by the initial evidence of speaking in other tongues as the Holy Spirit Himself gives utterance (Matt. 3:11; John 14:16,17; Acts 1:8; Acts 2:38,39; Acts 19:1-7; Acts 2:4).

SANCTIFICATION – The Bible teaches that without holiness, no man can see the Lord. We believe in the Doctrine of Sanctification as a definite yet progressive work of grace, commencing at the time of regeneration and continuing until the consummation of salvation at Christ’s return (Heb. 12:14; 1 Thess. 5:23; 2 Peter 3:18; 2 Cor. 3:18; Phil. 3:12-14).

DIVINE HEALING – Healing is for the physical ills of the human body and is wrought by the power of God through the prayer of faith, and by the laying on of hands. It is provided for in the atonement of Christ and is the privilege of every member of the Church today (Mark 16:18; James 5:14,15; 1 Peter 2:24; Matt. 8:17 Isa. 53:4,5).

RESURRECTION OF THE JUST AND THE RETURN OF OUR LORD – The angels said to Jesus’ disciples, “...this same Jesus...shall so come in like manner as ye have seen him go into heaven.” His coming is imminent. When He comes, “...the dead in Christ shall rise first: Then we which are alive and remain shall be caught up together with them in the clouds to meet the Lord in the air...” (Acts 1:11; 1 Thess. 4:16,17).

Following the Tribulation, He shall return to earth as King of kings, and Lord of lords, and together with His saints, who shall be kings and priest, He shall reign a thousand years (Rev. 20:6).

HELL, AND ETERNAL RETRIBUTION – The one who physically dies in his sins without accepting Christ is hopelessly and eternally lost in the Lake of Fire and therefore, has no further opportunity of hearing the Gospel or repenting. The Lake of Fire is literal. The terms “eternal” and “everlasting,” used in describing the duration of the punishment of the damned in the Lake of Fire, carry the same thought and meaning of endless existence as used in denoting the duration of joy and ecstasy of saints in the Presence of God (Heb. 9:27; Rev. 19:20).

4. A WORD FROM THE DIRECTORS

Dear Student,

Welcome to Rhema Bible Training Center Zambia! We are thrilled that you have taken the time and effort to prepare yourself for the wonderful future that God has for you. Rhema has a long and rich heritage of preparing men and women to take the gospel to their world.

Rhema is not just about information but transformation. We trust that each day your life will be moulded and shaped by the Holy Spirit as your life is formed into the image of Jesus Christ. As instructors teach the Word of God, we believe God's Spirit will enlighten your heart and renew your mind.

It is important to remember that while your experience at Rhema will be very rewarding, it will also be stretching. You will be required to walk with discipline and dedication. This is also a part of your training. God needs more prepared workers in the great harvest fields of the world. Know that people are waiting for you, and God intends to use you in extraordinary ways to bring the light of the glorious gospel to a hurting and broken world.

Therefore, the purpose of this handbook is to help clarify the expectations that Rhema has for you while you are trained. This is not merely a list of rules. It includes behavioural expectations that are vital for your development. Serving God and others means that you rise in responsibility and are willing to sacrifice and change for God to use you at a greater level. We invite you to submit to God and the authority He has placed in your life to become all He has for you.

Your experience at Rhema and the outcome it will produce in your life will primarily be determined by you. Wonderful instructors, a proven curriculum, and the power of God are ready to impact your life. Determine in your heart and take steps in your actions to make the most of this incredible opportunity before you.

Welcome to Rhema and may your time here be full of God's grace towards you.

God's best and blessings,

A handwritten signature in cursive script, appearing to read "Wah - Haley Schurz".

Revs. Walker and Haley Schurz
National Directors

5. GENERAL INFORMATION

Note: The Admin Office may occasionally be closed early for special events.

RHEMA Office Contact Information Phone Number: +26 097 748 0033 Email: info@rhemazambia.org	Administration Office Hours Mon to Thurs 08:00 - 17:50 hrs Friday 08:00 - 17:00 hrs
Student Administrative services Phone Number: +26 076 356 1980 <u>Mondays</u> and <u>Wednesdays</u> : 08:00 - 17:50 hours.	The office is closed to students during Tues Chapel 12 – 13 hrs The office is closed to students during Thurs Prayer School from 12 – 13 hrs
School Breaks During school breaks, the office is open to the students daily.	Public Holidays The Admin Office is closed on public holidays & for two weeks during the Christmas break.

5.1 Communication from students to the Rhema office:

- Acceptable channels of communication are:
 - Student Affairs Office: studentaffairs@rhemazambia.org
 - Accounts Office: finance@rhemazambia.org
- Students are to provide an email address and cell phone number. Students making changes to their personal information must notify the office in writing and email within five (5) working days of the said change.
- Students are not to use Telephone, SMS, or WhatsApp messaging to contact the office.
- Please note that:
 - The telephone & e-mail facilities at RBTCZ are not to be used by any student at any time unless authorised to do so.
 - The Admissions office will not accept incoming calls or e-mails on behalf of any student except for extreme emergencies. Please advise people not to contact you through the RHEMA office phone while you are on campus.

5.2 Communication from the Rhema Office to students:

- All communication from RBTCZ to students is through email.
- Rhema Administration will create WhatsApp groups for both Morning and Evening classes. RHEMA Admin will communicate with students through the designated WhatsApp groups.

5.2 Personal Information

Rhema does not give students or faculty personal information to anyone for any reason.

5.3 Student Mail

Students shall not list RBTCZ postal address as their personal address.

5.4 Accommodation

RBTCZ does not offer student accommodation. Students who are non-residents of Lusaka are responsible for finding and arranging their accommodation.

5.5 Transport

Students are responsible for their transport to and from RBTCZ. RBTCZ encourages students to consider forming their own informal “lift club.”

5.6 MLFC Bookshop Discount

Students are given a 15% discount at the MLFC Bookshop upon showing their Student ID. The discount does not include Bibles and CDs.

5.7 Employment

RBTCZ is not responsible for facilitating employment opportunities for students.

5.8 Personal Healthcare

- RBTCZ encourages students to participate in physical exercise. We are composed of spirit, soul, and body and should maintain our health.
- Illness & accidents on the premises must be reported to the Administration office immediately. A First Aid kit is kept in the Administration Office in case of minor injuries and emergencies.
- RBTCZ will not take responsibility for any illness, injury, or personal loss suffered.
- Students are encouraged to follow their medical doctor’s advice and should not stop medication “by faith” unless on the doctor’s instructions. Do not enter the realm of foolishness or presumption regarding medical issues.
- RBTCZ shall not be responsible for providing healthcare and childcare for students. If a student is a parent, they are responsible for the welfare and healthcare of their children.

5.9 Public Holidays

There will be no classes during Zambian Public Holidays and presidential elections.

5.10 Emblems and Names

All students should understand that RBTCZ symbols, faith shield, and name, “RHEMA Bible Training Center Zambia,” are registered. The names and symbols are not to be used for advertising, personal logos, on your school papers, or as names of organisations set up by RBTCZ graduates.

5.11 Offerings

All fundraising activities, including those intended for purchasing instructor gifts or for donations to the institution, must be coordinated through the Student Affairs office.

5.12 Business Activities

No business activities may be performed on the RBTCZ premises.

5.13 Other Financial Obligations

It is the moral responsibility of all RBTCZ students to meet all their financial obligations with integrity. Should RBTCZ be notified of students’ unpaid bills, this could result in the students excluding themselves from RBTCZ.

5.14 Consultation Appointments with Instructors

RBTCZ respects the local church and requires students to receive counselling from their Pastors. The purpose of the appointment should be specified on the student appointment form. The purpose should relate to class material only.

If a student seeks counsel on material covered in a class, the student may chat with the instructor between classes if available. If the instructor feels an appointment is necessary, they will schedule a meeting with you.

5.15 How to escalate a matter concerning student affairs

- Email studentaffairs@rhemazambia.org and allow two working days to be contacted and resolve the issue.
- If the matter is not resolved within two working days, set an appointment to see the Student Affairs Manager.
- If your issue can't be resolved through the Student Affairs Manager, you will be scheduled to see the National Director.

6. FINANCIAL INFORMATION 2025

FIRST-YEAR MORNING CLASS:

Registration: K1,500 (non-refundable)
Annual Tuition: K4,200
Student Social: K400

FIRST-YEAR EVENING CLASS:

Registration: K1,500 (non-refundable)
Annual Tuition: K4,700
Student Social: K400

SECOND-YEAR MORNING CLASS:

Registration: K1,500 (non-refundable)
Annual Tuition: K4,300
Student Social: K400
Student Outreach: K700
Graduation Fee: K1,200

SECOND-YEAR EVENING CLASS:

Registration: K1,500 (non-refundable)
Annual Tuition: K5,100
Student Social: K400
Student Outreach: K700
Graduation Fee: K1,200

PAYMENT SCHEDULE

The registration fee is payable on the date indicated on the student acceptance letter.

Those making the minimum registration fee payment of K1,500 must pay the remaining tuition balance according to the schedule given below

Payment Options	1 st YEAR		2 nd YEAR	
	Morning	Evening	Morning	Evening
Quarterly	1,050	1,175	1,075	1,275
Bi-annually	2,100	2,350	2,150	2,550
Annually	4,200	4,700	4,300	5,100

Payment due dates are as follows:

Payment	Due Date
Registration	06 Dec 2024
Term 1 Tuition Fees	13 Jan 2025
Student Social	13 Jan 2025
Term 2 Tuition Fees	07 Apr 2025
Student Outreach	07 Apr 2025
Term 3 Tuition Fees	23 Jun 2025
Graduation Fee	23 Jun 2025
Term 4 Tuition Fees	08 Sep 2025

***All payments must be made before or on the due dates listed.**

Payment details:

All payments must be deposited into the RBTCZ account using the following methods:

- **Airtel Money Payment Process:**
 - Step 1: Dial *115#
 - Step 2: Select Option 4 (Make Payment)
 - Step 3: Select 6 (Goods and Services)
 - Step 4: Select 1 (Enter Merchant Code)
 - Step 5: Type **RHEMA**
 - Step 6: Enter Amount
 - Step 7: Enter Reference: Name & Year (E.g. Joe Rhema, First Year Morning)
 - Step 8: Enter Pin
 - Step 9: Send an email to finance@rhemazambia.org and attach your proof of payment

- **MTN Money Payment Process:**
 - Step 1: Dial *115#
 - Step 2: Select Option 3 - Payments
 - Step 3: Select Option 8 - Retail Payment
 - Step 4: Select 1- Enter Merchant ID - **RHEZ**
 - Step 5: Enter Amount
 - Step 6: Enter Ref - Name & Year (E.g. Josephine Rhema, Second Year Evening)
 - Step 7: Type in your pin

- **Bank Deposit or Direct Funds Transfer:**
 - Bank Name: **First National Bank**
 - Account Name: **Rhema Bible Training Centre**
 - Account Number: **6236 1586 2697**
 - Branch: **Lusaka**
 - Branch Code: **26 0001**
 - Swift Code: **FIRNZMLX**

Reference: Name & Year (E.g., Joe Rhema, First Year Morning)
Send an email to finance@rhemazambia.org and attach your proof of payment.

- **Point of sale at the RBTCZ Finance office.**

6.1 Payment Policy

- Tuition shall be deemed overdue on the 1st day of the next term. Students can only attend class on the 1st day if the tuition fee is paid. A student whose tuition is past due will not participate in class. Any classes missed due to non-payment will be considered an absence.
- Students will ensure their ID card is punched to correspond with the tuition fee. If the ID is not punched, he/she shall not be allowed into class.

6.2 Sponsorship

Students may receive full or partial sponsorship for their Rhema tuition from an organization or individual. Sponsorship will be between the student and their sponsor. Students, not the sponsor, are responsible for ensuring payment before or on the day that it is required. Rhema will not have any contact with the student's sponsor. Students should communicate with their sponsor regarding payment, deadlines, and penalties. We encourage every student to find a job or engage in an income-producing activity.

6.3 Cancellations and Refunds

A registered student who withdraws from RBTCZ for any reason will be entitled to a refund of the unused portion of their tuition payment. The refund will be paid within 7 days.

- No refund shall be given for the registration fee.
- If a student is expelled or dismissed for any reason, no tuition fee refund will be given.
- Tuition fees paid by another party will be refunded to the paying party unless otherwise stated by the sponsor.

6.4 Additional Operational Fees

The following fees shall be charged as applicable:

- **Identity Card Replacement:** A lost or damaged Identity card shall be replaced at a cost of **K200**. Should students forget their Identity card, a temporary Identity card will be issued at a cost of **K50** for the day.
- **Late Exam/Assignment:** A fee of **K200** will be charged for each late exam/assignment.
 - The student must write an exam on the date and time the Administration office sets to proceed to the following term.
 - **Repeat Course:** A fee of **K200** will be charged for a second exam or assignment attempt.
 - **Late Tuition Penalty:** A penalty of **K100** will be charged on all late tuition payments.
 - **Audio Class Orders for Missed classes:** Audios are **K30** per session.
 - **Rhema Spirit Day, Africa Day & Zambia Day** – All students must wear the Rhema branded T-shirt on the first and last Thursday of the month. African Attire and Zambian colours will be worn on Africa Day and Zambia Independence Day. A penalty of **K100** will be charged if a student does not wear the expected attire these days.
 - **Lost Forms** – Students will be charged **K20** to replace a lost form.

7. ACADEMIC INFORMATION

7.1 Time and Length of Courses Offered

- The school year at RBTCZ is divided into four eight-week terms.
- Three class sessions per day are taught from Monday to Thursday.
- Classes are 50 minutes in length, but classes may occasionally take longer.

*Below is some detailed information about the planned class times and attendance time requirements for the students:

Description	Morning Intake	Evening Intake
Duration of class sessions	50 minutes	45 minutes
Time of courses per day	09:00 - 12:00 Mon -Thurs	09:00 - 12:00 Mon -Thurs
Chapel	Tues 12:00 – 13:00	Tues 20:30 – 21:00
Prayer School	Thur 12:00 – 13:00	Thur 20:30 – 21:00
Term 2: Changes that Heal (First Years)	Every Tuesday 12:00 – 13:00	Every Tuesday 12:00 – 13:00
Term 2: Knowing God's Purpose for your Life (Second Years)	Every Tuesday 12:00 – 13:00	Every Tuesday 12:00 – 13:00

7.2 Course Requirements

Each course contains a syllabus, course assignment, and final exam, which will be uploaded to Moodle, an online student portal. Before the course starts, students must download and print notes from the portal.

7.3 Course Assignments

All assignments are due at 09:00 hours for morning students and 18:00 hours for evening students on the date required. Assignments submitted after the deadline shall result in the deduction of marks, while submissions beyond 48 hours of the deadline will lead to failing the course.

7.4 Grading System

- Grading at RBTCZ is by numerical scoring and is based on the 4.0 grading system.
- Grades are reported to students online through Moodle.
- Students cannot request oral reports on grades from the Administration Office or instructors.
- Grades are designated as follows:

Grades	Numeric Scores	GPA Scale
A – Excellent	90 – 100	3.6 – 4.0
B – Good	80 – 89	2.6 – 3.5
C – Satisfactor	70 – 79	1.6 – 2.5
D – Low Pass	60 – 69	0.6 – 1.5
F – Failure	0 – 59	0.0– 0.5

- Grades are based on combined scores earned from both course assignments and exams.
- The online exams are objective in nature and comprise of 25 questions.

- The course assignment measures a student's transformation and knowledge of a course. Students are encouraged to internalize what they are taught in class and competently demonstrate that understanding in the written assignments.
- The grading policy comprises 25% assignments and 75% exams. To pass a course, a student must score not less than **15/25** on the assignment and not less than **45/75** on the exam.
- A student who fails an exam or assignment has 3 days to rewrite starting from when they are notified.

7.6 Cheating and Plagiarism

- Cheating on tests or any other assignment violates the RBTCZ Student Honour Code.
- Any student proven to have cheated in any way on his or her schoolwork or tests shall be given an "F" in the course and subject to immediate exclusion.
- Any student proven to have borrowed, copied, paraphrased, or quoted without noting the source will receive an "F" for the assignment. Plagiarism or any other form of cheating will subject the student to an "F" in the course and possible exclusion from school.

7.7 Grade Corrections

- A student may question a grade after the assignment has been graded by completing a Grade Correction form in the Administration office within 3 working days from the date the grade is published.
- A student will be notified soon after reviewing the grade correction request.

7.8 Application to Second Year

When the period assigned for applications is announced, First-year students are required to apply to enter the second year.

8. CLASS ATTENDANCE POLICY

Receiving a diploma, though important, is not the primary focus. The primary focus is to prepare you to fulfil the Great Commission through the unique calling that God has chosen for you.

8.1 Class Attendance

Attendance is mandatory for all classes, Chapel sessions, and Prayer School sessions. Students are expected to use emergency absence allowances responsibly. Any student missing classes, Chapel, or Prayer School without prior approval will face disciplinary action. Attendance will be recorded at the beginning of each session.

- **Excused Absences**

Students are responsible for every absence during each eight-week term. Unexcused absences are not permitted. If a student misses a class, they must submit documented proof of the reason for their absence (e.g., an original doctor's certificate) on the same day they return to class.

The following situations are considered as extenuating circumstances:

- Death of a close family member.
- Illness of an immediate family member.
- Personal medical issues.

All emergencies must be communicated to Rhema through the Student Affairs email at studentaffairs@rhamazambia.org.

- **Missed Classes**

Students must purchase audio recordings of any missed classes on the same day they return to class. This policy only applies to approved absences and failure to do so will result in:

- Ineligibility to write course exams or complete assignments.
- Failure of the course.
- Potential exclusion from RBTCZ.

8.2 Tardiness

- Classes, Chapel, and Prayer School start promptly at the scheduled time. A bell will ring 5 minutes before the start of a session. A second bell will ring to mark the beginning of a session. If a student is not seated when the second bell rings, he/she shall be deemed tardy.
- Receiving three sanctions for tardiness for a course counts as one absence.
- After the class begins, students may only leave the classroom in an emergency and will not be allowed back into class without permission from the Administration Office.
- If a student is tardy, he/she must enter the classroom quietly and sit at the back for that session only. The student shall be allowed to return to their usual seat in the next session.

8.3 Medical and Maternity Leave Limits

- A student who misses 16 consecutive class days and provides valid permission or acceptable documentation may continue attending classes, provided they acquire audio recordings of the missed sessions. The student must submit any pending assignments and complete exams within eight (8) class days upon returning to class.
- If a student is absent from class for less than 16 class days because of maternity or medical leave issued by the doctor, the student must buy the audio class sessions and complete the course assignment and exam within two weeks of returning to the classroom.

8.4 Academic Probation

- Any student whose cumulative GPA falls below 0.6 (60%) will be placed on Academic Probation.
- RBTCZ reserves the right to terminate a student's enrolment on academic probation for one term.
- Any student who fails to meet class attendance requirements as stated in the handbook will be placed on probation with possible exclusion.
- Any student who fails to meet Chapel and Prayer School attendance requirements will be placed on probation.
- A student dismissed from school due to academic probation shall be allowed to reapply for the following academic year.

9. STUDENT POLICIES

Christian character is of significance to RBTCZ. It is also the responsibility of the student engaged in training to live an exemplary life. In addition, all RBTCZ rules shall apply to all students.

The following policies will be the standard of living while studying at RHEMA.

9.1 Code of Conduct

Maintaining high standards of living is crucial for all believers, particularly those training for ministry. Students are encouraged to avoid activities and forms of entertainment that may hinder their spiritual growth and Christian development.

9.2 Immoral Living

RBTCZ will under no circumstances allow immoral living, as stated in Scripture. RBTCZ will not condone or allow conduct such as fornication, adultery, homosexual activities, pornography, witchcraft, ancestral worship, idolatry, clubbing, sexually suggestive dancing, and the use of or dealing in illegal, harmful, or habit-forming drugs (including anabolic steroids), tobacco or intoxicants (including beer or wine). We do not tolerate lying, cheating, and stealing. Fighting, strife, and division through gossip, slander, having a part in division and dissension in a local church, and divisive conversation or conduct in any form shall not be allowed.

9.3 Display of Affection

Students must conduct themselves appropriately on and off the RBTCZ premises. RBTCZ shall not allow unmarried students to show public expressions of affection with the opposite sex, such as kissing, inappropriate hugging, massaging backs, and other inappropriate touching. Married students should only show public expressions of affection to their spouses.

9.4 Conflict Resolution

Students should attempt to resolve and overcome conflict with fellow students and staff as brothers and sisters in Christ. This will entail following the instructions of Jesus in Matthew 18 accordingly. If the conflict remains unresolved, the leadership of RHEMA shall be available to help bring the conflict to an amicable resolution. Mutual respect and Christian love shall govern all dealings and relationships among students.

Any student involved in the above is subject to immediate expulsion from RBTCZ.

9.5 Marital Status and Family

- All married students are expected to reside with their spouses and children throughout the duration of their studies at RBTCZ.
- If a decision to separate or file for divorce has been made, the Student Affairs office must be notified in writing immediately. This would include anyone who went through a separation or divorce between the time their RBTCZ application is accepted, and the school year begins.
- Any student who gets engaged or married during their time at RBTCZ must notify Student Affairs in writing within a week of the said engagement or marriage. Any student planning to be married must obtain premarital counselling through their pastor at their home church. The couple is expected to be married by their pastor. Failure to heed the above policies may result in expulsion.
- Students cannot bring children into class at any time during their studies.
- A married female student shall inform the Student Affairs office if they become pregnant during their studies at RHEMA. For breastfeeding mothers, we recommend discussing any specific needs with the Student Affairs office to ensure a smooth and supportive learning experience.

9.6 Non-Discriminating Policy

- RBTCZ admits male and female students of any race, color, nationality, and ethnic origin to all rights, privileges, programs, and activities made available to students. RBTCZ does not discriminate based on gender, race, color, national or ethnic origin in the administration of education and admission policies or other school-administered programs.
- RBTCZ shall not condone any form of racism or sexism. Any racist or sexist remarks or student behavior shall be grounds for disciplinary action.

9.7 Unpaid Accounts, Rentals, and Financial Obligations

- Students are expected to take responsibility for managing their own financial matters, including coordinating with their sponsors to ensure all student bills are paid on time.

9.8 Church Attendance

- RBTCZ is not intended to replace a student's local church; students are encouraged to attend services at their local church consistently.
- Students are expected to remain in the local church that recommended them to attend RBTCZ for the duration of their studies.

9.10 Ministry Involvement

- Students are mandated to serve in their local church. This allows them to translate some of the classroom theory into practical ministry.
- Students must serve at least 20 hours in their local church every term. Every student must submit a completed Church Service Hours Form on the last day of each term. One hour (per day) shall be deducted from the student's Church Service hours if the form is submitted after the deadline (the last day of every term).
- If a student cannot fulfill the 20-hour requirement in each term, the unmet hours will be carried over and added to the 20-hour requirement for the next term.

9.11 Equip Conference

- Attendance at the Equip Conference is required. Students must take note of the dates, make prior arrangements, and register for the conference.

9.12 Staff and Instructors

- Students must show respect to all instructors, as well as staff members. Staff members and lecturers have the authority to enforce the RBTCZ rules. Staff and Instructors should be addressed courteously.
- No student is allowed to interrupt an instructor in class. Each instructor will communicate how they prefer questions to be asked by students. Students failing to respect staff members or refusing to respond correctly will be subject to disciplinary action.

9.13 RHEMA Life Team – Monitors, Media, Office Assistants and Praise Team

- All students should respect the positions of student life team members and adhere to school policies.
- Only head monitors are allowed to give approved announcements in class.
- All first-years are required to support and serve during Graduation activities and the ceremony.

10. CLASSROOM POLICIES

10.1 Student I.D. Card

- Each student receives an identification card bearing his/her name, student number, photograph, and financial payment record. This card provides access to the campus and may be verified by campus security. The Student ID must always be worn around the neck and displayed from the front. Anyone who finds a lost card must promptly return it to the Administration office.
- Nothing should be glued, taped, pinned, stapled, drawn on, or attached to the student's card. All correspondence to the Administration office must include the student name and year.

Example – Joe Rhema, First Year Morning (FYM); First Year Evening (FYE); Second Year Morning (SYM); Second Year Evening (SYE).

- Student badges are the property of RBTCZ and are to be returned at the end of the school year or when a student withdraws.

10.2 Classroom Etiquette

- Every student is required to have a hard copy of the Bible during class, Chapel, and Prayer School.
- Students are expected to show an exemplary attitude worthy of being a responsible Christian and leader in training.
- Students cannot talk, sleep, or slouch in chairs during class, Chapel, or Prayer School. Should any student be caught talking, sleeping, or slouching during these sessions, such student will be handed a code violation slip.
- Students are strictly prohibited from using laptops, mobile phones, iPods, and such items in class. Students found using any of these items will be handed a code violation slip.
- Students shall be dismissed from class immediately for any of these violations.
 - Distractions include tapping pencils/pens, putting feet on chairs, continual talking or whispering, stretching, and other bothersome habits or actions.
 - If a student leaves the class during a session without permission, they will get a code violation.
- Students cannot use power sockets in the classroom to charge mobile phones or laptops.
- Audio or digital recordings of class sessions (or any portion of a class session) or Rhema events are prohibited.
- Under no circumstances should students make calls, answer calls, send or read texts while in class. Phones must always be turned off upon entering the classroom.
- Recording of any RHEMA event without permission is not permitted.
- No student is permitted to take any photos.
- Except for water, food and drinks are prohibited in the classrooms. Students are not allowed to chew gum in class.
- **Restricted Items:** Firearms and dangerous weapons are always prohibited on campus.
- **Valuables:** RBTCZ will not be responsible for the loss of property. Students must ensure that valuables are secure and not at risk.
- **Audio and Music Equipment:** Students cannot operate audio/video equipment or temperature controls unless authorised. This includes

microphones, musical instruments, TV sets, etc. Students are not allowed to practice any musical instruments without obtaining prior permission from the Administration Office. Refrain from writing on the furniture and sticking gum under a chair. Please assist us in maintaining our furniture and equipment in good order. Students are not allowed to place cell phones on top of the equipment.

- **White Boards:** Students are not allowed to write on or use the whiteboards unless authorized by the Administration office or instructor.
- **Announcements:** Only RBTCZ staff, Instructors, and those specifically authorised to do so by RBTCZ, i.e., Head monitors, are allowed to make announcements in the classroom.
- **Handouts:** Neither students nor members of the public are allowed to distribute (or place on vehicles) fliers, tracts, advertisements, coupons, or any material, to students on campus. A student must inform the Administration office immediately if he or she witnesses any activity of this nature taking place.
- **Restricted Areas:** The following places are out of bounds for all students:
 - **Platforms** – The platforms and the pulpit are off-limits to all students except authorised personnel and authorized RBTCZ student life team members.
 - **Office** – Unless authorized, students and life team members are not allowed into the Administration Office.
 - **Faculty Offices** – Entering the private offices is strictly prohibited except by appointment.
 - **Alley between MLFC auditorium and RHEMA offices** – Students are prohibited from straying into this area and must access the classrooms through the NextGen lobby.
 - **MLFC Auditorium** – The MLFC auditorium is out of bounds.
- **Toilets** – RBTCZ students can only use toilets in the Next Gen building (classroom area). Students are advised not to remove toilet paper rolls from the toilets. All amenities should be used carefully, and students are expected to maintain cleanliness.
- **RBTCZ Student Parking**
 - Students are required to park in the designated parking area.
 - Parking is to be orderly, providing enough space to enter and exit your vehicle quickly without damaging other people's cars.
 - Parking is at the owner's risk.
 - Students must lock their vehicles after parking because RBTCZ shall not be responsible for lost or damaged items.

11. DISCHARGES

11.1 Exclusions:

Any breach of the RBTCZ policies by students will result in the implementation of disciplinary measures. A student's breach of RBTCZ policies may result in exclusions (e.g., violation of code of conduct, academic dishonesty such as cheating or plagiarism, substance abuse, harassment or abuse of others, etc.). Any above violation will be referred to the RBTCZ disciplinary committee for review and final recommendations.

11.2 Withdrawal Policy

- **Voluntary Withdrawal:** The student initiates Voluntary withdrawal for personal, academic, or financial reasons. A student may withdraw voluntarily but must follow the outlined procedure.
- **Implications:**
 - Academic records will reflect "Withdrawal" (W) for incomplete courses.
 - Any tuition refunds will follow the RBTCZ's refund policy.
 - Future Re-Entry: Students who withdraw voluntarily may apply for re-entry after meeting the outlined requirements.
- **Administrative Withdrawal:** Initiated by the RBTCZ due to academic performance, behavioral violations, or other circumstances.
- **Reasons:** This may include failure to meet academic standards, disciplinary issues, or prolonged non-attendance.
- **Notification:** The RBTCZ will notify the student in writing, specifying the reasons for the withdrawal.
- **Appeals:** Students have the right to appeal an administrative withdrawal within 14 days of notification.
- **Withdrawal Procedure**
 - The student must meet with an academic advisor or the Academic Dean to discuss the reasons for withdrawal and explore possible alternatives.
 - Complete and submit a Withdrawal Request Form to the Academic Dean's Office.
 - Include the reason for withdrawal and relevant supporting documents.
- **Exit Interview:**
 - Participate in an exit interview with the Student Affairs Office.
 - Discuss academic records, financial obligations, and the possibility of re-entry.
 - The Academic Dean's Office will process the request and notify the student of the decision within 10 business days.
- **Final Steps:**
 - Settle all outstanding accounts with the Finance Office.
 - Return any RBTCZ property, including library materials and keys if any.

12. RE-ENTRY PROCEDURE

12.1 Submission of Re-Entry Application:

- Complete and submit a Re-Entry Application Form to the Academic Dean's Office.
- Include a personal statement outlining the reasons for re-entry and steps taken to ensure success.

12.2 Review of Academic and Financial Records:

- RBTCZ will review the student's academic history, financial standing, and fulfillment of any conditions outlined at withdrawal.

12.3 Re-Entry Interview:

- A student who withdrew and wishes to re-enter RBTCZ must participate in a re-entry interview with the Academic Dean's office to assess readiness and clarify expectations.

12.4 Decision and Notification:

- The Admissions Committee, which will comprise Student Affairs, Academic Dean, and Finance staff, will evaluate the application and notify the student of its decision within 15 business days.
- A re-entry plan (including course schedule and academic support) will be developed if approved.

12.5 Orientation:

- Attend a re-entry orientation session to review updated policies, curriculum changes, and available resources.

12.6 Course Revalidation:

- Students who withdraw from their studies and seek to resume after a period of up to 12 months will be required to retake the academic year in which they were enrolled prior to their withdrawal.

13. DRESS CODE

RBTCZ desires that all students be dressed modestly and in good taste, so the following dress code applies when attending classes.

NOTE: If a student violates the dress code, he or she shall be asked to leave and be counted absent for any missed class. The Administration office and its support team are authorized to speak to a student if he /she violates the dress code and allow such student to only return to class when an appropriate dress has been assumed.

Personal Hygiene – Students must maintain good personal hygiene at all times. Students must maintain clean breath and use a good antiperspirant daily. Be considerate to those around you. It is strictly prohibited to remove shoes on campus and in class.

13.1 Women's Acceptable Attire

- Blouses, collared shirts, suits, blazers, jackets, sweaters, and turtlenecks.
- Dress and skirt length must cover the knee when seated. (Any slit on the front of a skirt or dress must not rise above the knee when seated. Any slit on the side or back may not exceed 2 inches above the knee).
- Slacks, Khakis and jeans.
- Dressy sandals, dressy flip-flops, dress shoes, dressy-casual shoes, and boots, and canvas.
- T-shirts, sweatshirts, and hoodies.
- Cover chest, abdomen, buttocks, knees, and thighs at all times.
- Neat head wraps can be worn.

13.2 Women's Unacceptable Attire

- Tight-fitting attire, including tops, stretchy skirts or dresses, and trousers.
- Jeans that are frayed, holed/ripped are not allowed.
- Jeggings, leggings, and tracksuits

- See-through blouses, dresses, and skirts (including knitted or crocheted tops).
- Spaghetti straps, strapless dresses, excessively open-sleeved dresses or blouses, sundresses, low-cut tops, or dresses (no cleavage or bra showing).
- Flip-flops (*pata, pata*), crocs, slide slippers.
- Caps and hats are not permitted.

13.3 Men' Acceptable Attire

- Collared shirts, button-down shirts, suits, blazers, jackets, sweaters, and turtlenecks – ties are optional.
- Sweatshirts, T-shirts, and hoodies.
- Jeans, casual slacks, khakis, corduroys, and jeans (slacks must be worn at the waist. No baggy or saggy pants allowed).
- Smart shoes, casual shoes, and canvas with socks are required.
- Hair should be kept neat, clean, and well-groomed.
- Beards and moustaches must be kept clean and well-groomed.

13.4 Men's Unacceptable Attire

- Tight-fitting attire.
- Jeggings, leggings, frayed, holed, ripped jeans, or track tops and bottoms
- Tank tops
- Cut-off pants or shorts.
- Headbands, hats, caps, and bandannas
- Flip-flops (*pata pata*), crocs, slide slippers.
- Body and ear piercings are not allowed
- Head socks, caps, and hats are not allowed

During specific courses, the Administration office may require and/or guide students on the kind of clothes they are to wear.

- **Spirit Day:** All students (morning and evening) must wear the RHEMA-branded T-shirt on the **first Thursday of the month and the last Thursday of the month.**
- **Africa Day** – To celebrate Africa Freedom Day – All students must be dressed in Chitenge attire. (See school calendar)
- **Zambia Day** – To celebrate Zambia Independence Day – All students are required to dress in Zambian flag colours. (See school calendar)

14. GRADUATION REQUIREMENTS

14.1 Eligibility for Graduation

To be eligible to receive a diploma, a student must meet the following requirements:

- All assigned courses and practical assignments must be satisfactorily completed.
- A cumulative grade point average above of 0.6 (60%) must be maintained.

- Students cannot fail a course and be allowed to graduate.
- Class attendance requirements, as outlined in the handbook, must be fulfilled.
- Church service hours must be fulfilled.
- Every candidate for graduation must give evidence of true Christian life and character during the school year at Rhema to be recommended for graduation. Any violation of the code of conduct defined in this document may disqualify a student from graduation.
- The Pastor from your local church will be asked to recommend you for graduation. Failure to obtain this recommendation shall disqualify a student from graduating. If a student is a Senior Pastor, he/she will require a recommendation from their overseer or mentor.
- All outstanding tuition fees and fines must be paid in full before a diploma will be issued.
- Not having a part in division and dissension e.g. lawsuit against the church or leaders.
- Attendance of the Graduation Photoshoot, Rehearsal, Communion, and the actual graduation is mandatory. Students will not be permitted to graduate without attending the required pre-graduation activities, except in exceptional cases where prior permission has been granted. Permission to graduate in absentia may only be given by the RBTCZ Campus Director and only in extreme emergencies. Students shall not be permitted to take photos or record proceedings during the graduation ceremony, photo shoot, or rehearsal.

14.2 Diplomas and Transcripts

Diplomas and transcripts shall be issued upon graduation. Should a student require a second copy for the purpose of further studies, they must first make such a request to the Administration office in writing and pay the charge of K200 for either a diploma or transcript. Processing a diploma or transcript request will take at least one week.

***First-year students are required to serve on Graduation day.**

15. 2025 CALENDAR OF EVENTS

ORIENTATION: 13 – 16 JANUARY 2025

TERM ONE: 20 JANUARY – 10 MARCH 2025

20 January	First Day Of Term One
07 March – 08 March	Equip Conference
18 March – 04 April	School Break

TERM TWO: 07 APRIL – 29 MAY 2025

07 April	First Day Of Term Two
22 May	Africa Day (Dress in Chitenge)
03 June – 20 June	School Break
09 June – 15 June	2 nd Years Outreach

TERM THREE: 23 JUNE – 15 AUGUST 2025

23 June	First Day of Term Three
09 August	Sports Social
19 August – 05 September	School Break

TERM FOUR: 08 SEPTEMBER – 15 NOVEMBER 2025

08 September	First Day of Term Four
23 October	Zambia Day (Wear Zambian Colours)
01 November	First Graduation Rehearsal
03 November	Graduation Photo Shoot
04 November	Final Graduation Rehearsal
05 November	Communion & Induction (2 nd Years)
08 November	Graduation Ceremony

16. 2025 STUDENT HONOUR CODE & AGREEMENT

Ticking each box shows you have read and agree with the following:

A. IN MY PERSONAL LIFE

- I will seek to obey God's Word and glorify Him in every way.
- I commit to conduct myself as a good witness for Jesus Christ and a positive reflection of RHEMA Zambia.
- I will be a person of love, honesty, and integrity in all of my dealings with others.
- I will keep my body under subjection to the Holy Spirit and God's Word.
- I will dress modestly, knowing my appearance is a witness for the Lord.
- I will avoid inappropriate places, practices, and associations for a Christian.
- I pledge to faithfully attend to my family, ensuring they have every benefit of loving care and support.
- I pledge to attend to all of my financial obligations, live within my income as a good steward, and abstain from corruption of any kind.
- I recognize my responsibility to be a positive influence and to encourage spiritual growth in the lives of others. I will avoid any behaviour that would be detrimental to others.

B. AS A STUDENT

- I will be respectful toward those in authority including, the Administration, Instructors, and Support team members of RHEMA Zambia, as well as toward my Pastor and all other authorities God has placed in my life.
- I will submit to and obey all policies, procedures, and guidelines set forth by Rhema Zambia in the Student Handbook.
- I will diligently apply myself to my studies and seek to achieve optimum spiritual and intellectual benefits from my training.
- I commit to maintaining excellent attendance and punctuality. This commitment extends to classes and to all training center assemblies and special seminars.
- I will be honest on all exams and assignments and will not engage in any form of cheating, fraud, or plagiarism.
- I will avoid any conduct that is detrimental to my fellow students' ability to receive all that God has for them, both inside and outside the classroom.
- I will attend church services (in my local church) regularly and consistently, and will faithfully serve and support the vision of my local church.

I have read the RBTCZ student handbook and clearly understand all the policies, rules, and financial arrangements therein. During the school year, I agree to abide by the rules stated in this handbook and those communicated to me verbally. I will exemplify good Christian character and conduct at all times and places while I am an RBTCZ student.

I appreciate that attendance at RBTCZ is a privilege and not a right and that RBTCZ reserves the right to require the withdrawal of a student at any time if, in the judgement of the Disciplinary Committee, such action is deemed necessary to safeguard the ideas of scholarship or the moral atmosphere of RBTCZ.

I understand that all rights are reserved on RBTCZ materials, names, and logos, and I undertake to honour this copyright.

I hereby grant permission to RHEMA Bible Training Center Zambia to use any photographs or video taken of me in conjunction with RBTCZ activities. I understand that these photographs become the property of RBTCZ and may be used at any time without remuneration to me.

I hereby indemnify RHEMA Bible Training Center Zambia (or any of its employees, volunteers, or agents) against any loss or injury sustained by myself or any family member during any RBTCZ activities.

I understand that failure to complete or follow these regulations will result in disciplinary action, including suspension or dismissal.

Signed at RHEMA Bible Training Center Zambia, Lusaka in the presence of the undersigned witness on this _____ day of _____ 2025

Surname: _____

First Name: _____

Student Number: _____

Signature of Student

Signature of Witness

****RHEMA Bible Training Center Zambia reserves the right to change the Student Handbook at our discretion.***