

STUDENT HANDBOOK

2026

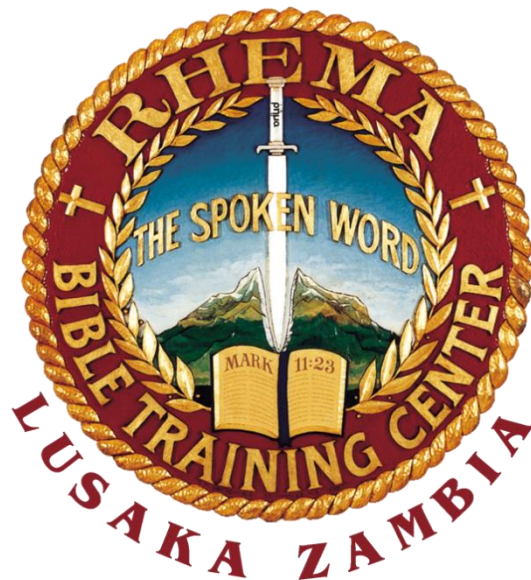


Table of Contents

| | | |
|----------|---|-----------|
| 1 | The Purpose of Rbtcz | 4 |
| 2 | What Does “Rhema” Mean? | 4 |
| 3 | Rbtcz Statement of Faith - Our Beliefs | 4 |
| 4 | A Word From The Directors | 7 |
| 5 | General Information | 8 |
| 5.1. | Communication From Students To The Rhema Office: | 8 |
| 5.2. | Communication From The Rhema Office To Students | 8 |
| 5.3. | Personal Information | 8 |
| 5.4. | Student Mail | 8 |
| 5.5. | Accommodation | 9 |
| 5.6. | Transport | 9 |
| 5.7. | Mlfc Bookshop Discount | 9 |
| 5.8. | Personal Healthcare | 9 |
| 5.9. | Public Holidays | 9 |
| 5.10. | Emblems And Names | 9 |
| 5.11. | Offerings | 9 |
| 5.12. | Consultation Appointments With Instructors | 9 |
| 5.13. | How To Escalate A Matter Concerning Student Affairs | 10 |
| 6 | Financial Information 2026 | 10 |
| 6.1. | Payment Policy | 10 |
| 6.2. | Sponsorship | 12 |
| 6.3. | Cancellations And Refunds | 12 |
| 6.4. | Additional Operational Fees | 12 |
| 7 | Academic Information | 13 |
| 7.1. | Time and Length of Courses Offered | 13 |
| 7.2. | Course Requirements | 13 |
| 7.3. | Course Assignments | 13 |
| 7.4. | Grading System | 13 |
| 7.5. | Cheating and Plagiarism | 15 |
| 7.6. | Grade Corrections | 15 |
| 7.7. | Progression To Second Year | 15 |
| 8 | Class Attendance Policy | 15 |
| 8.1. | Class Attendance | 15 |
| 8.2. | Tardiness | 16 |
| 8.3. | Attendance and Leave Policy | 16 |
| 8.4. | Maternity or Medical Leave | 17 |
| 8.5. | Academic Probation | 17 |
| 9 | Student Policies | 17 |
| 9.1. | Code of Conduct | 17 |
| 9.2. | Immoral Living | 17 |
| 9.3. | Display of Affection | 18 |

| | |
|--|-----------|
| 9.4. Conflict Resolution | 18 |
| 9.5. Marital Status and Family | 18 |
| 9.6. Non-Discriminating Policy | 18 |
| 9.7. Unpaid Accounts, Rentals, and Financial Obligations | 18 |
| 9.8. Soliciting Funds: | 19 |
| 9.9. Business Activities | 19 |
| 9.10. Other Financial Obligations | 19 |
| 9.11. Church Attendance | 19 |
| 9.12. Ministry Involvement | 19 |
| 9.13. Equip Conference | 19 |
| 9.14. Staff and Instructors | 19 |
| 9.15. RHEMA Life Team – Monitors, Media, Office Assistants and Praise Team | 19 |
| 10 Classroom Policies | 20 |
| 10.1. Student I.D. Card | 20 |
| 10.2. Classroom Etiquette | 20 |
| 11 Discharges | 21 |
| 10.3. Exclusions: | 21 |
| 10.4. Withdrawal Policy | 22 |
| 12 Re-Entry Procedure | 22 |
| 10.5. Submission of Re-Entry Application | 22 |
| 10.6. Review of Academic and Financial Records | 22 |
| 10.7. Re-Entry Interview: | 23 |
| 10.8. Decision and Notification: | 23 |
| 10.9. Orientation: | 23 |
| 10.10. Course Revalidation: | 23 |
| 13 Dress Code | 23 |
| 13.1. Women’s Acceptable Attire | 23 |
| 13.2. Women’s Unacceptable Attire | 24 |
| 13.3. Men’s Acceptable Attire | 24 |
| 13.4. Men’s Unacceptable Attire | 24 |
| 14 Graduation Requirements | 25 |
| 13.5. Eligibility for Graduation | 25 |
| 13.6. Diplomas and Transcripts | 25 |
| 15 2026 Calendar Of Events | 26 |
| 16 2026 Student Honour Code & Agreement | 27 |

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 centre. 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 is devoted to demonstrating the love of God, walking in the anointing and presence of the Holy Spirit, upholding the integrity of His Word, and pursuing unity of vision and purpose. We affirm that true unity is built on mutual respect and understanding among members of the Body of Christ, and this unity is essential to fulfilling God's divine plan.

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 extremely 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 black ink, appearing to read "Walker - Haley Schurz". The signature is written in a cursive, flowing style.

Revs. Walker and Haley Schurz
National Directors

5 GENERAL INFORMATION

| | |
|--|---|
| <p>RHEMA Office Contact Information Phone Number: +26 097 748 0033 Email: info@rhemazambia.org</p> | <p>Administration Office Hours Monday to Thursday from 08:00 - 17:50 hrs Friday from 08:00 - 17:00 hrs</p> |
| <p>Student Administrative services Phone Number: +26 076 356 1980 Mondays and Wednesdays: 08:00 - 17:50 hours.</p> | <p>The office is closed to students during Tuesday Chapel 12 – 13hrs & 20:30 – 21:00</p> <p>The office is closed to students during Thursday Prayer School from 12 – 13 hrs & 20:30 – 21:00</p> |
| <p>School Breaks During school breaks, the office is open to the students daily.</p> | <p>Public Holidays The Admin Office is closed on public holidays & for two weeks during the Christmas break.</p> |

5.1. Communication from students to the Rhema office:

Acceptable channels of communication are:

- a. Student Affairs Office: studentaffairs@rhemazambia.org
- b. Accounts Office: finance@rhemazambia.org
- c. Academics Office: academics@rhemazambia.org

Students are required to provide their 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 only allowed to call the office in an emergency and not to use SMS, or WhatsApp messaging to contact the office.

Please note that:

The Administration 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, telephone messaging and WhatsApp. Rhema Administration will create separate WhatsApp groups for Morning and Evening classes. Official communication will be shared through these designated groups, and all students are required to have a WhatsApp account to receive important updates.

5.3. Personal Information

Rhema maintains confidentiality and does not disclose personal information of students or faculty members to anyone under any circumstances.

5.4. Student Mail

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

5.5. Accommodation

RBTCZ does not provide student accommodation. Non-resident students are responsible for securing and arranging their own accommodation in Lusaka.

5.6. Transport

Students are responsible for arranging their own transportation to and from RBTCZ. The institution encourages students to explore carpooling opportunities with fellow students.

5.7. MLFC Bookshop Discount

RBTCZ students are given a 15% discount at the MLFC Bookshop upon presentation of their valid Student ID. Please note that this discount does not apply to Bibles and CDs.

5.8. Personal Healthcare

- a. RBTCZ encourages students to participate in physical exercise. We are composed of spirit, soul, and body, and should maintain our health.
- b. Illness and 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.
- c. RBTCZ shall not be held liable for any illness, injury, damage, or personal loss suffered by students, whether on or off campus.
- d. 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.
- e. 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

Notice of Registered Trademarks: The RBTCZ name, faith shield, and symbols are registered trademarks. Students and alumni are prohibited from using these trademarks for personal or organizational purposes, including advertising, logos, and naming entities.

5.11. Offerings

All fundraising activities, including those intended for purchasing instructor gifts or for donations to the institution, must be approved and coordinated through the Finance Office to ensure compliance with RBTCZ policies.

5.12. Consultation Appointments with Instructors

If a student seeks counsel on material covered in a class, the student may chat with the instructor between classes if available. If an appointment is necessary, the student or lecturer can schedule a meeting through the Student Affairs Office. The student must specify the purpose of the appointment on the student appointment form, which should relate to classroom material only. Please note that RBTCZ respects the local church and requires students to receive counselling from their Pastors for any other issues outside of the classroom material.

5.13. How to escalate a matter concerning student affairs

- a. Email studentaffairs@rhemazambia.org and allow two working days to be contacted and resolve the issue.
- b. If the issue remains unresolved after two working days, students are required to report to the Student Affairs Office in person.
- c. If the Student Affairs Manager is unable to resolve your issue, you will be scheduled for a meeting with the Campus Director.

6 FINANCIAL INFORMATION 2026

6.1. Payment Policy

The registration fee is non-refundable and payable on the date indicated on the student acceptance letter.

Those making the minimum registration fee payment of K1,900 (for the second year) and K2000 (for the first year) must pay the remaining tuition balance according to the schedule given below. *All payments must be made before or on the due dates listed.

Tuition Fee Structure

Second Year 2026

| Description | 2nd Year Morning | 2nd Year Evening | Due Date |
|----------------|------------------|------------------|--------------------|
| | ZMW | ZMW | |
| Registration | 1,900 | 1,900 | 5th December 2025 |
| | | | |
| Term 1 Tuition | 1,425 | 1,625 | 12th January 2026 |
| | | | |
| Term 2 Tuition | 1,425 | 1,675 | 6th April 2026 |
| | | | |
| Term 3 Tuition | 1,675 | 1,875 | 22rd June 2026 |
| | | | |
| Term 4 Tuition | 1,675 | 1,875 | 7th September 2026 |
| Annual Total | 8,100 | 8,900 | |

First Year 2026 / Second Year 2027

| DESCRIPTION | First Year Morning | First Year Evening | Second Year Morning | Second Year Evening | Due Date |
|----------------|--------------------|--------------------|---------------------|---------------------|-------------------|
| CLASS | ZMW | ZMW | ZMW | ZMW | |
| Registration | 2,000.00 | 2,000.00 | 2,000.00 | 2,000.00 | 5th December 2025 |
| | | | | | |
| Term 1 Tuition | 1,050.00 | 1,175.00 | 1,425.00 | 1,675.00 | 12th January 2026 |
| | | | | | |
| Term 2 Tuition | 1,050.00 | 1,175.00 | 1,475.00 | 1,675.00 | 6th April 2026 |
| | | | | | |
| Term 3 Tuition | 1,050.00 | 1,175.00 | 1,725.00 | 1,925.00 | 22rd June 2026 |

| | | | | | |
|----------------|----------|----------|----------|----------|--------------------|
| | | | | | |
| Term 4 Tuition | 1,050.00 | 1,175.00 | 1,725.00 | 1,925.00 | 7th September 2026 |
| Annual Total | 6,200.00 | 6,700.00 | 8,400.00 | 9,200.00 | |

Payment Process:

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

1. 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

2. 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

Step 8: Send an email to finance@rhemazambia.org and attach your proof of payment

3. Bank Deposit or Direct Funds Transfer:

Bank Name: First National Bank

Account Name: Rhema Bible Training Center

Account Number: 62615862697

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.

4. Point of sale at the RBTCZ Finance office.

Payment Policy

Students must settle their fees by the first day of the term. A student whose tuition is past due will not attend class. Any classes missed due to non-payment will be considered an absence and the student will be required to purchase class audios.

Students must ensure their ID cards are punched to reflect up-to-date tuition fee payment. Failure to present a properly punched ID card will result in denial of access to classes.

6.2. Sponsorship

- a. Students may receive full or partial tuition sponsorship from an organization or individual. However, the sponsorship agreement is solely between the student and their sponsor. It is the student's responsibility to ensure timely payment of tuition fees. Students must communicate directly with their sponsor regarding payment schedules, deadlines, and penalties. However, Rhema may contact the sponsor as need rises. Additionally, Rhema encourages students to seek employment or income-generating activities to support their financial needs.
- b. International students are not permitted to work if they do not possess a work permit.

6.3. Cancellations and Refunds

- a. A registered student who withdraws from RBTCZ for any reason is eligible for a refund of the unused portion of their tuition payment paid for the next term. The refund will be processed within 7 days.
- b. The registration fees are non-refundable.
- c. No tuition fee refund will be given if a student is expelled or dismissed.
- d. Refunds for tuition fees paid by a third party will be returned to the paying party, unless otherwise specified by the sponsor.

6.4. Additional Operational Fees

The following fees shall be charged as applicable:

- a. **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.
- b. **Late Exam/Assignment:** A fee of K250 will be charged for each late exam/assignment.
- c. **Repeat Course:** A fee of K250 will be charged for a repeat course.
- d. **Late Tuition Penalty:** A penalty of K100 will be charged on all late tuition payments.
- e. **Audio Class Orders for Missed Classes:** Audios are K50 per session.
- f. **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 respectively. A penalty of K150 will be charged if a student does not wear the expected attire on these days.
- g. **Lost Forms** – Students will be charged K20 to replace a lost form.
- h. **Graduation Gown Purchase/Hire**
A fee of K600 shall be charged for the purchase of a graduation gown.
- i. **Graduation Gown Hire (Refundable Fee)** - A refundable gown hire fee of K600 shall be payable to safeguard against loss or damage to the gown and shall be refunded upon the return of the gown in good condition and properly laundered.

7 ACADEMIC INFORMATION

7.1. Time and Length of Courses Offered

- a. The school year at RBTCZ is divided into four eight-week terms.
- b. Three class sessions per day are taught from Monday to Thursday, with Friday included for makeup classes in certain instances.
- c. Classes are 50 minutes for the morning and 45 minutes for the evening in length.

*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 - 13:00 Monday -Friday | 18:00 - 21:00 Monday -Friday |
| Chapel | Tuesday 12:00 – 13:00 | Tuesday 20:30 – 21:00 |
| Prayer School | Thursday 12:00 – 13:00 | Thursday 20:30 – 21:00 |
| Makeup classes termly | Friday 09:00-12:00 | Friday 18:00- 20:30 |
| Term 2: Changes that Heal. (First Years) | Every Friday 09:00 – 12:00 | Every Friday 18:00 – 21:00 |
| Term 2: Living Out God's Plan for Your Life. (Second Years) | Every Friday 09:00 – 10:30 | Every Friday 18:00 – 19:30 |
| Outreach Planning | Every Friday 09:00 – 10:00 | Every Friday 18:00 – 19:00 |

7.2. Course Requirements

Each course includes a syllabus, course assignment, and final exam, which will be made available on Moodle, an online student portal. Before the course starts, students must download and print notes from the portal to ensure preparedness.

7.3. Course Assignments

All assignments are due at 09:00 hours for morning students and 18:00 hours for evening students on the specified date. Late submissions will incur a mark deduction, and submissions received beyond 48 hours of the deadline will result in failing the course. The portal opens on the last Monday of the course at 05:00 and closes on Friday at 23:59 in the same week exam portal opens on the following Monday at 05:00 and closes at 23:59 on the same day.

7.4. Grading System

- a. Grading at RBTCZ is by numerical scoring and is based on the 4.0 grading system.
- b. Grades are reported to students online through Moodle.
- c. Students cannot request oral reports on grades from the Administration Office or instructors.
- d. 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 – Satisfactory | 70 – 79 | 1.6 – 2.5 |
| D – Low Pass | 60 – 69 | 0.6 – 1.5 |
| F – Failure | 0 – 59 | – 0.5 |

| Assessment Component | Description | Weight (%) |
|------------------------------|--|------------|
| A. Examination | <p>30-question exam assessing course content, reading material, and expected outcomes</p> <p>Examination Section A (Duration 45 mins) - 10 Multiple Choice + 10 True/False (20%)</p> <p>Examination Section B (Duration 90 mins) - 10 Short answer questions assessing understanding (30%)</p> <p>Total minimum score required to pass exam is 30%</p> | 50% |
| B. Essay / Assignment | <p>Written assignment assessed using a guided rubric</p> <ul style="list-style-type: none"> - Good grammar, proper format, clarity, correct citation; well-developed thesis and main points. (10%) - Addresses topic accurately; presents reasoned supporting and opposing evidence; demonstrates thoughtful engagement with course concepts. (10%) - Demonstrates understanding of a Christian worldview and Biblical principles within the subject matter; presents personal reflection where relevant. (10%) - Shows aptitude for higher-level academic writing; strong, clear, and coherent communication. (10%) <p>Total minimum score required to pass the assignment is 25%</p> | 40% |
| C. Quiz | <p>10 questions short quiz administered one week after teaching sessions.</p> <p>Quiz Duration: 30 mins.</p> <p>Total minimum score required to pass the assignment is 5%</p> | 10% |

Overview of Assessment Components

Grades are based on combined scores earned from course assignments, quizzes and exams. 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. A student who fails an exam or assignment has 3 days to rewrite starting from the date when they are notified.

7.5. Cheating and Plagiarism

- a. 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 be subject to immediate exclusion.
- b. 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.

7.6. Grade Corrections

- a. A student may query a grade after the assignment has been graded by completing a Grade Correction form in the Administration office via link within 3 working days from the date the grade is published.
- b. A student will be notified soon after the grade correction request has been reviewed within 48hours.

7.7. Progression to Second Year

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

8 CLASS ATTENDANCE POLICY

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. Do not plan to engage in ministry, missions, outreach or work requiring absence from classes. Do not consider taking extended weekends or holidays clashing with the RBTCZ calendar.

You are required to be available from 12:00 hours to 13:00 hours for morning classes and 20:30 to 21:00 for evening classes on Monday and Wednesday. Do not schedule anything during this time as it is used for Exams, meetings, worship rehearsal and anything else the school decides. You can also use this time to read, study and pray. If there are not any announced or scheduled activities other than study and preparation for these days, you are permitted to leave campus. This time is not to be taken for granted as you are committed to RBTCZ until 13:00 hours and 21:00hrs daily Monday through Friday.

During each term, the maximum number of absences permitted with no penalties are as follows:

- a. One day of each course for emergencies only
- b. One session of chapel service or prayer school for emergencies only
- c. Any student who misses three classes automatically fails the course

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 day that they return to class.

The following situations are considered as emergencies:

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

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

Missed Classes

To ensure academic continuity, students are required to purchase audio recordings of any classes they anticipate missing, prior to the absence. This policy applies exclusively to approved absences. Failure to comply with this requirement will result in the following consequences:

- a. Ineligibility to sit for course examinations or complete assignments.
- b. Automatic failure of the course.
- c. Potential exclusion from RBTCZ.

8.2. Tardiness

- a. All classes, Chapel, and Prayer School sessions commence promptly at the scheduled time. A warning bell will ring 5 minutes prior to the start of each session, followed by a second bell that signals the beginning of the session. Students who are not seated by the time the second bell rings will be considered tardy/late.
- b. Students arriving more than 5 minutes after the commencement of a class session will be marked absent and required to purchase the audio content for that session.
- c. Once a class has begun, students are only permitted to leave the classroom in the event of an emergency. Re-entry into the classroom will only be allowed with permission from the head monitor.
- d. In cases of tardiness/lateness, students must enter the classroom quietly and take a seat at the back for the remainder of that session. They will be allowed to return to their usual group seat in the next session.

8.3. Attendance and Leave Policy

The following guidelines apply to students who miss classes due to various reasons:

Extended Absence with Valid Documentation

A student who misses up to 16 consecutive class days due to valid reasons, supported by acceptable documentation or permission, may continue attending classes upon their return. To catch up on missed material, the student must purchase audio recordings of the missed sessions. Furthermore, all pending assignments must be submitted, and exams completed within eight (8) class days of returning to class.

8.4. Maternity or Medical Leave

- a. Students absent from class for less than 8 class days due to maternity or medical leave, as certified by a doctor, are required to acquire audio recordings of the missed class sessions. Upon returning to class, the student must complete all course assignments and exams within 8 days.
- b. Prolonged Absence: Any student who is absent for more than 16 class days, as outlined in the class attendance policy, will be required to withdraw from RBTCZ and reapply for admission the following academic year. If the student re-enrols, they will be required to repeat the same academic year from which they withdrew.

8.5. Academic Probation

- a. Any student whose cumulative GPA falls below 0.6 (60%) will be placed on Academic Probation.
- b. RBTCZ reserves the right to terminate a student's enrolment on academic probation.
- c. Any student who fails to meet class attendance requirements as stated in the handbook will be placed on probation with possible exclusion.
- d. Any student who fails to meet Chapel and Prayer School attendance requirements will be placed on probation.
- e. 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 firmly upholds the standards of Scripture and will not permit immoral living under any circumstances. We reject and forbid practices such as fornication, adultery, homosexual activity, pornography, witchcraft, ancestral worship, idolatry, clubbing, sexually suggestive dancing, and the use or distribution of illegal, harmful, or addictive substances—including anabolic steroids, tobacco, and intoxicants such as beer or wine. Dishonesty in the form of lying, cheating, or stealing is not tolerated. Likewise, fighting, strife, gossip,

slander, and any behaviour that causes division or dissension within the local church, whether through words or actions, will 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. Only married students can show decent 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 violating the student policies listed in section 9 may be subject to immediate expulsion from RBTCZ.

9.5. Marital Status and Family

- a. All married students are expected to reside with their spouses and children throughout the duration of their studies at RBTCZ.
- b. If a decision to separate or file for divorce has been made, the Student Affairs office must be notified in writing via email 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.
- c. Any student who gets engaged or married during their time at RBTCZ must notify Student Affairs in writing via email 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.
- d. Students cannot bring children into class at any time during their studies.
- e. 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

- a. RBTCZ admits male and female students of any race, colour, nationality, and ethnic origin to all rights, privileges, programs, and activities made available to students. RBTCZ does not discriminate based on gender, race, colour, nationality or ethnic origin in the administration of education and admission policies or other school-administered programs.
- b. RBTCZ shall not condone any form of racism or sexism.

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. Soliciting Funds:

Students are strictly prohibited from soliciting funds from fellow students or RBTCZ staff for any purpose. Borrowing money from fellow students is strongly discouraged.

9.9. Business Activities

No business activities may be performed on the RBTCZ premises.

9.10. Other Financial Obligations

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

9.11. Church Attendance

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

9.12. Ministry Involvement

- a. Students are mandated to serve in their local church. This allows them to translate some of the classroom theory into practical ministry.
- b. 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).
- c. If a student cannot fulfil 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.

9.13. Equip Conference

Attendance at the Equip Conference is mandatory. Students must take note of the dates, make prior arrangements, and pay the fee to register for the conference.

9.14. Staff and Instructors

- a. 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.
- b. 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.

9.15. RHEMA Life Team – Monitors, Media, Office Assistants and Praise Team

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

10 CLASSROOM POLICIES

10.1. Student I.D. Card

- a. 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.
- b. 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's 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

- a. Every student is required to have a hard copy of the Bible during class, Chapel, and Prayer School.
- b. Students are expected to show an exemplary attitude worthy of being a responsible Christian and leader in training.
- c. 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.
- d. Students are strictly prohibited from using laptops, mobile phones, iPods, and any other electronic gadgets in class. Students found using any of these items will be handed a code violation slip.
- e. Students shall be dismissed from class immediately for any of these violations.
- f. Distractions include tapping pencils/pens, putting feet on chairs, continual talking or whispering, stretching, and other bothersome habits or actions.
- g. If a student leaves the class during a session without permission, they will get a code violation.
- h. Students cannot use power sockets in the classroom to charge mobile phones or laptops.
- i. Audio or digital recordings of class sessions (or any portion of a class session) or Rhema events are prohibited.
- j. 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.
- k. Recording of any RHEMA event without permission is not permitted.
- l. No student is permitted to take any photos.
- m. Except for water, food and drinks are prohibited in the classrooms. Students are not allowed to chew gum in class.
- n. Restricted Items: Firearms and dangerous weapons are always prohibited on campus.

- o. Valuables: RBTCZ will not be responsible for any loss of property. Students must ensure that valuables are secure and not at risk.
- p. Audio and Music Equipment: Students cannot operate audio/video equipment or temperature controls unless authorized. 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 mobile phones on top of the equipment.
- q. White Boards: Students are not allowed to write on or use the whiteboards unless authorized by the Administration office or instructor.
- r. Announcements: Only RBTCZ staff, Instructors, and those specifically authorized to do so by RBTCZ, i.e., Head monitors, are allowed to make announcements in the classroom.
- s. 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:

- a. **Platforms** – The platforms and the pulpit are off-limits to all students except authorized personnel and authorized RBTCZ student life team members.
- b. **Office** – Unless authorized, students and life team members are not allowed into the Administration Office.
- c. **Faculty Offices** – Entering the private offices is strictly prohibited except by appointment.
- d. **Alley between MLFC auditorium and RHEMA offices** – Students are prohibited from straying into this area and must access the classrooms through the NextGen lobby.
- e. **MLFC Auditorium** – The MLFC auditorium is out of bounds.
- f. **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.
- g. RBTCZ Student Parking - Students are required to park in the designated parking area.
- h. Parking is to be orderly, providing enough space to enter and exit your vehicle quickly without damaging other people's cars.
- i. Parking is at the owner's risk.
- j. Students must lock their vehicles after parking because RBTCZ shall not be responsible for lost or damaged items.

11 DISCHARGES

10.3. 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 of the above violations will be referred to the RBTCZ disciplinary committee for review and final recommendations.

10.4. Withdrawal Policy

a. **Voluntary Withdrawal:** The student initiates Voluntary withdrawal for personal, academic, or financial reasons. A student may withdraw voluntarily but must follow the outlined procedure.

b. 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.

c. **Administrative Withdrawal:** Initiated by the RBTCZ due to academic performance, behavioural violations, non-payment or other circumstances.

d. **Reasons:** This may include failure to meet academic standards, disciplinary issues, or prolonged non-attendance and non-payment.

e. **Notification:** The RBTCZ will notify the student in writing, specifying the reasons for the withdrawal.

f. **Appeals:** Students have the right to appeal an administrative withdrawal within 7 days of notification.

g. **Withdrawal Procedure**

The student must meet with the Student Affairs manager to discuss the reasons for withdrawal and explore alternatives.

Complete and submit a Withdrawal Request Form to the Student Affairs Office. Include the reason for withdrawal and relevant supporting documents.

h. Exit Interview:

The student must participate in an exit interview with the Student Affairs Office.

Discuss academic records, financial obligations, and the possibility of re-entry.

The Student Affairs Office will process the request and notify the student of the decision within 7 business days.

i. Final Steps:

Settle all outstanding accounts with the Finance Office.

j. Return any RBTCZ property, including library materials and ID Card.

12 RE-ENTRY PROCEDURE

10.5. Submission of Re-Entry Application

a. Complete and submit a Re-Entry Application Form to the Academic Dean's Office.

b. Include a personal statement outlining the reasons for re-entry and steps taken to ensure success.

10.6. Review of Academic and Financial Records

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

10.7. 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.

10.8. Decision and Notification:

- a. The Admissions Committee, will evaluate the application and notify the student of its decision within 7 business days.
- b. A re-entry plan (including course schedule and academic support) will be developed if approved.

10.9. Orientation:

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

10.10. 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: The Administration office and its support team are authorized to speak to a student if he/she violates the dress code. The student will be asked to go home and will only be allowed to return to class when appropriate dressing has been assumed. The said student will be counted absent for any missed class and will be required to purchase class audios.

Personal Hygiene – Students must always maintain good personal hygiene. 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

- a. Blouses, collared shirts, suits, blazers, jackets, sweaters, and turtlenecks.
- b. 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 two inches above the knee).
- c. Slacks, Khakis, and jeans.
- d. Dressy sandals, dressy flip-flops, dress shoes, dressy-casual shoes, boots, and canvas.
- e. Hair should be kept neat, clean, and well-groomed and acceptable Rhema hair colours.
- f. T-shirts, sweatshirts, and hoodies.
- g. Appropriate undergarments (including bras and slips) must be always worn.
- h. Cover chest, abdomen, buttocks, knees, and thighs always.
- i. Dukus and decent head wraps can be worn.

13.2. Women's Unacceptable Attire

- a. Tight-fitting attire, including tops, stretchy skirts or dresses, and trousers.
- b. Jeans that are frayed, holed/ripped are not allowed.
- c. Jeggings, leggings and track tops and bottoms.
- d. Pants that are worn, torn, tight-fitting or off-hip (low cut).
- e. Midriff/long cut skin must not show.
- f. See-through blouses, dresses, and skirts (including knitted or crocheted tops).
- g. Spaghetti straps, strapless dresses, excessively open sleeved dresses or blouses, sundresses, low-cut tops, or dresses (no cleavage or bra showing).
- h. Flip-flops (pata, pata), crocs, slide slippers.
- i. Extreme hairstyles or hair colour
- j. Extreme body piercings are not permitted, except for ONE earring in each ear lobe. Extreme body piercings are not allowed, except for one earring per earlobe.
- k. Attire that exposes breasts, abdomen, buttocks, thighs, or underwear is strictly prohibited.
- l. Head socks (except in extreme cold weather, and it must be one colour), caps and hats not permitted.
- m. Branded attire (except for modest, formal office apparel worn when coming from work).
- n. Political party T-shirts are not allowed.

13.3. Men's Acceptable Attire

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

13.4. Men's Unacceptable Attire

- a. Tight-fitting attire.
- b. Jeggings, leggings, frayed, holed, ripped jeans or track tops and bottoms.
- c. Pants that are worn out, torn, tight-fitting or over-sized
- d. Tank tops or oversized baggy clothing.
- e. Mid-riff skin must not show.
- f. Cut-off pants or shorts.
- g. Headbands, hats, caps, stocking caps, toboggan hats, and bandannas
- h. Flip-flops (pata pata), crocs, slide slippers.
- i. Extreme hairstyles or hair colour
- j. Body and ear piercings are not allowed.
- k. Head socks (unless in extreme cold weather and must be one colour), caps and hats are not allowed.
- l. Branded attire (except for modest, formal office apparel worn when coming from work)
- m. Political party T-shirts.

During specific courses and events, 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

13.5. Eligibility for Graduation

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

- a. Students cannot fail a course and be allowed to graduate.
- b. All assigned courses and practical assignments must be satisfactorily completed.
- c. A cumulative grade point average above of 0.6 (60%) must be maintained.
- d. Class attendance requirements, as outlined in the handbook, must be fulfilled.
- e. Church service hours must be fulfilled.
- f. 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.
- g. 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.
- h. All outstanding tuition fees and fines must be paid in full before a diploma will be issued.
- i. Not having a part in division and dissension e.g. lawsuit against the church or leaders.
- j. 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.

13.6. Diplomas and Transcripts

Upon graduation, students will receive their diplomas and transcripts. If a student requires an additional copy for further studies, they must submit a written request to the Administration office and pay a fee of K300 for either a diploma or transcript. Please note that processing duplicate requests takes a minimum of one week.

15 2026 CALENDAR OF EVENTS

ORIENTATION: 12 – 16 JANUARY 2026

| TERM ONE: 19 JANUARY – 17 MARCH 2026 | |
|--------------------------------------|--|
| 19 January | First Day of Term One |
| 9 March | Public Holiday - International Women's Day |
| 12 March | Public Holiday - Youth Day |
| 13 March – 14 March | Equip Conference |
| 17 March – 03 April | School Break |

| TERM TWO: 07 APRIL – 29 MAY 2026 | |
|----------------------------------|-------------------------------------|
| 06 April | Public Holiday - Easter Monday |
| 07 April | First Day of Term Two |
| 28 April | Public Holiday – Kenneth Kaunda Day |
| 1 May | Public Holiday – Labour Day |
| 21 May | Africa Day (Dress in Chitenge) |
| 25 May | Public Holiday – Africa Freedom Day |
| 02 June – 19 June | School Break |
| 08 June – 14 June | 2nd Years Outreach |

| TERM THREE: 22 JUNE – 14 AUGUST 2026 | |
|--------------------------------------|------------------------------|
| 22 June | First Day of Term Three |
| 06 July | Public Holiday- Heroes Day |
| 07 July | Public Holiday – Unity Day |
| 03 August | Public Holiday – Farmers Day |
| 08 August | Sports Social |
| 18 August – 04 September | School Break |

| TERM FOUR: 07 SEPTEMBER – 30 OCTOBER 2026 | |
|---|-----------------------------------|
| 07 September | First Day of Term Four |
| 22 October | Zambia Day (Wear Zambian Colours) |
| 17 October | First Graduation Rehearsal |
| 31 October | Second Graduation Rehearsal |
| 02 November | Graduation Photo Shoot |
| 03 November | Final Graduation Rehearsal |
| 04 November | Communion & Induction (2nd Years) |
| 07 November | Graduation Ceremony |



2026 STUDENT HONOUR CODE & AGREEMENT

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

- 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 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 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.
- 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 RBTCZ 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 _____ 2026.

Surname: _____

First Name: _____

Student Number: _____ Year: _____

Signature of Student

Signature of Witness (Fellow Student)

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