



2024-2025

STUDENT
HANDBOOK



New England Bible College & Seminary

This catalog is descriptive and contains statements regarding future events and plans. There is no assurance that all such events or plans will come to pass, nor is there any guarantee implied by the catalog that New England Bible College & Seminary will be able to offer all services it hopes to offer. The catalog is not a contract offered to potential students, though New England Bible College & Seminary will make every reasonable effort to follow through on its offerings. Study at New England Bible College & Seminary is offered as a privilege and assumes students will be self-governed by relationships and responsibilities to the institution and to each other. Connection with and study at the institution is not under any circumstances to be construed as a right or an entitlement.

New England Bible College and Seminary is an institution of Grace Evangelical, Incorporated.

Pursuant to the Maine Revised Statutes, Title 20-A, section 10708, subsection 4, this institution is not required to obtain authorization from either the State Board of Education or the Maine State legislature in order to: (1) use the name 'junior college,' 'college,' or 'university,' (2) offer courses or programs for academic credit or (3) confer degrees." New England Bible College is chartered by the Maine State Department of Education to confer baccalaureate degrees.

New England Bible College & Seminary does not discriminate in admission or employment policies and practices on the basis of race, sex, age, national origin, disability, or status as a veteran.

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FROM OUR PRESIDENT...



As President of New England Bible College and Seminary, I welcome you to our family! In a few different iterations, NEBCS has been in existence for nearly 65 years. We have weathered the challenges of conducting Christian Higher Education in one of the least church-ed states in the United States. In view of the vast need of biblical and practical ministry preparation for both the local church, the marketplace and the global mission field, the leadership of NEBCS has renewed its commitment to providing high quality, yet affordable “Biblical Teaching and Missional Training” to students in Maine and beyond! The call of the hour for men and women of all ages who are equipped to fulfill the Great Commission at home, in the market, in the local church and abroad, has never been greater.

It is my hope that as a student at NEBCS you will find that we have, in fact, provided you with the MAPS you need for success. As students of New England Bible College and Seminary, we trust that you will find that we have equipped you to be:

Masters of the Scriptures who are

Academically Sound

Prepared for Ministry and

Spiritually Alive in Christ & empowered by the Holy Spirit for fruitful service to Christ.

In John 15:8, Jesus said, “This is to my Father’s glory, that you bear much fruit, showing yourselves to be my disciples.” It is our prayer that much fruit for Jesus will be the result of your time as a part of the NEBCS family.

Dr. James Culbertson

Evangelical Higher Education in Maine: A History of New England Bible College & Seminary

New England Bible College & Seminary is a union of two historic institutions of Christian higher education dedicated to equipping Christians to fulfill God's call for their life through quality Christian higher education which is both biblically solid and missionally relevant.

New England Bible College

NEBC was founded in 1959 as Glen Cove Bible School under the leadership of President Harold Duff to prepare men and women for Christian service. The facilities of Christian Schools, Inc. were located on the shores of Penobscot Bay in the village of Glen Cove, Maine. In 1979 Christian Schools, Inc. became insolvent and GCBC was forced to close its doors. However, permission was sought from the state to reopen the school with a new name in a new location. Renamed as New England Bible College, the college opened its doors in January 1980 in Portland, Maine under the leadership of Dr. Jack Christensen. In 1984 Edward Hales became the new president, and the college was moved to larger facilities at the First Baptist Church of South Portland.

Faced with the school's closure, President Richard Francis approached Grace Evangelical, Inc. to ask if it would assume responsibility for continuing NEBC's educational mission, which it did in 2015. Grace Evangelical College and Seminary, based in Bangor, Maine, offered both undergraduate and graduate level theological education. Its undergraduate program would operate under the name of New England Bible College, while its graduate program operates under the name Grace Evangelical Seminary.

Grace Evangelical Seminary

Grace Evangelical College and Seminary was established in March, 2001, incorporated as Grace Evangelical, Inc., under the laws of the State of Maine and overseen by a Board of Advisors and Board of Trustees. Grace Evangelical Inc. (our legal name) currently operates under a legislative exemption from the secular charter process available to religious higher education institutions in the State of Maine. Under the exemption, Grace Evangelical is permitted to confer degrees. Grace Evangelical first admitted seminary students in 2001 and undergraduates in 2002. The first B.A. in Biblical Studies was awarded May 5, 2006, the first A.A. degree in Biblical Studies in May, 2007, and the seminary its first M.A. in Ministry degree in the same month. In the following year, the second B.A. in Biblical Studies was awarded.

Since its founding, Grace Evangelical has granted more than 30 undergraduate and graduate degrees. Grace Evangelical acquired affiliate status with the Association for Biblical Higher Education (ABHE), an accrediting body recognized by the U.S. Department of Education. In May 2009, the Association of Christian Schools International (ACSI) recognized Grace Evangelical as a provider of Continuing Education Units (CEUs) in Biblical Studies for ACSI-certified teachers.

Looking to the Future

In 2021, the names of Grace Evangelical and New England Bible College were merged as a DBA into New England Bible College & Seminary. Grateful for God's faithfulness, we are looking to what He has in store for the future. Our mission is to transform lives through the biblical education and missional training of leaders who will impact the world for Christ. We are committed to providing low-cost, easily accessible biblical higher education that will equip people to leave an impact for Christ in the home, church, marketplace or the world.

The undergraduate and graduate teachings at New England Bible College & Seminary are a strong pairing. We acknowledge Christ to be the central strand in our institutions and trust that He will sustain and grow the school according to His perfect will.

WHAT GUIDES US

Vision

The vision of New England Bible College & Seminary is to be known as a center of excellence for biblical education and missional training, impacting the world for Christ.

Mission

The mission of New England Bible College & Seminary is to transform lives through the biblical education and missional training of leaders who will impact the world for Christ.

Statement of Faith

Scripture:

We believe the Bible is God's authoritative word, without error in the original manuscripts.

God:

We believe there is One God in three persons, Father, Son, and Holy Spirit, co-existent, co-equal, co-eternal.



Christ:

We believe that Jesus Christ is the Son of God, fully divine and fully human. He was born of a virgin, lived a sinless life, died on the cross as the substitutionary atonement for the sin of mankind, and rose again from the dead on the third day.

Human Nature / Holy Spirit:

We believe that man was created, male and female, in the image of God but fell into sin and death through the sin of Adam, and that regeneration by the Holy Spirit is the only way to be saved from this fallen condition.

Salvation:

We believe that justification by grace through faith in Jesus Christ alone is the only basis for a right relationship with God and for the gift of eternal life.

The Future of Mankind:

We believe that those who have received salvation will go to heaven, and those who reject Christ will be separated from God forever.

The Future of Christ:

We believe that the resurrected Christ will return visibly and personally to reign as King of kings and Lord of lords.

Our purpose & Goals



New England Bible College & Seminary serves the Church of Jesus Christ by biblically educating and missionally training believers for leadership in local church bodies and other ministries and the marketplace. Undergraduate and graduate level courses are offered individually or in certificate and degree programs. On the college level these include Certificates, Associate of Arts Degrees, and Bachelor's Degrees. On the Seminary level these include Certificates, a Master of Arts degrees (in Theology or Ministry), the Master of Divinity degree, and the Master of Ministry degree.

COMMUNITY STANDARD OF BEHAVIOR

Christian maturity involves a commitment to the lordship of Christ, to the truth of God's Word, to a life of dynamic discipleship, and a renunciation of self-centeredness. Mature Christians recognize that scriptural principles govern both thought and conduct, and they apply these principles to their attitudes, opinions, and behavior. They seek to walk by the Spirit, and not gratify the desires of the flesh (Galatians 5:16). NEBCS expects each member of our community to understand and embrace such a commitment in their own lives, as together we strive through our academic endeavors and our mutual encouragement to attain greater Christ-likeness.

Character and personal integrity are touchstones for saints well-equipped to teach and lead in the Church. These qualities are goals of the school for every student, as each is encouraged to link personal commitment, disciplined study, and honest living in the effort to develop:

- 1. A personal relationship with and dependence upon God through individual and communal prayer, worship, study of Scripture, service, and witness.*
- 2. A healthy personal spiritual life based upon and guided by the word of God and shaped by growing understandings and personal experiences of the Gospel's divine power.*
- 3. A full understanding of the foundational doctrines of the Christian faith, a solid, working grasp of the cultures and the religious life of one's own civilization and others, and a knowledge of the Bible's message, content, and history.*

4. An ability to think usefully, enabling one to understand and evaluate accurately the thoughts offered by others.

5. A world-wide vision of needs and a desire to employ the Gospel of Jesus Christ in working to meet those needs.

6. The skills in relations, communication, and administration required for effective ministry.

7. Attitudes and gifts that advance the church's diverse works of ministry.

8. Awareness of the social, political, economic, and theological currents of the time and the desire for continual learning.

With the help of God's Spirit, each one of us in the NEBCS community is called to both model and foster such virtues, attitudes, abilities, love for learning, and habits of mind as a way of glorifying God and helping bring greater maturity in the faith to our members and greater edification to Christ's Church.

STUDENT CONDUCT

NEBCS intends for each student to understand the implications of commitment to Jesus Christ through development of a personal character reflecting a way of life consistent with Biblical faith. We believe that the student's academic experience contributes to the development of Christian maturity and Christ-likeness. Christian maturity involves a commitment to the truth of God's Word, to the lordship of Christ, to a life of dynamic discipleship and a renunciation of self-centeredness. The mature Christian recognizes Scriptural principles that govern conduct and applies these principles to attitude, conviction, and behavior (see our "Community Standard of Behavior").

Given our educational mission, this means in particular that all students are:

- Expected to demonstrate respect and love for their teachers and honor them for their hard-gained wisdom, professional knowledge, and experience.
- To show respect and love towards their classmates, both within and outside class sessions. A similar respect and love shall be shown to administrators and other members of the school community, even while the same respect and love will be shown towards all students by professors and staff.
- To maintain academic and moral standards of conduct according to Biblical standards (see Ephesians 5-6; Galatians 5; and 1 Timothy 6).
- Encouraged to seek to maintain a vibrant personal relationship with Christ.

GENERAL INFORMATION

Locations, Contact Information, Office Hours

As of the beginning of the 2024/25 school year, the Administrative Offices for NEBCS are functioning remotely. We hope to be set up in an office space soon in the central Maine area. Live classes will all have a zoom option while in-person classes will be held in a variety of locations - Bangor, Brewer, Augusta and Portland. (Please refer to current course schedules for specific information).

Mailing Address:

New England Bible College & Seminary
1476 Broadway
Bangor, Maine 04401

Phone: (207) 947-1665

Website: www.nebc.edu

Email Contacts:

President, *Dr. James Culbertson*

jculbertson@nebc.edu

Vice President of Ministry Advancement, *Dr. Terry Smith*

tsmith@nebc.edu

Academic Dean, *Dr. Daniel Moore*

dmoore@nebc.edu

Data Management Specialist, *Becky Woods*

becky.woods@nebc.edu

Administrative Coordinator, *Kellie Frank*

kfrank@nebc.edu

Information Guide

While most topics below can be handled within Populi, we are always happy to assist in whatever way we can.

Church Connections	president@nebc.edu
Course or Degree Information	academicdean@nebc.edu
Populi Email Account	becky.woods@nebc.edu
Ministry Job Postings	tsmith@nebc.edu
General Questions	kfrank@nebc.edu
Graduation	registrar@nebc.edu
Populi	becky.woods@nebc.edu
Registration	registrar@nebc.edu
Transcripts	registrar@nebc.edu
Tuition	admissions@nebc.edu
Zoom	becky.woods@nebc.edu

STUDENT RESOURCES

Ministry Job Board

NEBCS serves our students and other Christians by maintaining an online job board that connects them with church openings and ministries around the state, country, and world. View the posted ministry opportunities [here](#).

Learning Management System (Populi)

NEBCS uses Populi, a cloud-based Student Information System (SIS) and Learning Management System (LMS). Populi is like a one-stop student & faculty service coordinator. Benefits of this system include:

- Capabilities for registering students in courses
- Documenting grading
- Generating transcripts
- Building student schedules
- Tracking student attendance
- Easy communication between students, staff & faculty with email and text functions
- Students receive and submit assignments
- Students can engage in learning discussions with classmates
- Etc.

Partnerships

NEBCS currently has a full partnership with Lancaster Bible College | Capital Seminary wherein students who desire to receive an accredited degree can be simultaneously enrolled with NEBCS and LBC | Capital taking courses at either institution, or they can also complete 75% of undergraduate courses | 50% graduate courses with NEBCS at our cost and complete their degree at LBC | Capital at its cost. Additionally, we have a full articulation agreement with Cairn University and our credits and/or degrees have been accepted at over 30 total colleges and universities.

Locally, we also work in partnership with The Rock School of Ministry in Bangor, wherein students can earn up to 18 credit hours for free (9 credit hrs. per year of school with RSM), and then complete their degree with NEBCS. We are in discussions with a variety of churches regarding internships and residencies for credit, and we are developing working relationships with other equipping ministries wherein students can earn credits while participating in their programs of study.

STUDENT POLICIES

Drug and Alcohol Policy

Students are encouraged to abstain from the use of tobacco and must abstain from the abuse of alcoholic beverages and prescription drugs. Drunkenness is sin and grieves God (Ephesians 5:18) *Student drunkenness, use of illicit drugs and abuse of prescription drugs is grounds for dismissal.*

Sexual Harassment Policy

It is the policy of NEBCS to maintain the academic environment as a Christian community that provides a place for spiritual growth, work, and study, free of all forms of sexual intimidation and exploitation. All students, staff, and faculty should be aware that NEBCS is prepared to take action to prevent such intimidation and exploitation and any individuals who engage in such behavior are subject to discipline. Also, the intent of this policy is to protect the college and seminary community, provide any possible assistance or redress to a victim of sexual harassment, and protect the honor of any innocent person who might be unjustly accused of sexual harassment. Sexual harassment can vary with particular circumstances, but, generally, it is defined as unwelcome or offensive sexual advances, requests for sexual favors, unwanted or uninvited verbal suggestions or comments of a sexual nature, or objectionable physical contact.

Under the direction of the appropriate administrator, NEBCS will fully and effectively investigate any such report and will take whatever corrective action is deemed necessary, including disciplining or discharging any individual who is found to have violated this prohibition against harassment. The reporting student, staff, or faculty will be informed of the action taken. NEBCS officials will also take action to protect the reporting student, staff, or faculty, to prevent further harassment or retaliation and, as appropriate, to redress any harm done.

Non-Discrimination Policy

NEBCS does not discriminate in admission or employment policies and practices on the basis of race, gender, age, color, national origin, disability, or status as a veteran.

Student Attire

Dress and personal appearance shall be modest, neat, and appropriate to a place of academic endeavor, not overly casual or revealing. Students are expected to exercise sensitivity and discernment in their personal appearance, so as not to offend others or call unreasonable attention to themselves.

Attendance

Students are expected to attend all classes of the courses in which they are registered. There are, of course, circumstances such as family emergencies, long-standing prior commitments, illness or accidents which can interfere with attendance. When difficulties arise, students should consult with their instructor(s), in advance if possible, about the best way to make up missed class work. Students should keep in mind that missing a once-a-week, three-hour class at NEBCS is equivalent to three to four class meetings in a traditional, daytime educational setting. Accidents or illnesses will be considered in applying this policy, but repeated absence will jeopardize a student's receiving credit for the course. Please note: Individual instructors may specify a more detailed policy on their syllabi to which students will need to adhere.

ACADEMIC POLICIES

Christian Service Requirement

NEBCS has the reasonable and Biblical expectation that our students will be growing in Christ and involved in (in more ways than simply attending) some form of Christian ministry in their local church or another Christian ministry or service to Christ. At the end of each semester, students will submit a form (available via Populi) which states the ministry service performed for that semester. If a student is having trouble, they can reach out to the Dean's or President's Office for guidance.

Plagiarism

Students at NEBCS are held to the highest standards of academic excellence and integrity. The greatest threat to such integrity is plagiarism, which violates the fundamental trust underlying all academic work. It does not honor God and will not be tolerated.

Plagiarism can take a variety of forms, all of which are unacceptable: the extreme form is the knowing attempt to pass off someone else's work as the student's own. Most forms, however, consist of the careless mixing of a student's own thoughts and words with those of another source or sources.

- Direct quotes must always be in quotation marks, with a footnoted or end-noted reference to a specific source and page or electronic site.
- Paraphrases of another's ideas must also be so noted, and clear indication given of where a student's own analysis and/or ideas begin and end.
- Students should be aware that papers consisting largely of a mix of paraphrases and direct quotations, with little or none of the student's own thought and analysis, are also unacceptable—even when full and precise attribution is given. The use of sources is never intended to replace the student's own effort in describing and analyzing a given topic or issue.

Plagiarism, cont.

Should a student have any question as to what constitutes plagiarism, he or she is encouraged to ask an instructor or the Academic Dean.

Violation Procedure:

- If a faculty member catches a student in minor plagiarism, the paper must be rewritten and a note of offense will be registered with the Academic Dean to go in the student's file.
- If it is a flagrant plagiarism or a second offense, the student will receive a grade of "F" for the assignment and the student will be placed on academic probation for one year.
- Any subsequent offense will result in dismissal from the College or Seminary.
- The desire of the College & Seminary is to act in redemptive rather than punitive ways.

Zoom/Online Policy

As a non-traditional school, many of our students will be attending classes via zoom. The ability to attend NEBCS from all over the state of Maine, across the country and from around the world is a benefit to all of us as we seek to study and grow in our faith together. To best facilitate a learning environment for all, online students are required to abide by the following:

- **Ready Your Place:** Think ahead about where you'll best be able to attend class. A quiet place, free from distraction, where you can have your camera on, have space to take notes, and can speak out loud when needed will be best.
- **Display Your Name:** Please display your first and last name on your profile. If you do not know how to do this, take time before class begins to figure this out. Feel free to reach out to our [Data Management Specialist](#) to ask questions.

Zoom/Online Policy, cont.

- **Video On, Mic Off:** Attending a class whether in person or online, requires your presence and participation. We request that your video be on to aid in the interaction and engagement needed with the professor and fellow students. Unless you are speaking, please keep your mic muted to help keep background noises to a minimum.
- **Hand Up:** When you have a question or would like to participate, please raise your hand and wait to be called on.
- **Be on Time:** Be ready to log in on time. If something goes wrong, it's best to deal with that 5 minutes before class than 5 minutes after class has begun.

Academic Church Residency Program

Students enrolled at NEBCS are strongly encouraged to explore participation in the Academic Church Residency Program. Students have the opportunity to receive in-the-field ministry training and an educational experience to supplement the typical for-credit classroom experience. Instead of taking a required course in the classroom, the course will be taken in a local church or ministry for credit. Courses in this program will be based upon course descriptions and learning objectives of a typical classroom course as outlined by an existing syllabus and will require the same level of reading, writing and time requirements.

General Expectations for Students:

1. Pursue alignment and full participation in the church where the ministry leader is actively ministering (this could include membership, if appropriate). Student should serve as a healthy, contributing member to the church body, and be willing to assist with general church ministry needs (e.g., manage church website or weekly bulletin; assist pastor with research; provide support for church-based outreach).

Church Residency Program, cont.

Usually students will be matched with a church/ministry leader already partnered with NEBCS, or the student may request for a non-partnered church/ministry leader to be approved by the Academic Dean.

2. Attend and participate in (or observe) regular church meetings and gatherings (includes church governing meetings, member meetings, general fellowship gatherings).

3. Meet with the ministry supervisor on a weekly basis to discuss important matters of ministry, weekly reading requirements, and to receive feedback and mentorship.

4. Attend and provide supportive help to ministry supervisor in real-world ministry situations such as funerals, hospital visits, weddings, baptisms, service responsibilities, etc.

5. Complete required readings and written assignments that are outlined in syllabus while documenting hours accrued in meetings, meetings with supervisor, and assistance with ministry situations on the provided time-log.

This program depends upon local church or ministry participation and cooperation. If a student wishes to explore this possibility, or if the student knows of a local church and/or ministry that may be willing to participate, that student should contact the [Academic Dean](#) to discuss the details.

Grade Point Averages

The overall GPA on a student's transcript is computed adding the grade points of all courses and dividing by the number of courses, which are typically 3 credit hours each. Should students take courses of fewer or more credit hours, appropriate adjustments will be made.

Academic Probation

The Administration has the discretion to place a student on probation based upon poor academic performance and/or academic violation of NEBCS policies. At the end of any semester, a student whose overall average is below a 2.0 will be placed on academic probation. If after the next semester, the student has not raised the average to at least a 2.0, he or she will be dismissed for academic reasons. The terms and conditions of the probation will be documented in writing to the student. The Administration may place an incoming student on academic probation for an initial period (usually three courses plus Academic Success at the student's expense) during which the student will be monitored for satisfactory progress.

Readmission

When a student has withdrawn during an academic semester or has been suspended for academic or administrative reasons, readmission may be applied for as follows:

After Withdrawal

- A student may apply for readmission to studies in a subsequent semester by contacting NEBCS and submitting a new application form. Opportunity to take the same courses the student was taking at withdrawal is not guaranteed because courses and instructors change over time. It will not be possible to be readmitted to a course in the middle of any semester. If the student desires to retake the same course from which he/she withdrew, it must be taken from the beginning, at full tuition.

After Suspension

- A student may apply for readmission following a period of one year. The request for readmission will be reviewed by a committee of the administration and the faculty. This committee will consider courses, if any, the student has taken at other institutions in the intervening time, along with the student's discussion of his/her other progress and readiness to return to studies at NEBCS. Should the committee recommend against the student's return, the student may request an interview to explore further his/her future at NEBCS.

GRADING STANDARDS

NEBCS is mindful of the problem of grade inflation. For the school to maintain its academic integrity, it requires its teachers to recognize the following standards: “A” work should be truly outstanding, illustrating exceptional understanding of the class material. “B” work should illustrate good and solid understanding of class material. At NEBCS, we set the bar high for “A” work. There may be courses where every student achieves the grade of “A.” This is outstanding, but it must illustrate that every student mastered the course material. The following guide will serve as general criteria for grades (adapted from Roger Garrison, *How a Writer Works*, New York: Harper & Row, 1981, pp. 126–128):

- A** The work is excellent. It demonstrates a superior understanding of the subject matter, insight into implications, original thinking, and a complete preparation of the assignment. The writing has no English usage problems, the material is effectively organized, the writer speaks clearly and firmly from the page, and it is punctual.
- B** The work is very good. It demonstrates a solid understanding of the subject matter, a recognition of implications, and a complete and punctual preparation of the assignment. The writing may show English usage problems, but the grammar, punctuation and spelling are good. The material is well organized, but transitions may be abrupt or supportive evidence thin.
- C** The work is satisfactory but is lacking in a significant area and does not show a grasp of some basic principles. The assignment is punctual and completed according to instructions; however, the writing may be awkward, unclear or contain English usage problems.
- D** The work is barely adequate, although it is still passable. It demonstrates a minimal comprehension of the subject matter. It may be late or not according to instructions. It is careless, not well organized, and the information is not under the control of the writer.

Grading Standards, cont.

- F** This work is inadequate and fails to meet the requirements of the assignment.

Final grades for each course are given by the instructor responsible for that course, based on the above standards, the criteria presented in the course syllabus, and the instructor's professional evaluation.

Grading Scale

For the evaluation of papers, exams, and other class work, the College and Seminary Seminary use a four-point grading scale as follows (for those accustomed to a 100-point scale, equivalence ranges are in parentheses):

A	= 4.0 Grade Points	(100-93)
A-	= 3.7 Grade Points	(92.9-90)
B+	= 3.3 Grade Points	(89.9-87)
B	= 3.0 Grade Points	(86.9-83)
B-	= 2.7 Grade Points	(82.9-80)
C+	= 2.3 Grade Points	(79.9-77)
C	= 2.0 Grade Points	(76.9-73)
C-	= 1.7 Grade Points	(72.9-70)
D+	= 1.3 Grade Points	(69.9-67)
D	= 1.0 Grade Point	(66.9-63)
D-	= 0.7 Grade Point	(62.9-60)
F	= 0.0 Grade Points	(Below 60)

W = Withdrawn

WF = Withdrawn while failing

WP = Withdrawn while passing

INC = Incomplete

FINANCIAL INFORMATION

Tuition and Costs

Tuition is \$450 per 3 credit-hour course for all students enrolling for credit. A course is normally one semester in duration. Credit students shall pay either the full \$450 per class by the first day of classes or set up a payment plan on Populi. Payments will be paid through the student's online account.

Payment Plans

- Payment #1, 15 days after term starts - 25% of total
- Payment #2, 45 days after term starts - 25% of total
- Payment #3, 75 days after term starts - 25% of total
- Payment #4 105 days after term starts - 25% of total
- Balance Due 106 days into term

Tuition is \$50 for students enrolling as Auditors. Auditors are not eligible for payment plans and payment must be made no later than the first week of class.

A student is only officially registered for class(es) when the appropriate tuition payment is received. Similarly, if plan payments are overdue, students will not be allowed to register for the next semester.

Financial Aid

NEBCS has some funds available for financial aid to help defray the costs described above. We seek to help every student possible. The school is not eligible for Title IV funds (Pell Grants, Stafford Loans, etc.) from the United States government.

To be eligible for financial assistance, a student must:

1. Be admitted as an incoming student to, or be a current student of NEBCS.
2. Be a certificate or degree student.
3. Maintain satisfactory academic progress (a minimum 2.75 GPA).

Financial Aid, cont.

No student will be denied the opportunity to attend due to a lack of personal finances. We offer generous financial aid to students who qualify. If you sincerely desire to attend but are worried about the cost, please contact our [Admissions Office](#).

Tuition Refund Policy

For various causes, a student may need to withdraw from a course or from the academic program during a semester, or administrative suspension may be imposed for certain reasons.

Enrollment at NEBCS is for the entire semester, not for a shorter period. A student who withdraws *must contact the Registrar's Office*. Tuition refunds are calculated from the date of official withdrawal.

Please note: Auditors are not eligible for refunds.

The tuition refund schedule below is based on the amount of tuition a student has actually paid for the semester. Refund calculations will not include any financial assistance or scholarships and will not exceed the amount paid in.

When a student withdraws during the:

First week of the semester	90 % will be refunded
Second week	80 %
Third Week	70 %
Fourth Week	60 %
Fifth Week and After	0 %

Please note: This refund policy does not cover other expenses, fees, or charges.