

WEST INDIES SCHOOL OF THEOLOGY

STUDENT HANDBOOK



MARCH 2017



Serving the World

TABLE OF CONTENTS

Table of Contents	i
From the Desk of the President	iii
From the Desk of the Vice President Student Affairs	iv
INSTITUTIONAL HISTORY.....	1
Presidents	2
GUIDING STATEMENTS	3
Vision Statement.....	3
Mission Statement.....	3
Motto.....	3
Core Values.....	3
Quality Policy Statement.....	3
Statement of Faith	4
OBJECTIVES OF THE STUDENT HANDBOOK.....	5
GENERAL SCHOOL INFORMATION	6
Student Orientation	6
School Facilities	6
Student Offices	7
Student Committees.....	7
STUDENT LIFE	8
Personal Standards of Conduct.....	8
Code of Conduct	8
Agreement between Students and WIST.....	9
Personal Devotions	10
Christian Service.....	10
Spiritual Emphasis	10
Dress Code	11
Chapel.....	11
Classroom Sessions.....	11
Student Guidance.....	12
Student Reviews.....	12



School Functions.....	12
Employment.....	12
Transportation.....	13
Student Health Information.....	13
RESIDENT LIFE	14
Safety and Security.....	14
Residence Halls	15
Personal Effects	15
Room Care	15
Overnight Non-Resident Stay	16
End of School Year.....	16
GRIEVANCE AND DISCIPLINARY GUIDELINES	17
Grievance Policy.....	18
Definition of a Grievance.....	Error! Bookmark not defined.
Grievance Procedure Guidelines	18
Disciplinary Policy.....	19
Disciplinary Action.....	19
FINANCIAL MATTERS	21
ACADEMIC AID.....	20
APPENDICES	
Equal Opportunity Policy	
Grievance Policy	
Quality Policy	
Student Support Policy	



From the Desk of the President

Dear Students,

Welcome to the West Indies School of Theology!

Thank you for responding to the Lord's call to increase your knowledge of Him and to train for service in ministry.

WIST seeks to encourage you in this commitment by helping you to cultivate a well-rounded Christian life, mentally, physically, spiritually and socially and an unflinching commitment to the Word of God and the Lordship of Christ. This entails increasing your knowledge of the content, history and message of the Bible as well as aiding the development of the characteristics, attitudes and skills necessary for service in the church and the wider society.

As you develop a vision of local and worldwide needs and a commitment to meet those needs by the proclamation of the gospel through Christian service, it is our hope that the school's mission to equip you to be godly servant-leaders for the fulfilling of the Great Commission by providing higher education becomes a reality through your life.

Yours in Christ,



Rev. Pat P. Glasgow, Ed.D.

President

From the Desk of the Vice President, Student Affairs

Dear Students,

A warm welcome to the West Indies School of Theology (WIST) and to the Students Affairs department! We are happy that you have chosen our school to pursue higher learning and pray that your time with us will be fruitful and rewarding.

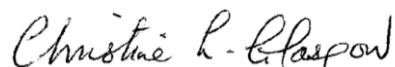
As a Christian institution, WIST is about “Serving the World”. In doing so, students are developed in body, soul and spirit. The Student Affairs department is committed to supporting the academic programmes of the School and continues to create opportunities and provides avenues for students to thrive holistically.

This department offers a multitude of experiences that can enhance and enrich students’ academic studies, relationships, build confidence, and foster a greater appreciation for cultural diversity. Student Affairs in conjunction with the Student Council Executive plans programmes like health promotions, student and spouse seminars and community outreaches. In addition, the Student Council initiates social and outreach programmes throughout the academic year to help students develop proficiency in these areas.

While Administration schedules these activities, it is necessary that students participate in order to accrue the benefits. Student participation is encouraged in student-led committees as an avenue for leadership development. Being a part of a community, joining a campus committee or taking steps to ensure health and well-being are just some of the ways that students can shape their academic journey.

We look forward to working with you to ensure that your tenure at WIST is a well-balanced, intellectually stimulating and spiritually fulfilling one.

In Christ,



Christine L. Glasgow, M.Sc., MHS
Vice President, Student Affairs

INSTITUTIONAL HISTORY

In 1946, missionaries of the Pentecostal Assemblies of Canada (PAOC) founded the West Indies School of Theology (WIST) in Trinidad. This school was intended to provide training for people who became pastors in the West Indies District of the Pentecostal Assemblies of Canada. The District currently embraces most of the English-speaking islands in the region and a small part of Venezuela and Brazil. As the vision expanded and the student body increased, classes were moved from the Woodbrook Pentecostal Chapel, its birthplace, to the El Dorado Pentecostal Church.

In 1954, the six-and-one-third-acre campus at Fourth Bridge, Maracas Valley, was purchased, and from that time has been the home of the School. Since its founding, the scope of the School has gone beyond training for pastoral ministry and now includes training for evangelism, missions, counselling, Christian education, leadership in para-church organizations, and general church leadership.

In 1966 the Pentecostal Assemblies of the West Indies (PAWI) became an independent body and four years later, a Caribbean national was appointed as President of the School for the first time. Since then the leadership of the institution has rested entirely in the hands of Caribbean nationals and all Presidents have been WIST graduates. PAWI continues to enjoy fraternal relations with PAOC.

The student population has increased significantly, from six in 1946 to an average of 250 over the past five years. Approximately 85 percent of our students come from member churches of PAWI. The remaining 15 percent comprise representatives from other evangelical church groups. Students are drawn mainly from the English-speaking Caribbean countries.

Graduates of WIST fill 98 percent of the pulpits of PAWI member churches. Other graduates are presently ministering in the United Kingdom, the United States, Canada, Kenya, Zambia, Ghana, Venezuela, Brazil and most of the English-speaking Caribbean islands.

The curriculum of the School has been broadened significantly since its foundation. New undergraduate offerings include Sociology, Social Work, Curriculum Development, Computing, Educational Technology, Sound Engineering, Audio-Visual and Performing Arts, and Psychology.

Students are now able to read for the Certificate programme through Extension Schools in Grenada, St. Vincent, Antigua, St. Lucia, Montserrat, North, South and Central Trinidad, and for the Interdisciplinary Diploma programmes through Extension schools in Tobago, Barbados and St Vincent, as well as the main campus. They are also able to pursue the Interdisciplinary Bachelor programmes at the main campus and the South Trinidad site. Facilities exist in some PAWI Districts to allow persons who are unable to reside in Trinidad to read for a degree through a modular programme that involves specific arrangements to instruct them in their home Districts.

WIST participates online in a Master's programme in Interdisciplinary Studies, in association with the Caribbean Graduate School of Theology (CGST). Several WIST graduates have gone on to earn Master's and Doctoral degrees abroad. The School also offers Honorary Doctorates during its graduation exercises to persons who have made outstanding contributions to the spread of the Gospel regionally and internationally.

Currently, WIST enjoys dual accreditation with the Accreditation Council of Trinidad and Tobago (ACTT), and the Caribbean Evangelical Theological Association (CETA), of which WIST is a member. WIST is also a member of Caribbean Area Network for Quality Assurance in Tertiary Education (CANQATE) and the Association of Caribbean Tertiary Institutions (ACTI). Students who are nationals of Trinidad and Tobago have access to the Government Assistance for Tertiary Education (GATE) programme which allows them to apply for 100% tuition assistance.

Presidents

NAME	YEARS
Rev. A. T Jacobson	1946-1955
Rev. Robert Eames	1955-1964
Rev. C.A. Barker	1964-1970
Rev. Dennis White	1970-1974
Rev. Thomas Maginley	1974-1979
Rev. Alvin Nicholson	1979-1986
Rev. Cecil Vincent	1986-1988
Rev. Lew Thomson	1989-1991
Rev. Pat Glasgow	1991-present





GUIDING STATEMENTS

The following are the institution's key guiding statements

Vision Statement

A leader in biblically-based ministerial training for the Caribbean and beyond.

Mission Statement

Providing higher education to equip Christians to be godly servant-leaders for the fulfilling of the Great Commission.

Motto

Serving the World

Core Values

1. Bible-Centredness
2. Excellence
3. Integrity
4. Life-long Learning
5. Team Work

Quality Policy Statement

WIST is committed to maintaining a quality management system that ensures all programmes and services meet or exceed the expectations of our stakeholders. It is also our policy to maintain a process of continual improvement that is accomplished in part through diligent follow-up on stakeholder feedback, employee suggestions, internal and external audits and through management review of the quality system.

Statement of Faith

WE BELIEVE the Holy Scriptures, both Old and New Testaments, are the divinely inspired Word of God, without error in the original writings, and the final authority for all Christian faith and life (2 Tim. 3:16-17; 2 Pet. 1:21).

WE BELIEVE in one God, infinite, perfect and eternally existing in three persons Father, Son and Holy Spirit (Matt. 3:16-17; 1 Pet.1:2; 2 Cor.13: 14).

WE BELIEVE in the virgin birth of the Lord Jesus Christ, His unqualified deity, His sinless humanity, the eternal all-sufficiency of His atoning death, His bodily resurrection, and His ascension to the Father's right hand (1Cor.15:3-4; Jn.1:1, 20:24-29; Heb. 4:15; 1 Tim. 2:5; Rev. 20:1-6).

WE BELIEVE in the personal and imminent, pre-tribulation return of Jesus Christ for His church, that is, the rapture; the pre-millennial return of Jesus Christ with His church and His millennial reign on earth (Heb. 9:28; 1Thess. 4:13-18; Rev. 20:1-6; 1Cor. 15:51; Phil 3:20-21; Titus 2: 13).

WE BELIEVE that justification is a judicial act of God on the believer's behalf solely through faith in Christ's death and resurrection (Rom. 4:18-25; 3:24, 26, 5:1; 1 Cor. 6:11; Gal. 3:24).

WE BELIEVE that man was created in the image of God but fell into sin and is under condemnation, and that it is only through the atoning work of the Lord Jesus Christ and regeneration by the Holy Spirit that salvation can be obtained (Gen.1:26, 27; 2:17; 3:1-13; Jn.14:6; Acts 4:12; 1 Tim 2:5-6).

WE BELIEVE that water baptism by immersion and the Lord's Supper are ordinances to be observed by the church during the present age (1Cor.11:17-34; Matt. 28:19; Mk. 16:16; Acts 2:28).

WE BELIEVE that the Christian life involves discipleship, obedience to the word of God, holiness, witness and service through the power of the Holy Spirit (Matt. 28:19; Mk 16: 16; Acts 1:8; 2:38; 2 Cor. 6:14-18; 7:1).

WE BELIEVE in the baptism with the Holy Spirit, with the initial physical evidence of speaking in other tongues (Acts 2:4, 4:31, 10:46, 1Cor. 12: 13-14; Eph 5:18).

WE BELIEVE in the demonstration of the gifts of the Spirit, and the manifestation of the fruit of the Spirit (Gal 5:22-23).

WE BELIEVE in the divine healing of the human body as provided for in the atonement, which is the privilege of all believers (Is. 53:4, 5; Jam. 5:14-15).

WE BELIEVE in heaven as the eternal inheritance of the believers, and in Hell and the lake of fire as the place of eternal doom for the devil, his angels, and all unbelievers (Rev. 20:10-15; 21:1-6; Jn. 14:1-4).

WE BELIEVE that the true church consists of all who through faith in Jesus Christ have been regenerated by the Holy Spirit and are united in the Body of Christ (Eph 1:22, 23; 2:22; 4:3-6).

WE BELIEVE in and practise the five-fold Ministries and the supporting Ministries to be operational in the Church (Eph 4:11-13).

OBJECTIVES OF THE STUDENT HANDBOOK

The Student Handbook describes the expectations for behaviour and conduct in the WIST community and outlines the procedures to be followed when these expectations are not met. It includes the Student Code of Conduct, as well as other rules, regulations, and policies governing student life.

Please take some time to familiarize yourself with the contents of this handbook as it is supposed to guide your activities during your tenure at WIST. Individual and collective adherence to the policies herein outlined will help foster a climate that allows us all to fulfil the objectives of the institution.

Clarification questions may be addressed to the Vice President, Student Affairs at WIST, or the designated site representative.



GENERAL SCHOOL INFORMATION

Student Orientation

Orientation sessions are conducted during the two main semesters of the academic year. All new students are required to attend these sessions as the information shared is vital to their life at WIST. Archived orientation information will be made available on the website at www.wistef.com. All returning students will be notified if they are required to participate for urgent updates.

School Facilities

School property is made available for the comfort and convenience of all. However, consideration should be given to the following:

1. The Maginley chapel will be opened daily to facilitate personal prayer and reflection; and we encourage its use by the Faculty, Staff and student body. Do keep the environment tidy and be mindful that others may also be there for private time with the Lord.
2. Rooms, lounges, and classroom furniture should be kept clean. Students involved in damaging or defacing school property are liable for the cost of replacement or repair of them.
3. Classrooms are to be used for scheduled classes, approved meetings and school related activities.
4. Gym facilities are provided for the benefit of the WIST community. Students are strongly encouraged to take regular physical exercise. A healthy body will also help students study more effectively. Please refer to the guidelines for gym use posted in the gym area, and the school's website, www.wistef.com for further information.
5. Students can also make personal arrangements with any off-campus gym of their choice for a fee, for which they are personally responsible.
6. Installed phones in the dormitories are for the residents' convenience only.



Student Offices

The Student Council is guided by the WIST Student Council Constitution. The Student Council Executive shall consist of a President, Vice President, Secretary, Treasurer, Public Relations Officer and one Member at Large. The first four officers are elected within the last four weeks of the academic year. The elected officers are given the option to choose the Public Relations Officer, and the Member at Large serves as a liaison between the main campus and the off-site classes, as necessary. Students are expected to respect the authority of these officers.

The Student Council includes all students of the school and provides:

1. A forum for the expression of the views of the student body on matters affecting the operation of the School.
2. The opportunity to foster development and promote a sense of community and school spirit.
3. Means for addressing students' interests and concerns through direct interaction between the Executive Council and the Vice President, Student Affairs or designated personnel.

Student Committees

There are seven (7) Standing Committees of the Student Council:

1. Academic Aid Committee
2. Financial Aid Committee
3. Lounge and Beautification Committee
4. News, Education & Research Committee
5. Outreach Committee
6. Sports and Social Committee
7. The Flame Committee

The Flame is the school's annual yearbook published by the student body.

STUDENT LIFE

Personal Standards of Conduct

In a changing world, the Christian has an unchanging standard, the Word of God. Every student is therefore expected to live a life above reproach. When a student attends 'Bible School' as WIST is affectionately referred to, his/her friends, church, family and the world in general, expect a higher standard of life from him/her.

There are many details of life which of necessity must be regulated by the school. As a result, personal standards of life must be on the very highest plane, not only to assist the student in forming life-long habits which honour the Lord, but also to protect the standards of the school from variations of conduct which, though sincere, may be misunderstood by others. If students are not willing to submit their personal lives to the discipline of the Word of God, or the godly guidance of the Faculty, then this is not the school for them.

Code of Conduct

WIST is committed to a Biblical standard of Christian conduct. In striving to provide an environment conducive to spiritual growth and development, the institution desires as few rules as possible, knowing that submission to rules alone does not make one spiritual. However, to live and learn together in harmony and to accomplish God's purpose in each individual's life, some disciplines are needed in the training process. Moral conviction and self-discipline are as important as academic excellence. The conduct of students should reflect the heart's obedience to Biblical principles. If God has clearly spoken on the subject, it is settled. Many situations, however, require the application of Biblical principles.

In seeking to rightly divide the Word of Truth regarding the issue of conduct, the following questions will help students and staff to apply Biblical principles:

Is my conduct:

1 Thessalonians 5:22

- Abstaining from the appearance of evil?

1 Corinthians 6: 12-20

- Beneficial to spiritual growth or is placing me under its control?
- Fleeing from temptation?
- In accord with my body as the Temple of the Holy Spirit?
- Glorifying to God?



1 Corinthians 10: 21-33

- Partaking of the table of Satan?
- Building me up in the faith?
- Taking into account the spiritual needs of others?
- Contributing to my ability to witness to others?

2 Corinthians 5:14 to7:1

- Causing me to be unequally yoked with unbelievers?
- Causing me to "touch the unclean thing"?

Hebrews 13:17

- In accord with the will of those in authority?

1 John 2:15-17

- Causing me to "love the world"?

Agreement between Students and WIST

Students are expected to demonstrate loyalty to the Lord Jesus Christ in every area of life. He is our example and all should discipline themselves to conform to that which honours Christ.

The agreement between students and WIST that is included in the application package outlines the following guidelines. These are included here as gentle reminders of the agreement and the expected responsibility to WIST while a student at this Christian educational institution.

1. The student will abide by the rules and regulations of WIST as documented or communicated by Administration or announced at a chapel exercise or at any other convocation at which he/she is required to be present. The student acknowledges that Administration reserves the right to change these rules and regulations.
2. The student will relate to all members of faculty, staff and other students with due respect at all times.
3. The student will attend the weekly chapel sessions and special exercises such as Spiritual Emphasis conducted during the regular class time, unless and until granted exemption for unusual circumstances by the Vice President, Student Affairs or appointed designate.
4. The student will not engage in dishonest practices such as cheating, stealing, plagiarism and forgery.
5. The student will not engage in any form of gambling, smoking or substance inhalation on campus.

6. The student will not carry on his/her person or use any illegal weapon or illicit drugs.
7. The student will not use any form of alcoholic beverage on campus, or appear/be on campus under the influence of alcohol.
8. The student will refrain from using profane language and from having any form of pornography on campus under any circumstance.
9. The student will refrain from playing on campus those forms of secular music associated with activities such as rock concerts and carnivals.
10. The student (if resident on campus) will attend the worship services at any full gospel church of his/her choice in consultation with the Vice President, Student Affairs or appointed designate.
11. The student will abide by the institution's dress code of modesty and propriety on campus and at any off-campus activity conducted under the auspices of WIST and agrees to be guided by WIST Administration in this regard.
12. The student acknowledges that admission to WIST is on a yearly basis and that readmission for each new school year is based on satisfactory compliance with all academic and citizen requirements as outlined in the rules and regulations of WIST.

Personal Devotions

A consistent devotional life should be a top priority for all students at WIST. It is expected that each student will set aside times to meet with the Lord each day.

Christian Service

All students are expected to attend church regularly and be involved in Christian service. A brief report must be submitted monthly which will be graded as a pass or a fail.

Spiritual Emphasis

During one (1) week of each semester, nightly services are held for spiritual emphasis with a series of messages on the development of Christian life and character. Students are expected to make all necessary arrangements to be present for these meetings.

Dress Code

Given the tertiary level, cross-cultural and spiritual character of the institution, WIST reserves the right to define the reasonable Dress Code for its population. While specifics may not be outlined, the institution feels that a dress code based on subjective standards and interpretations may lead to undesirable extremes. It is therefore necessary that students be guided by the following advice:

1. Students should be neatly and modestly attired and groomed at all times.
2. Rubber slippers, under vest or curlers should not be worn in the main congregating areas: student lounge, library, classrooms, chapel and offices.
3. Students should be appropriately dressed for chapel, which should be a 'step up' from casual wear.
4. Close, body-fitting tights, pants, skirts, jerseys, blouses, dresses or shirts should not be worn on the campus. Tops must have sleeves and be long enough to cover the tops of pants or skirts when arms are upraised.
5. Skirts should not be worn that are more than one (1) inch above the knees when in a standing position.
6. Excessive hand, neck and facial adorning must not be worn on official school engagements: Graduation, Ministry Focus Day, School promotions. The Administration and Vice President, Student Affairs reserve the right to indicate the same to students.

Chapel

1. Students are expected to be appropriately attired for school chapel. (See Dress Code).
2. Students are required to attend at least 75% of all chapel services per semester as part of graduation requirements.
3. Students should regard participation in student led chapel and all-school chapel as very important.
4. Christian Service reports are to be submitted monthly by all students.

Classroom Sessions

All students are expected to adhere to the dress code guidelines and work towards maintaining clean and tidy classrooms.

Student Guidance

At the beginning of each semester, students are assigned to Spiritual Formation Fellowship groups which will be headed by an Advisor who is a member of Staff, in Christian ministry, or a senior student; and assisted by a student leader. This Advisor is available throughout the semester for Christian counsel and guidance, (see Spiritual Formation Handbook). Additional assistance may be given at other times, as it is convenient to the Advisor. The aim of the Fellowship groups is to provide spiritual and social support for students. Students are advised to make every effort to respond to notices from their group leaders.

Staff leaders will be there to support students in times of personal or academic difficulty, and, whenever necessary, will be involved in disciplinary matters involving students from their group. Contact between students and their Fellowship group leaders will occur formally at the monthly meeting, at the times of Student Reviews (see below), and informally over coffee or lunch. A meeting between a student and a Staff leader can be arranged as needed at any time.

Student Reviews

Leaders can also schedule review sessions with group members: An initial review during the middle to the end of September; a mid-year review before the end of January, and an end of year review during the final weeks of the semester.

School Functions

Students are required to attend school functions. Notice of such will be given during the school year. Students of the graduating class will be allowed to plan the graduation dinner/social for their year group. All students are required to attend the School's graduation exercises.

Employment

Employment opportunities will be posted on Bulletin Boards. Students who are non-nationals of Trinidad and Tobago must adhere to this country's immigration laws by refraining from engaging in employment during their tenure at WIST. They can, however, be involved in on-campus support services for which a stipend is paid.

Transportation

The school is responsible for transporting overseas students from their port of entry to the campus at the beginning of their tenure at the School. At any other time, there will be a fee charged for transport to or from these ports.

Student Health Information

All students are required to have accident insurance, and this is organized on a group basis by the School for a small fee paid by the student, annually. In addition, all students are required to complete a Student Health information card upon registration for their first term. The cards, which are kept on file to provide emergency information, are to be updated yearly at the first registration of the school year.

It is recommended that students establish a relationship with a nearby doctor of their choice, but the school has also made arrangements with a medical facility in proximity for emergency cases.

First Aid supplies for minor emergencies are available in limited quantities at the main campus in both male and female dormitories, the student lounge and in the staff room of the school. For other branch campuses, see a student representative, the Student Affairs personnel or designated individual for assistance. It is advised that students purchase their own medication as needed.

If there is a serious illness, injury or in an emergency that requires significant class absence, please notify the Registrar's office or designated personnel in branch campuses. See the Academic Catalogue for further information.

A certificate of excuse should be obtained from a physician and given to the Registrar or designated personnel, if the student is under a doctor's care. It is generally expected that students provide their own transport to visit the physician, except in cases of emergency.



RESIDENT LIFE

Welcome to the dormitories of the West Indies School of Theology.

Your roommate, your best friend, your classmate are all people you will meet by living in residence. Living in residence is not only fun but a great way to meet others and support your academic goals. Meeting new people, adjusting to Bible School, and living with others will be a lot of fun, but it can also be challenging at times.

Living in the dormitories provides an opportunity to learn from your peers. Students learn how to share a common space, negotiate with a roommate, understand and appreciate other cultures, manage time, appreciate different perspectives and understand what it means to be a part of a community.



Safety and Security

Behaviour that jeopardizes or has the potential to jeopardize the safety & security of oneself, others or the community as a whole is prohibited. All residents are expected to exercise caution and thus minimize the possibility of causing harm to self or others. For further instructions please refer to the Dormitories Rules and the Regulations Contract available online at www.wistef.com. In the event of an emergency, please refer to the emergency numbers posted on notice boards throughout the site.

Contact Information

For casual enquiries, call the WIST office: 868-663-1501; 868-662-0270;

Email

President's Office: pwistef@gmail.com;
Student Affairs: wiststudentaffairs@gmail.com;
Registrar's Office: wistacademic2009@gmail.com

Residence Halls

Personal Effects

Along with personal items, all resident students are required to provide their own bed sheets, blankets, pillow slips, bath and face towels, wash cloths, toilet paper and flashlights. Useful optional items to acquire would be a bedside rug, a desk lamp, mosquito net and a fan. Resident students are also responsible for providing all other toiletries and cleaning agents that are needed for their personal use.

Room Care

Students are expected to clean their rooms regularly at a standard acceptable to Student Housing Services to avoid issues such as pests, bed bugs, and irritants to others. For example, removing garbage in a timely fashion is required. Sheets and pillow slips must be used on the beds and pillows at all times, and no mattresses will be allowed on the floor. A final cleaning must be done before leaving the premises at the end of each semester.

Furniture and equipment must not be removed from room to room or from building to building unless permission is given from the Real Estate Coordinator. Cooking or heating units should not be used in the rooms.

Perishable food items should be stored in the kitchenette area of the lounges and not in the rooms. This would help to avoid infestation of pests. Noted infestations should be reported immediately to the Real Estate Coordinator.

Needed repairs of room furniture are to be reported to the Real Estate Coordinator. Lights must be turned off, if a student leaves his/her room. Extension cords must be limited to nine (9) feet, and be kept in good repair. All rooms are to be locked when the occupants of the room are out. Any loss of personal items will be solely the responsibility of the student.

Students are to cooperate with the staff assigned to clean shared areas of the dormitories by maintaining cleanliness in those areas. Lounges are to be maintained by a roster arrangement supervised by a designated student resident, and students are required to use water facilities wisely to avoid waste.

The following are prohibited:

1. The driving of nails and screws into walls, doors and furniture without receiving prior permission.
2. The pasting of stickers, pictures on the said surfaces.
3. Defacing the surfaces with markers or by scratching.
4. Ironing on beds or any surface that could be damaged.

Note:

A surety deposit will be paid at the beginning of the academic year. This will be returned to the student at the end of his/her sojourn at WIST, if the student has not damaged or destroyed any building fixtures, equipment or furniture.

Overnight Non-Resident Stay

Requests for overnight stay by non-residents must be made to the Real Estate Coordinator via the receptionist in the Administrative Office. Rooms will be provided based on availability. Payment of the required fee must be made in advance.

Please note that members of the opposite sex are not allowed in the residences at any time.

End of School Year

At the end of the school year, if students are vacating their rooms, they are to ensure that the rooms are cleared of personal belongings and cleaned before they depart. All dormitory keys must be returned to the Real Estate Coordinator before refunds can be made. Failure to return keys would result in additional charges being added.

Any damage found to the immediate premises will result in a confiscation of the surety deposit.

Space is provided for the storage of personal belongings for returning students, but the School will not accept any liability for said contents. Personal belongings should be secured and clearly labelled with a visible name and address.

STUDENT FEEDBACK

Student feedback plays an important part in WIST being able to meet the needs of one of its primary stakeholders. As a result, there are a number of avenues available to students to share their feedback, concerns and complaints at WIST. These are highlighted below:

Action Requests

Students can use the action request cards to lodge complaints/problems, concerns or improvement ideas related to the institution's systems, policies, processes and procedures. These action requests are especially important when things do not go as they should. Action requests are an integral part of WIST's quality management system and provide an opportunity for students to be part of the School's improvement process.

There are also suggestion boxes in the library and student lounges where students can place their general suggestions for improvements to these specific areas.

Student Needs and Satisfaction Assessments

There are regular systems in place for assessing the needs, experiences, and levels of student satisfaction, in order to improve services. WIST conducts a cross-campus student satisfaction survey annually to get feedback from students on the services provided and programmes that have been planned. Some of the areas covered through these surveys are the library, business office, student affairs, and student orientation. The survey results are circulated to all departments and members of the Administrative Committee, so as to enhance service provision and delivery.

Student Body Meetings:

General student body meetings are another avenue used to assess the needs and experiences of students. These meetings are held twice each academic year and are chaired by the President of the Student Council. The Vice President, Student Affairs/ Student Affairs Coordinator also attends these meetings, at which, students air their views concerning the school. The Vice President, Student Affairs/ Student Affairs Coordinator reports on the issues raised to the Administrative Committee.

President's Forum:

Twice a year, an all-school chapel session is given over to informal discussions between the student body and the President. Students are allowed to ask questions, make comments, state queries and concerns, and give suggestions regarding the overall functioning of the school. At the additional sites, these sessions are conducted by the respective Principals.

Exit Interviews:

At the end of each academic year, as the school prepares for the commencement exercises, all graduating students are interviewed by the President of WIS. Prior to the interview, each is given a questionnaire to be completed and the responses are used as a guide for this session. The responses are collated and evaluated by the President's office, discussed at the Administrative Committee level and consideration is given to recommendations made.

GRIEVANCE GUIDELINES

Grievance Policy

The grievance policy is included in the Appendices. WIST defines a grievance as a concern, problem or complaint, which alleges unfair or other impermissible treatment. It is the institution's policy to ensure that grievance procedures promote fairness and consistency in the treatment of individuals and reflect the relevant policy on equal opportunities and avoidance of discrimination. Demonstrable attempts must be made to resolve matters informally before formal grievance procedures are initiated. The person raising the grievance can be the alleged victim of unfair treatment or his/her representative.

It is necessary that students know the protocols for handling grievances and for making complaints regarding school-related issues. For concerns, complaints or feedback that are not classified as grievances please see the section above on Student Feedback. Grievances concerning the appeal of grades, will be addressed as outlined in the Academic Catalogue. However, for grievances concerning other matters, the following guidelines should be observed.

Grievance Procedure Guidelines

- Step 1: Submit a written report on the prescribed form, to the President of the Student Council Executive (SCE). Depending on the nature of the complaint it can be sent directly to the VP Student Affairs (VPSA) or VP Academic Affairs (VPAA). Please note that the grievance may be re-directed to the Student Council.

- Step 2: If the student is not satisfied with the outcome of the matter, he/she must document it on the form. The President of the SCE must forward it to the relevant VP not later than fourteen (14) days of its initial receipt. The student may request to meet with the relevant Vice President to discuss his/her statement.

- Step 3: The Vice President will seek to have the matter resolved. If the matter is not resolved to the student's satisfaction, VPSA or VPAA will refer the complaint to the Administrative Committee not later than twenty-one (21) days after receipt.



- Step 4: If not satisfied with the Administrative Committee's response, the student may request to meet with the Administrative Committee to discuss his/her statement.
- Step 5: If the student is still not satisfied with the outcome of the grievance or complaint, he/she can refer the matter to the Secretary of the Board of Directors of WIST, and subsequently to the Board of Governors of WIST, which is the governing body of the Pentecostal Assemblies of the West Indies (PAWI), the highest authority for the School.

Please note that all students must follow the normal channels of communication for grievances or complaints in accordance with the grievance policy. Refer to the Appendices.

DISCIPLINARY GUIDELINES

Overview

The School's disciplinary procedures act as a catalyst to engender good social interests and relationships. The aim of these procedures is to act as guidelines to deal with any behavioural problems, while their goals are intended to point students toward developing Christian responsibility, maturity and maintaining their Christian ethics.

The Disciplinary Committee, chaired by the Vice President, Student Affairs, is primarily responsible for disciplinary action. The committee also includes a faculty member and/or spiritual formation leader and a student council representative. If sufficient evidence is found to render a student guilty of an offence against the school's code of conduct, the matter is passed on to the Administrative Committee to administer discipline. Students have the privilege of appeal to the WIST Board of Directors, and to the WIST Board of Governors, if they require further input into the matter.

Disciplinary Action

Should the student violate the code of conduct, the following options will be pursued:

a. Confrontation of the Issue

The Vice President, Student Affairs informs the student of the accusations made against him/her. If he/she admits to the act in question, several options may be applied depending on the nature of the misconduct.

1. COUNSELLING -The Vice President, Student Affairs or an Advisor appointed by him/her discusses consequences and the probable rippling effects with the student.

2. NOTION - The student will be informed in writing of the seriousness of the act committed. A record of this will be placed on his/her permanent record, with his/her knowledge of this.
3. PROBATION - If the student continues in the inappropriate act, the student may be placed on probationary status and asked to sign a document stating that he/she understands and agrees to the said probationary period. The probation will be until the situation is resolved.
4. WITHDRAWAL -The student is allowed to voluntarily withdraw and may return when the sanction is removed.
5. SUSPENSION - The student is required to leave the school immediately and not allowed to return within a specified time.
6. EXPULSION - Having regard to the gravity of the charge, the Committee may expel the student immediately. He/she is not eligible to re-apply for admission until Administration deems it fit.

Investigation

Where the student denies or fails to admit guilt to the accusation, the Disciplinary Committee must investigate the matter to obtain evidence and witnesses. These must be formally recorded and may be used to incriminate or expel the accused.

In the event that the accusation is found to be true after investigations, the student is informed by way of documentation of the inappropriate act of which they have been determined guilty, and a notion is made on their permanent record, with their knowledge.

Options 3, 4, 5 and 6 above may be followed as the case may require.

The Administrative Committee will be informed of all proceedings during the investigation phase through documentation that should be signed and counter signed by the Disciplinary Committee and the President of the Student Council. These parties, upon determining guilt, may be free to make individual recommendations to the Administrative Committee, but the Administrative Committee will determine the final method of discipline appropriate for the act committed. The student will be formally notified of the discipline determined.

After investigations, should the student be found innocent of the accusations, he/she will be informed by way of documentation of the Disciplinary Committee's findings and officially cleared of all charges by the relevant parties.

b. Pastoral Involvement

The student's Pastor should be consulted. The Pastor should be informed of the accusation, the findings and of the disciplinary options. This is to keep the Pastor up to date with the procedures as they unfold.

Upon deciding the method of discipline, the Administrative Committee will formally inform the student's Pastor.

In addition, in the event that the findings prove the student to be innocent of the accusation, the student's Pastor should be informed. If guilty, no final disciplinary measures should be administered without the Pastor's prior knowledge.

c. Appeal

Students have the privilege to appeal the decision of the Disciplinary Committee. Such an appeal must be made in writing to the Secretary of the Board of Directors within thirty days of receiving the decision of the Disciplinary Committee and the Administrative Committee. During the period of the appeal, all other procedures will continue as outlined.

d. Re-admission

In the case of expulsion, students may only be readmitted, after a formal report of their character, has been received from their Pastor. In any case, students who have been expelled will not be readmitted under one (1) year.

e. Code of Conduct

The Code of Conduct, which is documented in the Student's Handbook, is sent to all students with their acceptance letter.

Students are strongly advised to carefully peruse and become familiar with the School's standards and procedures. At registration, students are required to sign a document indicating their knowledge of the requirements of the School, and their willingness to abide by same.

FINANCIAL MATTERS

See "The West Indies School of Theology Academic Catalogue" for detailed information on financial requirements and financial aid available to students.

ACADEMIC AID

Academic aid is available for students needing assistance from the Academic Aid Committee of the Student Council. Students can access this facility by completing an Academic Aid form and submitting to any member of the Student Council.



APPENDICES





WEST INDIES SCHOOL OF THEOLOGY EQUAL OPPORTUNITY POLICY

The West Indies School of Theology (WIST) is dedicated to equipping Christians to be godly servant-leaders for the fulfilling of the Great Commission. The institution has a culture that fosters respect for diverse backgrounds and perspectives in keeping with Christian values. As such, WIST is committed to understanding and practising non-discrimination and in providing equal opportunity to all persons without regard to race, sex, colour, disability, nationality, ethnic origin or age, as guided by the principles of the Bible.

WIST ensures that it does not discriminate in student admissions, staff and faculty employment or the administration of any of its programmes. Specifically that:

- An atmosphere is provided where students and staff through their behaviour exhibit respect and appreciation for each other.
- The criteria used for admission are not based on race, sex, colour, disability, nationality, ethnic origin or age.
- No student or member of staff is disadvantaged as a result of physical disability, although the current physical site and building layout may restrict individuals with particular disabilities.
- All staff appointments are filled by the best applicants based on professional criteria, experience and organizational fit irrespective of race, sex, colour, disability, nationality or ethnic origin.
- Students, staff and faculty may access resources according to need regardless of race, sex, colour, disability, nationality, ethnic origin or age.

Any form of discrimination by anyone within the institution is unacceptable.

The President of WIST is responsible for ensuring that this policy is adhered to. Any student, member of staff, parent or spouse who considers that there has been a breach in this policy should inform the President who will have the matter investigated.



WEST INDIES SCHOOL OF THEOLOGY GRIEVANCE POLICY

WIST is committed to fostering and maintaining an environment of mutual respect and professionalism.

The purpose of the policy is to ensure that staff, faculty and students have a means and opportunity to resolve concerns, problems or complaints, which are alleging unfair or other impermissible treatment. The policy also relates to conditions that adversely affect them.

The Grievance Policy may be used by persons who: (a) are enrolled or registered at the School; (b) were enrolled at the School during the preceding semester; (c) are on approved academic leave or other approved leave; (d) participated in a WIST-sponsored educational event at the time of the incident; or (e) are members of staff or faculty.

This policy requires that:

- Grievances are dealt with promptly and as near as possible to the point of origin;
- Grievance procedures promote fairness and consistency in the treatment of individuals, and reflect the relevant policy on equal opportunities and avoidance of discrimination;
- Demonstrable attempts are made to resolve matters informally before formal grievance procedures are initiated;
- The person raising the grievance must be the alleged victim of unfair treatment or his/ her representative;
- A fair appeal procedure is available;
- All staff, faculty and students be made aware of the procedure to be followed to address their grievances.

The President of WIST is responsible for ensuring that this policy is adhered to.



Quality Policy Statement

WIST is committed to maintaining a quality management system that ensures all programmes and services meet or exceed the expectations of our stakeholders. It is also our policy to maintain a process of continual improvement that is accomplished in part through diligent follow-up on stakeholder feedback, employee suggestions, internal and external audits and through management review of the quality system.

Quality Commitment

This Institution believes that:

1. Every member of the Institution shares the responsibility for quality and quality improvement.
2. Management through its own practices and standards will endeavour to lead by example. It will give complete commitment and allocate the necessary resources to the quality policies and programmes that are initiated.
3. Everyone has the scope to contribute to continuous quality improvement. Those taking initiatives will generate effective conditions for staff to participate creatively in the design, implementation and review of improvement activities.
4. We will compare our own performances with those of competitors and leaders in other sectors.
5. Quality processes and controls will be implemented in a systematic and planned way across the business and given consistent and thorough attention. Specialist quality management roles and systems will be clearly defined and reviewed regularly.
6. To be committed to quality processes and outcomes the focus must be on "getting it right first time" rather than "inspecting poor quality out " (when the poor quality has already occurred). Our aim is to satisfy our key stakeholders and develop the best operational relationships with our suppliers – external and internal.
7. The quality of support, interaction and achievement at every point in our supply chain is highly significant to success. Wherever practicable we will work in partnership with our suppliers, external and internal, as a natural adjunct to the quality policy.
8. Information, communication, education and training have leading roles to play in the implementation of the quality policy. To ensure that everyone is empowered to contribute, the policy, its practices and programmes will be disseminated and promoted widely internally and externally using a range of methods and media.
9. Assistance will be given to support the learning, education and training needs of staff at all levels so that they possess the competences and know-how: technical and social, for their role within the quality policy.
10. Implementation of the quality policy will be a specific and high priority agenda item for all management meetings and company briefings.



Introduction

The West Indies School of Theology (WIST) ensures the provision of a supportive teaching and learning environment that is pertinent and responsive to the needs of our students. We recognise that each student is unique and we are committed to providing academic and other support to ensure that each student is given an equal opportunity to succeed in their chosen programme of study.

Provisions

WIST demonstrates this commitment to supporting its students through the provision of the following services:

1. Orientation Sessions

Orientation sessions are conducted twice during the academic year to introduce new students to the School's officers and services. Information pertinent to students' life at WIST is provided at these sessions.

2. Academic Advising and Conferencing

All students are assigned an academic advisor and have access to academic counselling during registration and as required thereafter. Furthermore, academic conferences take place with all students who do not meet the minimum academic standards during their tenure.

3. Remedial English Support

Students who score below a fixed benchmark on the English Entrance Examination are required to complete a Remedial English course provided by the institution. Other students who exhibit English language deficiencies are also encouraged to complete the remedial course.

4. Bridge Student Support

Students who matriculate under the Bridge Programme are monitored on an ongoing basis and are required to meet with an assigned advisor at least once each semester to ensure adequate assistance is provided where required.

5. WiFi Access On Campus

Students may access the internet while on campus through the wireless internet service provided.

6. Computer Access

Electronic devices are available for student use while on campus at designated locations.

7. Counselling Services

Students have access to counseling services to assist them in dealing with issues that may produce emotional or mental stress, through the Vice President, Student Affairs or the site Student Affairs Coordinators. Agreements are also maintained with professional counselling service providers for the referral of students who need additional help.



8. Medical Services

Each student is required to complete a health assessment prior to enrolling at WIST. This should certify that the individual is able to undergo the rigour of studies at post-secondary and tertiary levels. The school also provides a range of medical services to students:

- First Aid Kits: In the event someone becomes ill or has a minor accident, first aid kits are conveniently located at designated locations on the campuses.
- Access to Medical Care: WIST has agreements with external medical service providers in each location to attend to students in cases of emergency.
- Accident Insurance: Students are covered under a group accident insurance policy, and, there is also a sum paid to their estates in the event of accidental death while on school property or school assignment.

9. Student Representation

Students are represented by their peers on the student council executive, which is responsible for student governance and on key school committees. These include: Curriculum Review Committee, Disciplinary Committee and the Student Affairs Committee. The Student Council is the first point of contact for highlighting students' opinions and issues, and addressing student grievances.

10. Spiritual Formation Groups

Support for students' spiritual development is provided by their participation in Spiritual Formation Groups. Each year, students are linked to spiritual formation fellowship group leaders, who are either faculty, staff members, or senior students. These advisors are available during this period for personal, spiritual, and social counsel and guidance. Leaders are encouraged to refer students for additional guidance counselling, if necessary.

11. Academic Aid Committee

Academic aid is available through the Student Council which can be accessed by completing an Academic Aid Form. An assigned faculty member is also available to provide assistance via workshop/discussions on formatting and other research related topics, at least once each semester.

12. Family Support

Students are encouraged to invite their spouses and family members to school social events. In addition, seminars and awareness sessions geared to engender spousal support are conducted annually.

13. Financial Aid

Several scholarships and grants are available to qualifying students. These are listed in the Academic Catalogue along with the requirements to access them. The Financial Aid Committee of the student council also periodically raises funds to assist deserving students.



14. International Student Support

Support is provided to international students from the moment of admission. They are advised on the immigration requirements, things required to make their stay comfortable and available living accommodations. Students are also greeted at the port of entry by a representative from the Administration and provided with transportation to the school. Thereafter, a designated individual accompanies students to the immigration office for initial visa processing and ensures that students receive required letters and other documentation from WIST for subsequent visits.

Details of all the support services are outlined and readily available to students via the orientation sessions, the Academic Catalogue, the WIST Student Handbook, the WIST Spiritual Formation Handbook, and on the School's website.



Serving the World