



# ALASKA BIBLE INSTITUTE

1295 Mission Road • Homer, AK 99603 • (907) 235-8648 • [alaskabible.org](http://alaskabible.org)

## Student Handbook

Welcome to Alaska Bible Institute! It is our joy and privilege to begin a spiritual, academic, and discipleship relationship with each and every student joining us. A key aspect to life at ABI is our agreement and goal to live together in a loving community, founded on the Word of God, and to strive to be a positive influence on one another toward Christlike living. As such, we hereby establish various provisions and requirements between each student and ABI.

It is the responsibility of each student to know, understand, and abide by all provisions, policies, requirements, and guidelines in this Student Handbook.

Revised and approved: 8/16/2023

## Table of Contents

<b>Academics</b>	<b>pg. 1</b>
<b>Student Life</b>	<b>pg. 7</b>
<b>Community Guidelines</b>	<b>pg. 9</b>
<b>Corrective Action</b>	<b>pg. 12</b>
<b>Finances</b>	<b>pg. 12</b>

# Academics

Alaska Bible Institute uniquely couples theological instruction with intensely practical ministry expertise from Christian leaders, teachers, pastors, and theologians from a wide range of gospel-focused, Christ-centered theological backgrounds. The curriculum, educational philosophy, and atmosphere are unique in that they are practically oriented and academically rigorous. With the Bible as our primary textbook, students become intimately familiar with Scripture. Graduates leave with the skills and understanding to apply the Gospel to their every-day lives.

## A. BIBLICAL STUDIES PROGRAM

- In order to graduate from ABI's *Biblical Studies Program* with a *Certificate in Biblical Studies*, a student must complete both the first and second-year courses with a combined grade point average (*GPA*) of 2.0 and pass all courses (see the Academic Standing Policy). Students may retake courses with low grades in order to graduate.
- The number of credits for courses is based on the number of class hours per week.
- The fulfillment of *Student Ministry* hours is required for all full-time students and for part-time students seeking to graduate from the *Biblical Studies Program*. *Student Ministry* is considered a two-credit lab course that is a regular part of the school curriculum. Eight Student Ministry credits are required to graduate from the *Biblical Studies Program*.

## B. CHRISTIAN MINISTRY PROGRAM

- *Prerequisite: Graduate of Biblical Studies Program*
- In order to graduate from ABI's *Christian Ministry Program* with a *Certificate in Christian Ministry*, the student must receive a passing grade, completing the year of study with a grade point average (*GPA*) of at least 2.0 and passing all courses (see Academic Standing Policy). *Elective credits are included when calculating the GPA.*

## C. GRADE SCALE

A = 100 - 92

B = 91 - 83

C = 82 - 74

D = 73 - 65

F = Below 65

## D. ATTENDANCE

Attendance at each and every class is critical to the success of all students and to the success of ABI's overall program. Absences are extremely detrimental to students who miss class as well as to every other student. Students are expected to be present, to be punctual, and to be attentive. This attendance policy applies to all classes and required events.

While all classes are equally important, the first and last week of each semester is especially critical and cannot be missed. Orientation days are not to be missed, and holiday breaks are not to be extended for any reason.

<b>Absences</b>	<p>To ensure course integrity, the maximum number of absences allowed is one per credit hour (i.e., two-credit courses allow for two absences; three-credit courses allow for three absences).</p> <ul style="list-style-type: none"><li>• Each absence exceeding this maximum will lower the overall course grade by 3% for every missed class hour for 2-credit-hour classes, and 2% for every missed class hour for 3-credit-hour classes.</li><li>• Students are required to attend class regardless of the number of absences incurred.</li><li>• All absences count against the number of absences allowed.</li><li>• The intent of allowed absences is to provide students time off for sickness, emergencies, or planned events.</li><li>• It is the student's responsibility to manage his/her absences with wisdom and discretion.</li><li>• <i>It is the responsibility of the student to communicate all absences to the instructor and to talk to his/her instructor about missed work or information.</i></li></ul>
<b>Excessive Absences</b>	<p>Absences totaling 30% of the total class hours will result in the student failing the missed class(es) or exercising the option of applying to the Registrar for a change of status to "Withdraw Passing" or "Withdraw Failing" for each class affected. Students are required to attend class no matter the number of absences incurred.</p>
<b>Exemptions</b>	<p>If unexpected circumstances (e.g., extreme illness, death in family, etc.) have caused excessive absences, the instructor, at his/her discretion, may grant an exception to the grade reduction.</p>
<b>Makeup Work</b>	<p>The opportunity to make up an assignment or test is at the discretion of the instructor.</p>
<b>Leaving Early</b>	<ul style="list-style-type: none"><li>• Students are expected to be in attendance for the full duration of each class.</li><li>• Leaving the classroom while class is in session is not acceptable and will be recorded as a late or an absence at the discretion of the instructor.</li><li>• Illnesses or medical needs requiring more frequent breaks from class are to be communicated to each instructor by any student with special needs at the beginning of the semester or as soon as possible after a need develops.</li></ul>

<b>Tardiness</b>	<ul style="list-style-type: none"> <li>• The instructor will determine whether a student's late arrival to class is considered a "tardy" or if the time missed should be regarded as an absence.</li> <li>• Two late arrivals are the equivalent of an absence.</li> </ul>
------------------	--

## E. STUDY HALL

- Attendance at study hall is required for students failing class(es). A student failing a class will be expected to attend study hall each week until failing grades are raised to a passing level. See the Academic Standing Policy.
- If a student is in danger of failing a class, instructors may, at their discretion, require a student to attend study hall with specific homework or study topics assigned.
- Periodically through the semester special topics may be scheduled during study hall periods with regular or guest speakers. Attendance will be required at any specially scheduled period. Special topics will be announced at least one week in advance unless extenuating circumstances prevent pre-scheduling.

## F. USE OF ELECTRONICS

All students who wish to connect to the ABI WiFi or any electronic provision must read the Computer Use Policy and sign the Computer Use Policy Acknowledgement form, available on CSIS.

The use of electronic devices (laptops, tablets, smart phones, etc.) are permitted in the classroom for class purposes only unless prohibited by the instructor.

All cell phones must be turned off during class or placed in a state where no personal communication is possible. Students must instruct family and friends to call the school office in case of emergencies during class hours.

**G. Food and Drink:** Beverages are permitted in the classroom but food is not.

## G. PERSONAL ITEMS

Students are not to leave personal items in the classrooms after class hours are done for the day (noon).

## H. MISSION TRIPS

Mission trips are a priority at ABI and are considered part of the ABI program, so students are regarded as “present” if they participate in an ABI mission trip while classes are in session.

<p><b>Eligibility</b></p>	<ul style="list-style-type: none"> <li>• In order to participate in an ABI mission trip, students must be current on their school bill, passing all classes, and must discuss the trip with all affected instructors before the trip.</li> <li>• Academic and financial standing will be cleared through the main office.</li> </ul>
<p><b>Continued Eligibility</b></p>	<ul style="list-style-type: none"> <li>• The student must have a passing grade in each class AND an overall 2.0 GPA at the time the trip is made available for sign up. Both must be maintained through the date of the trip.</li> <li>• This is a status known as “continual readiness” and is a common designation for events or activities requiring conditions to be met.</li> <li>• It is the student’s responsibility to maintain his/her qualifications for participating in a mission trip.</li> </ul>
<p><b>When Class is in Session</b></p>	<ul style="list-style-type: none"> <li>• If a mission trip is scheduled during regular school days, instructors must agree to the student’s participation and inform the student of any homework requirements, make up assignments, and deadlines for making up any missed work.</li> <li>• Each student participating in a mission trip will need a signed document from each affected instructor stating that the student meets the academic requirements for the trip and has received all necessary information regarding class sessions to be missed.</li> </ul>

## I. ACADEMIC ACCOUNTABILITY

ABI promotes Christian discipleship through a variety of learning experiences. Alongside the learning occurring by virtue of living in a Christian community, a primary source of instruction results from the study of the Bible in the classroom setting.

<p><b>Academic Progress</b></p>	<ul style="list-style-type: none"> <li>• Academic progress will be evaluated on a regular basis according to the provisions of the Academic Standing Policy.</li> <li>• Students failing any course will be required to attend study hall until their grades are sufficiently improved.</li> </ul>
---------------------------------	--

<b>Late Assignments</b>	<ul style="list-style-type: none"> <li>• Any assignment not turned in at the date and time determined by the instructor is considered late.</li> <li>• Accepting late assignments is at the discretion of the instructor. Students will be accountable for the provisions and requirements of each class syllabus.</li> </ul>
<b>Resident Students</b>	<ul style="list-style-type: none"> <li>• Full-time resident students are required to take the full schedule of classes.</li> </ul>

## J. PLAGIARISM

Plagiarism is presenting words, ideas, or expressions of another as your own, or *improperly citing a source*. Failing to give proper credit is violating the intellectual property rights of the original author and will result in disciplinary action, up to academic dismissal.

<b>Citations</b>	<ul style="list-style-type: none"> <li>• For any written work requiring the research and usage of any material other than the student’s own original composition, proper citations and references must be given using MLA guidelines.</li> <li>• The <i>body</i> of the paper must follow the guidelines given by each instructor, but all written work <i>must</i> follow MLA for citations and references. See “MLA Guide” below.</li> </ul>
<b>Artificial Intelligence Policy</b>	<p><b>Responsible and Ethical Use:</b> Users of AI tools must exercise responsible and ethical conduct, refraining from any form of academic dishonesty, plagiarism, or other unethical behavior. AI should be used as an aid to enhance understanding and learning, it can not replace critical thinking and personal effort.</p> <p><b>Citation of AI-generated Content:</b> Students must cite the sources generated by the AI tool. When using AI to generate sources, students should request the AI to provide the sources it has utilized and include them along with the AI source in their citations.</p> <p>It is required that students go to these sources and confirm that the sources are legitimate and that the content and author are real.</p> <p><b>Academic Honesty:</b> Students are expected to maintain academic integrity by avoiding any form of plagiarism. Using AI to write assignments, research papers, or any other scholarly work on behalf of the student is considered plagiarism.</p> <p>Failure to comply with this policy may result in disciplinary action, as outlined in ABI's existing policies on academic integrity. The severity of</p>

	the consequences will depend on the nature and frequency of the violation.
<b>Declaration</b>	<ul style="list-style-type: none"> <li>• As part of acknowledging the student’s understanding of the need for proper citations, every written work requiring research and usage of any material other than the student’s own original composition must include the following declaration as a separate, signed page, attached to and turned in with the assignment:</li> </ul>

<b>MLA Guide</b>	<p>For an updated MLA guide visit <b>alaskabible.org</b> and navigate to <b>MyABI</b>. On the <b>MyABI</b> page, click the link to Student Resources (you will be at <a href="http://www.alaskabible.org/resources/">www.alaskabible.org/resources/</a> ). There are three links on that page:</p> <ol style="list-style-type: none"> <li>1. “More Resources” – connects to Purdue University’s Online Writing Lab (OWL) with a vast amount of information related to writing, MLA guidelines, and proper citations.</li> <li>2. “Citation Machine” – links to an online citation generator, making it very easy to ensure that proper citations are created and used in papers. Students need to make sure that the proper type of source is selected (book, journal, web site, etc.) and that the correct citation guidelines are selected (MLA and not APA, Chicago. or others).</li> <li>3. “Plagiarism Activity” – directs to a 10-question quiz about plagiarism. Students are encouraged to take the quiz for an eye opening lesson on what is or is not considered plagiarism.</li> </ol>
<b>Student’s Responsibility</b>	It is the student’s responsibility to cite properly all sources used in any paper submitted for classes. Help is available if needed, so students are encouraged to ask instructors for guidance if there are any questions about written assignments.

## K. Full-time and Part-time Registration

All full-time students are enrolled in their classes according to their program (Biblical Studies or Christian Ministries) and are required to take all classes for credit. To change classes or adjust registration, contact the Registrar at [registrar@alaskabible.org](mailto:registrar@alaskabible.org).

Spouses of full-time, on campus students must take a minimum of four credit hours per semester. They may choose to use the 2-credit ministry hours lab toward this

requirement, so long as those hours are accrued on campus.

## L. CampusSIS

As stated above, ABI uses CampusSIS (CSIS) as our system of record. All classes in which students are enrolled are accessible by logging into the system. It is the student's responsibility to check CSIS frequently for assignments, grades, and other information. Not all instructors use the system in the same way, so students must check their classes and then discuss any questions with their instructors. At minimum, students will be able to check grades for assignments throughout each semester.

## STUDENT LIFE

The uniqueness of our small campus allows for one-on-one discipleship with the staff and faculty as well as living in a close Christ-focused community of believers. Those who desire to go into full-time ministry will find the training received at ABI to be practical, relevant, and transforming. At ABI, we are a family. The relationships students build here shape their lives for years to come.

### A. MORNING DEVOTIONAL GUIDE

<b>Purpose</b>	Led by students, Morning Devotions are a time for the encouragement and edification of the ABI community. Although style and content of the devotion are unique to the individual, they should generally consist of timely personal testimonies or personal insights focused on what God is doing in the life of the student.
<b>Guidelines</b>	Morning Devotions provide students with opportunities to wait upon and trust the Lord. It is an exercise requiring Bible reading, meditation, prayer, and soul-searching in an effort to minister to others in a clear and concise manner. This is not a time for doctrinal soapboxes. The use of media (slides, photos, music) may be allowed if permission is obtained by the Dean of Students ahead of time.
<b>Schedule</b>	An up-to-date Morning Devotions schedule is located on the <i>Student Life Board</i> outside the school office. Each student is accountable to know the day(s) they are assigned to share. If a student is unable to present on the assigned day, the student is responsible to arrange trading days with another student and to <i>obtain staff approval</i> prior to the assigned day.
<b>Participation</b>	All full-time students are required to participate. Part-time students are highly encouraged to share devotions and should communicate availability with the Dean of Students.



## B. STUDENT MISSION TRIPS

One of the great opportunities students have at ABI is to join mission teams to native villages in rural Alaska. The trips available will be announced early in the year, and all students will have the opportunity to sign up if they are eligible.

<b>Cost</b>	Student mission trips are outside of ABI's room and board fees. Students can pay this fee themselves or set up an account with AVM to receive donations towards their missions trip.
-------------	--

## C. STUDENT MINISTRY PROGRAM

Each believer has been given specific gifts, talents, and passions to steward. The *Student Ministry Program* aims to establish a pattern of service and ministry in the local church body. It provides the student with opportunities to grow in the ability to genuinely minister to the needs of others while learning to work within a team environment.

<b>Time Commitment</b>	Student Ministry is a two-credit lab course, and students are expected to spend an average of two hours per week (minimum 30 total hours per term) involved in the ministry of their choice. A record of the activities and time spent serving is required. Time sheets are available in the office and in CSIS.
<b>Grades</b>	Evaluation of the student's participation will be based on attitude, effort, the ability to work with others, fulfillment of assigned tasks, prompt attendance at all ministry meetings, and quality of work. Completed and signed timesheets for ministry hours must be turned in to the <i>Student Ministries Supervisor</i> each month, or uploaded to CSIS.
<b>Biblical Studies Students (2<sup>nd</sup> Year)</b>	One half of student ministry hours (15 of the 30 total hours required each term) must be served through the home church the second-year student has chosen.

## D. PRAYER & PRAISE

*Prayer & Praise is a central element of the ABI experience.*

- It is a time to come together to praise God for what He is doing in our lives and to share prayer needs so we may partner in praying for one another.
- For the benefit of the ABI community, all full-time students are required to join this time of worship and prayer.

# COMMUNITY GUIDELINES

Living together with others is deeply rewarding although it is not without challenges. Agreeing to live by a set of “house” rules helps minimize these challenges, protects each individual, and facilitates an environment of discipleship and growth. As in any family, at

ABI we each do our part to make the campus function in the healthiest way possible.

## A. GENERAL CAMPUS GUIDELINES

<b>Banned Substances</b>	The use of alcohol, tobacco, marijuana, illegal drugs, and pornography are prohibited while residing at ABI.
<b>Facilities</b>	No alterations are to be made to the buildings except by permission from <i>Apartment Supervisors</i> . Please inform the <i>Maintenance Supervisor</i> of any repair needs.
<b>Firearms</b>	Firearms left in vehicles must be unloaded, concealed, and the vehicle must be locked. Recreational use of firearms on ABI property is not allowed.
<b>Guest Meals</b>	Guest meals are available in the <i>7 Loaves Café</i> for a fee of \$10/meal. The <i>Executive Chef</i> must be informed at least one day in advance.
<b>Maintenance Shop</b>	In order to use the shop you must complete the shop orientation and have approval from the <i>Maintenance Supervisor</i> . Fees may apply. <i>Children are not permitted in the shop unless directly supervised by a parent.</i>
<b>Media</b>	Students will avoid media or events that contain nudity, excess violence, excess profanity, excess sexual content, or any rating higher than PG-13 or Teen. Exceptions must be approved in advance by the Dean of Students.
<b>Personal Property</b>	Personal items are to be kept in the student’s dorm room or apartment. See <i>Housing/Maintenance Staff</i> before storing items on campus (vehicles, trailers, tires, etc.).
<b>Pets</b>	Student pets are not allowed on campus.
<b>Quiet Hours</b>	<b>10:00 pm to 7:00 am (seven days a week)</b>
<b>Speed Limit</b>	10 mph entire campus - <i>please be mindful of children!</i>
<b>Trash</b>	Garbage is to be bagged and tied before being placed in the dumpster.
<b>Fish and</b>	No fish or animal processing on campus. The shop may be used in

<b>Game</b>	special circumstances with prior permission from the Maintenance Supervisor.
<b>Vehicles</b>	Licensed drivers are limited to one legally working and insured vehicle on campus at a time. <i>Use of motorized recreational vehicles (four wheelers, motor scooters, etc.) on campus is prohibited.</i>

## B. DORMS

<b>Appliances &amp; Cooking</b>	With the exception of coffee pots or electric water boilers, no appliances or cooking is allowed in dorm rooms. Mini fridges are allowed with permission from the Dean of Students.
<b>Away Overnight</b>	Students who plan to be away from campus overnight must notify the Resident Assistant (RA) in writing prior to the absence.
<b>Bedding</b>	ABI bedding is not to be removed from the dorms.
<b>Burning/ Flames</b>	No incense, candles, or flames of any kind is permitted in the dorm.
<b>Curfew</b>	<b>11:00pm Sunday-Thursday 1:00am Friday &amp; Saturday</b> Dorm students must be in their assigned areas by curfew.
<b>Firearms</b>	Any student in good standing is permitted to store firearms in their dormitory room. The student must keep the firearm unloaded, with a bolt or trigger lock in the firearm, and the firearm locked in an FAA approved carrier. Students may not take the firearm out of the carrier on ABI property.  Each student seeking permission to store a firearm in the dormitory must meet with the Director of Operations to be briefed and sign a release form.
<b>Sanding and Shoveling</b>	Sanding and shoveling are to be completed before 8:00am. If you are unable to take your turn, you must find a replacement.
<b>Furniture</b>	Dorm furniture is not to be moved from the assigned room.
<b>Maintenance</b>	Dorm rooms and common areas are to be kept neat and orderly.
<b>Overnight Guests</b>	Students must request permission from the Dean of Students prior to having overnight guests on campus. See Finance section for fees and details.
<b>Property of 7 Loaves Café &amp; Kitchen</b>	7 Loaves Café and Kitchen cookware and supplies are not to be used without the permission of the Executive Chef. No dishes, glasses, or utensils are to be taken from the café.

<b>Quiet Hours</b>	<b>10:00 pm to 7:00 am (seven days a week)</b> Laundry facilities, vacuum, etc. should not be used during <i>Quiet Hours</i> .
<b>Summer Storage</b>	<b>Returning students</b> may store items over the summer in boxes that are ready to be mailed. Security deposits will be held to cover return shipping costs. Items left beyond six months become ABI property.

### C. APARTMENTS

<b>Condition of Unit</b>	Apartment students are responsible for the condition of their unit.
<b>Housing Checks</b>	Maintenance checks may be scheduled to ensure proper care and upkeep.
<b>Furniture and Appliances</b>	Apartment furniture and appliances are the property of ABI and should not be moved in or out of the units without first notifying the <i>Apartment Supervisor</i> .
<b>Firearms</b>	Apartment students must disclose to the <i>Director of Operations</i> if they will be keeping firearms on the premises to discuss a safety plan.

### E. CHURCH SERVICES

<b>Attendance</b>	Faithful attendance is required at Sunday services of a local Christian church.
<b>Commitment</b>	Full-time students must commit themselves to a church within six weeks of the start of the school year.

### F. MODESTY, DATING, & MARRIAGE

<b>Clothing</b>	<p>Students must appear neat and modest in classrooms and common areas. A common area is any place on campus other than your apartment or dorm room floors (e.g., the dorm lounge, shared laundry areas, gym, etc.).</p> <p>Inappropriate clothing includes (<i>but is not limited to</i>):</p> <ul style="list-style-type: none"> <li>• pajamas</li> <li>• exposed undergarments</li> <li>• exposed cleavage</li> <li>• excessively tight clothes</li> <li>• clothing exposing skin in the midsection or thighs</li> </ul>
-----------------	---

<b>Where two or more are gathered :D</b>	Students may not visit homes/apartments ( <i>on or off campus</i> ), the prayer room, or the gym with members of the opposite sex ( <i>married or single</i> ) without another adult present.
<b>Dormitory</b>	Students may not enter the dormitory or balconies of the opposite sex.
<b>Public Displays</b>	Public displays of affection (those that stimulate physical passion: cuddling, kissing, rubbing, etc.) are not permitted.

Scripture teaches “*that each of you should know how to possess his own vessel in sanctification and honor, not in passion of lust, like the Gentiles who do not know God.*”

1Thessalonians 4:4, 5 (NKJV)

Young men are instructed to “*exhort ... younger women as sisters, with all purity.*” 1 Timothy 5:1,2 (NKJV)

We believe that God has established marriage as a lifelong, exclusive relationship between one man and one woman and that all intimate sexual activity outside the marriage relationship is, whether heterosexual, homosexual, or otherwise, immoral and, therefore, sin. All students are required to sign the AVM/ABI Student Sexuality Policy Agreement, which is part 6 of the Student Application.

## CORRECTIVE ACTION

ABI has structured its disciplinary structure around the biblical model outlined in Matthew 18. Corrective Action can consist of several steps, depending on the severity of the offense. This can include a series of meetings with staff members or an immediate meeting with the President to discuss potential expulsion.

## FINANCES

Our desire is to provide the opportunity for anyone to study God’s Word. Free tuition and affordable on-campus housing (dorm or family apartments) enable you, at any phase in life, to receive a Biblical foundation. As responsible stewards, our financial department will work to help students keep on track with their financial obligation, encouraging them to invest their time and resources in a Biblical manner.

### A. FEE SCHEDULE

Fee	Due Date	Details
-----	----------	---------

<b>Security Deposit</b>	Prior to arriving on campus.	Equal to one month's housing fee may be refunded when the premises are vacated, provided the care and cleaning of the student housing facility is completed satisfactorily.
<b>First Month</b>	Before first night on campus.	

<b>Monthly Dorm Fee</b>	First of each month	<b>\$900/month</b> Includes room and board (breakfast, lunch and dinner meals) five days a week. Additional meals are the student's responsibility.
<b>Monthly Apartment Fee</b>	First of each month	<b>\$825-\$950/month</b> Includes furnished apartment and utilities. Apartment fees are based on the size of the apartment.
<b>Part-time/Auditing Student Fees</b>	Before classes begin each semester	<b>\$40/credit hour</b> Assessed per credit hour for the use of our facilities by students who live off campus.
<b>Off-Campus Full-time Students (Interns)</b>	Before classes begin each semester	<b>\$40/credit hour</b> Full-time students and interns who live off-campus (exemption must be applied for and approved) will be charged the same rate as part-time students. • One semester=\$480 • Two semesters (full school year)=\$960

Student housing bills paid in full (by cash or check) within two weeks after classes begin will receive a \$200 discount.

## **B. DELINQUENT STUDENT PAYMENT POLICY**

<b>1.</b>	Students who fail to make a payment within the first five days of the month will be contacted by a staff team member.
<b>2.</b>	Students who are one month delinquent on their payments will meet with the <i>Corrective Action Committee</i> .
<b>3.</b>	Students who are two months delinquent will be removed from campus.

**C. APARTMENT GUESTS**

Please inform the *Apartment Supervisor* of overnight guests.

<b>Immediate Family Guests:</b>	2 weeks free	After the second week: \$10 per person/night (age 12 and older)
<b>Other Guests:</b>	\$10 per person/night (age 12 and older)	Two- week maximum stay
<b>Exceptions:</b>	Exceptions will be considered on a case-by-case basis.	

**D. DORM GUESTS**

The *Dean of Students* must be notified prior to overnight guests visiting the dorms.

<b>Guests:</b>	\$3/person per night  1 week free for immediate family  Two-week maximum	This includes all other guests staying in the student’s dorm room.  The Dean of Students must approve all dormitory guests.  Guests are expected to abide by the ABI Student Handbook. The guest’s host is held responsible for the guest’s actions in this regard.
<b>Exceptions:</b>	Exceptions will be considered on a case-by-case basis.	

ABI Office)

<b>Copies:</b>	\$0.10/ page or side
<b>Shop:</b>	See <i>Maintenance Supervisor</i>
<b>Storage Fee:</b>	\$20 per month each vehicle; 4 month maximum See <i>Maintenance Supervisor</i>

**E. SUPPORT & GIVING**

Living in a community provides an opportunity to observe the needs of others. Students may leave financial gifts in the ABI office noting where the money should be applied (student, staff, specific ministry, etc.). IRS guidelines may or may not allow for a tax-deductible gift. If you have questions, check with the *Office Manager*.