



IMPORTANT GUIDELINES FOR THE HOME MISSIONS (INMATE) PROGRAMS

Please read the following carefully. It is most important that you clearly understand these guidelines relating to our Home Missions (Inmate) Degree Programs.

The guidelines for the program have been included with the application forms, and students must sign that they understand that there are no guarantees that credits will be accepted or transferred to other institutions, nor do we guarantee job placement.

Kings Word Academy (KWA), International College of Bible Theology (ICBT) and Midwest Seminary of Bible Theology (MSBT) are not registered with the Federal or State School systems. We are a private institution. As such, we are not covered by any State or Federal funding, or private endowments. The Home Missions Program is not an entitlement program such as may be provided by State and Federal government. As a voluntary program on the part of the Church and Christian Community, we are not obligated to provide this. Again, this is strictly a voluntary Home Missions Program.

Program funding is through donations from Churches and the Christian Community. KWA, AMT and ICBT have felt a call to help provide secondary (high school) and Bible College course work to Home Missions (Inmate) students.

There is no charge for tuition or course material; however, there is a non-refundable application fee of \$50.00 and an appropriate graduation fee for the various degrees. This is strictly to undergird the costs of the program and in no way covers the total costs which are thousands of dollars per year. All grading is done by volunteers, most being senior citizens and these continue to dwindle yearly. Any donations from the students towards the shipping and handling of courses is very much appreciated, and we thank those, who over the years have contributed. We ask that where possible, other students consider helping with the cost. Sometimes families or friends will help with this.

We are sending this memo to clarify our guidelines, as there seems to be a misunderstanding of what we provide. For 20 years various forms of these guidelines covering these items have been sent out. Of the hundreds of students we serve, we receive many letters of appreciation and excellent work, for which we are truly grateful. Our thanks go out to the many who follow the guidelines and give no problems whatsoever. However, just as in any sector, there are always the few who seem to misunderstand what is required. Here are the problems that continue to occur even though the guidelines have been sent out numerous times.

- **No phone calls will be accepted:** Under no circumstance can we make any information available to friends OR relatives of the students by phone, not even as to whether they are in the program or not! This would be a violation of the Federal Privacy Act. The only time we send anything to anyone other than a student is after graduation, when we

have to mail out official certificates and transcripts. (See point below “Concerning Official Documents”) Please do not ask your family or friends to make calls, send mail or email to us on your behalf! We absolutely do not accept calls or other forms of communication from correctional facilities, with the exception of a Chaplain or Educational Coordinator/Director.

- **We receive repeated letters and phone calls, some within 3 days of each other, demanding course work.** During the 3 months of summer we are partially closed and operate with a limited staff and with limited funds. There are also very few volunteers available to grade the course work. Unfortunately, we sometimes receive harassing letters and calls which have caused some volunteers to stop their services. Please do not send repeated letters, emails and/or phone calls making various demands. This kind of communication will not help the situation or change the timeframe needed to mail the course work to students.

We do understand a student’s frustration if they have not received course work or grades back within 6 weeks to 60 days. If this is the case, please send us a short note which explains the situation and we will do our best to look into it as soon as possible. Please understand that we are often overwhelmed with work and sometimes it may take a while for us to get to it.

- **When inmates are transferred:** Many times inmates are transferred and only send us the information long after the fact. Since facilities do not forward packet media mail, it is returned to us at our cost. We have no control if mail does not reach its destination once we have mailed it, or if delays occur in the facility’s mail room. The same is true if a student sends their work to us and we do not receive it. Neither they nor we have any control over the mail after it has been sent. If your work is lost or does not arrive, it will be necessary for you to repeat the course.
- **Concerning Official Documents:** We do not send official documents to the inmates in correctional facilities for the following reasons: Some were placed in the inmate’s personal property locker but the inmate was not allowed to see them or have access to them. Others were lost in the mail, some were recorded as received by the institution but the inmate never received them, etc. Each set of these documents costs up to \$50 to replace! Upon graduation, we MUST receive the name and address of a friend or family member to whom we can mail the official documents. These documents must be signed for upon receipt. Without a current address of a family member or friend, we cannot send out the documents. All inmates must send a letter to the Home Missions Office giving the name and address they wish to use, including permission for us to send their documents to the chosen person.
- **Completed College Work:** A separate essay is required for each course. This is aside from essay or paragraph questions in the homework, quizzes or exams. Credit will not be given if the accompanying essay is not included with the course. Do not be hasty in writing the essay, and do not fill it with written out scripture.

- **The Adult High School Program** is provided to Home Missions students to help them increase their knowledge. Many colleges, technical school and employers have accepted our credits, but we make no guarantees that all will. The objective is that the program would assist students in their choice of secondary education which in most institutions is called continuing education.
- **Due to all the continued problems** that we have listed, as well as increased costs and dwindling volunteer assistance, we are reaching a point of limiting the availability of these programs.

Please follow the guidelines so that all students who are enrolled in the program will be able to complete their course work without difficulty. We feel this is very important. We do want to help and we pray for all the students.