

STUDENTS HANDBOOK



Revised Edition 2025

TABLE OF CONTENT

i	Welcome
ii	Message from the President
iii	Our History
iv	Mission Vision
v	Goals and Objectives
vi	Faith
vii	Values
viii	Education

WELCOME TO

BAPTIST VOICE BIBLE COLLEGE



Welcome to Baptist Voice Bible College! We are delighted to have you join our community of dedicated learners and spiritual seekers. At Baptist Voice, we are committed to providing a Christ-centered education that equips you for both personal growth and effective ministry.

As you embark on this academic journey, we encourage you to immerse yourself in the vibrant campus life, engage with our experienced faculty, and build lasting relationships with your peers. Your time here will be marked by rigorous study, meaningful worship, and opportunities for practical ministry. We are here to support you every step of the way. May your experience at Baptist Voice Bible College be transformative and enriching, preparing you for the path God has set before you.

Welcome to our community. May God bless your studies and your journey with us.

I. ACADEMIC POLICIES 1

1. REGISTRATION	1
1.1 Admission Requirements	1
1.2 Admission Procedure	1
1.3 Enrolment Procedure	2
1.4 Terms of Payments	2
1.5 Payment & Refund of Fees/ Withdrawals	3
1.6 Dropping/ Transferring	3
2. EXAMINATION	4
3. GRADING SYSTEM	4
4. OVERALL ATTENDANCE	4
4.1 Attendance	5
4.2 Tardiness	7
4.3 Cutting Classes	7
5. REPORT CARDS	7
6. HONORS AND AWARDS	7
6.1 Summa Cum Laude	7
6.2 Magna Cum Laude	8
6.3 Cum Laude	8
6.4 Guidelines	8
6.5 Extra Curricular Awards	8
7. GRADUATION	9

II. STUDENT CONDUCT AND DISCIPLINE 10

1. Minor Offenses	10
2. Major Offenses	11

III. STUDENT SERVICES..... 13

1. Office of Guidance & Counselling	13
2. Medical & Mental	13
3. Science & Technology Laboratory	14
4. Library	14
4.1 Rules & Regulations	14
4.2 Borrowing Procedures	14
4.3 The Library Card	15
4.4 Fines & Suspension	15
5. COMPUTER.....	15
5.1 Rules & Regulations	15
5.2 The Computer Card	15
6. STUDENT INTERNSHIP PROGRAM	16
7. SCHOOL SAFETY MEASURES	16
8. OTHER PRIVILEGES	16
9. OFFICE OF THE REGISTRAR	17
10. OFFICE OF THE TREASURER	17
11. STUDENT COUNCIL	18

MESSAGE FROM THE PRESIDENT

Apostle Paul said, “ If a man therefore purge himself from these, he shall be a vessel unto honor, sanctified and meet for the master’s use, and prepared unto every good work.” 2 Timothy 2:21

The Baptist Voice Bible College is committed to train future zealous teachers and preachers who will stand for the truth despite all persecutions. The last days have brought us humanism, communism, socialism, Charismatic Renewal, chaotic cults, and a satanic movement that is more subversive and deathly.

The need for academic Christian preachers, preachers’ wives, youth leaders, and church workers are greater than ever. As we look at a white, vast harvest before us, we need to “pray the Lord of the harvest to send laborers unto His harvest.” I do believe and pray that BVBC shall become an enduring “training ground” for excellent academic Christian teachers and faithful preachers who will do great things for the Lord’s glory. In the thick of the battle, I also believe that continued success, as we are declaring “war” on the devil and his kingdom on earth. If you are looking for a college which will share the burden of preparing you to become a champion for the Lord; a college which stands for Biblical truth and which will not compromise; then, you should prayerfully consider the **Baptist Voice Bible College**. Thus, before you go to the battlefield to face the giant, come... and be a part of a vision , and of a **Voice** that is crying in the wilderness.

A fellow servant,



RODOLFO O. CALAYAN

BVBC– President



OUR HISTORY

It was in 2000 when Grace Baptist Church under the leadership of Pastor Rudy Calayan felt God's leading to open up a Bible School for the benefit of its members who wish to be trained for pastoral ministry. Twelve initial students composed of workers, pastor and young people enrolled that year in Bachelor in Theology.

After a year of operation, the school board decided to offer Bachelor of Science in Christian Education and Certificate Program in Christian Education. Moreover, BVBC shall move forward and committedly pursue the divine purpose for which it was established to nurture and mentor individuals to become teachers and preachers of God.

In 2018, as the institution continually aims to provide quality Christian education to every student, the curriculum was revised to Bachelor of Arts in Christian Education to further instill biblical values to the next generation.

MISSION & VISSION

Mission

The **BAPTIST VOICE BIBLE COLLEGE** will seek to provide Biblically sound learning opportunities to conform individuals to the image of the Lord Jesus Christ by offering balanced yet diversified education for the cause of His Kingdom.

Vission

The **BAPTIST VOICE BIBLE COLLEGE** envisions to produce academically competent, highly productive and God-fearing Christian leaders for the Great Commission

GOALS AND OBJECTIVES

The **BAPTIST VOICE BIBLE COLLEGE** is committed:

1. To upgrade professional competencies in such fields as curriculum and instruction, guidance and counseling English, Filipino, Mathematics, and Sciences.
1. To utilize functional and applicable research findings for the upliftment of Christian family and community living.
2. To become a model of academic excellence and values-centered institution.

FAITH

Biblical principles lie at the center of everything we teach at BVBC. Students are allowed to build their faith and experience it as part of their daily lives through daily devotions and weekly chapel services. Church related activities such as bible studies, visitation program, door-knocking ministry, and mission outreach which will allow them to develop the passion, care, and commitment to the members of their respective churches.

VALUES

● CHRISTIAN CHARACTER

BVBC students participate in a Bible-centered curriculum

● CHRISTIAN LEADERSHIP

BVBC students are given opportunities for individualized growth & development: spiritually, physically, emotionally, and academically so that they can experience the God-given value of excellence.

● ACADEMIC EXCELLENCE

BVBC students are equipped to confidently match up to global standards or even make benchmarks of their own to be followed by others, here and around the world.

EDUCATION

BVBC students are taught by qualified professors guided by biblical principles and directed by a CHED Recognized Curriculum. Our graduates are ready and competent for Licensure Examination for Professional Teachers (LEPT). Our institution hones every student the Christ-like values to better serve their purpose according to God's will in their lives.



I. ACADEMIC POLICIES

1. REGISTRATION

1.1 ADMISSION REQUIREMENTS

- a. Form 138 or Transcript of Records
- b. Certificate of Good Moral Character
- c. Transfer Credentials (for transfer)
- d. PSA Authenticated Birth Certificate/ Marriage Contract for Female
- e. 2 pcs. 1 x 1 pictures
- f. Pastor's Endorsement
- g. Passing mark of the Entrance Examination
- h. Parents Interview
- i. Medical Record (X-ray result)
- j. 1 pc Long Brown Envelope

1.2 ADMISSION PROCEDURE

- a. Pay testing fee at the Cashier (300.00)
- b. Submit the Testing Fee Receipt to the Registrar
- c. Fill up admission form, and get testing permit
- d. Take the entrance examination
- e. If passed, prepare for the interview (final result after 1 week)

1.3 ENROLLMENT PROCEDURE

- a. Present Admission Permit to the Registrar
- b. Fill up a Registration Form & submit to the Registrar
- c. Have papers assessed and pay all fees
- d. Have papers evaluated and validated
- e. Late enrollees will be charged a penalty of P500.00 (new Student)
- f. Automatic Transfer of Membership as agreed upon by Pastors.

1.4 TERMS OF PAYMENT

- a. Cash Basis - Tuition (with 5% discount for miscellaneous and other fees paid in full.
- b. Installment Basis with interest:
 - * Upon Enrolment - 50% of the tuition fees and full payment of miscellaneous fees and other fees.
 - * Second Payment - 25% of tuition fees before midterm examination.
 - * Last Payment - 25% of tuition fees before the final examination.
- c. CP (Certificate Programs)

Students who applied for this program must pay an amount of 2,400.00 every trimester or 800.00 every major exam in order to be enlisted as officially enrolled. However, it will not be deducted from the tuition cost. y

Important Note: All Paying Students must see to it that they settle their accounts prior to the closing of every trimester so that they will be allowed to enroll for the succeeding trimester. Moreover, Promissory Note are allowed but only once in every trimester

1.5 PAYMENT & REFUND OF FEES / WITHDRAWALS

- a. Tuition Fees are payable in cash or installment basis.
- b. Registration fee is non-refundable.
- c. Tuition and other school fee charges may be applied with the following rules:
 - * Within 1 week from the opening of classes - 10%
 - * Within 2 week from the opening of classes - 20%
 - * The student may be charged with all the school fees in full if he/she withdraws any time after the second week of classes.

1.6 DROPPING / TRANSFERRING

- a. Fill out the necessary dropping slip signed by the adviser, Librarian and Accountant /Registrar.
- b. Failure to officially notify the office will automatically disqualify the student for refunds and other benefits.

2. EXAMINATION

2.1 Schedules and Guideline set for periodical examinations should be strictly followed

2.2 No outside activities are allowed during examination week.

2.3 Payments of all financial obligation must be settled before the examination/s permit from the Accounting Office can be issued and be presented to the adviser on the day of examination

2.4 No special examination will be given to students with unexcused absence during the examination week.

If a student failed to take the exam within that period, he/she automatically get the lowest possible grade for that particular exam.

3. GRADING SYSTEM

NUMBER GRADE	EQUIVALENT
1.0	98-100%
1.25	95-97%
1.5	92-94%
1.75	89-91%
2.0	87-88%
2.25	84-86%
2.5	81-83%
2.75	78-80%
3.0	75-77%
5.0	74% and below

3.1 Every student whose cumulative grade point average is 2.00 (E) or above is in good standing academically. The college practices a policy of progressive selection, which permits student with academic deficiencies to stay in school to repeat failed subject/s thus giving them a chance to pass it. The required standard for graduation is a cumulative grade of 3(75%) and above

3.2 Every student whose cumulative grade point average is 3 or above is in good standing academically. Grades will be computed on the basis determined by the individual teacher and announced to the class. These usually includes daily work, tests, papers, student's attitude in class, attendance, and final examinations.

3.3 Persons who enroll as auditors (sit-in) are not required to completed assignments or take tests.

4. OVERALL ATTENDANCE

4.1 ATTENDANCE

a. College Classes

Regular attendance is required for all students. A students who accumulates (3) three unexcused absences will be required to see the registrar for conference.

A student must present an excuse letter signed by his parents/guardian. Without such, an absence is considered unexcused.

b. Chapel Hours

Every student is required to attend chapel hours. If the student is sick, a copy of medical certification/related document will be required. 3 cumulative absences will require the student to see the registrar.

c. Music Hours

Every student is required to attend the music hours and should have 1 long red clear book and 1 instrument. Also, each student is required to join the college choir schedule. Three cumulative late will be equivalent to 1 absent. If the student made three absences, s/he needs to see the School Registrar.

d. Clean-up Hours

Notification for absences should have valid reason like emergency and illnesses, otherwise, the student will still be subject for penalty.

Moreover, if the instance is valid, it will be subject for Pastor's approval

Required hours to render:

Scholar: 10 hrs.

Paying: 5 hrs.

In case of absence due to contagious disease, the student is not excuse from doing assignments, experiments, theme writing, book reports, term papers, or any school requirements. No make-up test should be given to a student with unexcused absence. Request for early dismissal of a student must be submitted in writing to the Registrar. Each student is required to fulfil 10 hours of visitation and church work. This includes door-knocking, music, and Bible study. Soulwinning hours comprise 5% of the total attendance grade.

4.2 TARDINESS

- Punctuality is to be observed by all students. Three (3) tardiness will be equivalent to one absent. Tardy students are responsible to explain to their respective professor immediately at the end of their class.
- Habitual tardiness shall be dealt with accordingly and should be reported at once to the School Director. A student must be inside the school at least 10 minutes before classes.

4.3 CUTTING CLASSES

- A student must attend /comply fully with the number of hours required for each subject. A student must attend all his classes on time.

5. REPORT CARDS

5.1 Class cards officially inform the parent of the student's academic class Standing.

5.2 Class cards are issued at the end of every trimester to the students regardless of the grades.

6. HONORS AND AWARDS

6.1 SUMMA CUM LAUDE

- May be awarded to a student whose GPA from the first year up to his/her graduation ranges from 1.00-1.15%.

6.2 MAGNA CUM LAUDE

- May be awarded to a student whose GPA from the first year up to his/her graduation ranges from 1.16 - 1.32%.

6.3 CUM LAUDE

- May be awarded to a student whose GPA from the first year up to his/her graduation ranges from 1.33 - 1.50%.

6.4 GUIDELINES

- a. He must have completed the curriculum.
- b. He must be an active church worker in at least two ministries in his/her local church.
- c. He must resided at least for two years in the College.
- d. He must have conducted himself in accordance with the rules, regulations and policies of the College.
- e. He should have no grades lower than 2.00 in any subject.

6.5 EXTRA CURRICULAR AWARDS

- a. Special awards for exemplary performances are given to qualified students upon recommendation of all concerned faculty members and one school personnel staff.
- b. Student must be cleared from tuition and other related accounts.

7. GRADUATION

7.1 Graduating students should complete:

- The Bachelor in Theology (4 years– in Trimester each year)
- The Bachelor of Science in Christian Education Major in Values Education (4 years– in Trimesters each year)
- Must have completed all the requirements of the program, including the full payment and settlement of accounts and obligations.

“ And ye have forgotten the exhortation which speaketh unto you as unto children, My son, despise not thou the chastening of the Lord, nor faint when thou art rebuked of Him. For whom the Lord loveth He chasteneth, and scourgeth every son whom He receiveth.”

Hebrews 12:5-6

II. STUDENT CONDUCT AND DISCIPLINE

1. MINOR OFFENSES

1.1 Habitual Tardiness

1.2 Un excused Absences (classes, clean-up, chapel, music)

Excused absences: (Emergency, illness with medical certificate

1.3 Incomplete and Improper Uniform

- Ladies: Prescribed blouse with tie, skirt mid leg length, black closed shoes
- Men: Prescribed uniform with logo, no printed undershirt, black shoes

1.4 Leaving campus without permission slips during school hours

1.5 Tatooing - removal (1 week allowance)

1.6 Improper haircut

1.7 Hair coloring (Must be black/ Natural Hair Color)

1.8 Body piercing and wearing of earrings (boys)

1.9 Littering

1.10 Loitering

1.11 Chewing gum, drinking soft drinks and eating junk food inside the classroom

1.12 Picking of flowers and fruits

1.13 Vandalism

1.14 Courting

- All cellphones, laptops, or any other gadgets should be charged in the designated area– Library. Excess computer hour consumption
- be charged 15 pesos per hour.
Penalty of 50 pesos will be imposed to those who will be caught charging in the areas aside from the Library.

SANCTIONS:

1. 1st offense– Verbal information to the student
2. 2nd offense– Letter to the parents for a conference with the Guidance Counselor/ Pastor/ Registrar
3. 3rd offense– 3 days suspension
4. 4th offense– 5 days suspension
5. 5th offense– Disciplinary Action– Sem Out

2. MAJOR OFFENSES

- 2.1 Fighting in and out of school, or taking part in a fight
- 2.2 Destruction of any school property and or facility
- 2.3 Forging parent's letter/signature or someone's signature.
- 2.4 Forging or tampering of School I.D., gate pass and or any school document or form e.g. Form \ 138, etc., and using them
- 2.5 Fraternity membership, and involvement in hazing, inside or outside the campus
- 2.6 Promoting possessing, or participating in gambling of any form like card games, or “ending” games, and the like
- 2.7 Carrying/possessing, of dangerous or deadly weapons, within the school premises
- 2.8 Indecent acts with opposite sex within or outside the school premises
- 2.9 An unmarried male student who gets a female pregnant will automatically be subject for disciplinary action. Both of them will not be allowed to enroll again for 2 years.
- 2.10 Physical assault with another student or school personnel
- 2.11 Stealing (of any form)
- 2.12 Soliciting or collecting contribution or items without prior authorization from the school
- 2.13 Non-compliance with the terms of payment
- 2.14 Dating/ Relationship (No opposite sex is allowed to act unusual actions like going out together and the like

- 2.15 Frequent and continued disregard or gross violation of school rules and regulation
- 2.16 All other offenses which the school deems to be serious
- 2.17 Any form of cheating in Examinations or any act of dishonesty in relation to studies will automatically Get a failing grade of 70.00.

SANCTIONS:

- 1. 1st offense– Verbal information to the student
- 2. 2nd offense– Letter to the parents for a conference with the Pastor and the student
- 3. 3rd offense– An agreement letter for suspension or disciplinary action will be signed by the parents and the student notified by the school President.

Suspension– is a disciplinary measure wherein the school has the right to deny or deprive an erring student of attendance to his/her classes for a period not exceeding one week of the prescribed class days for the trimester.

Disciplinary Action– is a disciplinary measure wherein the school has the right to exclude or drop the name of the erring student for a period of 2 years. Discipline, submission to authority, obedience, and Christ-like character virtues are expected from each student.

III. STUDENT SERVICES

1. OFFICE OF GUIDANCE AND COUNSELLING

- a. Helps the student with the teacher's cooperation to develop his skill and talents to the fullest, and thus become a productive citizen.
- b. Helps the student have a positive emotional and mental attitude so as to develop a wholesome relationship and feeling toward others and to his own self..
- c. Provides the student professional guidance & counselling to form sound and acceptable mental and social norms necessary for healthy development.
- d. Provides the student information and guidelines necessary for career choice.
- e. Assists the student in his/her Christian struggles and points the learner to handle problems with the Word of God and towards Christlikeness.

1. MEDICAL /DENTAL

- a. **Medical** - A school Physician is available to attend to students with minor ailments. Consultation and basic medicines are part of the school's medical services.
- b. **Dental** - A school Dentist is available to give dental services to students with minor dental problem. Students can avail a once a year dental check-up service.

1. SCIENCE AND TECHNOLOGY LABORATORY

3.1 The Science Laboratory is provided with:

- a. Science and Technology books.
- b. Computer units
- c. Copier
- d. Science laboratory/facilities, materials.

4. LIBRARY

4.1 RULES AND REGULATIONS

- a. Students can borrow books upon presentation of his/her library card.
- b. Lost books must be reported immediately to the librarian in charge. It must be replaced and the account should be settled if necessary.
- c. A week before the final examination, all library materials borrowed must be returned. Reading during such time shall only be restricted inside the library.
- d. References materials and periodicals must be read inside the library.
- e. Library users should observed library rules, and policies.

4. 2 BORROWING PROCEDURES

- a. Each student can borrow two (2) circulation books for three (3) days and reserved books for two (2) hours.
- b. A fine of P5.00 per day for circulation books and P2.00 for reserved books will be imposed if books are not returned on the due dates inclusive of Saturdays, Sundays, and Holidays.

4. 3 THE LIBRARY CARD

- a. Library card shall be issued on the first day of school.
- b. Lost cards should be reported immediately to the Librarian and a replacement will be issued a week after. A fine will be charged for the replacement

4. 4 FINES AND SUSPENSION

- a. Materials returned late are subject to overdue fines.
- b. Saturdays, Sundays and Holidays are counted in computing fines if the book is due before these days.

5.COMPUTER

5.1 RULES AND REGULATIONS:

- a. Student can use the computer presentation of his/her computer card.
- b. Students have the privilege to use the computer for a total of 20 hours/trimester.(10 hrs. for internet and 10 hrs. for typing).
P15.00/hour shall be charged thereafter.
- c. Student are not allowed to use the computer without the presence of the person in charge.
- d. Personal laptops and notebooks are allowed to be within the campus, provided that study tasks and academic requirements only are performed at hand and not games or personal matters.

5.2 THE COMPUTER CARD

- a. The computer card is non-transferable.
- b. Lost computer card should be reported immediately so a replacement can be issued. A fine will be charged for the replacement

6. STUDENT INTERNSHIP PROGRAM

- a. Student internship serves as a tool before the student can be a part of a ministry. They will be trained in different areas of responsibility as part of the graduation requirements.

7. SCHOOL SAFETY MEASURES

- a. Student who needs to leave the school premises during school hours have to secure a “permit to leave the campus” from the office of the Registrar

Note: The form should be signed by the instructor and noted by the Guidance Counsellor or Registrar

8. OTHER PRIVILEGES

- a. Students who are under the Scholarship Program are given 15 days of Vacation Leave is consumable during the Academic Year. The Leave Form must be filed ahead of time not during the day that students intend to leave giving them enough time to secure the necessary signatories
- b. Students who are PAYING are advised to file the same Leave Form during school breaks for notice purposes.
- c. Students are expected to follow CHED’s announcement regarding suspensions of classes during rain/storm/flood/transportation strike/rallies, and other fortuitous events.
- d. Students are required to wear their official ID while inside the school premises.
- e. Visitors are required to present valid identification before entering the school premises.

9. OFFICE OF THE REGISTRAR

- a. Evaluates, examines, and computes individual student's account.
- b. Analyzes records and prepares documents for release
- c. Serves as the repository of all students' record.
- d. Determines admission / enrolment.
- e. Plans and executes registration procedure in coordination with proper school authorities.
- f. Makes request for records of new students/transferees and ascertains compliance thereof;
- g. Issues certifications, grades, transcript of records (TOR), eligibility to transfer, clearances, diplomas, and other pertinent papers requested by student/other schools;
- h. Coordinates with all school authorities concerned regarding student's academic deficiencies;
- i. Prepares the documents needed prior to the graduation of the students;
- j. Established good relationship with other school registrars and the CHED personnel
- k. Attends to the needs of the students as well as the needs of the teaching staff regarding subject loads
- l. Monitors the email of the school and coordinates it to the school President,
- m. Attends to transactions with the Commission on Higher Education (CHED), Regional office concerning matters related to the functions of this office.

10. OFFICE OF THE TREASURER

- a. The Treasurer is responsible for the collection of fees and payments from the students as well as being the custodian of all assets for disbursements upon approval of the School Administrator.

11.STUDENT COUNCIL

- a. Baptist Voice Bible College is an educational institution committed to providing students the opportunities to help them realize their leadership potential.
- b. Thus, the College encourages the formation of a Student Council that will articulate student needs and aspirations and uphold student rights and welfare within the academe.

This is to acknowledge receipt of the
Baptist Voice Bible College
(BVBC) Student Handbook
for School Year 2024-2025

Date

I also understand that as a bonafide student of BVBC,
I am responsible in reading and understanding all the information
contained in the BVBC Student Handbook.

Student's Signature over Complete Printed Name

Course/ ID No.

Conforme

Parent/Guardian's Signature over Complete Printed Name

Note:

Please submit this Acknowledgement Form to the Registrar's Office Discipline
Formation of Baptist Voice Bible College, Citta Grande, iyam, Lucena City,
Quezon, Philippines.

Thank You!



ALMA MATER SONG

Composed by:
Dr. Rebecca De Ocampo (2005)

We raise the Baptist Voice
To praise the Lord, His love proclaim,
The Bible is our guide
Our Light along the way
With God in us we cannot fail

Refrain

Baptist Voice Bible College
God's chosen place for us to learn
Your vision to uphold your mission to fulfil
We love B-V-B-C
Loyal we'll ever be

Rise up and join the throng
of Christian teachers, workers, all
Some wounds to heal,
Some souls to win for Christ our King
In every thing God will prevail

(Repeat Refrain)