



KINGDOM MOVEMENT
SCHOOL OF MINISTRY

STUDENT HANDBOOK

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KMSM STUDENT HANDBOOK 2024-25
GENERAL INFORMATION & LOGISTICS

KM VISION

KINGDOM MOVEMENT VISION

Our vision is to be an answer to the prayer of Jesus of manifesting the kingdom of God on earth as it is in heaven.

Kingdom Movement is united around the passionate pursuit of the presence of God, the building of kingdom family, and a strong emphasis on the transformative teaching of the Word of God.

Our heart is to create a community that looks like family, knows the Father intimately, walks in their new identity, and manifests the kingdom of God on earth as it is in heaven.

KM VALUES

KINGDOM MOVEMENT CORE VALUES

1. Presence
2. Family
3. Word of God
4. Honor
5. Generosity
6. Growth (Discipleship, Equipping)
7. Prayer

GENERAL INFORMATION

KMSM VALUES

BECOME PART OF THE FAMILY

God has placed us in His family, so we intentionally create family and community wherever we go. Community is one of God's most important tools for transforming us into His likeness. Family is about living selflessly, generously, serving each other, and submitting to one another out of reverence for Christ.

BE TRANSFORMED BY TRUTH

We ground ourselves in Scripture to meet God through His Word. His Word transforms our mindsets and results in a transformed lifestyle where we look like Jesus in every way.

GROW DEEP IN OUR IDENTITY

Students will encounter the Father's love and His heart toward us. Everything comes from experiencing, understanding, and becoming love.

BECOME NATURALLY SUPERNATURAL

KMSM is designed to equip students to minister in the gifts of the Spirit as well as live a supernatural lifestyle. One of our goals is that every student would know how to preach the Gospel, cast out demons, and heal the sick.

ADVANCE THE KINGDOM OF GOD

Every believer is in full-time ministry because God is advancing His Kingdom even as He builds His Church. Every believer must live a lifestyle of being on mission and making disciples.

BE FREE AND RESPONSIBLE

Christ died to set us free from the law of sin, death, fear, and shame. Freedom is very personal, but not self-centered. We have been given freedom as a gift and the responsibility of free people is to serve one another in love.

HONOR AFFIRMS VALUE

Honor recognizes and affirms that every person is valuable and powerful. We are made in God's image and as such, all are significant and worthy of honor. Honor recognizes and celebrates the best in people, in spite of our differences or shortcomings. The level of honor we have for a person directly affects our ability to receive from them.

ENCOUNTER THE PRESENCE OF GOD

The presence of God is our priority. We long to host the presence of God both in our individual lives as well as when we gather corporately. In the presence of God anything can happen, including revelation, wisdom, miracles, and breakthrough.

GENERAL INFORMATION

KINGDOM LIFESTYLE

A person of His Presence is a believer who is focused on living in His Presence, passionate about experiencing His love and willing to pay any price to live in community and purity so the entire world may be affected by the power of His Holy Spirit.

We have a core value of **family** which creates an environment for connection and communication. Within this atmosphere lies an opportunity to develop transparency, trust and vulnerability.

The freedom of the school environment demands a high level of self-control and is most effective when self-management is already being demonstrated before enrolling in KMSM. Those still determining their commitment to Christ or to personal holiness and wholeness are not prepared for KMSM in this season. Wholehearted commitment leads to whole-life transformation.

KMSM reserves the right to deny and/or reject any application for any lawful reason, or for no reason at all. If KMSM discovers that an applicant or accepted student withheld or included false or misleading information in his/her application, we have the right to terminate the enrollment and/or application at any time.

GENERAL INFORMATION

ACADEMIC & STUDENT LIFE

GRADUATION REQUIREMENTS

A Certificate of Completion will be awarded to students who successfully complete the requirements of the course set before them in the following areas:

Attendance: Students must attend all KMSM Prayer Sets, Classes & Practicums, Outreach, Kingdom Movement weekly services, as well as KM & KMSM hosted conferences and events. Students are allowed limited absences over the course of the term.

Classroom: Students are expected to be present physically and mentally while contributing to and protecting the classroom environment to ensure the whole community is able to flourish.

Homework: Students must satisfactorily complete and submit all homework on time. Every student is expected to be self-regulated in the area of homework. This may require a sacrifice of exciting, yet non-required events, while learning to manage time and personal schedules.

Student Lifestyle: Students are expected to maintain standards of Christian character and commitment to the KMSM Code of Honor inside and outside of KMSM.

Finances: All student financial obligations (including tuition, rent, and any other fees) must be paid on time and in full in order to graduate.

Employment: Students are free to pursue part-time work in order to meet expenses. Due to the KMSM schedule and requirements, we recommend limiting your workweek to a maximum of 20 hours. If you need to work more than 20 hours per week, schedule a meeting with a KMSM staff member to discuss options. Your job must not conflict, compete, or interfere with your student responsibilities.

Completion precedes promotion: Students who do not graduate may not be eligible to continue on to the next term or academic year of KMSM.

Attendance

We believe that regular attendance is essential to your overall experience at KMSM and have adopted the following policies:

1. **Students must attend all KMSM Prayer Sets, Classes & Practicums, Revival Groups, Outreach, Kingdom Movement Sunday services, as well as KM & KMSM hosted conferences and events. Students are allowed limited absences over the course of the term.**
 - *Students are responsible for class content when absent.*
2. **There is no tardy policy in place.**
 - *Each time you are late or leave early for any required class or event constitutes ½ of an absence. 2 “half-absences” will result in 1 recorded absence. Use scheduled breaks for personal needs.*
 - *The daily schedule is built with breaks intended to give all students ample time to use the restroom or eat, etc. We request all students to stay in the classroom and not disrupt the environment or distract others by leaving in the middle of any class, unless it is an emergency.*
3. **Absences are for times of crisis or emergency. You should save them and use them only if needed.**
 - *Excused absences include emergencies , funerals, etc.*
 - *Unexcused absences include illness, work, vacation, dentist appointments, weddings, conferences, etc.*
 - *You may make up classes due to illness and approved vacations with KMSM staff by listening to the recording of each class that was missed and then writing a 250 word essay about what you learned for each class. At the end of the essay, you must sign your name along with a written statement “I have listened to 100% of the recording”. All essays must be turned in one week after you come back to class. Submit essays to info@kmsm.life*
4. **There are 24 class absences (1 school week total) allotted for the entire academic year. Any student who is absent for more than 24 class periods during the academic year will not be eligible to graduate KMSM. Continuation of the program will be evaluated on a case by case basis without certification of completion.**

- 5. Students who miss more than 30% of any individual course, excused OR unexcused, will automatically receive a failing grade for that course and will not be eligible to graduate.**
- 6. Students are also expected to notify their RA and Operations Director (OD) if they know they will be absent for any purpose. Notification informs us whether everything is okay or if extra support is needed.**

Classroom

The classroom environment is dependent upon the undistracted focus of all students. Everyone is expected to be present both physically and mentally while giving full attention to instructors and engaging with the class.

- 1. All students are expected to come to school prepared with digital devices charged and ready to focus in order to receive instruction and impartation.**
- 2. Digital devices including cell phone, iPad / notebook and laptop are ONLY to be used for class in session. Homework for other classes or communication, surfing, etc are to be done outside of class time. We honor our classmates and instructors by being present and keeping our atmosphere free of distraction.**
- 3. All students will sit in the area designated during class and not along the walls or outside the immediate group in order to engage and participate with everyone in the community.**

Homework

In order to remain in KMSM, students must complete every assignment on time according to the date assigned by the instructor or posted online. RAs are in place to help you succeed and are available for accountability.

1. Completed Homework Return

- The student must turn in homework on the expected due date. If homework is not done on the expected due date, the student will not be able to come to any classes until it is finished.*
- Every student should receive feedback from instructors or TAs on homework after it has been submitted and graded. Students should follow up in case there are any specifics or adjustments required.*
- Homework will be marked "Pass" or "Fail." Unsatisfactory assignments must be completed again and resubmitted until marked "Pass." **Note:** Unsatisfactory assignments are treated as incomplete.*

KMSM CODE OF HONOR

I believe that it is the will of God for me to be enrolled in KMSM for the 2024-2025 school year. I believe that God desires to do a significant work in my life that includes a deeper intimacy my relationship with Him, understanding and application of His Word, further maturing of my Christian character, strengthening of interpersonal and leadership skills, sharpening of my ministry skills, and the development of life-long relationships as family in Christ. As a son/daughter of God, and a student of KMSM, I confidently agree with the following:

EXCELLENCE

I apply myself wholeheartedly to my spiritual and intellectual pursuits, focusing my attention on learning in the classroom and communicating a spirit of excellence in my speech, conduct, appearance, and attitude.

2 Tim 2:15 Study and do your best to present yourself to God approved, a workman who has no reason to be ashamed, accurately handling and skillfully teaching the word of truth.

Tim 4:12, 15-16 Let no one look down on [you because of] your youth, but be an example and set a pattern for the believers in speech, in conduct, in love, in faith, and in [moral] purity. Practice and work hard on these things; be absorbed in them [completely occupied in your ministry], so that your progress will be evident to all. Pay close attention to yourself [concentrate on your personal development] and to your teaching; persevere in these things [hold to them], for as you do this you will ensure salvation both for yourself and for those who hear you.

CHARACTER

I remain open to the dealings of the Holy Spirit in all areas of my life, in the development of Christian character and true godliness. I allow God to shape my character and continually transform me into His image as I behold Him and renew my mind with His Word.

Pet 1:5-8 Now for this very reason also, applying all diligence, in your faith supply moral excellence, and in your moral excellence, knowledge, and in your knowledge, self-control, and in your self-control, perseverance, and in your perseverance, godliness, and in your godliness, brotherly kindness, and in your brotherly kindness, love. For if these qualities are yours and are increasing, they render you neither useless nor unfruitful in the true knowledge of our Lord Jesus Christ.

Rom 12:2 *And do not be conformed to this world, but be transformed by the renewing of your mind, so that you may prove what the will of God is, that which is good and acceptable and perfect.*

HONOR

I honor God, the authority God has placed over me, those alongside me and those I am entrusted to oversee in this season. This will be recognizable in my motives, conduct and communication by the family in KM and KMSM as well as my interactions outside of the church family.

Heb 13:17 *Obey your spiritual leaders and recognize their authority, for they keep watch over your soul without resting since they will have to give an account to God for their work. So it will benefit you when you make their work a pleasure and not a heavy burden.*

1 Pet 2:13-17 *Make the Master proud of you by being good citizens. Respect the authorities, whatever their level; they are God's emissaries for keeping order. It is God's will that by doing good, you might cure the ignorance of the fools who think you're a danger to society. Exercise your freedom by serving God, not by breaking the rules. Treat everyone you meet with dignity. Love your spiritual family. Revere God. Respect the government.*

STEWARDSHIP

I am responsible for and will fulfill the financial commitments that I have made and to whom I have made them.

Luke 14:28-30 *"But don't begin until you count the cost. For who would begin construction of a building without first calculating the cost to see if there is enough money to finish it? Otherwise, you might complete only the foundation before running out of money, and then everyone would laugh at you. They would say, 'There's the person who started that building and couldn't afford to finish it!'"*

Psalms 15:4b *They make firm commitments and follow through, even at great cost.*

HEALTH

I respect my body as God's temple and practice sound eating, sleeping, and exercise habits.-

1 Cor 6:19-20 *Don't you realize that your body is the temple of the Holy Spirit, who lives in you and was given to you by God? You do not belong to yourself, for God bought you with a high price. So you must honor God with your body.*

1 Cor 10:31 *Whether you eat or drink, live your life in a way that glorifies and honors God.*

PURITY

I surround myself with healthy friendships and give no place to immoral, unethical or illegal activities or engaging in any behavior that is contrary to Biblical standards, both on and off campus. In addition, I do not engage in any behavior that is contrary to the Student Handbook.

1 Thess 4:3 God's will is for you to be set apart for him in holiness and that you keep yourselves unpolluted from sexual defilement.

1 Tim 2:21 If you keep yourself pure, you will be a special utensil for honorable use. Your life will be clean, and you will be ready for the Master to use you for every good work.

FOCUS

Unless currently married or engaged, I will take advantage of this season to keep my focus on developing my relationship with God and not pursue any other romantic relationship while enrolled as a student at KMSM. I purposely make the most of my time for God's agenda.

1 Cor 7:32, 35 I want you to live as free of complications as possible. When you're unmarried, you're free to concentrate on simply pleasing the Master...All I want is for you to be able to develop a way of life in which you can spend plenty of time together with the Master without a lot of distractions.

Eph 5:15-16 So be very careful how you live, not being like those with no understanding, but live honorably with true wisdom, for we are living in evil times. Take full advantage of every day as you spend your life for his purposes.

SOBER-MINDED

I refrain from the use of cigarettes, marijuana, vaping, non-prescribed medication/drugs of any kind, along with any mind-altering and/or illegal substance.

1 Cor 6:12 Just because something is technically legal doesn't mean that it's spiritually appropriate. If I went around doing whatever I thought I could get by with, I'd be a slave to my whims.

Eph 5:17-18 Therefore do not be foolish and thoughtless, but understand and firmly grasp what the will of the Lord is. Do not get drunk with wine, for that is wickedness (corruption, stupidity), but be filled with the [Holy] Spirit and constantly guided by Him.

1 Pet 5:8 Be sober [well balanced and self-disciplined], be alert and cautious at all times. That enemy of yours, the devil, prowls around like a roaring lion [fiercely hungry], seeking someone to devour.

PEACE

I cultivate peaceful relationships with others, and do my part to immediately resolve conflicts that may arise, loving and forgiving others as Christ commands and as He loves and forgives me.

Rom 12:16-18 Live in harmony with each other. Don't be too proud to enjoy the company of ordinary people. And don't think you know it all! Never pay back evil with more evil. Do things in such a way that everyone can see you are honorable. Do all that you can to live in peace with everyone.

Eph 4:31-32 Lay aside bitter words, temper tantrums, revenge, profanity, and insults. But instead be kind and affectionate toward one another. Has God graciously forgiven you? Then graciously forgive one another in the depths of Christ's love.

FAITHFULNESS

I am prompt and faithful in my attendance and participation in all prayer sets, class times, church services, and all other required events.

1 Tim 1:12 I thank Christ Jesus our Lord, who has granted me strength and made me able for this, because He considered me faithful and trustworthy, putting me into service.

1 Cor 4:1-2 So then, let us [who minister] be regarded as servants of Christ and stewards (trustees, administrators) of the mysteries of God [that He chooses to reveal]. In this case, moreover, it is required [as essential and demanded] of stewards that one be found faithful and trustworthy.

HUNGER

I am intentional about what I ingest (spirit, soul and body) in order to keep a consistent appetite for the Lord, His Presence and His Word. I am well aware nothing else has lasting satisfaction outside of Him. I come to weekly classes and gatherings with active hunger displayed in participation and engagement. My life overflowing from my relationship with the Lord causes others to crave Jesus even more because they have tasted and seen His goodness through me.

Psalms 27:4 Here's the one thing I crave from "The Lord"; the one thing I seek above all else: I want to live with him every moment in his house, beholding the marvelous beauty of "The Lord", filled with awe, delighting in His glory and grace. I want to contemplate in his temple.

FAMILY

I am one of many children in the family of God. We all have the same heavenly Father and we are all His favorite. I am my "brother's keeper" and refuse to contribute to or allow division and strife to come between us. I purpose to love and serve my family members, knowing we are ONE in Christ and equal in our inheritance.

Rom 12:10 Be devoted to tenderly loving your fellow believers as members of one family. Try to outdo yourselves in respect and honor of one another.

Heb 12:14-15 In every relationship be swift to choose peace over competition, and run swiftly toward holiness, for those who are not holy will not see the Lord. 15 Watch over each other to make sure that no one misses the revelation of God's grace. And make sure no one lives with a root of bitterness sprouting within them which will only cause trouble and poison the hearts of many.

I choose to commit to and abide by all of the guidelines and standards of conduct as outlined in the Student Handbook and leaders of KMSM. I understand that if, at any time, my actions no longer match the agreement I have made, my choices could result in dismissal from the school.

GENERAL INFORMATION

SPIRITUAL LIFE

Recognizing spiritual growth to be the most important key to life success, KMSM places a strong emphasis on this area. We seek to provide an atmosphere conducive to spiritual development. The most important area students can grow during their time here is their personal relationship with Jesus Christ. All students are continually encouraged in their own walk with God and much of the program is aimed at equipping a student's spiritual development.

A. Personal Devotional Life

The foundation for all spiritual experience is one's own personal relationship with God. Students are encouraged to develop a daily, meaningful and uniquely personal devotional life. The dynamic, spiritual atmosphere of KMSM can make it easy to become dependent on the corporate gatherings of the church and overall program. Students are strongly encouraged to utilize these corporate times to motivate their own private devotional times rather than replace them. Our desire is that students will move forward from this season with a significantly more intimate relationship with God. Though there is no formal system of accountability for this area, faculty and staff are available to students as spiritual coaches to assist them in this pursuit.

B. KMSM Spiritual Life

Equally as important as an individual walk with God is a person's ability to function as a team member in unity with other believers in the Body of Christ. KMSM provides a variety of organized opportunities to foster spiritual growth:

- 1. Classes:** Students attend KMSM classes and Kingdom Movement services as scheduled.

- 2. Servanthood:** Serving as scheduled in Sunday services is a graduation requirement. This staple of KMSM is based on the following beliefs:

- a. All Christians should serve others.
- b. God's primary instrument in the world is the local church.
- c. We often learn best by doing.
- d. Practical application is an essential part of academic education.
- e. Ministry skills are best developed in a purposeful context that includes supervision, mentoring and evaluation.

3. Conferences & Events: Along with orientation week, the retreat and graduation week activities, participation in all scheduled KMSM conferences and events is required.

4. Outreach Events: Students will participate in scheduled school outreach, including partnering with established ministries, throughout the year.

5. Mission Trips: Successful completion of a KMSM Mission trip is also a graduation requirement. One of the vital parts of your training as a KMSM student will come through participation in one of our mission trips. These trips vary in location each year. There are both national and international opportunities provided as the Lord directs.

All international destinations require a passport for the purpose of travel. All students must apply for or have already obtained and possess proof of a valid passport before applying to an international trip.

C. Church Spiritual Life (Kingdom Movement)

Being a faithfully active participant in a local church is a baseline of the Christian life. Part of our overall vision includes "training leaders in the church, by the church, and for the church." We believe that a critical part of student development comes through personal involvement in church life.

All students are highly encouraged to participate in weekly scheduled church events as follows:

1. Sunday Services: Students are required to attend and serve as scheduled on Sundays in one of the following areas of ministry:

- Worship (Audition Required)
- Kingdom Kids / Nursery / Daycare
- Guest Experience (Hosts, Greeters, Parking, Set Up & Tear Down)
- Green Room, Hospitality, Facilities
- Media / Sound / Production

Students are responsible to communicate with the Team Leads to be put on a regular schedule rotation.

2. Young Adults / Life Groups: Students are highly encouraged to join a KM Life Group and required to attend one of the Young Adult (The Move) gatherings monthly.

3. Conferences & Events: Students are to attend & serve in all KM conferences & events as scheduled.

These requirements are NOT intended merely to be obligatory, but are sincerely intended to enhance each student's spiritual growth.

GENERAL INFORMATION

COMMUNITY STANDARDS

The following three things motivate and shape our behavior:

PC = Personal Convictions

CS = Community Standards

BA = Biblical Absolutes

All students in KMSM commit to abide by all Biblical absolutes as believers and followers of Jesus Christ. Students may also have personal convictions that are outside of Biblical absolutes. It is important to keep your conscience clear and keep your personal convictions, while not imposing personal convictions on others when they are not found in the written Word of God. (See Rom. 14)

KMSM Community Standards are agreed upon and upheld by all staff and students while participating in KMSM. The following standards are filtered through the values of KMSM:

ALCOHOL & CONTROLLED SUBSTANCES

- *In light of the KMSM value of FAMILY, we respect the highest conviction among us when it comes to the usage of controlled substances of any kind. We purpose not to put a stumbling block in anyone's way by exercising our freedom at the expense of his/her conscience.*
- *Illegal use of controlled substances is prohibited while on or off campus, inside or outside of student housing.*
- *NO alcohol, marijuana or any other controlled substance is permitted to be stored or consumed in student housing or on KM/KMSM property regardless of age.*
- *KMSM students, regardless of age, have agreed not to participate in social drinking, vaping, smoking or going to non-restaurant bars and clubs while a student at KMSM (including breaks and holidays).*

Dress Code & Personal Appearance

As Christians, the way we present ourselves to others affects the way they perceive Christ, and may affect the impact we have upon them. All students must dress reasonably for the nature of their ministry work, so as

to be a good representative of Kingdom Movement and KMSM and reflect standards of modesty and good taste.

Clothing such as pajamas, swimming shorts, and swimwear of any kind, short shorts, or halter/crop tops are examples of attire that is not appropriate on the school & church premises. Extremely tight-fitting, excessively revealing clothing and tops with low necklines are not appropriate.

**Any KMSM faculty/staff member OR KM leadership reserves the right to ask a student to adjust their personal appearance as is deemed appropriate.

DATING & ROMANTIC RELATIONSHIPS

- *KMSM is a very specific program intended to provide a focused environment for each student to pursue the Lord with an undivided heart and mind. As a result, KMSM Staff & Leadership request that students commit the first semester to develop their relationship with the Lord and build friendships among the family and community and abstain from giving time and attention to explore romantic relationships. Obviously, this request does not pertain to married students.*
- *Commitment is made willingly by every student **to put ALL romantic relationships on hold for the first semester** of the program in order to be undivided in devotion to the Lord and His purpose.*

GENERAL INFORMATION

FINANCES

We HONOR those around us by keeping our commitments and maintaining a solid witness. We trust God to give us the ability to pay all our expenses on time and partner with Him by doing our part in securing necessary funds, whether through actual employment or fundraising. As a result, all funds, including rent and tuition, are expected to be paid on time in full and immediate communication be made if there are any issues that prevent such payments.

Tuition & Housing costs for 2024-2025 are as follows:

1. Tuition & Deposit

- \$4950 total (including student deposit)
- \$400 non-refundable tuition deposit due within 20 days of acceptance and no later than Aug 1st (whichever is sooner). This amount reserves a place for students in the program.

2. Housing & Deposit

- \$450-550/mo. (Sep-May) includes rent, utilities, and WiFi.
*Subject to change based on market value
- \$300 non-refundable housing deposit due within 20 days after acceptance or no later than Aug 1st. This amount will cover house furniture, professional cleaning fee and reserve a place for students in housing.
- Students share rooms in 3 to 5 bedroom homes; students per room will depend on room size, house size, and number of showers. Housing is not required but highly recommended.

3. Tuition Payment Plan (If not paid up front)

- \$2,000 due by Sept 1st (AFTER the \$400 deposit)
- \$1,275 due by Nov 1st
- \$1,275 due by Jan 1st

\$300 tuition discount if tuition total is paid in full by Aug 20th.

Payments

All payments are to be made online at students.kmsm.life

Tuition Refunds

If you leave KMSM, the amount of tuition that is non-refundable will follow the schedule below and the balance will be prorated and refunded to you. Being dismissed due to contract violation forfeits reimbursement of funds. The tuition deposit of \$400 is non-refundable.

Tuition Refunds (tuition deposit is non-refundable and not included)

15% of total tuition payment is non-refundable after September 1, 2024

30% of total tuition payment is non-refundable after October 1, 2024

50% of total tuition payment is non-refundable after November 1, 2024

70% of total tuition payment is non-refundable after January 1, 2025

85% of total tuition payment is non-refundable after February 1, 2025

100% total tuition payment is non-refundable after March 1, 2025

Housing Refunds

Premature move-out and/or termination of the housing contract without KMSM's approval will result in loss of 2 months rent and no refund will be issued.

Refund Issuance

All refunds must be approved by KMSM staff and will be issued within 60 days of notification of withdrawal. Discounts or financial aid received are not eligible for refund. Please contact Liza@kmsm.life or info@kmsm.life to request a refund.

Tax Deductions

Tuition payments & donations are NOT tax deductible. Therefore, we do not issue any 1098T forms.

1. If you choose to withdraw... You are responsible for any tuition, housing, and mission trip fees due through the date you give notice of your withdrawal from the program.

2. If you are dismissed... You are responsible for any tuition, housing, and mission trip fees and will not receive reimbursement for any deposits.

3. If it is determined you have overpaid on your tuition... You will be refunded the amount of overpayment.

4. If your mission trip is canceled... a. You must choose another trip from among the remaining scheduled trips. All additional mission trip payments applied toward the canceled trip will be transferred to the new trip, less any expenses already incurred by the original trip. b. If no other trips are available, you will be refunded any additional mission trip payments you made for the trip, less any expenses already incurred by the trip.

5. If you choose not to go on a mission trip... a. You will not be eligible to graduate. b. You will be refunded any additional mission trip payments you paid for the trip, less any expenses already incurred by the trip.

GENERAL INFORMATION

STUDENT HOUSING

Residence Check-in & Check out Procedures

Check-In

Initial deposit plus 1st month's rent payment must be submitted in full on the student portal and the following forms must be completed prior to residence occupancy.

1. Student Handbook
2. Housing Agreement
3. Student Waiver and Release Form
4. Room Check-in/Check-out Form

Check-Out

When checking out, each student must thoroughly clean his/her room and put all original furniture in place. Removal of furniture, defacing or destruction of property will result in an assessed cost of repairs which will be added to student profile until paid in full. Proper checkout procedures are as followed:

1. Remove all personal belongings from the room and any items from the walls.
2. Clean the room thoroughly including walls.
3. Return residence key to RA.
4. Complete check-out form and have appropriate housing staff review and approve it.

Once you have properly checked out with the Resident Assistant, you will receive a notification of fulfillment of the housing agreement.

Resident Life Policies

Our goal is to facilitate, respect and promote a healthy community among all those participating in student housing. Part of your responsibility as a resident is to understand and adhere to the following guidelines established on behalf of the community.

Resident life procedures and policies are designed to:

1. Provide a safe and healthy living environment, consistent with the philosophy of Kingdom Movement.
2. Help students understand responsibilities as a resident.
3. Provide fair and consistent treatment for all student residents.

Resident Life Goals

1. Encouraging a “family” environment: RAs will endeavor to facilitate a family environment among student residents to enhance the learning experience of all students and the atmosphere of resident housing.
2. Encouraging Unity: Residents meet on a regular basis to cover any announcements for the week and to spend time in prayer and fellowship.
3. Activities: Scheduled events throughout the year will provide opportunities for fun and fellowship.

Off Campus Requests

Residents desiring to stay off campus must get approval in advance from the Resident Director (RD) and Resident Assistant (RA).

Guests & Visitation

Housing is provided for students alone. Friends and family (including alumni) need to secure other accommodations for visits. We ask this out of respect for your roommates and to prevent the residence from becoming a “hotel”. While visiting, guests must observe residence policies. Violation of policy may result in the guest being prohibited from the student residence in the future. Failure to comply with these policies will result in disciplinary action.

*Guests or students of the opposite sex are NOT permitted in student housing without the oversight and approval of the RD or KMSM Staff.

Housing Violations Disciplinary Action

Disciplinary action may be taken for any violation of the housing or campus policies, such as: curfew violation, misconduct, unapproved guest stays, or complaints from other student residents. General

disciplinary action will be taken as follows (per semester):

- 1st Violation = Verbal Warning
- 2nd Violation = Written Warning
- 3rd Violation = \$10 fine
- Subsequent violations result in a fine AND a scheduled meeting with the Director to assess potential probation.
- Extreme violations may warrant bypassing protocol directly into an initial meeting between student and Director.

Curfew Policy

Curfew is 11 pm Sunday-Wednesday and 12am Thursday-Saturday. During extended breaks (including Thanksgiving, Christmas, and Spring breaks) curfew may be adjusted or lifted. This will be announced and communicated by the housing staff before each break. Students under the age of 18 must follow the law.

- Students are expected to be inside their house by curfew.
- Visitors may not remain past curfew.
- It is the responsibility of the RA to enforce curfew for the students in his/her apartment. RAs do not have the authority to give curfew extensions or to excuse a student that was out past curfew.
- If a work schedule interferes with the ability to make curfew, a copy of the work schedule must be provided in advance to the KMSM staff for approval. In such cases, KMSM staff must approve late arrival and determine appropriate arrival time. KMSM staff will communicate any approved curfew exceptions to the RA.

Quiet Hours

Quiet hours are from 10:30pm to 7:00 am daily.

- All students are expected to intentionally contribute to an atmosphere of study and peace during quiet hours. Out of respect for other students, unnecessary noise in rooms or common areas, such as playing loud music, is not permitted.
- Musical instruments and stereos should be played at room level. Electrically amplified instruments may be played quietly during the day, and with headphones during quiet hours.
- The RA reserves the right to define room level volume and to

determine instruments that may not be played.

- Consistent disregard of noise levels may result in disciplinary action and/or loss of privileges.

Individual Room Guidelines

- Each room will be furnished with a regular twin-sized bed per student. You may provide your own furnishings for your room.
- Do not use nails, screws or anything else that causes holes or wall damage, when attaching things to the walls.
- Do not remove closet doors.
- For security and prevention of damage, please close your windows and lock your door when you are the last to leave your room.
- Turn off lights, computers, and other electronic devices when you are the last to leave your room / house.

Cleanliness

- Every household is responsible for providing cleaning supplies to perform the regularly scheduled weekly and deep cleaning of houses.
- Students are expected to keep their rooms clean and orderly. The RD and RAs will conduct both scheduled and spontaneous room checks for cleanliness, safety, fire hazards and other issues that the student may need to address. Failure to comply may result in fines or even grounds for dismissal from housing.

Linens and toiletries

Students will need to provide their own toiletries, towels, bedding and personal storage units. The beds provided are regular twin size.

Common Areas

Common areas are to be kept clear of student's personal items. Every resident should take personal responsibility for the care of the student residence.

Kitchen

Full kitchens are available for student use and will be furnished only with basic appliances (refrigerator/freezer, oven, toaster, microwave).

- Residents must take personal responsibility to clean up after themselves with each use. Dishes must be cleaned and put away after each meal.
- Weekly cleaning schedules will be assigned by RAs
- Appliances may be stored in the cupboards and should be properly labeled by the owner.
- All appliances left in the kitchen are considered free to use and are left at the risk of the owner.
- Food in the refrigerator must be labeled and still edible or it will be discarded at the end of the week. Students should respect other residents and not access another student's food or personal property unless permitted.

Personal Property

- Residents should respect each other's privacy and property rights. It is wrong to enter another student's room or borrow his or her possessions without permission or to damage the property of a fellow student. Loaning or borrowing money or possessions is strongly discouraged.
- Students should use every precaution to safeguard their personal property. It is the responsibility of the student to secure and lock the apartment when unattended. Theft, vandalism, or damage to the property of Kingdom Movement, rental properties, students or staff members may result in criminal charges and disciplinary action.
- Kingdom Movement and Kingdom Movement School of Ministry are not responsible for and cannot be held responsible for theft of or damage to a student's personal property.

Laundry Facilities

The houses are equipped with laundry facilities. These are common spaces for all residents and should be kept clear of personal items.

Media / Internet

During this season of training, we ask that students use discretion and are very open and accountable with all visual media intake including: TV, movies, computers, laptops, internet access, video games,

computer games, DVD players, iPods, iPads, smart phones, etc.

- We recommend that visual media should not be viewed without accountability present. If you are in an individual room, we recommend keeping the doors when accessing the Internet or viewing any visual media. It is encouraged to access all visual media in common areas of the home when other residents are present.
- R-rated movies are not permitted within KMSM housing.
- PG-13 movies will only be allowed depending on content and approval from the RA.
- KMSM students are encouraged to view and listen to media that reflects the standards of the KMSM Honor Code.

Vehicles and Parking

Students who plan to keep a vehicle on student housing premises must submit a copy of a valid driver's license and vehicle information to their RA.

Kingdom Movement and KMSM are not responsible for damage to or theft of any vehicles kept at KMSM housing locations or on Kingdom movement property or shared space. Keep vehicles locked and valuables out of sight at all times.

Postal Services

Each student is responsible to contact the United States Postal Service with a change of address immediately upon transitioning to another living situation.

Room Switches

Room switches may take place throughout the year if the RD sees the need for it. Please keep this in mind when you are buying furniture — you may have to move them from one location to another.

Prohibited Items

Fire Hazards

Burning candles is a fire hazard; and therefore, should be used with extreme caution within housing. Never leave a candle unattended. Please also use caution with all electrical items (such as lamps, electric heaters, irons, curling irons, etc.). Use irons on ironing boards ONLY, irons are not to be used on carpets or other flooring at any time.

Pets

Pets (including service animals) are not allowed in the student residence or on Kingdom Movement property at any time.

Firearms, Fireworks and Weapons

Firearms (including look-alikes), ammunition, fireworks, weapons, knives or any other lethal or dangerous devices are prohibited in student apartments and on Kingdom Movement property. Any of these listed items will be confiscated and disciplinary action will ensue.

Alcohol, Tobacco, Illegal Substances

Alcohol, tobacco, marijuana, and any other mind altering and/or illegal substances are strictly prohibited in the student housing, classrooms and on Kingdom Movement property at ALL times, including when the KMSM year is not in session (i.e. summer and all breaks). It is never permitted to possess or store alcohol, tobacco, pipes, and/or other mind altering substances in the housing or on Kingdom Movement premises.

Emergencies

Serious Injury or Hospitalization

If a student is seriously injured, ill, or in need of hospitalization for any reason, contact these people in this order:

1. KMSM Staff - RD
2. Emergency Services or Authorities (911)
3. Emergency Contact (Parents, Spouse, etc)

Peacehealth Hospital: 400 NE Mother Joseph Pl, Vancouver, WA
98664

Salmon Creek Hospital: 2211 NE 139th St, Vancouver, WA 98686

Individuals Threatening Suicide

Any member of the KMSM community becoming aware of a student or other individual on campus threatening suicide (verbally or otherwise) should inform the KMSM Dean & Directors immediately. It is our policy that every threat of suicide is taken seriously and initially assessed by the Kingdom Movement School of Ministry Dean & Director or a member of the church pastoral staff. In some cases, professional counseling may be mandated. Confidentiality will be maintained to an appropriate extent unless a threat of harm against oneself or another is involved or disclosure is otherwise deemed necessary.

IF YOU ENCOUNTER SMOKE OR FIRE, IMMEDIATELY:

Leave the building from the nearest safe exit. If you must open a door to access an exit, feel the handle first. If it is warm, do not open. If it is cool, open the door cautiously. Call 911 from the nearest safe area. Give the dispatcher concise information regarding the location of the fire at present. Once you are released by Fire Department personnel, gather with your RA and roommates and remain outside until all persons are accounted for and you receive further instructions from GI Staff or Fire Department officials. The Fire Department and their appointed helpers will be the only ones to search the building.

STUDENT HOUSING AGREEMENT

2024-25 Academic Year

This Student Housing Agreement (this "Agreement") is made as of the date it is accepted by Kingdom Movement School of Ministry ("KMSM") and is by and between KMSM and the student of KMSM who has signed below (the "student"). KMSM and the student agree as follows:

RESIDENCE: KMSM and the student agree that the student will live in student housing in one of the rental properties in contract with KMSM and/or Kingdom Movement. KMSM will assign the student's room and reserves the right to re-assign the student to another house or room for any reason deemed reasonable or necessary by KMSM.

ELIGIBILITY: To be eligible to remain in the student housing under this agreement, the student must be enrolled in and in good standing with KMSM.

RENT: The student agrees to pay to KMSM for residence in the student housing a monthly rental of \$450-550 for a shared room. The monthly rent is due by the first day of each month. In cases of dismissal or approved early move out, rent for any partial month's stay will be prorated at \$15 per day. A non-refundable deposit of \$300 is due within 20 days after acceptance or no later than Aug 1st.

The monthly rent payment begins in September and is due August 20, 2024. A \$25 late fee will be due for any month in which KMSM receives rent after the 3rd day of the month. Failure to pay rent by the 15th of any given month could result in eviction from student housing until payments are up to date. Payments are to be made through Quickbooks.

TERM: The term of this Agreement and the student's residence in student housing will be 9 months in total, from Aug 23, 2024 through May 28, 2025. This Agreement can be terminated before the end of the term only as follows:

The student agrees not to terminate this agreement before May 28, 2025 without the expressed written consent of KMSM.

KMSM can terminate this Agreement for any reason as of the last day of a month by giving the student notice at least 7 days before the termination date.

KMSM can immediately terminate this Agreement for Cause by giving notice to the student. For this purpose, "Cause" means any breach of this Agreement by the student (including but not limited to failure to pay rent when due) or any conduct by the student that is determined by KMSM to be (1) inappropriate, (2) detrimental to the student, other housing residents, or other students of KMSM, or (3) otherwise worthy of termination of this Agreement.

The student must immediately move out of student housing if he or she no longer meets the eligibility requirement, in which case this Agreement shall terminate as of the date that the student moves out.

SECURITY DEPOSIT: A \$300 non-refundable deposit is due by August 1, 2024.

The security deposit will be applied by KMSM to cover house furnishings, replacement of mattress covers, cleaning supplies, and professional cleaning.

EARLY MOVE OUT: Early move-out and/or termination of the housing contract without KMSM's approval will result in loss of 2 months rent and no refund will be issued.

Each student must complete a room and house condition form prior to moving into his or her assigned room. The student will be charged for any damage to his or her assigned room.

Damage in common areas will be charged to the specific individual or group of individuals deemed responsible for the damage. The student is responsible for the conduct of his or her guests and no guests are allowed overnight.

CARE / MAINTENANCE / REPAIRS: The student is responsible for the care and use of his or her assigned room and its furnishings and must comply with all the conditions of the room and house condition form. Any requests for repairs and maintenance of the room or house should be directed to the KMSM staff or the Resident Director. No student may perform repair or maintenance work on KMSM's property or any rental property without approval from KMSM.

COMPLIANCE: The student must comply fully with this Housing Agreement, as amended by KMSM from time-to-time; and the Student Agreement including all other rules, regulations, guidelines, procedures, or policies determined, published, or adopted by KMSM.

NO LIABILITY / INSURANCE: KMSM is not responsible for any damage to or theft or other loss of the student's personal property or for any interruption in utilities, internet access, or related services or systems. **KMSM does not carry insurance coverage for the student's property. The student is strongly advised to retain insurance coverage for his or her personal property.**

RIGHT TO ENTER / INSPECT: KMSM maintains the right to enter and inspect the student's room at any time, without prior notice, for any reason deemed reasonable or necessary by KMSM. When feasible and appropriate as determined by KMSM, the student will be given prior notice before the entrance or inspection.

NO WAIVER OR BREACH: The failure of KMSM to insist upon strict performance of any provision of this Agreement in any instance shall not be construed to be a waiver or relinquishment of any right KMSM may have under that or any other provision.

This document is to be signed online when applying for student housing.

Signature:

Date:

KMSM LOGISTICS

WEEKLY SCHEDULE

KMSM Weekly

2024-2025

DAYS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	SUNDAY
Session 1 8:10-9:00	Session 1 8:10-9:00	Session 1 8:10-9:00	Session 1 8:10-9:00	
Session 2 9:10-10:00	Session 2 9:10-10:00	Session 2 9:10-10:00	Session 2 9:10-10:00	Preservice Prayer 9:15-9:30
Session 3 10:10-11:00	Session 3 10:10-11:00	Session 3 10:10-11:00	Session 3 10:10-11:00	Kingdom Movement 10:00-12:00
Lunch 11:00-11:40	Lunch 11:00-11:40	Lunch 11:00-12:00	Lunch 11:00-11:40	
Prayer Set 11:40-12:40	Prayer Set 11:40-12:40	Revival Group 12:00 - 2:00	Prayer Set 11:40-12:40	
Small Groups 12:50-2:00	Session 4 12:50 -1:40		Session 4 12:50 -1:40	Session 4 12:50 -1:40
	Family Time 1:45-2:15		OUTREACH 1:40-3:30	
NIGHTS				
		Practicums Various Times		

KMSM LOGISTICS

APPLICATION PROCESS

1. COMPLETE ONLINE APPLICATION
2. SUBMIT REFERENCES
3. STAFF INTERVIEW
 - If accepted...
4. SIGN KMSM STANDARDS & VALUES AGREEMENT
5. SIGN STUDENT WAIVER & RELEASE
6. PAY STUDENT DEPOSIT (To reserve spot in program)
7. SIGN STUDENT HOUSING AGREEMENT (If applicable)
8. PAY HOUSING DEPOSIT (To reserve spot in housing)
9. PAY TUITION

KINGDOM MOVEMENT SCHOOL OF MINISTRY

STAFF CONTACT

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DEAN

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