



Student Handbook

Emmanuel Institute of Evangelism™
is a subsidiary of the
Michigan Conference of Seventh-day Adventists®

MISSION STATEMENT

At the Emmanuel Institute of Evangelism, we believe that the great gospel commission given by our Lord in Matthew 28 is a prerequisite to His return to earth in all His glory. This belief was shared by the founders of our church which prompted them to establish intensive training schools to practically and effectively disciple gospel workers.

Emmanuel Institute was established to revive that missionary spirit among God's end-time people by providing a speedy, concise, practical, Christ-centered, and hands-on training that will equip our students to finish the gospel work in this generation.

CONTACT INFORMATION

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INTRODUCTION

Emmanuel Institute of Evangelism was started because of the promise of Matthew 24:14 which says “And this gospel of the kingdom shall be preached in all the world for a witness unto all nations; and then shall the end come.” When the good news of Christ is spread through the whole world Jesus will come to take us home!

To fulfill our part of this promise there is a need of “trained workers for the mission fields.” (FE 547) But time is short. “Probationary time will not permit of long-protracted years of drill. God calls; hear His voice as He says, “Go work today in My vineyard.” Matthew 21:28. Now, just now, is the time to work.” (CT 415)

This is the purpose of Emmanuel Institute of Evangelism: To provide “a few months instruction” (3T 160) for those wanting to enter into gospel service. This training will prepare you to be an effective witness wherever the Lord calls you to service, whether in your hometown or in another part of the world.

If you have a desire to be a worker for Christ, Emmanuel Institute can give you the tools you need, in a short time, to “become fishers of men.” (Mark 1:17)

This student handbook will give you the important information and details regarding the Emmanuel Institute training program. If you still have questions after reading the handbook, please contact us.

It is our desire that you prayerfully consider the information contained in this handbook and the opportunity you have to train for His service.

“You will be my witnesses ... in every part of the world” - Acts 1:8

STUDENT POLICIES

ADMISSION POLICIES

The application process for Emmanuel Institute of Evangelism is very important. All students must follow application procedures completely and submit all required information in order to be considered for admission. The required information that you provide to us will be carefully reviewed and prayed over before we arrive at a decision regarding your application. This is done to ensure that all students who are accepted into the program will be blessed and be a blessing as they go through the training program.

Prerequisites

Students applying to Emmanuel Institute must meet the following requirements:

- You must have a commitment to the Lord Jesus Christ and His Word.
- You must be a U.S. resident or are legally able to be in the U.S. for the duration of the program.
- You must be 18 years of age or older or be accompanied by a parent or guardian.

Application Procedure

The first step for applying to Emmanuel Institute is to read this Student Handbook. After prayerfully reading and considering the information in this handbook you will need to fill out the following forms:

- Student Application
- Medical Information Form

In addition you will need to have three people fill out and submit the Student Reference form. The reference forms need to be filled

out by people who know you well. One of these people should be the pastor of the church where you have your membership. If this is not possible you will need to submit a written explanation as to the reason why your pastor could not complete this form. Even if your pastor cannot fill out a form you will still need to have three people fill out and submit the forms. We should receive these forms within one week of receiving your application. (Note: these forms are to be mailed by the person filling them out, not by you.)

When you have completed filling out the student application and medical information form you will need to mail it to our office along with the application fee (refer to the financial information section for amount) and a current photo of yourself.

Please ensure that you have fully completed and signed/initialed all forms before you mail them. Your application will not be processed until we receive all of the following items:

- Student application
- Medical information form
- Current photo of yourself
- Application fee
- All three student reference forms

Once we have received all of the above items we will process your application. Generally you will receive a written response from us within 30 days.

If accepted, one half of your total program fee is due in our office within 30 days of the date of your acceptance letter to reserve your place in the program. If payment is not received within this time your place will be opened up to other applicants.

Please do not make travel arrangements unless and until you have received a written acceptance letter.

CHRISTIAN CONDUCT

Our Desire

Our desire is that our students take full advantage of our intensive training course in order to become effective soul-winners in whatever occupation and location that the Lord calls them to serve in. There are many things (even things that are good in and of themselves) that can take one's attention and energy away from the task at hand. We hope that each student will strive to keep focused during the program so that they will be blessed and be a blessing. The following standards of Christian conduct are designed to help students maintain focus while at Emmanuel Institute.

Guiding Standard

Students of Emmanuel Institute are expected to live in harmony with Biblical principles, adhering to the standards and practices of the Seventh-day Adventist church.

Personal Devotion Time

Faithfulness in time spent with Christ is the key to success here at Emmanuel Institute and in all of your spiritual endeavors. If you want to succeed “meditate in [God’s word] day and night, that you may observe to do according to all that is written in it. For then you will make your way prosperous, and then you will have good success.” (Joshua 1:8)

We have purposely started the daily schedule at 8:00 a.m., rather than earlier, to allow each student time in the morning to spend in personal devotion. Our hope is that each student will use this time to gain strength for the day and to develop an ever closer relationship with their Savior.

Sabbath Observance

Sabbath is a special time at Emmanuel Institute. The Sabbath is a sign between us and God that we may know the Lord. (Eze. 20:20). The Sabbath is a day of rest (Ex. 35:2) and a day to assemble for worship (Lev. 23:3). At Emmanuel Institute we dedicate these hours to spending time with the Creator. It is during these hours that we can gain a special blessing and spiritual renewal. Our desire is that each student will take full advantage of the blessing of the Sabbath by not participating in secular activities during the Sabbath hours. Attendance at all Sabbath worship services (sabbath school, church, and vespers) is also a required privilege.

Attendance

The Emmanuel Institute program is designed to help you grow spiritually and give you the tools you need to be an effective witness for Christ. Each component of the program is added with these goals in mind. Because of this, attendance is required for all classes, worships, outreach activities and other scheduled program activities. Any exceptions must be first approved by Emmanuel Institute administration. Habitual tardiness and/or absence from program activities may result in dismissal from the program, without refund.

Student Housing Policy

The dormitories are separated into men's and women's sections. Men are not to enter into the women's section and women are not to enter into the men's section. There are public areas such as the library, student lounge, and cafe where you may meet with students of the opposite gender. Please help to protect the reputation of yourself, your classmates, and the school by faithfully abiding by this rule. Violations of this rule may result in immediate dismissal from the program, without refund.

Relationships

Because of short term nature of the training programs offered at Emmanuel Institute we ask that you remain focused on your course of study. Dating relationships can be a blessing, but because of the time such relationships take we strongly discourage students from pursuing/entering into such relationships during their course of study. If you believe that God has led you to “the one” there will be ample opportunity to pursue a relationship *after* you have completed the program. In the event that a relationship develops during the program the following guidelines must be adhered to:

1. You must each keep your devotion to Christ. The relationship should not interfere with your personal time you spend with the Lord.
2. You must keep your focus on the program. The relationship should not interfere with your studies.
3. If #1 and #2 above cannot be kept we ask, and may require, that the relationship be put “on-hold” until the program is completed.
4. You must never be alone in each others company, always staying where others may easily see you.
5. You must never arrange for other “couples” to be the means by which you attempt to “comply” with #4.

We hope that students of Emmanuel Institute will strive to protect the reputation and spiritual well-being of themselves and their classmates.

Dress

In planning your wardrobe keep in mind that you will be involved in a variety of activities at Emmanuel Institute. Also keep

in mind that, because Emmanuel Institute is located in southwest Michigan, the weather can get cold, especially in the late fall and winter months.

At all times clothing should be in harmony with Biblical principles. Please no mini-skirts, tight-fitting garments, sleeveless or low cut tops or tops that do not adequately cover your midriff (even when bending over,) or, any clothing with un-Christ-like logos or slogans, or any slogans or logos printed on the rear.

In the classroom student's dress should be clean and professional. Please no ragged jeans, track or sweat pants, or shorts.

For outreach activities and worship programs you are asked to wear "church" clothes. For gentlemen this means slacks and dress shirt or suitable equivalent. For ladies this means dresses or skirts with modest tops or modest dress slacks with modest tops. Dresses/skirts must be of sufficient length to cover the knee at all times.

For work assignments you will need clothing that is appropriate for yard work, yet still modest.

In all matters of dress please remember that "In all things we are to be representatives of Him. Our appearance in every respect should be characterized by neatness, modesty, and purity." (6T 96)

Music

All music on the Emmanuel Institute campus should be of a nature that will uplift Christ. Music with worldly lyrics or tunes (rock, jazz, techno, metal, etc.) is not permissible at anytime. Listening to any appropriate music should be a personal experience and not one shared with others. Please respect others by keeping the volume down or using earphones.

Curfew

On weeknights curfew is 9:30 p.m. On weekends curfew is 10:30 p.m. The only extension of curfew is for scheduled school activities. Curfew means that students need to be in their respective living area and not be doing anything that will interfere with other students rest.

Off-Campus Travel

Students making trips off-campus need to sign out when they leave and sign in when they return. The procedure for this will be explained at orientation. Off-campus trips must not interfere with class or other scheduled school activities.

Literature Distribution/Private Meetings

Distribution of all books, literature, or media (cassettes, videos, digital media, etc.) must first be approved by Emmanuel Institute administration. Also, any student meetings (besides reasonable study groups) must first be approved by Emmanuel Institute administration.

Orientation

Orientation is required for all students. The orientation time for your program will be specified in your acceptance letter.

Prohibited Items and Activities

Under no circumstances will any of the following items be tolerated on the Emmanuel Institute campus or on the person of Emmanuel Institute students:

- Illicit drugs or drug paraphernalia
- Tobacco

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- Alcoholic beverages
 - Caffeinated beverages or “boost” pills
 - Pornography
 - Occult paraphernalia
 - Gang symbols
 - Jewelry
 - Worldly videos or movies
 - Firearms or other deadly weapons
 - Items that are illegal to possess in the state of Michigan
 - Any other ungodly items

Under no circumstances shall any student engage in unchristian/immoral activities including, but not limited to:

- Sexual activity (except between married persons)
- Gambling
- Spiritualistic/occult activities
- Fighting (whether for sport or otherwise)
- Vandalism
- Academic dishonesty (cheating)
- Any other such activity that may endanger yourself, other students, staff or the property or purpose of Emmanuel Institute of Evangelism.

Discovery of any student possessing any of these items and/or participating in any of these activities may result in immediate dismissal from the program, without refund. Should any student become aware of any such items or activities it is expected that you make the Emmanuel Institute administration aware of it immediately. Your failure to do so will be viewed as being an accomplice to the violation and may result in dismissal from the program, without refund.

CAMPUS ACCOMMODATIONS

About the Campus

Emmanuel Institute of Evangelism is located on the campus of Oak Haven. The Oak Haven campus is located on 1200 wooded acres in rural southwest Michigan. The campus, with its country setting and miles of walking trails, provides an ideal environment for learning and spiritual growth. It is in country places, such as Oak Haven, that “there await rich blessings for those who will grasp them. By beholding the scenes of nature, the works of the Creator, by studying God’s handiwork, imperceptibly you will be changed into the same image.” (2SM 356)

The campus is also close enough to the cities of Holland, Grand Rapids and Kalamazoo to serve as an excellent “outpost” location. “We are to be wise as serpents and harmless as doves in our efforts to secure country properties ... and from these outpost centers we are to work the cities.” (CL 31)

About Oak Haven

Oak Haven is a supporting ministry of the Seventh-day Adventist church. Oak Haven is a member of ASI (Adventist Laymen’s Services and Industries) and OCI (Outpost Centers, Inc.)

One of the primary ministries that Oak Haven operates is Country Life Natural Foods, a natural foods wholesale and retail distributor. On campus is the Country Life distribution warehouse and the Country Life retail store, offering many wonderful natural foods products as well as books and personal care items.

In addition to operating Country Life, Oak Haven also conducts cooking schools, health fairs, and other “entering wedge” outreach activities.

Emmanuel Institute Facilities at Oak Haven

Emmanuel Institute is fortunate to lease our facilities from Oak Haven. Both institutions share a vision and desire to spread the gospel message to the world and are pleased to work together towards this goal.

Emmanuel Institute has a non-exclusive lease for Faith Hall and Martin Hall. Emmanuel Institute also utilizes the Pullman Seventh-day Adventist church, which is located on the Oak Haven campus, for worship functions.

Because this is a multi-use campus it is important that Emmanuel Institute staff and students respect the space of other campus occupants. The public areas of Faith and Martin Hall, such as the cafeteria, will occasionally be used by Oak Haven for other functions such as cooking schools. During these times students need to respect the activities that are occurring and not engage in activities that will disrupt these events.

The buildings on the Oak Haven campus, other than Faith and Martin Hall and the church, are in use by Oak Haven and its subsidiaries. Students are asked to not go into these other buildings without permission, except for the Country Life retail store, where, during operating hours, you are always invited!

Student Housing

Emmanuel Institute is blessed to be located in a tranquil, rural location. The beautiful natural surrounding is supplemented by nice dormitory facilities. The dorm facilities have been recently remodeled and will provide a pleasant place for you to rest and study.

The dormitory rooms are designed for double occupancy. If you are coming by yourself you will be assigned a roommate.

Each room is furnished with two beds, two desks, and two chairs. There is also a closet in each room. Some rooms have a dresser. All rooms are equipped with mini-blinds or curtains. Most rooms do not have their own plumbing. There are rest room/shower facilities on each floor.

Linens are the responsibility of the student and are not provided. Beds for single students are twin size. For married students please contact us.

You may opt to rent a linen set that contains one set of sheets, pillow and pillow case, blanket, comforter, two bath towels, two hand towels, and two wash cloths. You will be responsible for laundering them during the course and for returning them laundered at the end of your course. Please see the financial schedule for your course for linen rental pricing. If you wish to opt for this option you will receive instructions on how to do so with your acceptance letter.

Damage Deposit

There will be a refundable damage deposit required for your course. Please see the financial schedule for your course for the specific amount. Any damage caused by you will be deducted from your deposit. Any damage in excess of the damage deposit will be billed to your student account, the balance of which is due immediately. If, upon completion of the program, your room/living accommodations are found to be in satisfactory order and there is no balance on your student account, your deposit will be returned to you. If there is a balance on the student account the deposit will be applied towards that balance.

Pets

Sorry, no pets allowed.

Laundry

Students are responsible for their own laundry. Laundry facilities are available in each dorm. The machines are coin operated and are currently 75¢ for wash and 50¢ for dry, prices subject to change. Detergent is available for purchase at the Country Life store.

Vehicles

Students bringing vehicles are required to register the vehicle with the office when registering for classes. You will need to provide the license plate number, current registration and current insurance. If your vehicle is not properly registered and insured it must remain parked for the duration of your course.

Roads on the Oak Haven campus are private, meaning they are subject to the rules of Oak Haven. The roads are crucial to the Country Life Natural Foods operation. Please do not do anything that will make these roads unsafe, such as speeding or unsafe driving. Student vehicles must be parked in designated student parking lots only. Unsafe drivers and owners of improperly parked vehicles are subject to lose their privilege of having their vehicle on campus.

Transportation for School Functions

Transportation for school functions will be provided for students by Emmanuel Institute. If your family is with you, you will be responsible for their transportation. If students desire their own transportation to school functions arrangements must first be made with Emmanuel Institute administration.

Your space and others space

Because we are on a small campus and will be spending ample

time together please maintain Christian respect for your space and the space of others. Students of Emmanuel Institute are expected to keep their personal space (room, desk in classroom, etc.) neat and orderly at all times. We ask that all would exercise Christian kindness and courtesy by refraining from engaging in activities that will be disruptive to other students. Please respect the privacy of your fellow students by not entering their room unless invited.

Liability

Emmanuel Institute takes no responsibility for any items that you bring on campus. It is the responsibility of the student to secure and/or insure your possessions.

Health care costs/insurance premiums during the course are the responsibility of the student.

Communication

Emmanuel Institute has wireless internet available in the dorms and public areas of the campus. Student internet use is subject to the Internet access policy which will be provided to you at registration.

Telephones are also available for student use in each dorm lobby. These phones are able to dial local and toll-free numbers. For long distance you may use a phone card. Phone cards are available for purchase in the Country Life store.

Cell phone service is available on campus, but is limited because of our rural location. Cell phones must be turned off or on silent during class, worship and outreach activities. Please no making or answering calls during these time. Also, no sending/reading of SMS/MMS messages is allowed during these times.

Food Service

The Emmanuel Institute cafeteria is proud to serve a nutritious and delicious plant-based (vegan) diet. The menu is designed to help the students be successful in their studies. We serve two meals a day, breakfast in the morning and lunch in the early afternoon. There will also be food available for a light supper, if desired.

All students living in the dorm are required to have their meals in the cafeteria. Residents of married-student housing have the option of having their meals in the cafeteria or preparing their own meals in their married-student residence.

There are small kitchens in each dorm for student use. These kitchens are provided as a convenience for the students. It is the responsibility of all who use the dorm kitchens to keep them clean and sanitary.

CAMPUS WORK DUTIES

Any effective training program will include opportunities for physical labor. Useful work is a core component of true education. “[Christ’s] education was gained from heaven-appointed sources, from useful work, from the study of the Scriptures and of nature, and from the experiences of life - God’s lessonbooks, full of instruction to all who bring to them the willing heart, the seeing eye, and the understanding heart.” (8T 222)

Because useful work is important to your education we have incorporated work duties as part of the program. Our hope is that each student will see each work duty as an opportunity to develop a character more like Christ’s.

The work duties will range from daily assigned duties, such as helping with kitchen clean-up and cleaning the dorm and public areas of the campus, to scheduled work projects. These projects will include landscaping type activities and other assignments that will help beautify and maintain the campus.

As with all other parts of the training program, these work assignments are required. Being tardy, absent, or not participating in work duties will fall under our attendance policy. Please be faithful in the duties assigned to you.

PROGRAMS OFFERED

I4-WEEK EVANGELISM PROGRAM

Summary

Our 14-week Evangelism Program is the flagship program of Emmanuel Institute of Evangelism. During this dynamic and engaging program you will learn about all aspects of evangelism, personal to public and everything in between. This exciting program will give hands-on experience to those who want to be a part of finishing the gospel work. Our graduates can expect to be confident and capable fishers of men whether in full-time ministry or in any avenue of life.

Classes in Program

Evangelism 101 - In this class you will gain an understanding of the importance of evangelism as a lifestyle. You will learn the who, what, when, where, and why of soul-winning.

Personal Evangelism - This class will cover the how of soul-winning. You will learn principles of personally sharing Bible truths in a Christ-centered way. You will learn how to gain and maintain Bible study contacts and how to lead these contacts to Christ.

Public Evangelism - You will learn how to plan for and conduct successful public evangelism programs. Advertising, budget, technical preparation and other planning essentials will be covered in this class.

Literature Evangelism - The principles and techniques of Christian book sales will be covered in this important class. You will also learn how to follow-up on leads from literature evangelists.

Bible Doctrines - This class will cover the fundamental Biblical beliefs of the Seventh-day Adventist church. You will learn how to share these truths in a Christ-centered way and how to Biblically defend them against common objections.

Daniel & Revelation - You will study the great prophecies of these books in their entirety, learning their relevance for today. You will gain a practical understanding that will help you effectively share these truths in today's society.

Health Evangelism - This class will teach you how to run a successful "entering-wedge" health evangelism program. You will get hands-on training in how to conduct a health fair, cooking school, or other health program.

Natural Remedies - A basic introduction to natural remedies for the prevention and cure of common illnesses.

Homiletics - In this class you will learn principles of effective public Biblical presentation. You will study the art of making public calls and how to increase your effectiveness in preaching.

Hermeneutics - This foundational class will set the stage for a proper understanding of sacred Scripture. It will cover the basics of how to study, understand, and interpret the Bible.

Gift of Prophecy - This class will teach the Biblical role of prophets and prophecy in the Christian church as well as the end-time manifestation of the prophetic gift. We will also cover issues and answers concerning the role of Ellen White in the Seventh-day Adventist church.

Church History - Learn about the history of God's people. This class will cover from the time of Abraham down to God's end-time remnant people.

Relationships - This Bible says, “It is not good that man should be alone.” However, it also says, “Do not arouse or awaken love until it so desires.” This class will teach Biblical principles about finding a mate and developing and nurturing a God-centered relationship.

Salvation in the Sanctuary - “Thy way O God is in the Sanctuary” Psalms 77:13. Learn how the Sanctuary in Heaven is not only the foundation of gospel teaching in both the Old and New Testaments but the very center of last mediatorial work of Christ in the Great Controversy.

The Law and the Covenants - A powerful study in the books of Galatians, Romans and Hebrews, this class will give you a clear understanding of the beautiful balance between law and grace, faith and works. It will also prepare you to meet common objections to law-keeping from “new-covenant” Christians.

Stewardship - You will learn Biblical principles of money management in this class. Learn the relationship between your financial matters and your own spiritual walk and how to make both stronger through good stewardship.

Church Structure - The structure and government of the Seventh-day Adventist church will be covered in this class. You will learn how to work through the proper channels of God’s church to hasten the Second Coming.

Presentation Media - The basics of appealing visual presentation will be covered. Learn how to use presentation programs effectively in evangelistic settings.

Financial Schedule for 14-week Program

<u>Application Fee</u>	
U.S. students	\$25
International Students	\$50
<u>Program Costs</u>	
Tuition	\$2500
Books and Materials	\$300
<u>Housing</u>	
Standard (<i>double occupancy</i>)	\$600
Married Student Housing	Contact Us
Damage Deposit (<i>Refundable at end of course</i>)	\$200
Linen Rental (<i>Optional</i>)	\$100
<u>Food</u>	
Adult (13 and up)	\$1250
Child (8-12)	\$900
Young Child (3-7)	\$600
Baby (0-2)	No Charge

Total Standard Cost for Single Student

Application Fee (<i>U.S. Student</i>)	\$25
Tuition	\$2500
Books and Materials	\$300
Housing - Standard (<i>Double Occupancy</i>)	\$600
Damage Deposit (<i>Refundable at end of course</i>)	\$200
Food - Adult	\$1250
Total	\$4875

Please note: Prices are subject to change. You will be notified of the final cost of your program upon your acceptance in the program.

3-WEEK EVANGELISM SEMINAR

Summary

The 3-week Evangelism Seminar is designed to help the lay-person or experienced gospel worker learn how to be more confident and effective in all their witnessing endeavors. This seminar will help you exponentially increase your soul-winning results. During this seminar you will learn the basic elements of evangelism and how to implement a Bible-based cycle of evangelism in your church that will lead to a great harvest of souls for the kingdom.

Financial Schedule for 3-Week Evangelism Seminar

<u>Application Fee</u>	
U.S. students	\$25
International Students	\$50
<u>Program Costs</u>	
Tuition	\$500
Books and Materials	\$50
<u>Housing</u>	
Standard (<i>double occupancy</i>)	\$110
Married Student Housing	Contact Us
Damage Deposit (<i>Refundable at end of course</i>)	\$100
Linen Rental (<i>Optional</i>)	\$75
<u>Food</u>	
Adult (13 and up)	\$275
Child (8-12)	\$150
Young Child (3-7)	\$75
Baby (0-2)	No Charge

10-DAY EVANGELISM INTENSIVE

Summary

The 10-day Evangelism Intensive is a condensed crash course in evangelism principles. This course is especially geared towards those who have a limited-time and desire high-quality, practical training. This course will give you the basic skills you need to be a confident soul-winner.

Financial Schedule for 10-day Evangelism Intensive

<u>Application Fee</u>	
U.S. students	\$25
International Students	\$50
<u>Program Costs</u>	
Tuition	\$250
Books and Materials	Included
<u>Housing</u>	
Standard (<i>double occupancy</i>)	\$50
Married Student Housing	Contact Us
Damage Deposit (<i>Refundable at end of course</i>)	\$50
Linen Rental (<i>Optional</i>)	\$50
<u>Food</u>	
Adult (13 and up)	\$150
Child (8-12)	\$70
Young Child (3-7)	\$35
Baby (0-2)	No Charge

GENERAL FINANCIAL POLICIES

Payment

Upon acceptance a down payment of half of your total program cost is due to hold your place in the program. If your down payment is not received within 30 day of the date of your acceptance letter your place in the program will be opened up for other applicants. The remaining balance is due at registration. Unfortunately we do not have student assistance funds available, but, if you feel the Lord is calling you to attend Emmanuel Institute, we can offer fundraising ideas for you. Please contact us for details.

Payment Methods Accepted

We accept checks, cash and/or credit cards. All funds must be in U.S. Dollars.

Refund Policy

Refunds will be given in full, less application fee, for students who do not attend the program. For students who do attend the program refunds will be given up to the 30th day of the program, less actual charges for food and housing and the prorated amount of tuition. After the 30th day of the program no refunds will be given for any part of the course. In cases of emergency the administration may allow students who had to withdraw after 30 days due to extenuating circumstances (severe illness, death in family, etc.) to finish the program at a later date.