

# **Toronto Baptist Seminary and Bible College**



**2025-2026**  
**Student Handbook**  
*(Seventeenth Edition)*



# *According to Christ*

*(Colossians 2:8)*

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# MISSION STATEMENT

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## **Purpose**

The Toronto Baptist Seminary and Bible College is an English-speaking theological institution.

It exists to prepare, equip, and train people for Christian gospel ministries. The emphasis is on pastoral training, in the Reformed Baptist tradition.

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## **Aim**

To provide relevant and meaningful teaching, to equip students to minister effectively and competently in this present secular age.

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## **History**

Since 1927 hundreds of graduates of The Toronto Baptist Seminary and Bible College have entered Christian service.

Our alumni serve the Lord across Canada with churches of the Sovereign Grace Fellowship, the Fellowship of Evangelical Baptist Churches in Canada, various Korean, Chinese, Arabic, Ethiopian, and Hispanic churches in Canada, other Baptist churches across Canada and the USA, and throughout the world in more than thirty countries.

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## **Access to all**

No student based on race, colour, or nationality shall be denied access to the teaching and training that the Toronto Baptist Seminary and Bible College provides.

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# STUDENT HANDBOOK

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## Importance of Student Handbook

The *Student Handbook* is an important document reflecting the academic and moral standards of the student body. All students should read this carefully to become familiar with the information in this handbook and understand the expectations for academic requirements and conduct at the school.

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## Warning

This *Student Handbook* is a statement of policies of the Toronto Baptist Seminary and Bible College, which relate to campus life and academic procedures.

All students who have been accepted for admission to the Toronto Baptist Seminary and Bible College must familiarize themselves with the policies contained in this *Student Handbook*.

All students further accept that failure to abide by these policies will result in discipline and if necessary, in the opinion of the seminary authorities, dismissal from the seminary.

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## Changes

The seminary reserves the right to make alterations to its policies without prior notice in accordance with the seminary's needs.

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## Basis of our conduct

God expects those who have been given the trust to prove faithful. In the course of our program here we have been entrusted with resources and facilities provided through the sacrificial giving of many donors over many decades. May God find us faithful in our care of each item!

Remember the words spoken by Jesus in the parable of the talents, "*You have been faithful over a few things, I will give you charge over many things. Enter into the joy of the Lord.*" (Matthew 25:23)

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## LIFESTYLE MATTERS

|                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|---------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Introduction</b>                   | When a student registers with the seminary, he/she agrees to obey its regulations and to be loyal to its purpose.                                                                                                                                                                                                                                                                                                                                                |
| <b>Expectation</b>                    | <p>Each student must maintain a consistent Christian life during the entire course, and show due qualification for graduation.</p> <p>Each student is required to be faithful to a local church while in studies.</p>                                                                                                                                                                                                                                            |
| <b>Community living</b>               | Students must strive to live together in a harmony that exemplifies the unity of the Spirit and the bond of peace (Ephesians 4:3).                                                                                                                                                                                                                                                                                                                               |
| <b>Individual accountability</b>      | Each student should be aware of the personal accountability they have for their actions and attitudes. The conduct of individuals is not a private matter but affects the rest of the TBS community (Romans 14:12).                                                                                                                                                                                                                                              |
| <b>Accountability to God</b>          | Most importantly everyone at TBS has accountability before God, who sees and knows all things, even our hearts (Matthew 12:36, 1 Samuel 16:7).                                                                                                                                                                                                                                                                                                                   |
| <b>Attitude to one another</b>        | <p>Students ought to express an attitude of servanthood toward others. Since this community is made up of sinners, it is essential that everyone should seek to follow the model of forgiveness which is exemplified in our Saviour Jesus Christ (Ephesians 4:32).</p> <p>Love for one another, with a readiness to forgive sin, and pursue reconciliation, and restoration ought to characterize the relationships at TBS (1 John 4:7-21; Colossians 3:13).</p> |
| <b>Attitude to those in authority</b> | <p>A submissive attitude toward persons in positions of authority (administrator, professor, principal, etc.) ought to characterize the TBS student (Hebrews 13:17).</p> <p>All interactions between students and TBS staff, with members of Jarvis Street Baptist Church, ought to be conducted with gentleness and respect (Ephesians 4:29).</p>                                                                                                               |

## LIFESTYLE MATTERS (*continue*)

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### **Failure to live up to this statement**

Conduct unbecoming a Christian which adversely affects the biblical standards or Christian witness of the seminary may result in discipline, including suspension or dismissal from the seminary.

The maintenance of the spiritual and moral standards of the seminary shall be considered a necessary requisite for the release of transcripts, conferring academic credit, and graduation.

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### **Personal discernment**

Students at TBS ought to exercise wisdom and discernment in the use of media and technology, music, and leisure time.

Proper consideration of the feelings of others must govern all such activities.

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### **Prohibited goods**

TBS students are prohibited from possessing or accessing illegal drugs, tobacco, or pornographic material (print, internet, video, etc.).

In all that is done, there ought to be a desire to reflect the holiness which God has called us to (Romans 14:1-23; 1 Peter 1:13-16).

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### **Appearance**

The seminary recognizes the freedom of each student to develop personal standards under the leadership of the Holy Spirit. However, since people in the community already recognize students at the seminary as Christian leaders, certain exemplary standards of conduct and appearance are to govern the student body (Romans 14:21–22).

The appearance of seminary students is expected to reflect modesty and discretion. An unkempt appearance is not acceptable.

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## LIFESTYLE MATTERS (*continue*)

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### **Involvement in a local church**

We believe that since all Christians should be part of a local body of believers, you should commit yourself to a church that you will fully support during your time as a student.

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### **Prayer meetings**

All students are strongly encouraged to attend prayer meetings. TBS students are about a spiritual business, but it is easy to neglect this amid the pressure of work. Patterns are being set for life, and it is essential that our spiritual needs are cared for.

All students should be sure that they attend a weekly church prayer meeting.

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### **Residence prayer meetings**

For those living in residence, attendance at a regular weekly prayer meeting with those in your house is recommended.

Student prayer meetings will take place in the student lounge located in the seminary basement. The dates and times of these prayer times will be announced at the beginning of the year.

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### **Chapel services time**

Held on Tuesdays 11:15 am - 12:15 pm. During this time the students and teachers enjoy a period of worship, spiritual encouragement, meditation, and inspiration.

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### **Chapel attendance**

All full-time and part-time students are highly encouraged to attend the chapel service each week.

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## BUSINESS MATTERS

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### Seminary office

The Seminary office is located on the main floor of the seminary building. The office staff is available to help the students with academic affairs and practical matters.

Students are strongly encouraged to book an appointment by email or through the phone. Regarding students' records or official transcripts, students are asked to allow sufficient time for processing requests.

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### Office hours

Please adhere to the following business hours unless there is an emergency.

| Day                              | AM           | PM          |
|----------------------------------|--------------|-------------|
| Monday                           | 9:30 - 12:00 | 1:00 - 4:30 |
| Tuesday<br>Wednesday<br>Thursday | 9:30 - 11:00 | 1:00 - 4:30 |
| Friday                           | 9:30 - 12:00 | 1:00 - 4:30 |

### Director of Student Affairs:

Mrs.  
Deborah  
Michaud

- Residential matters (residences, kitchen, parking, keys, medical assistance, etc.)
- Legal matters (health insurance, visa, employment, etc.)
- Tuition fees
- International students
- Provides support to international students

Contact: [deborah.michaud@tbs.edu](mailto:deborah.michaud@tbs.edu) or (416) 925-3263

Appointments should be made in advance.

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## BUSINESS MATTERS (*continue*)

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**Registrar &  
Director of  
Admissions:  
Gang Wang**

- Admission
- Registration
- Course load adjustments
- Timetable
- Fieldwork
- Student grades
- Graduation
- Itineraries
- TBS promotion
- TBS website
- Computer-related issues

Contact: [registrar@tbs.edu](mailto:registrar@tbs.edu) or (416)-925-3263

Appointments are to be made in advance.

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**Principal:  
Prof. Kirk  
Wellum**

- Academic Policies
- Academic Counselling
- Student Discipline

CONTACT: [kirk.wellum@tbs.edu](mailto:kirk.wellum@tbs.edu) or (416)-925-3263

The Principal is available by appointment only.

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**President:  
Dr. Glendon  
Thompson  
(Senior  
pastor of  
JSBC)**

- Spiritual Counselling
- Matters related to Jarvis Street Baptist Church (JSBC)

CONTACT: [glendon.thompson@tbs.edu](mailto:glendon.thompson@tbs.edu) or (416)-925-3261

The pastor is available on Tuesdays. Please book an appointment with the Church Administrator.

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**Official  
holidays**

The school also closes on the following dates (to be read in conjunction with the Academic Calendar):

- Labour Day
  - Thanksgiving Day
  - Christmas Break
  - Family Day
  - Good Friday and Easter Monday (when possible, due to class/exam scheduling)
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## **BUSINESS MATTERS (*continue*)**

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### **Health insurance – Canadian students**

All students are required to have health insurance. Ontario residents are usually covered by OHIP, a government-sponsored plan.

Students from other provinces carry their provincial plans with them.

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### **Health insurance – foreign students**

Foreign students are required to register through the seminary office in the master group insurance plan the seminary has with Destination Travel Insurance Company Inc. This plan provides comprehensive health insurance to cover medical problems that may arise after the student enters Canada. Pregnancy and childbirth expenses will not be covered if the pregnancy occurred before the insurance coverage started.

If a student already has a comparable comprehensive health insurance plan, this will be accepted by the school provided the student signs a waiver, thereby declining the Seminary's master group insurance plan.

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### **Health insurance – foreign student's payment**

Payment in full is required at registration in September or January as part of student fees.

Upon arrival in Canada, students must report immediately to the Seminary office to work out the details of their medical coverage.

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### **Health insurance – foreign student's deductibles**

Students must personally cover the costs of any deductibles that may be charged by the insurance company on certain medical fees.

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### **Employment for foreign students**

Your student visa will indicate any restrictions on your employment in Canada. Work among the churches is allowed since it is regarded as integrally related to your training. The church where you are working is responsible for looking after your honorariums.

However, any payment received for this type of work is still considered earned income.

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## BUSINESS MATTERS *(continue)*

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|-----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>TBS jobs</b>                         | Any paid work taken here at the seminary (doorkeepers, librarian, cooks, etc.) will require a student to have a social insurance number (SIN), even foreign students. To obtain a SIN you may need a letter of “offer of employment”. You may have this letter written upon request to the Seminary Office once a job has been offered.                                                                                                                                                                                                               |
| <b>Paid fieldwork - honorarium</b>      | Sometimes students will be offered fieldwork at area churches that are willing to pay an honorarium. Please be advised that any payment received for fieldwork is considered earned income by the Government of Canada and as such must be declared on your Canadian income tax return. Even if the church sends the money directly to the seminary to help pay a student’s fees, it is still considered earned income and the student is under obligation to declare it as such on their income tax return and has taxes deducted from the payments. |
| <b>Payment of fees by a third party</b> | If a third party wishes to pay a portion of your fees, please be advised that no portion of that fee payment is eligible to receive a tax-deductible receipt. As a charity, the seminary is not legally able to give tax-deductible receipts for monies received if they are directed to a particular student. We can receipt money if given to a general bursary fund, but then the giver would be unable to specify which student the money is to be given to.                                                                                      |
| <b>Fees</b>                             | <p>Toronto Baptist Seminary’s tuition fees are due in full at registration at the beginning of each semester:</p> <ul style="list-style-type: none"><li>• \$266.00 (undergraduate and graduate levels) per semester hour</li><li>• Auditing is normally \$220.00.</li><li>• Interest will be calculated on overdue balances at the end of each month.</li></ul>                                                                                                                                                                                       |
| <b>Bursary</b>                          | Bursaries (SIN number needed) are very limited and are only available if funds exist. First-year students are not eligible for any bursaries.                                                                                                                                                                                                                                                                                                                                                                                                         |

## BUSINESS MATTERS *(continue)*

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### Tuition refunds – Fall and Winter semester

|                                        |                       |
|----------------------------------------|-----------------------|
| 1 <sup>st</sup> – 2 <sup>nd</sup> week | A full refund of fees |
| 3 <sup>rd</sup> – 4 <sup>th</sup> week | 50%                   |
| After 4 <sup>th</sup> week             | No refund             |

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No refund is given when withdrawing after the 4<sup>th</sup> week of the course.

**An Add/Drop Course Form** (<https://tbs.edu/current-students/student-forms/>) must be filled out and signed by the Professor and Registrar.

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### Tuition refunds – J-term and Intensive

There is no refund after the first day of classes. The first day of classes attended will be deducted from the refund.

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### Fee refunds - administration

- There must be written notification to the Registrar of withdrawal from a course.
  - If a course is dropped after the 4<sup>th</sup> week of the course, a notation of W (withdraw) or I (incomplete) will be written on the records.
  - All other fees (non-tuition) are not refundable or transferable after the first day of classes.
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## STUDENT COUNCIL MATTERS

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### **Election**

The students have their own organization, elect officers and regulate their own activities under faculty guidance. Before the end of the second term, the students elect the president of the Council for the following year.

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### **Purpose – spiritual discipline**

This is accomplished primarily by organizing prayer meetings where the students can lift one another in prayer. A schedule will be posted and communicated to students once finalized.

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### **Purpose – mediation**

Act as a mediator between the students and faculty. Students are encouraged to speak to council members regarding any issues of concern that should be presented to the faculty for them to discuss during their meetings.

Act as a mediator between the students in the residence and the seminary regarding residential matters.

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### **Purpose – opportunities**

To provide opportunities for students to fellowship and socialize together. The Council organizes various events for the students throughout the school year. These may include times of singing and scripture reading, sports activities, movie nights, excursions for picnics and hiking, an annual Christmas banquet and worship time, as well as other activities.

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## CAMPUS MATTERS

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### **Campus security**

- Make sure all doors are locked behind you.
  - Do not let anyone into the buildings that you do not know. Direct them to the church office.
  - Valuables left in residences are at the owner's risk.
  - Fire and theft insurance on personal possessions is advised.
  - Do not leave your belongings unattended in and around the church or seminary buildings.
  - It is unwise for female students to walk alone in this area of the city at night.
- 

### **Street people**

For the safety and security of the residence and seminary property, students should use wisdom and discretion and possibly give only small change (25 cents) if you have it, to street people who are sober and ask you for help. Please do not admit them to the buildings at any time for any reason. A list of agencies skilled and equipped to deal with street people is posted in each house and office. In particular, it is recommended that those in need be referred to the Christian Community Centre on Gerrard Street E. near Parliament St.

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### **Access to the church building for students**

The Horticultural entrance is open weekdays between 6:30 am and 6:00 pm. Beyond these hours the church building is open only when security staff are on duty on weeknights and Saturdays for scheduled class, library hours and church events. No student is allowed in the church building, other than to attend specific church or TBS events taking place outside of these parameters for any reason.

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### **Access to the church office**

Enter the church building via the Horticultural entrance. The church office is usually open from 10:00 am to 2:30 pm Monday to Friday, excluding statutory holidays.

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### **Seminary building**

Access to the classrooms and recreational and social areas of the seminary building is between 7:00 a.m. and 11:00 p.m. Students are not permitted to use the building except during these hours.

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## CAMPUS MATTERS *(continued)*

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|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Classroom location</b>        | <p>Classrooms are located in both seminary and church buildings.</p> <ul style="list-style-type: none"><li>• Class Room #1 - Seminary, 1<sup>st</sup> floor</li><li>• Class Room #2 - Seminary, 2<sup>nd</sup> floor</li><li>• Greenway Chapel - Church, 1<sup>st</sup> floor</li></ul>                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Student Center facilities</b> | <p>Situated in the basement of the Seminary building is the TBS Student Center. There is a:</p> <ul style="list-style-type: none"><li>• lounge</li><li>• a fitness room</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Student Center times</b>      | <p>The Student Center is open between 7:00 a.m. and 11:00 p.m. for use by students and faculty of TBS.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Parking permit</b>            | <p>Since there is a scarcity of parking on campus, students with a vehicle are required to obtain a parking permit from the Seminary Office and to leave their set of keys on the bulletin board outside of the Administrator's door. Off-campus students are encouraged to use public transportation or a car-pool. Failure to secure a parking permit may result in your car being towed.</p>                                                                                                                                                                                                                                                                                  |
| <b>Parking procedure</b>         | <ul style="list-style-type: none"><li>• Permission must be received, and a parking tag issued to you and displayed on the dash before you can park here in the lot.</li><li>• Each time you park, you must drop off your key in the office.</li><li>• There are reserved spots (marked, including Spot Hero) please do not park in these during specified hours or you will be towed.</li></ul>                                                                                                                                                                                                                                                                                  |
| <b>Parking manners</b>           | <ul style="list-style-type: none"><li>• Please do not leave spaces</li><li>• Students in residence are to keep their vehicles against the north fence near the residences.</li><li>• To facilitate snow removal in the winter students who park overnight must park in rows one behind the other close to the residences. This gives the snow removal person room enough to maneuver his equipment in the parking lot.</li><li>• Residence students attending church elsewhere should remove their vehicles before 9:30 a.m. on Sunday or be sure they are parked against the fence.</li><li>• If parking here for a night class please park closest to the residence.</li></ul> |

## CAMPUS MATTERS *(continue)*

|                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Internet fees</b>               | Residence students who wish to use the internet facilities must pay a user fee. This includes internet wireless connection and hard-wired connection in the houses.                                                                                                                                                                                                                                                                                                         |
| <b>Student Identification Card</b> | All students, faculty, and staff are issued an ID Card in the Populi account. This card may be requested when using the Campus facilities for verification of identity and will be required to sign out books from the library. A hard copy can be printed on request.                                                                                                                                                                                                      |
| <b>On leaving</b>                  | When leaving a room (church, seminary, residence), close windows and turn out lights. This applies also on weekends and end of semesters.                                                                                                                                                                                                                                                                                                                                   |
| <b>Retreat</b>                     | In the Fall, after registration, students and staff join together for an Orientation Retreat. Times of worship, fellowship, and testimony are included in the sessions. First-year students share testimonies of God's grace and leading. The spiritual "tone" for the year is often set in times of praise, worship, prayer, and instruction. Attendance is mandatory for full-time students and should be viewed as a time of edification, consecration, and refreshment. |
| <b>Bookstore</b>                   | Textbooks may be purchased from the bookstore located in the Concourse of Jarvis Street Baptist Church on a first-come-first-served basis. Textbook stock will not be replenished once it is sold for the semester. Contact Mrs. Michaud if you need to purchase books from the bookstore.                                                                                                                                                                                  |
| <b>Keys</b>                        | Everyone enrolled in a program will receive a key that will open both the seminary building and the JSBC Horticultural door. A deposit is charged for this key and will be refunded to the student if the key is returned at the end of the semester.                                                                                                                                                                                                                       |

## ACADEMIC MATTERS

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### **Orientation**

During the week that begins on the first Tuesday of September, members of the faculty and all new and returning students gather on Tuesday to welcome new students to seminary life.

Sessions begin at 10:00 a.m. Lunch will be provided. Tuesday afternoon (1:30 - 4:00 p.m.) and Wednesday morning (9:30 – noon) are devoted to registration & student interviews. Classes commence on the following Monday.

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### **Convocation & Graduation**

All students registered at the seminary (except for correspondence students) are required to attend both the Fall Convocation and the Spring Graduation.

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### **Academic probation, warning, and expulsion**

The school reserves the right to take disciplinary action in case of violation of its policies which are stipulated in the Student Handbook.

Various disciplinary actions may be imposed upon any student found responsible for violating the school's policies:

- Probation (under certain conditions that will be specified by the Principal)
- Warning (in writing)
- Expulsion (investigation and meeting with the student should have previously taken place)

A copy of any disciplinary action will be recorded in the student's file.

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### **Correspondence – correct address**

Every student (full-time, part-time, or special) is responsible for providing accurate contact information to the school. Any change of address is to be given to the Registrar's Office in writing and/or changed on the student management system.

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### **Correspondence – official method**

Email is the method the Seminary uses to communicate with students. Students are expected to read and check their emails regularly. A full box or incorrect address is not an acceptable excuse for missed communication.

There are also student mailboxes in the basement of the Seminary building. It is important to check there for returned assignments and other correspondence.

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## ACADEMIC MATTERS (*continue*)

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### **Graduation requirements**

Degrees and diplomas are granted to those:

- who have the required entrance qualifications and successfully complete the designated course of study
  - who are deemed worthy by the Senate and Trustees in the matter of Christian character, attitude, testimony, practical service, and achievement.
  - Students must complete the credits required for their programs with an overall average of at least 60%.
- 

### **Issues of doctrine**

The seminary welcomes into its programs believers from all evangelical denominations and does not require full harmony with the Baptist Distinctive as specified in sections IX and X of the doctrinal statement to be eligible for graduation. (See <https://tbs.edu/about/doctrinal-statement/>).

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### **Grievance procedure**

If there are any complaints, grievances, or disputes between faculty and students. The student should address in person the faculty member involved and seek to resolve the concern. If the student is unsatisfied with the solution proposed, the principal may be asked to intervene. A student may present his/her concern in a written format addressed to the faculty. After being reviewed by the faculty, the decision of the faculty will be communicated to the student and the faculty's decision will be included in the student's file. If the matter is not resolved to the satisfaction of those involved, an appeal can be made to the Board of Trustees.

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### **Student's records**

Student's records are kept by the Registrar's Office. All grade reports, transcripts, and fieldwork reports are included and kept securely. Students may arrange an appointment with the Registrar to review their academic progress in their program.

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### **Academic Progress Reporting**

In January and May each year you may log in to your student data management system account to see your marks. Please email the Registrar with any errors or omissions, who will then follow up with the professors involved.

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## ACADEMIC MATTERS (*continue*)

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### **Transcripts of credits**

The fee set for each request for transcripts is \$10.00 for the first copy and \$5.00 for each additional copy. The seminary policy is to send the transcript directly to the educational institution concerned.

No transcripts will be issued if there are any outstanding fees. The seminary must be notified a week in advance of the time you need the transcripts supplied.

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### **Absent from class - penalty**

For each absence from class, 2% per class may be deducted from the class mark of the absentee, unless a satisfactory reason is given to the instructor.

For example, if a student misses a three-hour block, he or she will have 6% of the final grade deducted. If more than 6 hours are missed without a viable excuse, students will receive a failing grade.

In the case of online attendance, a student will be considered absent if the camera is not on or face is not visible.

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### **Absent for a test - penalty**

If a student is absent from class when a test is given and has no satisfactory reason to offer for his or her absence, the credit for the test will be zero.

In the case of one whose reason for absence has been accepted, it will be left to the instructor as to whether another test will be given. Otherwise, the class mark will be averaged without that test mark.

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### **Absent for an examination - penalty**

Students who are absent from the regular examination will not be allowed to write at a subsequent time unless they can give a satisfactory reason for their absence.

- In the case of those who have not been excused, the Examination Mark will be zero.
  - If due to health reasons or other extraordinary circumstances, a student is unable to take an examination, he may be allowed to take a supplementary examination at the professor's discretion. Documentary evidence, such as a letter from a doctor, must be provided. The Registrar must be informed ahead of time.
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## ACADEMIC MATTERS (*continue*)

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|----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Late papers<br/>- penalty</b>             | <p>For every late paper or major assignment</p> <ul style="list-style-type: none"><li>• Up to 10% per week or a portion of a week up to 2 weeks will be deducted from the grade of that assignment without a viable excuse.</li><li>• After 2 weeks assignments will not be received except with the professor and Registrar's approval.</li></ul>                                                                                                                                                                 |
| <b>Late<br/>submission<br/>- penalty</b>     | <ul style="list-style-type: none"><li>• All work for a grade must be submitted no later than 5 pm on the last day of exams for the semester in which the work has been assigned.</li><li>• Permission must be granted before the last day of classes from your professor and the Registrar to submit any work beyond the last day of exams. Late penalties will still apply.</li><li>• Late submission of assignments may be classified as a "supplementary paper" and there may be a charge of \$50.00.</li></ul> |
| <b>TBS Style<br/>Sheet</b>                   | <p>All assignments should be written according to the TBS Style Sheet. A copy of the TBS Style Sheet is available on the Seminary website.</p>                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Plagiarism -<br/>what is it?</b>          | <p>Plagiarism is the act of presenting the ideas or words of another as your own. Each student is responsible for seeing that all work submitted under his/her name is indeed his/her own work. If you represent the work of others as your own, you are being dishonest and your work is academically worthless. After you have digested and evaluated the thoughts of others, you should aim to develop and present your own thinking and ideas.</p>                                                             |
| <b>Plagiarism -<br/>working<br/>together</b> | <p>Students are not allowed to cooperate in the preparation of papers, take-home tests, or examinations in which the questions are distributed beforehand without the explicit permission of the instructor.</p> <p>When such permission is given, students must not prepare common papers or test answers unless the instructor explicitly permits this.</p>                                                                                                                                                      |

## ACADEMIC MATTERS (*continue*)

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### **Plagiarism – stiff penalty**

- Plagiarism will be penalized by a mark of zero in the academic work submitted for credit.
  - A supplementary paper may be written only with faculty permission.
  - Repeated offence in the same course – automatic failure.
  - If it occurs in another course the student will face expulsion.
- 

### **Academic Assistance**

If you need assistance with your courses, consider these 5 options:

- Speak with your professor. Professors are always willing to help and answer any questions that you may have.
  - Share with someone in your class. If you are considering completing an assignment with the help of other classmates, make sure that your professor does not have any objections.
  - If you have a concern related to writing papers or academic research, feel free to approach any of the professors teaching Academic Research or English Grammar and writing classes.
  - Go to the library to find helpful materials and guidance from the staff there.
  - Share your concerns with the Registrar or in Spiritual Mentoring groups.
- 

### **Lectures**

Attendance is mandatory for all classes. If a student arrives late due to travel delays, the student must speak to the professor after class.

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### **Cell phones in the classroom**

Students must turn their cellular phones off during lectures. For emergency purposes, the student should ask permission to leave his cellular phone in vibration mode only.

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### **Length of lectures**

Most courses are offered as lectures for 12 weeks each semester. A lecture is usually 50 minutes (1 hour credit).

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### **Visitors to lectures**

Students may invite visitors to attend occasional lectures only if they have obtained consent from the professor and Registrar.

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### **Recording permission**

For those students taking a course for credit, permission is required to record the professor's lecture. Please obtain direct permission from your professor first. Lecture content is considered "intellectual property" and some professors may not want their comments recorded. A waiver may need to be signed for recorded lectures.

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## ACADEMIC MATTERS (*continue*)

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### **Syllabi**

A syllabus is a course outline that provides important details on textbooks, and information on class readings, assignments, and exams. All syllabi are available on the student data management system once you register for a course. It is the student's responsibility to download the syllabus and come with a hard copy on the first day of class.

---

### **Day classes**

Day classes meet Monday to Friday (some Saturdays) and evenings. Those who can free themselves from the necessity of part-time work are strongly advised to do so; class assignments, essays, practical work, and student activities demand all the time that the average student has outside of classroom activities. It is estimated that for each lecture hour, there could be between 1.5–2.5 hours of homework.

---

### **Dropping/Changing courses**

Students are not allowed to register for a course after two weeks of lectures in that course unless the faculty grants an exemption. After the first two weeks of class, students must continue in the courses in which they are registered unless they have permission from the faculty, otherwise, they will receive a withdrawal (W) or incomplete (I) notation. Requests must be made in writing and submitted to the Registrar.

---

### **Examinations**

There are two types of examinations: mid-term exams (usually taken during class time) and final exams. Final exams usually occur on-site during the Exam periods in December and April. Some courses have a take-home exam that is due during the exam period. Online exams require a proctor. The Registrar will communicate the procedure for examination of online students once he is informed of your intention.

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### **Examination pass**

In order to pass a course that contains an exam, students must achieve 35% or over in the exam (or supplementary exam).

---

### **Exam schedule**

When the exam schedule is published, it is the student's responsibility to make sure that you do not have an exam conflict. If so, you have 24 hours to contact the Registrar's office. Please note that a tight exam schedule is not a reason for a change.

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## ACADEMIC MATTERS (*continue*)

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### **Exams - availability**

Students are expected to be available for exams during the entire exam period. Exam schedules are posted in the last week of November (Fall), and the second week of March (Winter), and are subject to change

Do not plan for end-of-term travel until the exam schedule is published and confirmed by the Registrar.

---

### **Class mark**

The class mark is made on the basis of exercises, papers, class tests both oral and written, and other assignments given by the instructors. The weighting of the class mark varies from course to course.

---

### **Pass mark**

The pass mark is 50% for all students. In most courses common to graduates and undergraduates, a distinction is made in what is expected of the students by different assignments and/or separate syllabi and/or distinctions in examination questions.

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### **Grading system**

#### **- Very Good 80-100**

Indicates that the paper is exceptional in every respect. The argument posed by the author shows an attempt to deal with the subject in an original or imaginative way.

The argument is well-developed. The essay is well-organized and well-written with documented evidence that gives a clear indication that the writer has an excellent understanding of the subject material.

The conclusions drawn from the study show that the writer has reflected on what he/she has written and that he/she has extracted the essential observations from the research. The bibliography shows that the author has consulted a wide range of studies on the subject and that he/she has been selective in the ones he/she has used.

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## ACADEMIC MATTERS (*continue*)

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### Grading system

-  
**Good 70-79**

The paper has a clear and well-developed argument. The literary style is competent and coherent. The paper is well-organized and well-documented.

The bibliography indicates a thorough reading of the source material on the subject and a balanced approach to the study of the subject.

However, the paper may contain minor flaws or factual errors that prevent it from being an exceptional paper.

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### Grading system

-  
**Adequate 60-69**

The paper does have a good argument but it is not completely developed. The organization of the paper shows that the author has given some thought to the ordering of his material. The literary style is acceptable and coherent.

There are, however, minor errors in style, grammar, and spelling. The paper is documented with an adequate bibliography.

---

### Grading system

-  
**Marginal Pass  
50-59**

The paper does not have a clear argument; neither is the paper well-organized nor well-written. There may also be some stylistic, grammatical, and spelling errors.

The paper is documented but the sources consulted are limited in scope and in all probability much too general for a thorough understanding of the essay topic.

A “Marginal Pass” paper is considered to be a barely adequate paper.

---

### Grading system

-  
**Failure 1-49**

The following types of papers are given a “Failure” Grade:

- Papers consist of little more than a series of facts or quotes without any attempt at interpretation.
  - Papers are based on a single source (depending on the kind of essay).
-

## ACADEMIC MATTERS (*continue*)

### Online class etiquette

---

In-person attendance is strongly encouraged and remains the preferred method of instruction for optimal learning. Online attendance should not be used merely for convenience.

The Registrar and professor must be informed ahead of time that you will be attending online and/or watching the lecture at an alternate time.

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To be considered present in an online class, your camera must be on and your face clearly visible.

Minimize background noise and movement, and keep yourself muted unless speaking.

Please save questions for scheduled breaks or the end of the session.

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If you are attending or watching the lectures outside of the EST class time, please indicate to the professor that you have watched the lectures.

All assignments must be submitted to the professor in the manner requested and by the due dates set out in the syllabus.

---

Exams for online classes must be proctored by an approved responsible person (not a relative or peer) and written in the same time frame as the class is held (or at an agreed upon time if you do not attend class at the scheduled time). The name of your proctor must be communicated to the Registrar at least one week prior to the exam date. The exam will be sent directly to the proctor by the Registrar and the proctor will receive instructions for the exam procedure and delivery.

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## ACADEMIC MATTERS (*continue*)

|                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Auditing</b>                                          | <p>Students enrolled in full-time studies (3 courses or more per term) are permitted to arrange with the Registrar's Office to audit one additional course per term at no additional charge. 2 courses per academic year may be audited, however no more than 1 course per term.</p> <p>Other students interested in auditing must be registered and pay the auditing fee.</p> <p>Spouses of full-time students may audit courses at no charge. Full registration is required for all courses.</p> |
| <b>Supplementary examinations – required marks</b>       | <p>Supplementary examinations may be written in which the student fails the course but achieves at least 60% in the class mark.</p>                                                                                                                                                                                                                                                                                                                                                                |
| <b>Supplementary Examinations (SE) – mark adjustment</b> | <p>In this case, the mark from the supplementary examination is scaled so that only 80% of the mark will count as the final exam mark.</p> <p>If permission is given to write a supplementary examination due to health reasons or other extraordinary circumstances (then there is no mark penalty.)</p>                                                                                                                                                                                          |
| <b>SE – no final examination</b>                         | <p>If a student fails any course with no final exam and his mark is 35 or over, he may write a supplementary examination. Whatever mark he has as a final mark from the semester will count for 2/3; the supplementary examination will count for 1/3. When a course has no final exam, the professor is at liberty to add extra tests.</p>                                                                                                                                                        |
| <b>SE – value</b>                                        | <p>A supplementary exam replaces only the exam mark.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>SE – number of allowed</b>                            | <p>Only one supplementary examination may be written for each subject.</p>                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>SE – schedule</b>                                     | <p>Students will be informed in advance of the date of the supplementary examinations.</p>                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>SE – Fee</b>                                          | <p>A charge of fifty dollars (\$50.00) will be made for each supplementary examination or paper. This fee is payable on the day of the examination or submission of a paper.</p>                                                                                                                                                                                                                                                                                                                   |

## ACADEMIC MATTERS (*continue*)

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### **Extension Courses - correspondence courses**

The correspondence program is designed for those who cannot attend either the day or night classes of the Seminary. It is especially good as an introduction to Seminary work and will help Christian workers to grow spiritually and be better equipped for service.

Full-time students may not register for correspondence courses without the permission of the Registrar. If permission is granted the correspondence course must be registered at the beginning of the semester and be completed by the end of that semester.

Further information is available online and by requesting the correspondence brochure.

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### **Extension Courses - evening courses**

For the benefit of the friends from local churches, each year some of the Seminary subjects are offered in evening classes. By this means, full credits may be earned to be applied to the regular courses if the Lord leads later to the Seminary.

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### **Extension Courses - intersession courses**

Intersession courses are offered normally in January and May/June. Intersession courses are offered on a rotating basis.

Intersession courses are delivered entirely during a one-week period where all classroom instruction is given and occasionally exams are held as well. Papers and assignments are often due after the class is finished.

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### **M.Div. thesis requirements**

Senior Seminar is to be around 30,000 words and must conform to the TBS Style Sheet used for essays and papers.

The M.Div. thesis is currently offered in the fields of New Testament, Systematic Theology, Church History, and Christian Spirituality.

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## ACADEMIC MATTERS (*continue*)

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### **M.Div. thesis time frame**

- The thesis proposal contains a discussion of the intended subject, a provisional outline, a literature survey, a schedule of research and writing the thesis over the fall and winter terms of the third year, and a provisional bibliography.
  - Must be approved by April 30 of the second year.
  - The completed thesis must be submitted by March 15 of the third year.
- 

### **M.Div. thesis oral defence**

An oral defence is to take place no later than April 1 of the year of graduation. The defence shall involve three readers (the supervisor, one internal to the seminary, and one external) and be chaired by the thesis supervisor.

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### **M.Div. thesis oral defence grading**

The three readers will decide the following:

- Pass with minor typographical changes
- Provisional pass with more than minor revisions
- Fail with the possibility of a retry of the defence

A successful thesis will receive a grade no lower than a B.

The thesis is worth 6 credit hours.

Four corrected and bound (cerlox or spiral) copies (one for each of the readers and one for the seminary library) of the successful thesis are to be submitted to the Registrar a month before graduation.

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### **Course information**

For a detailed and complete list, visit the TBS website.

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### **Course Cancellation**

TBS reserves the right to cancel a course if there is insufficient registration. Usually, at least five students taking the course for credit are needed for a course to be offered.

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## ACADEMIC MATTERS (*continue*)

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### Course Code

A course code consists of up to five letters followed by three digits. For example, BibTh 203

- The first digit indicates the sequence in which the course is normally taught, '1' for the first year, etc. For a subject taught in the first and second semesters, the numbers will be 1 for the first semester and so on.
  - The second digit indicates the level at which the course is taken. '0'— undergraduate and '2'— graduate. If a student wants to upgrade to a graduate level, this program is assigned a 1 digit. Some courses are only taught at the graduate level but are in undergraduate programs.
  - The third digit indicates the number of semester hours in the course.
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## LIBRARY MATTERS

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### Online Library

TBS has signed a Memorandum of Understanding with the Digital Theological Library (DTL), a co-owned, digital library of electronic books, journals, and other resources, providing students taking any TBS courses for credits access to thousands of online digital resources.

This new resource will provide students with virtual access to digital copies and upgraded books of many volumes currently located in major seminaries and university libraries in the world.

DTL academic content includes:

- over 480,000 eBooks
- over 160 databases
- over 21,000 journal titles
- over 10,000,000 full-text, peer-reviewed, articles

DTL Collection Highlights (not an exhaustive list):

- Every Bible Commentary that is available digitally
- All JSTOR, ProQuest Muse & ProQuest databases in religious studies
- PsychArticles, PsychInfo, PsychoTherapy.net
- Loeb Classical Library, Naxos Music, Patrologia Latina, Philosophy Document Center
- All e-book titles in recent religious studies from Duke, Harvard, de Gruyter, Cambridge University Press, Bloomsbury, Taylor & Francis & Albin Institute
- Major collections from Brill, Fortress, Zondervan, Eerdmans, Baker, University of Chicago, Yale, & Peeters among others.
- Non-English databases in Chinese, Korean, German, Spanish & French.
- Acquisition contracts with Gale, Wiley, Rittenhouse, Ebsco, ProQuest, Sage, Springer, and others.

Enrolled students will be provided with Login information and access instructions. The passcode is renewed annually.

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## LIBRARY MATTERS (*continue*)

|                                    |                                                                                                                                                                                                                                                                                                                                                              |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>The Peter Macgregor Library</b> | The Macgregor Library is located on the 2nd floor of the church building. The library contains a large number of reference books needed for classwork, together with commentaries, devotional works, and some books of general interest. Some of the courses may require the use of other libraries in Toronto.                                              |
| <b>Borrowing regulations</b>       | Full and part-time TBS students registered in a program, faculty, and staff may borrow books. The total number of books in a student's possession may not exceed 6 at any one time unless special permission is given from the Registrar.                                                                                                                    |
| <b>Sign out length</b>             | <p>Books other than theses, reference collections, and periodicals may be signed out for 2 weeks' renewable provided an item is not placed on hold for another reader.</p> <p>In special circumstances, items may be signed out on a long-term loan. This may apply to students who are working on theses, senior seminars, or other long-term projects.</p> |
| <b>Library fines</b>               | <p>Overdue items will result in fines. The fines are as follows:</p> <ul style="list-style-type: none"><li>• Late item: \$1.00 per day.</li><li>• Overnight item: \$2.00 per hour overdue.</li><li>• Item removed against library procedure: \$10.00 per item.</li><li>• Fines must be paid in the library or the seminary office.</li></ul>                 |
| <b>Sign out</b>                    | <p>To sign out an item, go to the circulation desk anytime during Library hours.</p> <ul style="list-style-type: none"><li>• No items may be borrowed if there are unpaid fines.</li><li>• Any lost or damaged items must be replaced, or a fine will be imposed that equals twice the current value of the book.</li></ul>                                  |

## LIBRARY MATTERS (*continue*)

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### **Return**

Items being returned are to be brought to the Librarian's circulation desk to make sure they have been properly checked back into the system. In case the Librarian is not at the desk please leave a note with the items on the desk

Note: overdue fines are automatically calculated until the items are checked back into the system. In the case of late returns, it is therefore recommended that the borrower make sure the returned items have been checked in and the fine paid for in total to avoid further penalties and a loss of library borrowing privileges.

---

### **Borrowers' responsibility**

Once an item is in the borrower's possession, the borrower is responsible for it until it is returned to the library. Damaged items will be assessed by the Librarian and the borrower will be notified of the cost of the repair. The replacement cost for a lost item is equivalent to twice the item's current value.

It is thus recommended that items not be exchanged between students but rather be returned to the library first.

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### **For friends**

Books may not be borrowed for friends who are not students/faculty of the seminary.

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### **Not to be removed**

- Reference books must not be removed from the library at any time. Reference books have an "R" or "REF" before or after the call number on the spine of the book.
  - Reference books may be taken out of the main library to the Great Room or the Journal room adjacent to the library provided the user signs the reference item out on a form provided at the Librarian's desk. Once done, the user must return the item and check in with the Librarian
  - Periodicals may not be removed from the library unless permission is given under special circumstances such as a requirement for theses or senior seminar research.
  - Items in the "processing stage" and on display on the new acquisition stand may not be borrowed.
  - Items are not to be taken out of the province or the country unless permission is given by the faculty.
-

## LIBRARY MATTERS (*continue*)

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### Overnight loan

Items placed on reserve by the professors may be signed out for overnight loan:

- Monday to Friday: 4:00 p.m. and must be returned when the library opens the next morning.
- Saturday at 3:00 p.m. and must be returned when the library opens on Monday morning.

Overnight loan items have a blue dot on the spine and a blue borrower card inside. They must be signed out at the circulation desk.

---

### Cubicles

Cubicles in the library are reserved for students in master-level studies. When not reserved, they are available for general use. For information about reserving cubicles ask the Librarian. Cubicles are reserved at the beginning of each semester on a first come first served basis, provided the applicant meets all of the qualifications stipulated.

**Note:** No student may use a cubicle without authorization from the Librarian. Occasional users must agree to vacate when the person who has reserved the cubicle returns.

---

### Photocopier cost

Each photocopy costs 10 cents whether or not it is a good copy, even if you use your own paper. When the librarian is in the library, pay at the circulation desk, otherwise use the moneybox.

If the copier is out of paper or out of order, contact the Librarian or the TBS Administration Office.

Please note: Students are not to load paper themselves.

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### Photocopy use

Homework may not be printed in the library. There is a printer for this purpose in the basement of the Seminary

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## LIBRARY MATTERS (*continue*)

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### **External users**

Any person who is not a student of TBS and wishes to use the library regularly or occasionally must first obtain faculty approval and then pay a fee of \$50.00 per year to the Seminary Administrator to use the library. The academic year is from September to May.

An external user is subject to all the library rules listed here. No borrowing privileges will be allowed. An external user must show his/her library card to the church office staff before proceeding upstairs and must check in with the office staff before leaving.

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### **Extension students**

Extension students may only borrow up to three books at any one time.

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### **Periodical room**

Periodicals (theological journals, magazines, etc.) are found either in the library for the most recent issues or in the Journal Room for back issues.

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### **Library catalogs**

Book searches can be done through:

- The electronic catalog
- The computer lists a catalog of new items: by author, by title, by subject, by barcode, by call number, etc.
- The old card file system: up to 1991
- Bible Works
- Libronix (*Digital collection of theological periodicals*)

If you have no success, then it is not in our library

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### **Photocopy policy**

This service must be used legally, according to the copyright regulations posted on the library board.

Under the TBS licence agreement, only up to 10% of a published work or a whole chapter of a book as long as the chapter does not comprise more than 20% of the book can be photocopied. More information and regulations about photocopying rules can be found in the ScanCopy Document.

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## LIBRARY MATTERS (*continue*)

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### **Caring for the books**

- Remove books from the shelf by firmly grasping them on both sides of the covers. Never pull a volume off the shelf by grabbing the spine.
  - Don't "crack" the spine of a book open - please, just use both hands to hold it open.
  - Marking, highlighting, and folding pages can ruin a book.
  - Take great care not to damage the back of a book when photocopying from it. Some books may not be photocopied because they are already too fragile. Any person found abusing this rule may be asked to purchase the book at its full value.
- 

### **Replacing books**

Please do not re-shelve items which you have removed from the shelves even if you think you know their location. These items are to be left on the return cart. A misplaced item is a lost item.

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### **Security**

Do not leave your belongings lying unattended at the tables.

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### **UofT libraries – ordinary access**

The University of Toronto Library has over 40 libraries, including the Toronto School of Theology (TST) Libraries: Emmanuel, Knox, St. Michael's, Trinity, and Wycliffe. Emmanuel, Knox, and St. Michael's College Libraries allow the borrowing of books by extramural readers. The cost of the library card varies.

All the other libraries require a library card from the Robarts Library if you wish to borrow books.

---

### **UofT libraries - research reader membership**

Only a student enrolled in a graduate program can apply for research reader membership. This library card gives you access to most of the libraries on campus. For details on the service and use policy of the U of T libraries please visit the main website (<http://main.library.utoronto.ca>).

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## LIBRARY MATTERS (*continue*)

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### **Library Etiquette**

TBS library is a place for study and research. All users are expected to follow the codes of behaviour listed below:

- To respect others using the library by minimizing noise and conversation.
- To respect the books. Many older books can no longer be replaced.
- Do not leave items on tables. Place items on the return cart.
- To sign out books before removing them from the library.
- To return books to the library on time.
- To show integrity by paying your fines.
- Any conversation on a cell phone should be held in a private area other than in the library.
- Food and drink can damage books and equipment. Please refrain from eating and drinking in the library as well as the journal room.
- Please do not move the furniture around. If for any reason you move the furniture, please return it to its original position.
- Do not steal. Whatever you do, do it for the glory of God.

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### **Admission**

No unauthorized people are allowed into the library.

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### **Library hours**

Library hours will be announced at the beginning of each semester and posted on the TBS website.

**Note:** Library hours are subject to staffing. The library will also be closed during chapel and lunch and dinner.

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## MEAL MATTERS

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### Dining services

The Seminary Kitchen provides meals for students during the academic year at a reasonable cost.

- All TBS students living in residence are required to purchase the full meal plan.
  - Students not taking TBS day classes must purchase a minimum of a half-meal plan.
  - Students not living in residence, faculty, staff, and visitors may purchase lunch and dinner Monday through Friday on a casual per-meal basis, or individual meal plans.
- 

### Seminary cook

The Seminary Cook works under the supervision of the Seminary Office.

Any suggestions or concerns regarding the seminary kitchen should, therefore, be directed to the Seminary Office only.

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### Mealtimes

Meals are provided from Monday to Friday. The kitchen is not open except at the times specified below:

**Breakfast**    7:15 - 9:00 am    *(those on meal plan prepare their own food set out by the cook)*

**Lunch**        12:15 - 1:00 pm

**Supper**       5:15 - 6:00 pm

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### Holidays

Meals are not provided on Canadian statutory holidays, during the Christmas recess, Intercession courses, or after TBS Graduation Day.

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### Weekends

On Saturdays and Sundays, students are responsible for their own meals, which may be prepared and eaten in residence, or purchased at restaurants

On Saturdays, students may eat leftovers that may or may not be available, provided by the Seminary Cook.

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## MEAL MATTERS (*continue*)

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**Missing a meal - illness** If students are sick and unable to eat their meals in the dining room, arrangements must be made with the Seminary Cook to provide meals for them.

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**Meal** There are 3 ways of paying for meals:

|                 |                                                                                                                                                                                                                                                                                                                                                |
|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Full meal plan  | For TBS students in residence.                                                                                                                                                                                                                                                                                                                 |
| Half meal plans | For students not in day classes at TBS.                                                                                                                                                                                                                                                                                                        |
| Day plan        | If a student knows they will be eating meals on particular days for the whole semester, a substantial saving may be gained by purchasing semester-long plans for the specified days. The days must be specified when the plan is purchased. A meal plan for one day cannot be switched to another day without the prior agreement of the cook. |

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| Meal prices                       | Lunch    | Supper   |
|-----------------------------------|----------|----------|
| <b>Casual</b> (one meal)          | \$9.00   | \$11.00  |
| <b>Day plan</b> (one meal)        | \$100.00 | \$120.00 |
| <i>No refund for missed meal.</i> |          |          |

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**Start of meal plans** The meal plan starts on **September 8, 2025**.

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**Arrival time for meals** Students and staff must arrive within 10 minutes of the stated meal starting times to be sure of receiving a meal.

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**Refrigerator and walk-in fridge** At no time may students eat food taken from the kitchen refrigerator that has not been set out by the cook for that meal.  
The walk-in refrigerator is off-limits unless permission is given.

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**Taking from the kitchen** At no time may students remove food, kitchen utensils, or equipment from the kitchen.

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# RESIDENTIAL MATTERS

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|                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|---------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Residence supervision</b>          | All use of the seminary residences is under the supervision of the Seminary Office.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Residential living - positives</b> | <p>Living in student residences provides several advantages.</p> <ul style="list-style-type: none"><li>• Costs are less.</li><li>• Travelling time is eliminated.</li><li>• Fellowship among students is facilitated and lifelong friendships often develop.</li><li>• Learning to live with others in a community may be a challenge, but it always contributes to character development - "Iron sharpens iron." However, living in close quarters has the potential for creating tension. Students, therefore, are encouraged to be sensitive to the comforts of others.</li></ul>    |
| <b>Residential living - disputes</b>  | If students experience difficulties between themselves, they are reminded that this is a test of their spiritual maturity. If they cannot handle problems in residence in a godly way, how will they cope in a church? They should apply Matthew 18:15-20 before telling the matter to others. If these steps fail, bring the matter to the Seminary Office.                                                                                                                                                                                                                            |
| <b>Non-TBS students</b>               | Students living in residence must be enrolled in post-secondary education and be a follower of Christ. TBS Christian Lifestyle Statement needs to be signed. An application process is in place.                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Housing Agreement</b>              | You will also be required to sign a housing contract and lifestyle statement. In signing the contract, you are agreeing to rent the room for a minimum of eight months (or previously agreed upon timeframe). If you move out before the eight months are up, you will lose your deposit and be required to pay 25% of the remaining rent to break the contract. In signing the lifestyle statement, you are agreeing to abide by the code of conduct as stated. If you are found to be in violation, your housing contract may be revoked and you may be asked to leave the residence. |

## RESIDENTIAL MATTERS *(continue)*

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|                                        |                                                                                                                                                                                                                                                                                                                                                                                                                    |
|----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Mail service</b>                    | <p>Personal mail of residential students is usually directly delivered to their houses, by Canada Post. For postal services, there is a Post Office located at 465 Yonge St. and 10 Dundas Street both located within Shoppers Drug Mart stores about 15 minutes walking distance from the seminary.</p> <p>A mailbox is also provided in the Seminary basement for mail that may come to the Seminary address</p> |
| <b>Forwarding mail</b>                 | <p>Students who want personal mail to be forwarded to their home addresses during winter and summer breaks will have to notify the administration. A fee will be charged.</p>                                                                                                                                                                                                                                      |
| <b>Arrival and room assignment</b>     | <p>Students may come into residence up to five days before orientation without extra charge.</p>                                                                                                                                                                                                                                                                                                                   |
| <b>Change of plans - Fall</b>          | <p>Students are asked to notify the Seminary Office immediately if during the summer months they change their plans for fall residency.</p>                                                                                                                                                                                                                                                                        |
| <b>Departure - end of the semester</b> | <p>When vacating the residence, thorough cleaning must be done in the room where you were staying. Your residence deposit will be forfeited in the event your room is not cleaned; your belongings must be completely packed up and removed from the residence. Any belongings left in the residence after you have moved out will be considered unwanted and will be discarded as seen fit.</p>                   |
| <b>Vacation reservation</b>            | <p>Students who wish to stay in the residence during summer break must ask permission before the last day of class.</p>                                                                                                                                                                                                                                                                                            |
| <b>Care of facilities – personal</b>   | <p>Students are expected to wash their own linens, keep their rooms clean and tidy, and empty the wastebaskets.</p> <p>Inspections may take place periodically. Students must report any damage or items needing repair.</p>                                                                                                                                                                                       |

## RESIDENTIAL MATTERS *(continue)*

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|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Bedroom furniture</b>          | All bedrooms are adequately furnished, including bookshelves. Furniture or curtains or fixtures are not to be removed from rooms (or added) without specific permission from the Seminary Office.                                                                   |
| <b>Bedroom linen</b>              | Students are to provide their own bed linen, towels, pillows, and blankets (students who fly into Toronto are excepted).                                                                                                                                            |
| <b>Residence facilities</b>       | <ul style="list-style-type: none"><li>• Furnished lounge in each residence.</li><li>• The kitchen is equipped for limited use (snacks &amp; weekends).</li><li>• Laundry washer and dryer in each basement.</li></ul>                                               |
| <b>Overnight visitors</b>         | No overnight visitors in residence without permission from the Seminary Office.                                                                                                                                                                                     |
| <b>Overnight visitor fee</b>      | The fee for an overnight visitor with permission is \$10 in the student's room and \$40 in a room without linen provided (\$50 with linen provided).                                                                                                                |
| <b>Visits by the opposite sex</b> | <ul style="list-style-type: none"><li>• Women may not visit the men's bedrooms.</li><li>• Men may not visit the women's bedrooms.</li><li>• Co-ed visits are permitted in common areas only until 11p.m.</li></ul> Please use common courtesy to govern all visits. |
| <b>Common facilities</b>          | Lounges and kitchens are for the use of all occupants in the residence.                                                                                                                                                                                             |
| <b>Keys</b>                       | Students living in the residences will also receive a residential house key.<br>Keys are not to be loaned or duplicated.                                                                                                                                            |
| <b>Deposits</b>                   | A \$40.00 deposit per key is required from each student.<br>A new deposit is necessary each September. A residence deposit of \$500.00 is required as well.                                                                                                         |

## RESIDENTIAL MATTERS *(continue)*

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|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Deposit return - key</b>  | At the end of the Winter semester, the deposit will be returned only if your key(s) have been returned to the Seminary Office by the last day of Spring J-Term classes.                                                                                                                     |
| <b>Deposit return - room</b> | The deposit will be returned to you only if your room is left in a neat and tidy manner. An inspection will be required before your deposit will be refunded.                                                                                                                               |
| <b>Quiet Hours</b>           | Out of consideration for others, you should refrain from noise after 11:00 pm and keep noise to a minimum at other times                                                                                                                                                                    |
| <b>No locks</b>              | No locks are to be put on doors and closets by residents.                                                                                                                                                                                                                                   |
| <b>Footwear</b>              | Outdoor footwear is to be removed at doors.                                                                                                                                                                                                                                                 |
| <b>Pets</b>                  | Pets of any description are not allowed.                                                                                                                                                                                                                                                    |
| <b>Hanging things</b>        | No nails, pins, tape, or sticky tack are to be used on walls. No nails or pins on woodwork or furnishings.                                                                                                                                                                                  |
| <b>Children at residence</b> | Parents of children in residence are asked to keep their children from disturbing others.                                                                                                                                                                                                   |
| <b>Snow removal</b>          | Students are responsible for shovelling the snow from the sidewalk, stairways, and public sidewalks and scattering salt to prevent ice build-up.                                                                                                                                            |
| <b>Garbage collection</b>    | Students are responsible for putting the garbage and recycling out on the designated days according to the Toronto City waste collection calendar. Fines from the City of Toronto due to failure to sort garbage as per the rules of the City will be charged to each student in Residence. |

## INTERNATIONAL STUDENTS

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**International Student Supports** The seminary provides all necessary services to support and help students during their entire stay in the country. The Director of Student Affairs ([deborah.michaud@tbs.edu](mailto:deborah.michaud@tbs.edu)) is responsible for international student services, which include areas of a study permit, finances, health insurance, accommodation, etc.

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**Health Insurance** International students are required to register through the seminary office in the master group insurance plan the seminary has with Destination Travel Insurance Company Inc. This plan provides comprehensive health insurance to cover medical emergencies that may arise after the student enters Canada. Before arrival in Canada, students must contact the Seminary office to work out the details of their medical coverage.

If a student already has a comparable comprehensive health insurance plan, this will be accepted by the Seminary provided the student signs a waiver (<https://tbs.edu/current-students/student-forms/>), thereby declining the Seminary's master group insurance plan. A copy of your alternate insurance plan policy must be submitted to the Seminary office along with your signed waiver.

Payment in full for health insurance is required at Registration in September/January as part of student fees. Students must personally cover the costs of any deductibles that may be charged by the insurance company on certain medical fees.

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**Counselling Supports** Personal Counselling is available through Student Services in areas of personal concerns, educational challenges, interpersonal relationships, career development, vocational choice, crisis intervention, and family and social problems. Group sessions are available as needed.

The Registrar's office will assist with respect to registration, course selection, transfers to and from other educational institutions, and other related issues. During each semester, students will attend Spiritual Mentoring groups each week with other students under the guidance of different faculty members.

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## INTERNATIONAL STUDENTS *(continue)*

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**Nearest  
Embassies  
or  
Consulates**

**Australian Consulate General**

175 Bloor St E, Toronto, ON M4W 3R8  
Tel: 416-323-4280

**Consulate General of the Peoples Republic of China**

240 George St, Toronto, ON M5A 2N1  
Tel: 416-964-7260

**Consulate General of India**

365 Bloor St E #700, Toronto, ON M4W 3L4  
Tel: (416) 960-0751

**Consulate General of Brazil**

77 Bloor St W #1109, Toronto, ON M5S 1M2  
Tel: (416) 922-2503

**Nigeria High Commission**

295 Metcalfe Street Ottawa, Ontario K2P 1R9  
Tel: (613)-236-0521 ext. 3

**Ghana Consulate in Toronto**

8977 Woodbine Ave, Markham, ON L3R 0J9  
Tel: (365) 608-5007

**Ugandan Honorary Consulate in Toronto**

41 Lesmill Road, Toronto, ON M3B 2T3  
Tel: (613) 789-7797

**Rwandan Consulate in Toronto**

141 Adelaide Street West, Suite 550, Toronto, ON M5H 3L5  
Tel: (416) 304-0600

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**Useful  
Social  
Services**

**Toronto Fire Station 314**

12 Grosvenor St, Toronto, ON M4Y 1A8  
Tel: (416) 338-9050

**The Salvation Army Harbour Light**

160 Jarvis St, Toronto, ON M5B 2E1  
(416) 572-2691

**Shoppers Drug Mart**

467 Parliament St, Toronto, ON M5A 3A3  
(416) 925-4121

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## INTERNATIONAL STUDENTS (*continue*)

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### **International Student Volunteering Policy**

International students will not need a Social Insurance Number (SIN) in order to volunteer. While eligible international students in Canada may work a maximum of 20 hours per week during the semester, unpaid volunteer hours do not count toward this total. However, it is still important not to overstretch yourself and remember that your studies should be a priority over working or volunteering. International students in degree courses require faculty permission to undertake extra-curricular work, which would be in excess of 8 hours per week. This would include both secular and ministerial responsibilities.

We encourage students to find definite Christian work during the summer recess. Canadian immigration laws permit foreign students to work for pay if such work fulfils practical training requirements for their field of study. Arrangements on a summer field may be made with participating churches for a possible income for return to school.

The student visa will indicate any restrictions on international students' employment in Canada. Work among the churches is allowed since it is regarded as integrally related to the training of seminary students. The church where you are working is responsible for looking after your honorariums. However, any payment received for this type of work will be considered earned income.

Any paid work taken at the seminary (doorkeepers, librarian, cooks, etc.) will require a student to have a social insurance number, even international students. To obtain a SIN you will need a letter of Offer of Employment. You may have this letter written upon request to the Seminary Office once a job has been offered.

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**Notes:**

## **Toronto Baptist Seminary & Bible College**

130 Gerrard St. East | Toronto, ON | M5A 3T4

(416) 925-3263 | [inquiry@tbs.edu](mailto:inquiry@tbs.edu)

**[tbs.edu](https://tbs.edu)**