



LIFEBUILDERS COUNSELING SERVICES INSTITUTE PROFESSIONAL BIBLICAL COUNSELING AND COACHING CERTIFICATE PROGRAM

APPLICATION AGREEMENT

We are excited that you have chosen Lifebuilders Counseling Services Institute (LCSI) as your Professional Biblical Counseling and Coaching certificate program. We believe that when you are called by God to serve Him – you should receive quality training to be thoroughly equipped with the very best tools to do so effectively.

Please carefully read and sign this Application Agreement prior to completing the Student Enrollment Application.

GOVERNING LAW AND JURISDICTION

These terms are governed by California state laws. You agree to the jurisdiction of California state and federal courts for resolving any disputes.

ELIGIBILITY REQUIREMENTS AND NON-DISCRIMINATION POLICY

Before starting the application process, it's essential to understand the eligibility requirements for prospective students:

LCSI welcomes applicants aged 25 years old and older for admission consideration. LCSI does not discriminate on the basis of age, race, color, national origin, gender, disability or any other classification protected by law in its programs and activities.

Please note: Applicants must also possess a High School Diploma or its recognized equivalent. All qualified individuals willing to uphold our established mission and standards are encouraged to apply.

STEP-BY-STEP APPLICATION PROCESS

Step 1: Read and Sign Agreement

Carefully read this Agreement. We have provided two ways for you to sign the agreement. You can download it, or you can fill it in electronically.

- Download the agreement: After downloading, please scan and email it to info@lcsinstitute.us.
- Fill in the agreement electronically: Complete the application directly on your device and submit it online.

Step 2: Complete Student Enrollment Application

Complete the Application. We have provided two ways for you to fill in the application. You can download it, or you can fill it in electronically.

- Download the application: After downloading, please scan and email it to info@lcsinstitute.us.
- Fill in the application electronically: You can complete the application directly on your device and submit it online.

Application Effective Date: The application becomes effective once both the application and agreement are signed, and the application fee is received. Please submit it at least three weeks before your planned start date.

Complete Two Essays: Describe your purpose and business strategy for pursuing the Professional Biblical Counseling & Coaching certification. Use the space provided on the application. If you need more space, please submit the additional content in a Word document.

Step 3: Pay Application Fee

LCSI charges a non-refundable application fee of \$35.00. To complete the payment process online, visit the [Application Fee](#) page.

Step 4: Await Admission Decision

LCSI will assess your application based on how well you align with the Lifebuilders mission and vision, your purpose for becoming a certified Professional Biblical Counselor and Coach, and your intended use of the certification. You will receive a letter of acceptance (or reconsideration) within fourteen days.

Step 5: Confirm Your Acceptance

If you receive an acceptance letter, congratulations! Follow the instructions specified in the letter to confirm your acceptance. Next, LCSI will arrange a video conference to discuss program details and your start date.

Step 6: Create Your Account

You will receive instructions to create your learning system user account and pay your tuition.

Step 7: Meet Your Success Coach

You will receive an email with contact information for your Success Coach and access to Module A to begin your coursework.

PROGRAM INCLUSIONS

- 1) The full tuition is \$1450.00, excluding the application fee. If you choose to pay the full tuition in advance, you will receive a 15% discount. The program includes:
 - a) Online access to five (5) modules, progressively (See Curriculum)
 - b) Four (4) Workbook Lessons for each of the four (4) modules, totaling sixteen (16) Workbooks
 - c) Audio lessons totaling nineteen (19) hours.
 - d) Sixty hours (60) hours of practicum, including observation, counseling and supervision sessions

TUITION DETAILS

- 2) **Tuition Breakdown:** Tuition is based on four (4) modules at the rate of \$300 for each module and the fifth module at \$250. Payments are accepted online through the registration process (See Course Fees).
- 3) **Progressive Coursework:** The coursework is designed to be progressive. Therefore, tuition for each module and the corresponding assignments must be completed before advancing to the next module.
- 4) **Advance Payment:** If you choose to pay the full tuition in advance, you will receive a 15% discount. Email LCSI at info@lcsinstitute.us if you desire to pay for all five modules in advance.

REFUND POLICY

- 5) **Tuition Refunds:** Students receive a 100% tuition refund for courses dropped by the 5th day after the first day of coursework. Refunds decrease to 50% by the 10th day. Thereafter, no refunds are available.
- 6) **Withdrawal Notification:** You must email info@lcsinstitute.us with your intent to withdraw, with the email date-stamped by the 5th or 10th day from your start date.

INVEST TIME IN YOUR PROFESSION

LCSI advises students to allocate a minimum of 10 hours per workbook lesson, amounting to a total of 160 hours. However, students have a one-year timeframe to complete the workbook lessons.

Field supervision is excluded from this timeframe, as it is dependent on the duration required to establish a client base and the nature of the cases encountered.

Module Start Date: Module start dates begin on the day you begin your coursework.

Completion Timeline: Completion of coursework (16 Workbook Lessons) within 12 months is expected unless arrangements are made with LCSI.

Inquiries: Email info@lcsinstitute.us with any questions you may have.

STUDENT RESPONSIBILITY FOR LEARNING OUTCOMES

Students in this program are responsible for actively engaging with the material and striving to achieve the learning outcomes stated on each module's syllabus. While LCSI will provide guidance, resources, and support, the ultimate responsibility for mastering the content lies with you. This includes:

- **Seeking Assistance:** If you encounter difficulties, it is your responsibility to seek help. Be sure to stay connected to your Success Coach.
- **Self-Assessment:** Reflect on your learning and identify areas that need improvement.
- **Be an Explorer:** Read additional books, search websites, watch videos, speak with professionals in your field of interest, and discuss methods of gathering more information with your Success Coach.

RELEASE FROM RESPONSIBILITY, ASSUMPTION OF RISK AND WAIVER OF CLAIMS

- **Assumption of Risk:** You acknowledge all risks associated with the specified learning activities and agree to participate voluntarily.
- **Waiver of Claims:** You waive the right to sue LCSI and its representatives for any obstacles preventing you from achieving your desired learning objectives.

ACKNOWLEDGEMENT

- ☐ I acknowledge that I have read and understand this application agreement. I understand that this is a legal and binding agreement between LCSi and myself.

Legal Name of Applicant (Printed)

Signature of Applicant

Date

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