



## THE SCHOOL OF APOSTLES AND PROPHETS

Terms and Conditions are subject to change without notice.

*The School Of Apostles and Prophets and its courses and programs are focussed on raising up effective, mature, and powerful five fold ministers. In particular, we wish to accept those who are sensing the Prophetic call of God on their lives and know the importance of each fivefold office and it's integral part in maturing the Body of Christ for Jesus Christ's triumphant return.*

### - ADMISSION REQUIREMENTS -

*To help promote their success, an applicant must demonstrate their suitability for the demands of ministry training and calling. Consequently, to gain entry to SOAP, an applicant must:*

- 1) Be a committed Christian (for at least the last 12 months.)
- 2) Be a regular and active member of a local church (for at least the last 12 months).
- 3) Be at least 18 years of age by the time they start their desired program.
- 4) Students must be in agreement with our doctrinal statement. Linked to the "We Believe", section on our website.
- 5) Be living a faithful Christian lifestyle consistent with our Student Code of Conduct.
- 6) Have successfully completed high school, or have equivalent post-school life and work experience.
- 7) Have access to sufficient financial resources to cover their fees and course materials.
- 8) Have the physical, emotional, psychological and intellectual health and capacity required to successfully undertake the demands of ministry training. *(For more information please speak to the Director Of School).*
- 9) Be proficient in spoken and written English.

#### **Additional Requirements:**

An applicant may be asked to provide additional evidence that they meet these requirements. From time to time, the SOAP may apply additional conditions in relation to the above entry requirements. This will be done in the best interest of the applicant, based on our experience of the demands of ministry training and equipping, to ensure they are set up to not only succeed but fulfill their complete potential.

In addition, acceptance into our Advanced Equipping programs is conditional upon successful completion of our Pre-Requisite courses and programs of study.



## THE SCHOOL OF APOSTLES AND PROPHETS

### - CONDITIONS OF ENROLLMENT -

*Enrollment in the School of Apostles & Prophets (S.O.A.P) courses is subject to the following terms and conditions. These terms have been put in place to keep both SOAP and the student in full integrity, maturity, and accountability.*

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1. Students must have read and agree with our statement of faith. You can read our statement of faith by visiting [www.soapny.org/we-believe](http://www.soapny.org/we-believe)
2. Students must have successfully completed and submitted the following forms for their enrollment:
  - I. Application Form
  - II. Pastoral Reference Form
  - III. Personal Reference Form
3. Along with their application, successfully submitted their \$20 application fee. This fee is payable via the online application form.
4. Has familiarized themselves with their specific course/program of study.
5. Has signed all student agreements.
6. Is ready to undertake a lifestyle of study and spiritual growth.

### **Attendance:**

1. Students will be permitted to be absent for **no more** than two lecture sessions.
2. If a student knows that they will not be present for a specific date, the student must notify the Director of the School no later than one week after orientation.
3. If a student has been granted permission to miss a session, the student may then apply to have the recorded materials from that session.
4. Materials can be provided for the requested session only once approved by the Director of the School.
5. If a student is found absent for more than two sessions, the following action will be taken:
  - I. Written Warning
  - II. Termination of Enrollment without a refund



## THE SCHOOL OF APOSTLES AND PROPHETS

### Workshops:

S.O.A.P. in conjunction with TORCC NY, will conduct it's prophetic ministry nights called, "Dipping Night" — as a part of the curriculum of the Apostolic and Prophetic Stream of study. This will be a chance for students to put what they have learnt into practice and to receive some feedback to make them ready and capable of ministering in Apostolic and Prophetic ministry.

1. Attendance to this event is mandatory and required to successfully receive a certificate of completion. *(This applies to certain streams only. Please see "specific course requirements")*.
2. The required amount of attendance for each individual event will be dependent upon the course of study. In most cases, a student will need to have attended at least two Dipping Night's to be eligible to successfully graduate with a certificate of completion.

### Practicum:

This is an interactive school requiring students to participate in practical activations. These activations will be conducted under the guidance of the senior S.O.A.P. leadership team.

1. All students that are enrolled in the course must participate in these activations.
2. Journalling and group sharing is an essential key used in the *Relationship & Intimacy Stream* to truly establish connection between the students heart and the revelation being shared. It is out of our desire to see the students establish complete intimacy with Jesus Christ that journalling will be required at the end of each session.
3. Group sharing will take place at the start of each session and continue for 30 mins. During this time, students will be encouraged to share with the class personal application, journalling, and specific assignments. The teacher's assistant will moderate the group sharing and will open the floor up for students to share their questions from the previous session.
4. Journalling assignments will may given at the end of each session. Your teacher will give you the amount of time before an assignment is required. Students must submit their assignments before the due date.
5. Participation in group sharing is mandatory for each session. Please see our code of conduct regarding sharing personal revelations and journals with SOAP Leadership and staff. <sup>1</sup>
6. During these activations and workshops, SOAP leadership or staff may conduct a spiritual gifting assessment, so that the student can gain the full benefit of learning. The results of these assessments will be provided to the student at the discretion of SOAP leadership. <sup>2</sup>

<sup>1</sup> Students will be encouraged to share with the class only from journals and personal revelations which they feel comfortable doing so.

<sup>2</sup> Students may request their results by speaking with the Director Of School.



## THE SCHOOL OF APOSTLES AND PROPHETS

### Course Requirements

1. Each course/program will have specific requirements that the student needs to fulfill. You can view these requirements by visiting [www.soapny.org/courses](http://www.soapny.org/courses)
2. Some courses may require additional requirements to be accepted into their program of study. Please see the "Additional Course Requirements" section under the course you are interested in enrolling.

### Graduation:

In order to successfully graduate and receive a certificate of completion the student must fulfill the following terms and conditions.

1. Have at least %90 attendance.
2. Achieve competency in all learning outcomes in all subjects listed, including course/program and stream.
3. Comply with the Student Code of Conduct.
4. Participate in all aspects of the course/program.
5. Successfully satisfied the specified graduation criteria for each course/program
6. Students who fulfill course requirements will be issued with a Certificate Of Completion and be eligible to graduate.
7. If a student is absent for more than two lecture sessions, he/she will not be eligible to graduate or receive a certificate of completion. <sup>1</sup>
8. Students may have to wait a considerable amount of time to attend "catch-up" lectures, seeing that they may not be made available until the next course is scheduled.

<sup>1</sup> Consideration is given in special cases, however a completion certificate will only be issued after the student has attended the lectures he/she has missed.

**STUDENTS THAT FAIL TO MEET THESE REQUIREMENTS WILL NOT BE ELIGIBLE FOR A CERTIFICATE OF COMPLETION!**

*\*Special circumstances will be taken into consideration.*



## THE SCHOOL OF APOSTLES AND PROPHETS

### - OVERSIGHT & ACCOUNTABILITY -

*Spiritual Oversight and accountability is an essential part of healthy growth for every believer and strongly supported by Scripture. SOAP students are therefore championed to agree to the following terms stated below:*

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#### **AS A SOAP STUDENT YOU AGREE BY THE GRACE OF GOD TO THE FOLLOWING TERMS:**

1. All students are required to sign the spiritual accountability agreement.
2. All students will agree to submit to the spiritual oversight of SOAP. Students need to display character that is teachable, able to be molded, and most importantly, full of love towards all other students, staff, volunteers, and instructors of SOAP.
3. All revelations, prophecies, journals, and spiritual gifting activations are subject to the scrutiny of the instructor of the course/program and the Dean of School.
4. All students need to submit to the spiritual counsel of the faculty or leadership pertaining to things that are directly related to the teachings of the School.
5. As SOAP is a hot learning environment, students need to allow the faculty and leaders to speak into areas that need to be adjusted or corrected in their walk with the Lord so that the truths being taught may be applied as a lifestyle in their Christian life.
6. All interactions between faculty and students are to be in line with the student code of conduct.

#### **AS LEADERS OF SOAP WE AGREE BY THE GRACE OF GOD TO THE FOLLOWING TERMS:**

1. Pray and seek the Lord for His counsel and direction for your lives to the best of our ability as each occasion arises.
2. Keep all material and revelations submitted absolutely confidential, unless permission is given by you to do so, for the benefit of others.
3. Never ask you to do anything that contradicts the Scriptures or the Spirit of Grace.
4. Not lord it over you, but to encourage obedience to Christ by our example in godly living.
5. Submit ourselves to our own apostolic oversight

\* The preceding terms and conditions are stated in the "Accountability & Spiritual Oversight Agreement". Students are required to sign this agreement upon enrollment.



## THE SCHOOL OF APOSTLES AND PROPHETS

### - PAYMENT POLICIES -

*The School Of Apostles and Prophets endeavors to make our courses and programs affordable and accessible to everyone. To remain excellent in all that we do, and so that our students remain in maturity and accountability, these guidelines have been put in place.*

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#### **General Payment Policies:**

1. All general donations to The School Of Apostles And Prophets are non-refundable.
2. All payments must be finalized and completed in order to receive a certificate of completion.
3. Tuition can be paid in full by contacting the SOAP NY Team for access to student accounts.
4. It is the student's responsibility to ensure that updated, valid payment/credit card information is on file with SOAP and that sufficient funds back their payment. Students who are delinquent on their payments may be kept out of class until the delinquency is satisfied.
5. No applicants will be permitted to enter the school if the fees remain unpaid or if other payment options have not been negotiated with the Director Of School.
6. If a student fails to complete payment of tuition or fees the following disciplinary action will be applied:
  - I. Written Warning
  - II. Termination of Enrollment

#### **Part - Payment & Installment Policies**

Part-payments may be offered for some courses and programs — **this depends on the specific course and/or program of study.**

1. Payment plans only apply to courses that are more than six weeks in duration, and will not applicable towards short courses, seminars, and classes.
2. All Part-payments installments must be paid according to these guidelines:
  - I. The 1st installment **must be** paid before/during the orientation session of the course.
  - II. The 2nd installment must be paid by the sixth week and session of the course.
3. If a student fails to complete their payment installment of tuition or fees the following disciplinary action will be applied:
  - I. Written Warning
  - II. Termination of Enrollment

\*Special circumstances will be taken into consideration.

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## THE SCHOOL OF APOSTLES AND PROPHETS

### **Refund - Policy:**

1. There are no credits or refunds for missed classes.
2. Any short course less than 10 weeks in duration are non-refundable.
3. Where a stream does not run, students have the opportunity to transfer to another stream, or withdraw and request a refund of course fees that have been paid.
4. Students are required to apply in writing directly to the Director Of School for fee refunds.

### **Withdrawal Policy:**

1. Where the student withdraws prior to the course commencing, the course fees will be refunded in full.
2. The following percentages of tuition will be refunded in the event the student withdraws from a short course (lasting more than 10 weeks in duration) within two weeks: Withdrawal during the first week of classes – 50%; Second week – 20% ; After the second week, all course fees are non-refundable.
3. In the event that a student withdraws from a certificate program within the first core module, they may receive a prorated refund figured by calculating the remaining weeks of school minus a \$250 Withdrawal Fee. Tuition is non-refundable after the first core module has transpired.
4. Where a stream does not run, students have the opportunity to transfer to another stream, or withdraw and request a refund of course fees that have been paid
5. All applications for refunds will be processed in 28 days from the day of application.

### **Financial Sponsorship (Equipping Sponsorship):**

1. All donations by a sponsor to SOAP that are not designated to a particular student, will be allocated to the student that the admissions committee has determined.
2. In the event that a sponsorship is not redeemed by the particular student that the sponsor has specified, the sponsor has the following options to choose from:
  - 1) Allow SOAP the right to sponsor another student of it's choosing
  - 2) Donate the sponsorship to the School for further use
  - 3) A full refund



## THE SCHOOL OF APOSTLES AND PROPHETS

### - SCHOLARSHIPS -

*We love to come alongside students and help them reach their goals, despite what their financial situation may be. We make opportunity for students with special circumstances to apply for scholarships that will enable them to study and complete our programs. These scholarships are available at the discretion of SOAP, and are self-funded by the school.*

#### **Scholarship Terms and Conditions:**

1. All Scholars are required to sign a scholarship agreement form.
2. Students who wish to apply for a scholarship must do so in writing (email or online form) to the Director Of School. *To apply please visit [www.soapny.org/scholarships](http://www.soapny.org/scholarships)*
3. While we give every student the opportunity to choose their course structure, SOAP reserves the right to deny a student's scholarship application based on the following criteria.
  - I. The student has not successfully qualified to be awarded a scholarship
  - II. SOAP does not feel as if the course of study is suitable for the student
  - III. The student is not yet fully prepared for their course/program of study
4. Scholarship Students are required to serve and fulfill their scholarship duties as part of their course completion. These duties may vary from administrative, set-up, close-down and cleaning tasks etc. Upon the scholarship being awarded, the Director of SOAP will clarify what these tasks and duties will be.
5. Those scholarship students that neglect these duties or fail to organize the necessary availability for such, do not meet the terms and conditions of their allotted scholarship are subject to the following disciplinary action:
  - I. Verbal Warning
  - II. Written Warning
  - III. Review before the Dean of SOAP to determine if their scholarship will be withdrawn
6. All scholarship students are required to attend every course session with no exceptions. **THERE MUST BE A 100% ATTENDANCE FOR SCHOLARSHIP STUDENTS!** Absence for one lesson or more, without the permission of the Director, is grounds for immediate dismissal.
7. Scholarship students may not arrive for class more than 15 minutes late. Special circumstances can be discussed with the Dean of School.
8. Scholarship students must attend all practical activations, workshops, seminars, and outreaches - no exceptions.
9. Any violations of the Student Code Of Conduct are grounds for immediate expulsion.
10. All scholars are required to sign the Spiritual Accountability Statement.

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## THE SCHOOL OF APOSTLES AND PROPHETS

### - COPYRIGHT -

*We endeavor to remain Biblical and ethical in it's use of materials from our own contributors and other various authors. Therefore students are encouraged to do the same by following the guidelines listed below.*

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### **Copyright Terms & Agreements:**

1. Any reproduction, copying, sharing, lecturing etc. by students is not permitted without written consent by the Dean of SOAP - D.r. Robyn Kassas.
2. Any students found teaching or using any of the methods, materials, or modules, used in these classes for any other reason then their personal growth and spiritual walk will be in breach of copyright. We must remain in full integrity and bring credit to the men and women of God who have lived, sacrificed, and pioneered these groundbreaking truths!
3. Duplication of any of the teaching materials, including the manuals, videos, all printed materials, and all recorded material is prohibited. Written permission to copy materials may be sought after by contacting the Director Of School in writing (email).
4. SOAP has been granted permission and authorization to use the books, methods, materials, and teachings of the ministers listed in our acknowledgements, as a source of reference for the academic curriculum of the school. These will be used for inspiration and practical application of the course material.
5. Course video access will be limited to the time the student remains in active enrollment.



## THE SCHOOL OF APOSTLES AND PROPHETS

### ACKNOWLEDGEMENTS AND RECOGNITION:

*S.O.A.P. acknowledges that the materials used in this course have been seeded by founding Fathers of the faith, their sacrifice, and the giving of their lives to see the Prophetic and Apostolic movement become a reality and restored function in the Church of Jesus Christ. We adhere to the principles taught by these men and women of God, and therefore take no ownership for their written materials, methods, and modules.*

*Therefore, The School Of Apostles and Prophets acknowledges the men and women of God listed below. It is their pioneering and sacrifice which has made a way for others to reach God and unleash the fullness of their gifting in the Fivefold Ministry.*

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*The School OF Apostles and Prophets wishes to thank and recognize the following Men and Women of God:*

Dr Bill Hamon and Evelyn Hamon

Dr Robyn Kassas and Ps. Tony Kassas

Dr Mark Virkler and Patti Virkler

Rev. Kevin Conner

Ministers Fellowship International

Christian International

Times of Refreshing Christian Center New York

Times Of Refreshing Christian Center Sydney, Australia

William Leader

... and many other faithful men and women of God



## THE SCHOOL OF APOSTLES AND PROPHETS

### - STUDENT CODE OF CONDUCT -

*Part of the school's mandate is not only to educate the student in the knowledge of Christ, but to also develop a Christ-like character in each person attending the school. Filling the head with knowledge is only a part of the process, filling the heart with the Holy Spirit and His fruit is our ultimate goal. Our reward in the eternal ages is based on the fruit of the Spirit, not knowledge or works! Therefore, SOAP students are encouraged to develop Christ's character in their dealings with fellow students and the people in the culture we are called to reach.*

**Therefore all students of the School of Apostles and Prophets are required to follow this code of conduct.**

#### **Relational Conduct:**

1. Be respectful to the faculty, staff and fellow students.
2. Adopt an honesty code — be as open as the Holy Spirit would require. Students are encouraged to fellowship in the light, and have no hidden lifestyles. Total transparency is required for permanent growth and change.
3. Maintain a biblical conviction on matters pertaining to truthfulness, humility, teachableness, being correctable, adjustable, dependable and joyful.
4. Punctuality is essential to get the full benefit of the course/program. Students will therefore attend class on time.
5. Students will not be permitted to enter the class after 30 mins. Latecomers may not be allowed into the class after repeated lateness.
6. Attend all teaching and practicum classes.
7. Attend all classes in your course of study. People who may miss two or more classes will not receive a certificate of completion at the end of the course. *(Special circumstances can be discussed with the Director Of School).*
8. Students are required to attend at least two "Dipping Nights" at TORCC NYC as part of their practicum. Failure to do so may result in your course being categorized as "incomplete".
9. Adopt squeaky clean relationships with the student Body. Students are discouraged to develop romantic relationships in the school as their primary goal here is to learn and develop their character. SOAP is not meant to be a dating or romance medium, however, there are some times when the Holy Spirit may use the interaction between students to reveal His plan for their lives.
10. SOAP encourages biblical standards of moral behavior. Sexual misconduct, substance abuse, dishonesty, false witness, theft, drunkenness, profanity or any behavior that is contrary to Christian witness is unacceptable.

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## THE SCHOOL OF APOSTLES AND PROPHETS

### Ministerial Conduct:

1. SOAP believes that the Holy Spirit is in the business of building His people up not tearing them down. Exercising a spiritual gift is not a license to say or share whatever you like!
2. SOAP Students must stay within the ministerial guidelines of the teacher of the course during the teaching or practical sessions. Generally, the activation of a spiritual gift is to edify, exhort, and comfort the recipient. This is generally the scope by which each student should direct their activations. Revelations that are correctional, directional, or judgmental will not be permitted in the classroom and the duration of the course.
3. SOAP encourages its students to demonstrate love and value upon the recipients of their ministry BEFORE they do the ministry.
4. The Spirit of Grace is the foundation for an atmosphere of learning. Students make mistakes sometimes and that's how they learn. SOAP students are encouraged to be gracious when a fellow student or even themselves may seem to "miss the mark". This is not falsehood, but a learning student of the Word.
5. Ministry outside the safety parameters of the classroom are strongly discouraged.
6. Exercising spiritual gifts by novices and 'know it alls' may lead to serious offense, doctrinal error, and misuse of spiritual gifting and authority. Students are encouraged to keep their ministry within the classroom setting until they have reached a level of competence which satisfies the Dean of School. This competency is based on the student activating all the knowledge and fruit of the Spirit promoted in the classroom and in the practical activations.
7. The teachings of the school are to be practiced as conditions of enrollment. Any person acting or ministering in such a way that is contrary to the teachings and/or spirit of mutual edification during their attendance, during or after course hours, will be approached by the apostolic oversight team and issued a warning.
8. If unacceptable ministry methods or actions continue after the first warning, the Dean reserves the right to expel that person/s from the course and School and to retrieve all the teaching material associated with the course including the teaching manual issued at enrollment.
6. The teachings of the school and its courses are based on the Authority of Scripture. However, the school also recognizes that the implementation of the prophetic gifts, and the exercising thereof in the local church, must be submitted to the senior ministry of the church and hopefully operated with its blessing. S.O.A.P. strongly supports the autonomous and Spirit-led structure of the local church and encourages that all its students be at peace with their leaders as much as it is possible (Rom 12:18).



**THE SCHOOL OF APOSTLES AND PROPHETS**

## Fee Schedule 2017-2018

*SOAP tuition fees are calculated on a per course/ per program basis.  
Each individual course and program has it's own specified tuition and payment options available.*

All prices are quoted in US Dollars (USA). All fees are subject to review and change.

### CERTIFICATE PROGRAMS:

STREAM	PROGRAM	FEES
APOSTOLIC & PROPHETIC	Prophetic Certificate	\$725
	Ministering Spiritual Gifts Certificate	\$925

### COURSES:

STREAM	COURSE	DURATION	FEES
APOSTOLIC & PROPHETIC	Foundations In The Prophetic	8 Weeks	\$200
	Operating In The Prophetic	10 Weeks	\$275
	Advancing In The Prophetic	10 Weeks	\$375
	Ministering Spiritual Gifts - "Foundations"	12 Weeks	\$350
	Ministering Spiritual Gifts - "Activate"	12 Weeks	\$350
	Ministering Spiritual Gifts - "Called And Commissioned"	12 Weeks	\$350
RELATIONSHIP & INTIMACY	Communion With God - Intro	6 Weeks	\$150
	Communion With God - Part I.	12 Weeks	\$300
	Communion With God - Part II.	12 Weeks	\$300
	Abiding In Christ - Part I.	12 Weeks	\$300
	Abiding In Christ - Part II.	12 Weeks	\$300
	Counseled By God	15 Weeks	\$450
THEOLOGY & FOUNDATIONS	The Beginning Of The End	6 Weeks	\$225
BUSINESS & ADMINISTRATION	The Joseph Daniel Co.	6 Weeks	\$225

### APPLICATION FEES & ADMINISTRATIVE CHARGES

APPLICATION FEE	\$20
SESSION AUDIT FEE	\$25

<sup>1</sup> Prices are correct as of February 1st, 2017.

<sup>2</sup> Canaan Land Prophetic Partners are entitled to a 15% Discount on all tuition. For more information visit regarding [www.soapny.org/clpp](http://www.soapny.org/clpp)

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## THE SCHOOL OF APOSTLES AND PROPHETS

### - SPONSORSHIP -

*A part of the mandate to see the saints walking in full maturity and their God given destiny, is to support them and provide opportunities for their full capacity to be discovered. We don't just want to create consumers, instead we want to raise up contributors. By doing our part to help others, we fulfill part of the great commission which is to go into the all the earth and make disciples.*

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#### **Financial Sponsorship (Equipping Sponsorship):**

1. All donations by a sponsor to SOAP that are not designated to a particular student, will be allocated to the student that the admissions committee has determined.
2. In the event that a sponsorship is not redeemed by the particular student that the sponsor has specified, the sponsor has the following options to choose from:
  - 1) Allow SOAP the right to sponsor another student of it's choosing
  - 2) Donate the sponsorship to the School for further use
  - 3) A full refund