



THE REFRESH INSTITUTE

SCHOLARS HANDBOOK



A Message from the Chancellor

Welcome to The ReFresh Institute!

We are glad you have chosen to be a part of this community. The ReFresh Institute is a unique place. We are small enough to know your name, but big enough to believe in God's dreams. The ReFresh Institute is committed to journey with you as you discover the calling on your life - and then educate, empower, and position to fulfill that call.

We encourage you to make the most of the educational opportunities, relationship connections, spiritual growth, and ministry experiences that this community has to offer. Our Instructors, staff, and even other scholars will be a valuable support system as you navigate this season and grow into what God has intended for your life.

May we be a community marked by honor, committed to growth and passionately devoted to impacting the world!

Lorraine Q. McCaa
Chancellor

Adopted 8/2020





OUR MISSION

The ReFresh Institute Inc. exists to empower one's destiny through biblical & vocational education; rejuvenating purpose surrounding an individual's creative makeup.

OUR COMMITMENT

We are committed to:

- Providing the quality empowerment education for all.
- Hosting a safe place for creatives to grow in innovation.
- Building strong interpersonal communities within



Adopted 8/2020



THE REFRESH INSTITUTE ACADEMIC CALENDAR

<u>Semester 1:</u>	
<u>Dates</u>	<u>Activity</u>
July 7 - August 12	The ReFresh Institute Enrollment Period
August 15-19	Semester 1 Administrative Week
August 15	Semester 1 Begins
August 18	New Scholar Orientation
September 6	Semester 1 Class Begin
November 23 - 25	Thanksgiving Holiday - No Classes/ Office Closed
December 12-16	Semester 1 Assessment Week
December 16	Final Date for Courses
December 19-23	Semester 1 Administrative Week
December 23	Semester 1 Ends
<u>SAVE THE DATES:</u> December 26- January 6: Holiday Break December 1 - January 20: Semester II Enrollment	
<u>Semester 2:</u>	
December 1 - January 20	Semester II Enrollment Period
January 23 - 27	Semester II Administrative Week
January 23rd	Semester II Begins
January 26th	New Scholar Orientation
February 6	Semester II Classes Begin
May 15 - 19	Semester II Assessment Week
May 19th	Final Date of Courses
May 22 - 26	Semester II Administrative Week
May 26	Semester II Ends



POLICIES AND DISCLAIMERS



POLICIES & DISCLAIMERS

AFFILIATIONS

The ReFresh Institute is a division of ReFresh Global, Inc. ReFresh Global is a multifaceted, faith based, nonprofit organization that exists to serve mankind, providing solutions that is geared towards providing an oasis for life. It is our goal to refresh all we come in contact with & empower them for Life. We are passionate about standing as a force against multi-level suicide (on purpose, dreams, destiny, and life) for all individuals.

We are passionate about refreshing mankind by:

- Rejuvenating the value of one's identity & life
- Reviving love through selfless service
- Empowering through education & encounters

Maximizing every encounter to serve as an oasis for individuals of all ages; through our programming initiatives that are designed to effectively serve each individual we come in contact with.

PURPOSE OF THE SCHOLARS HANDBOOK

The ReFresh Institute seeks to develop a global community of Kingdom minded men and women who are committed to demonstrating biblical qualities of honor, unity, peace, and integrity in all we do (1 Timothy 4:12-16). To support such health within our culture, The ReFresh Institute maintains certain standards, policies, and procedures, which are provided in this Scholars Handbook and serve to develop a culture in which scholars can grow in maturity, wisdom and knowledge. Our standards reflect our affiliation and alignment with the doctrine and perspective of ReFresh Global, Inc. Enrolled scholars have voluntarily agreed to be a part of this accountable community. As such, all scholars are responsible for knowing and abiding by the standards in this Scholars Handbook, which serves as a covenant between members of our community.

NON-DISCRIMINATION POLICY

The ReFresh Institute does not discriminate on the basis of race, ethnicity, national origin, sex, disability or any other protected legal status in matters of admissions, employment, educational programs or activities. As a religious institution affiliated with ReFresh Global, Inc., the Institute is exempted from certain provisions and other



non-discrimination laws and retains the right to make legitimate employment, admission and other education decisions on the basis of religious tenets, consistent with applicable laws (Religious Freedom Restoration Act).

ACCESSIBILITY & ACCOMODATION

The ReFresh Institute seeks to ensure optimal educational opportunities for all scholars, including those scholars who have disabilities under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA). The ReFresh Institute is primarily a distance learning entity, however, we do seek to provide reasonable accommodations for scholars with disabilities on an individual and flexible bases.

It is the responsibility of the scholar with disabilities to be proactive in seeking available assistance by communicating with the Institute in advance prior to application and acceptance. Documentation regarding disabilities will be required.

HANDBOOK REVISIONS

The ReFresh Institute reserves the right to modify and/or cancel any statement, policy or practice in this Handbook at any time, however communicated, and such changes may be immediately reflected in this publication.



ACADEMIC OVERVIEW



ACADEMIC CATALOG

The Academic Catalog is updated as needed and defines all academic standards, program requirements, and qualifications for graduations. Portions of that catalog and other helpful information, is noted in this section for the scholar's convenience; however, the academic standards listed in the catalog are considered determinative. Please reference the latest catalog version for full information.

ACADEMIC ASSISTANCE

Each scholar has access to The ReFresh Institute Academic Advisement Department at the time of registration. Academic Advisement assists in planning a course of study for each semester. Advisement should be consulted with all questions regarding scheduling changes, program requirements, adding/dropping a class, etc. Scholars are encouraged to initiate connections and work closely with Advisement to assure academic success.

ATTENDANCE: CLASSES & GRADUATION

Policies for class attendance can be referenced in the Academic Catalog; however, individual Instructors are free to adjust attendance standards, and class expectations. Refer to the syllabus for each course.

Graduating scholars are required to attend graduation events (if any) and all scheduled rehearsals (if any). Graduates who are not able to attend, must appeal and receive an exemption from the Academic Advisement Department.

Attendance will be taken for each class, session or activity. Scholars are required to attend all scheduled classes with 2 excused absences. If an absence is required, scholars should inform their instructors immediately. Unexcused and/or repeated absences will lead to scholastic disciplinary action.

ACADEMIC PROBATION

Scholars who fail to meet the minimum cumulative GPA of 2.00 will be placed on academic probation and will be required to meet several criteria to remain enrolled at the Institute. Scholars who fail to achieve the required academic standards over a period of two semesters will be asked to withdraw for a minimum of one semester before they will be allowed to continue in their academic program.



ACADEMIC DISHONESTY

Academic Dishonesty is any act that compromises the integrity of the educational process, including cheating, fabrication, and plagiarism. The ReFresh Institute considers any kind of dishonesty a serious violation of both biblical standards. Dishonesty can have implications in grading, graduation, financial assistance, and personal reputation.

Penalties for Academic Dishonesty may be handled by the Instructor and in cooperation with the President's Office and the Office of Academic Affairs.

SCHOLAR RECORDS & FERPA

The Family Educational Rights and Privacy Act (FERPA) affords scholars certain rights with respect to their education records. Scholar educational records considered confidential may not be released without the written consent of a scholar unless such action is covered by permitted by the Act. Please reference www.ed.gov for full information regarding FERPA.

Eligible scholars have the right to inspect and review their education records maintained by the Institute. However, certain records are not available for inspection and the Institute offices holding such records may need advanced notice to remove cross-reference information that would violate the privacy of another scholar. The Institute reserves the right for 45 days to respond to a request for educational records.



INSTITUTE STANDARDS



INSTITUTE STANDARDS OVERVIEW

Upon enrolling at The ReFresh Institute, scholars have voluntarily chosen to be a part of an accountable, intentional Biblical community that is dedicated to the spiritual growth and maturity of each individual. We follow Biblical standards for our lifestyle choices, in alignment with the doctrine, perspectives and positions of ReFresh Global, Inc.

Honor is the foundation for each of our Community Standards. Scholars are encouraged and expected to live in such a way that honors God, honors the ReRefresh Community and honors the calling on their life (Ephesians 4:1-5, 21). Our spiritual and behavior expectations flow from our mission and support a healthy and safe learning environment for our scholars.

As Believers in Jesus Christ, we must develop consistency and integrity in both our public and private lives. As such, it is expected that our Institute Standards are upheld at all times. Honor, wisdom and purity should be the filters of discretion for our choices (1 Timothy 4:12-16). Our goal is that our Scholars be known as those who demonstrate Christ-like love and lifestyle wherever they go.

CODE OF CONDUCT & HONOR

1. Because we honor God, we commit to spiritual growth, including both personal and corporate times of worship. (Hebrews 10:19-25)
2. Because we honor the opportunities and education the Institute provides, we commit to excellence in our intellectual pursuits. We will not cheat or plagiarize and will do our own academic work. (Colossians 3:9-10)
3. Because we honor our bodies and value physical and mental health, we commit to healthy behaviors. We will refrain from addictive or unhealthy behaviors, including the use of: alcoholic beverages; tobacco and nicotine; hookah; marijuana; synthetic drugs; any form of illegal drugs; any other intoxicants. We will also not misuse prescription or over-the-counter drugs. (Ephesians 5:8-20)
4. Because we honor biblical marriage between one man and one woman, we commit to biblical standards of purity and sexual expression. The Bible states that our bodies are to be given only to our husband or wife to whom we have given a lifelong commitment. We commit to abstain from what The ReRefresh Institute defines as sexual misconduct - including sexual violence and abuse, adultery, homosexual romantic relationships, homosexual acts, pre-marital sex, pre-marital erotic acts, and all forms of pornography. We also commit to dress modestly, which conveys respect for oneself and for others.



5. Because we honor what has been entrusted to us, we commit to integrity with finances and possessions. We will refrain from gambling, lying, cheating, and stealing. (Proverbs 13:6-11)

6. Because we honor those around us, we commit to cultivate good social relationships that are encouraging and respectful, both in person and through digital, social media, and other forms of communication. We will not use profane language, share sexually explicit images or text, engage in bullying or cyber-bullying, nor use aggressive physical behavior. (Ephesians 5:1-4)

ACCOUNTABILITY TO ONE ANOTHER

The ReFresh Institute is committed to community accountability. Scholars are encouraged to walk with both grace and truth when addressing each other. Scholars with a concern for someone violating the Institute Standards should speak with a member of the Academic Affairs and/or file an incident report. Behavioral expectations, along with their application and their enforcement, are the responsibility of all members of the The ReFresh Institute Community. Because of this, if a scholar or scholars are present during a violation of Institute Standards by another person, and if they fail to confront those who are in violation, their silence will be considered passive approval and participation, making them responsible for the violation as well.

MULTICULTURALISM

Recognizing the principles of Scripture and the rich contribution that each culture can make to campus life, The ReFresh Institute supports the biblical concept of multiculturalism (Galatians 3:28, Revelation 7:9) in which all people participate equally in the Kingdom of God. The Institute subscribes to, and encourages, the equal right of all to pursue excellence in their lives without racial or ethnic inhibitions. We encourage scholars to understand and appreciate ethnic and cultural differences within our community. Racism in any form is not tolerated in community life at The ReFresh Institute or within the ReFresh Global Community.

THREATS/HARASSMENT

As a community committed to honor, The ReFresh Institute will not tolerate any forms of threats or harassment - including verbal, physical, visual, written, sexual, environmental, or the like. Harassment is defined as that which is: based on race, ethnicity, national origin, religion, sex, or disability; and that is understood by a reasonable person to have the effect of mentally or physically harming another, damaging another's property, or placing another in reasonable fear of harm to his person or property; or has the effect of



insulting or demeaning others. Unlawful harassment comes in many forms and may include but is not limited to: threats, intimidation, defamatory language/actions, public humiliation, behaviors involving actual or implied physical peril. Harassment may involve physical acts, verbal assaults, written correspondence, email, texting, instant messaging, creating a hostile environment, etc.

All reports of harassment should be reported to the VPSD. Reporting may be done with or without the use of the complainant's name. Once reported, the VPSD will take appropriate action in accordance with the harassment type and aligning with the processes defined in The ReFresh Institute's Annual Security Report. If the complainant is not satisfied with the conclusions reached in the process, further action may require the complainant's permission to use his or her name.

SEXUAL HARASSMENT & SEXUAL OFFENSES

The ReFresh Institute has a zero-tolerance policy for sexual offenses. Offenses under this policy include, but are not limited to, sexual harassment, non-consensual sexual intercourse, non-consensual sexual contact, sexual exploitation, dating violence, domestic violence, and stalking. The ReFresh Institute will not tolerate retaliation (threatened, attempted, or actual) against any individual for making a complaint. As a The Institute, The ReFresh Institute is not a court of law and, as such, violations of this policy and decisions in these situations are determined by The Institute Administrators based on the standard of "preponderance of evidence" (more likely than not to have occurred). This policy is developed to provide recourse for those individuals whose rights have been violated. In this Handbook, the policy is presented in a limited form.

SEXUAL HARASSMENT

The The Institute prohibits unwelcome verbal or nonverbal sexual advances or requests for sexual favors or other conduct of a sexual nature that create a hostile and intimidating environment that interferes with a scholar's performance in academic or non-academic settings. Sexual harassment may involve behavior of a person of either sex against a person of the opposite or same sex. All reports of threats and/or harassment should be reported to the VPSD. Examples of behavior that could be considered sexual harassment include but are not limited to: unwelcome sexual advances; requests for sexual favors; propositions of offers to engage in sexual activity; comments of a sexual nature, including sexually explicit statements, questions, jokes, remarks of sexual nature about a person's clothing or body; remarks about sexual activity or experience; exposure to sexually oriented pictures, posters, or materials.



SEXUAL OFFENSES

The ReFresh Institute prohibits dating violence, domestic violence, sexual assault and stalking. Examples of behavior that could be considered sexual offenses include but are not limited to: sexual harassment, non-consensual sexual intercourse; non-consensual sexual contact; dating violence; physical interference with or restriction of an individual's movements; unauthorized sharing/distributing digital, video, or audio recording of nudity or sexual activity; stalking; a pattern of manipulating, controlling, or threatening behavior towards another which causes a reasonable fear of safety.



SCHOLAR FINANCES



SCHOLAR ACCOUNTS

The Scholar Budget & Finance Office oversees the billing and receipt of payment for tuition and fees. A summary of related information is provided below. Please consult with the Scholar Budget & Finance Office for further information.

FINANCIAL RESPONSIBILITIES

All tuition and fees are due and payable at registration. Scholars without sufficient funds may request a deferred payment plan; however, a portion of the balance, as determined by the The Scholar Budget & Finance Office, must be paid by the deadline scheduled by the TRI Scholar Budget & Finance Office. Subsequent payments are due on the dates designated by The Scholar Budget & Finance Office for the scholar's payment plan. Scholars cannot attend classes without either paying their balance or setting up a payment plan. Scholars are expected to make payments on time and pay all fees. Those who fail to do so may be suspended from school.

UNPAID BALANCES

After the last day of classes, any scholar with an unpaid balance on their Scholar Account may be ineligible to register for a future semester. All scholars in such situations should immediately consult with The Scholar Budget & Finance Office for options. Scholars who fail to meet any financial obligations incurred with any department of the The Institute will not receive grade reports or copies of their official transcripts until satisfactory arrangements have been made. In addition, such scholars may be dropped from registration and considered as not returning.



OTHER SERVICES



BEHAVIORAL OR EMOTIONAL INSTABILITY

Scholars may struggle with emotional needs that hinder their ability, or the ability of others, to fully benefit from their Institute experience. The ReFresh Institute will respond to these needs according to the best interests and well-being of the scholar and the community. If a scholar poses a threat to themself or others, the Instructors and/or President will determine the urgency of the situation and take appropriate action which benefits the overall health and safety of the scholar. This may include notification of emergency services and/or emergency contacts under the health and safety provision of FERPA.

The ReFresh Institute desires to provide support and growth for scholars struggling with self-harm, eating disorders, depression, or other mental health issues. Scholars who confess to such are offered a plan of care and accountability that is within the scope of resources available at The ReFresh Institute but may require referral to an outside source. Disciplinary action is not the first or preferred method for assisting scholars who struggle with these issues; however, if a scholar uses such to threaten others or refuses personal growth, discipline may be required for the safety of the individual and the community. Any interventions on the part of The ReFresh Institute leadership are designed to be redemptive in helping the scholar experience growth and restoration. Responses to serious mental health issues may require suspension for a time so that the scholar may receive appropriate care and counseling.

COUNSELING

The ReFresh Institute is committed to providing excellent care and social and emotional support to our Scholars. Services provided by Life Wire, a scholastic support service of The ReFresh Institute, is available for all Scholars, Staff, Faculty. Referrals may be made outside the The Institute to professional counseling services as needed. Scholars are welcome to inquire about Life Wire Services and to make an appointment with a Life Wire Associate for counseling.

LIFE WIRE

Proactive Cognitive Wellness Services & Awareness Initiative

Merging the world of the arts and mental health, we are proactively putting an end to the increase rates of suicide, depression, and other emotional disorders through our Life Wire Initiative.

We are committed to increasing awareness and providing services and resources that will proactively improve individual cognitive activity for all ages.

