



INSTITUTE for the ARTS

2011-2012
Application for
Admission



INSTITUTE FOR THE ARTS & SCHOOL OF MINISTRY APPLICATION FOR ADMISSION

PO Box 92737
Austin, TX 78709
(512) 386-1761
Fax (512) 857-0765

www.instituteforthearts.com

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Dr. Joe Cruse, III, President
Dr. Becky Cruse, Vice President



Institute for the Arts is an accredited institution of higher learning providing a diploma for Ministerial Academics. Institute for the Arts is affiliated with Life Christian University and Accrediting Commission International.

Institute for the Arts admits students of any race, color, national and ethnic origin, to all rights, privileges, programs and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, national and ethnic origin in administration of educational policies, admissions policies and other school-administered programs.

"Coupling Excellence and the Anointing"

Application Procedures

APPLICATION DEADLINE

The Institute for the Arts/ School of Ministry application is due no later than **August 1, 2011** in order to allow time for the processing of the application. One month prior to registration is recommended. Late applications are accepted based on space and qualifications of the applicant. **Please note:** Enrollment is on a first apply, first admit basis, and IFTA reserves the right of admissions.

APPLICATION REQUIREMENTS

- Complete the Application for Admission Form. Please answer all questions. If a question does not apply, write N/A (not applicable) in the space provided.
- Applicants must include a recent passport size color photograph with the Application for Admission form.
- Complete, sign and submit the Statement of Purpose form. Please print or type in English.
- Read and sign the Student Privacy Right form and return it with the application.
- Please do not fax any portion of the application.
- Send the request for high school transcript to your high school or diploma-issuing agency.
- Send a request for transcript to each college or university you have attended if you wish to pursue an Associate of Arts Degree in Theology (matriculated) and/or a Bachelor of Arts Degree in Music Ministry (matriculated) through Life Christian University.
- Each applicant must contact IFTA/ School of Ministry to **schedule a personal interview** with school officials. Interviews may be scheduled during the week or prior to services on the weekend.
- Each applicant to IFTA must submit audition materials for the instrumental class (including vocals) they wish to pursue. Each submission should be clearly marked with your name and the instrument. Each submission should have three samples of you playing your instrument or singing. Each sample should be in a different style of music. (i.e. gospel, jazz, classical, contemporary, etc.) Submitted materials do not have to be of professional quality, simply clear enough for our instructors to get an idea of your skill level. **School of Ministry applicants are not required to submit audition materials.**
- Each applicant must submit three recommendations: One from the applicant's pastor and two personal recommendations from people who know the applicant well and can speak on his or her behalf regarding character, gifts and calling. **Please do not use family members or relatives for any of the required recommendations.** To expedite the application process, please sign the recommendation form and provide each reference with a stamped envelope addressed to:

Institute for the Arts
Office of Admissions
PO Box 92737
Austin, TX 78709

Once the admissions committee has reviewed the application, the applicant will be notified in writing of acceptance or denial.

Application Checklist

This application checklist is to be used as a guide to help expedite the application process. Your application file for Institute for the Arts/ School of Ministry is not complete until all items in this checklist are submitted. The deadline for the application process to be completed is **August 1, 2011**. This checklist is for your benefit and should not be mailed to IFTA.

COMPLETE APPLICATION ITEM

- Entire four-page application - includes "Statement of Purpose" and "Privacy Rights of Students" (no items left blank)
- Recent passport-size color photograph attached to the application
- Send request for transcript to high school or diploma issuing agency
- If applying for an Associate of Arts Degree in Theology (matriculated) and/or Bachelor of Arts Degree in Music Ministry send request for transcript to each college or university previously attended (requires 30 semester hours of general education courses)
- Date application mailed: _____ / _____ / _____
- Pastoral recommendation given to: _____
Date: _____ / _____ / _____
- First personal recommendation given to: _____
Date: _____ / _____ / _____
- Second personal recommendation given to: _____
Date: _____ / _____ / _____
- Interview scheduled:
Date scheduled: _____ / _____ / _____ Time: _____
- Audition materials sent (not applicable for School of Ministry applicants)
Date sent to IFTA: _____ / _____ / _____

STATEMENT OF PURPOSE

Applicant's Last Name	First	Middle
<p>1. Give a brief description of your salvation experience. <i>(Please type or print using 300 words or less.)</i></p>		
<p>2. Briefly explain why you want to attend Institute for the Arts / School of Ministry.</p>		
<p>3. IFTA applicants, briefly describe any prior musical education and experience. School of Ministry applicants - briefly describe any prior ministry education and experience.</p>		
<p>4. Please check your intended area of study (IFTA applicants only).</p> <ul style="list-style-type: none"><input type="checkbox"/> Vocal Performance<input type="checkbox"/> Piano/ Keyboard Performance<input type="checkbox"/> Guitar Performance<input type="checkbox"/> Bass Guitar Performance<input type="checkbox"/> Percussion/ Drum Performance		

PRIVACY RIGHTS OF STUDENTS

STATUTE 20, United States Code, Section 1232g and regulations adopted pursuant thereto, hereafter, referred to as the Code, requires that each student be notified of the rights accorded him or her by the Code. The following is provided as basic general information relative to the Code:

The Code provides for the institution to establish a category of student information termed "directory information". When available in college records, any information falling in the category of "directory information" will be available to all persons on request, i.e., the IRS, FBI or other government agencies and for use in IFTA publications. IFTA has identified the following as "directory information".

Student's:

- | | |
|----------------------------|--------------------------------------|
| 1. Name | 7. Church Membership |
| 2. Address | 8. Denominational Affiliation |
| 3. Telephone Listing | 9. Dates of Attendance |
| 4. Race | 10. Degrees and Awards Received |
| 5. Date and Place of Birth | 11. Most Recent Previous Educational |
| 6. Major Field of Study | 12. Agency or Institution Attended |

All other information, such as health and medical records, disciplinary records, records of personal counseling, required student and family financial income records, transcripts of student permanent academic records, student placement records and other personally identifiable information shall be open for inspection only to the student and such members of the professional staff of the school that have responsibility for working with the student. Such information will not be released to second parties without consent of the student.

Except as required for use by the president in the discharge of his official responsibilities as prescribed by laws, regulations of the state board, and board policies, the designated custodian of such records may release information from these records to others only upon authorization in writing from the student or upon a subpoena by a court of competent jurisdiction.

I indicate by my signature that I have been notified of my rights as recorded by Statute 20, United States Code, Section 1232g.

Date of Application

Applicant's Signature

Institute For The Arts does not discriminate on the basis of nationality, ethnic origin, or gender. We guarantee the rights, privileges and the availability of programs and activities to all students.



PASTORAL RECOMMENDATION

To the Applicant: Please print your name on the line below

Applicant's Last Name _____ First _____ Middle _____

The Family Education Rights and Privacy Act of 1974 permits students the right to inspect their files. Because of the importance of preserving the confidentiality of a reference, the Act permits an applicant to waive their right of access to the reference.

By signing below, the applicant willingly waives the right of access to see this recommendation, knowing that this waiver is NOT required as a condition of admission.

To the person completing this recommendation: The above named applicant has applied for admission to Institute For The Arts/ School of Ministry and must submit one pastoral recommendation. Serious consideration will be given to your comments. Please complete this form carefully and in privacy. If additional space is needed for any question, you may attach extra pages and identify which question is being answered. This complete form **should not be given to the applicant** but returned directly to the Office of Admissions:

Institute for the Arts · PO Box 92737 · Austin, TX 78709

Deadline: August 1, 2011

- How long have you known the applicant? _____ Year(s) _____ Months
- How would you describe your relationship? _____ Very close _____ Close _____ Distant
- Has the applicant been involved in your local church ministry? Yes No If yes, describe:

- Please circle the choice that best describe the applicant's ability in each area. Circle unknown if you feel your knowledge of the applicant is insufficient in that particular area:

Leadership Ability:	Excellent	Good	Average	Poor	Unacceptable	Unknown	N/A
Submissiveness to Authority:	Excellent	Good	Average	Poor	Unacceptable	Unknown	N/A
Teachability:	Excellent	Good	Average	Poor	Unacceptable	Unknown	N/A
Servant's Attitude	Excellent	Good	Average	Poor	Unacceptable	Unknown	N/A
Motivated:	Excellent	Good	Average	Poor	Unacceptable	Unknown	N/A
People Skills:	Excellent	Good	Average	Poor	Unacceptable	Unknown	N/A

- Please circle the choices which best describe the applicant's attitude toward spiritual matters.

Relationship with Jesus:	Excellent	Good	Average	Poor	Unacceptable	Unknown	N/A
Church Attendance:	Excellent	Good	Average	Poor	Unacceptable	Unknown	N/A
Relationship with Spouse:	Excellent	Good	Average	Poor	Unacceptable	Unknown	N/A
Relationship with children:	Excellent	Good	Average	Poor	Unacceptable	Unknown	N/A

6. Describe the applicant's strengths: _____

7. Describe the applicant's weaknesses _____

8. Have you known the applicant to engage in any immoral actions or questionable behavior? If so, please explain: _____

9. Please share any additional information that you feel would help us evaluate the applicant's readiness to attend Institute for the Arts/ School of Ministry.

Pastor (Please Print)

Signature

Date

Church Name

Contact Phone Number

Church Address

City

State

Zip



PERSONAL RECOMMENDATION

To the Applicant: Please print your name on the line below

Applicant's Last Name _____ First _____ Middle _____

The Family Education Rights and Privacy Act of 1974 permits students the right to inspect their files. Because of the importance of preserving the confidentiality of a reference, the Act permits an applicant to waive their right of access to the reference.

By signing below, the applicant willingly waives the right of access to see this recommendation, knowing that this waiver is NOT required as a condition of admission.

To the person completing this recommendation: The above named applicant has applied for admission to Institute For The Arts/ School of Ministry and must submit two personal recommendation. Serious consideration will be given to your comments. Please complete this form carefully and in privacy. If additional space is needed for any question, you may attach extra pages and identify which question is being answered. This complete form **should not be given to the applicant** but returned directly to the Office of Admissions:

Institute for the Arts · PO Box 92737 · Austin, TX 78709

Deadline: August 1, 2011

- How long have you known the applicant? _____ Year(s) _____ Months
- How would you describe your relationship? _____ Very close _____ Close _____ Distant
- Briefly describe your personal relationship to the applicant:

4. Please circle the choice that best describe the applicant's ability in each area. Circle unknown if you feel your knowledge of the applicant is insufficient in that particular area.

Leadership Ability:	Excellent	Good	Average	Poor	Unacceptable	Unknown	N/A
Submissiveness to Authority:	Excellent	Good	Average	Poor	Unacceptable	Unknown	N/A
Teachability:	Excellent	Good	Average	Poor	Unacceptable	Unknown	N/A
Servant's Attitude	Excellent	Good	Average	Poor	Unacceptable	Unknown	N/A
Motivated:	Excellent	Good	Average	Poor	Unacceptable	Unknown	N/A
People Skills:	Excellent	Good	Average	Poor	Unacceptable	Unknown	N/A

5. Please circle the choices which best describe the applicant's attitude toward spiritual matters.

Relationship with Jesus:	Excellent	Good	Average	Poor	Unacceptable	Unknown	N/A
Church Attendance:	Excellent	Good	Average	Poor	Unacceptable	Unknown	N/A
Relationship with Spouse:	Excellent	Good	Average	Poor	Unacceptable	Unknown	N/A
Relationship with children:	Excellent	Good	Average	Poor	Unacceptable	Unknown	N/A

6. Describe the applicant's strengths: _____

7. Describe the applicant's weaknesses _____

8. Have you known the applicant to engage in any immoral actions or questionable behavior? If so, please explain: _____

9. Please share any additional information that you feel would help us evaluate the applicant's readiness to attend Institute for the Arts/ School of Ministry.

Name (Please Print) Signature Date

Address City State Zip

Contact Phone Numbers



PERSONAL RECOMMENDATION

To the Applicant: Please print your name on the line below

Applicant's Last Name _____ First _____ Middle _____

The Family Education Rights and Privacy Act of 1974 permits students the right to inspect their files. Because of the importance of preserving the confidentiality of a reference, the Act permits an applicant to waive their right of access to the reference.

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To the person completing this recommendation: The above named applicant has applied for admission to Institute For The Arts/School of Ministry and must submit to personal recommendation. Serious consideration will be given to your comments. Please complete this form carefully and in privacy. If additional space is needed for any question, you may attach extra pages and identify which question is being answered. This complete form **should not be given to the applicant** but returned directly to the Office of Admissions:

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- How long have you known the applicant? _____ Year(s) _____ Months
- How would you describe your relationship? _____ Very close _____ Close _____ Distant
- Briefly describe your personal relationship to the applicant:

4. Please circle the choice that best describe the applicant's ability in each area. Circle unknown if you feel your knowledge of the applicant is insufficient in that particular area.

Leadership Ability:	Excellent	Good	Average	Poor	Unacceptable	Unknown	N/A
Submissiveness to Authority:	Excellent	Good	Average	Poor	Unacceptable	Unknown	N/A
Teachability:	Excellent	Good	Average	Poor	Unacceptable	Unknown	N/A
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Motivated:	Excellent	Good	Average	Poor	Unacceptable	Unknown	N/A
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5. Please circle the choices which best describe the applicant's attitude toward spiritual matters.

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Relationship with children:	Excellent	Good	Average	Poor	Unacceptable	Unknown	N/A

6. Describe the applicant's strengths: _____

7. Describe the applicant's weaknesses _____

8. Have you known the applicant to engage in any immoral actions or questionable behavior? If so, please explain: _____

9. Please share any additional information that you feel would help us evaluate the applicant's readiness to attend Institute for the Arts/ School of Ministry.

Name (Please Print) Signature Date

Address City State Zip

Contact Phone Numbers



**HIGH SCHOOL/GED
TRANSCRIPT REQUEST FORM**

To the Applicant: A high school or equivalent diploma is required to attend IFTA. It is imperative that you send your transcripts as soon as possible. Please fill out this form and submit it to the registrar's office of your high school or issuing agency of your diploma. Transcripts must reach the IFTA Office of Admissions by August 1, 2011.

To:

Name of Institution

Street Address or PO Box

City State Zip Code

From:

Student Name

Student Maiden Name (If Applicable) Social Security Number

Years Attended Date Graduated

Present Address

City State Zip Code

Student's Signature Date

REQUEST FOR TRANSCRIPT
Please send a copy of my transcript to:
INSTITUTE FOR THE ARTS
Office of Admissions
P.O. Box 92737
Austin, TX 78709



TRANSCRIPT REQUEST FORM

To the Applicant: A minimum of 30 semester hours in general education from an accredited higher education institution is required to qualify for an associates or liberal arts baccalaureate degree. Please understand that this does not shorten your time of study at IFTA/ School of Ministry. It is your responsibility to provide transcripts from any school you wish us to consider. It is imperative that you send your transcripts as soon as possible. Please fill out this form and mail it to the registrar of your institution. You will need to send one Transcript Request Form for each institution. Also note that most colleges and universities often charge a fee for this service. A check for their fee should be attached to each request.

To:

Name of Institution

Street Address or PO Box

City State Zip Code

From:

Student Name

Student Maiden Name (If Applicable) Social Security Number

Years Attended Date Graduated

Present Address

City State Zip Code

Student's Signature Date

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