



STUDENT POLICIES & PROCEDURES FOR ENRICHMENT COURSES:

Tuition Payment Policy and Options

- A \$20 non-refundable registration fee is due at the time of registration.
- The first tuition payment is due on or before September 15.
- The entire tuition balance must be paid by May 15 of the spring semester. Failure to pay your tuition can adversely affect your ability to move on to the next year of study, enroll in future CBS/CCS classes. Graduating students must pay their tuition before they will receive their Certificate of Biblical/Catechetical Studies.
- Several tuition discounts are available. See our registration website for details.
- Financial Assistance: Please contact the office to request the Financial Aid Request Form if you have a true financial need. All financial awards and discounts are limited to a maximum of 50% of the full class tuition (excludes registration fee). Because available funds are **very limited**, we ask that you request only the amount that you truly need. Deadline to submit your request form is September 1. You must be registered for class and have paid the \$20 registration fee to be considered for financial assistance. Late submissions will be considered on a case-by-case basis; financial awards for late submissions may be limited to lesser amounts.
- There are three tuition payment options:
 - Full payment by September 15 (preferred)
 - Pay by the Month: Nine monthly payments, due the 15th of each month, from September through May
 - Pay by Semester: Half payment due September 15; final payment due January 15
- Our payment system DOES NOT have the capability to automatically charge your bank account or credit card for monthly payments.
- Monthly email reminders: The office sends out monthly email reminders during the year to all students who have a tuition balance. If you are making your tuition payments on time, please disregard these monthly reminders.
- Payment can be made as follows. (Checks should be made payable to “Denver Catholic Biblical School” or “CBS”):
 - Pay online through link on our website at www.sjvlaydivision.org
 - Give payment to your weekly instructor (cash, check, charge)
 - Mail payment directly to the office
 - Call office to make payment over the phone
- All tuition payments are non-refundable; however, exceptions will be made on a case-by-case basis.
- It is the student’s responsibility to monitor and manage his/her tuition account. If you believe there are any errors or discrepancies, please contact the office.
- Our tuition does not qualify for any education tax credits on income tax returns. Please consult your tax preparer for details.

Snow/Class Closure Policy

For snow closures, the Biblical and Catechetical Schools follow the lead of the parish. Due to the diversity of our locations, weather conditions can vary greatly. So, a closure for one class does not automatically mean other classes in other locations have been cancelled. Please refer to the procedures below and contact your instructor with any questions. If the parish is closed, regardless of what the school district does, class is cancelled. Notifications will be posted with the following process:

1. The instructor will email his/her class whether the class is still on or cancelled. Do not assume cancellation.
2. The instructor will leave a message on his/her business voicemail as soon as the closure of any location has been determined.
3. The closure will be listed on the school website.
4. If the class has created a telephone tree, the tree will be activated. If you have volunteered to be part of a telephone tree, please contact the person(s) you have volunteered to contact.
5. The school will send an email to all students in that year of study about the closure.
6. This process will be used for the cancellation of any class for any reason.

Please note: It is suggested that you check your email before going to class for any last minute information regarding your class.

Miscellaneous Matters:

- **MINIMUM CLASS ENROLLMENT:** To be good stewards of our limited resources, all classes are subject to a minimum enrollment and we regularly evaluate attendance at each location.
- **MINORS:** Because Enrichment Classes are lecture based and do not require small groups with other adults, high school teenagers are allowed to enroll in these classes so long as they are accompanied by an adult. If the adult is not their parent or legal guardian, a letter from such must be provided giving permission for attendance with another designated adult.
- **INFANTS IN CLASS:** Mothers are allowed to bring nursing age infants into class so long as the baby is quiet and peaceful. However, because there are also other tuition paying students in the class who will want to concentrate on the lecture and not be distracted, once the baby begins to fuss and cry, it will be best to leave the child home with another guardian.
- **COPYRIGHTED MATERIAL:** Workbook materials are proprietary information of the instructor. No copyrighted materials are generally sent in an electronic format. Please do not reproduce any copies for use outside of the school without written permission. Additionally, audio recordings of class lectures may be allowed with permission of the instructor. Recordings can be shared with class members only and should not be distributed to others outside of the class location. For questions on copyrights, please contact the office.
- **BLOG:** All students within the Lay Division will automatically be included in our weekly faculty Blog, *The Scribe*, as a benefit for their studies and formation. Students can unsubscribe at any time if they no longer wish to receive articles.
- **AUDITOR POLICY:** CBS and CCS does allow graduates to audit the program. However, this is not the policy for any of our Enrichment Courses. Tuition must be paid for repeat classes.
- **CLASSROOM/SCHOOL EVENT DECORUM:** As stated in the Archdiocese of Denver Code of Conduct, *“Our behavior toward one another is at the essence of discipleship. ...The intent is to reinforce our Lord’s commandment to love one another through certain practical principles and guidelines. As members of the Church founded by Christ, those who minister must always seek to uphold Christian values and conduct. As good citizens and responsible members of society, we must endeavor to act properly at all times, obey all laws which seek the common good and employ morally licit means to attain the common good. As followers of Jesus, we are all called to live the Gospel and its mandates.”*

We believe this to be true for the behavior of our students as well, and as such, we ask that students:

- Exercise just treatment of others;
- Seek to relate to all people with respect and reverence; small group discussions are to be conducted with patience and courtesy toward the views of others;
- Seek to support others, encouraging each person in living the life to which God calls him or her;
- Support the classroom atmosphere with behavior that is conducive to the learning process, including minimizing classroom disruptions.

(revised on 08/22/2019)