



STUDENT POLICIES & PROCEDURES FOR BIBLICAL/CATECHETICAL SCHOOL CLASSES

Attendance and Certificate Requirements

† ATTENDANCE: The academic year is made up of 30 weeks of class. Our typical year runs from the week after Labor Day through late May. Students can miss up to 6 weeks of class throughout the year. Students may attend class at another location/online time in the same year of study during a given week in order to avoid an absence. Additional absences may be allowed in certain circumstances, but only with the permission of the instructor. No more than 10 classes can be missed for any reason. Work done at home does not substitute for class attendance.

† HOMEWORK: Students must complete all homework assignments, even if the answers are short, which is perfectly acceptable. Assignments are due each week. All assignments must be completed and turned in to the instructor no later than May 31. Opportunities to earn homework passes will be offered throughout the year. Suggested Answers to homework questions are available in the back of the Student Workbook, but students are strongly encouraged to complete their homework assignments before consulting the Suggested Answers.

† HOMEWORK SUBMISSION: Homework is submitted to the instructor electronically via email. Homework may be submitted as an email attachment (Word files, PDF files, pictures of handwritten homework, etc), but all homework that you would like comments on must be written in the body of the email or copied/pasted from your files. Instructors will email students before the start of the year with more specific details of homework submission.

† TESTS: A pass/fail take-home assessment is given at the end of each semester. Students are encouraged to challenge themselves on their tests, but are permitted to consult their materials if they need those resources. Students must pass both tests to continue to the next study year and/or graduate.

† TUITION: Tuition must be paid in full by May 15. Failure to pay tuition will adversely affect your ability to move on to the next year of study and/or enroll in other Lay Division courses. See Page 2 for details on tuition.

In order to move from year to year in the programs, all attendance, homework, and test requirements must be fulfilled and tuition paid.

Certificates of Biblical/Catechetical Studies will be granted to students who successfully complete the four-year Biblical School program and/or the two-year Catechetical School program. Until a student's tuition balance is paid in full and all work completed, the Lay Division reserves the right to hold a student's certificate.

† AUDITING: This option is available only to clergy and graduates of the four-year Biblical School or two-year Catechetical School program. Auditors do not participate in small group discussions with current students and are not required to purchase anything. Auditors may purchase the Student Workbook or any other books/materials from the instructor.



Tuition Payment Policy and Options

† A \$25 non-refundable registration fee is due at the time of registration.

† The first tuition payment is due no later than September 15.

† The entire tuition balance must be paid by May 15. Failure to pay tuition will adversely affect your ability to move on to the next year of study and/or enroll in other Lay Division courses.

† Several tuition discounts are available. See our registration website for details.

† Tuition Assistance: Please contact the office for the Tuition Assistance Application (online form) if you have a true financial need. All financial awards and discounts are combined and 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 \$25 registration fee to be considered for Tuition Assistance. Late submissions will be considered on a case-by-case basis; financial awards for late submissions may be limited to lesser amounts.

† Tuition payment options:

- One payment by September 15.
- Monthly payments, which can be set up to automatically deduct in your registration account.
- Regardless of which method you choose, your first tuition payment must be paid by September 15 (excludes registration fee).

† Monthly email reminders: Students with a tuition balance will receive monthly email reminders from the office (around the 15th-20th of the month starting in September). If you are making your tuition payments on time, please disregard these monthly reminders.

† Payment can be made as follows:

- Pay online through link on our website at <https://sjvlaydivision.org/course-payment/> (available 24/7).
- Mail check/money order directly to the office at the address below (made payable to “Denver Catholic Biblical School” or “CBS”).
- Call office to make payment over the phone (Amex, Discover, Mastercard, Visa accepted)
- If your class meets in person, you may also give payment to your instructor. In this case, cash is also accepted.

† All tuition payments are non-refundable; exceptions may be considered 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.

† Please consult your tax professional regarding questions as to possible tax credits for tuition payments. Please note: The SJV Lay Division is a non-degree granting institution.



Online Classes

† CONNECTING TO CLASS: Students will receive an email containing instructions and Zoom link to connect to class a few days before the start of the class. The same link will be used to connect every week. The link may not be shared with others, as we must justly observe the tuition that people are paying, as well as preserve the integrity of the curriculum. All students, whether registered for in person or online learning, will receive the link to connect for online class sessions.

† SIGN IN: For security and attendance reasons, you must connect to the session with your full name. Pseudonyms will not be admitted to the class.

† CLASS ATMOSPHERE: It is your choice whether or not to join the class with your video. Be aware that if you do, every person in class may be able to view you. And if you do give access to your camera, then please be aware of appropriate dress/images/etc.

† REGISTRATIONS/HOUSEHOLD: People gathered together may watch/listen from the same device, but everybody watching/listening must be a paid registrant.

Miscellaneous Matters

† MINIMUM CLASS ENROLLMENT: Our programs are committed to remaining at a parish location for the duration of the four-year Biblical School and two-year Catechetical School programs. To be good stewards of our limited resources, all classes are subject to a minimum enrollment and we regularly evaluate attendance for each class time. In the unfortunate situation that we must cancel a class location, it will be handled as follows:

- If a new first year location does not meet our enrollment projections, we may merge that class with another location or transition the class to the online format. Students will be notified accordingly. Any tuition paid for a canceled location will be refunded should the schedule at a different location, or the online format, not work out for the student.
- In the event that a subsequent year (i.e., CBS 2, 3, 4 or CCS 2) location drops below a sustainable enrollment level due to unusual attrition, we will evaluate suitable alternatives and may have to cancel that class location or transition the class to the online format. Students will be notified accordingly and any tuition paid for that following year may be refunded at the request of the student.

† SMALL GROUPS: The success of the Biblical and Catechetical School programs is due in part to the small group discussions. Through the small group format, students are able to form bonds of friendship and community in the common pursuit of study and prayer. Family members and spouses are separated in small groups to enable more discussion and engagement with other students.

† MINORS: Due to lecture content and small group discussions on mature and complicated life matters, only those aged 18 or older are received into the programs. High School aged teenagers are permitted to enroll in Enrichment Courses because these classes are lecture format and do not have small groups with adults.

† COPYRIGHTED MATERIAL: Student Workbook materials are proprietary information. No copyrighted materials are distributed in electronic format. Student may not reproduce any copies for use outside of the programs without written permission.



ST. JOHN VIANNEY
THEOLOGICAL SEMINARY
LAY DIVISION

† RECORDINGS: Classes are presented live. No audio/video recordings are made available by the instructor/office. Audio recordings of class lectures are permitted to be made by students, but these can only be shared with class members and are not to be distributed otherwise.

† OFFICE COMMUNICATIONS: All students within the Lay Division will be automatically included in our Mailchimp communications and weekly faculty blog (The Scribe). Students can unsubscribe at any time if they no longer wish to receive these communications.

† CLASS CANCELATIONS: In the event of inclement weather, in person classes will be transitioned to the online format. It is suggested that you check your email before going to class for any such last-minute information.

† 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. 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/her;
- Support the classroom atmosphere with behavior that is conducive to the learning process, including minimizing classroom disruptions.

COVID-19 Policies

† Neither the St. John Vianney Lay Division and its staff and faculty, nor hosting parishes and pastors/parish staffs, can be held liable for any COVID-19 exposure, transmission, or infection that comes as a result of attending in person classes. Students who attend in person classes do so at their own risk.

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