



STUDENT POLICIES & PROCEDURES FOR ENRICHMENT COURSES

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.

† 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: To be good stewards of our limited resources, all classes are subject to a minimum enrollment and we regularly evaluate attendance for each class.

† MINORS: Because Enrichment Courses are lecture-based and do not require small groups with other adults, high school aged teenagers are permitted to enroll in these classes.

† RECORDINGS: Classes are presented live. It is up to each Enrichment Course instructor to determine if he/she will make audio and/or video recordings available for students. Audio recordings of class lectures are permitted to be made by students, as well, but these can only be shared with class members and are not to be distributed otherwise.

† AUDITING: Our Biblical and Catechetical School programs allow graduates to audit those classes. However, this is not the policy for our Enrichment Courses – tuition must be paid for repeat classes.

† OFFICE COMMUNICATIONS: All students within the Lay Division will automatically be 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.

† 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;



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THEOLOGICAL SEMINARY
LAY DIVISION

- 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.

(revised 04/07/2022)