



# ST. JOHN VIANNY

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THEOLOGICAL SEMINARY

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## LAY DIVISION

### STUDENT POLICIES & PROCEDURES FOR ENRICHMENT COURSES

#### **Tuition Payment Policies and Options**

† A \$50 non-refundable registration fee is due at the time of registration. The student is not officially registered for class until this payment has been made.

† The entire tuition balance must be paid by May 31. Failure to pay tuition will adversely affect the ability to move on to the next year of study and/or enroll in other Lay Division courses.

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

† Tuition Assistance: Contact the office for the Tuition Assistance Application (online form). 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 students request only the amount that is truly needed. Deadline to submit request form is October 1<sup>st</sup>. The student must be registered for class and have paid the \$50 registration fee to be considered for Tuition Assistance. Late submissions will be considered on a case-by-case basis, and financial awards for late submissions may be limited to lesser amounts.

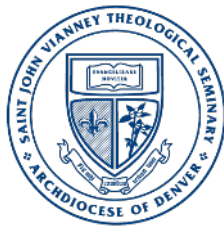
† Payment can be made as follows:

- Pay online at <https://sjvlaydivision.org/course-payment/>.
- Mail check/money order directly to the office at the address below (made payable to “SJV Lay Division”).
- Call office to make payment over the phone (Amex, Discover, Mastercard, Visa accepted)
- If a class meets in person, the student may also give payment to the instructor, in which 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 it is believed there are any errors or discrepancies, please contact the office.

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



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### **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, so as to justly observe the tuition that people are paying, as well as preserve the integrity of the curriculum.

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

† CLASS ATMOSPHERE: It is the student's choice whether or not to join the class with video. Please be aware of appropriate dress/images/etc with video on.

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

### **Miscellaneous Matters**

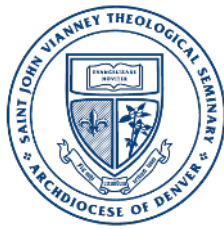
† MINIMUM CLASS ENROLLMENT: To be good stewards of our limited resources, all classes are subject to a minimum enrollment and we regularly evaluate attendance for each class.

† 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, 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 be automatically included in our Mailchimp communications. Students can unsubscribe at any time if they no longer wish to receive these communications.



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## L A Y D I V I S I O N

† 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.