

FINANCIAL INFORMATION

2008/09

1. **APPLICATION FEE:**

The application fee is \$50.00 and must be submitted with your application. After three semesters of inactivity, the student's records will be placed in our inactive file.

2. **TUITION:**

- A. Refer to individual classes as seen on Schedule of Classes, Brochure or Catalog for both tuition costs and audit costs.
- B. Courses are to be paid in full before registering for new courses in next semester.

3. **CAMPUS COURSES:**

- A. Text books should be purchased from the Bible Institute office prior to or on first day of class.
- B. \$20 fee required at time of registration. This will either be applied toward tuition or retained if class is dropped or cancelled.

4. **PAYMENT REQUIREMENTS:**

- A. Full payment of tuition is required by first day of class. (cash, check or credit)
- B. Make checks payable to: Bethesda Christian Bible Institute (B.C.B.I.)
– OR – Mastercard, Visa and Discover credit cards accepted.
- C. NO student will be able to register for new semester with an outstanding balance.
- D. Send Registration Forms to: Bethesda Christian Bible Institute
14000 Metropolitan Parkway
Sterling Heights MI 48312

6. **REFUND POLICY:**

- A. A full refund (less \$20 service charge) will be made to students should they officially drop a CAMPUS course up to one week after start of course.

Any status change must be done prior to second week after start of course.
- B. NO REFUNDS to students who drop campus course beyond one week after start of course.
- C. All tuition fees paid by the applicant shall be refunded if the applicant is rejected by the school before enrollment. An application fee of not more than \$25.00 may be retained by the school if the application is denied. All tuition and fees paid by the applicant shall be refunded if requested within 3 business days after signing a contract with the schools. All refunds shall be returned within 30 days.

7. **ABSENTEEISM:**

Classes missed MUST be made up by rented video made available upon request. Punctuality, as well as attendance, will affect your final grade.

NOTE: AUDITORS are welcome and cost is listed under each class.

NO HOMEWORK REQUIRED

Students bring completed homework to class or school office. Graded homework returned in class or pick up in school office.