

# ABC Distance Learning Policies

*These policies generally apply to Distance Learning Courses offered by Atlanta Bible College. If you have a questions, please contact the Registrar at (404) 362-0052 or [dkrogh@abc-coggc.org](mailto:dkrogh@abc-coggc.org) for more information.*

Students may take Distance Learning (DL) courses on a credit or non-credit/continuing education basis. Credit courses will be graded and a final grade will be entered into permanent records for the student. Non-credit course work will not be graded and no grade or credit will be given for the course.

To enroll, a student must complete an application form, paying the non-refundable application fee of \$30, and paying all regular DL tuition charges and materials and postage fee.

Tuition for DL courses taken for credit is the same as the tuition for on campus courses. Tuition for non-credit/continuing education is 50% of the regular tuition rate.

In addition to Distance Learning tuition, students must pay a Materials and Postage fee of \$20 for each DL course they take. This fee will be in addition to books or other class materials. All digital media (CDs, DVDs, video tapes, etc.) must not be copied and must be returned to the College at the conclusion of the DL course. All other course materials, unless specifically noted, are the property of the student and need not be returned.

All charges and fees for DL courses must be paid before the student may begin the course unless an exception is granted by the College.

Unless prior arrangements are made with the College or an extension is granted during the course, a DL course must be completed in a period of 16 weeks from the designated date that the course begins. ALL course requirements must be completed within this timeframe. Grades will be based upon the work completed within the designated timeframe for the course.

Successfully completing a course on a non-credit/continuing education basis will result in a Certificate of Completion from the College.

A DL course may be taken multiple times, but will require payment of all fees for each additional time it is taken unless the fees are waived by the College.

The Second Course Free discount for on-campus students does not apply to DL courses.

Any exceptions to the DL policy must be approved by the College.