

CLASS INSTRUCTIONS & AGREEMENTS

Attendance

- Attendance is only recorded by signing the attendance sheet at the beginning of each class. The signed sheets are the sole proof of attendance and will be available only 15 minutes after the session starts.
- Please attend your scheduled class sessions punctually. If a student is absent from the classroom for more than 15 minutes during any part of the class—be it at the beginning, during, or at the end—they will be considered absent for that session.
- Christian Formation Program: All 12 classes must be taken. If you miss a class, please call our office the same week. You will need to make up for the absence by watching an online video of the class and completing a quiz. Up to 3 absences and makeups are allowed.
- Ministry Training Program: No absences are allowed.
- Renewal Classes (Christian Formation or Ministry Training): No absences are allowed.
- Bible & Theology Programs: We allow for up to two absences without requiring justification. If you miss a third class, you can still make up for it by submitting an assignment and remain eligible for certification. Please contact our Programs Coordinator for more information. If you exceed three absences, we cannot grant credit or provide acknowledgement of participation, but you can continue attending classes if you wish.
- Please register for the option you intend to attend. We cannot guarantee any changes. Emergency changes should be communicated before the first session of the class.
- No children or guests are allowed in the classroom.
- Underage participants should always be accompanied by an adult.

Payments

- The registration fee must be paid at the time of registration and must be paid in full before the first session.
- Refunds are available only in cases of emergency and when notified before the first session of the class.
- If there are any special circumstances, please call the office directly.

Etiquette

- Kindly be respectful to your fellow students, instructors, and staff members. Any behavior or communication that is harmful or threatening in the course, or that disrupts the community, will lead to removal from the course and cancellation of future registrations.
- For online classes, please have your camera on and microphone muted out of respect for the instructor & fellow classmates.

PASTOR AUTHORIZATION FOR MINISTRY

Ministry Training and Ministry Training Renewal classes **REQUIRE** written authorization from your pastor. Please print this form, have it signed by your pastor and present it the first day of class. Your registration is not complete until we receive your pastor's written authorization.

I authorize that _____

can participate in the following *Ministry Trainings*:

PASTOR'S SIGNATURE