



CLEARWATER COLLEGE  
OF BIBLICAL STUDIES

## Leadership Development Courses Terms and Details

1. You must register beforehand and pay applicable fees (if any) to take any of the courses offered.
2. If you are *not* a licensed, ordained, or lead minister in the Fellowship of Christian Assemblies (FCA), Lifelinks International, or Salt and Light Ministries but are a staff member or member of one of these churches or ministries, the appropriate leadership of that ministry is required to authorize you to receive access to the package available to you. Once authorized, you may take advantage of the full package. Authorization by the ministry leadership includes simply informing Clearwater College who among their staff and/or members may take advantage of the package as part of that ministry (up to 5 people) and can be done via:
  - a. Email from the applicable ministry leader to [office@clearwatercollege.com](mailto:office@clearwatercollege.com)
  - b. A call to the college at 1-800-838-2975
  - c. Clearwater College contacting the ministry leadership with the information provided on the registration form
3. Courses are provided in-person or online via Zoom if taken live. Access to the recordings via Canvas, a Learning Management Software, will be granted if not taken live. You will not have access to either option until registration is complete.
4. Once your course registration is confirmed and you have paid the appropriate fees, you will receive a Canvas invitation to your email. Here you will gain access to all course materials including the Zoom link if taking the course live or the YouTube video links, if required, as well as submit assignments if taking the course for credit.
5. If you would like to take one of the courses in person on campus, please contact the office to inquire about our facility rates and to make arrangements for both meals and accommodations ([office@clearwatercollege.com](mailto:office@clearwatercollege.com) or 1-800-838-2975).
6. If you desire to take a course for college credit, you will be required to finish the course in the semester it is being offered.
7. You may take our featured course for credit at 50% of the regular rate. Our current fees are \$225/credit hour for college credit, which means:
  - a. \$675 for a long course – 3 credits (50% off is \$337.50)
  - b. \$337.50 for a short course – 1.5 credits (50% off is \$168.75)
8. Taking a course for credit provides you with College-level recognition of your course participation. You will be required to complete the course assignments and readings and your mark will be recorded in our system. A transcript will be available upon request.
9. Auditing a course means you may watch/listen to the course but are not required to do any of the assignments or write the exams. You will not receive any official College-level recognition for your course participation in this case. In addition, faculty priority is focused on the students who are taking the course for credit.
10. We will not sell textbooks to students directly should you require them, except for Student Manuals prepared specifically for the course by our faculty. We will provide you with a link to an online retailer where you can order the textbook directly. Textbooks are required if you desire to take the course for credit.
11. Refunds for courses taken for credit are not available after the course has started.

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