



## **Institute for Discipleship Business Policy (Financial)**

### ***Details about course fees on BeADisciple.com***

Those who wish to build and lead their own classes must have completed the IFD instructor certification course – *IFD100 - How to Build and Provide Your Course Online* (\$100).

#### **Per-learner course fees**

IFD-certified instructors set the per-learner fee they will charge for their online courses, with the understanding that \$20 of each learner's fee will be retained by the Institute for Discipleship. This \$20 fee covers the following administrative services and more:

- secure credit card processing and receipt for your participant fees through the BeADisciple.com website
- a welcome email/receipt to all of learners right after they enroll
- advertisement of your course through the BeADisciple.com network
- advice for advertising to your own network
- enrollment of your learners into course plus preparation emails in advance and the day your course launches
- set-up and maintenance of your course site in Blackboard
- continued technical support for you as the instructor
- technical support for your learners during your course
- a digital certificate of completion sent when your course is over
- payment to you of the balance of your instructor fee upon course completion
- storage and refresh of your course for future use

#### **Sponsoring Organization fees**

Some sponsoring organizations may require a portion of each learner fee to cover marketing efforts and/or use of course materials. These arrangements are decided between the sponsoring organization and the instructor and must be communicated to

the IFD upon submission of the online course submission form. (You will see a space for Sponsoring Organization information in the course cost section of the form.)

### **Course fee processing and credit card payments**

The Institute for Discipleship/BeADisciple does not retain or store payment card information in any form. Payments are processed through Authorize.net's secure server. We do not take card information in writing, through email, over the phone, or through any other method. Card information must be input by the cardholder. For extenuating circumstances, a learner may arrange to mail a check to the Institute for Discipleship to cover his or her enrollment fees.

### **Group enrollments**

Enrollments may be made for groups (such as churches or conferences) in one lump sum. This is done by special arrangement with BeADisciple and is paid either by credit card or check from the sponsoring church or organization.

If you have specific questions about course fees, please email those to Lisa at [beadisciple@sckans.edu](mailto:beadisciple@sckans.edu).