**Student Guidelines**

**Enrollment**

Fall Enrollment:

 $30.00 if CBI office receives by July 29, 2024

 $50.00 if CBI office receives after July 29, 2024

There will be no enrollment accepted after August 26, 2024

Spring Enrollment:

 $30.00 if CBI office receives by December 16, 2024

 $50.00 if CBI office receives after December 16, 2024

There will be no enrollment accepted after January 20, 2025

**Payment**

 Online Classes:

50% of student cost is due upon enrollment and before passcodes can be given.

Full payment of the student cost must be made by the last week of class and before classes are accredited and grades given.

 Onsite Classes:

 50% of student cost is due the first day of classes.

Full payment of the student cost must be made by last week of class and before classes are accredited and grades given.

**Assignments**

Before the first day of classes, you will need to contact your instructor for a copy of the syllabus and any questions you may have regarding the class you are taking.