



Policies and Procedures

Each course offered at TLF School of Biblical Studies is taught on a 24 hour per semester basis, yielding two (2) credit hours. Some of TLFSBS course credits are now being accepted at Center for Urban Theological Studies for students who desire to matriculate there upon graduation from Bible School.

TLF School of Biblical Studies catalog, brochures and applications may be secured from the office of the registrar on Monday-Friday, between the hours of 9 a.m. - 5 p.m.

AUDIT STUDENTS AND VISITORS

Students desiring to audit classes must have matriculated in at least one (1) track area beyond the Foundational Course level. Guests of students are permitted after the first week of class, with the limitation of one guest per student, per semester. Students are to request permission of the course instructor to bring a guest in advance of their attendance within a given class.

STUDENT WITHDRAWALS

A student may officially withdraw from any course within the first two (2) weeks of scheduled classes with a 60% refund of course fee the first week and 40% refund the second week. However, a withdrawal form from the registrar must be presented to the instructor. A "W" will be entered on the student's official transcript in such cases in lieu of an "F," as when unofficial withdrawal occurs.

When a student withdraws unofficially, by lack of attendance, no refund will be remitted. Where validated extenuating circumstances — e.g., an acute illness, death in the family or other unanticipated situations — occur within the first three (3) weeks of classes, necessitating a late withdrawal from a class, course tuition will be refunded at 60%. However, under *no* circumstances will refunds be granted beyond the third week of class.