

Institute for Discipleship Business Policy (Financial) **BeADisciple.Com**

For persons who chose to build and lead their own courses, there is a \$100 fee for the IFD certification course – IFD100 *How to Build and Provide Your Course Online*. These IFD certified instructors set the per-participant fee they will charge for their classes and \$15 of each participant fee will be retained by the Institute for Discipleship.

For persons who wish to lead their own classes but have them built by Institute for Discipleship staff, there is a \$25 fee for the IFD self-paced small group facilitator training - *How to Become a BeADisciple Online Small-group Facilitator*. In addition to this training, they may contract with the Institute to build their online class for \$250.* These IFD instructors set the per-participant fee they will charge for their classes and \$15 of each participants fee will be retained by the Institute for Discipleship.

The per-participant fee retained by the Institute covers the following administrative services:

- advertisement of your workshop through the BeADisciple.com network
- advice for advertising to your own network (as needed)
- secure credit card receipt for your participant fees through the BeADisciple.com website
- a welcome email/receipt to all of your participants upon enrollment
- set-up of your course site in Blackboard
- enrollment of your participants into course site plus a “ready to begin” email
- continued technical support for you as the instructor
- technical support for your participants during your course
- an electronic certificate provided for you to grant to your participants
- a check to pay you the balance of your instructor fee upon course completion
- storage and refresh of your course for future use

Some sponsoring organizations may require a portion of each participant 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 questionnaire.

Groups: Enrollments may be made for groups such as churches or conferences in one lump sum. This is done by special arrangement 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.

*For courses with a large amount of non-digital material, extensive video assistance, or some other unusually demanding aspects, additional costs may need to be negotiated.