



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-participant course fees

IFD-certified instructors set the per-participant fee they will charge for their classes, with the understanding that \$15 of each participant's fee will be retained by the Institute for Discipleship. This \$15 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 your participants upon enrollment
- advertisement of your course through the BeADisciple.com network
- advice for advertising to your own network (if required)
- enrollment of your participants into course plus a “ready to begin” email
- set-up of your course site in Blackboard
- 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

Sponsoring Organization fees

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. (You will see a space for Sponsoring Organization information in the course cost section of the questionnaire.)

Course fee processing and credit card payments

The Institute for Discipleship and 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 participant may make arrangements 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.