

## **FREQUENTLY ASKED QUESTIONS - (FAQ)**

Below is a list of frequently asked questions. Feel free to contact us if you should have any additional questions.

### **Q. How long do I have to complete my courses?**

A. - Distance education students study at their own pace, but must submit at least one student exam/report every 30 days in order to remain active. Students who violate course deadlines can be reinstated upon payment of a \$50.00 reinstatement fee and placed on academic probation. Students with three periods of inactivity or students inactive for 60 days are dismissed from the program without being eligible for readmission. Classroom students will follow either a six week or eight week class schedule as directed by course instructor.

### **Q. How do I communicate with the school?**

A. - GBCS is an online school and all communications are handled by our global staff online or by email. Classroom students have weekly conferences with their classroom instructors on campus. Distance education students study independently.

### **Q. How do I submit my exams for grading?**

A.- All exams are submitted online through our Online Testing Center using your username and password. Students receive live time results once they submit their exams for grading.

### **Q. Are tuition payments refundable?**

A. - No. Tuition payments are non-refundable.

### **Q. Do you offer classroom courses?**

A. Yes, we also offer classroom courses at select locations through partnerships with local churches/ministries. Otherwise students study either online or by mail.

### **Q. Do I have to pay full tuition or can I make payments?**

A. Students can either pay full tuition and receive a 10% discount or they can pay per course as they go.

### **Q. When can I register or enroll?**

A. Distance education students can enroll any time as there is open enrollment year-round. Classroom students register during designated registration times by training center directors.

### **Q. Is there an annual graduation ceremony and do I have to attend in order to graduate?**

A. Yes, we usually conduct an annual graduation ceremony the third weekend in May in Atlanta, GA. Students are not required to attend the graduation ceremony, as they can receive their degree by mail.

**Q. How can I pay for my courses?**

A. Courses can be paid for using a credit/debit card online through the payment link on the school site or we can send you an link for tuition and fees payments.

**Q. Is there a graduation ceremony or how can I order a copy of my transcripts and diploma?**

A. No. As an online school all of our students receive their degrees by mail. Graduations fees are \$75.00 and includes your degree and transcript with gold foiled diploma holder. You can order replacement transcripts @ \$10.00 each and replacement degrees @ \$25.00 each.

**Q. What happens if I have been inactive for more than 30 days?**

A. Your student record is placed in our inactive file and you would have to pay a \$50.00 reinstatement fee in order to be placed back onto to active student roster. Please note that records for inactive students are usually purged after 30 days of inactivity.

**Q. Is the school accredited?**

A. - Yes. Our school is accredited by the [International Association of Christian Schools](#). and is not accredited by the U.S. Department of Education, nor desires to seek to be accredited by any agency associated with the U.S. Department of Education or any international government agency. GBCS is a vocation school designed for the sole purpose of training and equipping followers of Christ to teach, lead, and serve in Christian ministry.

**Q. I have a degree, but it is not ministry related. Can I still use it to enroll in your school?**

A. - No. All students must have a ministry related degree in order to enroll in our Bachelors and higher degree programs. All students are accepted into our Certificate and Associates Degree programs, with no degree required.

**Q. If I have a problem with login or a question about my courses. How can I contact the school?**

A. - Our Support Center staff is usually available by email during our business hours of 10am to 2pm EST Monday – Friday.