

Frequently Asked Questions

Continuing Education

Who can enroll? Bellarmine University Non-credit courses are open to the public. You do not have to be formally admitted to the university nor are there any minimum education requirements.

Age requirements? Our Spring and Fall semester courses are designed and developed specifically with the adult learner in mind. The minimum age for all classes is 18 years of age. Exceptions may be allowed if the minor is accompanied by a parent or guardian. Please call the Continuing Education office at 502.272.8166 to inquire. Please note that Summer camps have specific age groups included in their description to guide parents.

When to enroll? You must register before you attend classes and early registration is strongly advised. Our pricing policy provides a lower rate for those who register early allowing everyone to better plan their calendars and commitments. Enrolling late may create challenges for students who need a temporary parking pass issued from the Continuing Education office.

How late is too late to register? We gauge interest in a class approximately one week in advance of its start date. We reserve the right to cancel any class that does not have adequate interest expressed at this point or due to other unforeseen circumstances. To avoid disappointment, register early!

Cancellations: We reserve the right to cancel continuing education classes with insufficient enrollment. Enrollees will be notified by phone or email during working hours (please include daytime contact information when enrolling). A full refund is issued to enrollees of cancelled classes. Please note that Continuing Education classes are held during the University's Undergraduate Spring Break.

Course Changes: In the event of a scheduling or instructor change from the advertised listing, enrollees will be given the option of whether or not to continue with the selection. A refund or credit will be issued on a pro-rated basis.

Payment Methods: We accept cash (exact amount in person at our office – please do not mail cash), checks, major credit cards, online payment. If using American Express please call 502.272.8166 or fax registration form to 502.272.8203 to register as Amex is not accepted online.

Textbooks: The Bellarmine University Bookstore will carry a certain number of texts for each of our scheduled courses that require a text. Call 502.272.8111 for store hours and more information or visit the [bookstore's website](#). Books may be ordered online by clicking on "Textbooks and Course Materials." Select the current term. Then select the appropriate course designation (HMAN, PROF, etc.) and click on the course number (i.e. 123) and section (usually A). Submit.

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Gift Certificates: Call 502.272.8166 to request a gift certificate for the course of your choice. If you are not sure which course would be best for your friend or loved one, just state a dollar amount that can be applied to any of our offerings. Education...the perfect gift!

Discounts: Apply to early registration pricing only – no discounts during week immediately preceding the course start date. Some courses, including ONLINE courses, exempt. *Discounts do not apply to Veritas membership, Road Scholar program fees or course materials fees.*

- Seniors age 60+: (10%) Road Scholar, Veritas fees and some courses exempt. Subject to space availability.
- Veritas Society Members: (15%). Subject to availability.
- Bellarmino Alumni: (15%) Some courses are exempt. Subject to space availability.
- Part-Time Bellarmine Students: (25%) Some courses are exempt. Subject to space availability.
- Full-Time Bellarmine Students: (50%) Some courses are exempt. Subject to space availability.

To receive your discount, please do not complete your payment online. Call 502.272.8166 during regular business hours. Requests for discounts cannot be honored once your online payment has been accepted!

Refunds: Our general refund policy varies according to the course length and some programs vary from the general policy. *All refunds are subject to a minimum \$10 administrative fee.*

Five or more sessions:

- 100% if notification is received 10 or more working days before the first class.
- 50% if notification is received less than 10 days before the first class but prior to the second class.
- No refund after the second class.

Four or fewer sessions:

- 100% if notification is received 10 or more working days before the first class.
- 50% if notification is received less than 10 days before the first class.
- No refunds after the course begins.

Inclement Weather: In the case of inclement weather, the University may close the campus. In such a case, Continuing Education courses will also be cancelled and students will be notified of a make-up session after arrangements have been made. To learn of campus closings, tune into local media stations, visit the university website (www.bellarmino.edu) or call the university main line at 502.272.8000 to hear a recording regarding class cancellations.



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Campus Shuttle: A shuttle operates weekdays on campus in a 40 minute loop between the hours of 7:30 a.m. and 10 p.m. See route on [Campus Map](#). View approximate times and stops at [Shuttle Route](#).

Parking Areas: Continuing Education students are not allowed to park in spaces designated as “Visitor” parking. To view a map of campus with all parking areas, click on [Campus Map](#)

Parking Procedures: Temporary parking tags are required for Continuing Education students who attend Spring and Fall courses. This is uniquely numbered tag that requires adequate mailing time to be received by the student. It is for this reason that we strongly urge students to register early. If not enough mailing time remains, we suggest you register in person at our office located on the top floor of Horrigan Hall, Room 209 during offices hours (8 am – 5 pm). Let us know in advance that you are coming and we will have your paperwork ready for you! Spontaneous visitors to campus can always stop at the Security Office located at the northeast end of Horrigan Hall (on the ground floor) to obtain a temporary parking pass good for that day. Curious about the consequences of coming on campus without obtaining a Temporary Parking Tag? [Click here](#). Security can be reached by calling 502.272.7777.

Access for People with Disabilities: A Bellarmine University issued handicapped parking tag is required for parking in handicapped reserved spaces on campus. Students who have a Kentucky state-issued handicapped parking tag should send or fax a copy of it to the Disability Services Coordinator at least two weeks prior to the first class to receive their BU tag. Fax Rhonda Purdy in the Bellarmine University Counseling Center at 502.272.8465. Be sure your contact information is included.

What is a Continuing Education Unit? The Continuing Education Unit is used as a basic unit of measurement for an individual’s participation in Continuing Education non-credit courses. We can award CEUS to individuals who successfully complete a course or workshop and advertise these units with the course listing in the catalog. Other agencies accept unadvertised CEUs upon submission by the student per the agencies’ requirements. Please consult the agency in question for details. If you require paperwork supporting your successful attendance in a program, please alert the instructor to provide verification of attendance to us and we will issue a letter of completion to the student.

Can I defer tuition or make payments? Current governmental regulations forbid educational institutions from acting as a bank for students. Full payment is expected at the time of registration. See Payment Methods for more information.

Is there any type of financial assistance available? Non-credit courses are not eligible for governmental financial aid. For loan information, contact SallieMae and ask about their Sallie Mae Smart Option Student Loan[®]. Visit www.salliemae.com/smartdecision for more information.



School of Continuing and Professional Studies

Frequently Asked Questions

Who teaches the course or workshop? Courses are taught by qualified experts in the area of instruction. Instructors may be Bellarmine University faculty members, professors or local business people. In some cases the university partners with regional and national training providers.

Still have questions? Contact us at 502.272.8166 or at continuingstudies@bellarmine.edu