



BELLARMINE UNIVERSITY

School of Continuing & Professional Studies

Spring 2018

COURSE CATALOG



instructor-facilitated online learning

Over **300** online courses available with **24-hour access!**

All courses are instructor-facilitated and run for 6 weeks. Two lessons are released each week. Interactive quizzes, assignments and online discussion areas supplement the lessons. Course fees start at \$119.

Pick Your Start Date

Jan. 17 • Feb. 14 • Mar. 14 • Apr. 11

Visit ed2go.com/Bellarmino for a complete listing of courses in the following categories:

Accounting & Finances	Health Care
Business	Languages
Nonprofit	Law and Legal
Children, Parents and Family	Microsoft Applications
College Readiness	Personal Enrichment
Computers	Project Management
Database Management	Teaching and Education
Digital Photography	Web Design
Graphic Design	Writing

Featured Online Courses This Spring

SPANISH FOR MEDICAL PROFESSIONALS

\$129

Are you struggling to communicate with your Spanish-speaking patients? This course, which focuses on the survival Spanish that medical personnel really need to know in a medical setting, will give you the basic tools you need to bridge the communication gap.

INTRO TO EXCEL

\$129

This is not a tutorial—it's an in-depth class where you'll get training, help, and personal support from an experienced instructor as you're learning Excel basics step-by-step. By the time you're done, you'll be using this vital Office 2013 application like a pro.

PROJECT MANAGEMENT FUNDAMENTALS

\$149

In this six-week course, an experienced Project Management Professional will help you master the essentials of project management. If you're new to project management, the course will provide you with the essential information you'll need to prepare for and complete your first project. If you're an experienced project manager, the course will make you more valuable to your employer by increasing your skills and competencies. This course and its follow-up course (Project Management Applications) also include essential information that will help you prepare for the Project Management Professional (PMP)[®] and the Certified Associate in Project Management (CAPM)[®] exams offered by the Project Management Institute (PMI)[®].

professional development

CONSIDERING A JOB OR CAREER CHANGE?

Receive guidance from a certified career coach on performing a successful job search and making good career transition decisions. You'll complete several career assessments to help you determine your career potential and learn about possible alternative professions you may want to consider.

INSTRUCTOR: Harry Hinkle, ECCP, CPM, SPHR, SHRM-SCP. For info on background of instructor, visit <http://jobsearchandcareer-coachlouisville.com>.

**CEPR 110 / 4 Wednesdays / March 7 - 28
6 - 8 p.m. / \$129, plus \$25 materials fee**

CREATING EMPLOYEE ENGAGEMENT

See course description on page 4.



REGISTER ONLINE
www.bellarmino.edu/ce

ACCOUNTING FUNDAMENTALS FOR NON-ACCOUNTANTS

Whether you're a sole proprietor who wants to better manage your business finances or you want to gain an understanding of accounting basics for career advancement or for personal use, this course will give you a solid foundation. You'll learn the basics of double-entry bookkeeping, as well as how to analyze and record financial transactions. You'll learn about handling accounts receivable and accounts payable; payroll procedures; sales taxes; preparing an income statement; closing out accounts at the end of each fiscal period; and a variety of banking activities.

INSTRUCTOR: Joe Ackerman, CPA, recently retired as a partner from a regional accounting firm where he was the director in charge of the Louisville commercial office. He currently is the Chief Financial Officer (CFO) of Advanced ENT and Allergy, PLLC.

**CEPR 460 / 4 Tuesdays / March 13 - Apr. 3
6 - 7:30 p.m. / \$129**

workshops for counseling professionals

INDUCED EMOTIONS

CEPR 470 / Friday / March 2

8:30 - 11:30 a.m. / \$59

3.3 Social Work CEUs

PRESENTER: Lisa Shapiro, LCSW

THE KENTUCKY CODE OF ETHICAL CONDUCT

CEPR 210 (01) / Friday / March 16

8:30 - 11:30 a.m. / \$59

3.0 Social Work Ethics CEUs

PRESENTER: Vern Rickert, LCSW, LMFT

CEPR 210 (02) / Friday / April 20

ONLINE / 1-4 p.m. / \$59

3.0 Social Work Ethics CEUs

PRESENTER: Vern Rickert, LCSW, LMFT

TRAUMA INFORMED CARE

CEPR 440 / Friday / March 23

8:30 - 11:30 a.m. / \$59

3.3 Social Work CEUs

PRESENTER: William "Tony" Mathis, LCSW, CADC, LCADC

THE HEROIN CRISIS AND THE FAMILY'S RESPONSE

CEPR 450 / Friday / Apr. 13

8:30 - 11:30 a.m. / \$59

3.3 Social Work CEUs

3 CADC CEUs pending

PRESENTER: John P. Walsh, CADC

For workshop descriptions and bio information on presenters, visit www.bellarmino.edu/ce/professional

human resources

Level One: For entry-level HR, small business owners and career changers.

Level One

SHRM ESSENTIALS OF HUMAN RESOURCES

This course will give you a solid overview of the key aspects of HR and provide tools you can immediately put to use in your organization. The content is newly updated with the latest HR regulations, trends and best practices. Case study exercises provide opportunities to practice applying newly acquired HR skills.

Who can benefit from this course?

- New and junior HR practitioners
- Small business owners or office managers
- Business managers
- Job seekers who are investigating HR as a new career option

You will gain practical expertise that can immediately impact job performance, a strong foundation of HR knowledge and competencies to become a better business person, an understanding of the latest laws and regulations to help reduce the risk of costly litigation, recertification credit hours and a certificate upon completion.

INSTRUCTOR: Rebecca S. Wilson, PHR, has more than 20 years experience in HR, career counseling, organizational development, finance, business and information systems.

CEPR 150 / 5 Thursdays / Feb. 22 - March 22 6 - 9 p.m. / \$319, plus \$230 materials fee

Level Two: For HR professionals who want to earn certification.

Level Two

2017 SHRM LEARNING SYSTEM® FOR SHRM-CP AND SHRM-SCP CERTIFICATION PREPARATION

Learn knowledge, skills and behavioral competencies that will help you be more effective in your HR role and build your confidence for passing the SHRM-CP/SHRM-SCP exam. For complete information about the course, visit www.bellarmino.edu/ce/shrm. For information on the SHRM credentials, visit www.SHRMcertification.org. Course materials include five comprehensive learning modules, innovative SmartStudy™ tools, and interactive online multi-media resources. You can access the SHRM Learning System via your PC, laptop, mobile device or e-reader.

CLASSROOM VERSION

- A structured environment that enhances learning
- An experienced, dynamic instructor explains and applies concepts
- Network and share experiences

**CEPR 100 (01) / 12 Thursdays
Feb. 8 - Apr. 26 / 6 - 9 p.m. / \$704, plus \$495 materials fee**

ONLINE VERSION

- Access the course 24/7
- High quality facilitation with an expert in the HR field
- Cost effective – no travel required
- Includes video presentations of course material

**CEPR 100 (02) / ONLINE / Feb. 13 - May 11
\$854, plus \$495 materials fee**

INSTRUCTOR (BOTH FORMATS): Nancye M. Combs, SPHR, has 35 years of executive management experience. She has consulted with more than 500 clients worldwide and serves as an expert witness on issues related to employment practices.

**To register for this course,
call 502.272.8166.**



Level Three: Recertification credits are available for the HR Professional.

Level Three

CREATING EMPLOYEE ENGAGEMENT

The relationship between employees and employers is evolving. Expectations have changed. Feelings of entitlement are strong. Organizations are doing more with less. Employers want a sense of loyalty from their employees. Employees want to be treated fairly and to understand more about the business. Employment regulations repeatedly change. Given these dynamics, organizations can be most successful with a highly engaged workforce. We'll explore how communication strategies, rewards approaches and innovative models impact business results and future success. Learn about current legislation that has the potential to positively and/or adversely affect employee engagement.

Earn 6 SHRM recertification credit hours.

INSTRUCTOR: Kelley Helgeson, SHRM-SCP, EMBA, SPHR, is president of H2R Consulting LLC. Prior to opening H2R Consulting, Kelley started the HR consulting division of MCM CPAs & Advisors. Prior to that, Kelley served as vice president of Human Resources for the rehab segment of Signature HealthCare.

**CEPR 480 / 4 Mondays / Feb. 26 - Mar. 19
6 - 7:30 p.m. / \$179**



Bellarmine University is recognized by SHRM to offer Professional Development Credits (PDCs) for SHRM-CPSM or SHRM-SCPSM.

This program is valid for 6 PDCs for the SHRM-CPSM or SHRM-SCPSM. For more information about certification or recertification, please visit shrmcertification.org.



REGISTER ONLINE
www.bellarmine.edu/ce

Employee training has never been easier!

Bellarmine offers hundreds of instructor-led ONLINE courses designed for your employee development needs.

- **CONVENIENT**
Access courses 24/7 from anywhere with Internet connection.
- **EXPERT INSTRUCTORS**
Professional instructors answer questions and facilitate online discussion.
- **SHORT AND EFFECTIVE**
Courses are available in many different time frames and formats to meet the needs of your employees.
- **EASY IMPLEMENTATION**
We host the entire operation. There is no technology to purchase, integrate, administer or support.

To see a demo or to register online, visit www.ed2go.com/bell-pro

certificate programs

CERTIFICATE IN TEACHING ENGLISH AS A FOREIGN LANGUAGE (TEFL)

Bellarmino University has partnered with Via Lingua International to offer a noncredit Certificate Program that equips students with the basic skills and knowledge needed to take a position anywhere in the world as an EFL teacher. The Via Lingua job guidance program assists all successful graduates of the TEFL course in finding a suitable TEFL teaching position.

The program consists of five components: TEFL pedagogy theory, language awareness, teaching skills, life skills and cultural awareness. To earn the TEFL certificate, a student must attend the full program (130 hours, which includes 10 hours of assessed teaching practice) and complete all assignments. Classes are held at Bellarmine University. Supervised teaching practice will be held in the Louisville community.

INSTRUCTORS: Christine Hutchins, MA, teaches Chinese and Spanish at St. Francis High School. She is a member of the American Council of Teaching Foreign Language.

CEPR 180 / Monday - Friday / June 25 - July 20 / 9 a.m. - 5 p.m. / \$1,995 (includes all materials)

Deadline to register: Monday, May 28 / Prerequisite: Four-year degree

Transportation is needed to field sites.

To register, call 502.272.8166.

CERTIFICATE IN ADVANCED PSYCHOTHERAPY

The Wayne Institute at Bellarmine University offers a 12-month Certificate Program in Advanced Psychotherapy. **Designed for licensed mental health professionals (psychology, psychiatry, clinical social work, psychiatric hospice nursing, pastoral, professional, marriage and family and educational counseling)**, this program emphasizes practical application through the instruction of skill-building and incorporates cutting-edge discoveries in attachment theory, interpersonal neurobiology, trauma and systems theories.

CURRICULUM:

- Three **onsite residencies** at Bellarmine University. Nationally acclaimed faculty provide students with “hands-on” experiences through a combination of lecture, practice application, videotaped case illustration and group discussion
- **Distance-learning** throughout the 12 months, which includes 4.5 hours of case consultation meetings a month and six live, interactive webinars.

The first 3-day residency will be held May 21-23, 2018 at Bellarmine University.

DEADLINE TO REGISTER: May 1, 2018

CONTINUING EDUCATION HOURS: The Wayne Institute is approved for CEU credit through APA, NASW, NBCC and LMFT.

**For details info regarding curriculum, objectives and tuition,
visit www.wayneinstitute.com.**

To register, call 502.272.8166.

certificate programs

PROFESSIONAL CERTIFICATE IN GERONTOLOGY

The U.S. Census Bureau predicts that by 2030 more than 20 percent of Americans will be over age 65. Bellarmine's Professional Certificate in Gerontology will provide you with the knowledge and skills to effectively meet the needs of the aging population in a wide range of careers.

WHO SHOULD ATTEND: The program is relevant for nurses, social workers, occupational therapists, recreation therapists, physical therapists and respiratory therapists.

CURRICULUM: The Professional Certificate in Gerontology is awarded for successful completion of EIGHT 6-hour workshops (the second Friday of each month, Sept. 14, 2018 through April 12, 2019) and a 12-hour field placement.

CONTINUING EDUCATION HOURS: Available for Social Workers and Nurses

TUITION: \$999*, includes all materials and field placement

*A Payment Plan is available.

Questions? Call 502.272.8161.

For workshop dates and objectives and info about instructors and field placement, visit www.bellarmino.edu/ce/gerontology.

CERTIFICATE IN PERIOPERATIVE NURSING

This program prepares registered nurses for basic entry into operating room practice.

Earn 37.8 contact hours.

Enrollment limited to 20.

Visit www.bellarmino.edu/ce/ professional for course objectives and to register.

INSTRUCTORS: Michele Harbin, RN, BSN, MBA, CNOR, Norton Healthcare; Linda Bolley, RN, MSN, CNOR, Perioperative Educator at Norton Women's and Children's Hospital.

CEPR 120 / 9 Mondays / Feb. 12 - Apr. 16 (except Apr. 2) / 4:30 - 8:30 p.m.

Clinical hours TBD / \$349

ACCELERATED CERTIFICATE IN FINANCIAL PLANNING

Revitalize your career by earning CFP® certification – the certification that consumers recognize, respect and demand.

This program is registered with Certified Financial Planner Board of Standards Inc. Students who successfully complete the program will have met the prerequisite education requirement that allows them to apply for the CFP® certification exam.

CLASSES MEET EVERY OTHER WEEKEND

Sept. 14, 2018 – May 25, 2019

Visit bellarmine.edu/ce/certifinplanning to view the complete schedule.

TUITION: \$4,200 for six-course program.

A Payment Plan is available.

Questions? Call 502.272.8161.

To learn about the requirements for earning CFP® Certification, visit www.cfp.net.

Certified Financial Planner Board of Standards Inc. owns the certification marks CFP®, Certified Financial Planner™, and federally registered CFP (with flame design) in the U.S., which it awards to individuals who successfully complete CFP Board's initial and ongoing certification requirements.

ONLINE CAREER TRAINING

In partnership with Education2Go, Bellarmine offers online programs designed to provide the skills necessary to acquire professional level positions in many in-demand occupations. Program length and prices vary.

- Business – 77 programs
- Computer Applications – 43 programs
- Arts & Design – 11 programs
- Information Technology – 61 programs
- Health & Fitness – 46 programs
- Legal – 9 programs
- Hospitality – 14 programs
- Construction & Trades – 36 programs

For program descriptions, prices and demos, visit careertraining.ed2go.com/Bellarmino

Questions? Call 855.534.3690.

enrichment

INTRO TO DIGITAL PHOTOGRAPHY

Enjoy learning the basics of the digital camera. You'll also be introduced to f-stops, shutter speeds, ISO, depth-of-field and composition. Assignments include: architectural detail, nature and people, followed by group critiques for hands-on learning. (Computers will not be used in class.)

INSTRUCTOR: Judy Rosati, M.Ed., Rank I in Arts Education, has been teaching photography for 30 years.

CELE 120 / 4 Mondays / Mar. 5 - 26

6:30 - 8:30 p.m. / \$99

THOMAS MERTON ON NONVIOLENCE

What is nonviolence really? For Thomas Merton it was an active, effective resistance to evil at its source. Using the writings of Thomas Merton and other nonviolent resisters, we'll explore how external violence is rooted in internal violence. Incorporating the three elements of courage, awareness, and compassion, we'll examine a paradigm of nonviolent action and identify ways to incorporate this paradigm into your lived experience.

INSTRUCTOR: Vanessa F. Hurst was Executive Director of The Merton Institute for Contemplative Living. She is a contemplative, Neural Synchrony™ facilitator, and mindful coach. Vanessa is author of *Engaging Compassion Through Intent and Action* and *A Constellation of Connections: Contemplative Relationships*.

CEHM 110 / 4 Tuesdays / Mar. 6 - 27

6:30 - 8 p.m. / \$69

ITALIAN FOR BEGINNERS

AND TRAVELERS

Learn about Italian culture, as well as basic grammar, pronunciation and Italian expressions, through fun, interactive activities. By the end of the course you will be able to communicate well enough to ask for directions, shop at the local stores and markets, order in restaurants, interact with the locals, and enjoy watching Italian movies with subtitles.

INSTRUCTOR: Vesna Alac, M.A. has been teaching Italian for 12 years. She taught at the University of Massachusetts, the Italian Cultural Institute of Louisville and the University of Louisville.

CEHM 130 / 8 Tuesdays / Feb. 20 - Apr. 10

6 - 7:30 p.m. / \$179

THE WINES OF CHILE & ARGENTINA

Learn about the major wine regions of Chile and Argentina through a series of lively lectures and informative tasting sessions. Sample the major grape varieties from these areas' finest wine regions and wineries. Participants must be at least 21 years of age. Classes will be held at Cuvee Wine Table, 3598 Springhurst Blvd.

INSTRUCTOR: Scott Harper is a Master Sommelier and Certified Wine Educator. Scott works as Corporate Wine and Beverage Director for the Bristol Bar and Grille Inc.

CELE 100 / 3 Tuesdays / Feb. 13 - 27

6:30 - 8:30 p.m. / \$94, plus \$35

materials fee

THE WISDOM-BASED RETIREMENT

Learn about the major areas that impact finances during the retirement years, as well as other crucial planning issues. From the economy to markets and investments, and risk management to taxes and estate distribution, this course will move beyond the basics and into advanced, practical applications. Learn to avoid both fraud and fad while spotting legitimate opportunities. If you are retired or nearing retirement, this course will help you learn what you need to know in order to succeed and face the future with bold confidence.

INSTRUCTOR: Stephen L. Franklin, MBA, CFP®, CEP, CFS, specializes exclusively in issues that impact the retired. He brings a wealth of knowledge and experience into the classroom.

CESP 120 (01) / 6 Tuesdays / Mar. 6 - Apr. 10 / 3 - 5 p.m. / \$75

CESP 120 (02) / 6 Wednesdays / Mar. 7 - Apr. 11 / 1 - 3 p.m. / \$75

INTRO TO DRAWING

Release your inner creativity by delving into DRAWING! Intro to Drawing will provide a supportive and encouraging learning environment that immerses you in the practice of drawing from observation. We'll explore line, value, space, perspective, gesture and composition in a variety of media. We'll also explore critique processes that will enhance your growth as an artist and discuss the works of a variety of artists.

INSTRUCTOR: Kevin Barbro, MFA, has shown his work both regionally and nationally. He taught various fine art classes locally at Indiana University, KyCAD, JCTC and IvyTech and also taught at Cochise College and Pima Community College in Arizona.

CEHM 170 / 9 Tuesdays / Feb. 20 - Apr. 17
6:30 - 8 p.m. / \$179

ANOTHER EVENING WITH ROY: WHY WORLD WAR I STILL MATTERS 100 YEARS LATER

2018 marks the 100th anniversary of the end of World War I. We will discuss how postwar reparations, unrealistic expectations, and resulting resentments led directly to World War II. We will pay great attention to the breakup of the Ottoman Empire and how decisions by the victorious European powers led to never-ending problems in the Middle East that we continue to deal with one hundred years later. We will pay particular attention to the intellectually dishonest decision to divide Kurdistan between various countries, a decision that continues to impact the greater Middle East today.

INSTRUCTOR: Roy M. Martin, MBA, MA, is a foreign policy consultant and a member of the President's Circle of The Chicago Council on Global Affairs.

CEHM 100 / 4 Tuesdays / Mar. 6 - 27
7 - 9 p.m. / \$109

SPANISH FOR BEGINNERS AND TRAVELERS

Remember when you traveled to Cancun or the Dominican Republic you wished you could at least order a beer or ask for the price in Spanish? Your wish is our command. In this course, filled with fun and interactive activities, you will learn some basic Spanish phrases that will help you ask for directions, shop at local stores and markets, and interact with the locals. We will also explore some aspects of Hispanic culture like music and dance. Fun will be had by all!

INSTRUCTOR: Angela Katz, MA, has been teaching Spanish for 20 years. She currently teaches Spanish at Bellarmine University.

CEHM 140 / 10 Wednesdays
Feb. 21 - Apr. 25 / 6:30 - 7:45 p.m. / \$179

CONDO & HOA BEST PRACTICES

Review the 'technical issue' basics that you need to know to be a good board member, including: long-range financial reserve studies, creating an annual budget, reading the month-end financial statements, understanding your master deed and bylaws, the most important state laws, preventive maintenance checks lists and emerging sustainability issues. Learn about rule enforcement and the planning, consensus building and communications ground work that precedes it; how to evaluate which rules matter most within your association; and the wisdom of choosing different forms of enforcement for different types of rule violation.

INSTRUCTOR: Patrick Hohman has been president of his condominium association for more than 20 years. He wrote the book *Condos Townhomes and Home Owner Associations: How to make your Investment Safer*. Guest speakers take your questions on condo law, insurance, finance and long-range engineering reserve studies.

CESP 100 / Saturday / Mar. 24
9 a.m. - 3:30 p.m. / \$89, plus \$10 for lunch



REGISTER ONLINE

www.bellarmino.edu/ce

spring break youth camps

ACT PREP CAMP

Do you plan to sit for the ACT exam on April 14 or June 9? This Prep Camp is your opportunity to learn and apply proven ACT test-taking strategies and skills for each of the four (4) ACT exam sections: English, mathematics, reading, and science. The curriculum is 100% test-based, meaning you will learn to pick up on patterns and high-frequency questions by working with actual, retired ACT Tests. Your self-confidence will increase because you will know what to expect and, consequently, your score will improve.

INSTRUCTOR: Mr. Pat Bowles, BS, BSME, MSME, MAT, is a KY Certified teacher who taught at Ballard, Trinity, Presentation and St. Xavier. Having tutored over 65 students from more than 14 different high schools, he is recognized as a leading authority in ACT preparation.

CEYU 210 / Mon. - Thurs. / Apr. 2 - 5
9 a.m. - 1 p.m. / \$199, plus \$30 fee
for ACT Prep Book

LEARN REAL-WORLD CODING WITH "LET'S START CODING" KITS

From video games to phone apps to the space station, code is found everywhere. Never written code before? No worries – once you grasp it, the possibilities are endless! You'll learn by working hands-on. Your instructor will guide you through building and coding projects that sense and react to the real world. Want to build an electronic piano? Send coded messages with light? Create a reflex trainer? You'll build all these and more, and can continue learning at home from more than 20 free projects at www.letsstartcoding.com.

INSTRUCTOR: Tom Wolken, MAT, has taught robotics, stop-motion video, forensics, computer technology and mathematics to children and adults for 11 years.

CEYU 290 (01) / Ages 10 - 12 / Mon. - Fri.
Apr. 2 - 6 / 9 a.m. - noon / \$149, plus \$60
materials fee, which includes coding kit

CEYU 290 (02) / Ages 13 - 15 / Mon. - Fri.
Apr. 2 - 6 / 1 - 4 p.m. / \$149, plus \$60
materials fee, which includes coding kit

lifelong learning for seniors

ROAD SCHOLAR

Participants in Road Scholar programs come together from all over the United States to learn together. Invite your out-of-town friends and relatives to experience Road Scholar at Bellarmine University and/or participate yourself. Participants are housed at a local hotel.

MAR. 11 - 16, 2018

A Week with Thomas Merton

OCT. 21 - 26, 2018

A Week with Thomas Merton

For information about prices and schedules, visit www.RoadScholar.org or call 502.272.8161.



The Next Learning Experience

Over 54? Eager to explore new ideas and share your wisdom? Join the Veritas Society – an organization for retired and semi-retired individuals. Membership benefits include: free parking, use of the Bellarmine Library and the Sports, Recreation and Fitness (SuRF) Center and a discount on Bellarmine Continuing Ed courses. Fall and spring memberships are reasonably priced at \$40 per 6-week term and each course costs only \$10. Membership for the 3-week summer term is \$20 and each course costs \$5.

The Veritas spring 2018 term begins the week of March 5. For more information, visit www.bellarmine.edu/cc/veritas.

registration information

You must register before attending a class and payment must be received before your enrollment is confirmed. We reserve the right to cancel any class that does not have adequate enrollment. To avoid disappointment, register early!

Registration is ONLINE only*



Click “Enroll Now”
at www.bellarmine.edu/ce

*If you have a Bellarmine username and password, click “One Login.”
If you do not have a Bellarmine username and password, click “Continue as a guest.”*

There are TWO payment options when checking out:

- If you pay by **credit card/debit card**, you will be charged a **nonrefundable 2.75% convenience fee**.
- There is **no fee** if you pay by **e-Check** (money is electronically withdrawn from your checking account using your routing and account numbers). If you want to take advantage of the “no fee” option, have your checkbook with you when you register.

*Registration for the following three courses is by phone (502.272.8166) or mail:

- SHRM Learning System course
- Certificate in Advanced Psychotherapy
- Certificate in Financial Planning

Discounts

- Some courses/programs are exempt.
- Discounts subject to space availability.
- Discounts do not apply to materials fees.

Seniors age 60+: 10%

Veritas Society members: 15%

Bellarmino alumni: 15%

Part-time Bellarmine students: 25%

Full-time Bellarmine students: 50%

Part-time Bellarmine employees: 25%

Full-time Bellarmine employees: 50%

Refunds

To withdraw from a course and request a refund, call 502.272.8166.

- 100% if notification is received 7 or more days before first class.
- 50% if notification is received fewer than 7 days before first class.
- No refund after course begins.

A \$20 administrative fee will be deducted from all refunds.



Questions?
Call 502.272.8166



If you have accessibility questions or other disability-related needs, please contact the Disability Services Coordinator at 502.272.8490 at least two weeks prior.

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www.bellarmine.edu/ce

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