



# **ELEVATION LIFE TRANSFORMATION**

*The University of Christ-Centered Coaching, Leadership, & Change™*

## **SCHOOL POLICIES & CATALOG**

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# **ELEVATION LIFE TRANSFORMATION**

*The University of Christ-Centered Coaching, Leadership, & Change™*

**Volume Number 2**

**Published January 1, 2022**

**Effective January 1, 2022**

**Revised 3/10/2023**

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## WHY ELEVATION LIFE TRANSFORMATION?

The disruption of 2020 left many people feeling stranded, disconnected, out-of-sync with what was taking place around them. Many people all over the world were infected, shocked, or impacted by a large family of viruses known as coronavirus or COVID-19, inciting a global health crisis. As a result, individuals and families, professionals, and markets all over the world felt less confident about the amount of progress that could take place in life. As the world health crisis continued to lurk and linger, there was also political and racial unrest all at the same time. People everywhere were trying to focus on work and nations were making economic decisions – continually struggling to make sense of what to do next in a post-COVID environment. The need for maximizing our personal, professional, and spiritual potential through education, training, self-care, and co-partnering in a safe supportive environment has never been more vital. Learning to navigate one’s way through desired change is an all-too-important task – much too important to leave to the way things were before. Simply put: **SELF-EDUCATION NEEDS ELEVATION.**

To meet the growing specialized needs and demands of self-directed learners, **Elevation Life Transformation University (ELTU)** opened its doors in January 2022. Our school is unique. We consider the ELTU learning model to be the best for individuals who consider themselves to be leaders, coaches, and aspiring agents of change throughout any industry. Specifically, working professionals, millennials, and leaders who consider themselves called by God into their “**purpose**” will find that ELTU offers faith-based degrees and instruction specifically dedicated to the leadership profession, plus coaching seminars and certificates. We **maximize** the personal, professional, and spiritual **potential** of leaders for both current and future generations. Our training is not only geared towards the faith marketplace, but also towards business. Individuals who are not faith-based and are looking to enhance themselves and their careers through transformation, coaching, human capital management, change management, and leadership will find ELTU to be perfect for self-directed learning, increasing their knowledge and education by reskilling, upskilling, and growing to impact lives wherever they serve.

Self-directed learning, self-education, and self-study is not a new thing. Our ability to respond to changes in the landscape of work, technology, and our personal lives is now determined by how skilled we are at self-educating. Self-directed education can propel individuals into careers that they love rather than keep them confined in jobs that they hate. Through self-directed learning, you can create a path you are excited about outside of a traditional classroom. The whole world now knows that self-directed education is a core skill for this 21st century. But how well we take full advantage of information available to us to grow our skillsets and socially interact with others using them is primarily determined by how well we grow ourselves, thus tapping into our potential. ELTU raises the standard of the self-directed learning process by developing students

## HISTORY

personally, professionally, and spiritually. We educate students on leadership, coaching, and change which enables them to interact with others and grow themselves. Students applying the benefits of these learned skills, approaches, and techniques maximize their ability to find new ways of learning and solving challenges they face both now and throughout life.

## HISTORY

**Elevation Life Transformation University** was founded on the principle that maximizing personal, professional, and spiritual potential and renewal, we become motivated, inspired, and empowered to be our best - transformed in every area of life. Equipped with God's brilliant ideas, wisdom, love, and sharing what we learn, we make the world a better place through Professional and Christ-Centered Leadership, Coaching, and Change. As a professional coach, consultant, and strategist in the corporate marketplace for more than 30 years, our founder, **Dr. Merle Ray, MSL, SPHR, IPMA-SCP, CMP**, has not strayed from that vision.

Her expansive career across public and private sector spawned growth in individuals and leaders across both industry and ministry starting in 1985. Since then, Dr. Ray has served as a Chief Executive Human Capital Director in local government for (5) years, as a Senior Director in one of Fortune's Most Admired Companies for another (5) years, and as Director in HR healthcare administration in a Texas Medical Center organization for (13) years. After hours and weekends, she also managed her own independent consulting firm, The Noble Groups, since 2003.

Dr. Ray's calling and passion is to help the believers and the local church expand beyond the walls of brick and mortar to raise equipped social leaders that are anointed to perform in a global church environment to include but not be limited to social media, web, and Internet through the ministry of coaching, leadership, and change management. Dr. Ray knows how to navigate people, industries, and ministries from the inside out. Having a passion for navigating individuals to and through personal, professional, and spiritual transformation, Dr. Ray co-partners with churches, clients, business leaders and adult learners in reaching their full potential.

In 2017, she began building **ELEVATION LIFE TRANSFORMATION as The University of Christ-Centered Coaching, Leadership, & Change™** while completing her doctorate degree serving the needs of executives and professionals. Dr. Ray considers development and training of leaders, working professionals, and students to be the highest priority of our current and future generation. Thus, ELTU opened for operation in 2022.

## MISSION & VISION

ELTU exists for the personal, professional, and spiritual potential and renewal of leaders.

Our mission is birthing leaders who are motivated, inspired, and empowered to become their best - transformed, renewed, fulfilled, and sustained in every area of life.

By offering educational degree programs and seminars that help students, working professionals, and leaders develop the skills and competencies they need to form and enhance their callings and careers, we believe **ELTU is Delivering Destiny**. Our vision is to see students equipped with



## GOALS

brilliant ideas, love, wisdom, and sharing what they learn through Professional and Christ-Centered Coaching, Leadership, and Change, making the world a better place.

## GOALS

A very important part of the vision of the ELTU organization is to be a provider of coach education, pastoral and spiritual care education, and leadership that can be relied upon and trusted by leaders, coaches, spiritual care practitioners, and their consumers. As such, one of the goals of our organization is to establish a baseline for quality that satisfies the perspectives of the students at ELTU and the clients they serve.

At ELTU, we choose to design our organization, its programs and certificates offered with the best in the industry because of our empowering belief in the power of Professional Christ-Centered Coaching, Leadership, and Change. We envision ELTU as an organization that:

- assures quality and promotes excellence in Leadership, Coaching, Pastoral Education and Spiritual Care;
- promotes the involvement of faculty and staff in self-assessment of the organization and engagement in continuous quality improvement processes;
- assures students of consistency in educational programs;
- promotes fairness in conduct and evaluation of educational programs;
- integrates unique educational learning resources based on clearly identified learning objectives;
- ensures that the students gain the knowledge and skills necessary to fulfill their roles as spiritual care clergy and lay leaders as well as develop professional skills for secular leadership, coaching and/or chaplaincy.

Our teaching philosophy is centric to and cultivated from what our students, clients, and consumers describe as a desire to pursue and maximize their potential to become their best personally, professionally, and spiritually. By offering educational programs, skills, and competencies that form and enhance callings and careers, **ELTU is Delivering Destiny.**

## WHAT WE OFFER



**10**

**Programs**



**5**

**Degrees**



**5**

**Certificates**



**2**

**Professional  
Coach Series**



**100**

**Courses**

Approved and Regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas.

## PROGRAM DESCRIPTION

Elevation Life Transformation is a private post-secondary educational institution offering both Programs and Seminars. We offer (5) Degree programs that lead to an academic ministry, professional ministry, or vocational degree in ministry and faith-based coaching, mentoring, training and best practices in leadership of the 21st century. We offer (2) Corporate Sector live seminar series that focus on professional coaching and coach-specific occupations. We also offer (3) Faith-Based Seminars that lead to a certificate designed to enhance the student's career and life rather than prepare for work in a particular occupation.

Our seminars comprise multiple courses bundled together. Therefore, we refer to them as Seminar Series, rather than single seminars. Some ELTU Seminar Series include both synchronous and asynchronous instruction. Unlike our degree programs which target faith-based interests, our corporate sector live professional seminars serve both secular and non-secular interests across industry as well as ministry.

### **Degree Programs**

We offer educational degree programs for our students who share an interest in serving God through both a calling and career. These degree programs fully incorporate faith-based instruction and have been exempt by the Texas Higher Education Coordinating Board (THECB). Our degree programs are not designed to target a particular secular occupation, discipline, or interest outside of instruction in the faith-based marketplace. Our degree programs are:

- **Bachelor of Science Degree in Christ-Centered Leadership, Coaching, and Change**
- **Master of Science Degree in Christ-Centered Leadership, Coaching, and Change**
- **Doctor of Philosophy Degree in Christ-Centered Leadership, Coaching, and Change**
- **Doctor of Philosophy Degree in Human Capital Leadership and Change**
- **Graduate Degree in Executive Leadership, Pastoral Care, & Change Management**

These degree programs are designed to serve the needs of those interested and called to ministry related occupations such as:

- Executive Coaches to Pastors and Faith-based Leaders;
- Executives and Human Capital Leaders who are Faith-based;
- Faith-based teachers of Philosophy and Religious Instruction - Post-secondary;
- Faith-based Coaches in private industry practice;
- Faith-based entrepreneurs, or Faith-based counselors not elsewhere specified.

Although some general education content may be included in these degree programs, any general education content or courses included are used to supplement faith-based training. Skills provided in these programs include but are not limited to:

- Faith-based best practices in coaching and mentorship, human capital leadership, training and discipleship;

- Leadership development, emotional maturity, moral integrity, and skills for public witness, personal development and spiritual formation.
- Education for careful self-reflection on the role of Christian values as a good citizen, parent, leader, guide, neighbor, and servant of God.
- Coach-specific training and skills as a way of life in general, and of the Christian faith (e.g., expressions of justice, leadership development, the devotional life, personal ethics and character, morals, development, and evangelistic witness).

### **Corporate Seminars**

The **Professional Coaching Series** serves private corporate sector internal coaching and independent coach practitioners' business interests. These are Coach-Specific trainings offered in ELTU Professional Coaching seminars that are: designed to teach professional coaching skills, demonstrate how to apply technical skills in a coach-like manner, and teach coaching skills in accordance with professional standards as advocated by ELTU and other professional coaching organizations, such as the International Coach Federation (ICF) considered the largest and most respected professional coaching network in the world.

It should be noted that the Professional Coaching industry is not regulated by federal, state, or local laws currently in the United States. This means the program and seminar content is not designed for any state licensure and there are no governmental requirements for coach certification, so anyone can become a “coach.” At last count, there were more than 600 for-profit coaching organizations in the United States and more than 60 accreditation systems with the largest being the International Coach Federation (ICF) considered the gold standard for coaching around the world. ELTU Founder and President, Dr. Merle Ray is an accredited ICF Professional Credentialed Coach.

ELTU provides a lineup of advanced coach-specific courses that provide a deep dive into ICF's definition of coaching, along with research-supported Core Competencies and Code of Ethics. ELTU seminars comprise multiple courses bundled together, so we refer to them as Seminar Series, rather than single seminars. The (2) series we offer for **Professional Coaching** are the:

- **Graduate Seminar Certificate in Professional Coaching**
- **Master's Seminar Certificate in Professional Coaching**

Intended audiences for the above are individuals wanting to become professional coaches or leaders in private or public corporations, businesses, and industries that equip people with the ability to use coaching skills in how they interact with others. The goal of ELTU in offering the **Professional Coaching Series** is to educate and equip coaches professionally, personally, and organizationally to maximize their personal and professional potential, and to support the advancement of professional coaching, holding coaching and coaches to the highest industry standards. Graduates of these programs are interested in either setting up their own coaching practice, becoming a coach in an organization, or blending coaching with their existing areas of work expertise. Our graduates of these (2) Professional Coaching seminar certificates may be persons from any occupation, market, or business profession that wish to become firmly rooted

## APPROVAL

and grounded in coach-specific education or training that is considered by ELTU definition professional coaching, supported by research on the Core Competencies for Coaching and the Code of Ethics supporting the coaching profession.

### Faith-Based Certificates

In addition to the above, ELTU offers (3) Coach-Specific Training Series that incorporate faith-based instruction. These are:

- **Christ-Centered MBA Seminar Series**
- **Personal Ministry Coach**
- **Spiritual Intimacy & Birthing Coach**

These coach-specific training offerings are designed to enhance a student's career and life rather than prepare for work in a particular occupation. Together, these powerful programs integrate coaching, leadership, human capital management, change management principles and core skills needed in today's leading industries and ministries.

## APPROVAL

ELTU is Approved and Regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas.

## ACCREDITATION & AUTHORIZATION

ELTU is recognized by the Texas Higher Education Coordinating Board (THECB) as a bona fide religious postsecondary educational institution exempt under the Code and is permitted to offer religious degrees under this exemption. ELTU degree programs and seminar content is not designed for state licensure certification or any other professional occupational requirements. ELTU is offered to enhance and maximize a student's interests in their personal, professional, or spiritual journey, and is not regulated or accredited by the United States Department of Education. Accreditation is not required by the U.S. Department of Education. ELTU's degree programs are entirely religious in nature and fall within the exception for legal authorization in 19 Texas Administrative Code § 7.9 of Texas State Code.

### ACCOUNTABILITY – A Member of ACEA



ELTU is a member of the Academic Council for Educational Accountability (ACEA) which provides accountability for adult Christian schools, ministry training schools, colleges, etc. ACEA offers a creative alternative to accreditation. It uses relationship-based peer input to provide accountability through a structure that permits members to conduct peer reviews. For more info, please visit <http://www.acea-schools.org>.

ELTU holds no relationship with other schools outside of ACEA and transferability of credits earned at ELTU may be limited as students may not be able to transfer credits earned to other

## OCCUPATIONAL DATA

institutions that are not Alliance Partners of ELTU. Our ELTU program and seminar content is not designed for any state licensure, certifications, professions, or occupations. ELTU is offered to enhance and maximize a student's interests in their personal, professional, or spiritual education and journey. The school is designed for leadership and development of a personal, professional, or spiritual nature, to include but not be limited to executive leadership development, human capital leadership, ministry coaching, chaplaincy, spiritual care, and/or professional coaching.

Our ELTU program and seminar content is not designed for any state licensure, certifications, professions, or occupations. ELTU is offered to enhance and maximize a student's interests in their personal, professional, or spiritual education and journey. The school is designed for leadership and development of a personal, professional, or spiritual nature, to include but not be limited to executive leadership development, human capital leadership, ministry coaching, chaplaincy, spiritual care, and/or professional coaching.

When considering occupational data, students may find information from the U.S. Bureau of Labor Statistics helpful.

## OCCUPATIONAL DATA

The United States Department of Labor - Bureau of Labor Statistics refers to **Executive Coaches** and **Philosophy and Religion Teachers** (Postsecondary level) as **Bright Outlook Occupations**.<sup>1</sup> As you can see below, these categories not only include Executive Coaching and Faith-based Instruction, but also: Human Resources Managers, Training and Development Managers, and Counselors (not elsewhere classified). "Bright Outlook" occupations are those that are:

- *Projected to grow faster than average (employment increase of 5% or more) over the period 2019-2029 for the US nationwide; or*
- *Projected to have 100,000 or more job openings over the period 2019-2029 for the US nationwide.*

The screenshot shows the O\*NET Online interface. At the top, there is a search bar labeled 'Occupation Quick Search:'. Below the search bar, there are navigation links: 'Help', 'Find Occupations', 'Advanced Search', 'Crosswalks', 'Share', and 'O\*NET Sites'. The main content area displays the 'Bright Outlook Occupation: 25-1126.00 - Philosophy and Religion Teachers, Postsecondary'. A red arrow points to this title. Below the title, there is a sun icon and text stating: 'Bright Outlook occupations are expected to grow rapidly in the next several years, or will have large numbers of job openings. [More details...](#)'. Below this, there is a link: '[View all Bright Outlook occupations](#)'. At the bottom, there is a statement: 'This occupation, [Philosophy and Religion Teachers, Postsecondary](#), is expected to grow rapidly.' A red arrow points to this statement.

<sup>1</sup> O-Net Online Source for Occupational Category 25-1126.00 - Philosophy and Religion Teachers, Postsecondary as of 2/28/2021 found at: <https://www.onetonline.org/link/summary/25-1126.00>

## LOCATION, FACILITIES, AND EQUIPMENT

**o-net** **O\*NET OnLine** Occupation Quick Search:

Help Find Occupations Advanced Search Crosswalks Share O\*NET Sites

**Education Crosswalk Search for:**  
**52-1006**

Search again:

**1 code matching "52.1006" in 2020 Classification of Instructional Programs (CIP)**

→ 52.1006	Executive/Career Coaching	
11-3121.00	<a href="#">Human Resources Managers</a>	★ Bright Outlook
11-3131.00	<a href="#">Training and Development Managers</a>	★
13-1071.00	<a href="#">Human Resources Specialists</a>	★
13-1151.00	<a href="#">Training and Development Specialists</a>	★
21-1012.00	<a href="#">Educational, Guidance, and Career Counselors and Advisors</a>	★
21-1019.00	<a href="#">Counselors, All Other</a>	★

Help Find Occupations Advanced Search Crosswalks O\*NET Sites

The source for this information is the 2019-2029 employment projections from the Bureau. Projected growth represents the estimated change in total employment over the projections period (2019-2029). Projected job openings represent job openings due to growth and replacement during the same period

**All Bright Outlook Occupations** [Save Table \(XLS/CSV\)](#)

Every Bright Outlook occupation matches at least one of the following criteria:

- Projected<sup>1</sup> to grow faster than average (employment increase of 5% or more) over the period 2019-2029 for the US nationwide
- Projected to have 100,000 or more job openings over the period 2019-2029 for the US nationwide

Elevation Life Transformation is committed to providing education and training in these areas. However, Elevation Life Transformation cannot guarantee employment.

## LOCATION, FACILITIES, AND EQUIPMENT

ELTU is a 100% distance learning enterprise where our motto is Destiny Delivered! [www.ELEVATIONU.com](http://www.ELEVATIONU.com) and [www.ELTUOnline.com](http://www.ELTUOnline.com) are both registered domain names for the University and may be used interchangeably. The school office located at is 8111 Whirlaway Elm Drive, Humble, Texas 77346-8181 provides a list of all textbooks, equipment, or materials needed by the school for each student as appropriate.

## SCHOOL OFFICIALS & OWNERSHIP

**ELEVATION LIFE TRANSFORMATION: *The University of Christ-Centered Coaching, Leadership, and Change*** is a private college in the State of Texas owned by Dr. Merle Ray, School Director.

## KEY STAFF AND FACULTY

ELTU educators are experienced professionals, all having a corporate sector background or ministers having taught faith-based instruction for at least (5) years. Founder/CEO and School Director, Dr. Merle Ray has more than 20 years of experience as a Human Capital Management executive and internal coach for Corporate America. Dr. Ray is certified as a professional coach by the International Coaching Federation (ICF) – considered the world’s largest coaching organization setting high standards, credentialing, and providing voluntary independent certification. In addition, Dr. Ray is an instructor and professional consultant, publisher, and trainer with both industry and ministry credentials as follows:

### Degrees Held & Specialized Instruction

- **Senior Professional in Human Resources (SPHR)** by the Human Resources Credentialing Institute (2001-2003/2016-2022); Areas of instruction include but are not limited to: leadership, human capital management, human resources, coaching, training, performance management, metrics, and instruction.
- **Change Management Professional (CMP)** and PROSCI credentialed practitioner since 2017; Areas of instruction include but are not limited to: personal change management and organizational change management.
- **Senior Professional in the International Public Management Association (IPMA-SCP)** (2016-2022); Areas of instruction include but are not limited to: public sector governmental management.
- **Bachelor of Science degree specializing in Christian Leadership** from College of Biblical Studies in Houston, Texas (2003). Areas of instruction include but are not limited to: Christian leadership, human capital management, human resources, coaching, training, performance management, metrics, and instruction.
- **Master of Science degree specializing in Leadership** from Grand Canyon University (2012). Areas of instruction include but are not limited to: leadership, human capital management, human resources, coaching, training, performance management, metrics, and instruction.
- **Doctor of Philosophy specializing in Coaching & Christian Counseling** (2019) from Newburgh Seminary and College of the Bible; Areas of instruction include but are not limited to: Christian Coaching and Faith-based Counseling.
- **Ordained Christian Minister** since 2007; Areas of instruction include but are not limited to: faith-based instruction, coaching, training, discipleship, personal and spiritual formation.
- **Professional Certified Coach (PCC)** (2019-2022) International Coach Federation. Areas of instruction include but are not limited to leadership, human capital management, human resources, coaching, training, performance management, metrics, and instruction.



## POLICIES

### ADMISSION PROCESS OVERVIEW

Applying for Admission at ELTU is simple. First, prospective students complete the [Online Admissions Application](#) at [ww.ElevationU.com](http://ww.ElevationU.com). Then submit attachments required for our school as regulated by Texas Workforce Commission. Pay the refundable Registration Fee along with Payment Plan Enrollment Fee (if applicable). Your application will be reviewed with 3 to 5 business days and a letter of approval welcoming you to the University will be sent by our School Administrator. In the event your application is not approved, you will receive 100% of any Registration and/or Payment Plan Enrollment fees within 7 to 10 business days of processing. Further details of Admissions process are shown below.

### DEGREE ADMISSION REQUIREMENTS

At ELTU, we believe there are at least six factors to consider in successfully completing our degree programs:

- 1) Emotional maturity;
- 2) Anxiety level;
- 3) Love as a priority in this journey;
- 4) Your independent learning style;
- 5) Your time management; and
- 6) ELTU degree program relevance to your purpose.

Given that successful completion of your ELTU degree will take these six factors working in tandem with each other, our admissions process for degree programs includes answering a few related questions and writing a brief essay. To be considered for any degree program, ELTU applicants must complete the essay questions when submitting the application for admission.

In addition, any applicant to a degree or certificate program at ELTU will submit at least (1) reference. The one person used as a reference can include any of the following:

1. A family member or spouse or close friend;
2. A pastor, minister, or member of the clergy (church membership is not required);
3. A peer, co-worker, boss, teacher, or member of the business community.

#### Other Admission Requirements

All applicants must be able to attest that they hold a High School Diploma or GED and are at least (18) years of age. In the event a candidate does not meet these educational requirements for admission, a Test of Adult Basic Education (TABE) will be administered to determine skill and functioning level. Student must score at least a 9th grade level. Upon receipt of the application



## DEGREE ADMISSION REQUIREMENTS

and all requirements, the application will be reviewed by the ELTU School Director. A determination will be made concerning the prospective candidate's eligibility and the candidate will be informed by letter of his/her acceptance status. ELTU reserves the right to accept or deny admission to any candidate for any reason allowable under federal, state, or local laws that govern the University.

In addition to Admission, the candidate must meet the specific requirements for the desired degree program and/or seminar certificate as outlined in each respective section for:

- **Bachelor of Science Degree in Christ-Centered Leadership, Coaching, and Change**
- **Master of Science Degree in Christ-Centered Leadership, Coaching, and Change**
- **Graduate Degree Program in Executive Leadership, Pastoral Care, & Change Management**
- **Doctor of Philosophy Degree in Christ-Centered Leadership, Coaching, and Change**
- **Doctor of Philosophy Degree in Human Capital Leadership and Change**
- **Graduate Seminar Series - Certificate in Professional Coaching**
- **Master's Seminar Series - Certificate in Professional Coaching**
- **Christ-Centered MBA Seminar Series**
- **Personal Ministry Coach**
- **Spiritual Intimacy & Birthing Coach**

### **Enrollment Periods**

Enrollment periods are open all year except for school holiday or vacation periods.

### **Beginning and Ending Dates of Terms**

ELTU generally has an open enrollment period all year long. Our schedule for beginning and ending dates of school terms is also open all year long. As a guide, we provide a generally acceptable minimum and maximum amount of time to finish each program ranging from 8-months to 32 months depending on the program selected. These terms do not apply to a single seminar or seminars that last less than three consecutive days. We use a 6-week term to 11-week term period depending on the program or seminar series and the student may complete the term earlier than the stated minimum guideline. The term period starts the 3<sup>rd</sup> business day after approved Admission notification for the purpose of the Progress Standards and Progress Evaluation policy. (See Progress Standards)

For asynchronous programs, the official start of class is the third school business day after the student is notified of their approval. For synchronous programs, the official start of class is the

first scheduled class date after enrollment in the program. These dates are shown in the Course Syllabus issued to the student upon enrollment and printed on the Student Enrollment Agreement once executed by both parties. This process is also detailed on our website and can be accessed by clicking [APPLY](#).

Want to Apply Now? Visit [www.ElevationU.com/admissions-apply-now/](http://www.ElevationU.com/admissions-apply-now/)

## ALCOHOL AND DRUG POLICY

Elevation Life Transformation forbids the use, unlawful possession, distribution of alcoholic beverages, intoxicants, hallucinogens, or materials which might produce effects which alter the mental processes or normal physical functions of students and/or employees on facilities owned or leased property of ELT.

## ALLIANCES & REFERRALS

Elevation Life Transformation works with churches and other organizations to bring its programs to interested students. The Instruction, Education, or Training departments of churches and other organizations who believe in the mission of ELTU by hosting links to the ELTU website, referring students, or hosting educational events with ELTU will be recognized as alliance partners. The ELTU alliance is a written memorandum of understanding between ELTU and the interested organization on Christian education concepts which serve the needs of the consumer public church members by referring members who are interested in higher education to check out the course and program offerings of ELTU. Church alliances are those churches who host links and may use ELTU as the provider of their online Sunday School or other online faith-based educational programs. These churches or organization's names may be featured as alliances and shown as such on the printed ELTU Degrees and/or Certificates for their candidate referrals. The Alliances are not brick and mortar ELTU campuses but churches or faith-based organizations who have agreed with the mission of ELTU and they support their members as students or potential ELTU candidates for graduation and matriculation. They also feature links to the ELTU

organization on their website under “Instruction,” “Education,” or “Training” for the benefit of members or students interested in ELTU programs.

## ATTENDANCE POLICY

All courses are designed to be engaging intensive study and therefore the students’ full attention is required. Since ELTU is self-paced distance education, a student's enrollment may be considered for termination if the student’s participation in degree or seminar certificate related activity cannot be documented. **Generally, the first date of class or training for ELTU Degree programs and asynchronous distance education seminars is 3 business days after the date notified of approved Admission.** For ELTU officials considering withdrawing a student from a program, ELTU attendance documentation may include any of the following:

- 1) Student who does not complete and submit Lessons 1 through 3 of the first course in their ELTU Degree program or Seminar Certificate Series within first 6 weeks of enrollment approval.
- 2) Student who does not complete at least half of the lessons in the course by their mid-term for the course within the enrolled Degree program or Seminar Certificate Series.
- 3) Documentation at the end of the first 6-weeks or 11<sup>th</sup> week after approval of enrollment based upon the term of the selected program or seminar series;
- 4) Documentation at the end of each successive 6-weeks (or successive 11-weeks) from approval of program enrollment to program completion;
- 5) Documentation at the midpoint of each program year or mid-term; and
- 6) Documentation at the end of each program year until the student completes the program.

A student whose enrollment is terminated for violation of the attendance policy may not reenroll before the start of the next program term. This provision does not circumvent the approved refund policy. Students who are terminated must attend a meeting with at least one of the following persons present: ELTU Director, ELTU Instructor and Designated ELTU Student Liaison (to be determined at the discretion of the Director prior to the meeting).

## BOOKS, MATERIALS, & SUPPLIES

Books vary in cost and students should project an estimate of about \$250 to \$350 total to cover books in any given ELTU program. Depending on the book provider, cost may be higher or lower than this estimate. Books may be purchased from your favorite bookstore online such as Amazon.com or similar, and some books may be purchased directly from ELTU separately. As such, students are responsible for the cost of their books. **Materials & Supplies:** Students are responsible for the cost of their own Internet, computer devices and equipment, email service, etc. which are needed to access and complete ELTU courses, seminars, and programs. Any cost shown for textbook fees, materials or supplies are estimates only based on current cost and are subject to change at any time. **ELTU School Gear:** Items and products encouraging our school spirit and school pride such as t-shirts, notepads, sweatsuits, etc. may be made available for sale on our website or marketing materials as gifts and promotional items. These products if available are totally voluntary and are not required to become or remain an ELTU student.

ELTU utilizes a variety of teaching methods, course textbooks, learning and reference materials, as well as course learning events and activities related to the designated ELTU programs. The school director, program advisor, or instructor may switch selection to another textbook on the University's approved textbook list according to the presented learning needs and experiences of each student individually and/or aggregately as needed. Students may request a customized student roadmap consultation with the school director, program advisor, or instructor before the start of the next course in his/her ELTU program. If a change is made, the effective date of the change will be recommended by the instructor or program advisor and submitted to the school Director for final approval. Except where otherwise noted in the University Catalog, this same practice remains true for each of the ELTU programs and certificates. These tools, textbooks, materials, learning events and activities may be used interchangeably across ELTU programs as needed depending on the purpose and objectives of the program, seminar, or degree. Because of the dynamically changing needs of the student body and available classes, timing, and class size, an ELTU course may consist of a combination of synchronous and asynchronous teaching,

## CANCELLATION AND REFUND POLICIES

training, live or pre-recorded events, podcasts, Empowerment Coaching sessions, worship training sessions, or other live events as pertaining to a particular degree, seminar certificate, and ELTU learning experience. For example: An instructor may deliver a lecture or teaching event on a subject in the course material via the live teaching portal or Zoom platform instead of using a pre-recorded video presentation or vice versa. Students may be given access to live teaching, training, or events related to ELTU degrees or seminars. These learning opportunities and information would be provided in the Course Syllabus when available. Another example is when ELTU (depending on current events) switch out a textbook from one ELTU program, seminar, or course for a textbook that is listed in another ELTU program, seminar, or course that is similar – still all centered around the ELTU program purpose and objectives. This type of flexibility is needed to deliver the best possible learning experience for the ELTU student which is our aim.

## CANCELLATION AND REFUND POLICIES

### ELTU DEGREES, ASYNCHRONOUS SEMINARS & DISTANCE EDUCATION PROGRAMS

This Cancellation and Refund Policy applies to all Degrees and asynchronous distance education learning seminars and programs at ELTU, including but not limited to:

- **Bachelor of Science Degree in Christ-Centered Leadership, Coaching, and Change**
- **Master of Science Degree in Christ-Centered Leadership, Coaching, and Change**
- **Graduate Degree in Executive Leadership, Pastoral Care, & Change Management**
- **Doctor of Philosophy Degree in Christ-Centered Leadership, Coaching, and Change**
- **Doctor of Philosophy Degree in Human Capital Leadership and Change**
- **Christ-Centered MBA Seminar Series**
- **Personal Ministry Coach**

### CANCELLATION POLICY

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed by the prospective student.

## **REFUND POLICY**

1. For all programs other than seminars, a student may cancel enrollment, request a full refund including Tuition and Matriculation Fees paid, and request a release from any obligations to the school within the first three scheduled class days. As a general rule, the official first date of class or training for ELTU Degree programs and asynchronous distance education seminars is 3 business days after the notification of approved Admission status. After the third day following the official start of classes or training for ELTU Degree programs and asynchronous distance education seminars, refund computations will not include ELTU Matriculation fee. The full Matriculation Fee is due and payable on the official program start date as it is operating expenses needed to make the program/seminar certificate available. The Matriculation Fee for asynchronous programs/seminars may be paid in monthly installments. If the student is paying in monthly installments, all payments made must first be allocated towards the Matriculation Fee until Matriculation Fee is paid in full. If you change your mind and withdraw within the first 3 days of program start date, you get a full refund of the Matriculation and Tuition Fees paid. If for any reason you withdraw after the first 3 days of official program start date, the Matriculation Fee is non-refundable, and the tuition is refundable based on the number of lessons completed as discussed in this policy in item number 5 below.
2. After the first three scheduled class days, refund computations will be based on the total number of lessons completed in the Degree program or seminar certificate series and paid tuition and applicable fees according to the payment reimbursement scale discussed in this policy in item number 5 below. Applicable fees for the purposes of refunds does not include the ELTU Matriculation Fees as these fees are not a part of the tuition cost and are needed to operate programs and seminars at ELTU. It should be noted that ELTU tuition represents the cost of the ELTU course curricula only and does not include the cost of labor, textbooks, supplies, or any other associated or extra expenses. Specifically, for the purpose of determining refund amount, ELTU uses the last day the student submitted a posting to any lesson or ELTU Discussion Forum whichever is last from the ELTU Course Content Outline. For determining the amount of refunds this number will be applied toward the amount of tuition fully paid in advance and not tuition paid in installment plans. Tuition and services rendered and paid via Payment Plan Installments are already pro-rated according to payment schedule. A refund will not be made for payments made via Payment Plan Installments unless the student has paid in excess over the amount due for the time period of the Installment Plan. Voluntary Add-ons are non-refundable once student's first draft work has been submitted. Add-on Degrees are refundable based on number of lessons completed.
3. The effective date of termination for refund purposes will be the earliest of the following:
  - (a) the date of notification to the student if the student is terminated;
  - (b) the date of receipt of written notice from the student; or

## CANCELLATION AND REFUND POLICIES

- (c) the end of the third calendar month following the month in which the student's last lesson assignment was received unless notification has been received from the student that he wishes to remain enrolled.
- 4. If full tuition and fees are collected before any lessons have been completed, and if, after expiration of the 72-hour cancellation privilege, the student fails to begin the program, not more than \$100 shall be retained by the school.
- 5. If the student who enters an asynchronous distance education course terminates or withdraws after the expiration of the 72-hour cancellation privilege, the school may retain \$100 of the registration/enrollment fee and the refund policy will provide 75% of the tuition paid in advance for students having completed zero to 1 lesson within the first 12 weeks of entering the program; 50% of the tuition paid in advance will be refunded for students completing up to (2) lessons within the first 12 weeks of entering the program; 25% of the full tuition paid in advance for students completing up to (3) lessons within the first 12 weeks of entering the program. No refunds will be granted of the tuition paid in advance for students completing (4) or more lessons in the Degree program or asynchronous distance education seminar series completed.
- 6. Refund amount applies to students who paid full tuition upfront or in advance and not students who are paying using Payment Plan Installments. No refund amount will apply to students paying in Payment Plan Installments after the third day of classes and after the 72-hour enrollment cancellation privilege as these amounts are pro-rated already according to a payment plan. Any amounts paid into the Payment Plan Installment arrangement as per schedule covers services already rendered. Any excess or overage amounts paid above the minimum payment in the Installment agreement may be refunded. If a student paying via Installments completes more lessons than paid for, the student will not be granted academic credit on the transcript until the full number of payments have been made for the number of lessons completed. No refunds are due if a student paying via installment plan withdraws from the program having paid in the number of payments due for the Installment plan due at the time of withdrawal.
- 7. No refunds will be granted of any amount after an enrolled student has reached (4) or more completed ELTU Lessons in any order from their enrolled program after the third day of class and the 72-hour cancellation privilege has expired.
- 8. A full refund of all tuition and applicable fees is due in each of the following cases:
  - (a) an enrollee is not accepted by the school
  - (b) if the program of instruction is discontinued by the school and this prevents the student from completing the program; or
  - (c) if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or misrepresentations by the owner or representatives of the school.

### **Asynchronous Distance Education Refund Policy for Students Called to Active Military Service**

## CANCELLATION AND REFUND POLICIES – LIVE SEMINARS & SYNCHRONOUS PROGRAMS

9. A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:
  - (a) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
  - (b) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
  - (c) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
    - (a) satisfactorily completed at least 90 percent of the required coursework for the program; and
    - (b) demonstrated sufficient mastery of the program material to receive credit for completing the program.
10. Refunds will be totally consummated within 60 days after the effective date of termination.
11. In all cases, refunds will meet or exceed the requirements of TEC, §§132.061 and 132.0611 and TAC Chapter 807, Subchapter N.

## CANCELLATION AND REFUND POLICIES – LIVE SEMINARS & SYNCHRONOUS PROGRAMS

### LIVE SEMINAR SERIES (SYNCHRONOUS SEMINARS)

This Cancellation and Refund Policy applies to all ELTU Seminar and Seminar Series (live instructor-led) learning programs at ELT, including but not limited to:

- **Graduate Seminar Series - Certificate in Professional Coaching**



- **Master's Seminar Certificate in Professional Coaching**
- **Spiritual Intimacy & Birthing Coach**

### **CANCELLATION POLICY**

A full refund will be made to any student who cancels the single day seminar or seminar series enrollment contract in writing within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days for seminars of 3 days or longer, except that the school may retain not more than \$100 in any administrative fees charged, as well as Matriculation Fee and items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement. (It should be noted that a scheduled class is the equivalent of eight (8) hours as class days are computed by eight (1) hour clock hour sessions). Unless otherwise noted on the Student Enrollment Agreement, the full tuition and fees for synchronous programs/seminars is due and payable on the official program start date and no payment installments are allowed for these synchronous programs/seminars as these fees are required in advance. As always, the Matriculation Fee is operating expenses needed to make the program/seminar certificate available from enrollment. If you change your mind and withdraw within the first 3 days of program start date, you get a full refund of the Matriculation and Tuition and refundable fees paid, minus the maximum allowable deduction in administrative fees payable to the school in the event of cancellation as per State guidelines. If for any reason you withdraw after the first 3 days of official synchronous program/seminar start date, the Matriculation Fee portion is non-refundable, and the remaining portion of the program/seminar tuition and refundable fees is based upon the portion of the program/seminar attended.

### **REFUND POLICY**

1. Synchronous distance education courses or programs will be based on the period of enrollment computed on the basis of course or program time. Refund computations will be based on scheduled course time of classes through the last documented day of seminar activity. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance. Refund computations made after the 72-hour cancellation privilege will be based on tuition and other refundable expenses not including ELTU Matriculation Fee expense as this fee is a separate expense outlined in the Student Enrollment Agreement required to make the program or seminar available from the first day of enrollment.
2. The effective date of termination for refund purposes will be the earliest of the following:
  - a) the date of termination, if the student is terminated by the school;
  - b) the date of receipt of written notice from the student; or

## CANCELLATION AND REFUND POLICIES – LIVE SEMINARS & SYNCHRONOUS PROGRAMS

- c) ten school days following the last date of attendance.
- 3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72-hour cancellation privilege the student does not enter school, not more than \$100 in any administrative fees charged shall be retained by the school for the synchronous distance education course.
- 4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated, the school or college may retain not more than \$100 in administrative fees charged for the entire program. The minimum refund of the remaining tuition only will be the pro rata portion of tuition that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination. (More simply, the refund is based on the tuition amount paid only on the precise number of course time hours the student has paid for, but not yet used at the point of termination, up to the 75% completion mark, after which no refund is due.)
- 5. Refunds for items listed in the ELTU policy on EXPENSES to the student, such as Matriculation Fee, books, tools, or other expenses and supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund. The ELTU full Matriculation fee is required to operate ELTU programs and seminars and will not be part of the calculation for any refunded amounts. Voluntary Add-ons are non-refundable once student's first draft work has been submitted. Add-on Degrees are refundable based on number of lessons completed.
- 6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
- 7. A full refund of all tuition and fees is due and refundable in each of the following cases:
  - a) an enrollee is not accepted by the school;
  - b) if the course of instruction is discontinued by the school and this prevents the student from completing the course; or

- c) if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

**Synchronous Distance Education Refund Policy for Students Called to Active Military Service**

- 8. A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:
  - a. if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
  - b. a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
  - c. the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
    - 1. satisfactorily completed at least 90 percent of the required coursework for the program; and
    - 2. demonstrated sufficient mastery of the program material to receive credit for completing the program.

The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s) within 60 days after the effective date of termination.

- 9. In all cases, refunds will meet or exceed the requirements of TEC, §§132.061 and 132.0611 and TAC Chapter 807, Subchapter N.

## CONDUCT POLICY & CAUSES FOR TERMINATION

Prohibited Student Conduct – conduct for which students are subject to immediate dismissal includes but is not limited to:

- Any behavior that is Disruptive to the educational process
- Misuse of ELTU online platforms or facilities
- False Information – furnishing false information, forging, unauthorized altering or misusing of any document, record or instrument of identification, withholding information from the ELT, falsely claiming to represent the ELT.
- Theft of or Damage to Property
- Violent, Threatening, or Intimidating Behavior
- Discrimination or Harassment – discriminating or harassing conduct.
- Threat of physical harm such as physical abuse, sexual assault or coercion, harassment and intimidation, whether physical, verbal (oral or written) or nonverbal.

Students whose enrollments are terminated for the above types of offenses will not be allowed readmission to the School or its programs. Violations of the conduct policy for other reasons which are not outlined above may not reenter the School without approval from the School Director and a minimum of 90-days has passed. Students who are terminated must attend a meeting with the following persons present: ELTU Director and ELTU Instructor.

## CONTACT HOURS & COURSE TIME

The terms “Contact hour” and “Course time” refer to courses or class periods that can be described as one of the following:

- A. A 50- to 60-minute lecture, recitation, reading, live or pre-recorded learning event, class activity, class study, lab or shop training, as described in the Instructor’s Course Syllabus and approved by the ELTU School Director; or
- B. A 50- to 60-minute internship or externship approved by ELTU;
- C. 60 minutes of preparation in ELTU asynchronous distance education. (*See Distance Education*)

## CREDIT FOR PREVIOUS TRAINING OR EXPERIENCE

### ELTU POLICY STATEMENT

Due to the specific nature of ELTU programs and services, ELTU will not provide prior credit for education, training, or experience provided by or obtained from institutions other than ELTU or

## CREDIT FOR PREVIOUS TRAINING OR EXPERIENCE

ELTU alliances. Coach-specific programs may be considered on a case-by-case basis if the education or experience was provided by ELTU faculty while employed by ELTU or an ELTU alliance organization. The record of prior education form and request for prior ELTU credit must be submitted in advance with the ELTU Admissions Application to the ELTU School Director for approval of ELTU related prior credits. Otherwise, no credit for prior education or training is granted by ELTU for any degree programs or certificate, and all students must complete the required number of ELTU courses specified for each program or certificate to fulfill their chosen ELTU program or certificate seminar series.

### **ELTU TRANSFERS**

Any transfer of credit for an ELTU program into another ELTU program, including but not limited to students who wish to pursue multiple program enrollment or add additional ELTU programs to a new or existing enrollment, shall be at the discretion and approval of the ELTU School Director in advance of enrollment. (See policy on VOLUNTARY “ADD-ON” SERVICES (OPTIONAL)). ELTU prior credit transfers may only be granted for students entering ELTU degree programs or ELTU certificates that require more than 40 program hours. There will be no ELTU transfer credit granted for the ELTU Professional Coaching Certificates which are the two synchronous real-time professional coaching series/seminars that are offered by ELTU.

### **Limitations on Transferability**

Due to the unique nature of our school, we will only consider ELTU previous education or ELTU training that is directly related formal coaching program from a ELTU faith-based ministry education department that has an alliance with ELTU or from an accredited college or university that has an alliance with ELTU. In such cases, information about previous education, training, and work experiences disclosed by the student to the school will be evaluated and may result in a program or course length being shortened and the cost being reduced as shown below. Credit is limited to \$25 off for each credited course up to a maximum of \$150 deducted off the total tuition cost for one full regularly priced ELTU degree program or certificate over 40 program contact hours.

- ELTU Programs requiring 40 hours or less and any ELTU live seminars or seminar series regardless of the number of program hours will not grant credit for previous education and training.
- Regardless of the number of transferred credit hours, students shall complete at least 50% of the ELTU program contact hours or 20 program contact hours (whichever is higher) to be granted an ELTU degree.
- The maximum number of program hours transferred in from another organization that is an ELTU alliance is 60 course time hours (including any hours from an externship). Regardless of the prior credited number of hours, the financial amount that may be credited to an ELTU student account is limited to \$25 off for each prior credited ELTU program applied toward another ELTU program up to a maximum of \$150 deducted off the total tuition of the one desired ELTU degree or certificate program that is over 40 contact hours.

## DISTANCE EDUCATION POLICY

- Transferred hours shall be applied to ELTU degree programs and the Spiritual Intimacy & Birthing Coach certificate only. Any classes, live seminars, or seminar series at ELTU other than these will not grant any credit for previous education and training.
- All requests for consideration of credit transfers covered by this policy must be reviewed and approved in advance by the ELTU School Director.

### CREDIT TRANSFERABILITY

Transferability of any credit hours earned at this school may be strictly limited to ELTU or ELTU alliances as described above and therefore may not transfer to other institutions, as ELTU holds no relationship or accreditation with the United States Department of Education or the Texas Higher Education Coordinating Board (THECB). ELTU is approved and regulated by the Texas Workforce Commission, Division of Career Schools and Colleges.

## DISTANCE EDUCATION POLICY

ELTU programs, both degree and seminar certificates are offered via distance education campuses which means the programs are assigned and carried out via online and electronic methods rather than requiring students to attend an 'on the ground' locations for instruction. Contact Hours for these programs include both synchronous and asynchronous learning. Synchronous is real-time interactions between faculty and participants and asynchronous is clock hours spent outside of real-time interaction between faculty and participants. Synchronous contact hours can include time spent in direct instruction, real-time discussions, observation and feedback or practice coaching sessions, and mentoring participants. Asynchronous contact hours can include outside reading, writing, research, journaling, practice coaching and various other activities that may occur outside of the synchronous setting. All asynchronous hours require some method of validating that the activity was completed by the participant. Depending on the chosen program as shown below, ELTU utilizes a variety of teaching methods, course textbooks, learning and reference materials, as well as live and pre-recorded course learning events and activities related to the designated ELTU programs. Students may be given access to and awarded credit for attending and/or participating in ELTU or ELTU alliance live teaching, training, or other events related to ELTU degrees or seminar certificates. These opportunities are communicated in the Instructor's Course Syllabus.

### SYNCHRONOUS LEARNING

Synchronous learning is interactive online or offline education that happens in real time with an ELTU teacher, such as live instructor-led webinars, speaker conferences, coaching sessions with the instructor's participation and live videos or live phone conferencing. For refund purposes, the unit of measurement for synchronous Distance Education courses of instruction for the following programs and seminars will be based upon the prorated portions of the course as described in the university's policy on REFUNDS AND CANCELLATIONS. ELTU Synchronous learning programs are at least 50% real-time live instruction between faculty and student. These include but are not limited to the following:

- **Graduate Seminar Series - Certificate in Professional Coaching**
- **Master's Seminar Certificate in Professional Coaching**
- **Spiritual Intimacy & Birthing Coach**

## **ASYNCHRONOUS LEARNING**

Asynchronous Learning programs and certificates at ELTU are all self-paced direct instruction occurring virtually or online and through prepared resources without real-time instructor interaction. Examples of approved asynchronous learning include but are not limited to course assignments, readings for course completion, participating in posting responses & opinions to online community or discussion boards, keeping required class journals, conducting independent research, performing lab activities and individual coaching sessions as part of course, responding to class required emails, or other postings in class blogs, learning portals, and/or postings on websites. For refund purposes, the unit of measurement for asynchronous Distance Education courses of instruction for the following programs and seminars will be based on number of lessons completed. (*See policy for REFUNDS AND CANCELLATIONS*).

- **Bachelor of Science Degree in Christ-Centered Leadership, Coaching, and Change**
- **Master of Science Degree in Christ-Centered Leadership, Coaching, and Change**
- **Graduate Degree Program in Executive Leadership, Pastoral Care, & Change Management**
- **Doctor of Philosophy Degree in Christ-Centered Leadership, Coaching, and Change**
- **Doctor of Philosophy Degree in Human Capital Leadership and Change**
- **Christ-Centered MBA Seminar Series**
- **Personal Ministry Coach**

### **Self-Paced Self-Study**

ELTU courses or assignments listed above are self-paced or self-study, as the course allows for students to complete the materials at their own pace and move to the next course when they are ready. Students must complete the course no later than the maximum time allowed on the Student Enrollment Agreement for the program or seminar series or the student will incur an Extended Program Fee. Self-paced does not remove the requirement to complete the course assignment within the established guidelines outlined in the timetable, Instructor's Syllabus, and Progress Standards policy. (*See Progress Standards and Academic Probation*)

### **Homework/Independent Study Research**

Clock hours spent outside of real-time interaction between faculty and participants (asynchronous). These may include but are not limited to outside reading, writing, research, journaling, practice coaching and various other activities that may occur outside of the synchronous setting. All asynchronous hours require some method of validating that the activity was completed by the participant.

## ELTU DISTINGUISHED ALUMNI SOCIETY

Exclusive membership and participation in the ELTU Alumni Society for Honored Graduates is a privilege extended to all ELTU participants who satisfactorily complete their desired programs. Membership into the Society is completely voluntary and offered upon successful graduation from the ELTU learning program. Membership subscription fees are required and **benefits** include private coaching and mentoring groups/services beyond ELTU, consulting services and delivery of products, extra-curricular activities, discounts, planned trips, and events, as well as select marketing and publishing services. Students are invited into the Society by private letter invitation only. Interested students should inquire after graduation from ELTU.

## EVENTS & EXTRA-CURRICULAR ACTIVITIES

ELTU may from time-to-time offer students the opportunity to participate in extracurricular activities separate and apart from the regular school curriculum as they enhance the student's ELTU learning experience by complementing the programs offered by ELTU. These may include but not be limited to membership and participation in ELTU Alumni Society and its events, outside educational events/projects, student government, athletic participation, work experience, academic teams and clubs, creative pursuits, technological skills, humanitarianism, and/or community advocacy. Event programs that especially provide for leadership activities, faith-based training and worship experiences, coaching or secular training experiences may be considered as part of the program hours in course learning activities when recommended by the ELTU Instructor and approved by the ELTU School Director in advance. In such cases, any extra-curricular activities or event opportunities that offer program hour credits will be communicated in advance and updated to Course Syllabus provided by the Instructor.

## GRADES

To successfully complete any ELTU Degree Program, the student must pass all courses within their chosen degree program with a grade C or higher. Papers and assignments will be evaluated and graded on the Grading Rubric (*see Grading Rubric*). For Seminars and Seminar certificates, the student will receive a mark of 'Pass' or 'Fail.' Work assignments will be evaluated and graded on the following grading rubric.

## GRADUATION COMPLETION REQUIREMENTS

To obtain your ELTU degree or program certificate of completion, Elevation Life Transformation students must pay tuition and fees in full, including all Matriculation fees. An average cumulative GPA of 2.0 or letter grade of C or above is required for graduation from any of our Programs. Seminar courses require a grade of Pass or Fail, rather than a letter grade. Students who meet these requirements will be invited to participate in a formal graduation service celebrating their accomplishments in the Program or Seminar series. Students who do not pay their fees in time or provide an RSVP reply to the graduation registration service to attend the formal graduation



## GRADUATION COMPLETION REQUIREMENTS

celebration will automatically receive their completion degree or certificate documents in the US postal mail service once the full mandatory Matriculation fee requirement is met.

### **Maximum Time Allowed**

Suggested maximum time to complete a program is shown on the Student Enrollment Agreement for each designated program or seminar series. If a student fails to graduate and does not wish to cancel after the maximum time allowed, the student is subject to Extended Program Fee (*see Extended Program Fee under Tuition, Fees, and Expenses*). In no circumstance will a student who is enrolled for a program of 40 contact hours or more be allowed to graduate more than 40 months after initial program or seminar series enrollment due to state guidelines.

# GRADUATION COMPLETION REQUIREMENTS

## Grading Rubric

GRADE/ RATING	REVIEW AND EVALUATION OF WORK/ DESCRIPTION OF QUALITY, QUANTITY, & SUBSTANCE OF SUBMITTED WORK WHERE APPLICABLE	SCORE/ RANGE	GRADE POINT VALUE RANGE
<b>A</b>  <b>****</b>  <b>Pass</b>	<i>In addition to the requirements for grade levels B &amp; C:</i> Work papers and assignments submitted by the student express a substantial understanding and depiction of the course. The student's submitted work material provides written expressions that show student has accomplished all Learning Objectives for the course or assignment. Learning Objectives are clearly identified in the student's work and examples are sometimes provided by the student of the Learning Objectives. The student shows how the Learning Objectives are integrated into the student's life or surroundings. Page number citations are properly used to show support from where the student's statements are derived for the work being submitted. In addition, the student has posted at least once weekly to any ELTU Discussion Forums posted or offered live by Instructor.	<i>91 or higher</i>	<i>4.0</i>
<b>B</b>  <b>****</b>  <b>Pass</b>	<i>In addition to the requirements for grade level C:</i> Work papers and assignments submitted by the student include more than a moderate understanding and depiction. Student provides written expressions that not only show a full summary of how he/she clearly read the required textbook, but also formed a defensible argument for or against the material with minimal to no errors in form, structure, or composition of the work assigned. Discussions and/or participation activities met is more than required minimums.	<i>80-90</i>	<i>3.0</i>
<b>C</b>  <b>****</b>  <b>Pass</b>	The work presented demonstrates the student's rendition of a good understanding of the Instructor's assignment, lab, and other required class related activities. The student followed instructions submitting at least the minimum required page limit describing what was read in the required textbook. Material statements or quotes referred to in the student's paper or materials are properly cited with source name and page number where the statement or reference is found; all work appears to be the result of the student's own words and no plagiarism. Student provided the proper assignment(s) back to Instructor free of major flaws including minimal to no errors, including but not limited to grammatical errors. There is documented evidence of the student's participation in the course for this material work submitted.	<i>70-79</i>	<i>2.0</i>
<b>D</b>  <b>****</b>  <b>Pass</b>	Work is presented by the student but does not demonstrate a strong understanding of the material, assignment, lab, and/or other required class related activities.	<i>60-69</i>	<i>1.0</i>
<b>F</b>  <b>****</b>  <b>Fail</b>	The student did not complete an assignment by the acceptable timeframe, and/or student failed to follow instructions to show capacity to meet minimum requirements for the Assignment, Course, or Program.	<i>Less than 60</i>	<i>---</i>
<b>I / W</b>  <b>****</b>	<b>Incomplete/Withdrew</b> – The student's work is unfinished and cannot be examined in alignment with the instructions provided in the Program or Seminar requirements. Under Title 40, Texas Administrative Code section 132.061 (f) a student who is obligated for the full tuition may request an "incomplete" status if the student withdraws for an appropriate reason unrelated to the student's academic status within the policy allowable timeframe. A student receiving incomplete status may re-enroll in the Course during the 12-month period without payment of additional tuition. To be eligible for a grade of "Incomplete," refer to the policy on <i>Incompletes, Withdrawals, and Repeat Courses</i> . <b>Withdrew</b> – The student withdrew from the Course or Program.		

## HOURS OF OPERATION

### School Hours of Operation

All the school's degree programs are Asynchronous Distance Education offered online 24/7 on demand at the student's convenience.

### Definitive Class Schedules

Degree Programs (Asynchronous) – Our degree programs are all asynchronous instruction and generally have 11-week schedules. Students are able to manage their timeframes for completion in less time increment schedules if needed for self-paced learning.

Seminar Series (Asynchronous) – Each asynchronous seminar series is either a 6-week schedule or 11-week schedule depending on the selected course.

Seminar Series (Synchronous) – Our (3) synchronous seminar series are over 40 program hours operate on Weekends only according to the definitive class schedules shown in the program outline for each course.

When a weekday class is offered for a synchronous program or seminar then the hours are modified as follows:

#### **Weekend/Weekday Classes\***

8 AM – 12 PM

1:00 PM – 5:30 PM

#### **Evening Class\***

5PM – 9PM

*\*When LIVE (synchronous) classes are scheduled, they are typically 8 contact hours per day with scheduled breaks and mealtimes, or 4 contact hours with no scheduled breaks; however, students are allowed to take 5 to 15 minute breaks if needed during 4-hour live classes. All other ELTU courses are asynchronous on demand offered at the student's convenience. Students must follow the timing requirements for completion that are outlined in their Instructor's syllabus, Student Advisory Roadmap, or policies on **Satisfactory Progress and Academic Probation**.*

See each program or seminar course listing with its designated definitive schedules in the Catalog section of this school handbook.

### School Office Hours of Operation

9 AM – 5 PM Mon – Thurs; Office Closed Friday;

See **Holiday Calendar** and **Scheduled Vacations** policy.

# SCHOOL CALENDAR

## 2023

January							February							March							April						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7				1	2	3	4				1	2	3	4							1
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22
29	30	31					26	27	28					26	27	28	29	30	31		23	24	25	26	27	28	29

May							June							July							August						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6					1	2	3						1								
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30	31		

September							October							November							December						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
					1	2	1	2	3	4	5	6	7				1	2	3	4					1	2	
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30			24	25	26	27	28	29	30

Closed all major holidays: New Year's Day, Martin Luther King Jr. Day, Good Friday, Spring Break begins March 10 through March 17<sup>th</sup>; Memorial Day, Independence Day, Labor Day, Thanksgiving Break (starts each year on the day before Thanksgiving and ends the following Wednesday after Thanksgiving); Christmas Break begins Dec 22 and ends Jan 5<sup>th</sup> 2023. Also see ***Scheduled Vacation Periods*** below.

### Scheduled Vacation Periods

See School Holiday chart above for Scheduled Vacation Periods:

- **SPRING BREAK:** 6-business days begins March 10 and ends March 17 of this year
- **THANKSGIVING BREAK:** 5-business days begins the day before Thanksgiving and ends Wednesday after Thanksgiving
- **WINTER BREAK:** 11-business day period begins Dec 22 and ends Jan 5 of 2024 year
- **OTHER MAJOR HOLIDAYS:** See Holiday Calendar above

## **INCLEMENT WEATHER POLICY**

Providing a safe and secure learning experience and environment online for our students, faculty and staff is a top priority for Elevation Life Transformation. In the event of serious inclement weather conditions, online live classes will be cancelled. Students will be notified by phone, email, or text message. To receive email, voicemail, or text message, you must provide current, up to date, personal contact information. There will also be a posting on the school's website. Weather cancellations will not count as part of student's course time hours.

## **INCOMPLETES, WITHDRAWALS, REMEDIAL, & REPEAT COURSES**

Under Title 40, Texas Administrative Code section 132.061 (f) a student who is obligated for the full tuition may request an "incomplete" status if the student withdraws for an appropriate reason unrelated to the student's academic status. For academic purposes, the last date for an ELTU student to request an incomplete or withdrawal from a course without a grade is three weeks after the first date of service for that course. Any refund will be based upon the policy for refunds.

To be eligible for a grade of "incomplete" or withdrawal, the student must make a written request to the school director in advance of submitting the required course paper or course assignment. In the event the course has been discontinued when the student returns, that student will be placed in a similar course or may request a refund according to refund policy.

It should be noted that once an assignment has been uploaded to the Instructor, it may not be replaced or retracted. Submissions that are missing the required information will be graded according to the Grading Rubric unless the student requests an incomplete or withdrawal according to this policy.

\*Incomplete: An "I" for Incomplete is assigned when all the work of a subject class cannot be completed due to circumstances beyond the control of the student. The student may complete the work by the end of the term, or the student can notify the school registrar for readmission for one opportunity to complete the work in a subsequent term beginning no later than 12 calendar months after the end of the term in which the student was assigned the "I". There will be no additional administrative or tuition fees charged for students who exercise this option; however, there may be additional fees for books, supplies, and/or tool kit.

\*\*Withdrawal: Under Texas Education Code §132.061(f), a student who is obligated for the full tuition and is withdrawing for an appropriate reason unrelated to the student's academic status may request a grade of "I" for incomplete. A "W" for Withdrawal indicates that the student officially withdrew or was administratively withdrawn from the subject class. A student with a

grade of "W" cannot complete the active course of study during the term, and will be issued a refund in accordance with the refund policy.

**REMEDIAL WORK AND REPEATED COURSES.** ELTU does not offer remedial work. When a subject or course is repeated, the higher grade for the repeated subject or course will be considered in the determination of the student's grade average for the course of study during the same term. All final grades for a course are reflected on the student's final grade report and transcript.

## LABS & LAB PERFORMANCE

ELTU provides reliable methods for feedback and learning for students through coaching performance and learning labs. The student must complete at least the minimum number of labs required by each program or seminar series to successfully complete their chosen course of study. Depending on the chosen course of study, program area or specialization, a minimum number of 8 program contact lab hours is required (see each program or seminar series listing). Completing more than the required minimum is optional where noted in the course listings only. If a student intends to apply for a higher-level degree or program, then the student may wish to complete all the available lab hours listed in the program or seminar. ELTU will count and document that activity on the student's grade report and ELTU transcript. Lab requirements are detailed in the Seminar Series or Program Description for each course of study. ELTU instructors also detail these lab requirements in each Course Syllabus.

## LEAVE OF ABSENCE

The school director may grant a leave of absence after determining good cause is shown. A student may not have more than two leaves of absence in a 12-month calendar period and may be on leave of absence no more than 30 calendar days during the 12-month calendar period. School attendance records will clearly define the dates of the student's leave of absence. A written statement of the reason(s) leave of absence was granted will be placed in the student's permanent file. The statement will be signed by both student and school official indicating approval. The student should remain in contact with the administrative staff and notify them of any change in plans. A student's enrollment in the program will be terminated if the student fails to return as scheduled from an approved leave of absence.

## MAKE UP & REMEDIAL WORK

The school does not offer remedial or Make Up Work. Students may complete their chosen program by the recommended guidelines and are able to repeat the course if desired. *Also see policy on Incompletes, Withdrawals, and Repeats*

## PLACEMENT ASSISTANCE POLICY

Elevation Life Transformation is committed to providing education and training in these areas for communities of faith. However, Elevation Life Transformation cannot guarantee employment.

## PROGRESS STANDARDS AND ACADEMIC PROBATION

### GRADING PERIODS AND FREQUENCY

Since ELTU's degree programs and asynchronous courses are on-demand and self-paced, for the purposes of Student Progress and Satisfactory Performance, we generally complete grading periods and evaluate student performance in these programs every 11 weeks or less depending on the program schedule. Students may turn in lessons and assignments early before the end of the term; the maximum time period to turn in lessons and assignments is the date specified for the assignment on the course syllabus or the end of the term period for that course, whichever comes first. Individual assignment grades and comments are provided by the instructor within 7 days of turning in the assignment or lesson submission. The formal grading periods and frequency is always shown in detail on the course syllabus and is generally every 11 weeks or less depending on the chosen course or program. This schedule may be modified depending on the student's designed roadmap and timeframe for completion (EX: 4-weeks, 6-weeks, or 8-weeks). Flexibility gives the student some control in planning his/her time and mapping out his/her estimated program completion. The ELTU School Director in the Admissions Office is available to assist the student in developing the Student Advisory Roadmap which serves as the plan for the student's progress milestones and completion date for the program.

### PROGRESS STANDARDS FOR DEGREE PROGRAMS

To receive any ELTU degree, a student must achieve an evaluation rating of "C" or better on all assignments for all the required courses in the degree program. Assignments will be graded by the Instructor using requirements on the Grading Rubric. The definition for Satisfactory Progress and the campus system for providing Progress Reports are further outlined below.

#### Satisfactory Progress

Degree Students enrolled at ELTU are required to maintain satisfactory progress toward completing all the modules of the ELTU curriculum to obtain the specified degree or certificate of completion for their chosen program. Satisfactory progress as defined by ELTU mandates that upon enrollment into any ELTU degree, all students must complete all assignments within the provided timeframes. A timescale on *Estimated Length of Time in Months for Completion of the*

**Program** is shown in the Program Course Outline for each ELTU degree program. Self-paced flexibility allows the student to complete any ELTU degree or asynchronous certificate earlier or later than expected or posted as long as the student finishes no later than the maximum established time period.

For the degree programs, letter grade ratings are provided by the Instructor. All ELTU degree programs are asynchronous instruction programs. Satisfactory progress requires that students achieve a letter grade of C or above for each course in their respective program generally in 11 weeks or less (depending on the program chosen) to successfully complete the degree program in its entirety by the desired completion timeframe. It should be noted that to achieve the student's desired progress, a student may complete the program in a shorter timeframe but no longer than the maximum timeframe shown for each Program in the ***Estimated Length of Time in Months for Completion of the Program***. A student must show that he/she is following the Instructor's syllabus and/or their Student Advisory Roadmap milestones provided by the School's Admissions Office upon enrollment. This is necessary to successfully complete the student's chosen program by the completion timeline. If a student does not complete assignments as instructed within the maximum timeframes allowed for in the Course Syllabus, unless the student requests consideration to extend program, the Instructor may make a recommendation to the School Director that the student be withdrawn from the class roster. Timing of milestones outlined in the Student's Advisory Roadmap may vary depending on the student's chosen goal or timeframe to complete their Program.

### **Progress Reports and Evaluation**

Each student's completed coursework will be reviewed and graded within 7 days of submission. The review will be on their competency of course content knowledge, course participation, homework completion and demonstrated ability to complete all assignments, including but not limited to course papers, projects, ELTU Discussion Forums, and coaching labs as described in this handbook and graded by the Grading Rubric. *(See section on Grades and Grading Rubric)*

Students may receive progress notes in addition to their grades back on their assignments. These notations serve as progress evaluations for any program milestones outlined throughout the duration of the program. Upon student request, the student may meet with ELTU Instructors to discuss the grades or progress notes and/or comments left by the instructor on the course assignments to improve on their performance. Students who disagree with the grades or progress evaluation notations received may do so by writing their concerns and submitting them to the ELTU Director for resolution in accordance with the grievance policy of ELT.

Since all ELTU Degree Programs are Asynchronous Distance Education, the school will also utilize the following **Progress Requirements for Asynchronous Distance Education Schools**. The provisions of which are covered in Rules Chapter 807 of the Texas Career Schools and Colleges §807.223 adopted to be effective August 28, 2006, 31 TexReg 6803; 33 amended to be effective December 20, 2010, 35 TexReg 11392



(a) Asynchronous distance education schools shall evaluate progress as the school receives each lesson assignment. The school shall maintain the record of progress on forms approved by the Commission. Forms shall include:

- (1) the date course materials are provided to the student;
- (2) the date the lesson assignment is received from the student;
- (3) the grade on a per-lesson basis;
- (4) the instructor's name;
- (5) the date graded assignments are returned to the student; and
- (6) the final grade for the program with completion date indicated.

(b) If at the end of the maximum time period specified for each program and noted in the student enrollment agreement, the student has not completed the program, the student's enrollment shall be terminated.

### **Probation Policy**

Students not making satisfactory progress as defined in the policy on Progress Standards are subject to be placed on academic probation. Generally, this would occur at the midway point during each program year. Once a student is placed on probation, this status shall remain for the remainder of the program period. If the student does not achieve satisfactory progress by the end of the next term or the milestone outlined on the Student's Advisory Roadmap (whichever comes first), the student's enrollment shall be terminated.

For example:

If the student on academic probation achieves a passing grade of "C" or better for the probationary period, but not the required grades to meet overall satisfactory progress for the course, the student may be continued on academic probation for one more term or 11 week period. If the student does not achieve overall satisfactory progress by the end of the second probationary period, the student's enrollment will be terminated.

If a student on academic probation fails to achieve the passing grade of "C" or better for the first probationary term, on any remaining assignments in that term, the student's enrollment may be terminated. The enrollment of a student who fails to achieve overall satisfactory progress for the course at the end of two successive terms will be terminated.

### **Unsatisfactory Progress Resulting in Termination**

Students on probation who fail and/or refuse to achieve satisfactory progress as defined above shall be terminated from the ELTU program. Unsatisfactory progress may also consist of any students' failure to follow the code of conduct policies and rules of ELT. Any behavior or failure to abide by the policies of ELT, such as making degrading comments or offensive remarks online,

## PROGRESS STANDARDS AND ACADEMIC PROBATION

placing the school, staff, or other students at risk of harm, may result in disciplinary action up to and including immediate termination from the program. Students terminated for violations of codes of conduct shall not be considered for re-enrollment.

Students terminated for unsatisfactory academic progress cannot be readmitted until a minimum of six weeks has elapsed since their termination. Such reenrollment does not circumvent the approved refund policy. Prior to being readmitted to ELT, all terminated students must attend a meeting with the following persons present: ELTU Director, ELTU Instructor and Designated ELTU Student Liaison (to be determined at the discretion of the Director prior to the meeting).

A student who returns after termination of enrollment for unsatisfactory academic progress will be placed on academic probation for the next approved term. The student will be advised of this action, and it will be documented in the student's file. If the student does not demonstrate satisfactory progress at the end of this probationary period or approved term, the student's enrollment will be terminated. The date, action taken, and terms of probation will be clearly indicated in the student's permanent file.

### PROGRESS STANDARDS FOR SEMINAR CERTIFICATES OF 40 HOURS OR MORE

ELTU Seminar certificate participants achieve an evaluation rating of “Pass” or “Fail” on all assignments for all the required courses in the seminar certificate. Assignments will be graded by the Instructor using requirements on the Grading Rubric. This definition for Satisfactory Progress and the campus system for providing Progress Reports shall apply to all Programs and Seminar Certificates that are 40 contact hours or more in program length. The policy definitions and provisions are further outlined below.

#### Satisfactory Progress

Students enrolled in ELTU Seminar certificates or Seminars of 40 contact hours or more are required to maintain satisfactory progress toward completing all the modules of the ELTU curriculum to obtain the specified certificate of completion for their chosen program. Satisfactory progress as defined by ELTU mandates that upon enrollment into any ELTU program or seminar, all students must complete all assignments within the provided timeframes. A timescale on ***Estimated Length of Time in Months for Completion of the Program*** is shown in the Program Course Outline for each ELTU program.

For the seminar certificates, letter grades are not used – only ratings of ‘Pass’ or ‘Fail’ are provided by the Instructor. Satisfactory progress requires that students achieve a rating of ‘Pass.’ For satisfactory progress in any Seminar certificate of 40 hours or more, a student must complete one course in their respective program generally in 11 weeks or less with a rating of ‘Pass’ to successfully complete the Seminar certificate in its entirety by the desired completion timeframe outlined on their Student Advisory Roadmap. It should be noted that to achieve the student’s desired progress, a student may complete the program in a shorter timeframe and no longer timeframe than the maximum timeframe specified in the ***Estimated Length of Time in Months***

***for Completion of the Program.*** A student must show that he/she is following the Instructor's syllabus and/or their Student Advisory Roadmap milestones provided by the School's Admissions Office upon enrollment. This is necessary to successfully complete the student's chosen program by the completion timeline. If a student does not complete assignments as instructed within the timeframes allowed for within the Course Syllabus, the Instructor may make a recommendation to the School Director that the student be withdrawn from the class roster. Timing of milestones outlined in the Student's Advisory Roadmap may vary depending on the student's chosen goal or timeframe to complete their Program.

### **Progress Evaluation**

Each student's completed coursework will be reviewed and graded within 7 days of submission. The review will be on their competency of course content knowledge, course participation, homework completion and demonstrated ability to complete all assignments, including but not limited to course papers, projects, ELTU Discussion Forums, and coaching labs as described in the Grading Rubric. *(See section on Grades and Grading Rubric)*

Students may receive progress notes in addition to their grades back on their assignments. These notations serve as progress evaluations for the program milestones outlined throughout the duration of the program. Upon student request, the student may meet with ELTU Instructors to discuss the grades or progress notes and/or comments left by the instructor on the course assignments to improve on their performance. Students who disagree with the progress evaluation notations received may do so by writing their concerns and submitting them to the ELTU Director for resolution in accordance with the grievance policy of ELT.

### **Probation Policy**

Students not making satisfactory progress as defined in the policy on Progress Standards are subject to be placed on academic probation. Generally, this would occur at the midway point during each program year. Once a student is placed on probation, this status shall remain for the remainder of the program period. If the student does not achieve satisfactory progress by the end of the next term or the milestone outlined on the Student's Advisory Roadmap (whichever comes first), the student's enrollment shall be terminated.

For example:

If the student on academic probation achieves an evaluation rating of 'Pass' during the probationary period, but not the required 'Pass' to meet overall satisfactory progress for the course, the student may be continued on academic probation for one more period. If the student does not achieve overall satisfactory progress by the end of the second probationary period, the student's enrollment will be terminated.

If a student on academic probation fails to achieve the required 'Pass' for the first probationary term, on any remaining assignments in that term, the student's enrollment may be terminated. The enrollment of a student who fails to achieve overall satisfactory progress for the course at the end of two successive probationary periods or terms will be terminated.

### **Unsatisfactory Progress Resulting in Termination**

Students on probation who fail and/or refuse to achieve satisfactory progress as defined above shall be terminated from the ELTU program. Unsatisfactory progress may also consist of any students' failure to follow the code of conduct policies and rules of ELT. Any behavior or failure to abide by the policies of ELT, such as making degrading comments or offensive remarks online, placing the school, staff, or other students at risk of harm, may result in disciplinary action up to and including immediate termination from the program. Students terminated for violations of codes of conduct shall not be considered for re-enrollment.

Students terminated for unsatisfactory academic progress cannot be readmitted until a minimum of six weeks has elapsed since their termination. Such re-enrollment does not circumvent the approved refund policy. Prior to being readmitted to ELT, all terminated students must attend a meeting with the following persons present: ELTU Director, ELTU Instructor and Designated ELTU Student Liaison (to be determined at the discretion of the Director prior to the meeting).

A student who returns after termination of enrollment for unsatisfactory academic progress will be placed on academic probation for the next approved term. The student will be advised of this action, and it will be documented in the student's file. If the student does not demonstrate satisfactory progress at the end of this probationary period or approved term, the student's enrollment will be terminated. The date, action taken, and terms of probation will be clearly indicated in the student's permanent file.

*(For more information, see policy on "Incompletes, Withdrawals and Repeat Courses.")*

## **RE-ADMISSION POLICY**

Students may re-enter ELTU after leaving in good standing by standards of acceptable behavior as defined by the ELT policy. Students terminated for violation of attendance or failure to achieve satisfactory academic progress may reenroll after six weeks. Any fees, penalties, fines or unpaid previous balances must be paid before re-enrollment is reviewed for consideration.

## SEMINARS & SEMINAR SERIES

ELTU course offerings marked “Seminars” and “Seminar Series” are single subjects that have been grouped together to focus on an aspect of enhancing one’s leadership, coaching, or personal development for life. A single subject seminar is typically less than 40 program contact hours and/or lasts three or less consecutive calendar days. When multiple seminars are taught in a group, series, or bundle occurring over more than 3 consecutive days, we call these Seminar Series. They provide the student an opportunity to earn certificates rather than degrees and enhance the student’s career and life rather than prepare for work in a particular occupation. Generally, seminar series graduates in our Seminar certificates such as: Christ-Centered MBA Seminar Series, Spiritual Birthing Coach, Personal Ministry Coach, and Certificates in Professional Coaching are a part of the ELTU Graduation experience as these series are generally over 3 consecutive days long or they are over 40 program contact hours.

## SERVICE DENIAL POLICY

Elevation Life Transformation reserves the right to refuse, deny, or revoke admission and/or services to anyone for any reason, including but not limited to existing or prospective students, alliance organizations or business and personal views online or offline that pose a threat to the safety of our students, employees, volunteers, officials, or business.

## TOOLS & ASSESSMENTS

To assist the student in learning, ELTU uses from time-to-time resources from organizations including but not limited to the International Coach Federation (ICF) and its website. The ICF is a leading global organization for coaching that voluntarily sets high standards, provides independent voluntary certification and builds a worldwide network of trained coaches both faith-based and secular. By use of such materials, tools, and resources, ELTU assists students in developing their coaching skills. For example, the ICF performance markers are the indicators that ELTU instructors listen for to determine which Core Competencies for Coaching are evidenced in a recorded coaching session/lab conversation, and to what extent. These performance markers are behaviors that represent demonstration of the Core Competencies in a coaching conversation as used in the context of course training and discussion at ELT. They support the ELTU coaching labs and a performance evaluation process that is fair, consistent, valid, reliable, indicators as published by the International Coaching Federation. Designed to support coaches, coach trainers and mentor coaches in identifying areas for growth and skill development, these indicators are used in the context of Core Competency development, and not used as a checklist in a formulaic manner for ELTU coaching performance evaluation. A copy of these coaching lab performance markers and other materials can be downloaded from the ICF website to use as a general helps tool at your disposal.

## TUITION, FEES & SPECIAL CHARGES

ELTU is a small college that does not receive tuition, fees, financial assistance or any other prepayment of other charges from federal or state funds. As such, ELTU operates 100% on the payments provided from its student demographic population who sign up to engage in coaching, leadership, and change studies that enhance their callings and careers. Due to the specialized nature and objective of ELTU program of instruction, we have specific policies on Tuition, Fees, & Special Charges. The specific tuition and fees for registration, books, supplies, tools, laboratory fee, and other charges are shown broken down in detail in their respective sections for each degree program or seminar series. All tuition, fees, and special charges are outlined and agreed to in writing on the ELTU **Student Enrollment Agreement (SEA Form)**. The SEA Form is a legally binding contract and students must fulfill all terms of the Agreement as outlined, including but not limited to any tuition, payment plan processing fees, special charges, and other fees and expenses outlined in the University catalog and specified in the Agreement. Students must complete a new Student Enrollment Agreement should they wish to apply for a different program or certificate at the University. *(For ease of administration, any figures for mathematical calculations may be rounded up or down to the nearest whole number.)*

### Total Costs for the Programs

The total cost for each ELTU Degree program or seminar certificate series is subject to change.

- **Bachelor of Science Degree in Christ-Centered Leadership, Coaching, and Change \$4,533**
- **Master of Science Degree in Christ-Centered Leadership, Coaching, and Change \$4,013**
- **Graduate Degree Program in Executive Leadership, Pastoral Care, & Change Mgmt \$4,013**
- **Doctor of Philosophy Degree in Christ-Centered Leadership, Coaching, & Change \$4,533**
- **Doctor of Philosophy Degree in Human Capital Leadership and Change \$4,533**
- **Graduate Seminar Series - Certificate in Professional Coaching \$5,775**
- **Master's Seminar Certificate in Professional Coaching \$6,807**
- **Christ-Centered MBA Seminar Series \$4,013**
- **Personal Ministry Coach \$4,013**
- **Spiritual Intimacy & Birthing Coach \$4,013**

### TUITION

Tuition varies according to selected program or seminar. At ELTU, Tuition represents the cost of the ELTU delivered course curricula only and does not include textbooks, supplies, or any other expenses.

## EXTRA EXPENSES

In addition to the tuition associated with the degree program and seminar certificates, and pursuant to Texas Act §132.061, the following extra expenses are necessary for the portion of the program attended and are separately stated in the student enrollment agreement. Unless otherwise noted, ELTU will withhold these items of extra expense from any refunds made to the student as allowable and referenced under the Act.

The University will charge the following non-refundable fees, incidental fees, and other associated expenses as **these expenses are utilized to operate the program and will not be part of the calculations for refundable expenses. These fees are subject to change:**

- Registration Fee: \$100 (*refundable if Application for Admission is not approved*)
- Matriculation fee \$1,288 (*refundable if Application for Admission is not approved*)
- Program Re-instatement Fee \$100
- Payment Plan Enrollment Fee: \$150 (*refundable if Admission Application is not approved*)
- Late Payments \$35
- Extended Program Fee \$89 per month
- Official Transcripts \$30
- Fees Prior to Graduation Eligibility
- Add-on Degree Program \$2,000 (*Optional; Subject to change and varies by program*)
- Add-on Seminar \$2,000 (*Optional; Subject to change and varies*)
- Book Publishing Package \$2,400 (*Optional; Subject to change*)
- Book Fees & Supplies
- Returned check \$35
- Replacement Certificate Unframed \$50
- Official Framed Print or Reprint of Official Degree or Diploma Certificate \$189
- Tools Fee, Lab Fee, Individual Subject Fee

Brief descriptions of these fees:

### **Registration Fee: \$100**

One-time non-refundable fee payable when students apply for admission to the school Admission's application. If a student is not approved for admission, then the fee is refunded.

### **Matriculation Fee: \$1,288**

One-time non-refundable fee payable in advance or set up in 12-monthly installments upon admission and enrollment application. The Matriculation fee is refundable if Application for Admission is not approved; otherwise, this fee is required to operate all programs or seminars as part of operating costs and will not be considered in calculating any refundable expenses. The ELTU Matriculation Fee is a separate line item on the Student Enrollment Agreement and covers the cost of labor and operations expenses not included in tuition. This fee must be set up on 12-monthly installments or paid in advance when the student applies for Enrollment to the

## TUITION, FEES & SPECIAL CHARGES

University (24-monthly installments is available for students with Voluntary Add-ons). ELTU Matriculation fee includes but is not limited to program/seminar related expenses for students accepted into the University; the Fee represents cost of providing student services, staff, access to technology platforms, communications, evaluations, operations expenses, and student-faculty activities, recordkeeping, and review upon admission and enrollment.

The full Matriculation Fee is due and payable on the official program/seminar start date as it is operating expenses needed to make the program/seminar available. The Matriculation Fee may be paid in monthly installments for degree and asynchronous programs only. If the student is paying in monthly installments, all payments made must first be allocated towards the Matriculation Fee until Matriculation Fee is paid in full. If you change your mind and withdraw within the first 3 days of program start date, you get a full refund of the Matriculation and Tuition Fees paid. If for any reason you withdraw after the first 3 days of official program start date, the Matriculation Fee is non-refundable, and the tuition is refundable based on the number of lessons completed as discussed in the Cancellations and Refunds policy.

The Matriculation Fee for synchronous programs and seminars cannot be paid in installments and is due and payable on the official program/seminar start date again, as it is operating expenses needed to make the program/seminar certificate available from enrollment. If you change your mind and withdraw from a synchronous program or seminar within the first 3 days of program/seminar start date, you get a full refund of the Matriculation and Tuition Fees paid. If for any reason you withdraw after the first 3 days of a synchronous official program/seminar start date, the Matriculation Fee portion is non-refundable, and the remaining portion of the synchronous program/seminar is refundable based on portion of the program/seminar attended.

### **\$100 – Reinstatement Fee**

If a student who has cancelled or otherwise terminated a Student Enrollment Agreement wishes to reinstate a previously terminated agreement, then a fee of \$100 will be charged prior to reinstatement. This does not apply to students who have exercised the time provisions of the policy on Incompletes, Withdrawals, or Repeat Courses within the allowable time under the policy.

### **Payment Plan Enrollment Fee**

A non-refundable \$150 Payment Plan Enrollment Fee is required at the time of payment plan election and is shown outlined in your Student Enrollment Agreement. *See Payment Plan policy*

### **\$35 – Late Payments**

Late payment fees of \$35 are assessed for any installment payment remaining unpaid after (3) business days.

### **\$89 per month - Extended Program**

If a student has not finished the program after the maximum number of months has expired or has not successfully cancelled or otherwise terminated a Student Enrollment Agreement, the student may be assessed a fee to hold the program over beyond the maximum time period. A fee of \$89 per month will be charged until the student finishes the program. This does not apply



to students who have exercised the time provisions of the policies on Incompletes, Withdrawals, Cancellations, Terminations, or Repeat Courses within the allowable time under policy.

### **\$30 – Official Transcripts**

A fee of \$30 will be charged when a student requests ELTU send copies of any transcripts requested by the student. The student must make a request for transcript in writing, including the school/entity/person who is authorized to receive the transcript. Student must pay all fees owed to the school for any open balances on the student financial account. The student must the transcript request before any documents will be released.

### **Fees Prior to Graduation Eligibility**

A Student who has an open balance on the Student Financial Account may not be scheduled for graduation, nor receive any certificates, Degrees, official grades, official or unofficial transcripts until all financial obligations for payment are paid in full on the Student ELTU Financial Account.

### **Add-on Program \$2,000 and Add-on Book Publishing Package \$2,400**

If you choose to add on an optional additional Degree programs, Seminar Series, or the ELTU Book Publishing Program, this information is shown on your Student Enrollment Agreement. You may be eligible for discounts as offered by the school and described in this ELTU Catalog (*see Student Discounts policy and VOLUNTARY “ADD-ON” SERVICES (OPTIONAL) policy*). These discounts vary and are subject to change. Your discounts amounts are shown on your Student Enrollment Agreement. Transaction details regarding Add-on services that you selected and their costs along with any terms for payment are also included and outlined on your Student Enrollment Agreement.

### **Book Fees & Supplies**

Textbooks vary in cost and students should project an estimate of about \$250 to \$350 total to cover books in any given ELTU program. Depending on the book provider, cost may be higher or lower than this estimate. Books may be purchased from your favorite bookstore online such as Amazon.com or similar, and some books may be purchased directly from ELTU separately. Students are responsible for the cost of their own textbooks, Internet, computer devices and equipment, email service, etc. which are needed to access and complete ELTU courses, seminars, and programs. Any cost shown for textbook fees or supplies are estimates only based on current cost and are subject to change at any time. *See policy on **BOOKS, MATERIALS, & SUPPLIES**.*

### **Tools Fee, Lab Fee, Individual Subject Fee**

Unless otherwise shown, the University does not charge a separate fee at this time as tools fee, lab fees, or individual subject fees.

## **STUDENT DISCOUNTS**

Tuition rate discounts and other student discounts may be offered to students who enroll in and purchase multiple programs and optional Add-on services, seminars and programs. ELTU students who wish to add on multiple programs or seminar series while enrolled in the current

one may do so by purchasing the Add-on package. Each Add-on package applies only to one degree program or seminar series. Multiple Add-on packages must be purchased for multiple degree programs or seminars. A student enrolled in the full regular ELTU degree program or seminar series (not an ELTU bridge) who purchases an Add-on package must complete the full required number of program hours for their selected Add-on degree program except where noted otherwise in this handbook concerning transferable credits for the selected program or seminar series. *For example, right before graduation a student in the ELTU Bachelor's degree program purchases (1) Add-on degree package for a Master's degree. The student must complete the required program hours in the first program before he/she can begin the next program or seminar series.* If the student has prior transferable credits, they may request consideration for those credits under our admissions policy. Add-on package price is strictly a discounted rate for which the student is eligible due to his/her multiple enrollments as an ELTU student. The discounted rate for the Add-on Package must be paid along with any school processing fees, including Matriculation fees. These fees are payable either upfront or they may be paid via an installment plan. If the Add-on package and fees are paid on an installment plan, the Add-on package installment plan may begin only after the current active degree plan has been paid in full. A student may not have more than one installment payment plan active at one time. At present, all our ELTU installment packages are paid monthly with no interest. All Add-on packages must be purchased while the student is currently active in good standing in an ELTU program or seminar series. Once a student has completed an ELTU program or seminar series, the student is no longer an active ELTU student and is no longer eligible to purchase an Add-on package discounted program. *(Also see policy on VOLUNTARY "ADD-ON" SERVICES (OPTIONAL)).*

### **VOLUNTARY "ADD-ON" SERVICES (OPTIONAL)**

ELTU may offer more than one program for the student to consider as optional programs, such as "bridge" program choices or multiple degree programs. These are optional add-on programs or seminars offered to complement the student's choices and offer flexibility in obtaining educational goals. Add-on programs are not mandatory and are purely offered as "bridges" of

convenience to the student who wishes to join multiple programs together in completing his/her educational goals. In addition, ELTU program packages are often offered bundled together so that the student may receive special discounts approved by the School Director in advance. Any ELTU Program Credits for these programs are reviewed in advance by the ELTU School Director for transferability to other ELTU programs. Credit hours for Previous Training or Work Experience outside of ELTU programs or seminars do not apply to our ELTU bridge programs which are those programs that have already been shortened in program hours providing ELTU credits within our school. Any transfer of program credit from one ELTU program into another ELTU program must be requested by the student in advance of entering any ELTU program or seminar series; and approval if any, is at the sole discretion and approval of the ELTU School Director.

#### **Add-on Multiple Programs or Seminars**

ELTU students who wish to add on multiple programs or seminar series while enrolled in the current one may do so by purchasing the Add-on package. Each Add-on package applies only to one degree program or seminar series. Multiple Add-on packages must be purchased for multiple degree programs or seminars. A student enrolled in the full regular ELTU degree program or seminar series (not an ELTU bridge) who purchases an Add-on package must complete the full required number of program hours for their selected Add-on degree program except where noted otherwise in this handbook concerning transferable credits for the selected program or seminar series. *For example, right before graduation a student in the ELTU Bachelor's degree program purchases (1) Add-on degree package for a Master's degree. The student must complete the required program hours in the first program before he/she can begin the next program or seminar series.* If the student has prior transferable credits, they may request consideration for those credits under our admissions policy. Add-on package price is strictly a discounted rate for which the student is eligible due to his/her multiple enrollments as an ELTU student. The discounted rate for the Add-on Package must be paid along with any school processing fees, including Matriculation fees. These fees are payable either upfront or they may be paid via an installment plan. If the Add-on package and fees are paid on an installment plan, the Add-on package installment plan may begin only after the current active degree plan has been paid in full. A student may not have more than one installment payment plan active at one time. At

present, all our ELTU installment packages are paid monthly with no interest. All Add-on packages must be purchased while the student is currently active in good standing in an ELTU program or seminar series. Once a student has completed an ELTU program or seminar series, the student is no longer an active ELTU student and is no longer eligible to purchase an Add-on package discounted program.

### **Add-on Commercial Book Publishing Pkg (optional)**

At ELTU: The University of Christ-Centered Coaching, Leadership, and Change, you can become not only transformed and empowered to go live your best life, but also write your story, get it published and released into the commercial marketplace or ministry marketplace - all while completing the dream of earning your college degree! In this Optional Book Publishing Package, you will complete the process of earning your chosen degree or graduate certificate, plus ELTU will help to launch your own published work into the commercial market or ministry marketplace! And the best part is this is all accomplished in the process of earning your degree or graduate certificate. Specifically, we will show you how to:

- **Write your book;**
- **Become a published author;**
- **Launch your book into marketplace or ministry;**
- **Get the Discounted rate of just \$2,400 for worldwide marketplace publishing; and**
- **Keep 100% of your Book Royalties minus any Amazon Publishing Fees!**

#### **How It Works:**

Pair the Add-on Commercial Book Publishing Package with any of our ELTU degree or graduate seminar certificates; you get to utilize your time in the Course Paper to create your book content for publication into the market. Instead of writing a textbook summary for your Course Paper, you will share your own stories along with what you learned in the textbook lectures to develop content for your Course Paper. This content is what you will submit as your Course Paper to the Instructor for grading. Once graded and returned to you, with your fully paid Add-on Book Publishing package, we receive your permission to publish the work for you under your name in the outside market. The material will be packaged by ELTU for your commercially produced book in the marketplace. With ELTU, you are provided with a full suite of our services including book editing, book cover, ISBN, setup training, and consultation to help turn your Course Paper into a

production work file for your book. You will get to work on your book, your calling, and your personal brand all while completing your ELTU degree or seminar certificate! *Refundable until first draft of work is turned in submitted to Instructor.*

**All at a discounted publishing rate!**

*During enrollment, select the “Add-on Book Publishing Package.” The price shown for this Add-on program has already been discounted as shown in the Student Enrollment Agreement. This amount will be added on to your chosen degree or seminar certificate package. You will be given the opportunity to break the Add-on payment into installments or pay in advance. No work will be done on your book production file until all payments have been completed for both your ELTU degree or seminar certificate and your selected Add-on Commercial Book Publishing Package.*

**Commercial Publishing Package - Doctoral Dissertation**

When you pair the Add-on Commercial Book Publishing Package with the Doctoral Dissertation, once your Doctoral Dissertation has been successfully graded, defended, and conferred, your Course Doctoral Paper content will be used to create your book content for publication into the market. Each Add-on Commercial Book Publishing Package you purchase may only be used to publish your Combined Course Papers or your Dissertation. If you wish to publish both your Combined Course Papers and your Dissertation, you will need to purchase a total of (2) Add-ons as one of the Add-ons will cover the Program Course Papers and the other Add-on will cover the Program Dissertation. This unique and convenient learning experience gives students the opportunity to share their stories along with what you learned in the textbook lectures to make the world a better place! The content you create is what you will submit as your Course Paper or Course Dissertation to the Instructor for grading. Once graded and returned to you, with your fully paid Add-on Book Publishing package, we receive your permission to publish the work for you under your name in the outside market. The material will be packaged by ELTU for your commercially produced book in the marketplace. With ELT, you are provided with a full suite of our services including book editing, book cover, ISBN, setup training, and consultation to help turn your Course Paper into a production work file for your book. You will get to work on your

book, your calling, and your personal brand all while completing your ELTU degree or seminar certificate!

## **PAYMENT PLAN ENROLLMENT FEE**

Students may opt to pay tuition and fees on the installment plan. This plan allows a student to pay monthly tuition after the initial school registration fee has been paid to enroll in the desired program. The Payment Plan Enrollment is a separate enrollment into an installment payment plan available for your chosen ELTU program (if any) is outlined in the specified Student Enrollment Agreement for your chosen program. The number of payments outlined in each program may vary as each program duration is different. See the specifics outlined for your chosen program and course of study on your Student Enrollment Agreement.

The Payment Plan installments are due each month on the first day of the month. Any student failing to make the monthly installment is subject to fines/penalties, withdrawals for non-payment and may forfeit credit for courses. If a student is withdrawn for non-payment, all tuition, fees, fines and penalties are collected along with a reinstatement fee before course grades are assigned. Reinstatement may be granted through the end of the existing program year if the student brings the financial account current and follows the re-instatement policy. The Payment Plan is a legally binding contract and students must fulfill all terms of the payment plan installments as outlined in the Student Enrollment Agreement, including but not limited to any late fees, incidental expenses, and other fees and expenses as outlined in the University catalog and the Student Enrollment Agreement. Payment Plans are available at the beginning of the admission's process and may need to be revised if the student makes changes to their program. Students may only have one payment installment plan in effect at a time.

### **Payment Plan Enrollment Fee**

- A non-refundable \$150 Payment Plan Enrollment Fee is required at the time of payment plan election and is shown outlined in your Student Enrollment Agreement.
- Late payment fees of \$35 are assessed for any installment payment remaining unpaid after (3) business days.

### ***Method of Payment***

The only acceptable methods of payment are company (organization) checks or electronically processed transactions in good funds paid via online link electronically from the School. No cash payments are accepted. Company check processing or payment via Paypal, debit, credit cards, electronic funds transfer (EFT), and automated clearinghouse (ACH) recurring payments made electronically or online are the school's only acceptable method of payment.

## **FINANCIAL AID & SCHOLARSHIPS**

ELTU may from time to time be able to offer private scholarships. Organizations or individuals who wish to partner formally or informally with ELTU to support ELTU students' learning journey

are welcome. Any funds available for scholarships will be offered according to the donor's requirements and in alignment with these school policies, notwithstanding any state, federal, or local governing laws that may be applicable. An educational sponsor, church or organization whose educational department has a strategic alliance with ELTU will be highlighted and featured as appreciation at the ELTU program graduation. ELTU does not participate in federal, state, or local government student financial aid programs under Title IV, Higher Education Act of 1965 (20 U.S.C. Section 1070 et seq.) All scholarships and financial aid awards become a part of the signed and executed Student Enrollment Agreement.

- **ELTU Inaugural Scholarship (2023)**

Established in 2023, the ELTU Inaugural Scholarship is a gift of Free or Reduced Tuition from University Founder, Dr. Merle Ray, elevating students who are following their calling and career in the fields of leadership, coaching, spiritual care and/or managing change. The Scholarship serves to further Dr. Ray's commitment to encourage and support women and men who are committed to Christ-Centered leadership transformation in the 21st century.

A selection committee comprised of representatives from the University selects scholarship recipients on the basis of successful completion of the ELTU Admissions process and written essay questions contained in the Application. All applicants will receive notification in writing as to the decision of the committee. To obtain consideration, applicants must receive an Invitation to Apply letter directly from the University. ELTU Inaugural Scholarship covers Tuition only of the student's first ELTU Degree Program and does not cover Matriculation Fees or any other expenses. Inaugural candidates must complete the ELTU Admissions process and Student Enrollment Agreement in its entirety, and a **Waiver of Tuition** Form will be executed upon Admissions approval and Scholarship Committee approval. Expenses and Fees not covered by the Scholarship must be set up on installments or paid in advance prior to admission. All scholarships and financial aid awards are offered and reviewed on a case-by-case basis and become a part of the signed and executed Student Enrollment Agreement.

## UNREMEDIED ISSUES / GRIEVANCE POLICY

If you have any issues which you wish to address or any suggestions on how we can improve our services, please contact the Instructor. Contact can be made in person or by e-mail and/or fax. The instructor will do their level best to address your issue(s) within 3 working days. In the event the instructor is not able to address the issue, or it is not handled to the student's satisfaction, the student may raise the issue to the Director by e-mail and/or fax. The Director will meet with the student within 3 business days upon receiving the e-mail and/or fax to investigate the issue at hand. Please provide a detailed description of the issue(s) you wish to have the Director to address.

### NOTICE STUDENT COMPLAINT POLICY

**This school has a Certificate of Approval from the Texas Workforce Commission (TWC).**

The TWC-assigned school number is S5726. The school's programs are approved by Texas Workforce Commission, Career Schools and Colleges, Austin, Texas. Students must address their concerns about this school or any of its educational programs by following the grievance process outlined above. Schools are responsible for ensuring and documenting that all students have received a copy of the school's grievance procedures and for describing these procedures in the school's published catalog. If, as a student, you were not provided with this information, please inform school management.

Students dissatisfied with this school's response to their complaint or who are not able to file a complaint with the school, can file a formal complaint with TWC, as well as with other relevant agencies or accreditors, if applicable. Information on filing a complaint with TWC can be found on the website at: [www.texasworkforce.org/careerschoolstudents](http://www.texasworkforce.org/careerschoolstudents).

Any unresolved issue(s) may be directed to:

Texas Workforce Commission  
Career Schools and Colleges, Room 226T  
101 East 15<sup>th</sup> Street  
Austin, Texas 78778-0001  
Phone: (512) 936-6959  
<http://csc.twc.state.tx.us/>

Approved and Regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas.

**The information contained in this catalog is true and correct to the best of my knowledge.**

I hereby certify that the statements and information in this catalog are true and correct to the best of my knowledge and belief.

  
\_\_\_\_\_  
**SIGNED BY DIRECTOR OR OWNER**



## DEGREE PROGRAMS

*Approved and Regulated by the Texas Workforce Commission, Career Schools and Colleges,  
Austin, Texas.*

*ELTU has been granted an exemption from the Texas Higher Education Coordinating Board  
(THECB) to offer degrees that are faith-based in nature as permitted in sections 61.304 and  
61.313(a) of the Texas Education Code.*

*These degree programs are not recognized or accredited by the United States Department of  
Education. The courses are also not designed for state licensure, certification, or other state  
professional designations.*

# BACHELOR'S OF SCIENCE IN CHRIST-CENTERED LEADERSHIP, COACHING, AND CHANGE

(BCL-100 SERIES - Asynchronous Degree Program)

## Overview

The Bachelor of Science Degree in Christ-Centered Leadership, Coaching, and Change is a full program offering academic instruction that leads to a degree in faith-based coaching, mentoring, training and instruction of 21<sup>st</sup> century best practices of the Christian faith. This program offers organized postsecondary instruction in approved subjects that lead to an academic, professional, or vocational degree certificate in ministry covering such topics as:

- Executive Coaching to Pastors and Faith-based Leaders;
- Leadership in Faith-based Organizations;
- Faith-based teaching on Philosophy and Religious Instruction - Post-secondary;
- Faith-based Life Coaching or Counseling not elsewhere specified.

The program is designed to prepare students for their "Callings and Careers" which we define as life activities revealed to you by God for your spiritual growth and Kingdom purposes. As students apply what they learn, we believe God for our students to become enlightened by Christ to utilize their faith to make a measurable difference and positive impact in the world.

## Degree Program Requirements

The Bachelor of Science Degree in Christ-Centered Leadership, Coaching, and Change requires completion of 16 Core Courses including textbook lectures, labs, and discussion groups posted by instructors for a total of 126 program contact hours. This information is described in greater detail and shown in the Program Course Outline below and in each Course Syllabus. *Program completion requires a minimum total of 126 program hours.*

**Type of Degree Awarded:** Bachelor of Science Degree – Specializing in Christ-Centered Leadership, Coaching, and Change

## Program Course Outline

### *Complete Listing of Subjects*

SUBJECT #	SUBJECT TITLE	COURSE TIME HOURS LEC/LAB/EXT/TOTAL
<b><u>BCL 101</u></b>	<b>INTRO TO CHRIST-CENTERED COACHING &amp; MENTORING</b>	10 / 2 / 0 / 12
<b><u>BCL 102</u></b>	<b>COACHING ESSENTIALS FOR CHRISTIANS</b>	10 / 2 / 0 / 12
<b><u>BCL 103</u></b>	<b>TRANSFORMATIONAL CONVERSATIONS</b>	10 / 2 / 0 / 12
<b><u>BCL 104</u></b>	<b>COACHING YOURSELF &amp; OTHERS FORWARD</b>	10 / 2 / 0 / 12
<b><u>BCL 105</u></b>	<b>CHRIST-CENTERED COACHING WORLDVIEW</b>	10 / 2 / 0 / 12
<b><u>BCL 106</u></b>	<b>DESTINY CHANGE MANAGEMENT PRINCIPLES</b>	10 / 2 / 0 / 12
<b><u>BCL 107</u></b>	<b>SELF-COACHING</b>	10 / 2 / 0 / 12
<b><u>BCL 108</u></b>	<b>LEADERSHIP LIFE PRINCIPLES I</b>	10 / 2 / 0 / 12
<b><u>BCL 109</u></b>	<b>LEADING &amp; COACHING DIFFICULT SITUATIONS</b>	10 / 2 / 0 / 12
<b><u>BCL 110</u></b>	<b>DEEPER ENCOUNTERS &amp; CONVERSATIONS WITH GOD - I</b>	10 / 2 / 0 / 12
<b><u>BCL 111</u></b>	<b>UNDERSTANDING BARRIERS IN CULTURE</b>	10 / 2 / 0 / 12
<b><u>BCL 112</u></b>	<b>DEVELOPING COACHING HABITS</b>	10 / 2 / 0 / 12
<b><u>BCL 113</u></b>	<b>STORYBOARDING YOUR TESTIMONY</b>	10 / 0 / 0 / 10
<b><u>BCL 114</u></b>	<b>IDENTIFYING LIMITING &amp; TOXIC BELIEFS</b>	10 / 0 / 0 / 10
<b><u>BCL 115</u></b>	<b>OPENING UP TO GOD &amp; SELF</b>	10 / 0 / 0 / 10
<b><u>BCL 116</u></b>	<b>LEADERSHIP SELF-EVALUATION</b>	10 / 0 / 0 / 10
	<b>MAXIMUM HOURS FOR PROGRAM COMPLETION</b>	<b>160/24/00/184</b>
	<b>MINIMUM HOURS FOR PROGRAM COMPLETION</b>	<b>118/ 8/00/126</b>

ESTIMATED LENGTH OF TIME IN MONTHS FOR COMPLETION OF THIS PROGRAM:

- Minimum # of months: 16 *self-paced*
- Suggested # of months: 16 to 24
- Maximum # of months: 32 (Extended Program max is 40)
- Students are encouraged to follow the assignment timing guidelines outlined in the policy on ***Progress Standards and Academic Probation***.
- Minimum # of course labs required is 4 labs equal to 8 contact hours.

A [Complete Synopsis](#) of each Subject offered for this Program is found in the [Course Catalog](#).

## Program Objective/Purpose

- To provide organized postsecondary instruction in approved subjects that lead to an academic, professional, or vocational degree or certificate in ministry and faith-based coaching. mentoring, training and instruction of 21st century best practices of the Christian faith.

- To prepare students for their Callings and Careers defined as life activities revealed to students by God for spiritual “Kingdom” purposes.
- To help students become enlightened by Christ to utilize their faith to make a measurable difference and positive impact in the world.
- To prepare and present an educated body of believers in Christ to serve God and love humanity.

The Bachelor of Science degree program specializing in Christ-Centered Leadership, Coaching, and Change provides exposure to Christ-Centered leadership and coaching disciplines as well as a depth of understanding of those disciplines through use of coaching services, techniques, training, mentoring, and instruction. The program outcomes are to present a prepared and educated body of believers in Christ to serve God and love humanity through their callings and careers as:

- Executive Coaches to Pastors and Faith-based Leaders;
- Leaders in Faith-based Organizations;
- Faith-based teachers on Philosophy and Religious Instruction - Post-secondary;
- Faith-based Life Coaches or Counselors not elsewhere specified.

The program equips you on how to become a better YOU by providing coaching practices, skills, and opportunities for applying of those skills for deepening understanding of ongoing personal and spiritual formation. This Degree program is not designed or intended to meet requirements of any given employment profession or licensing as a professional outside of faith-based instruction, ministry or Christian calling. It is designed to provide you with the skills for holistic development as a person and servant to God and humanity.

Instruction is provided in the core competencies of coaching and leadership principles through educational books, resources, as well as Scripture and contemporary articulation of the Word of God from within our Christian community. The goal of the program is to provide opportunities through which the student may grow in personal faith, emotional maturity, moral integrity, personal leadership, and public witness, for personal and spiritual formation. The program

provides education for careful self-reflection on the role of Christian values as a good citizen, parent, leader, guide, neighbor, and servant of the faith community. The program also provides opportunities to assist students in developing commitment to coaching practices as a way of life in general, and of the Christian faith and Christian life (e.g., expressions of justice, leadership development, the devotional life, personal ethics and character, morals, development, and evangelistic witness) in particular.

In addition, the Program objectives equip Christian faith-based groups, churches, pastors, leaders, and lay members with the tools, training, and skills needed to be more effective in ministry. By use of the word ministry, we do not necessarily mean a particular organization or association, but rather personal service to Christ, an inner-reflection, and one's own life journey in the Christian faith.

Refer to the ***Estimated Length of Time in Months for Completion of the Program*** shown in the Program Course Outline section and the policy on ***Progress Standards and Academic Probation***

## **Application Requirements**

The prospective Bachelor candidate must hold a High School Diploma, or GED, or the student must prove that he/she possesses the academic background capable of pursuing the degree. Upon receipt of the completed application process, a consultation with Admissions will take place, and a determination will be made concerning the prospective candidate's eligibility.

### **\*\*Transfer Students:**

Credit for previous education or training will be granted for students entering programs requiring more than 40 program hours, provided that the previous education or training is related to ELTU or ELTU alliance coach-specific education. In such cases, information about such previous education, training, and work experiences disclosed by the student to the school on the Record of Previous Education and Training Form will be evaluated and may result in a program or course length being shortened and the cost being reduced. (*See policy: Credit for Previous Training and Experience*)

**APPLY on our website:** <https://elevationu.com>

## Tuition & Other Expenses

PROGRAM AND COST			
Program Name	<b>BACHELOR OF SCIENCE DEGREE IN CHRIST-CENTERED LEADERSHIP, COACHING, AND CHANGE</b>		
Program Length	126 Minimum Contact Hours	Date training is to begin	
Course Type	<input checked="" type="checkbox"/> Program	<input type="checkbox"/> Seminar (single)	<input type="checkbox"/> Seminar (series)
Method of Delivery	Asynchronous		
Max Time Allowed	32 months		
Tuition**	\$3,145	Add-on Optional Expenses	
Registration Fee***	\$100	Add-on Degree / Seminar Series	\$2,000
Matriculation Fee	\$1,288	Add-on Book Publishing Package	\$2,400
Books**	\$250		
Supplies**	\$100	Other Fees	
<b>**SAVE \$\$ STUDENT DISCOUNTS apply for tuition and fees paid in advance</b>		Payment Plan Enrollment Fee ***	\$150
<small>**Tuition represents the cost of ELTU delivered courses and does not include textbooks, supplies, or other expenses. Textbooks may be purchased from ELTU separately or from your favorite book dealer or www.Amazon.com. Students are responsible for the cost of their own Internet provider service, computer equipment, email, etc. which are needed to access and complete ELTU courses and programs. Any cost shown for book fees or supplies are estimates only based on current cost and subject to change.</small>			
<b>TOTAL PROGRAM COST:</b>		<b>\$4,533</b>	<b>TOTAL IF PAID IN ADVANCE: \$4,033</b>
METHOD OF PAYMENT			
<i>Select One</i>			
<b>PAYMENT PLAN A</b>	<b>PAYMENT PLAN B</b>	<b>ADVANCED PAYMENT OF TUITION &amp; FEES IF PAID IN FULL</b>	<b>ADVANCED PAYMENT OF TUITION ONLY</b>
12 Monthly Installments with No Interest*	24 Monthly Installments with No Interest*	<b>\$4,033</b>	<b>\$2,845</b>
<b>\$369</b>	<b>\$185</b>	<b>SAVINGS AMOUNT:</b>	<b>SAVINGS AMOUNT:</b>
		<b>\$500</b>	<b>\$300</b>
Monthly plus the student's chosen optional Add-on package(s).	Monthly plus the student's chosen optional Add-on package(s).	No remaining fees if Tuition & Expenses paid in advance.	Matriculation Fees to be paid via 12 monthly installments with No Interest.
			<b>\$107</b>

Students will graduate from the program, earn the degree, receive a completion certificate or transcript when all assignments and fees are completed in full.

## How to Complete this Program

- Step 1:** Login to **ELTU Student Portal**.
- Step 2:** Search and Download **Course Syllabus** materials.
- Step 3:** Post once weekly to **Instructor's ELTU Discussion Forum**.
- Step 4:** **Journal Lesson Summary** from textbook reading and intimate time with God.
- Step 5:** Turn in **Coaching Lab** or other assignment from course outline.
- Step 6:** Receive **Written Feedback** and **Grade** from Course Instructor.
- Step 7:** Repeat above steps for **Each Course** in the Program Outline.

Start in any month. You will complete one course at a time in sequential order as shown in the Program Outline. Students can work at their own pace as long as they complete – one course approximately every term and no later than the time period in the Course Outline and Instructor's Syllabus.

### Note for the Bachelor's Program Only

If you start in November, December, or January it is preferred and suggested (but not required) that you start with either Course # **BCL-113 – STORYBOARDING YOUR TESTIMONY** or Course # **BCL-115- OPENING UP TO GOD AND SELF**. This is because these months include the Thanksgiving, Christmas, and New Year holidays. Otherwise, students will automatically begin with the first Course # **BCL-101 – INTRO TO CHRIST-CENTERED COACHING & MENTORING** and will continue with each course in sequential order one course at a time submitted for grading until all courses are finished in the program.

### Student Advisory Roadmap

Below is an example for illustrative purposes only of one way a student may choose to do the Bachelor's program. The ELTU Admissions Office will work with the student upon enrollment to assist the student in determining his/her own customized Student Advisory Roadmap. The Student Advisory Roadmap is a suggested guide to help students complete the program within their desired timeframe. Each Student Advisory Roadmap varies depending on the student's goal and timeline for completion. The Student Advisory Roadmap, the Instructor's Syllabus, and the University's policies on Progress Standards are all meant to be used together to help the student complete his/her chosen program successfully. *(See Progress Standards and Academic Probation)*

### Students May Start in Any Month

SAMPLE - STUDENT ADVISORY ROADMAP	
JAN	OPENING UP TO GOD & SELF* <i>This course is suggested in or around the Christmas holidays.</i>
FEB	INTRO TO CHRIST-CENTERED COACHING & MENTORING
MAR	COACHING ESSENTIALS FOR CHRISTIANS
APR	TRANSFORMATIONAL CONVERSATIONS
MAY	COACHING YOURSELF & OTHERS FORWARD
JUN	CHRIST-CENTERED COACHING WORLDVIEW
JUL	DESTINY CHANGE MANAGEMENT PRINCIPLES
AUG	SELF-COACHING
SEP	LEADERSHIP LIFE PRINCIPLES I
OCT	LEADING & COACHING DIFFICULT SITUATIONS
NOV	DEEPER ENCOUNTERS & CONVERSATIONS WITH GOD - I

SAMPLE - STUDENT ADVISORY ROADMAP	
DEC	STORYBOARDING YOUR TESTIMONY* <i>Suggested in or around the Christmas holidays.</i>
JAN	LEADERSHIP EVALUATION
FEB	UNDERSTANDING BARRIERS IN CULTURE
MAR	DEVELOPING COACHING HABITS
APR	IDENTIFYING LIMITING & TOXIC BELIEFS

### Core Course Lectures

The Core Courses Lectures typically consists of one textbook or a combination of textbook readings, videos, podcasts, and/or workbooks. The Core Courses listed also typically require a course paper to be submitted using the required textbook designated for the course as shown in the Course Catalog and Course Syllabus. Textbooks may be ordered via Amazon or any major online bookstore. Although all textbooks may be ordered simultaneously, assignments must be submitted one at a time in the order of the courses listed in the Program Course Outline for grading and feedback purposes.

To pass the course, upon reading the textbook for each Core Course Reading Lecture, you will write a 5 to 10-page summary describing what you read. Unless otherwise instructed, you may only use the specified textbook authorized in the **Program Course Catalog** for each Course. You will submit the written course paper for a grade. Your course paper should reflect at least a paragraph for each chapter in the book. No less than 5 pages and no more than 10 pages of written material will be accepted for the course paper. In your course paper, you must cite the page number like this (*page XX*) referring to the page number from where you have drawn your conclusions or remarks in your paper. Your instructor will refer to the [Grading Rubric](#) shown in this manual to determine your grade for each course, so be sure to review the [Grading Rubric](#) so that you will have an idea of what is expected for each grade.

All students in the program will do a weekly check-in by participating in the Live Group ELTU Discussion Forum Online or Posted ELTU Discussion Forum Online. The student will continue this weekly check-in process for the duration of the program using the instructions found in the Class



Syllabus. If a student has missed four weekly ELTU Discussion Forum check-ins or has not been consistent with Live Group ELTU Discussion Forum Online or Posted ELTU Discussion Forum Online, the Instructor may recommend that the student be withdrawn from the program roster (*see policy on Satisfactory Progress and Academic Probation*).

When ready to submit each of your Course assignments or papers, student will submit each assignment/paper electronically one at a time via secured methods and instructions provided in the Course Syllabus. The student will receive a grade or feedback from the instructor after each completed assignment so that remarks can be considered for continued learning and completing future assignments. Refer to the [Grading Rubric](#).

### Labs

While completing each core course, the student will also complete two 1-hour coaching labs for each Course Number BCL 101 through BCL 112. The coaching lab may focus on any topic raised by the person being coached; it does not have to be a topic in the course textbook. The student not the school is responsible for establishing the coaching relationship with a person being coached; this means the student will make himself/herself accessible in a coaching relationship to explore the coaching process for the benefit of the person being coached. Students will refer to the detailed instructions below to see the coaching lab requirements for each course.

### *Lab Details*

Student will put together two 1-hour live coaching sessions recorded with permission for each Course Number BCL 101 through BCL 112. As shown in the Complete Listing of Subjects, the student must submit at least 2 *coaching labs for any one core course and a minimum of (8) labs is required for the entire program; the student may choose to complete all of the core course coaching labs depending on his/her outcome goals*. After recording the coaching session with the permission of the person being coached, the student will submit an audio recording for performance evaluation purposes and continuous improvement. Coaching Lab should be a coaching session engagement with any individual who is not already a coach (unless the person is a regular client). The coaching lab may be a paid or pro-bono coaching session. Coaching labs enable the student to practice learned techniques and identify strengths and weaknesses, highlight areas for improvement, and track and monitor coaching performance. The labs become

a source of motivation and reward for the student to use as a tool to assist in planning their development and growth. Permission must be granted in the recorded session by the individual being coached to use the coaching session. Students will keep a copy of the coaching lab recording file for their records and submit one file for their coaching lab evaluation grade.

### *Lab File Guidelines*

- In MP3, WMA or MP4 (audio) formats. Other formats will not be accepted. 95 megabytes or less for each file. Use a lower bit rate to decrease file size, if needed.
- Student will label the files with student's name and a number, i.e., JoeSmith1.mp3.
- Providing a URL to download or stream audio recordings will not be accepted.
- A complete coaching session (unedited) lasting between 20 and 60 minutes. Those that exceed 60-minutes will not be scored.
- From an actual live coaching session between the student and a paid or pro-bono client. The individual being coached may not be a coach unless they are a regular client of the student's practice.
- English language only is acceptable when coaching session is submitted for this course.

### ELTU Discussion Forum Online



ELTU Instructors offer either a Live Group ELTU Discussion Forum Event or an ELTU Student Community Discussion Forum Online. The ELTU Discussion Forum is the place for knowledge sharing with those who are enrolled at ELTU currently, or to hear from others who have been enrolled previously and have posted their experiences and comments in reply to the Instructor's Questions covered in the Course Curriculum / Syllabus. These questions are typically regarding personal, professional, or spiritual transformation, leadership, coaching, change management, or any aspect of the given course or program. Where you see an icon labelled "ELTU Discussion Forum" or content labelled as such in your Class syllabus, your participation in the ELTU Discussion Forum is required and will be graded to successfully complete the program. Where indicated in your Syllabus, a student may attend a live ELTU Discussion Forum via ELTU events or ELTU live seminars offered in lieu of posting to the ELTU student community discussion board. If these live events are available, they will be posted to the ELTU student community discussion boards and listed on your syllabus. If a student has not attended either a Live ELTU Discussion Forum Event Seminar or ELTU Posted Discussion Forum Online to perform and complete the required weekly check-ins, the Instructor may recommend to the School Director that the student be withdrawn from the program (*see policy on Satisfactory Progress and Academic Probation*).

# MASTER'S OF SCIENCE IN CHRIST-CENTERED LEADERSHIP, COACHING, AND CHANGE

## Overview

(MCL 200 SERIES - Asynchronous Degree Program)

The Master's of Science Degree in Christ-Centered Leadership, Coaching, and Change is designed to enhance the careers of believers who have a Bachelor's degree and are working to utilize their faith to positively impact the world. The is an accelerated program offering instruction leading to an advanced degree in faith-based coaching, mentoring, training and instruction. This program offers organized postsecondary instruction in approved subjects that specifically lead to an academic, professional, or vocational degree in:

- Executive Coaching to Pastors and Faith-based Leaders;
- Leadership in Faith-based Organizations;
- Faith-based teaching on Philosophy and Religious Instruction - Post-secondary;
- Faith-based Life Coaching or Counseling not elsewhere specified.

## Degree Program Requirements

The Master of Science Degree in Christ-Centered Leadership, Coaching, and Change requires completion of 8 Core Course Lectures worth 80 hours, plus 8 hours of labs, and discussion groups.

**Type of Degree Awarded:** Master of Science Degree – Specializing in Christ-Centered Leadership, Coaching, and Change

## Program Course Outline

### *Complete Listing of Subjects*

SUBJECT #	SUBJECT TITLE	COURSE TIME HOURS LEC/LAB/EXT/TOTAL
<b><u>MCL 201</u></b>	<b>COACHING FROM GOD</b>	10 / 2 / 0 / 12
<b><u>MCL 202</u></b>	<b>COACHING TO TEACH YOURSELF</b>	10 / 2 / 0 / 12
<b><u>MCL 203</u></b>	<b>COACHING FOR COURAGE</b>	10 / 2 / 0 / 12
<b><u>MCL 204</u></b>	<b>COACHING FOR IMPACT</b>	10 / 2 / 0 / 12
<b><u>MCL 205</u></b>	<b>LEADERSHIP LIFE PRINCIPLES II</b>	10 / 2 / 0 / 12
<b><u>MCL 206</u></b>	<b>COACHING TO DECIDE</b>	10 / 2 / 0 / 12
<b><u>MCL 207</u></b>	<b>COACHING FOR DEMOCRACY</b>	10 / 2 / 0 / 12
<b><u>MCL 208</u></b>	<b>COACHING TO LET GO</b>	10 / 2 / 0 / 12
	<b>MAXIMUM COURSE TIME HOURS FOR PROGRAM COMPLETION</b>	<b>80/ 16/ 0 /96</b>
	<b>MINIMUM COURSE TIME HOURS FOR PROGRAM COMPLETION</b>	<b>80/ 8/ 0 /88</b>

ESTIMATED LENGTH OF TIME IN MONTHS FOR COMPLETION OF THE PROGRAM:

- Minimum # of months: 8 *self-paced*
- Suggested # of months: 12
- Maximum # of months: 24
- Students are encouraged to follow the assignment timing guidelines outlined in the policy on ***Progress Standards and Academic Probation***.
- Minimum # of course labs required is 4 labs equal to 8 contact hours.

A [Complete Synopsis](#) of each Subject offered for this Program is found in the [Course Catalog](#).

### **Program Objective/Purpose**

- To provide organized postsecondary instruction in approved subjects that lead to a distinct advanced level academic, professional, or vocational degree certificate in ministry and faith-based coaching, mentoring, training and instruction of 21st century best practices of the Christian faith.
- To provide a level of education that fosters independent learning and an understanding of research methods appropriate to Christ-Centered coaching through extensive coaching content and labs for each course.

The Master of Science Degree in Christ-Centered Leadership, Coaching, and Change from ELTU is an accelerated learning program designed for a distinct level of education that fosters independent learning and an understanding of research methods appropriate to Christ-Centered coaching through extensive coaching content and labs for each course. A Bachelor's degree is required as a prerequisite to enter the Master's program. Learning outcomes for each of the core courses in the Master's degree program are required in the course assignments along with assessments for each course. The Master's courses will be completed in sequential order as shown in the Program Outline for student achievement of program outcomes. The ELTU Master's degree program is a minimum of 96 course time hours which can be completed in no less than 8 months and no more than 24 months from the date of initial enrollment in the ELTU Master's degree program. At a minimal, students must complete assignments within the assignment completion timeframes outlined in the policy on ***Satisfactory Progress and Academic Probation***.

## Application Requirements

The prospective Master's candidate must hold a Bachelor's degree conferred by ELTU or from a nationally or regionally accredited educational institution. Upon receipt of the application and consultation, a determination will be made concerning the prospective candidate's eligibility. Due to the accelerated Master's program, transfer hours from another Master's program may not be acceptable for the ELTU Master's degree program.

### \*\*Transfer Students:

Credit for previous education or training will be granted for students entering programs requiring more than 40 program hours, provided that the previous education or training is related to ELTU or ELTU alliance coach-specific education. In such cases, information about such previous education, training, and work experiences disclosed by the student to the school on the Record of Previous Education and Training Form will be evaluated and may result in a program or course length being shortened and the cost being reduced. *(See policy: Credit for Previous Training and Experience)*

APPLY on our website: <https://elevationu.com>

## Tuition and Other Expenses

PROGRAM AND COST				
Program Name	MASTER OF SCIENCE DEGREE IN CHRIST-CENTERED LEADERSHIP, COACHING, AND CHANGE			
Program Length	88 Minimum Contact Hours	Date training is to begin		
Course Type	<input checked="" type="checkbox"/> Program	<input type="checkbox"/> Seminar (single)	<input type="checkbox"/> Seminar (series)	
Method of Delivery	Asynchronous			
Max Time Allowed	24 months			
Tuition**	\$2,625	Add-on Optional Expenses		
Registration/Enrollment Fee***	\$100	Add-on Degree / Seminar Series	\$2,000	
Matriculation Fee	\$1,288	Add-on Book Publishing Package	\$2,400	
Books**	\$250			
Supplies**	\$100	Other Fees		
**SAVE \$\$ STUDENT DISCOUNTS apply for tuition and fees paid in advance		Payment Plan Setup / Processing Fee	*** \$150	
**Tuition represents the cost of ELTU delivered courses and does not include textbooks, supplies, or other expenses. Textbooks may be purchased from ELTU separately or from your favorite book dealer or <a href="http://www.Amazon.com">www.Amazon.com</a> . Students are responsible for the cost of their own Internet provider service, computer equipment, email, etc. which are needed to access and complete ELTU courses and programs. Any cost shown for book fees or supplies are estimates only based on current cost and subject to change.				
TOTAL PROGRAM COST:		\$4,013	TOTAL IF PAID IN ADVANCE: \$3,513	
METHOD OF PAYMENT				
Select One				
PAYMENT PLAN A	PAYMENT PLAN B			
12 Monthly Installments with No Interest*	24 Monthly Installments with No Interest*			
\$326	\$163			
Monthly plus the student's chosen optional Add-on package(s).	Monthly plus the student's chosen optional Add-on package(s).			
		ADVANCED PAYMENT OF TUITION & FEES IF PAID IN FULL	ADVANCED PAYMENT OF TUITION ONLY	
		\$3,513	\$2,325	
		SAVINGS AMOUNT:	SAVINGS AMOUNT:	
		\$500	\$300	
		No remaining fees if Tuition & Expenses paid in advance.	Matriculation Fees to be paid via 12 monthly installments with No Interest.	
			\$107	

Students will graduate from the program, earn the degree, receive a completion certificate or transcript when all assignments and fees are completed in full.

## How to Complete this Program

- Step 1:** Login to **ELTU Student Portal**.
- Step 2:** Search and Download **Course Syllabus** materials.
- Step 3:** Post once weekly to **Instructor's ELTU Discussion Forum**.
- Step 4:** **Journal Lesson Summary** from textbook reading and intimate time with God.
- Step 5:** Turn in **Coaching Lab** or other assignment from course outline.
- Step 6:** Receive **Written Feedback** and **Grade** from Course Instructor.
- Step 7:** Repeat above steps for **Each Course** in the Program Outline.

Start in any month. You will complete one course at a time in sequential order in Program Outline. Students can work at their own pace as long as they complete – one course approximately every term and no later than the time period in the Course Outline and Instructor's Syllabus.

## Student Advisory Roadmap

Below is an example for illustrative purposes only of one way a student may choose to do the Master's Degree program. The ELTU Admissions Office will work with the student upon enrollment to assist the student in determining his/her own customized Student Advisory Roadmap. The Student Advisory Roadmap is a suggested guide to help students complete the program satisfactorily within their desired timeframe. Each Student Advisory Roadmap varies depending on student's goal and timeline for program completion. The Student Advisory Roadmap, the Instructor's Syllabus, and the University's policies on Progress Standards are all meant to be used together to help the student complete his/her chosen program successfully. *(See Progress Standards and Academic Probation)*

### Students May Start in Any Month

SAMPLE - STUDENT ADVISORY ROADMAP	
JAN	COACHING FROM GOD
FEB	COACHING TO TEACH YOURSELF
MAR	COACHING FOR COURAGE
APR	COACHING FOR IMPACT
MAY	LEADERSHIP LIFE PRINCIPLES II
JUN	COACHING TO DECIDE

SAMPLE - STUDENT ADVISORY ROADMAP	
JUL	COACHING FOR DEMOCRACY
AUG	COACHING TO LET GO

### Core Course Lectures

The Core Courses Lectures typically consists of one textbook or a combination of textbook readings, videos, podcasts, and/or workbooks. The Core Courses listed also typically require a course paper to be submitted using the required textbook designated for the course as shown in the Course Catalog and Course Syllabus. Textbooks may be ordered via Amazon or any major online bookstore. Although all textbooks may be ordered simultaneously, assignments must be submitted one at a time in the order of the courses listed in the Program Course Outline for grading and feedback purposes.

In order to pass the course, upon reading the textbook for each Core Course Reading Lecture, you will write a 5 to 10-page summary describing what you read. Unless otherwise instructed, you may only use the specified textbook authorized in the **Program Course Catalog** for each Course. You will submit the written course paper for a grade. Your course paper should reflect at least a paragraph for each chapter in the book. No less than 5 pages and no more than 10 pages of written material will be accepted for the course paper. In your course paper, you must cite the page number like this (*page XX*) referring to the page number from where you have drawn your conclusions or remarks in your paper. Your instructor will refer to the [Grading Rubric](#) shown in this manual to determine your grade for each course, so be sure to review the [Grading Rubric](#) so that you will have an idea of what is expected for each grade.

All students in the program will do a weekly check-in by participating in the Live Group ELTU Discussion Forum Online or Posted ELTU Discussion Forum Online. The student will continue this weekly check-in process for the duration of the program using the instructions found in the Class Syllabus. If a student has missed four weekly ELTU Discussion Forum check-ins or has not been consistent with Live Group ELTU Discussion Forum Online or Posted ELTU Discussion Forum

Online, the Instructor may recommend that the student be withdrawn from the program roster (*see policy on Satisfactory Progress and Academic Probation*).

When ready to submit each of your Course assignments or papers, student will submit each assignment/paper electronically one at a time via secured methods and instructions provided in the Course Syllabus. The student will receive a grade or feedback from the instructor after each completed assignment so that remarks can be considered for continued learning and completing future assignments. Refer to the [Grading Rubric](#).

## **Labs**

While completing each core course, the student will complete two 1-hour coaching labs for each Core Course in the Program Course listing. The coaching lab may focus on any topic raised by the person being coached; it does not have to be a topic in the course textbook. The student not the school is responsible for establishing the coaching relationship with a person being coached; this means the student will make himself/herself accessible in a coaching relationship to explore the coaching process for the benefit of the person being coached. Students will refer to the detailed instructions below to see the coaching lab requirements for each course.

### *Lab Details*

Student will put together two 1-hour live coaching sessions recorded with permission for each Course as shown in the Complete Listing of Subjects. The student must submit at least 2 *coaching labs for any one core course and a minimum of (8) labs is required for the entire program; the student may choose to complete all of the core course coaching labs depending on his/her outcome goals*. After recording the coaching session with the permission of the person being coached, the student will submit an audio recording for performance evaluation purposes and continuous improvement. Coaching Lab should be a coaching session engagement with any individual who is not already a coach (unless the person is a regular client of the student). The coaching lab may be a paid or pro-bono coaching session. Coaching labs enable the student to practice learned techniques and identify strengths and weaknesses, highlight areas for improvement, and track and monitor coaching performance. The labs become a source of motivation and reward for the student to use as a tool to assist in planning their development and growth. Permission must be granted in the recorded session by the individual being coached to use the coaching session. Students will keep a copy of the coaching lab recording file for their records and submit one file for their coaching lab evaluation grade.

### *Lab File Guidelines*

- In MP3, WMA or MP4 (audio) formats. Other formats will not be accepted. 95 megabytes or less for each file. Use a lower bit rate to decrease file size, if needed.
- Student will label the files with student's name and a number, i.e., JoeSmith1.mp3.
- Providing a URL to download or stream audio recordings will not be accepted.



- A complete coaching session (unedited) lasting between 20 and 60 minutes. Those that exceed 60-minutes will not be scored.
- From an actual live coaching session between the student and a paid or pro-bono client. The individual being coached may not be a coach unless they are a regular client of the student's practice.
- English language only is acceptable when coaching session is submitted for this course.

### ELTU Discussion Forum Online



ELTU Instructors offer either a Live Group ELTU Discussion Forum Event or an ELTU Student Community Discussion Forum Online. The ELTU Discussion Forum is the place for knowledge sharing with those who are enrolled at ELTU currently, or to hear from others who have been enrolled previously and have posted their experiences and comments in reply to the Instructor's Questions covered in the Course Curriculum / Syllabus. These questions are typically regarding personal, professional, or spiritual transformation, leadership, coaching, change management, or any aspect of the given course or program. Where you see an icon labelled "ELTU Discussion Forum" or content labelled as such in your Class syllabus, your participation in the ELTU Discussion Forum is required and will be graded to successfully complete the program. Where indicated in your Syllabus, a student may attend a live ELTU Discussion Forum via ELTU events or ELTU live seminars offered in lieu of posting to the ELTU student community discussion board. If these live events are available, they will be posted to the ELTU student community discussion boards and listed on your syllabus. If a student has not attended either a Live ELTU Discussion Forum Event Seminar or Posted ELTU Discussion Forum Online to perform and complete the required weekly check-ins, the Instructor may recommend to the School Director that the student be withdrawn from the program (*see policy on Satisfactory Progress and Academic Probation*).

# GRADUATE DEGREE IN EXECUTIVE LEADERSHIP, PASTORAL CARE, & CHANGE MANAGEMENT

(GCL-400 SERIES - Asynchronous Degree Program)

## Overview

**The Graduate Degree Program in Executive Leadership, Pastoral Care, & Change Management** is for faith-based individuals who are aspiring to become coach practitioners to pastors, faith-based executives, and leaders. To earn the Graduate Degree Program in Executive Leadership, Pastoral Care, & Change Management, students must complete (8) required reading lectures and Core Course papers from their reading lectures, as well as perform the accompanying labs for each lecture. Using the list of approved textbooks, completion of this Degree will result in the Graduate Degree in Executive Coaching, Pastoral Leadership & Change Management. The total completion hours from all Core Course textbooks combined is 80-hours of reading lectures with (8) course papers. In addition, this Degree requires 8 to 16-hours of lab consisting of a combination of recorded coaching sessions with transcripts and student posts to ELTU Discussion Forums provided (if any) by the instructor. Program completion requires a minimum of 88 program course time hours *as shown in the Program Course Outline*.

**Type of Award:** Graduate Degree (Master's Level)

## Program Course Outline

### *Complete Listing of Subjects*

SUBJECT #	SUBJECT TITLE	COURSE TIME HOURS LEC/LAB/EXT/TOTAL
<u>GCL 410</u>	PROCESS-CENTRIC EXECUTIVE COACHING	10 / 2 / 0 / 12
<u>GCL 420</u>	WHAT MATTERS MOST TO LEADERS	10 / 2 / 0 / 12
<u>GCL 430</u>	BECOMING A BETTER LEADER BY BECOMING A BETTER COACH	10 / 2 / 0 / 12
<u>GCL 440</u>	MAKING A POSITIVE IMPACT ON BUSINESS LEADERS	10 / 2 / 0 / 12
<u>GCL 450</u>	MISSION MAKING FOR CHANGE	10 / 2 / 0 / 12
<u>GCL 460</u>	DIAMONDS IN CHRISTIAN LEADERS	10 / 2 / 0 / 12
<u>GCL 470</u>	RESULTS-ORIENTED CHRISTIAN LEADERSHIP	10 / 2 / 0 / 12
<u>GCL 480</u>	THE POWER OF FAITH COACHING	10 / 2 / 0 / 12

SUBJECT #	SUBJECT TITLE	COURSE TIME HOURS LEC/LAB/EXT/TOTAL
	MAXIMUM COURSE TIME HOURS FOR PROGRAM COMPLETION	80/ 16/ 0 /96
	MINIMUM COURSE TIME HOURS FOR PROGRAM COMPLETION	80/ 8/ 0 /88

ESTIMATED LENGTH OF TIME IN MONTHS FOR COMPLETION OF THE PROGRAM:

- Minimum # of months: 8 *self-paced*
- Suggested # of months: 12
- Maximum # of months: 24
- Students are encouraged to follow the assignment timing guidelines outlined in the policy on ***Progress Standards and Academic Probation***.
- Minimum # of course labs required is 4 labs equal to 8 contact hours.

A [Complete Synopsis](#) of each Subject offered for this Program is found in the [Course Catalog](#).

### Program Objective/Purpose

- To equip aspiring Christ-Centered coaches with the knowledge, skills, and information needed to confidently and competently co-partner with leaders and executives in the Christian faith.

### Application Requirements

There are no prerequisites for application into this ELTU Graduate Degree Program other than admission to ELTU. Upon receipt and approval of the ELTU admissions application to the School and payment of the fees, a student may start this program.

#### **\*\*Transfer Students:**

Credit for previous education or training will be granted for students entering programs requiring more than 40 program hours, provided that the previous education or training is related to ELTU or ELTU alliance coach-specific education. In such cases, information about such previous education, training, and work experiences disclosed by the student to the school on the Record of Previous Education and Training Form will be evaluated and may result in a program or course length being shortened and the cost being reduced. (*See policy: Credit for Previous Training and Experience*)

APPLY on our website: <https://elevationu.com>

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## Tuition and Other Expenses

PROGRAM AND COST			
Program Name	GRADUATE DEGREE IN EXECUTIVE LEADERSHIP, PASTORAL CARE, & CHANGE		
Program Length	88 Minimum Contact Hours	Date training is to begin	
Course Type	<input checked="" type="checkbox"/> Program	<input type="checkbox"/> Seminar (single)	<input type="checkbox"/> Seminar (series)
Method of Delivery	Asynchronous		
Max Time Allowed	24 months		
Tuition**	\$2,625	Add-on Optional Expenses	
Registration Fee***	\$100	Add-on Degree / Seminar Series	\$2,000
Matriculation Fee	\$1,288	Add-on Book Publishing Package	\$2,400
Books**	\$250		
Supplies**	\$100	Other Fees	
**SAVE \$\$ STUDENT DISCOUNTS apply for tuition and fees paid in advance		Payment Plan Enrollment Fee ***	\$150
<small>**Tuition represents the cost of ELTU delivered courses and does not include textbooks, supplies, or other expenses. Textbooks may be purchased from ELTU separately or from your favorite book dealer or www.Amazon.com. Students are responsible for the cost of their own Internet provider service, computer equipment, email, etc. which are needed to access and complete ELTU courses and programs. Any cost shown for book fees or supplies are estimates only based on current cost and subject to change.</small>			
TOTAL PROGRAM COST:		\$4,013	TOTAL IF PAID IN ADVANCE: \$3,513
METHOD OF PAYMENT			
Select One			
PAYMENT PLAN A	PAYMENT PLAN B	ADVANCED PAYMENT OF TUITION & FEES IF PAID IN FULL	ADVANCED PAYMENT OF TUITION ONLY
12 Monthly Installments with No Interest*	24 Monthly Installments with No Interest*	\$3,513	\$2,325
\$326	\$163	SAVINGS AMOUNT: \$500	SAVINGS AMOUNT: \$300
Monthly plus the student's chosen optional Add-on package(s).	Monthly plus the student's chosen optional Add-on package(s).	No remaining fees if Tuition & Expenses paid in advance.	Matriculation Fees to be paid via 12 monthly installments with No Interest.
			\$107

Students will graduate from the program, earn the degree, receive a completion certificate or transcript when all assignments and fees are completed in full.

## How to Complete this Program

- Step 1:** Login to **ELTU Student Portal**.
- Step 2:** Search and Download **Course Syllabus** materials.
- Step 3:** Post once weekly to **Instructor's ELTU Discussion Forum**.
- Step 4:** **Journal Lesson Summary** from textbook reading and intimate time with God.
- Step 5:** Turn in **Coaching Lab** or other assignment from course outline.
- Step 6:** Receive **Written Feedback** and **Grade** from Course Instructor.
- Step 7:** Repeat above steps for **Each Course** in the Program Outline.

Start in any month. You will complete one course at a time in sequential order as shown in the Program Outline. Students can work at their own pace as long as they complete – one course approximately every term and no later than the time period in the Course Outline and Instructor's Syllabus.

### Student Advisory Roadmap

Below is an example for illustrative purposes only of one way a student may choose to do the program. The ELTU Admissions Office will work with the student upon enrollment to assist the student in determining his/her own customized Student Advisory Roadmap. The Student Advisory Roadmap is a suggested guide to help students complete the program satisfactorily within their desired timeframe. Each Student Advisory Roadmap varies depending on student's goal and timeline for program completion. The Student Advisory Roadmap, the Instructor's Syllabus, and the University's policies on Progress Standards are all meant to be used together to help the student complete his/her chosen program successfully. *(See Progress Standards and Academic Probation)*

### **Students May Start in Any Month**

SAMPLE - STUDENT ADVISORY ROADMAP	
JAN	PROCESS-CENTRIC EXECUTIVE COACHING
FEB	WHAT MATTERS MOST TO LEADERS
MAR	BECOMING A BETTER LEADER BY BECOMING A BETTER COACH
APR	MAKING A POSITIVE IMPACT ON BUSINESS LEADERS
MAY	MISSION MAKING FOR CHANGE
JUN	DIAMONDS FOR CHRISTIAN LEADERS
JUL	RESULTS-ORIENTED CHRISTIAN LEADERSHIP
AUG	THE POWER OF FAITH COACHING

### Core Course Lectures

The Core Courses Lectures typically consists of one textbook or a combination of textbook readings, videos, podcasts, and/or workbooks. The Core Courses listed also typically require a course paper to be submitted using the required textbook designated for the course as shown in the Course Catalog and Course Syllabus. Textbooks may be ordered via Amazon or any major online bookstore. Although all textbooks may be ordered simultaneously, assignments must be submitted one at a time in the order of the courses listed in the Program Course Outline for grading and feedback purposes.

To pass the course, upon reading the textbook for each Core Course Reading Lecture, you will write a 5 to 10-page summary describing what you read. Unless otherwise instructed, you may only use the specified textbook authorized in the **Program Course Catalog** for each Course. You will submit the written course paper for a grade. Your course paper should reflect at least a paragraph for each chapter in the book. No less than 5 pages and no more than 10 pages of written material will be accepted for the course paper. In your course paper, you must cite the page number like this (*page XX*) referring to the page number from where you have drawn your conclusions or remarks in your paper. Your instructor will refer to the [Grading Rubric](#) shown in this manual to determine your grade for each course, so be sure to review the [Grading Rubric](#) so that you will have an idea of what is expected for each grade.

All students in the program will do a weekly check-in by participating in the Live Group ELTU Discussion Forum Online or Posted ELTU Discussion Forum Online. The student will continue this weekly check-in process for the duration of the program using the instructions found in the Class Syllabus. If a student has missed four weekly ELTU Discussion Forum check-ins or has not been consistent with Live Group ELTU Discussion Forum Online or Posted ELTU Discussion Forum Online, the Instructor may recommend that the student be withdrawn from the program roster (*see policy on Satisfactory Progress and Academic Probation*).

When ready to submit each of your Course assignments or papers, student will submit each assignment/paper electronically one at a time via secured methods and instructions provided in the Course Syllabus. The student will receive a grade or feedback from the instructor after each completed assignment so that remarks can be considered for continued learning and completing future assignments. Refer to the [Grading Rubric](#).

### **Labs**

While completing each core course, the student will complete two 1-hour coaching labs for each Core Course in the Program Course listing. The coaching lab may focus on any topic raised by the person being coached; it does not have to be a topic in the course textbook. The student not the school is responsible for establishing the coaching relationship with a person being coached; this

means the student will make himself/herself accessible in a coaching relationship to explore the coaching process for the benefit of the person being coached. Students will refer to the detailed instructions below to see the coaching lab requirements for each course.

### *Lab Details*

Student will put together two 1-hour live coaching sessions recorded with permission for each Course as shown in the Complete Listing of Subjects. The student must submit at least 2 *coaching labs for any one core course and a minimum of (8) labs is required for the entire program; the student may choose to complete all of the core course coaching labs depending on his/her outcome goals*. After recording the coaching session with the permission of the person being coached, the student will submit an audio recording for performance evaluation purposes and continuous improvement. Coaching Lab should be a coaching session engagement with any individual who is not already a coach (unless the person is a regular client of the student). The coaching lab may be a paid or pro-bono coaching session. Coaching labs enable the student to practice learned techniques and identify strengths and weaknesses, highlight areas for improvement, and track and monitor coaching performance. The labs become a source of motivation and reward for the student to use as a tool to assist in planning their development and growth. Permission must be granted in the recorded session by the individual being coached to use the coaching session. Students will keep a copy of the coaching lab recording file for their records and submit one file for their coaching lab evaluation grade.

### *Lab File Guidelines*

- In MP3, WMA or MP4 (audio) formats. Other formats will not be accepted. 95 megabytes or less for each file. Use a lower bit rate to decrease file size, if needed.
- Student will label the files with student's name and a number, i.e., JoeSmith1.mp3.
- Providing a URL to download or stream audio recordings will not be accepted.
- A complete coaching session (unedited) lasting between 20 and 60 minutes. Those that exceed 60-minutes will not be scored.
- From an actual live coaching session between the student and a paid or pro-bono client. The individual being coached may not be a coach unless they are a regular client of the student's practice.
- English language only is acceptable when coaching session is submitted for this course.

### ELTU Discussion Forum Online



ELTU Instructors offer either a Live Group ELTU Discussion Forum Event or an ELTU Student Community Discussion Forum Online. The ELTU Discussion Forum is the place for knowledge sharing with those who are enrolled at ELTU currently, or to hear from others who have been enrolled previously and have posted their experiences and comments in reply to the Instructor's Questions covered in the Course Curriculum / Syllabus. These questions are typically regarding personal, professional, or spiritual transformation, leadership, coaching, change

management, or any aspect of the given course or program. Where you see an icon labelled “ELTU Discussion Forum” or content labelled as such in your Class syllabus, your participation in the ELTU Discussion Forum is required and will be graded to successfully complete the program. Where indicated in your Syllabus, a student may attend a live ELTU Discussion Forum via ELTU events or ELTU live seminars offered in lieu of posting to the ELTU student community discussion board. If these live events are available, they will be posted to the ELTU student community discussion boards and listed on your syllabus. If a student has not attended either a Live ELTU Discussion Forum Event Seminar or Posted ELTU Discussion Forum Online to perform and complete the required weekly check-ins, the Instructor may recommend to the School Director that the student be withdrawn from the program (*see policy on Satisfactory Progress and Academic Probation*).



# DOCTOR OF PHILOSOPHY IN CHRIST-CENTERED LEADERSHIP, COACHING AND CHANGE

(PHD-500 SERIES - Asynchronous Degree Program)

## Overview

**The Doctor of Philosophy specializing in Christ-Centered Leadership, Coaching, and Change** is an accelerated degree program offering professional instruction that prepares students for a lifetime of service in their calling and career in ministry, personal, or spiritual transformation. This program offers organized postsecondary instruction in approved subjects that lead to an academic, professional, or vocational degree certificate in:

- Executive Coaching to Pastors and Faith-based Leaders;
- Leadership in Faith-based Organizations;
- Faith-based teaching on Philosophy and Religious Instruction - Post-secondary;
- Faith-based Life Coaching or Counseling not elsewhere specified.

## Degree Program Requirements

The Doctor of Philosophy Degree specializing in Christ-Centered Leadership, Coaching, and Change requires completion of 8 Core Courses Lectures and 8 hours of labs, plus 15 hours of Dissertation research or Doctoral capstone project for a total of 103 to 111 program contact hours as shown in the Program Course Outline below.

**Type of Degree Awarded:** Doctor's of Philosophy Degree – Specializing in Christ-Centered Coaching, Leadership, and Change

## Program Course Outline

### *Complete Listing of Subjects*

SUBJECT #	SUBJECT TITLE	COURSE TIME HOURS LEC/LAB/EXT/TOTAL
<b>PHD 510</b>	<b>CHRIST-CENTERED LEADERS &amp; PROFESSIONAL STANDARDS</b>	10 / 2 / 0 / 12
<b>PHD 520</b>	<b>DYNAMICS OF CHRIST-CENTERED COACHING</b>	10 / 2 / 0 / 12
<b>PHD 530</b>	<b>TRANSFORMATIVE COACHING</b>	10 / 2 / 0 / 12
<b>PHD 540</b>	<b>BUILDING BLUEPRINTS FOR COACHING IN MINISTRIES</b>	10 / 2 / 0 / 12
<b>PHD 550</b>	<b>MULTIPLYING IMPACT HEALING HUMANITY</b>	10 / 2 / 0 / 12
<b>PHD 560</b>	<b>TRANSFORMING CONGREGATIONS INTO COMMUNITIES</b>	10 / 2 / 0 / 12
<b>PHD 570</b>	<b>COACHING COMMUNITIES TO GOD'S WORD</b>	10 / 2 / 0 / 12
<b>PHD 580</b>	<b>COACHING TO BUILD GOD'S CHURCH</b>	10 / 2 / 0 / 12
<b>PHD 800</b>	<b>DOCTORAL DISSERTATION/DOCTORAL CAPSTONE PROJECT</b>	0 / 15 / 0 / 15
	<b>MAXIMUM COURSE TIME HOURS FOR PROGRAM COMPLETION</b>	<b>80/31/0/111</b>
	<b>MINIMUM COURSE TIME HOURS FOR PROGRAM COMPLETION</b>	<b>80/23/0/103</b>

ESTIMATED LENGTH OF TIME IN MONTHS FOR COMPLETION OF THE PROGRAM:

- Minimum # of months: 10 to 12 *self-paced*
- Suggested # of months: 14
- Maximum # of months: 24
- Students are encouraged to follow the assignment timing guidelines outlined in the policy on ***Progress Standards and Academic Probation***.
- Minimum # of course labs required is 4 labs equal to 8 contact hours; plus 15 hours of dissertation equals 23 lab hours total.

A [Complete Synopsis](#) of each Subject offered for this Program is found in the [Course Catalog](#).

## Program Objective/Purpose

The ELTU Doctor of Philosophy degree program is designed to offer coaching practice-oriented content leading to an advanced degree in Christ-Centered Leadership, Coaching, and Change. The program identifies and teaches competencies that support advancements in the field of Coaching in a spiritual, faith-based, or ministerial capacity. Graduates of the doctoral degree program demonstrate the ability to conduct, interpret, and apply the results of appropriate coaching

research. Adequate oversight and advising are provided through all phases of the doctoral program, including required fieldwork.

The program requires a total of 111 graduate course time hours, inclusive of: 80 hours of core coursework lectures, up to 16 hours of live coaching labs as fieldwork (*a minimum of 8 hours of coaching labs are required*), plus a final dissertation research paper or doctoral capstone project consisting of 15 hours. The doctoral degree program is designed to be self-paced and completed in no fewer than 12 months and no more than 36 months from the date of initial enrollment at ELT. At a minimal, students are encouraged to follow the assignment timing guidelines as outlined in the policy on ***Progress Standards and Academic Probation***.

### **Application Requirements**

The prospective doctoral candidate must hold an earned Master's degree conferred by ELTU or an approved educational institution. Upon receipt of the application and consultation, a determination will be made concerning the prospective candidate's eligibility. Due to the nature of the ELTU Doctoral program, transfer hours from another Doctoral program may not be acceptable for the ELTU Doctoral degree program.

#### **\*\*Transfer Students:**

Credit for previous education or training will be granted for students entering programs requiring more than 40 program hours, provided that the previous education or training is related to ELTU or ELTU alliance coach-specific education. In such cases, information about such previous education, training, and work experiences disclosed by the student to the school on the Record of Previous Education and Training Form will be evaluated and may result in a program or course length being shortened and the cost being reduced. (*See policy: Credit for Previous Training and Experience*)

**APPLY on our website:** <https://elevationu.com>

## Tuition and Other Expenses

PROGRAM AND COST			
Program Name	DOCTOR OF PHILOSOPHY DEGREE IN CHRIST-CENTERED LEADERSHIP, COACHING, AND CHANGE		
Program Length	103 Minimum Contact Hours	Date training is to begin	
Course Type	<input checked="" type="checkbox"/> Program	<input type="checkbox"/> Seminar (single)	<input type="checkbox"/> Seminar (series)
Method of Delivery	Asynchronous		
Max Time Allowed	24 months		
Tuition**	\$3,145	Add-on Optional Expenses	
Registration Fee***	\$100	Add-on Degree / Seminar Series	\$2,000
Matriculation Fee	\$1,288	Add-on Book Publishing Package	\$2,400
Books**	\$250		
Supplies**	\$100	Other Fees	
**SAVE \$\$ STUDENT DISCOUNTS apply for tuition and fees paid in advance		Payment Plan Enrollment Fee ***	\$150
<small>**Tuition represents the cost of ELTU delivered courses and does not include textbooks, supplies, or other expenses. Textbooks may be purchased from ELTU separately or from your favorite book dealer or www.Amazon.com. Students are responsible for the cost of their own Internet provider service, computer equipment, email, etc. which are needed to access and complete ELTU courses and programs. Any cost shown for book fees or supplies are estimates only based on current cost and subject to change.</small>			
TOTAL PROGRAM COST:		\$4,533	TOTAL IF PAID IN ADVANCE: \$4,033
METHOD OF PAYMENT			
Select One			
<b>PAYMENT PLAN A</b>	<b>PAYMENT PLAN B</b>		
12 Monthly Installments with No Interest*	24 Monthly Installments with No Interest*		
<b>\$369</b>	<b>\$185</b>		
Monthly plus the student's chosen optional Add-on package(s).	Monthly plus the student's chosen optional Add-on package(s).		
		<b>ADVANCED PAYMENT OF TUITION &amp; FEES IF PAID IN FULL</b>	<b>ADVANCED PAYMENT OF TUITION ONLY</b>
		<b>\$4,033</b>	<b>\$2,845</b>
		<b>SAVINGS AMOUNT:</b>	<b>SAVINGS AMOUNT:</b>
		<b>\$500</b>	<b>\$300</b>
		No remaining fees if Tuition & Expenses paid in advance.	Matriculation Fees to be paid via 12 monthly installments with No Interest.
			<b>\$107</b>

Students will graduate from the program, earn the degree, receive a completion certificate or transcript when all fees are paid in full to the School's Financial Office.

### How to Complete this Program

- Step 1:** Login to **ELTU Student Portal**.
- Step 2:** Search and Download **Course Syllabus** materials.
- Step 3:** Post once weekly to **Instructor's ELTU Discussion Forum**.
- Step 4:** **Journal Lesson Summary** from textbook reading and intimate time with God.
- Step 5:** Turn in **Coaching Lab** or other assignment from course outline.
- Step 6:** Receive **Written Feedback** and **Grade** from Course Instructor.
- Step 7:** Repeat above steps for **Each Course** in the Program Outline, including Dissertation.
- Step 8:** Work on Dissertation can be done throughout program as described above or at end. Submit Doctoral Dissertation/Project when finished.
- Step 9:** Receive passing dissertation evaluation from committee.
- Step 10:** Receive Graduation Eligibility Letter from ELTU Enrollment Office.

Start in any month. You will complete one course at a time in sequential order as shown in the Program Outline. Students can work at their own pace – one course approx every term and no later than the time period in the Course Outline and Instructor’s Syllabus.

### Student Advisory Roadmap

Below is an example for illustrative purposes only of one way a student may choose to do the PhD in Christ-Centered Coaching program. The ELTU Admissions Office will work with the student upon enrollment to assist the student in determining his/her own customized Student Advisory Roadmap. The Student Advisory Roadmap is designed to be a suggested guide to help students complete the program satisfactorily within their desired timeframe. Each Student Advisory Roadmap varies depending on the student’s goal and timeline for program completion. The Student Advisory Roadmap, the Instructor’s Syllabus, and the University’s policies on Progress Standards are all meant to be used together to help the student complete his/her chosen program successfully. *(See Progress Standards and Academic Probation)*

### **Students May Start in Any Month**

<b>SAMPLE - STUDENT ADVISORY ROADMAP</b>	
<b>JAN</b>	<b>CHRIST-CENTERED LEADERS &amp; PROFESSIONAL STANDARDS</b>
<b>FEB</b>	<b>THE DYNAMICS OF CHRIST-CENTERED COACHING</b>
<b>MAR</b>	<b>TRANSFORMATIVE COACHING</b>
<b>APR</b>	<b>BUILDING BLUEPRINTS FOR COACHING IN MINISTRIES</b>
<b>MAY</b>	<b>MULTIPLYING IMPACT HEALING HUMANITY</b>
<b>JUN</b>	<b>TRANSFORMING CONGREGATIONS INTO COMMUNITIES</b>
<b>JUL</b>	<b>COACHING COMMUNITIES TO GOD’S WORD</b>
<b>AUG</b>	<b>COACHING TO BUILD GOD’S CHURCH</b>
<b>SEP</b>	<b>DOCTORAL DISSERTATION/DOCTORAL CAPSTONE PROJECT</b>
<b>OCT</b>	<b>DOCTORAL DISSERTATION/DOCTORAL CAPSTONE PROJECT - continued</b>
<b>NOV</b>	<b>DOCTORAL DISSERTATION/DOCTORAL CAPSTONE PROJECT - continued</b>
<b>DEC</b>	<b>DOCTORAL DISSERTATION/DOCTORAL CAPSTONE PROJECT - continued</b>
<b>JAN</b>	<b>DOCTORAL DISSERTATION/DOCTORAL CAPSTONE PROJECT - continued</b>
<b>FEB</b>	<b>DOCTORAL DISSERTATION/DOCTORAL CAPSTONE PROJECT - finished</b>

## Core Course Lectures

The Core Courses Lectures typically consists of one textbook or a combination of textbook readings, videos, podcasts, and/or workbooks. The Core Courses listed also typically require a course paper to be submitted using the required textbook designated for the course as shown in the Course Catalog and Course Syllabus. Textbooks may be ordered via Amazon or any major online bookstore. Although all textbooks may be ordered simultaneously, assignments must be submitted one at a time in the order of the courses listed in the Program Course Outline for grading and feedback purposes.

In order to pass the course, upon reading the textbook for each Core Course Reading Lecture, you will write a 5 to 10-page summary describing what you read. Unless otherwise instructed, you may only use the specified textbook authorized in the **Program Course Catalog** for each Course. You will submit the written course paper for a grade. Your course paper should reflect at least a paragraph for each chapter in the book. No less than 5 pages and no more than 10 pages of written material will be accepted for the course paper. In your course paper, you must cite the page number like this (*page XX*) referring to the page number from where you have drawn your conclusions or remarks in your paper. Your instructor will refer to the [Grading Rubric](#) shown in this manual to determine your grade for each course, so be sure to review the [Grading Rubric](#) so that you will have an idea of what is expected for each grade.

All students in the program will do a weekly check-in by participating in the Live Group ELTU Discussion Forum Online or Posted ELTU Discussion Forum Online. The student will continue this weekly check-in process for the duration of the program using the instructions found in the Class Syllabus. If a student has missed four weekly ELTU Discussion Forum check-ins or has not been consistent with Live Group ELTU Discussion Forum Online or Posted ELTU Discussion Forum Online, the Instructor may recommend that the student be withdrawn from the program roster (*see policy on Satisfactory Progress and Academic Probation*).

When ready to submit each of your Course assignments or papers, student will submit each assignment/paper electronically one at a time via secured methods and instructions provided in the Course Syllabus. The student will receive a grade or feedback from the instructor after each

completed assignment so that remarks can be considered for continued learning and completing future assignments. Refer to the [Grading Rubric](#).

### **Labs**

While completing each core course, the student will complete two 1-hour coaching labs for each Core Course in the Program Course listing. The coaching lab may focus on any topic raised by the person being coached; it does not have to be a topic in the course textbook. The student not the school is responsible for establishing the coaching relationship with a person being coached; this means the student will make himself/herself accessible in a coaching relationship to explore the coaching process for the benefit of the person being coached. Students will refer to the detailed instructions below to see the coaching lab requirements for each course.

### **Lab Details**

Student will put together two 1-hour live coaching sessions recorded with permission for each Course as shown in the Complete Listing of Subjects. The student must submit at least *2 coaching labs for any one core course and a minimum of (8) labs is required for the entire program; the student may choose to complete all of the core course coaching labs depending on his/her outcome goals*. After recording the coaching session with the permission of the person being coached, the student will submit an audio recording for performance evaluation purposes and continuous improvement. Coaching Lab should be a coaching session engagement with any individual who is not already a coach (unless the person is a regular client of the student). The coaching lab may be a paid or pro-bono coaching session. Coaching labs enable the student to practice learned techniques and identify strengths and weaknesses, highlight areas for improvement, and track and monitor coaching performance. The labs become a source of motivation and reward for the student to use as a tool to assist in planning their development and growth. Permission must be granted in the recorded session by the individual being coached to use the coaching session. Students will keep a copy of the coaching lab recording file for their records and submit one file for their coaching lab evaluation grade.

### **Lab File Guidelines**

- In MP3, WMA or MP4 (audio) formats. Other formats will not be accepted. 95 megabytes or less for each file. Use a lower bit rate to decrease file size, if needed.

- Student will label the files with student's name and a number, i.e., JoeSmith1.mp3.
- Providing a URL to download or stream audio recordings will not be accepted.
- A complete coaching session (unedited) lasting between 20 and 60 minutes. Those that exceed 60-minutes will not be scored.
- From an actual live coaching session between the student and a paid or pro-bono client. The individual being coached may not be a coach unless they are a regular client of the student's practice.
- English language only is acceptable when coaching session is submitted for this course.

### ELTU Discussion Forum Online



ELTU Instructors offer either a Live Group ELTU Discussion Forum Event or an ELTU Student Community Discussion Forum Online. The ELTU Discussion Forum is the place for knowledge sharing with those who are enrolled at ELTU currently, or to hear from others who have been enrolled previously and have posted their experiences and comments in reply to the Instructor's Questions covered in the Course Curriculum / Syllabus. These questions are typically regarding personal, professional, or spiritual transformation, leadership, coaching, change management, or any aspect of the given course or program. Where you see an icon labelled "ELTU Discussion Forum" or content labelled as such in your Class syllabus, your participation in the ELTU Discussion Forum is required and will be graded to successfully complete the program. Where indicated in your Syllabus, a student may attend a live ELTU Discussion Forum via ELTU events or ELTU live seminars offered in lieu of posting to the ELTU student community discussion board. If these live events are available, they will be posted to the ELTU student community discussion boards and listed on your syllabus. If a student has not attended either a Live ELTU Discussion Forum Event Seminar or Posted ELTU Discussion Forum Online to perform and complete the required weekly check-ins, the Instructor may recommend to the School Director that the student be withdrawn from the program (*see policy on Satisfactory Progress and Academic Probation*).

### Dissertation / Doctoral Capstone Project

The doctoral degree requires a doctoral dissertation or doctoral capstone project involving original contributions to the field of Christ-Centered coaching, leadership, and/or change management study using applied research methods. The student's planned or proposed dissertation or capstone project topic must be reviewed and approved by the School's director in advance. The student will submit the topic to the instructor electronically using the form for Doctoral Dissertation Title / Doctoral Capstone Project Proposal Idea Submission. A dissertation or capstone project manual is provided online that includes guidelines on identifying, researching, writing, and presenting the selected topic. Dissertations or capstone projects are appropriately defended by the doctoral candidates before a doctoral committee via distance learning live video recording. A committee of appropriately credentialed doctoral leaders will receive and review the completed dissertation or capstone project. Doctoral degrees are awarded upon final approval by a majority of the doctoral committee.



# DOCTOR OF PHILOSOPHY IN HUMAN CAPITAL LEADERSHIP AND CHANGE

(PHD 700-SERIES Asynchronous Degree Program)

## Overview

**The Doctor of Philosophy specializing in Human Capital Leadership and Change** is an accelerated degree program offering biblical instruction that prepares students for a lifetime of service in their calling and career as a human capital management expert in the field of organizational ministry and leadership, as well as personal and spiritual transformation. This program offers organized postsecondary instruction in approved subjects that lead to an academic, professional, or vocational degree certificate in:

- Executive Coaching to Pastors and Faith-based Leaders;
- Human Capital Leadership in Faith-based Organizations;
- Faith-based teaching on Philosophy and Religious Instruction - Post-secondary;
- Faith-based Life Coaching or Counseling not elsewhere specified.

## Degree Program Requirements

The Doctor of Philosophy Degree specializing in Human Capital Leadership and Change requires completion of 8 Core Courses including lectures and labs, plus 1 Dissertation research or Doctoral capstone project for a total of (9) Courses equivalent to 111 course time hours as shown in the Program Course Outline below.

**Type of Degree Awarded:** Doctor's of Philosophy – Specializing in Human Capital and Leadership

## Program Course Outline

### *Complete Listing of Subjects*

SUBJECT #	SUBJECT TITLE	COURSE TIME HOURS LEC/LAB/EXT/TOTAL
<b>PHD 710</b>	ENGAGING THE CHURCH IN BUSINESS	10 / 2 / 0 / 12
<b>PHD 720</b>	HUMAN CAPITAL LEADERS AS SHEPHERDS	10 / 2 / 0 / 12
<b>PHD 730</b>	CAREER AND CALLING	10 / 2 / 0 / 12
<b>PHY 740</b>	HR PRINCIPLES IN THE BIBLE	10 / 2 / 0 / 12
<b>PHD 750</b>	KINGDOM AND POLITICS	10 / 2 / 0 / 12
<b>PHD 760</b>	BUILDING A CHRIST-CENTERED BUSINESS	10 / 2 / 0 / 12
<b>PHD 770</b>	CHRISTIAN STRATEGY	10 / 2 / 0 / 12
<b>PHD 780</b>	GAME CHANGER LEADERSHIP	10 / 2 / 0 / 12
<b>PHD 800</b>	DOCTORAL DISSERTATION/DOCTORAL CAPSTONE PROJECT	0 / 15 / 0 / 15
	<b>MAXIMUM COURSE TIME HOURS FOR PROGRAM COMPLETION</b>	<b>80/31/0/111</b>
	<b>MINIMUM COURSE TIME HOURS FOR PROGRAM COMPLETION</b>	<b>80/23/0/103</b>

ESTIMATED LENGTH OF TIME IN MONTHS FOR COMPLETION OF THE PROGRAM:

- Minimum # of months: 10 to 12 *self-paced*
- Suggested # of months: 14
- Maximum # of months: 24
- Students are encouraged to follow the assignment timing guidelines outlined in the policy on ***Progress Standards and Academic Probation***.
- Minimum # of course labs required is 4 labs equal to 8 contact hours; plus 15 hours of dissertation equals 23 lab hours total.

A [Complete Synopsis](#) of each Subject offered for this Program is found in the [Course Catalog](#).

## Program Objective/Purpose

The ELTU Doctor of Philosophy degree program is designed to offer coaching practice-oriented content leading to an advanced academic focus on Human Capital Leadership and Change. The program identifies and teaches competencies that support advancements in the field of organizational people leadership in a spiritual, faith-based, or ministerial capacity. Graduates of the doctoral degree program demonstrate the ability to conduct, interpret, and apply the results

of appropriate coaching research. Adequate oversight and advising are provided through all phases of the doctoral program, including required fieldwork.

The program requires a total of 111 graduate course time hours, inclusive of: 80 hours of core coursework lectures, up to 16 hours of live coaching labs as fieldwork (a minimum of 8 hours of coaching labs are required), plus a final dissertation research paper or doctoral capstone project consisting of 15 hours. The doctoral degree program is designed to be self-paced and completed in no fewer than 12 months and no more than 36 months from the date of initial enrollment at ELT. At a minimal, students are encouraged to follow the assignment timing guidelines as outlined in the policy on *Progress Standards and Academic Probation*.

### **Application Requirements**

The prospective doctoral candidate must hold an earned Master's degree conferred by ELTU or an approved educational institution. Upon receipt of the application and consultation, a determination will be made concerning the prospective candidate's eligibility. Due to the nature of the ELTU Doctoral program, transfer hours from another Doctoral program may not be acceptable for the ELTU Doctoral degree program.

#### **\*\*Transfer Students:**

Credit for previous education or training will be granted for students entering programs requiring more than 40 program hours, provided that the previous education or training is related to ELTU or ELTU alliance coach-specific education. In such cases, information about such previous education, training, and work experiences disclosed by the student to the school on the Record of Previous Education and Training Form will be evaluated and may result in a program or course length being shortened and the cost being reduced. *(See policy: Credit for Previous Training and Experience)*

**APPLY on our website:** <https://elevationu.com>

## Tuition and Other Expenses

PROGRAM AND COST			
Program Name	<b>DOCTOR OF PHILOSOPHY DEGREE IN HUMAN CAPITAL LEADERSHIP AND CHANGE</b>		
Program Length	103 Minimum Contact Hours	Date training is to begin	
Course Type	<input checked="" type="checkbox"/> Program	<input type="checkbox"/> Seminar (single)	<input type="checkbox"/> Seminar (series)
Method of Delivery	Asynchronous		
Max Time Allowed	24 months		
Tuition**	\$3,145	Add-on Optional Expenses	
Registration Fee***	\$100	Add-on Degree / Seminar Series	\$2,000
Matriculation Fee	\$1,288	Add-on Book Publishing Package	\$2,400
Books**	\$250		
Supplies**	\$100	Other Fees	
<b>**SAVE \$\$ STUDENT DISCOUNTS apply for tuition and fees paid in advance</b>		Payment Plan Enrollment Fee ***	\$150
<small>**Tuition represents the cost of ELTU delivered courses and does not include textbooks, supplies, or other expenses. Textbooks may be purchased from ELTU separately or from your favorite book dealer or www.Amazon.com. Students are responsible for the cost of their own Internet provider service, computer equipment, email, etc. which are needed to access and complete ELTU courses and programs. Any cost shown for book fees or supplies are estimates only based on current cost and subject to change.</small>			
<b>TOTAL PROGRAM COST:</b>		<b>\$4,533</b>	<b>TOTAL IF PAID IN ADVANCE: \$4,033</b>
METHOD OF PAYMENT			
<small>Select One</small>			
PAYMENT PLAN A	PAYMENT PLAN B	ADVANCED PAYMENT OF TUITION & FEES IF PAID IN FULL	ADVANCED PAYMENT OF TUITION ONLY
12 Monthly Installments with No Interest*	24 Monthly Installments with No Interest*	<b>\$4,033</b>	<b>\$2,845</b>
<b>\$369</b>	<b>\$185</b>	<b>SAVINGS AMOUNT:</b>	<b>SAVINGS AMOUNT:</b>
		<b>\$500</b>	<b>\$300</b>
Monthly plus the student's chosen optional Add-on package(s).	Monthly plus the student's chosen optional Add-on package(s).	No remaining fees if Tuition & Expenses paid in advance.	Matriculation Fees to be paid via 12 monthly installments with No Interest.
			<b>\$107</b>

Students will graduate from the program, earn the degree, receive a completion certificate or transcript when all fees are paid in full to the School's Financial Office.

### How to Complete this Program

**Step 1:** Login to **ELTU Student Portal**.

**Step 2:** Search and Download **Course Syllabus** materials.

**Step 3:** Post once weekly to **Instructor's ELTU Discussion Forum**.

**Step 4:** **Journal Lesson Summary** from textbook reading and intimate time with God.

**Step 5:** Turn in **Coaching Lab** or other assignment from course outline.

**Step 6:** Receive **Written Feedback** and **Grade** from Course Instructor.

**Step 7:** Repeat above steps for **Each Course** in the Program Outline, including Dissertation.

**Step 8:** Work on Dissertation can be done throughout program as described above or at end. Submit Doctoral Dissertation/Project when finished.

**Step 9:** Receive passing dissertation evaluation from committee.

**Step 10:** Receive Graduation Eligibility Letter from ELTU Enrollment Office.

Start in any month. You will complete one course at a time in sequential order as shown in the Program Outline. Students can work at their own pace – one course approx every term and no later than the time period in the Course Outline and Instructor’s Syllabus.

### **Student Advisory Roadmap**

Below is an example for illustrative purposes only of one way a student may choose to do the PHD Human Capital Leadership program. The ELTU Admissions Office will work with the student upon enrollment to assist the student in determining his/her own customized Student Advisory Roadmap. The Student Advisory Roadmap is a suggested guide to help students complete the program satisfactorily within their desired timeframe. Each Student Advisory Roadmap varies depending on student’s goal and timeline for program completion. The Student Advisory Roadmap, the Instructor’s Syllabus, and the University’s policies on Progress Standards are all meant to be used together to help the student complete his/her chosen program successfully. *(See Progress Standards and Academic Probation)*

### **Students May Start in Any Month**

<b>SAMPLE - STUDENT ADVISORY ROADMAP</b>	
<b>JAN</b>	ENGAGING THE CHURCH IN BUSINESS
<b>FEB</b>	HUMAN CAPITAL LEADERS AS SHEPHERDS
<b>MAR</b>	CAREER AND CALLING
<b>APR</b>	HR PRINCIPLES IN THE BIBLE
<b>MAY</b>	KINGDOM AND POLITICS
<b>JUN</b>	BUILDING A CHRIST-CENTERED BUSINESS
<b>JUL</b>	CHRISTIAN STRATEGY
<b>AUG</b>	GAME CHANGER LEADERSHIP
<b>SEP</b>	DOCTORAL DISSERTATION/DOCTORAL CAPSTONE PROJECT
<b>OCT</b>	DOCTORAL DISSERTATION/DOCTORAL CAPSTONE PROJECT - continued
<b>NOV</b>	DOCTORAL DISSERTATION/DOCTORAL CAPSTONE PROJECT - continued
<b>DEC</b>	DOCTORAL DISSERTATION/DOCTORAL CAPSTONE PROJECT - continued
<b>JAN</b>	DOCTORAL DISSERTATION/DOCTORAL CAPSTONE PROJECT - continued
<b>FEB</b>	DOCTORAL DISSERTATION/DOCTORAL CAPSTONE PROJECT - finished

## Core Course Lectures

The Core Courses Lectures typically consists of one textbook or a combination of textbook readings, videos, podcasts, and/or workbooks. The Core Courses listed also typically require a course paper to be submitted using the required textbook designated for the course as shown in the Course Catalog and Course Syllabus. Textbooks may be ordered via Amazon or any major online bookstore. Although all textbooks may be ordered simultaneously, assignments must be submitted one at a time in the order of the courses listed in the Program Course Outline for grading and feedback purposes.

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### **Labs**

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### *Lab Details*

Student will put together two 1-hour live coaching sessions recorded with permission for each Course as shown in the Complete Listing of Subjects. The student must submit at least *2 coaching labs for any one core course and a minimum of (8) labs is required for the entire program; the student may choose to complete all of the core course coaching labs depending on his/her outcome goals*. After recording the coaching session with the permission of the person being coached, the student will submit an audio recording for performance evaluation purposes and continuous improvement. Coaching Lab should be a coaching session engagement with any individual who is not already a coach (unless the person is a regular client of the student). The coaching lab may be a paid or pro-bono coaching session. Coaching labs enable the student to practice learned techniques and identify strengths and weaknesses, highlight areas for improvement, and track and monitor coaching performance. The labs become a source of motivation and reward for the student to use as a tool to assist in planning their development and growth. Permission must be granted in the recorded session by the individual being coached to use the coaching session. Students will keep a copy of the coaching lab recording file for their records and submit one file for their coaching lab evaluation grade.

### *Lab File Guidelines*

- In MP3, WMA or MP4 (audio) formats. Other formats will not be accepted. 95 megabytes or less for each file. Use a lower bit rate to decrease file size, if needed.

- Student will label the files with student's name and a number, i.e., JoeSmith1.mp3.
- Providing a URL to download or stream audio recordings will not be accepted.
- A complete coaching session (unedited) lasting between 20 and 60 minutes. Those that exceed 60-minutes will not be scored.
- From an actual live coaching session between the student and a paid or pro-bono client. The individual being coached may not be a coach unless they are a regular client of the student's practice.
- English language only is acceptable when coaching session is submitted for this course.

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ELTU Instructors offer either a Live Group ELTU Discussion Forum Event or an ELTU Student Community Discussion Forum Online. The ELTU Discussion Forum is the place for knowledge sharing with those who are enrolled at ELTU currently, or to hear from others who have been enrolled previously and have posted their experiences and comments in reply to the Instructor's Questions covered in the Course Curriculum / Syllabus. These questions are typically regarding personal, professional, or spiritual transformation, leadership, coaching, change management, or any aspect of the given course or program. Where you see an icon labelled "ELTU Discussion Forum" or content labelled as such in your Class syllabus, your participation in the ELTU Discussion Forum is required and will be graded to successfully complete the program. Where indicated in your Syllabus, a student may attend a live ELTU Discussion Forum via ELTU events or ELTU live seminars offered in lieu of posting to the ELTU student community discussion board. If these live events are available, they will be posted to the ELTU student community discussion boards and listed on your syllabus. If a student has not attended either a Live ELTU Discussion Forum Event Seminar or Posted ELTU Discussion Forum Online to perform and complete the required weekly check-ins, the Instructor may recommend to the School Director that the student be withdrawn from the program (*see policy on Satisfactory Progress and Academic Probation*).

### Dissertation / Doctoral Capstone Project

The doctoral degree requires a doctoral dissertation or doctoral capstone project involving original contributions to the field of Christ-Centered coaching, leadership, and/or change management study using applied research methods. The student's planned or proposed dissertation or capstone project topic must be reviewed and approved by the Program director in advance. The student will submit the topic electronically using the form for Doctoral Dissertation Title / Doctoral Capstone Project Proposal Idea Submission. A dissertation or capstone project manual is provided online that includes guidelines on identifying, researching,



writing, and presenting the selected topic. Dissertations or capstone projects are appropriately defended by the doctoral candidates before a doctoral committee via distance learning live video recording. A committee of appropriately credentialed doctoral leaders will receive and review the completed dissertation or capstone project. Doctoral degrees are awarded upon final approval by a majority of the doctoral committee.

## SEMINAR SERIES (CERTIFICATES)

*Approved and Regulated by the Texas Workforce Commission, Career Schools and Colleges,  
Austin, Texas.*

*These certificates and seminars are not recognized or accredited by the United States  
Department of Education. The courses are also not designed for state licensure, certification, or  
other state professional designations.*

# GRADUATE SEMINAR SERIES - CERTIFICATE IN PROFESSIONAL COACHING

(G-CPC 100 SERIES CERTIFICATE - Synchronous Seminar Series)

The Graduate Seminar Series - Certificate in Professional Coaching is an accelerated **live instructor-led program** offering advanced level instruction that prepares students for work as a professional coach in the private business sector, corporate sector, secular industry or ministry while following the definitions, standards, and practices of the world renown International Coach Federation. **There are no written papers required for this program, only live instructor-led lectures, online assessments, performance evaluation, and coaching labs.** Upon completion of all training hours, labs, assessments, and evaluation, the individual will earn the Graduate Seminar Series - Certificate in Professional Coaching. *Program can only be offered when there is a minimum enrollment of 10 students on the waiting list. Program completion requires completion of the following courses.*

**Type of Award:** Graduate Certificate

## Program Course Outline

### *Complete Listing of Subjects*

SUBJECT #	SUBJECT TITLE	CONTACT HOURS LEC/LAB/EXT/TOTAL
G-CPC 101	DEMONSTRATES ETHICAL PRACTICE	16 / 2 / 00 / 18
G-CPC 102	EMBODIES A COACHING MINDSET	16 / 2 / 00 / 18
G-CPC 103	ESTABLISHES AND MAINTAINS AGREEMENTS	16 / 2 / 00 / 18
G-CPC 104	CULTIVATES TRUST AND SAFETY	16 / 2 / 00 / 18
G-CPC 105	MAINTAINS PRESENCE	16 / 2 / 00 / 18
G-CPC 106	LISTENS ACTIVELY	16 / 2 / 00 / 18
G-CPC 107	EVOKES AWARENESS	16 / 2 / 00 / 18
G-CPC 108	FACILITATES CLIENT GROWTH	16 / 2 / 00 / 18
	<b>MAXIMUM COURSE TIME HOURS FOR PROGRAM COMPLETION</b>	<b>128/16 /00/ 144</b>
	<b>MINIMUM COURSE TIME HOURS FOR PROGRAM COMPLETION</b>	<b>128/ 8/ 00/ 136</b>

ESTIMATED LENGTH OF TIME IN MONTHS FOR COMPLETION OF THE PROGRAM:

- Minimum 2 months (when offered on full-day weekends) based on an enrollment of at least 10 students from the waiting list. Coaching Labs suggested at least 4 per month for (2) months to meet requirements for completion of program within the established minimum timeframe.
- Maximum 4 months allowed (for the purpose of the coaching labs only). Coaching Labs suggested at least 4 per month for a period of (4) months to meet requirements for completion of program within the maximum established timeframe.
- Students are encouraged to follow the program timing guidelines as outlined.
- This instructor-led synchronous Graduate Seminar certificate will only be offered when there is a waiting list of at least 10 students enrolling in the program.

A [Complete Synopsis](#) of each Subject offered for this Program is found in the [Course Catalog](#).

### **Program Objective/Purpose**

- To develop the student's body of knowledge in coach-specific training, practices, core competencies, values and standards of professional coaching based on the International Coach Federation perspective, as well as provide a model, coaching processes, and tools for individuals to start coaching.

### **Application Requirements**

There are no prerequisites for application into the ELTU Seminar certificates. Upon receipt and approval of the ELTU admissions application to the School and payment of the fees, a student may start this program.

#### **\*\*Transfer Students:**

Credit for previous education or training will be granted for students entering programs requiring more than 40 program hours, provided that the previous education or training is related to ELTU or ELTU alliance coach-specific education. In such cases, information about such previous education, training, and work experiences disclosed by the student to the school on the Record of Previous Education and Training Form will be evaluated and may result in a program or course length being shortened and the cost being reduced. *(See policy: Credit for Previous Training and Experience)*

## GRADUATE SEMINAR SERIES - CERTIFICATE IN PROFESSIONAL COACHING

APPLY on our website: <https://elevationu.com>

### Tuition and Other Expenses

PROGRAM AND COST			
Program Name	GRADUATE SEMINAR SERIES - CERTIFICATE IN PROFESSIONAL COACHING		
Program Length	136 Minimum Contact Hours	Date training is to begin	_____
Course Type	<input type="checkbox"/> Program	<input type="checkbox"/> Seminar (single)	<input checked="" type="checkbox"/> Seminar (series)
Method of Delivery	Real Time Live (Synchronous)		
Max Time Allowed	Estimated 2 months (if full 8-hour days)		
This seminar series is only offered when there is a waiting list of at least (10) to be enrolled. The seminars are live instructor-led training on weekends and/or evenings for an estimated period of 8 weeks. Payment required in full in advance.			
Tuition**	\$4,387	Add-on Optional Expenses	
Registration Fee***	\$100	Add-on Degree / Seminar Series	\$2,000
Matriculation Fee	\$1,288	Add-on Book Publishing Package	\$2,400
Books**	\$250		
Supplies**	\$100	Other Fees	
		Payment Plan Enrollment Fee ***	Not Applicable
**Tuition represents the cost of ELTU delivered courses and does not include textbooks, supplies, or other expenses. Textbooks may be purchased from ELTU separately or from your favorite book dealer or www.Amazon.com. Students are responsible for the cost of their own internet provider service, computer equipment, email, etc. which are needed to access and complete ELTU courses and programs. Any cost shown for book fees or supplies are estimates only based on current cost and subject to change.			
TOTAL PROGRAM COST:		\$5,775	TOTAL REQUIRED IN ADVANCE: \$5,775
METHOD OF PAYMENT			
Total Payment for Live Seminar Series is due in advance payable online via credit card, debit card, or ACH bank draft from checking or savings account. No payment installments for this Live Instructor-led seminar series.			

Students must pay the total Seminar certificate fee upon program enrollment and before DAY 1 of the Program begins.

### How to Complete this Certificate

#### Core Course Lectures

This Graduate Seminar certificate is taught in live online instruction course time hours. **No course papers are required.** Using the D.I.A.M.O.N.D.S. CORE COMPETENCIES FOR COACHING curriculum developed by Dr. Merle Ray, this program is typically presented on weekends as full-day courses. The material is based upon the International Coach Federation (ICF) definition of coaching, its code of ethics, standards, core values and core Competencies and is estimated to take as little as 2 months when delivered on full-day weekends. To complete the training hours for the program, the student must attend and participate for all offered live sessions. This Graduate Seminar certificate is for individuals wanting to become professional coaches in their own private practice or those who seek opportunities to coach inside corporate business and industry. Graduates use this information to either set up their own coaching practice, coach in organizations, or blend coaching with their existing areas of work expertise. This program is only

offered when there is a waiting list of at least 10 students enrolled. There is an approved textbook for this program which also serves as a workbook and contains all of the lessons, instructions for the performance evaluations/coaching labs, and assessments. All lectures, labs, performance evaluations, and assessments must be attended live. There are (8) courses in this program worth 16 course time hours. Two labs are allowed for each course and each lab is a live coaching session worth 1 clock hour totaling up to 16 total coaching hours. To earn the Graduate Seminar Series - Certificate in Professional Coaching, students must attend and participate in all (8) of the required live core course lectures, and they must complete a minimum of (8) recorded live coaching sessions, i.e. coaching labs. These recorded sessions will be observed and rated as performance evaluations. The student can obtain up to a total of 144 course time hours of direct program instruction to earn the Graduate Seminar Series - Certificate in Professional Coaching, and a minimum of 136 program hours of instruction, including the coaching labs.

### Labs

As mentioned above, during the program, the student will setup, record, and complete a minimum of (8) coaching sessions and up to a maximum of (16) coaching sessions worth 1 clock hour each. Including any prep work, each coaching session may last up to 60 minutes. The sessions may take place online or offline at his/her convenience working with the person being coached. The student, not the school, is responsible for acquiring, setting up, recording, and completing the coaching session with his/her client or persons being coached. The student has up to the end of the program to complete all coaching sessions. At the end of the program to receive the Certificate, the student must submit each coaching session to be evaluated by the instructor. The coaching session recordings may be presented to the International Coach Federation (ICF) as performance evaluations for the School's training and quality purposes, as well as for any future ICF accreditation or application process. Each Performance Evaluation coaching session is focused on the person being coached and what he/she is presenting for their coaching work and conversation. The student will record the session with permission being granted on the recording from the person being coached and a word-for-word verbatim transcript must accompany the recording. Session can be a coaching engagement with an individual who is or is not a student in the program. The session may not be with a coach already

(unless the person is a regular client of the coaching student). The session may be a paid or pro-bono coaching session. These sessions should enable the student to practice learned coaching principles, methods, and techniques from the lectures and identify strengths and weaknesses, highlight areas for improvement, and track and monitor performance. The performance evaluation labs become a source of motivation and reward for the student's development and growth as a professional coach. Other tools such as the ICF Professional Coach Markers are also utilized as reference and evaluation tools.

There is no minimum length of time required for the performance evaluation coaching session. Sessions should be long enough for a coaching conversation. These sessions will be evaluated by an instructor/observer who is responsible for providing written feedback to the student, noting the student's use of the ICF Core Competencies in the coaching session. These sessions may be observed live by the instructor/observer or offline, but still must be recorded each time. The coaching sessions count as part of the total instructional hours of the program. ELTU may submit these coaching sessions, and the corresponding written feedback for the submitted recording to student sponsors, court or governmental agencies, ICF, or other outside agencies for program purposes such as review for school or program accreditation, continuous improvement, quality purposes, and to enhance the learning experience.

Confidentiality must be maintained in coach training lab sessions. ELTU will only submit recordings for which ELTU has received explicit permission from the person being coached and the student for review purposes and performance evaluation assessing the quality and methods of the coaching. Students will keep a copy of all their recorded coaching files. The maximum # of recordings a student may submit for performance evaluation purposes to the instructor is 2 recorded coaching sessions for each of the courses in this graduate program. When ready to submit the performance evaluation coaching sessions, the student will upload each recording and a typed transcript electronically using the student's secured user login ID and password. Feedback will be provided in the form of a written performance evaluation report from the instructor and this information may also be provided to the International Coach Federation or other agencies for program or school accreditation purposes.

### Lab File Guidelines

- In MP3, WMA or MP4 (audio) formats. Other formats will not be accepted. 95 megabytes or less for each file. Use a lower bit rate to decrease file size, if needed.
- Student will provide a word-for-word verbatim transcript of the coaching session and label the recorded files with student's name and a number, i.e., JoeSmith1.mp3.
- Providing a URL to download or stream audio recordings will not be accepted.
- Of a complete coaching session (not edited) lasting up to 60 minutes. Those that exceed 60-minutes will not be scored.
- From an actual coaching session between the student and a paid or pro bono client. The individual being coached may not be a coach unless they are a regular client of the student's ministry or coaching practice.
- English language only is acceptable when coaching session is submitted for this course.

### ELTU Discussion Forum Online



ELTU Instructors offer either a Live Group ELTU Discussion Forum Event or an ELTU Student Community Discussion Forum Online. The ELTU Discussion Forum is the place for knowledge sharing with those who are enrolled at ELTU currently, or to hear from others who have been enrolled previously and have posted their experiences and comments in reply to the Instructor's Questions covered in the Course Curriculum / Syllabus. These questions are typically regarding personal, professional, or spiritual transformation, leadership, coaching, change management, or any aspect of the given course or program. Where you see an icon labelled "ELTU Discussion Forum" or content labelled as such in your Class syllabus, your participation in the ELTU Discussion Forum is required and will be graded to successfully complete the program. Where indicated in your Syllabus, a student may attend a live ELTU Discussion Forum via ELTU events or ELTU live seminars offered in lieu of posting to the ELTU student community discussion board. If these live events are available, they will be posted to the ELTU student community discussion boards and listed on your syllabus. If a student has not attended either a Live ELTU Discussion Forum Event Seminar or Posted ELTU Discussion Forum Online to perform and complete the required weekly check-ins, the Instructor may recommend to the School Director that the student be withdrawn from the program (*see policy on Satisfactory Progress and Academic Probation*).

### Online Assessment

An assessment of the student's knowledge gained from the course is necessary to measure progress and readiness for professional coaching. The Online Coaching Assessment tests the student's understanding of the body of knowledge that includes the ICF definition of coaching, Core Competencies, core values, standards, and Code of Ethics, and is intended to measure coaches' understanding of the knowledge and skills important in the practice of coaching.



# MASTER'S SEMINAR CERTIFICATE IN PROFESSIONAL COACHING

(M-CPC 100 SERIES CERTIFICATE - Synchronous Seminar Series)

The Master's Seminar Series - Certificate in Professional Coaching is an accelerated **live instructor-led** program offering professional level instruction that prepares students for work as a professional coach in their calling or career at the highest advanced level recognized by ELT. **There are no written papers required for this program, only live instructor-led lectures and coaching labs.** Upon completion, the individual will receive the Master's Seminar Series - Certificate in Professional Coaching. *Program can only be offered when there is a minimum enrollment of 10 students on the waiting list. Program completion requires the following courses shown below.*

## Program Objective/Purpose

- To develop the student's body of knowledge in coach-specific training, practices, core competencies, and standards of professional coaching based on the International Coach Federation guidelines, as well as provide a model, coaching processes, and tools for individuals to start coaching at the ELTU advanced level.

## Program Course Outline

### *Complete Listing of Subjects*

SUBJECT #	SUBJECT TITLE	CONTACT HOURS LEC/LAB/EXT/TOTAL
M-CPC 109	DIAMONDS CORE COMPETENCIES IN COACHING	16 / 2 / 00 / 18
M-CPC 110	COACHING GLOBAL IMPACT & PERSPECTIVE	16 / 2 / 00 / 18
M-CPC 111	MINING FOR DIAMONDS IN COACHING	16 / 2 / 00 / 18
G-CPC 101	DEMONSTRATES ETHICAL PRACTICE	16 / 2 / 00 / 18
G-CPC 102	EMBODIES A COACHING MINDSET	16 / 2 / 00 / 18
G-CPC 103	ESTABLISHES AND MAINTAINS AGREEMENTS	16 / 2 / 00 / 18
G-CPC 104	CULTIVATES TRUST AND SAFETY	16 / 2 / 00 / 18
G-CPC 105	MAINTAINS PRESENCE	16 / 2 / 00 / 18
G-CPC 106	LISTENS ACTIVELY	16 / 2 / 00 / 18
G-CPC 107	EVOKES AWARENESS	16 / 2 / 00 / 18
G-CPC 108	FACILITATES CLIENT GROWTH	16 / 2 / 00 / 18
M-CPC 112	INDEPENDENT STUDY	15 / 0 / 00 / 15
	<b>MAXIMUM COURSE TIME HOURS FOR PROGRAM COMPLETION</b>	<b>191/22/ 00/213</b>
	<b>MINIMUM COURSE TIME HOURS FOR PROGRAM COMPLETION</b>	<b>191/ 9/ 00/200</b>

ESTIMATED LENGTH OF TIME IN MONTHS FOR COMPLETION OF THE PROGRAM:

- Minimum 3 to 4 months (when offered weekends only full days) based on a waiting list of at least 10 students enrolling the M-CPC program. Coaching Labs suggested at least 5 per month to meet requirements for completion of program within MAXIMUM timeframe and 3 per month within the MINIMUM timeframe.
- Students are encouraged to follow the assignment timing guidelines.
- This instructor-led synchronous Graduate Seminar certificate will only be offered when there is a waiting list of at least 10 students to enroll in the M-CPC program.

A [Complete Synopsis](#) of each Subject offered for this Program is found in the [Course Catalog](#).

**Type of Award:** Graduate Certificate

## Application Requirements

There are no prerequisites for application into the ELTU Seminar certificates. Upon receipt and approval of the ELTU admissions application to the School and payment of the fees, a student may start this program.

## MASTER'S SEMINAR CERTIFICATE IN PROFESSIONAL COACHING

### \*\*Transfer Students:

Credit for previous education or training will be granted for students entering programs requiring more than 40 program hours, provided that the previous education or training is related to ELTU or ELTU alliance coach-specific education. In such cases, information about such previous education, training, and work experiences disclosed by the student to the school on the Record of Previous Education and Training Form will be evaluated and may result in a program or course length being shortened and the cost being reduced. *(See policy: Credit for Previous Training and Experience)*

**APPLY on our website:** <https://elevationu.com>

## TUITION AND OTHER EXPENSES

PROGRAM AND COST			
Program Name	<b>MASTER'S SEMINAR SERIES - CERTIFICATE IN PROFESSIONAL COACHING</b>		
Program Length	200 Minimum Contact Hours	Date training is to begin	
Course Type	<input type="checkbox"/> Program	<input type="checkbox"/> Seminar (single)	<input checked="" type="checkbox"/> Seminar (series)
Method of Delivery	Real Time Live (Synchronous)		
Max Time Allowed	Estimated 4 months (if full 8-hour days)		
This program is only offered when there is a waiting list of at least (10) to be enrolled. The seminars are live instructor-led training on weekends and/or evenings for an estimated period of 12 to 14 weeks. Payment required in full in advance.			
Tuition**	\$5,419	Add-on Optional Expenses	
Registration Fee***	\$100	Add-on Degree / Seminar Series	\$2,000
Matriculation Fee	\$1,288	Add-on Book Publishing Package	\$2,400
Books**	\$250		
Supplies**	\$100	Other Fees	
		Payment Plan Enrollment Fee ***	Not Applicable
**Tuition represents the cost of ELTU delivered courses and does not include textbooks, supplies, or other expenses. Textbooks may be purchased from ELTU separately or from your favorite book dealer or www.Amazon.com. Students are responsible for the cost of their own Internet provider service, computer equipment, email, etc. which are needed to access and complete ELTU courses and programs. Any cost shown for book fees or supplies are estimates only based on current cost and subject to change.			
<b>TOTAL PROGRAM COST:</b>		<b>\$6,807</b>	<b>TOTAL REQUIRED IN ADVANCE: \$6,807</b>
METHOD OF PAYMENT			
Total Payment for Live Seminar Series is due in advance payable online via credit card, debit card, or ACH bank draft from checking or savings account. No payment installments for this Live Instructor-led seminar series.			

Students must pay the total fee upon program enrollment and before weekend DAY 1 begins.

## How to Complete this Certificate

### Core Course Lectures

The Master's Seminar Series - Certificate in Professional Coaching (M-CPC) Program is an advanced Graduate Seminar certificate taught in live online instruction. No course papers are required. Using the D.I.A.M.O.N.D.S. CORE COMPETENCIES FOR COACHING curriculum developed by Dr. Merle Ray, this program is typically presented on weekends as full-day courses. The material is based upon the International Coach Federation (ICF) definition of coaching, its

## MASTER'S SEMINAR CERTIFICATE IN PROFESSIONAL COACHING

code of ethics, core values, standards, and core competencies and is estimated to take as little as 3 months when delivered on full-day weekends. To complete the training hours for the program, the student must attend and participate for all offered live sessions. This Master's Seminar certificate is designed to assist individuals wanting to apply master's level skills in their own private practice or in seeking opportunities for coaching in corporate business and industry. Graduates may desire to set up their own coaching practice, seek opportunities to coach in organizations, or blend coaching with their existing areas of work expertise. This program is only offered when there is a waiting list of at least 10 students enrolled. There is an approved textbook for this program which also serves as a workbook and contains all of the lessons, instructions for the performance evaluations/coaching labs, and assessments. All lectures, labs, performance evaluations, and assessments must be attended live. There are (11) live synchronous learning courses in this program worth 16 course time hours and (1) Independent Study course worth 15 program hours. Up to (20) individual live coaching labs worth 20 program hours are allowed for this ELTU program; a minimum of (8) individual live coaching labs are required totaling 8 program hours. To earn the Master's Seminar Series - Certificate in Professional Coaching, students must attend and participate in all the required live core course lectures, and they must complete a minimum of (8) recorded live coaching sessions, i.e. coaching labs. These recorded sessions will be observed and rated as performance evaluations. The student can obtain up to a total of 211 course time hours of direct program instruction to earn the Master's Seminar Series - Certificate in Professional Coaching, and a minimum of 200 program hours of instruction, including the coaching labs.

### Labs

As discussed above, during the program period, the student will setup, record, and complete at least (9) coaching sessions worth one program clock hour each. Including any prep work, each coaching session may last up to 60 minutes. The sessions may take place online or offline at his/her convenience working with the person being coached. The student, not the school, is responsible for acquiring, setting up, recording, and completing the coaching session with his/her client or persons being coached. The student has up to the end of the program to complete all coaching sessions. At the end of the program to receive the Certificate, the student must submit

each coaching session to be evaluated by the instructor. The coaching session recordings may be presented to the International Coach Federation (ICF) as performance evaluations for the School's training and quality purposes, as well as for any future ICF accreditation or application process. Each Performance Evaluation coaching session is focused on the person being coached and what he/she is presenting for their coaching work and conversation. The student will record the session with permission being granted on the recording from the person being coached and a word-for-word verbatim transcript must accompany the recording. Session can be a coaching engagement with an individual who is or is not a student in the program. The session may not be with a coach already (unless the person is a regular client of the coaching student). The session may be a paid or pro-bono coaching session. These sessions should enable the student to practice learned coaching principles, methods, and techniques from the lectures and identify strengths and weaknesses, highlight areas for improvement, and track and monitor performance. The performance evaluation labs become a source of motivation and reward for the student's development and growth as a professional coach. Other tools such as the ICF Professional Coach Markers are also utilized as reference and evaluation tools.

There is no minimum length of time required for the performance evaluation coaching session. Sessions should be long enough for a coaching conversation. These sessions will be evaluated by an instructor/observer who is responsible for providing written feedback to the student, noting the student's use of the ICF Core Competencies in the coaching session. These sessions may be observed live by the instructor/observer or offline, but still must be recorded each time. The coaching sessions count as part of the total instructional hours of the program. ELTU may submit these coaching sessions, and the corresponding written feedback for the submitted recording to student sponsors, court or governmental agencies, ICF, or other outside agencies for program purposes such as review for school or program accreditation, continuous improvement, quality purposes, and to enhance the learning experience.

Confidentiality must be maintained in coach training lab sessions. ELTU will only submit recordings for which ELTU has received explicit permission from the person being coached and the student for review purposes and performance evaluation assessing the quality and methods of the coaching. Students will keep a copy of all their recorded coaching files. The maximum # of

recordings a student may submit for performance evaluation purposes to the instructor is 2 recorded coaching sessions for each of the courses in this graduate program. When ready to submit the performance evaluation coaching sessions, the student will upload each recording and a typed transcript electronically using the student's secured user login ID and password. Feedback will be provided in the form of a written performance evaluation report from the instructor and this information may also be provided to the International Coach Federation or other agencies for program or school accreditation purposes.

### *Lab File Guidelines*

- In MP3, WMA or MP4 (audio) formats. Other formats will not be accepted. 95 megabytes or less for each file. Use a lower bit rate to decrease file size, if needed.
- Student will provide a word-for-word verbatim transcript of the coaching session and label the recorded files with student's name and a number, i.e., JoeSmith1.mp3.
- Providing a URL to download or stream audio recordings will not be accepted.
- Of a complete coaching session (not edited) lasting up to 60 minutes. Those that exceed 60-minutes will not be scored.
- From an actual coaching session between the student and a paid or pro bono client. The individual being coached may not be a coach unless they are a regular client of the student's ministry or coaching practice.
- English language only is acceptable when coaching session is submitted for this course.

### ELTU Discussion Forum Online



ELTU Instructors offer either a Live Group ELTU Discussion Forum Event or an ELTU Student Community Discussion Forum Online. The ELTU Discussion Forum is the place for knowledge sharing with those who are enrolled at ELTU currently, or to hear from others who have been enrolled previously and have posted their experiences and comments in reply to the Instructor's Questions covered in the Course Curriculum / Syllabus. These questions are typically regarding personal, professional, or spiritual transformation, leadership, coaching, change management, or any aspect of the given course or program. Where you see an icon labelled "ELTU Discussion Forum" or content labelled as such in your Class syllabus, your participation in the ELTU Discussion Forum is required and will be graded to successfully complete the program. Where indicated in your Syllabus, a student may attend a live ELTU Discussion Forum via ELTU events or ELTU live seminars offered in lieu of posting to the ELTU student community discussion board. If these live events are available, they will be posted to the ELTU student community discussion boards and listed on your syllabus. If a student has not attended either a Live ELTU Discussion Forum Event Seminar or Posted ELTU Discussion Forum Online to perform and complete the required weekly check-ins, the Instructor may recommend to the School Director

that the student be withdrawn from the program (*see policy on Satisfactory Progress and Academic Probation*).

### **Online Assessment**

An assessment of the student's knowledge gained from the course is necessary to measure progress and readiness for professional coaching. The Online Coaching Assessment tests the student's understanding of the body of knowledge that includes the ICF definition of coaching, Core Competencies, core values, standards, and Code of Ethics, and is intended to measure coaches' understanding of the knowledge and skills important in the practice of coaching.

# CHRIST-CENTERED MBA SEMINAR SERIES

(MBA-300 SERIES CERTIFICATE - Asynchronous Seminar Series)

## Overview

The Christ-Centered MBA Seminar Series is an Inner-Healing for the Soul course that **enhances** a student's ministry (as opposed to a program which prepares a student for work in a particular occupation). The Christ-Centered MBA Seminar Series consists of multiple teachings combined in a series totaling 30-hours of asynchronous spiritual development and learning that enhances a student's learning from the inside out. This seminar series offers a life-changing and transformational curriculum consisting of exploration of one's soul through independent study, fieldwork, and personal action planning. In this series of courses, you will record and capture what you are observing and learning about yourself and your spiritual walk and how that information is impacting who you are and who you want to become. These decisions can transform you for the rest of your life – impacting one's calling and career. The Christ-Centered MBA is a Seminar certificate, not an accredited MBA Degree Program. Unlike traditional MBA programs, which focus primarily on business administrative skills, the Christ-Centered MBA is Inner Healing for the Soul, a certificate seminar series that gives you faith-based insights, biblical skills, and spiritual practices such as spiritual observation and vision, biblical alignment, spiritual intimacy, communion with God, as well as the opportunity for deep personal reflection. Attaining these skills is more important than ever in understanding what it takes to lead a fulfilling life. The decisions you make across these disciplines determine what you believe to be your calling and career assignments in life. 30 program contact hours of exercises and journaling will be done through a series of approved messages and/or course textbooks that you will choose from the Christ-Centered MBA Program Track.



## **Program Objective/Purpose**

### **SPIRITUAL FULFILLMENT & LEADERSHIP REDEFINED**

At ELT, we believe that personal and business success requires more than strategy, tactics, financial and material resources. Most people agree that there is something intangible that sets one leader apart from another. The Christ-Centered MBA mission is to help individuals apply their full potential by creating consistent and visible outer impact through pro-active inner mastery of their faith in God. This very profound independent self-study work is based on biblical truths about God, His ways, His nature, and how He's uniquely wired you, particularly to handle difficult periods through trials and breakthroughs. The approach starts with the premise that fulfillment of any kind and type is mastered when we focus our attention on becoming the best version of ourselves, the person God created us to be in the image of Christ. Our thoughts, behaviors, emotions, internal beliefs and mindset are all predicated on what we believe about God, our Father and Creator. We believe that impact-lasting behavioral change is stemmed from the inside out, demonstrating what it means to love the Lord thy God with all thy heart, mind, soul, and strength. To that end, this program will challenge your growth and personal development in these areas with the goal and purpose to:

- Assist individuals with defining spiritual fulfillment.
- Equip believers who are looking to redefine their leadership and concepts for fulfillment.
- Assist individuals with personally identifying how spiritual beliefs, intimacy with God, and actions taken impact their behavior in their callings and careers.

**Type of Award:** Graduate Certificate

## Program Course Outline

Requirement	Courses/Hours	Explanation
<b>Independent Self-Study Courses &amp; Live Instruction (Available for wait list of at least 10 students)</b>	30 course time hours – See course listing below	Select any combination of Courses listed in the Program chart below totaling 30 course time hours. Turn in the self-paced, self-study assignment workbooks.

### *Complete Listing of Subjects*

SUBJECT #	SUBJECT TITLE	COURSE TIME HOURS LEC/LAB/EXT/TOT	MARK 'X' to SELECT
MBA 310	WALKING IN SPIRITUAL DOMINION	26/ 0 / 0 / 26	
MBA 320	THE BUSINESS & CALLING OF BEING A WOMAN	22/ 0 / 0 / 22	
MBA 330	THE MINISTRY OF BOUNCING BACK	5 / 0 / 0 / 5	
MBA 340	PROSPERITY OF THE SOUL	26/ 0 / 0 / 26	
MBA 350	GOING BEYOND SUCCESS	22/ 0 / 0 / 22	
MBA 360	DESTINY CHANGE MANAGEMENT PRINCIPLES II	8 / 0 / 0 / 8	
MBA 370	PEER COACH TRAINING: GROWTH-CENTERED RELATIONSHIPS	22 / 8 / 0 / 30	
	<b>Total Clock Hours for Program Completion</b>	<b>30</b>	<b>30</b>

ESTIMATED LENGTH OF TIME IN MONTHS FOR COMPLETION OF THE PROGRAM:

- Minimum # of months: 2 to 4 depending on choice of courses
- Suggested # of months: 6 to 12 depending on choice of courses
- Maximum # of months: 24
- Students are encouraged to follow the assignment timing guidelines outlined in the policy on ***Progress Standards and Academic Probation***.
- No labs are required for this program or seminar series.

A [Complete Synopsis](#) of each Subject offered for this Program is found in the [Course Catalog](#).

### Application Requirements

There are no prerequisites for application into the ELTU Seminar certificates. Upon receipt and approval of the ELTU admissions application to the School and payment of the fees, a student may start this program.

## CHRIST-CENTERED MBA SEMINAR SERIES

### \*\*Transfer Students:

Credit for previous education or training will be granted for students entering programs requiring more than 40 program hours, provided that the previous education or training is related to ELTU or ELTU alliance coach-specific education. In such cases, information about such previous education, training, and work experiences disclosed by the student to the school on the Record of Previous Education and Training Form will be evaluated and may result in a program or course length being shortened and the cost being reduced. *(See policy: Credit for Previous Training and Experience)*

APPLY on our website: <https://elevationu.com>

## Tuition and Other Expenses

PROGRAM AND COST			
Program Name	CHRIST-CENTERED MBA CERTIFICATE		
Program Length	30 Minimum Contact Hours	Date training is to begin	
Course Type	<input type="checkbox"/> Program	<input type="checkbox"/> Seminar (single)	<input checked="" type="checkbox"/> Seminar (series)
Method of Delivery	Asynchronous		
Max Time Allowed	24 months		
Tuition**	\$2,625	Add-on Optional Expenses	
Registration Fee***	\$100	Add-on Degree / Seminar Series	\$2,000
Matriculation Fee	\$1,288	Add-on Book Publishing Package	\$2,400
Books**	\$250		
Supplies**	\$100	Other Fees	
**SAVE \$\$ STUDENT DISCOUNTS apply for tuition and fees paid in advance		Payment Plan Enrollment Fee ***	\$150
<small>**Tuition represents the cost of ELTU delivered courses and does not include textbooks, supplies, or other expenses. Textbooks may be purchased from ELTU separately or from your favorite book dealer or www.Amazon.com. Students are responsible for the cost of their own internet provider service, computer equipment, email, etc. which are needed to access and complete ELTU courses and programs. Any cost shown for book fees or supplies are estimates only based on current cost and subject to change.</small>			
TOTAL PROGRAM COST:		\$4,013	TOTAL IF PAID IN ADVANCE: \$3,513
METHOD OF PAYMENT			
Select One			
PAYMENT PLAN A	PAYMENT PLAN B		
12 Monthly Installments with No Interest*	24 Monthly Installments with No Interest*		
\$326	\$163		
Monthly plus the student's chosen optional Add-on package(s).	Monthly plus the student's chosen optional Add-on package(s).		
		ADVANCED PAYMENT OF TUITION & FEES IF PAID IN FULL	ADVANCED PAYMENT OF TUITION ONLY
		\$3,513	\$2,325
		SAVINGS AMOUNT:	SAVINGS AMOUNT:
		\$500	\$300
		No remaining fees if Tuition & Expenses paid in advance.	Matriculation Fees to be paid via 12 monthly installments with No Interest.
			\$107

## How to Complete this Certificate

### Core Course Lectures

**There are no papers nor coaching sessions required for this Graduation Seminar certificate.**

Students will select their preference of Courses from the Approved Courses and textbooks listed in the Program Course Outline chart. Course selections must total at least 30 hours of coursework. Materials required for the Course (if any, such as CD messages/audio) are listed in each course and must be purchased by the student. Students will complete each lesson in the approved textbook by filling in the questions with answers and reflections as they consider the textbook material. These materials are form-fillable pdfs so students may type directly into the electronic book. Students may also journal in the textbook material. Students are free to include their opinions whether they agree or disagree with the author's material in the textbooks. Once completing each textbook, student will electronically submit their completed workbook as a pdf typewritten copy of their document to the instructor. Students must submit one Course completed at a time before moving to the next course.

### ELTU Discussion Forum Online



ELTU Instructors offer either a Live Group ELTU Discussion Forum Event or an ELTU Student Community Discussion Forum Online. The ELTU Discussion Forum is the place for knowledge sharing with those who are enrolled at ELTU currently, or to hear from others who have been enrolled previously and have posted their experiences and comments in reply to the Instructor's Questions covered in the Course Curriculum / Syllabus. These questions are typically regarding personal, professional, or spiritual transformation, leadership, coaching, change management, or any aspect of the given course or program. Where you see an icon labelled "ELTU Discussion Forum" or content labelled as such in your Class syllabus, your participation in the ELTU Discussion Forum is required and will be graded to successfully complete the program. Where indicated in your Syllabus, a student may attend a live ELTU Discussion Forum via ELTU events or ELTU live seminars offered in lieu of posting to the ELTU student community discussion board. If these live events are available, they will be posted to the ELTU student community discussion boards and listed on your syllabus. If a student has not attended either a Live ELTU Discussion Forum Event Seminar or Posted ELTU Discussion Forum Online to perform and complete the required weekly check-ins, the Instructor may recommend to the School Director that the student be withdrawn from the program (*see policy on Satisfactory Progress and Academic Probation*).

### Adding on Degree Programs

ELTU students without a degree who desire to go beyond the Christ-Centered MBA Seminar Series Certificate may upskill into any of our ELTU Degree programs with transferable program hours gained from the Christ-Centered MBA Seminar Series Certificate at the discounted tuition rate.

**Bachelor's Add-on.** For the Bachelor's Degree program, this is accomplished by adding on a minimum 8 core courses (96 program hours) from the Bachelor's Degree program following the steps as outlined in the Bachelor of Science degree outline once you have completed the Christ-Centered MBA Seminar Series Certificate. Students must meet the program admission application requirements prior to enrolling into this degree program. Students who do so will enjoy the program discounted rates as shown in the Tuition chart for the Add-on Degree program.

**Master's Add-on.** For the Master's Degree program, this is accomplished by adding on a minimum 5 core courses (50 program hours) from the Master's Degree program following the steps as outlined in the Master of Science degree outline once you have completed the Christ-Centered MBA Seminar Certificate. Students must meet the program admission application requirements prior to enrolling into this degree program. Students who do so will enjoy the program discounted rates as shown in the Tuition chart for the Add-on Degree program.

**Doctorate Add-on.** For the Doctoral Degree program, this is accomplished by adding on a minimum 3 core courses plus the (1) dissertation (50 program hours) from the Doctorate Degree program following the steps as outlined in the Doctorate degree outline once you have completed the Christ-Centered MBA Seminar Series Certificate. Students must meet the program admission application requirements prior to enrolling into this degree program. Students who do so will enjoy the program discounted rates as shown in the Tuition chart for the Add-on Degree program.

*(See policy on VOLUNTARY "ADD-ON" SERVICES (OPTIONAL)).*

# PERSONAL MINISTRY COACH

(PMC-100 SERIES CERTIFICATE Asynchronous Seminar Series)

## Overview

The Personal Ministry Coach Program seeks to equip believers in leading others and living a transforming unshakable life of faith even amid unprecedented change in the world using coaching skills. The disruption of the past year has left many church-goers and believers alike feeling stranded, disconnected, out-of-synch with the rest of the Body of Christ, and less confident about the amount of progress that can actually take place in life. As the world health crisis continues to lurk around the globe, there is political and racial unrest. People everywhere try to focus on work and nations make economic decisions continually struggling to make sense of what to do next in a post-COVID environment. The need for an approachable personal minister to co-partner with through a coaching relationship, helping a person navigate their way through change is an all-too-important task – much too important to leave to the way things were before 2020.

ELTU specializes in stepping faith-based leaders through the foundational building blocks of becoming a Christ-Centered Coach, Leader, and navigator of change. **Students who enroll in our Personal Ministry Coach program work at their own pace and are not required to attend live classes but will audit each class and complete two live coaching sessions for each of the first ten courses as shown in the Complete Course Listing. Students must pass the end of program assessments and no course papers are required. Students of the Personal Ministry Coach program are interested in becoming trained ELTU coaches, and may choose to enhance their careers by becoming a published author, personal minister or speaker.** In order to accomplish this educational goal, students will audit the Master's Seminar Series - Certificate in Professional Coaching program and complete all of the required coaching labs, learning the same principles as taught in our live instructor-led version. Students work at their own pace as long as they follow

## PERSONAL MINISTRY COACH

their Course Outline, Instructor's Syllabus, and/or Student Advisory Roadmap. The Student Advisory Roadmap is a tool suggested upon enrollment to help meet the student's timetable for completion and follow the guidelines and policies on Performance and Satisfactory Progress. To earn the Personal Ministry Coach Graduate Certificate, students take up to 6-weeks to audit each course in the program by reviewing the course textbook and class materials, completing any exercises outlined in the course syllabus and workbook, including but not limited to the required coaching labs, and then completing a knowledge assessment of what was learned at the end of each course. Upon successful completion of all courses in the Personal Ministry Coach program, the student will be recognized by ELTU as a Personal Ministry Coach and receive the Personal Ministry Coach Certificate. *Program completion requires a total of 211 program hours covering the courses shown below.*

### **Program Objective/Purpose**

- To equip Christian faith-based groups, churches, pastors, leaders, and lay members with the tools, training, and skills needed to become established faith-based leaders and practitioners through use of core competencies in coaching.
- To teach and train others to reach their full potential in the Kingdom of God by excelling in coaching skills and practices.
- To motivate, inspire, and empower individuals to become more effective and fulfilled personally, professionally, socially, and spiritually through coach-specific training, best-practices, ELT-recognized certificates, and instruction.

**Type Awarded:** Graduate Certificate

## Program Course Outline

### *Complete Listing of Subjects*

SUBJECT #	SUBJECT TITLE	COURSE CONTACT HOURS LEC/LAB/EXT/TOTAL
G-CPC 101-A	DEMONSTRATES ETHICAL PRACTICE	16 / 2 / 00 / 18
G-CPC 102-A	EMBODIES A COACHING MINDSET	16 / 2 / 00 / 18
G-CPC 103-A	ESTABLISHES AND MAINTAINS AGREEMENTS	16 / 2 / 00 / 18
G-CPC 104-A	CULTIVATES TRUST AND SAFETY	16 / 2 / 00 / 18
G-CPC 105-A	MAINTAINS PRESENCE	16 / 2 / 00 / 18
G-CPC 106-A	LISTENS ACTIVELY	16 / 2 / 00 / 18
G-CPC 107-A	EVOKES AWARENESS	16 / 2 / 00 / 18
G-CPC 108-A	FACILITATES CLIENT GROWTH	16 / 2 / 00 / 18
M-CPC 109-A	DIAMONDS CORE COMPETENCIES IN COACHING	16 / 2 / 00 / 18
M-CPC 110-A	COACHING GLOBAL IMPACT & PERSPECTIVE	16 / 2 / 00 / 18
M-CPC 111-A	MINING FOR DIAMONDS IN COACHING	16 / 00 / 00 / 16
M-CPC 112	INDEPENDENT STUDY	15 / 00 / 00 / 15
	<b>Total Contact Hours for Program Completion</b>	<b>191/20 /00/ 211</b>

ESTIMATED LENGTH OF TIME IN MONTHS FOR COMPLETION OF THE PROGRAM:

- Minimum # of months: 6 *self-paced*
- Suggested # of months: 12
- Maximum # of months: 24
- Students are encouraged to follow the assignment timing guidelines outlined in the policy on ***Progress Standards and Academic Probation***.
- All 10 labs required for this seminar certificate at 2 hours each totaling 20 lab hours.

A [Complete Synopsis](#) of each Subject offered for this Program is found in the [Course Catalog](#).

## Application Requirements

There are no prerequisites for application into the ELTU Seminar certificates. Upon receipt and approval of the ELTU admissions application and payment of the fees, a student may start the Personal Ministry Coach program.

**\*\*Transfer Students:**



## PERSONAL MINISTRY COACH

Credit for previous education or training will be granted for students entering programs requiring more than 40 program hours, provided that the previous education or training is related to ELTU or ELTU alliance coach-specific education. In such cases, information about such previous education, training, and work experiences disclosed by the student to the school on the Record of Previous Education and Training Form will be evaluated and may result in a program or course length being shortened and the cost being reduced. *(See policy: Credit for Previous Training and Experience)*

**APPLY on our website:** <https://elevationu.com>

### Tuition and Other Expenses

PROGRAM AND COST			
Program Name	<b>PERSONAL MINISTRY COACH</b>		
Program Length	211 Minimum Contact Hours	Date training is to begin	
Course Type	<input type="checkbox"/> Program	<input type="checkbox"/> Seminar (single)	<input checked="" type="checkbox"/> Seminar (series)
Method of Delivery	Asynchronous		
Max Time Allowed	24 months		
Tuition**	\$2,625	Add-on Optional Expenses	
Registration Fee***	\$100	Add-on Degree / Seminar Series	\$2,000
Matriculation Fee	\$1,288	Add-on Book Publishing Package	\$2,400
Books**	\$250		
Supplies**	\$100	Other Fees	
<b>**SAVE \$\$ STUDENT DISCOUNTS apply for tuition and fees paid in advance</b>		Payment Plan Enrollment Fee ***	\$150
<small>**Tuition represents the cost of ELTU delivered courses and does not include textbooks, supplies, or other expenses. Textbooks may be purchased from ELTU separately or from your favorite book dealer or www.Amazon.com. Students are responsible for the cost of their own Internet provider service, computer equipment, email, etc. which are needed to access and complete ELTU courses and programs. Any cost shown for book fees or supplies are estimates only based on current cost and subject to change.</small>			
<b>TOTAL PROGRAM COST:</b>		<b>\$4,013</b>	<b>TOTAL IF PAID IN ADVANCE: \$3,513</b>
METHOD OF PAYMENT			
<small>Select One</small>			
<b>PAYMENT PLAN A</b>	<b>PAYMENT PLAN B</b>	<b>ADVANCED PAYMENT OF TUITION &amp; FEES IF PAID IN FULL</b>	<b>ADVANCED PAYMENT OF TUITION ONLY</b>
12 Monthly Installments with No Interest*	24 Monthly Installments with No Interest*	<b>\$3,513</b>	<b>\$2,325</b>
<b>\$326</b>	<b>\$163</b>	<b>SAVINGS AMOUNT:</b>	<b>SAVINGS AMOUNT:</b>
		<b>\$500</b>	<b>\$300</b>
Monthly plus the student's chosen optional Add-on package(s).	Monthly plus the student's chosen optional Add-on package(s).	No remaining fees if Tuition & Expenses paid in advance.	Matriculation Fees to be paid via 12 monthly installments with No Interest.
			<b>\$107</b>

## How to Complete this Certificate

The Personal Ministry Coach Program allows students to audit the Master's Seminar Series - Certificate in Professional Coaching (M-CPC) Program. By audit, we mean that the student can take the course by reviewing the materials on their own without having to attend a live instructor-led class. When finished reviewing each course in the textbook, the student will take an online assessment to determine the knowledge gained. When all assessments have been completed satisfactorily, and the student has completed all the required coaching labs, then the student earns the Graduate Certificate Personal Ministry Coach.

### Core Course Lectures

Using the D.I.A.M.O.N.D.S. CORE COMPETENCIES FOR COACHING curriculum developed by Dr. Merle Ray, this program is presented via textbook. **No course papers are required.** The material is covered in a workbook based upon the International Coach Federation Core Competencies and is estimated to take as little as 3 months and as much as 24 months depending on the student's pace. To complete the training hours for the program, the student must review all textbook material and complete the assessments. The first 136 hours of the program consists of completion of the Course Numbers G-CPC 101 through G-CPC 108 based upon the International Coach Federation Core Competencies, and the ICF's definition of coaching. The remaining 66 hours of the program are the M-CPC continued in the D.I.A.M.O.N.D.S. CORE COMPETENCIES FOR COACHING curriculum with Courses M-CPC 109 through M-CPC 112. The Personal Ministry Coach program is for individuals who are looking to maximize their ministry potential through utilizing advanced mastery in not only coaching but mentoring and discipleship as well. There is an approved textbook for this program which covers all 11 courses, and a minimum of 20 performance evaluation coaching labs are required for the program. Each course is worth 16 course time hours. Course ***M-CPC 112 Independent Study*** is worth 15 course time hours. To become a Personal Ministry Coach, students must audit all the courses, pass the online coach knowledge assessment, and perform the accompanying 20 coaching labs as discussed below. The combined total of 211 course time hours is required in this program.

## Labs

During the program period, the student will setup, record, and complete two coaching sessions worth 1 clock hour each for Courses in this Program (Course Number G-CPC101-A through Course Number M-CPC110-A) for a total of (20) required coaching sessions. Including any prep work, the coaching sessions may last up to 60 minutes. The sessions may take place online or offline at his/her convenience working with the person being coached. The student, not the school, is responsible for acquiring, setting up, recording, and completing the coaching session with his/her client or persons being coached. The student must complete each of the required coaching labs for each course within the timeframe allowed for each course on the Student Advisory Roadmap (typically two coaching labs completed every 11 weeks or less) in order to complete all (20) of the required coaching sessions. At the end of each 11 weeks course period or earlier, the student must submit each coaching session to be evaluated by the instructor and complete the online knowledge assessment. Performance evaluation for the coaching session is focused on the person being coached and what he/she is presenting for their coaching conversation. The student will record the session with permission being granted on the recording from the person being coached. Session can be a coaching engagement with an individual who is or is not a student in the program. The session may not be with a coach already (unless the person is a regular client of the coaching student). The session may be a paid or pro-bono coaching session. These sessions should enable the student to practice learned coaching principles, methods, and techniques from the lectures and identify strengths and weaknesses, highlight areas for personal, professional, and/or spiritual formation and improvement as a Christ-Centered coach, and track and monitor performance. The performance evaluation labs become a source of motivation and reward for the student to use as a tool to assist in obtaining their Coaching Certificate and planning for their development and growth.

There is no minimum length of time required for the performance evaluation coaching session. Sessions should be long enough for a coaching conversation. These sessions will be observed by an instructor/observer who is responsible for providing written feedback to the student, noting the student's use of the ICF Core Competencies in the coaching session. These sessions may be observed live by the instructor/observer or after the fact, so they must always be recorded. The

coaching sessions count as part of the total instructional hours of the program. ELTU may submit recorded observed coaching sessions, and the corresponding written feedback for the submitted recording to student sponsors, court or governmental agencies, or outside agencies upon student's written request, specifically for program purposes.

Confidentiality must be maintained in coach training lab sessions. ELTU will only submit recordings for which ELTU has received explicit permission from the person being coached and the student for review purposes and performance evaluation assessing the quality and methods of the coaching. Students will keep a copy of all their recorded coaching files. The maximum # of recordings a student may submit for performance evaluation purposes to the instructor is 2 recorded coaching sessions for each of the courses in this graduate program. When ready to submit the performance evaluation coaching sessions, the student will upload each recording and a typed transcript electronically using the student's secured user login ID and password. Feedback will be provided in the form of a written performance evaluation report from the instructor and this information may also be provided to the International Coach Federation or other agencies for program or school accreditation purposes.

### *Lab File Guidelines*

- In MP3, WMA or MP4 (audio) formats. Other formats will not be accepted. 95 megabytes or less for each file. Use a lower bit rate to decrease file size, if needed.
- Student will provide a word-for-word verbatim transcript of the coaching session and label the recorded files with student's name and a number, i.e., JoeSmith1.mp3.
- Providing a URL to download or stream audio recordings will not be accepted.
- Of a complete coaching session (not edited) lasting up to 60 minutes. Those that exceed 60-minutes will not be scored.
- From an actual coaching session between the student and a paid or pro bono client. The individual being coached may not be a coach unless they are a regular client of the student's ministry or coaching practice.
- English language only is acceptable when coaching session is submitted for this course.

### **ELTU Discussion Forum Online**



ELTU Instructors offer either a Live Group ELTU Discussion Forum Event or an ELTU Student Community Discussion Forum Online. The ELTU Discussion Forum is the place for knowledge sharing with those who are enrolled at ELTU currently, or to hear from others who have been enrolled previously and have posted their experiences and comments in reply to the Instructor's Questions covered in the Course Curriculum / Syllabus. These questions are typically

regarding personal, professional, or spiritual transformation, leadership, coaching, change management, or any aspect of the given course or program. Where you see an icon labelled “ELTU Discussion Forum” or content labelled as such in your Class syllabus, your participation in the ELTU Discussion Forum is required and will be graded to successfully complete the program. Where indicated in your Syllabus, a student may attend a live ELTU Discussion Forum via ELTU events or ELTU live seminars offered in lieu of posting to the ELTU student community discussion board. If these live events are available, they will be posted to the ELTU student community discussion boards and listed on your syllabus. If a student has not attended either a Live ELTU Discussion Forum Event Seminar or Posted ELTU Discussion Forum Online to perform and complete the required weekly check-ins, the Instructor may recommend to the School Director that the student be withdrawn from the program (*see policy on Satisfactory Progress and Academic Probation*).

### Adding on the Bachelor’s Degree

ELTU offers several ways to elevate your educational success. Students in the Personal Ministry Coach program, can elevate their brilliance by adding one course paper worth 20 contact hours to earn their Bachelor of Science degree in Christ-Centered Leadership, Coaching, and Change. These 20 program hours for the course paper are added to the above Personal Ministry Coach program. Your Course Paper would cover the foundational principles you have learned in the Personal Ministry program and should be no less than 20 pages and no more than 50 pages in length. In your course paper, you must cite the textbook and page number when you are drawing your conclusions or referring to statements, remarks or talking points you have read from the textbook. Your Course Paper must contain at least 20 cited references and must use APA formatting to properly structure your writing. Students would turn in this Bachelor of Science Bridge Course Paper at the end of their Personal Ministry Coach Graduate Seminar certificate for the paper to be graded and the credits to be given toward the Bachelor’s program contact hours. Upon successful completion, a student would have earned 211 hours (Seminar certificate) + 20 contact hours (in the Bachelor’s Degree Bridge) = 231 total program contact hours to be awarded both the Personal Ministry Coach and the Bachelor of Science degree in Christ-Centered Leadership, Coaching, and Change. See below for the Program Course Outline for Personal Ministry Coach plus the Bachelor’s Degree bridge.

*Personal Ministry Coach Certificate Plus Bachelor's Degree Bridge*  
*Complete Listing of Subjects*

SUBJECT #	SUBJECT TITLE	COURSE CONTACT HOURS LEC/LAB/EXT/PAP TOTAL
G-CPC 101-A	DEMONSTRATES ETHICAL PRACTICE	16 / 2 / 00 / 0 / 18
G-CPC 102-A	EMBODIES A COACHING MINDSET	16 / 2 / 00 / 0 / 18
G-CPC 103-A	ESTABLISHES AND MAINTAINS AGREEMENTS	16 / 2 / 00 / 0 / 18
G-CPC 104-A	CULTIVATES TRUST AND SAFETY	16 / 2 / 00 / 0 / 18
G-CPC 105-A	MAINTAINS PRESENCE	16 / 2 / 00 / 0 / 18
G-CPC 106-A	LISTENS ACTIVELY	16 / 2 / 00 / 0 / 18
G-CPC 107-A	EVOKES AWARENESS	16 / 2 / 00 / 0 / 18
G-CPC 108-A	FACILITATES CLIENT GROWTH	16 / 2 / 00 / 0 / 18
M-CPC 109-A	DIAMONDS CORE COMPETENCIES IN COACHING	16 / 2 / 00 / 0 / 18
M-CPC 110-A	COACHING GLOBAL IMPACT & PERSPECTIVE	16 / 2 / 00 / 0 / 18
M-CPC 111-A	MINING FOR DIAMONDS IN COACHING	16 / 00 / 00 / 0 / 16
M-CPC 112-A	INDEPENDENT STUDY	15 / 00 / 00 / 00 / 15
	<b>COURSE PAPER</b>	<b>00 / 00 / 00 / 20 / 20</b>
	<b>Total Contact Hours for Program Completion</b>	<b>191/20/ 00 / 20 / 231</b>

ESTIMATED LENGTH OF TIME IN MONTHS FOR COMPLETION OF THE PROGRAM:

- Minimum # of months: 6 *self-paced*
- Suggested # of months: 12
- Maximum # of months: 24
- Students are encouraged to follow the assignment timing guidelines outlined in the policy on ***Progress Standards and Academic Probation***.
- All 10 labs required for this seminar certificate at 2 hours each totaling 20 lab hours.

A [Complete Synopsis](#) of each Subject offered for this Program is found in the [Course Catalog](#).

### Adding on the Master's Degree

ELTU students who desire to go beyond the Bachelor's program may upskill into the Master of Science in Christ-Centered Leadership, Coaching, and Change once they have completed the Bachelor's Add-on bridge. This is accomplished by adding just one additional coaching lab to the Course Numbers G-CPC-101A through M-CPC-110A in the Personal Ministry Coach program as shown below in the Certificate Plus Bachelor's & Master's Degree Bridge Program Course Outline chart. Each coaching lab is worth 1 additional contact hour, making the total number of coaching lab program hours equal to 30 instead of 20 in this bridge or learning path for those students

## PERSONAL MINISTRY COACH

who are completing their Master's degree along with the Personal Ministry Coach certificate. Students would turn in their Coaching Lab work at the end of each of their Personal Ministry Coach program courses for the labs to be graded and the credits to be given completing the Masters' degree program. Upon successful completion of all courses in both of these bridge programs, a student would have earned 231 hours + 10 additional coaching lab hours = 241 total program contact hours to be awarded all three :

- Personal Ministry Coach;
- Bachelor of Science degree in Christ-Centered Leadership, Coaching, and Change;
- Master of Science degree in Christ-Centered Leadership, Coaching, and Change

### *Personal Ministry Coach Certificate Plus Bachelor's & Master's Degree Bridge Complete Listing of Subjects*

SUBJECT #	SUBJECT TITLE	COURSE CONTACT HOURS LEC/LAB/EXT/PAP TOTAL
G-CPC 101-A	DEMONSTRATES ETHICAL PRACTICE	16 / 3 / 00 / 0 / 19
G-CPC 102-A	EMBODIES A COACHING MINDSET	16 / 3 / 00 / 0 / 19
G-CPC 103-A	ESTABLISHES AND MAINTAINS AGREEMENTS	16 / 3 / 00 / 0 / 19
G-CPC 104-A	CULTIVATES TRUST AND SAFETY	16 / 3 / 00 / 0 / 19
G-CPC 105-A	MAINTAINS PRESENCE	16 / 3 / 00 / 0 / 19
G-CPC 106-A	LISTENS ACTIVELY	16 / 3 / 00 / 0 / 19
G-CPC 107-A	EVOKES AWARENESS	16 / 3 / 00 / 0 / 19
G-CPC 108-A	FACILITATES CLIENT GROWTH	16 / 3 / 00 / 0 / 19
M-CPC 109-A	DIAMONDS CORE COMPETENCIES IN COACHING	16 / 3 / 00 / 0 / 19
M-CPC 110-A	COACHING GLOBAL IMPACT & PERSPECTIVE	16 / 3 / 00 / 0 / 19
M-CPC 111-A	MINING FOR DIAMONDS IN COACHING	16 / 00 / 00 / 0 / 16
M-CPC 112-A	INDEPENDENT STUDY	15 / 00 / 00 / 00 / 15
	COURSE PAPER	00 / 00 / 00 / 20 / 20
	<b>Total Contact Hours for Program Completion</b>	<b>191/30/ 00/ 20 / 241</b>

ESTIMATED LENGTH OF TIME IN MONTHS FOR COMPLETION OF THE PROGRAM:

- Minimum # of months: 12 *self-paced*
- Suggested # of months: 14 to 16
- Maximum # of months: 24
- Students are encouraged to follow the assignment timing guidelines outlined in the policy on ***Progress Standards and Academic Probation***.
- All 10 labs required for this seminar certificate at 3 hours each totaling 30 lab hours.

A [Complete Synopsis](#) of each Subject offered for this Program is found in the [Course Catalog](#).

### Adding on the Doctoral Degree

The bridge to the Doctor of Philosophy specializing in Christ-Centered Leadership, Coaching, and Change is the ultimate learning experience for the ELTU student who desires to go into faith-based coaching private industry practice or faith-based entrepreneurship. To accomplish this elite standing, students will take everything they have learned in the Personal Ministry Coach program, Bachelor's program, and Masters' program and apply it into their research practice and dissertation or doctoral capstone in the Doctoral program. Student's will use this information and research to formulate their Doctorate level dissertation or capstone project to complete their PhD.

By adding your doctoral dissertation or doctoral capstone to the already existing ELTU program bridges, the student will have satisfied program requirements for the Doctoral degree. The doctoral dissertation or project capstone is worth 15 program contact hours to be added to the existing Personal Ministry Coach, plus Bachelors' and Masters' degree bridge programs, making the total number of program hours in the bridge to the Doctor of Philosophy in Christ-Centered Leadership, Coaching, and Change to be 256 program hours completed. Students would turn in their doctoral dissertation or doctoral capstone project work at the end of the program for the dissertation to be graded. The Dissertation or Doctoral Capstone project must then be conferred by the Doctoral Dissertation Committee for the credits to be given completing the PhD program. Upon successful completion, a student would have earned 211 program contact hours (Personal Ministry Coach Program) + 20 program contact hours (Bachelor's Degree Bridge) + 10 program contact hours (Master's Degree Bridge) + 15 program contact hours (Doctoral Degree Bridge) = 256 total program contact hours to be awarded all four of the following:

- Personal Ministry Coach;
- Bachelor of Science degree in Christ-Centered Leadership, Coaching, and Change;
- Master of Science degree in Christ-Centered Leadership, Coaching, and Change.
- Doctor of Philosophy degree specializing in Christ-Centered Leadership, Coaching, and Change.



PERSONAL MINISTRY COACH

*Personal Ministry Coach Certificate Plus Bachelor's/Master's/Doctoral Degree Bridge*  
*Complete Listing of Subjects*

SUBJECT #	SUBJECT TITLE	COURSE CONTACT HOURS LEC/LAB/EXT/PAP TOTAL
G-CPC 101-A	DEMONSTRATES ETHICAL PRACTICE	16 / 3 / 00 / 0 / 19
G-CPC 102-A	EMBODIES A COACHING MINDSET	16 / 3 / 00 / 0 / 19
G-CPC 103-A	ESTABLISHES AND MAINTAINS AGREEMENTS	16 / 3 / 00 / 0 / 19
G-CPC 104-A	CULTIVATES TRUST AND SAFETY	16 / 3 / 00 / 0 / 19
G-CPC 105-A	MAINTAINS PRESENCE	16 / 3 / 00 / 0 / 19
G-CPC 106-A	LISTENS ACTIVELY	16 / 3 / 00 / 0 / 19
G-CPC 107-A	EVOKES AWARENESS	16 / 3 / 00 / 0 / 19
G-CPC 108-A	FACILITATES CLIENT GROWTH	16 / 3 / 00 / 0 / 19
M-CPC 109-A	DIAMONDS CORE COMPETENCIES IN COACHING	16 / 3 / 00 / 0 / 19
M-CPC 110-A	COACHING GLOBAL IMPACT & PERSPECTIVE	16 / 3 / 00 / 0 / 19
M-CPC 111-A	MINING FOR DIAMONDS IN COACHING	16 / 00 / 00 / 0 / 16
M-CPC 112-A	INDEPENDENT STUDY	15 / 00 / 00 / 00 / 15
	COURSE PAPER	00 / 00 / 00 / 20 / 20
<b>PHD 800</b>	<b>DOCTORAL DISSERTATION/DOCTORAL CAPSTONE PROJECT</b>	<b>00 / 15 / 00 / 00 / 15</b>
	<b>Total Contact Hours for Program Completion</b>	<b>191/45/ 00/ 20 / 256</b>

ESTIMATED LENGTH OF TIME IN MONTHS FOR COMPLETION OF THE PROGRAM:

- Minimum # of months: 12 *self-paced*
- Suggested # of months: 14 to 18
- Maximum # of months: 24
- Students are encouraged to follow the assignment timing guidelines outlined in the policy on ***Progress Standards and Academic Probation***.
- All 10 labs required for this seminar certificate at 3 hours each totaling 30 lab hours plus 15-hour dissertation project totals 45 lab hours.

A [Complete Synopsis](#) of each Subject offered for this Program is found in the [Course Catalog](#).

# SPIRITUAL INTIMACY & BIRTHING COACH

(SIB 100 SERIES CERTIFICATE - Synchronous Seminar Series)

## Overview

The Spiritual Intimacy and Birthing Coach Graduate Certificate seeks to provide students the opportunity to receive coaching services as students walk through their own transformation journey. As students become motivated, inspired, and empowered to start work on a project, goal, or dream that they believe God has given them, the ELTU coach or instructor provides live instruction through a series of curricula, learning materials, seminars in group settings, individual coaching meetings, and homework to support the student's journey. This program is designed to enhance a student's life and/or ministry by encouraging and guiding the student to create and produce that which they have been holding on to for years or to help the student become unstuck. The program totals 126-hours of both synchronous and asynchronous spiritual development and learning that enhances a student's ability to create, produce, and manifest their God-given dreams and visions.

**Students who enroll in our Spiritual Intimacy & Birthing Coach program meet once a week in a group setting on Sunday afternoons (typically afternoons with class start time set at or after 3 pm CST via Zoom). The designated clock starting time set for each class may change depending on the class size/enrollment. Working with a live instructor each group will work on their curriculum and project they have brought forth or chosen as birthing projects. No tests or course papers are required. Students of the Spiritual Intimacy & Birthing Coach program receive the ELTU Spiritual Intimacy & Birthing Coach Certificate by enhancing their personal, professional, or spiritual journey with a transformation project of their own.**

To earn the Spiritual Intimacy & Birthing Coach Graduate Certificate, students must participate in the full 9-month birthing journey, plus the 3-months of aftercare which total a one-year program consisting of (40) weekly live group Empowerment sessions of 2-program hours each, (3) once-a-month group sessions with the instructor of 1-program hour each, and (3) coaching sessions that the student conducts with a person being coached for 1-program hour each. The

## SPIRITUAL INTIMACY & BIRTHING COACH

student will also be completing weekly homework assignments that typically take 1 program hour of the student's private time during the week. Thus, the program totals 126 program hours. Upon successful completion of all sessions and assignments in the Spiritual Intimacy & Birthing Coach seminar series, the student will receive the Spiritual Intimacy & Birthing Coach Certificate and become recognized by ELTU as a Spiritual Intimacy and Birthing Coach. *It should be noted that participants of the Spiritual Intimacy and Birthing Coach Certificate may enter in through ELTU Alliance transfers and receive prior credit.*

**Type Awarded:** Graduate Certificate

### Program Objective/Purpose

- To motivate, inspire, and empower individuals to become more effective and fulfilled through coach-specific training, best-practices, ELT-recognized certificates, and instruction in spiritual intimacy and spiritual birthing principles.

### Program Course Outline

#### *Complete Listing of Subjects*

SUBJECT #	SUBJECT TITLE	COURSE CONTACT HOURS LEC/LAB/EXT/TOTAL
SIB 101	SPIRITUAL INTIMACY & BIRTHING- CURRICULUM I (20 weeks)	40 / 1 / 00 / 41
SIB 102	SPIRITUAL INTIMACY & BIRTHING- CURRICULUM 2 (20 weeks)	40 / 1 / 00 / 41
SIB 103	SPIRITUAL INTIMACY & BIRTHING- GROUP AFTERC (3 weeks)	0 / 4 / 00 / 4
SIB 104	INDEPENDENT STUDY- HOMEWORK ASSIGNMTS	40/ 0 / 00 / 40
	<b>Total Contact Hours for Program Completion</b>	<b>120/ 6 / 00/ 126</b>

ESTIMATED LENGTH OF TIME IN MONTHS FOR COMPLETION OF THE PROGRAM: 12 maximum

- All (6) labs are required for this seminar series as follows: (3) contact hours in a live group setting with the Instructor once a month for three months, plus (3) contact hours with a person being coached by the student in a live one-on-one setting.
- This **instructor-led synchronous** Graduate Seminar certificate will only be offered when there is a waiting list of at least 10 students to enroll in this program.

A **Complete Synopsis** of each Subject offered for this Program is found in the **Course Catalog**.

## Application Requirements

There are no prerequisites for application into the ELTU Seminar certificates. Upon receipt of the application and payment of the fees, a student may start the Seminar certificate.

### \*\*Transfer Students:

Credit for previous education or training will be granted for students entering programs requiring more than 40 program hours, provided that the previous education or training is related to ELTU or ELTU alliance coach-specific education. In such cases, information about such previous education, training, and work experiences disclosed by the student to the school on the Record of Previous Education and Training Form will be evaluated and may result in a program or course length being shortened and the cost being reduced. *(See policy: Credit for Previous Training and Experience)*

APPLY on our website: <https://elevationu.com/admissions-apply-now/>

## Tuition and Other Expenses

PROGRAM AND COST			
Program Name	SPIRITUAL INTIMACY & BIRTHING COACH (SEMINAR SERIES)		
Program Length	126 Minimum Contact Hours	Date training is to begin	
Course Type	<input type="checkbox"/> Program	<input type="checkbox"/> Seminar (single)	<input checked="" type="checkbox"/> Seminar (series)
Method of Delivery	Real Time Live (Synchronous) 80% Study (Asynchronous) 20%	Independent	
Max Time Allowed	12 months		
Tuition**	\$2,625	Add-on Optional Expenses	
Registration Fee***	\$100	Add-on Degree / Seminar Series	\$2,000
Matriculation Fee	\$1,288	Add-on Book Publishing Package	\$2,400
Books**	\$250		
Supplies**	\$100	Other Fees	
**SAVE \$\$ STUDENT DISCOUNTS apply for tuition and fees paid in advance		Payment Plan Enrollment Fee ***	\$150
**Tuition represents the cost of ELTU delivered courses and does not include textbooks, supplies, or other expenses. Textbooks may be purchased from ELTU separately or from your favorite book dealer or www.Amazon.com. Students are responsible for the cost of their own Internet provider service, computer equipment, email, etc. which are needed to access and complete ELTU courses and programs. Any cost shown for book fees or supplies are estimates only based on current cost and subject to change.			
TOTAL PROGRAM COST:		\$4,013	TOTAL IF PAID IN ADVANCE: \$3,513
METHOD OF PAYMENT			
Select One			
PAYMENT PLAN A	PAYMENT PLAN B	ADVANCED PAYMENT OF TUITION & FEES IF PAID IN FULL	ADVANCED PAYMENT OF TUITION ONLY
12 Monthly Installments with No Interest*	24 Monthly Installments with No Interest*	\$3,513	\$2,325
\$326	\$163	SAVINGS AMOUNT:	SAVINGS AMOUNT:
		\$500	\$300
Monthly plus the student's chosen optional Add-on package(s).	Monthly plus the student's chosen optional Add-on package(s).	No remaining fees if Tuition & Expenses paid in advance.	Matriculation Fees to be paid via 12 monthly installments with No Interest.
			\$107

Students must pay all their fees prior to graduation.

## How to Complete this Certificate

### Live Core Course Lectures

**This seminar series is approximately 1 year: a total of approx 9-months (36 to 40 weeks) for:**

- **SIB Curriculum 1:** consisting of a 2-hour group orientation meeting with the instructor during the first two weeks beginning of the program, then the remaining 16 weeks of immersion into the live lessons with the instructor from the textbooks for 2 hours per week.
- **SIB Curriculum 2:** consisting of the next 20 weeks with the last two weeks being two 2-hour group close out meetings with the instructor including a public or virtual celebration at the end of the program.

**Plus 3-months of aftercare training as follows:**

- **SIB-Curriculum 3:** consisting of one monthly group coach training.

This SIB Coach Certificate is offered when there is a class list of at least 10 attendees interested in enrollment. Instructor feedback is provided weekly.

### Independent Study Homework Assignments

The above Core Courses require weekly homework assignments which take about one program hour each during the 9-month curriculum evaluated by the instructor.

### Lab

In addition, the student will setup, record, and complete at least (3) one-on-one coaching sessions with a person being coached. Each coaching lab is worth one program clock hour each. Including any prep work, each coaching session may last up to 60 minutes. The sessions may take place online or offline at working with the person being coached. The student, not the school, is responsible for acquiring, setting up, recording, and completing the coaching session with his/her client or person being coached.

### ELTU Discussion Forum Online



ELTU Instructors offer either a Live Group ELTU Discussion Forum or a Posted ELTU Discussion Forum. Whether live or posted, the ELTU Discussion Forum is the place to participate with others who may be enrolled at ELTU currently or have been enrolled previously and have posted their comments in reply to any of the Instructor's Questions covered in the Course Curriculum / Syllabus. These questions are typically regarding personal, professional, or spiritual transformation, leadership, coaching, change, or any aspect of the given course or program. Where you see an icon labelled "ELTU Discussion Forum" or content labelled as such in your Class syllabus, your participation in the ELTU Discussion Forum is required and will be graded to successfully complete the program. If a student has not attended either the Live Group ELTU Discussion Forum Online (or Posted ELTU Discussion Forum Online) to perform and complete the required weekly check-ins, the Instructor may recommend to the School Director that the

student be withdrawn from the program (*see policy on Satisfactory Progress and Academic Probation*).

#### **(SAMPLE) ELTU Alliance Transfers into**

<b>ELTU Spiritual Intimacy &amp; Birthing Coach Certificate</b>	<b>Lecture</b>	<b>Lab</b>	<b>Extern</b>	
SIB Hours Required to Earn Certificate	120	6	0	126
SIB Course Requirements ( <i>that cannot be transferred in</i> )		3	0	3
Transferable contact hours from an ELTU Alliance Program	120	3	0	123
<i>Transfers are only allowed from an approved ELTU Alliance program</i>				

#### **Adding on Degree Programs**

Students who complete the Spiritual Intimacy & Birthing Coach Seminar Series may desire to add-on the ELTU Bachelor's, Master's, or Doctoral degree programs with the approval of the ELTU School Director. Thus, offering you several ways to elevate your educational success. A maximum number of Seminar Series program hours (see chart below) may be transferred into the degree programs for completion. In each case, you must complete at least the minimal hours required to earn your degree as shown in the chart below.

#### **Spiritual Intimacy Coach Transfers into**

<b>ELTU Bachelor's of Science Degree Program</b>	<b>Lecture</b>	<b>Lab</b>	<b>Extern</b>	
BCL Hours Required to Earn Degree	118	8	0	126
Core Course Requirement ( <i>cannot be transferred in</i> )	80	8	0	88
Transferable program hours from Spiritual Intimacy Coach	38	0	0	38
<i>No other transfer credits from another program</i>				

#### **Spiritual Intimacy Coach Transfers into**

<b>ELTU Master's of Science Degree Program</b>	<b>Lecture</b>	<b>Lab</b>	<b>Extern</b>	
MCL Hours Required to Earn Degree	80	8	0	88
Core Course Requirement ( <i>cannot be transferred in</i> )	40	8	0	48
Transferable program hours from Spiritual Intimacy Coach	40	0	0	40
<i>No other transfer credits from another program</i>				

#### **Spiritual Intimacy Coach Transfers into**

<b>ELTU Doctoral Degree Program</b>	<b>Lecture</b>	<b>Lab*</b>	<b>Extern</b>	
PHD Hours Required to Earn Degree	80	23	0	103
Core Course Requirement ( <i>cannot be transferred in</i> )	40	23	0	63
Transferable program hours from Spiritual Intimacy Coach	40	0	0	40
<i>*No other transfer or dissertation credit from another program</i>				

# **COURSE CATALOG FOR DEGREE PROGRAMS**

**A Complete Synopsis of All Subjects**

## Bachelor's of Science in Christ-Centered Leadership, Coaching, And Change Course

<b>Course #:</b>	<b>BCL-101</b>	<b>Hours: 10 Lec/ 2 Lab/ 0 Ext/ 12 Total</b>
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<b>Subject Title:</b>	<b>INTRODUCTION TO CHRIST-CENTERED COACHING AND MENTORING</b>
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<b>Method:</b>	<b>Asynchronous Distance Learning</b>	<b>Schedule: Est 11 weeks or less</b>
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<b>Complete Synopsis</b>	<b>Prerequisites: None</b>
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This course shows how Christ-Centered coaching and mentoring can be used in your church, small group, or with friends and family as a way of life. It provides a basic understanding of both coaching and mentoring as two complementary, but distinct, techniques. Built on biblical principles and proven experience, this course presents in a readable style for those establishing a firm foundation in Christ-Centered coaching and mentoring. This course will help you understand when and how to use each method so that those you work with thrive in what God has called them to do.

**Required Textbook:** Coaching and Mentoring: An Introductory Guide for Christians by Andy Peck (2015)

### Learning Objectives

Through reading and applying the principles shared in the course materials, you will:

- Gain an understanding of tried and tested coaching and mentoring methods.
- Learn to approach coaching and mentoring situations using biblical principles.
- Review case studies to see the enormous potential of helping others.
- Build foundations to develop your own Christ-Centered coaching techniques.

### Course Syllabus

A class syllabus is provided for each student upon successful enrollment and acceptance. Also see ***How to Complete this Program*** for detailed instructions.



## Bachelor's of Science in Christ-Centered Leadership, Coaching, And Change Course

<b>Course #:</b>	<b>BCL-102</b>	<b>Hours: 10 Lec/ 2 Lab/ 0 Ext/ 12 Total</b>
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<b>Subject Title:</b>	<b>COACHING ESSENTIALS FOR CHRISTIANS</b>
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<b>Method:</b>	<b>Asynchronous Distance Learning</b>	<b>Schedule: Est 11 weeks or less</b>
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<b>Complete Synopsis</b>	<b>Prerequisites: None</b>
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This course provides practical inspiring instruction for anyone who wants to be a blessing to the world. Mastering the principles depicted in the course materials students will build a firm invaluable experience for having an impact in one's own life as well as the lives of others through coaching. The required textbook, *The Coaching Bible: The Essential Handbook* by Ian McDermott & Wendy Jago, is a comprehensive and authoritative guide to key coaching principles and techniques; it explains what works and why and includes a new model for coaching that will benefit everyone.

**Required Textbook:** The Coaching Bible: The Essential Handbook by Ian McDermott & Wendy Jago (2006) Publisher: Piatkus

### Learning Objectives

Through reading and applying the principles shared in the course materials, you will:

- Develop an understanding of what coaching is.
- Learn key principles and techniques for coaching anyone, including yourself.
- Find out what makes Christ-Centered coaching work so well for the times now.
- Receive benefits that you can glean for yourself, community, and the world.

### Course Syllabus

A class syllabus is provided for each student upon successful enrollment and acceptance. Also see *How to Complete this Program* section for detailed instructions.

Bachelor's of Science in Christ-Centered Leadership, Coaching, And Change Course

<b>Course #:</b>	<b>BCL-103</b>	<b>Hours: 10 Lec/ 2 Lab/ 0 Ext/ 12 Total</b>
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**Subject Title: TRANSFORMATIONAL CONVERSATIONS**

<b>Method:</b>	<b>Asynchronous Distance Learning</b>	<b>Schedule: Est 11 weeks or less</b>
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<b>Complete Synopsis</b>	<b>Prerequisites: None</b>
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We've heard of '***Fierce Conversations,***' but what if we could turn every talk, chat, passing word, cold or warm smile or dialogue with a person into a **transformational conversation**. This course shows how you can sometimes use the most difficult uncomfortable painful interactions with a person to produce the most unfathomable productive turnaround. Using Christ as a model for transformational conversations with others, this course teaches students "The 3 Circles" technique that works to train you, your church, as well as other believers, how we can share the gospel of love to generations and cultures throughout the world.

**Required Textbook:** Turning Everyday Conversations into Gospel Conversations by Jimmy Scroggins, Steve Wright, and Leslee Bennett (2016) Publisher: B&H Books

### Learning Objectives

Through reading and applying the principles shared in the course materials, you will:

- Learn a simple strategy to join God in His work of healing and reconciling the world.
- See how to use your life as well as your mouth in everyday conversations to change lives.
- Become empowered and inspired to master training the tongue for servant leadership.
- Gain a technique to train and share with others anywhere in being an effective witness.

### Course Syllabus

A class syllabus is provided for each student upon successful enrollment and acceptance. Also see ***How to Complete this Program*** section for detailed instructions.

## Bachelor's of Science in Christ-Centered Leadership, Coaching, And Change Course

<b>Course #:</b>	<b>BCL-104</b>	<b>Hours: 10 Lec/ 2 Lab/ 0 Ext/ 12 Total</b>
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<b>Subject Title:</b>	<b>COACHING YOURSELF &amp; OTHERS FORWARD</b>
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<b>Method:</b>	<b>Asynchronous Distance Learning</b>	<b>Schedule: Est 11 weeks or less</b>
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<b>Complete Synopsis</b>	<b>Prerequisites: None</b>
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Life after the year 2020 changed for all of us. It can be tough to put the former things behind us and press on to the abundant life God promised in Christ Jesus. If we rely on what worked out well in the past with our previous relationships, previous finances, previous health and wellness gains, or previous socio-economic status, it is likely that one or all of those changed for you or those you know after March 2020. How do we move forward? Using the strong biblical teaching of author, Dr. David Jeremiah, this course teaches us what it means to press on toward the goal to win the prize for which God has called us in Christ Jesus.

**Required Textbook:** Forward: Discovering God's Presence and Power in Your Tomorrow by Dr. David Jeremiah (2021) ISBN-13: 978-0785224044, 240 pages, Publisher: Thomas Nelson

### Learning Objectives

Through reading and applying the principles shared in the course materials, you will:

- Hear recent stories and see biblical examples of what it means to live Philippians 3:12-14.
- Examine in your own life how to move forward from challenges today and tomorrow.
- Learn how God wants to expand your dream, remove fear, and give you divine direction.
- Receive God's seed planted within you to fulfill a life of purpose even now.

### Course Syllabus

A class syllabus is provided for each student upon successful enrollment and acceptance. Also see ***How to Complete this Program*** section for detailed instructions.

## Bachelor's of Science in Christ-Centered Leadership, Coaching, And Change Course

<b>Course #:</b>	<b>BCL-105</b>	<b>Hours: 10 Lec/ 2 Lab/ 0 Ext/ 12 Total</b>
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<b>Subject Title:</b>	<b>CHRIST-CENTERED COACHING WORLDVIEW</b>
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<b>Method:</b>	<b>Asynchronous Distance Learning</b>	<b>Schedule: Est 11 weeks or less</b>
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<b>Complete Synopsis</b>	<b>Prerequisites: None</b>
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What pleases God to allow us to be born into such a time, season, and culture as we see today? Surely our Father is hoping that we engage in life with others, and how do we do that to be like Christ was in his culture? Amazingly, this course shows us how! Social and political life in our culture has fixed attention onto topics, like: poverty, sex, marriage and family issues, economic and racial disparity – topics that we don't typically hear talked about in church. What solution(s) does the living church, the body of Christ, and YOU have to offer, define and direct divine attention and guidance to in these situations? How do we live and thrive in such counter-culture where Jesus is concerned? Moreover, who are we being in making a difference?

**Required Textbook:** Counter Culture - Bible Study Book by David Platt (Author) (2015) ISBN-13: 978-1430038603; 176 pages, Publisher: Lifeway Press

### Learning Objectives

Through reading and applying the principles shared in the course materials, you will:

- Examine the Gospel across 10 elements of American culture.
- Reflect on where you stand in comparison to Christ's truths on each element.
- Establish a baseline or response for you and your household's perspective on each issue.
- Incorporate and integrate your biblical worldview into how you love and show love.

### Course Syllabus

A class syllabus is provided for each student upon successful enrollment and acceptance. Also see ***How to Complete this Program*** section for detailed instructions.

## Bachelor's of Science in Christ-Centered Leadership, Coaching, And Change Course

<b>Course #:</b>	<b>BCL-106</b>	<b>Hours: 10 Lec/ 2 Lab/ 0 Ext/ 12 Total</b>
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<b>Subject Title:</b>	<b>DESTINY CHANGE MANAGEMENT PRINCIPLES I</b>
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<b>Method:</b>	<b>Asynchronous Distance Learning</b>	<b>Schedule: Est 11 weeks or less</b>
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<b>Complete Synopsis</b>	<b>Prerequisites: None</b>
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Unplanned detours in life can offer us some remarkable pathways towards desired or un-desired destiny. It's all about how we respond that makes the most difference. In this course, you will come away with suggestions for yourself and others interacting with those around you using weekly individual bible study experiences based on Scriptures from the life of Joseph. Whether the change is controllable or not controllable, God clearly demonstrates we can find exactly what we need during the changing times of life. This course provides spiritual principles that can help you navigate through changes that may take you through trials, injustice, and even betrayal as you examine the: Purpose, Proof, Patience, Pain, Promotion, and Perspective of unplanned change.

**Required Textbook:** **Detours: The Unpredictable Path to Your Destiny** Tony Evans (Author) (2017) ISBN-13: 978-1433686597, 224 pages; Publisher: B&H Books

### Learning Objectives

Through reading and applying the principles shared in the course materials, you will:

- Discover 6 ways the author offers hope in moving through detours in life.
- Learn ways that God redeems even the things that go wrong in our lives.
- Intimately examine the uncontrollable and unforeseen events that invade your life.
- Plot a path to God's sovereignty when faced with betrayal, abandonment, and injustice.

### Course Syllabus

A class syllabus is provided for each student upon successful enrollment and acceptance. Also see ***How to Complete this Program*** section for detailed instructions.

## Bachelor's of Science in Christ-Centered Leadership, Coaching, And Change Course

<b>Course #:</b>	<b>BCL-107</b>	<b>Hours: 10 Lec/ 2 Lab/ 0 Ext/ 12 Total</b>
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**Subject Title: SELF-COACHING**

<b>Method:</b>	<b>Asynchronous Distance Learning</b>	<b>Schedule: Est 11 weeks or less</b>
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<b>Complete Synopsis</b>	<b>Prerequisites: None</b>
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Whether you are leading a team of athletes, your kids and family, friends/peers, or employees, you are being a coach. As a Christian, it is your calling to help people you encounter and those who encounter you – experience the best version of yourself that you have to offer. As such, a genuine coach works through love, not duty or obligation, and always carries an encouraging word. I Peter 3:15 says, *“But in your hearts revere Christ as Lord. Always be prepared to give an answer to everyone who asks you to give the reason for the hope that you have. But do this with gentleness and respect.”* In this course, you will cite encouraging quotes from some of the world’s greatest athletes and their coaches. You will identify if the quote is biblical or not and support your answer with Scripture. Compare the encouragement and wisdom you have found in Christ and The Word of God with that of some of the world's greatest coaches and athletes quoted in the textbook. This course will serve as a daily check-in as you learn to encourage yourself with great humility while reflecting on the wisdom of God with that of the world’s greatest coaches and athletes.

**Required Textbook:** Coach: 365 Days of Inspiration for Coaches and Players by Matthew Kelly (2020) ISBN-13: 978-1635821499; 400 pages, Publisher: Blue Sparrow;  
**Other Materials:** DISC Assessment, Taylor Core Values Index, and the Memletics Learning Styles Questionnaire

### Learning Objectives

Through reading and applying the principles shared in the course materials, you will:

- In addition to answering the Course ELTU Discussion Forum question posted weekly, identify one quote of a well-known coach or athlete shared in the textbook.
- Each week post one quote of your choosing to the Course ELTU Discussion Forum Online – Identify and describe comparisons or contrasts of the cited quote to The Word of God.
- Identify whether or not the quote is biblical and name Scripture that supports it.

**Course Syllabus** - A class syllabus is provided for each student upon successful enrollment and acceptance. Also see *How to Complete this Program* section for detailed instructions.

## Bachelor's of Science in Christ-Centered Leadership, Coaching, And Change Course

<b>Course #:</b>	<b>BCL-108</b>	<b>Hours: 10 Lec/ 2 Lab/ 0 Ext/ 12 Total</b>
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<b>Subject Title:</b>	<b>LEADERSHIP LIFE PRINCIPLES I</b>
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<b>Method:</b>	<b>Asynchronous Distance Learning</b>	<b>Schedule: Est 11 weeks or less</b>
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<b>Complete Synopsis</b>	<b>Prerequisites: None</b>
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Christ-Centered coaches lead with little downtime in the world today. Our lives and those of our families, co-workers, neighbors in communities and businesses are filled with days of ongoing complex situations and change. We are faced with many ups and downs at the same time. Life-threatening health challenges, economic challenges, social and relationship challenges are going on all around us, with love and opportunity being presented at the same time while hate and injustice is closely standing by. Being constantly barraged by the overwhelming speed of technological advances in society impacting the way we live, and media providers competing for our attention, learning to live intentionally and on purpose to fulfill one's central calling, dreams, goals, everyday visions, and responsibilities is a must and is the basis for this course. Principles of leadership for self and others is a necessity to not only survive together during the challenges we face, but also thrive together in the world today.

**Required Textbook:** Small Acts of Leadership: 12 Intentional Behaviors That Lead to Big Impact By G. Shawn Hunter, Narrated by: Tim Andres Pabon; ISBN-13: 978-1629561363, 240 pages or AudioBook; (2016) Publisher: Routledge

### Learning Objectives

Through reading and applying the principles shared in the course materials, you will:

- Learn to recognize daily opportunities to be an impactful productive leader.
- Identify 12 core needed competencies of all leaders that make a difference.

### Course Syllabus

A class syllabus is provided for each student upon successful enrollment and acceptance. Also see ***How to Complete this Program*** section for detailed instructions.

## Bachelor's of Science in Christ-Centered Leadership, Coaching, And Change Course

<b>Course #:</b>	<b>BCL-109</b>	<b>Hours: 10 Lec/ 2 Lab/ 0 Ext/ 12 Total</b>
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<b>Subject Title:</b>	<b>LEADING &amp; COACHING DIFFICULT SITUATIONS</b>
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<b>Method:</b>	<b>Asynchronous Distance Learning</b>	<b>Schedule: Est 11 weeks or less</b>
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<b>Complete Synopsis</b>	<b>Prerequisites: None</b>
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Great Christ-Centered coaches must learn how to interact in difficult situations with all kinds of personalities. Control-freaks, narcissists, slackers, cynics, divas, drama queens... are all people with lives worthy of living, loving, and learning how to live better. In Matthew 10:16, Jesus tells his disciples to be as shrewd as the serpent, but gentle as the dove. This course teaches you how to handle dreaded situations with a straight-forward process that is as Jesus taught - gentle yet wise. Using a practical textbook authored by a professional in the technology industry, where personality issues routinely cause havoc in multi-million-dollar projects, this course reveals a core truth about people: most do not want to cause problems, but rather prefer to do better and want to experience greater results. Christ-Centered coaches help people realize their potential for change. This course helps people identify where change might be needed when dealing with others and how to navigate that change.

**Required Textbook:** Leading the Unleashable How to Manage Mavericks, Cynics, Divas, and Other Difficult People By: Alan Willett Narrated by: Tom Parks (2016) ISBN-13 978-0814437605, 240 pages, Publisher: Amacom

### Learning Objectives

Through reading and applying the principles shared in the course materials, you will:

- Discover ways to master the mindset needed to successfully handle difficult situations.
- Articulate problems calmly and succinctly rather than raise additional tensions.
- Help influence commitment to change and follow-up for success.
- Learn how to coach others in difficult situations and create self-awareness of their potential.

### Course Syllabus

A class syllabus is provided for each student upon successful enrollment and acceptance. Also see ***How to Complete this Program*** section for detailed instructions.



## Bachelor's of Science in Christ-Centered Leadership, Coaching, And Change Course

<b>Course #:</b>	<b>BCL-110</b>	<b>Hours: 10 Lec/ 2 Lab/ 0 Ext/ 12 Total</b>
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<b>Subject Title: DEEPER ENCOUNTERS &amp; CONVERSATIONS WITH GOD - I</b>
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<b>Method:</b>	<b>Asynchronous Distance Learning</b>	<b>Schedule: Est 11 weeks or less</b>
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<b>Complete Synopsis</b>	<b>Prerequisites: None</b>
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Home is where the heart is, and the heart is where the issues of life take shape and flow outward to touch and impact others, even to the uttermost parts of the earth. In this course, the student will be challenged to examine home first, and come closer to God. As a most powerful place, Jesus said in Acts 1:8, *"But ye shall receive power, after that the Holy Ghost is come upon you: ye shall be witnesses unto me both in Jerusalem, and in all Judaea, and in Samaria, and unto the uttermost part of the earth."* Jerusalem was home, and it is named first. Before we impact nations and the world, Christ-Centered coaches must first experience transformation and godly encounters at home.

**Required Textbook:** Experiencing God at Home Richard Blackaby (Author), Tom Blackaby (2013) ISBN-13: 978-1433679827; 256 pages Publisher: B&H Books

### Learning Objectives

Through reading and applying the principles shared in the course materials, you will:

- Learn ways to intentionally establish godly marriage and family values at home.
- Instill purpose and direction into your home life.
- Establish godly reconciliation as a way of family daily living.
- Practice being a model of love in the gospel of home including family and significant others.

### Course Syllabus

A class syllabus is provided for each student upon successful enrollment and acceptance. Also see ***How to Complete this Program*** section for detailed instructions.

## Bachelor's of Science in Christ-Centered Leadership, Coaching, And Change Course

<b>Course #:</b>	<b>BCL-111</b>	<b>Hours: 10 Lec/ 2 Lab/ 0 Ext/ 12 Total</b>
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**Subject Title: UNDERSTANDING BARRIERS IN CULTURE**

<b>Method:</b>	<b>Asynchronous Distance Learning</b>	<b>Schedule: Est 11 weeks or less</b>
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<b>Complete Synopsis</b>	<b>Prerequisites: None</b>
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Jesus came that we might have life, and that more abundantly, he says in John 10:10. Through God's Word, we learn that God wants our joy to be complete (2 John 1:12) and that the result of our faith is overwhelming joy (1 Peter 1:8-9). Why then does it seem that Christians are generally not filled with joy unspeakable as a part of their daily lives? Not that we are exempt from trials or sorrows, but that we are able to enjoy internal peace and joy on a consistent basis. Now that Jesus has ascended to heaven, is this possible in our world today? This course explains with a resounding, "Yes!" and instructs on how to explore happiness here and now when we remove any myths, lies, barriers, false promises, and traps we have come to believe from the modern culture in which we live.

**Required Textbook:** The Biggest Lie in the History of Christianity: How Modern Culture Is Robbing Billions of People of Happiness by Matthew Kelly (2018) ISBN-13: 978-1635820409; 128 pages or Audiobook, Publisher: Blue Sparrow

### Learning Objectives

Through reading and applying the principles shared in the course materials, you will:

- Identify where modern culture is constantly leading people to believe lies.
- Identify any lies that we have told ourselves.
- Examine effects of myths, lies, barriers, false promises and traps we have come to believe.
- Discover the reality and richness of our vibrant faith through the living God that speaks.
- Articulate whether you agree or disagree with the textbook.

### Course Syllabus

A class syllabus is provided for each student upon successful enrollment and acceptance. Also see ***How to Complete this Program*** section for detailed instructions.

## Bachelor's of Science in Christ-Centered Leadership, Coaching, And Change Course

<b>Course #:</b>	<b>BCL-112</b>	<b>Hours: 10 Lec/ 2 Lab/ 0 Ext/ 12 Total</b>
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<b>Subject Title: DEVELOPING COACHING HABITS</b>
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<b>Method: Asynchronous Distance Learning</b>	<b>Schedule: Est 11 weeks or less</b>
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<b>Complete Synopsis</b>	<b>Prerequisites: None</b>
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Coaching, mentoring, and discipling are all essential skills for Christian leaders. But for most busy, overworked believers, coaching others is done badly, or not at all. We're just too busy, and it's too hard for people who are used to doing church the same way to change. But what if your pastor, church leader, ministry lead, or you could coach people anywhere to have an impact in 10 minutes or less? In this course, you will learn how coaching can be a normal regular way to live and enjoy your life, teaching others how to do the same. Working in a secular society or in the church, you can live having an impact when you learn how to make coaching others a regular part of your day.

**Required Textbook:** The Coaching Habit Say Less, Ask More & Change the Way You Lead Forever by Michael Bungay Stanier, Narrated by: Daniel Maté (2016) ISBN-13: 978-0978440749; 244 pages or Audiobook, Publisher: Page Two

### Learning Objectives

Through reading and applying the principles shared in the course materials, you will:

- Draw from skills professionals use every day in coaching and leading successfully.
- Learn insights to unlock potential you see in other people and yourself.
- Get (7) essential questions you can use to coach others anywhere in or out of the church.
- Understand the importance of saying less and asking more questions to help others.

### Course Syllabus

A class syllabus is provided for each student upon successful enrollment and acceptance. Also see ***How to Complete this Program*** section for detailed instructions.

## Bachelor's of Science in Christ-Centered Leadership, Coaching, And Change Course

<b>Course #:</b>	<b>BCL-113</b>	<b>Hours: 10 Lec/ 0 Lab/ 0 Ext/ 10 Total</b>
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**Subject Title: STORYBOARDING YOUR TESTIMONY**

<b>Method:</b>	<b>Asynchronous Distance Learning</b>	<b>Schedule: Est 11 weeks or less</b>
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<b>Complete Synopsis</b>	<b>Prerequisites: None</b>
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Through this exercise, students will seek to express how for us - Christmas is not a season, but it is the very story of our lives.

**Required Textbook:** The Jesus Storybook Bible A Christmas Collection: Stories, songs, and reflections for the Advent season Hardcover – Picture Book, 24 pages; November 10, 2020, Publisher: Zonderkidz

### Learning Objectives

Through reading and applying the principles shared in the course materials, you will:

- Use artistic expression to draw, illustrate, create or construct your testimony of faith in God.
- Examine the textbook to relisten and relearn insights to Christ.
- Seek to allow the meaning of Jesus to go beyond head knowledge and sink into the heart.
- Explain what you created and submit your work to the instructor.

### Course Syllabus

A class syllabus is provided for each student upon successful enrollment and acceptance. Also see ***How to Complete this Program*** section for detailed instructions.

## Bachelor's of Science in Christ-Centered Leadership, Coaching, And Change Course

<b>Course #:</b>	<b>BCL-114</b>	<b>Hours: 10 Lec/ 0 Lab/ 0 Ext/ 10 Total</b>
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<b>Subject Title:</b>	<b>IDENTIFYING LIMITING &amp; TOXIC BELIEFS</b>
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<b>Method:</b>	<b>Asynchronous Distance Learning</b>	<b>Schedule: Est 11 weeks or less</b>
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<b>Complete Synopsis</b>	<b>Prerequisites: None</b>
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Negative self-talk is not something that only affects others. It affects all of us. As Christ-Centered individuals, we must be able to weed out false narratives that we hear and play over and over in our heads about ourselves, others, God, and life in general. Negative self-talk is not only unhealthy, but it can be disastrous. But not so for those who live in the sound of truth and life. In this course, you will learn to take back control of your soul. The soul is your mind, will, emotions, intellect, decision-making, inspiration, and everything that makes you choose the way you want to be. When something negative is outside of your control, identifying the limiting and toxic beliefs in your soul concerning it will cause you to step up and confront any toxicity: exposing, revealing, and removing the toxic belief by the promise and power of God's unfailing love and wisdom.

**Required Textbook:** Get Out of Your Head: Stopping the Spiral of Toxic Thoughts Book by Jennie Allen (2020) 256 pages, ISBN-13: 978-1601429643 or Audiobook, Publisher: Waterbrook

### Learning Objectives

Through reading and applying the principles shared in the course materials, you will:

- Identify what God instructs you to do specifically to take hold of your own freedom.
- Identify tools that God has equipped us with to help remove limiting beliefs.
- Practice pulling down toxic thoughts and expose the root of where they come from.
- Choose at least one step you will take every time a toxic thought or limiting belief crops up.

### Course Syllabus

A class syllabus is provided for each student upon successful enrollment and acceptance. Also see *How to Complete this Program* section for detailed instructions.

## Bachelor's of Science in Christ-Centered Leadership, Coaching, And Change Course

<b>Course #:</b>	<b>BCL-115</b>	<b>Hours: 10 Lec/ 0 Lab/ 0 Ext/ 10 Total</b>
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**Subject Title: OPENING UP TO GOD & SELF**

<b>Method:</b>	<b>Asynchronous Distance Learning</b>	<b>Schedule: Est 11 weeks or less</b>
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<b>Complete Synopsis</b>	<b>Prerequisites: None</b>
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Why do we only focus on Christmas and Advent once a year? What happens when we take a Personal Advent journey to a place where Christ is being born in us every day? This course is a personal exercise in living out what the advent is all about during the course. You will walk out your own honest journey into the Messiah being birthed and lived out in your life.

**Required Textbook:** Honest Advent: Awakening to the Wonder of God-with-Us Then, Here, and Now Paperback – October 20, 2020 by Scott Erickson; 224 pages, Publisher: Zondervan

### Learning Objectives

Through reading and applying the principles shared in the course materials, you will:

- Glean from one of the Daily devotional topics in the textbook for the next 25 days.
- Discover the wonder of Emmanuel 'God with us' still today.
- Remove consumerism from Christmas and replace it with the true sacredness of our Savior.
- Explain Christ's vulnerability with a lesson of human vulnerability significant for us today.

### Course Syllabus

A class syllabus is provided for each student upon successful enrollment and acceptance. Also see ***How to Complete this Program*** section for detailed instructions.

## Bachelor's of Science in Christ-Centered Leadership, Coaching, And Change Course

<b>Course #:</b>	<b>BCL-116</b>	<b>Hours: 10 Lec/ 0 Lab/ 0 Ext/ 10 Total</b>
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**Subject Title: LEADERSHIP SELF-EVALUATION**

<b>Method:</b>	<b>Asynchronous Distance Learning</b>	<b>Schedule: Est 11 weeks or less</b>
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<b>Complete Synopsis</b>	<b>Prerequisites: None</b>
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Summarizing the Servant Leader by best-selling author, Ken Blanchard, students will receive guidance for how to become a successful modern-day servant leader modeled after Jesus Christ. Students will identify their leadership style: whether they are established leaders, up-and-coming leaders, or somewhere in-between. Students will be invited to use the methods, examples, tools and information offered in this course as best practices upon which to establish their postgraduate plans and objectives in becoming more effective servant leaders in the Body of Christ.

**Required Textbook:** Servant Leader Hardcover or Kindle – Illustrated, March 11, 2003 by Ken Blanchard; 128 pages; ISBN-13: 978-0849996597; Publisher: Thomas Nelson

### Learning Objectives

Through reading and applying the principles shared in the course materials, you will:

- Identify your leadership assumptions and methods summarized in the textbook.
- Address how you have applied these assumptions in your leadership behavior.
- Explain what the author says about using the heart to overcome selfish motives and barriers.
- Summarize the habits of leaders and what makes servant leaders effective.

### Course Syllabus

A class syllabus is provided for each student upon successful enrollment and acceptance. Also see *How to Complete this Program* section for detailed instructions.

Master's of Science in Christ-Centered Leadership, Coaching, And Change Course

**Course #:** MCL-201 **Hours:** 10 Lec/ 2 Lab/ 0 Ext/ 12 Total

**Subject Title:** COACHING FROM GOD

**Method:** Asynchronous Distance Learning **Schedule:** Est 11 weeks or less

**Complete Synopsis** **Prerequisites:** None

Most of us have no problem caring for our families and those we know. Many of us don't mind caring for the elderly or an orphanage of children across the world. But what about the total stranger? The snooty neighbor? The jerk that cut you off on the freeway? COACHING FROM GOD challenges us to do an open honest self-assessment. The course combines textbook reading lectures, coaching labs, and online ELTU Discussion Forums to give the beginning student a basic knowledge of how to submit to being coached by God himself.

**Required Textbook:** If God Were Your Life Coach: 60 Words of Wisdom (Paperback) by Jay Payleitner (2017) ISBN-13: 978-1617958564; 208 pages, Publisher: Worthy Inspired

### Learning Objectives

Through reading and applying the principles shared in the course materials, you will:

- Identify (60) words of wisdom from the textbook based on Scripture for life coach advice from God.
- Describe keys to listening and understanding God's voice.
- Identify ways to be open and honest with God.
- Identify and explain ways you have asked God to be your life coach.

### Course Syllabus

A class syllabus is provided for each student upon successful enrollment and acceptance. Also see *How to Complete this Program* section for detailed instructions.



## Master's of Science in Christ-Centered Leadership, Coaching, And Change Course

<b>Course #:</b>	<b>MCL-202</b>	<b>Hours: 10 Lec/ 2 Lab/ 0 Ext/ 12 Total</b>
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<b>Subject Title:</b>	<b>COACHING TO TEACH YOURSELF</b>
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<b>Method:</b>	<b>Asynchronous Distance Learning</b>	<b>Schedule: Est 11 weeks or less</b>
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<b>Complete Synopsis</b>	<b>Prerequisites: None</b>
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How does a pandemic start from a single person? How does a juvenile grow up to decide to become a part of the solution to the world's problems instead of part of the problem? How does one thing happen that starts off a series of other things that change our world for the better or worse? When you look to the past there have been many society altering events, and at the height of each moment, there has been a single tipping point. The world is full of people who have sparked flames for the future. COACHING TO TEACH YOURSELF challenges us to make an impact today to pave the road to a better tomorrow, combining textbook reading lectures, coaching labs, and online ELTU Discussion Forums to give the beginning student a basic knowledge of how to better empower himself, construct or figure out his best options, and how to better hold one accountable.

**Required Textbook:** The Tipping Point - How Little Things Can Make a Big Difference By Malcolm Gladwell, Narrated by: Malcolm Gladwell ISBN-13: 978-0316346627 or AudioBook; 301 pages (2007) Publisher: Back Bay Books

### Learning Objectives

Through reading and applying the principles shared in the course materials, you will:

- Identify how ideas and actions spark change and make lasting impacts.
- Identify and describe what the textbook author says about where knowledge can change the world and how.
- Describe how the size of an impact affects or does not affect outcomes.
- Identify different tipping points and the impact they had on our world as described by the textbook. Identify their origins.

### Course Syllabus

A class syllabus is provided for each student upon successful enrollment and acceptance. Also see ***How to Complete this Program*** section for detailed instructions.

## Master's of Science in Christ-Centered Leadership, Coaching, And Change Course

<b>Course #:</b>	<b>MCL-203</b>	<b>Hours: 10 Lec/ 2 Lab/ 0 Ext/ 12 Total</b>
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**Subject Title: COACHING FOR COURAGE**

<b>Method:</b>	<b>Asynchronous Distance Learning</b>	<b>Schedule: Est 11 weeks or less</b>
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<b>Complete Synopsis</b>	<b>Prerequisites: None</b>
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Does insight and courage make a leader? Yes, but what is the mark of great leadership? It's not just about standing up when no one wants to or about how many people you are above. It's about using yours and others potential to make changes around you, and finding the strength, courage, and heart to do so much more. COACHING FOR COURAGE uses reading lectures, coaching labs, and ELTU Discussion Forums to challenge us to become great leaders by pushing us further than what we ever thought was possible.

**Required Textbook:** Dare to Lead - Brave Work. Tough Conversations. Whole Hearts by Brené Brown Narrated by: Brené Brown; ISBN-13: 978-0593171127 or AudioBook; 400 pages (2018) Publisher: Random House

### Learning Objectives

Through reading and applying the principles shared in the course materials, you will:

- Identify (4) teachable observable measurable skill sets for great leadership.
- Describe how one should learn and unlearn what is necessary for leadership in our world today.
- Identify what is done to choose courage over comfort.
- Describe the role of bravery in Christ-Centered coaching.

### Course Syllabus

A class syllabus is provided for each student upon successful enrollment and acceptance. Also see ***How to Complete this Program*** section for detailed instructions.

Master's of Science in Christ-Centered Leadership, Coaching, And Change Course

<b>Course #:</b>	<b>MCL-204</b>	<b>Hours: 10 Lec/ 2 Lab/ 0 Ext/ 12 Total</b>
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**Subject Title: COACHING FOR IMPACT**

<b>Method:</b>	<b>Asynchronous Distance Learning</b>	<b>Schedule: Est 11 weeks or less</b>
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<b>Complete Synopsis</b>	<b>Prerequisites: None</b>
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COACHING FOR IMPACT navigates students through the coaching process using tools, methods, and assessments. The purpose of the self-work is to learn how to master the moments for growth and impact. Learning how to use the coaching process and tools will prove invaluable to the Christ-Centered Coach in service leadership to others and engaging the world. COACHING FOR IMPACT uses reading lectures, workbook exercises, coaching labs, and ELTU Discussion Forums to equip students with a myriad of useful best practices to consider in coaching.

**Required Textbook:** The Life Coach Workbook (Teach Yourself: Relationships & Self-Help) Paperback – November 28, 2014; ISBN-13: 978-1473600393; 272 pages, Publisher: Teach Yourself

### Learning Objectives

Through reading and applying the principles shared in the course materials, you will:

- Identify and describe a beginning level of coaching competency, capacity, or experience.
- Identify and describe coaching goals for improvement.
- Identify and describe practical steps for movement to where one wants to be.
- Identify ways to monitor one's progress.
- Identify ways to motivate, inspire, and assist others in their desired direction or movement.

### Course Syllabus

A class syllabus is provided for each student upon successful enrollment and acceptance. Also see ***How to Complete this Program*** section for detailed instructions.

Master's of Science in Christ-Centered Leadership, Coaching, And Change Course

**Course #:** MCL-205 **Hours:** 10 Lec/ 2 Lab/ 0 Ext/ 12 Total

**Subject Title:** LEADERSHIP LIFE PRINCIPLES II

**Method:** Asynchronous Distance Learning **Schedule:** Est 11 weeks or less

**Complete Synopsis** **Prerequisites:** None

*Who is God's man?* Not a preacher, not a pastor, not an evangelist. But who is the man that will seek to be molded by God as a person? As a son? As a father? As a brother? As a friend? As a leader? Inquiring people with inquiring minds want to know where have all the men gone? This course seeks to equip the man who wants to live out the man within that has been shaped by God, our Creator. This course seeks to help the student understand how God makes, shapes, and molds men.

**Required Textbook:** How God Makes Men: Ten Epic Stories. Ten Proven Principles. One Huge Promise for Your Life. Patrick Morley Nov 2013; ISBN-13: 978-1601424624; 208 pages, Publisher: Multnomah

### Learning Objectives

Through reading and applying the principles shared in the course materials, you will:

- Review (10) epic stories that demonstrate biblical life principles of men in leading roles.
- Study God showing men how to thrive as fathers, husbands, cultivators, and conquerors.
- Explore what a man of God does when he is tested to the breaking point.
- Identify and take practical steps necessary to help men become the men they want to be.

### Course Syllabus

A class syllabus is provided for each student upon successful enrollment and acceptance. Also see ***How to Complete this Program*** section for detailed instructions.

Master's of Science in Christ-Centered Leadership, Coaching, And Change Course

<b>Course #:</b>	<b>MCL-206</b>	<b>Hours: 10 Lec/ 2 Lab/ 0 Ext/ 12 Total</b>
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**Subject Title: COACHING TO DECIDE**

<b>Method:</b>	<b>Asynchronous Distance Learning</b>	<b>Schedule: Est 11 weeks or less</b>
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<b>Complete Synopsis</b>	<b>Prerequisites: None</b>
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Christ-Centered coaches offer observations that generate great pondering questions, and great pondering questions lead to better decisions. In this course, the textbook author offers five game-changing questions to ask yourself every time you make decisions in your relationships, finances, career, and more. This course seeks to help you determine decisions for the direction in which you want to take in your life so that you can lessen regrets and set yourself up for reward and blessing through planning and development, with less guessing and trial and error. The goal of the course is to help you give careful insight to the long-term impact of decisions to celebrate and elevate your life.

**Required Textbook:** Better Decisions, Fewer Regrets: 5 Questions to Help You Determine Your Next Move Hardcover – October 20, 2020 by Andy Stanley; 192 pages, Publisher: Zondervan

### Learning Objectives

Through reading and applying the principles shared in the course materials, you will:

- Learn to improve relationships, avoid regrets, and heal division through better choices.
- Utilize a decision-making tool that uncovers choices most likely to lead to positive results.
- Avoid selling yourself short by taking up bad ideas when making quick decisions.
- Identify truth and clarity with clearer vision and precision in handling tough decisions.

### Course Syllabus

A class syllabus is provided for each student upon successful enrollment and acceptance. Also see *How to Complete this Program* section for detailed instructions.

Master's of Science in Christ-Centered Leadership, Coaching, And Change Course

<b>Course #:</b>	<b>MCL-207</b>	<b>Hours: 10 Lec/ 2 Lab/ 0 Ext/ 12 Total</b>
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**Subject Title: COACHING FOR DEMOCRACY**

<b>Method:</b>	<b>Asynchronous Distance Learning</b>	<b>Schedule: Est 11 weeks or less</b>
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<b>Complete Synopsis</b>	<b>Prerequisites: None</b>
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Democracy is a beautiful thing when God is the source. But take away His truth from the founding of a democratic nation, and all that is left is an organized system of evil. In this course, students will be challenged with considering the problems facing America. Studying New York Times best-selling and controversial book, *Jesus Politics by Phil Robertson*, this course will provide students with an opportunity to review their faith in light of our country's condition.

**Required Textbook:** Jesus Politics: How to Win Back the Soul of America Hardcover – August 4, 2020 by Phil Robertson; ISBN-13: 978-1400210060, 224 pages, Publisher: Thomas Nelson

### Learning Objectives

Through reading and applying the principles shared in the course materials, you will:

- Examine and express your views on what the author calls, 'a radical call for Christians.'
- Reflect on how you think Jesus would respond to the questions faced by our nation.
- Discuss and summarize the political points offered by author.
- Offer Scripture that you believe supports your position on the soul of America.

### Course Syllabus

A class syllabus is provided for each student upon successful enrollment and acceptance. Also see *How to Complete this Program* section for detailed instructions.

## Master's of Science in Christ-Centered Leadership, Coaching, And Change Course

<b>Course #:</b>	<b>MCL-208</b>	<b>Hours: 10 Lec/ 2 Lab/ 0 Ext/ 12 Total</b>
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**Subject Title: COACHING TO LET GO**

<b>Method:</b>	<b>Asynchronous Distance Learning</b>	<b>Schedule: Est 11 weeks or less</b>
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<b>Complete Synopsis</b>	<b>Prerequisites: None</b>
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There is power in letting go! Many times, we believe that stability is holding on to things that have expired. But the truth is, there are few things in life that do not have a shelf life. When we learn the difference between those things that do and those things that don't, we can learn to better manage change. In this course, students will learn about the stages of letting go, and how to live on to continue building their best life.

**Required Textbook:** The Power of Letting Go How to Drop Everything That's Holding You Back  
By: John Purkiss; ISBN-13: 978-1783253630 208 pages or Audiobook  
Narrated by: Mark Meadows Length: 4 hrs and 42 mins (2020) Publisher: Aster

### Learning Objectives

Through reading and applying the principles shared in the course materials, you will:

- Learn how to be present in the moment, one of the foundations of successful coaching.
- Learn how to get unstuck with the thoughts that keep you stuck.
- Learn how to let go of past and present pain.
- Learn how to surrender and seek out your freedom and source of truth.

### Course Syllabus

A class syllabus is provided for each student upon successful enrollment and acceptance. Also see ***How to Complete this Program*** section for detailed instructions.

Graduate Degree in Executive Leadership, Pastoral Care, &amp; Change Mgmt Course

<b>Course #:</b>	<b>GCL-410</b>	<b>Hours: 10 Lec/ 2 Lab/ 0 Ext/ 12 Total</b>
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**Subject Title: PROCESS-CENTRIC EXECUTIVE COACHING**

<b>Method:</b>	<b>Asynchronous Distance Learning</b>	<b>Schedule: Est 11 weeks or less</b>
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<b>Complete Synopsis</b>	<b>Prerequisites: None</b>
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PROCESS-CENTRIC EXECUTIVE COACHING combines textbook reading lectures, coaching labs, and online ELTU Discussion Forums to give the leader advanced knowledge of how to help others reach their goals through coaching. The course will assist faith-based leaders in mapping out a clear process for coaching that includes all aspects of the person and their organization, people, partners and leadership. Process-Centric Executive Coaching shows you how to let the coachee map out their process, understanding that every person and journey is unique. Executive Coaching Certificates at other prestigious colleges such as: Penn State, Texas Christian, the University of Georgia and several others use this same textbook, THE SHERPA GUIDE as their only endorsed coaching program, and so does ELT.

**Required Textbook:** The Sherpa Guide: Process-Driven Executive Coaching by Brenda Corbett and Judith Coleman; 240 pages, Publisher: Cengage-Southwestern; ISBN: 9780324407075

### Learning Objectives

Through extensive research and use of the suggested course materials, you will:

- Identify and describe a roadmap for your coaching practice or process.
- Identify and describe a timeline for your coaching or practice.
- Describe Sherpa techniques and processes that assist others in achieving their goals.

### Course Syllabus

- A class syllabus is provided for each student upon successful enrollment and acceptance.
- Also see ***How to Complete this Degree Program*** section for detailed instructions.



Graduate Degree in Executive Leadership, Pastoral Care, &amp; Change Mgmt Course

<b>Course #:</b> GCL-420	<b>Hours:</b> 10 Lec/ 2 Lab/ 0 Ext/ 12 Total
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**Subject Title: WHAT MATTERS MOST TO LEADERS**

<b>Method:</b> Asynchronous Distance Learning	<b>Schedule:</b> Est 11 weeks or less
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<b>Complete Synopsis</b>	<b>Prerequisites: None</b>
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WHAT MATTERS MOST TO LEADERS combines textbook reading lectures, coaching labs, and online ELTU Discussion Forums to give the leader advanced knowledge of how to help leaders fulfill their life's calling. Leaders must determine what matters most to them and why it is important. This course will assist leaders in self-discovering why your life matters - reviewing your past evaluations of your importance, your actions for moving yourself forward, and determining your direction and meaning from this point on. You will answer the question: what do you want your personal meaning to be? Armed with that experience, coaches understand better how to help others.

**Required Textbook:** Why It Matters: The Sherpa Guide to What You are Looking For by Brenda Corbett and Jennifer Chloupek; ISBN-13: 978-0967858883, 107 pages, Publisher: Sherpa Coaching

### Learning Objectives

Through extensive research and use of the suggested course materials, you will:

- Identify, describe, and evaluate meaningful actions as reflections from the past;
- Identify, determine, and describe the direction and meaning you want to achieve;
- Identify, determine, and describe what matters most to you in moving forward.
- Explain the importance of asking the question: 'Why it matters?' to leaders.

### Course Syllabus

- A class syllabus is provided for each student upon successful enrollment and acceptance. Also see *How to Complete this Degree Program* section for detailed instructions.

Graduate Degree in Executive Leadership, Pastoral Care, &amp; Change Mgmt Course

<b>Course #:</b>	<b>GCL-430</b>	<b>Hours: 10 Lec/ 2 Lab/ 0 Ext/ 12 Total</b>
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**Subject Title: BECOMING A BETTER LEADER BY BECOMING A BETTER COACH**

<b>Method:</b>	<b>Asynchronous Distance Learning</b>	<b>Schedule: Est 11 weeks or less</b>
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<b>Complete Synopsis</b>	<b>Prerequisites: None</b>
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BECOMING A BETTER LEADER BY BECOMING A BETTER COACH combines textbook reading lectures, coaching labs, and online ELTU Discussion Forums to give the leader advanced knowledge of what it means to be an effective leader. To be an effective coach, one is an effective leader. Successful leaders listen, communicate, and create learning environments where other learn to lead and fulfill their life meaning and objectives as well as personal goals. This course assists leaders in coaching themselves and other leaders for high-performance through learning about creating the most productive and transforming environment.

**Required Textbook:** BE...Don't Do: The Sherpa Guide to Coaching for Managers by Brenda Corbett and Judith Colemon; ISBN-13: 978-0967858852, 92 pages, Publisher: Sherpa Coaching

### Learning Objectives

Through extensive research and use of the suggested course materials, you will:

- Identify and describe self-awareness and what you need to become more self-aware;
- Identify and describe guiding others through coachable moments by identifying your own;
- Identify and describe giving up control of others.
- Identify and describe asking questions, listening, and setting the stage for expectation.

### Course Syllabus

- A class syllabus is provided for each student upon successful enrollment and acceptance.
- Also see ***How to Complete this Degree Program*** section for detailed instructions.

Graduate Degree in Executive Leadership, Pastoral Care, &amp; Change Mgmt Course

<b>Course #:</b>	<b>GCL-440</b>	<b>Hours:</b>	<b>10 Lec/ 2 Lab/ 0 Ext/ 12 Total</b>
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**Subject Title: MAKING A POSITIVE IMPACT ON BUSINESS LEADERS**

<b>Method:</b>	<b>Asynchronous Distance Learning</b>	<b>Schedule:</b>	<b>Est 11 weeks or less</b>
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<b>Complete Synopsis</b>	<b>Prerequisites: None</b>
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MAKING A POSITIVE IMPACT ON BUSINESS LEADERS combines textbook reading lectures, coaching labs, and online ELTU Discussion Forums to give the leader advanced knowledge of the characteristics of leaders who have a great team of skilled people that get along well and communicate in a positive manner. These attributes have a most powerful impact upon others. This course will help leaders of faith with discovering the needed behaviors that impact others in both ministry and industry.

**Req Oired Textbook:** What's Your Impact on Business: The Sherpa Guide to Business, Behavior and You by Brenda Corbett; ISBN-13: 978-0967858876, 141 pages, Publisher: Sasha Corporation

### Learning Objectives

Through extensive research and use of the suggested course materials, you will:

- Identify and describe good and bad behaviors that impact ministry and industry.
- Identify and name costly behaviors that need to be eliminated in environments.
- Identify and describe learning to coach positive behavior that makes a difference.

### Course Syllabus

- A class syllabus is provided for each student upon successful enrollment and acceptance. Also see ***How to Complete this Degree Program*** section for detailed instructions.

Graduate Degree in Executive Leadership, Pastoral Care, &amp; Change Mgmt Course

<b>Course #:</b>	<b>GCL-450</b>	<b>Hours: 10 Lec/ 2 Lab/ 0 Ext/ 12 Total</b>
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**Subject Title: MISSION MAKING FOR CHANGE**

<b>Method:</b>	<b>Asynchronous Distance Learning</b>	<b>Schedule: Est 11 weeks or less</b>
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<b>Complete Synopsis</b>	<b>Prerequisites: None</b>
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MISSION MAKING FOR CHANGE combines textbook reading lectures, coaching labs, and online ELTU Discussion Forums to give the leader advanced knowledge of influencing change through missions. Every leader who impacts change has mastered the art and science of aspiring and influencing others. How do they do it? This course provides inspiring and practical advice on both defining and fulfilling a mission. Students will examine making and forming a mission statement in hours rather than months or years. Creating a mission statement for life and work, this course helps to guide leaders in determining the purpose for which they do what they do, their vision, their guiding values and philosophies, as well as the path toward them.

**Required Textbook:** The Path: Creating Your Mission Statement for Work and for Life by Laurie Beth Jones: ISBN-13: 978-0786882410, 272 pages, Publisher: Hyperion - Acquired Assets

### Learning Objectives

Through extensive research and use of the suggested course materials, you will:

- Identify and describe one's own mission, vision, core values, and directional principles.

### Course Syllabus

- A class syllabus is provided for each student upon successful enrollment and acceptance.

Also see ***How to Complete this Degree Program*** section for detailed instructions.

Graduate Degree in Executive Leadership, Pastoral Care, &amp; Change Mgmt Course

<b>Course #:</b>	<b>GCL-460</b>	<b>Hours: 10 Lec/ 2 Lab/ 0 Ext/ 12 Total</b>
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**Subject Title: DIAMONDS IN CHRISTIAN LEADERS**

<b>Method:</b>	<b>Asynchronous Distance Learning</b>	<b>Schedule: Est 11 weeks or less</b>
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<b>Complete Synopsis</b>	<b>Prerequisites: None</b>
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DIAMONDS IN CHRISTIAN LEADERS combines textbook reading lectures, coaching labs, and online ELTU Discussion Forums to give the leader advanced knowledge of the essentials of Christian coaching. Being a good listener and being supportive of others, this course assists faith-based leaders with listening to what others have to say and feel, a technique that sets the stage for being effective in any service organization. The payoff for mastering this coaching technique is the ability to find rare jewels in developing yourself and others for lifelong leading, loving, and learning in public and private service for ministry.

**Required Textbook:** Coaching for Christian Leaders: A Practical Guide (TCP Leadership Series) by Linda J. Miller; ISBN-13: 978-0827205079, 160 pages, Publisher: Chalice

### Learning Objectives

Through extensive research and use of the suggested course materials, you will:

- Identify and describe the principle of centeredness in coaching.
- Identify and describe the skill of forming powerful questions.
- Identify and describe challenges to coaching for individuals used to traditional ministry.
- Identify and describe engaging in supportive coaching that leads to self-discovery.

### Course Syllabus

- A class syllabus is provided for each student upon successful enrollment and acceptance. Also see *How to Complete this Degree Program* section for detailed instructions.

Graduate Degree in Executive Leadership, Pastoral Care, &amp; Change Mgmt Course

<b>Course #:</b>	<b>GCL-470</b>	<b>Hours: 10 Lec/ 2 Lab/ 0 Ext/ 12 Total</b>
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**Subject Title: RESULTS-ORIENTED CHRISTIAN LEADERSHIP**

<b>Method:</b>	<b>Asynchronous Distance Learning</b>	<b>Schedule: Est 11 weeks or less</b>
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<b>Complete Synopsis</b>	<b>Prerequisites: None</b>
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RESULTS-ORIENTED CHRISTIAN LEADERSHIP combines textbook reading lectures, coaching labs, and online ELTU Discussion Forums to give the leader advanced knowledge of how God can use the greatness He put inside of you to develop others. This course shows that by using the gifts and skills that the Holy Spirit has cultivated and stored in you, others can self-discover their own path to a transformed life. Results-oriented Christian Leadership will assist you in creating powerful communication skills that allow others to reach inside themselves and achieve their goals, thereby producing results.

**Required Textbook:** The COACH Model for Christian Leaders: Powerful Leadership Skills for Solving Problems, Reaching Goals, and Developing Others by Keith E. Webb; ISBN-13: 978-1642793574, 210 pages, Publisher: Morgan James Faith

### Learning Objectives

Through extensive research and use of the suggested course materials, you will:

- Identify and describe how to draw out what God has already put into others.
- Identify and describe how to create powerful conversations to assist others to solve their own problems.
- Identify and describe how God uses you to help others reach their goals.
- Identify and describe how leadership skills are developed in the process of serving others.

### Course Syllabus

- A class syllabus is provided for each student upon successful enrollment and acceptance. Also see *How to Complete this Degree Program* section for detailed instructions.

Graduate Degree in Executive Leadership, Pastoral Care, &amp; Change Mgmt Course

<b>Course #:</b>	<b>GCL-480</b>	<b>Hours:</b>	<b>10 Lec/ 2 Lab/ 0 Ext/ 12 Total</b>
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**Subject Title: THE POWER OF FAITH COACHING**

<b>Method:</b>	<b>Asynchronous Distance Learning</b>	<b>Schedule:</b>	<b>Est 11 weeks or less</b>
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<b>Complete Synopsis</b>	<b>Prerequisites: None</b>
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THE POWER OF FAITH COACHING combines textbook reading lectures, coaching labs, and online ELTU Discussion Forums to give the leader advanced knowledge of the sensitive issue of coaching others on faith. You do not want to just speak out anything that comes to your mind, or simply memorize a scripture. Instead, you want to offer a place in you that allows another human being to explore the power to believe God for themselves. This course assists you in coaching and communicating to others on their own path to find Christ. This power to believe comes from God and is given to every person born under the sun.

**Required Textbook:** Faith Coaching: A Conversational Approach to Helping Others Move Forward in Faith by Chad W. Hall, Bill Copper, Kathryn McElveen, and William Willimon; ISBN-13: 978-1439251171, 226 pages, Publisher: BookSurge Publishing

### Learning Objectives

Through extensive research and use of the suggested course materials, you will:

- Identify and describe taking a self-discovery approach to spiritual formation inspired by God.
- Identify and describe helping others expand their commitment to following Christ in their customized journey.
- Identify and describe the power of God in coaching conversations to help others find and follow their spiritual path.

### Course Syllabus

- A class syllabus is provided for each student upon successful enrollment and acceptance. Also see ***How to Complete this Degree Program*** section for detailed instructions.

Doctorate Degree in Christ-Centered Leadership, Coaching, and Change Course

<b>Course #:</b>	<b>PHD-510</b>	<b>Hours: 10 Lec/ 2 Lab/ 0 Ext/ 12 Total</b>
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**Subject Title: CHRIST-CENTERED LEADERS & PROFESSIONAL STANDARDS**

<b>Method:</b>	<b>Asynchronous Distance Learning</b>	<b>Schedule: Est 11 weeks or less</b>
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<b>Complete Synopsis</b>	<b>Prerequisites: None</b>
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To be understood, to be relevant, and to advance in a global society, a culture of honor is needed like never before. In this course, students will use the 100 questions of Jesus in the New Testament to learn how to help create "cultures of honor" wherever there is dishonor.

**Required Textbook:** Jesus The Master Coach: How The 100 Questions Of Jesus Enable Anyone, Anywhere, Anytime, To Have Life-Changing Interactions by Dr. Joseph Umidi (2019); ISBN-13: 978-0991482498; 126 pages, Publisher: Lifeforming Institute

### Learning Objectives

Through reading and applying the principles shared in the course materials, you will:

- Apply techniques demonstrated by Jesus to make significant meaningful new introductions.
- Create culturally sensitive interactions across generations.
- Communicate, interact, and respond on increased levels of emotional intelligence.
- Raise relevant impactful questions that create not just awareness but turning point opportunities.

### Course Syllabus

A class syllabus is provided for each student upon successful enrollment and acceptance. Also see ***How to Complete this Program*** section for detailed instructions.



Doctorate Degree in Christ-Centered Leadership, Coaching, and Change Course

<b>Course #:</b>	<b>PHD-520</b>	<b>Hours: 10 Lec/ 2 Lab/ 0 Ext/ 12 Total</b>
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**Subject Title: DYNAMICS OF CHRIST-CENTERED COACHING**

<b>Method:</b>	<b>Asynchronous Distance Learning</b>	<b>Schedule: Est 11 weeks or less</b>
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<b>Complete Synopsis</b>	<b>Prerequisites: None</b>
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Since year 2019, the case for coaching in business and personal life have led to the emergence of a market worth \$7.5 billion in the United States alone and over \$15 billion worldwide. Clearly, the coaching discipline and language is an element to be studied, learned, and replicated. It follows then that appropriately balancing Christ-Centered living as a distinct type and level of education for coaching is a path just waiting to be explored. In this course, the language and discipline of learning to coach is the goal for the Christ-Centered leader.

**Required Textbook:** The Language of Life and Business Coaching: Advanced Coaching Skills That Will Help Your Clients Flourish Paperback by Chad Hall (2018); ISBN-13: 978-1719913461; 70 pages, Publisher: Independently Published

### Learning Objectives

Through reading and applying the principles shared in the course materials, you will:

- Parallel learning coaching as you would learn a new language.
- Master the five shifts in action that elevate your coaching to new levels of fluency.
- Explore the coaching language elements that strengthen one's ability to coach.
- Incorporate language strategies into practice to observe results in Christ-Centered setting.

### Course Syllabus

A class syllabus is provided for each student upon successful enrollment and acceptance. Also see ***How to Complete this Program*** section for detailed instructions.

Doctorate Degree in Christ-Centered Leadership, Coaching, and Change Course

<b>Course #:</b>	<b>PHD-530</b>	<b>Hours: 10 Lec/ 2 Lab/ 0 Ext/ 12 Total</b>
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**Subject Title: TRANSFORMATIVE COACHING**

<b>Method:</b>	<b>Asynchronous Distance Learning</b>	<b>Schedule: Est 11 weeks or less</b>
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<b>Complete Synopsis</b>	<b>Prerequisites: None</b>
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At what point does a Christ-Centered leader move from being a beginner coach to one who impacts life transformation? Surprisingly, the secret to inviting impactful change in a coaching session is focusing on the person, not the problem being presented by the person being coached. In this course, students will explore three levels of coaching as described by the textbook author: beginner, better and transformational. For each level, you will look for where the coach focuses, the types of question you would ask and what kind of results you might expect at each level.

**Required Textbook:** Coach the Person Not the Problem: A Simple Guide to Coaching for Transformation by Chad Hall (2016); Kindle Edition, 20 pages, Publisher: Coach Approach Ministries

### Learning Objectives

Through reading and applying the principles shared in the course materials, you will:

- Identify example elements that describe beginner level Christ-Centered coaching.
- Identify example elements that describe better level Christ-Centered coaching.
- Identify example elements that describe transformational level Christ-Centered coaching.
- Describe what creativity and emotional expressions should look like in a session, and how to know when they are effective in our coaching relationships.

### Course Syllabus

A class syllabus is provided for each student upon successful enrollment and acceptance. Also see ***How to Complete this Program*** section for detailed instructions.

Doctorate Degree in Christ-Centered Leadership, Coaching, and Change Course

**Course #:** PHD-540 **Hours:** 10 Lec/ 2 Lab/ 0 Ext/ 12 Total

**Subject Title:** BUILDING BLUEPRINTS FOR COACHING IN MINISTRIES

**Method:** Asynchronous Distance Learning **Schedule:** Est 11 weeks or less

**Complete Synopsis** **Prerequisites:** None

Nearly overnight the world's churches have had to shift in sharing the Gospel and spreading God's love through their ministries. For most pastors and leaders, the post-Covid 19 era has meant questions about how to train the next generation of leaders and how to continue to carry out our calling. In this course, students will take cues from church consultants to observe if and how their advice for building leaders is applicable or helpful today? What would a set of blueprints look like to positively affect the kingdom call the church has regardless of the pandemic?

**Required Textbook:** Building Leaders: Blueprints for Developing Leadership at Every Level of Your Church by Aubrey Malphurs (2004); ISBN-13: 978-0801091711, 288 pages, Publisher: Baker Books

### Learning Objectives

Through reading and applying the principles shared in the course materials, you will:

- Identify where coaching versus other support disciplines should or should not be an avenue for development of ministry potential.
- Identify where empowerment is used and whether it is within a coaching context or purely instruction.
- Describe a coach-centric model for believers and its usefulness.
- Identify how a coach-centric approach helps a ministry align itself with its mission.

### Course Syllabus

A class syllabus is provided for each student upon successful enrollment and acceptance. Also see ***How to Complete this Program*** section for detailed instructions.

Doctorate Degree in Christ-Centered Leadership, Coaching, and Change Course

<b>Course #:</b>	<b>PHD-550</b>	<b>Hours: 10 Lec/ 2 Lab/ 0 Ext/ 12 Total</b>
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**Subject Title: MULTIPLYING IMPACT HEALING HUMANITY**

<b>Method:</b>	<b>Asynchronous Distance Learning</b>	<b>Schedule: Est 11 weeks or less</b>
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<b>Complete Synopsis</b>	<b>Prerequisites: None</b>
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Group gathering restrictions, closed public meeting places,...how is your church ready for a new way to touch people and develop leaders like Jesus did? In this course students will explore how to multiply ministry impact by biblical coaching and mentoring.

**Required Textbook:** Coaching In Ministry: How Busy Church Leaders Can Multiply Their Ministry Impact by Keith Webb (2015); ISBN-13 : 978-0966565829, 98 pages, Publisher: Active Results, LLC

### Learning Objectives

Through reading and applying the principles shared in the course materials, you will:

- Explore how you can build both skills and character of leaders and people in ministry.
- Know how to effectively mentor, coach, train, and how to know the difference.
- Invoke powerful change through coaching, mentoring, and leading transformation.
- Free yourself from passing out advice and help people take ownership.
- Reach developmental goals that grow lives to greater love and stronger personal leadership.

### Course Syllabus

A class syllabus is provided for each student upon successful enrollment and acceptance. Also see *How to Complete this Program* section for detailed instructions.

Doctorate Degree in Christ-Centered Leadership, Coaching, and Change Course

<b>Course #:</b>	<b>PHD-560</b>	<b>Hours: 10 Lec/ 2 Lab/ 0 Ext/ 12 Total</b>
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**Subject Title: TRANSFORMING CONGREGATIONS INTO COMMUNITIES**

<b>Method:</b>	<b>Asynchronous Distance Learning</b>	<b>Schedule: Est 11 weeks or less</b>
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<b>Complete Synopsis</b>	<b>Prerequisites: None</b>
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In a world where crisis is looming everywhere, personal and congregational transformation is the key to producing hope and health across the globe. Spiritual formation and personal renewal are essential to Christ-Centered leadership and change. In this course, students will explore a model for transforming congregations into communities of learning through personal renewal.

**Required Textbook:** Learning Change: Congregational Transformation Fueled by Personal Renewal by Jim Herrington and Trisha Taylor (2017); ISBN-13: 978-0825444555; 272 pages, Publisher: Kegrel

### Learning Objectives

Through reading and applying the principles shared in the course materials, you will:

- Explore and summarize the model shared by the textbook author.
- Explain the role of personal renewal in the coach, leader, and mentor in the model.
- Determine its implications for groups of believers in online communities.

### Course Syllabus

A class syllabus is provided for each student upon successful enrollment and acceptance. Also see ***How to Complete this Program*** section for detailed instructions.

Doctorate Degree in Christ-Centered Leadership, Coaching, and Change Course

**Course #:** PHD-570 **Hours:** 10 Lec/ 2 Lab/ 0 Ext/ 12 Total

**Subject Title:** COACHING COMMUNITIES TO GOD'S WORD

**Method:** Asynchronous Distance Learning **Schedule:** Est 11 weeks or less

**Complete Synopsis** **Prerequisites:** None

Contrary to how leaders may have led previously by giving advice and delivering instruction, in this course, students will learn twelve essential coaching skills to enhance their ability to have transformational conversations with others. The goal is for believers to learn how to speak less and listen more deeply, seek God for Spirit-led questions to ask others, and help the Body of Christ continue to move towards God's agenda and motives.

**Required Textbook:** Spiritual Leadership Coaching: Connecting People to God's Heart and Purposes by Richard Blackaby and Bob Royall (2018); ISBN-13: 978-0692939000; 304 pages, Publisher: Blackaby Ministries

### Learning Objectives

Through reading and applying the principles shared in the course materials, you will:

- Learn to listen to the heart of God when alone and engaging with others.
- Formulate deeper levels of engagement in coaching conversations.
- Explore how to ensure that the coaching conversation is spirit-led and not coach-directed.
- Become sensitive to God's agenda and comfortable being a vulnerable space for others.
- Ask questions on multiple levels that help a person ponder God's leading voice.

### Course Syllabus

A class syllabus is provided for each student upon successful enrollment and acceptance. Also see ***How to Complete this Program*** section for detailed instructions.

Doctorate Degree in Christ-Centered Leadership, Coaching, and Change Course

<b>Course #:</b>	<b>PHD-580</b>	<b>Hours: 10 Lec/ 2 Lab/ 0 Ext/ 12 Total</b>
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**Subject Title: COACHING TO BUILD GOD'S CHURCH**

<b>Method:</b>	<b>Asynchronous Distance Learning</b>	<b>Schedule: Est 11 weeks or less</b>
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<b>Complete Synopsis</b>	<b>Prerequisites: None</b>
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Infused with the Word of God, the love of Christ can be shared and expanded through transformational coaching. In this course, you will see and hear the proof of this concept from three coaches who share their history, dreams, principles, and what God is doing through the coaching relationships they share with other pastors. The goal of the course is to demonstrate what is possible in your own life and Christ-Centered coaching practice or ministry when you coach to build God's church.

**Required Textbook:** You can coach: How to help leaders build healthy churches through coaching by Joel Comiskey (2011); ISBN-13 : 978-0984311040; 156 pages, Publisher: CCS Publishers

### Learning Objectives

Through reading and applying the principles shared in the course materials, you will:

- Examine the stories of other Christ-Centered leaders who employ coaching techniques.
- Demonstrate coaching in action in the lives of others and their ministries.
- Be offered inspiration and empowerment to explore coaching as a lifestyle of love, leadership, and learning in the Body of Christ.

### Course Syllabus

A class syllabus is provided for each student upon successful enrollment and acceptance. Also see ***How to Complete this Program*** section for detailed instructions.

## Doctorate Degree Course

<b>Course #:</b>	<b>PHD-800-CLC</b>	<b>Hours: 0 Lec/15 Lab/ 0 Ext/ 15 Total</b>
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**Subject Title: DOCTORAL DISSERTATION / DOCTORAL CAPSTONE PROJECT - CLC**

<b>Method:</b>	<b>Independent Research Dissertation</b>	<b>Schedule: Self-paced up to 24 weeks</b>
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<b>Complete Synopsis</b>	<b>Prerequisites: None</b>
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Your dissertation or doctoral capstone is intended to extend or apply research to deliver a solution immediately to an issue within a real-world setting. Dissertations and capstone projects should be no less than 40 pages and no more than 100 pages in length and must include a bibliography with at least 15 references. In your paper, first introduce your theme or abstract and then expound on your research in detail on the theme using common English language. Endnotes and research notes should be noted numerically after each statement with the source cited at the end of the paper. It is suggested that the dissertation/capstone paper be written in APA style format and the resource below is a great resource. Students who choose the Doctoral Bridge in their Student Enrollment Agreement may present their own writing project as a doctoral capstone in the resulting form of a published book, devotional, ministry resource, or training tool.

**Required Textbook:** Manual for Writers of Research Papers, Theses, and Dissertations, (Chicago Style for Students and Researchers) 9th Edition by Kate L. Turabian

### Learning Objectives

Through extensive writing, research, or use of the suggested course materials, you will:

- Identify your doctoral capstone topic or doctoral dissertation topic and submit the proposed title of dissertation or doctoral capstone project within the first 90-days in the program.
- Prepare a schedule and outline for your workplan or research work on the dissertation or project.
- Prepare a 40-to-100-page paper based on the idea of your dissertation or capstone.
- Use APA format or book format in suggested guidelines for dissertations or doctoral capstone.
- Submit the final dissertation/project within due dates specified in Class Syllabus.

A class syllabus is provided for each student upon successful enrollment and acceptance. Also see ***How to Complete this Program*** section for detailed instructions.



## Doctorate Degree in Human Capital Leadership and Change Course

<b>Course #:</b>	<b>PHD-710</b>	<b>Hours: 10 Lec/ 2 Lab/ 0 Ext/ 12 Total</b>
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<b>Subject Title:</b>	<b>ENGAGING THE CHURCH IN BUSINESS</b>
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<b>Method:</b>	<b>Asynchronous Distance Learning</b>	<b>Schedule: Est 11 weeks or less</b>
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<b>Complete Synopsis</b>	<b>Prerequisites: None</b>
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Many leaders have taught their congregations how to have church and have spent less time teaching the people how to be the church – a living body and temple for God to dwell in. What is the role of the church today? How does this role extend beyond the four walls of a building? We live the majority of our lives outside of a church building and yet, most believers have no clue how to bring the supernatural power of God into their time outside of a church building. What's wrong with this picture? This course combines articles lectures, coaching labs, and online ELTU Discussion Forums to give the doctoral student an opportunity to advance his/her practice and mindset to shift from thinking of the church as a physical building to seeing the church as a living body. Thus a container for God's glory to impact world systems, particularly, business systems.

**Required Media:** 9 Ways Your Church Can Engage Business Professionals. Posted on June 21, 2017 (<https://hbu.edu/center-for-christianity-in-business/2017/06/21/9-ways-church-can-engage-business-professionals/>) By: Darren Shearer

### Learning Objectives

Through reading and applying the principles shared in the course materials, you will:

- Identify and describe 9 ways you or your church can engage business professionals more effectively.
- Identify and describe the strategy problem that occurs if every believer tries to leave his job or the business marketplace and enter full-time ministry or business for himself.
- Identify and name biblical examples of how God himself handles trained professionals in His Kingdom.
- Identify the result when God engages people in their business calling and give financial examples.
- Identify your Spiritual gift in business by taking the Assessment here: [http://www.theologyofbusiness.com/wp-content/uploads/2016/11/Your-Spiritual-Gifts-in-the-Marketplace\\_Assessment.pdf](http://www.theologyofbusiness.com/wp-content/uploads/2016/11/Your-Spiritual-Gifts-in-the-Marketplace_Assessment.pdf)

### Course Syllabus

A class syllabus is provided for each student upon successful enrollment and acceptance. Also see ***How to Complete this Program*** section for detailed instructions.

## Doctorate Degree in Human Capital Leadership and Change Course

<b>Course #:</b>	<b>PHD-720</b>	<b>Hours: 10 Lec/ 2 Lab/ 0 Ext/ 12 Total</b>
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<b>Subject Title:</b>	<b>HUMAN CAPITAL LEADERS AS SHEPHERDS</b>
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<b>Method:</b>	<b>Asynchronous Distance Learning</b>	<b>Schedule: Est 11 weeks or less</b>
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<b>Complete Synopsis</b>	<b>Prerequisites: None</b>
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Has this ever happened to you who are leaders? You spend months and maybe even years pouring into someone in your church or your business only to hear them one day say to you that they're leaving? They found a better opportunity someplace else. Then you had to spend your hard-earned time and money to find someone else to do the job that they left? In the church and out, this situation can be painful for a leader, and yet, could it be God's way of getting the job done? This course combines media lecture, coaching labs, and online ELTU Discussion Forums to give the doctoral student an opportunity to advance his/her mindset to God's way of raising up shepherds everywhere even in the marketplace.

**Required Media:** A Shepherd's View of Employees Posted on June 6, 2017 (<https://hbu.edu/center-for-christianity-in-business/2017/06/06/shepherds-view-employees/>) By Dave Kahle. Publisher: Center for Christianity in Business – Houston Baptist University.

### Learning Objectives

Through reading and applying the principles shared in the course materials, you will:

- Identify and describe biblical ways to lead and not lord it over another human being.
- Identify and describe ways to affirm others during times of change.
- Identify the ideal position description for yourself with (3) must-have in your ideal role.
- Identify and cite ways to use your ministry strengths to contribute to others' success.

### Course Syllabus

A class syllabus is provided for each student upon successful enrollment and acceptance. Also see ***How to Complete this Program*** section for detailed instructions.

## Doctorate Degree in Human Capital Leadership and Change Course

<b>Course #:</b>	<b>PHD-730</b>	<b>Hours: 10 Lec/ 2 Lab/ 0 Ext/ 12 Total</b>
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**Subject Title: CAREER AND CALLING**

<b>Method:</b>	<b>Asynchronous Distance Learning</b>	<b>Schedule: Est 11 weeks or less</b>
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<b>Complete Synopsis</b>	<b>Prerequisites: None</b>
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Selfish ambition. Anxiety. Anguish. Disgust. All leaders deal with difficult emotions. In your career and in your calling, you will deal with these too. This course combines media lecture, coaching labs, and online ELTU Discussion Forums to give the doctoral student an opportunity to examine what it is that one is doing to hinder or help one's career and calling to flow freely. Responsibly owning one's emotions and using them to help self and others during one's calling and career could mean the difference between staying stuck and excelling into your destiny.

**Required Media:** Are You Derailing Your Career? Posted on June 22, 2016 (<https://hbu.edu/center-for-christianity-in-business/2016/06/22/are-you-derailing-your-career/>) By Gary Selman. Publisher: Center for Christianity in Business – Houston Baptist University.

### Learning Objectives

Through reading and applying the principles shared in the course materials, you will:

- Identify and examine the types of things that people are always calling on you to do.
- Identify and examine the emotions that keep you from fulfilling God's call on your life.
- Identify what you look like when you are operating at your optimal levels.
- Identify and describe where you are feeling like fears, doubts, and obstacles may be hindering your next level up within your career, calling, or both.

### Course Syllabus

A class syllabus is provided for each student upon successful enrollment and acceptance. Also see *How to Complete this Program* section for detailed instructions.

## Doctorate Degree in Human Capital Leadership and Change Course

<b>Course #:</b>	<b>PHD-740</b>	<b>Hours: 10 Lec/ 2 Lab/ 0 Ext/ 12 Total</b>
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**Subject Title: HR PRINCIPLES IN THE BIBLE**

<b>Method:</b>	<b>Asynchronous Distance Learning</b>	<b>Schedule: Est 11 weeks or less</b>
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<b>Complete Synopsis</b>	<b>Prerequisites: None</b>
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The term, human resources, HR for short, simply means people. It is the study of service, focus, and emphasis being on the needs of people at work in any industry, even ministry. HR PRINCIPLES IN THE BIBLE combines media lecture, coaching labs, and online ELTU Discussion Forums to give the doctoral student an opportunity to study where human capital practices, concepts, and core values are demonstrated in the Word of God.

**Required Media:** Biblically Based HR Principles. Posted on April 30, 2015 (<https://hbu.edu/center-for-christianity-in-business/2015/04/30/biblically-based-hr-principles/>) By Wallace Henley; Publisher: Center for Christianity in Business – Houston Baptist University.

### Learning Objectives

Through reading and applying the principles shared in the course materials, you will:

- Identify and describe the foundations for our approach to handling people in business situations and work environments.
- Name at least (6) additional human capital principles and core values for handling people which are biblical based on Scriptures that are not mentioned in the course media article.

### Course Syllabus

A class syllabus is provided for each student upon successful enrollment and acceptance. Also see ***How to Complete this Program*** section for detailed instructions.

## Doctorate Degree in Human Capital Leadership and Change Course

<b>Course #:</b>	<b>PHD-750</b>	<b>Hours: 10 Lec/ 2 Lab/ 0 Ext/ 12 Total</b>
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**Subject Title: KINGDOM AND POLITICS**

<b>Method:</b>	<b>Asynchronous Distance Learning</b>	<b>Schedule: Est 11 weeks or less</b>
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<b>Complete Synopsis</b>	<b>Prerequisites: None</b>
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How does your influence and effectiveness as a human capital leader depend upon how well you model and execute political capital or political intelligence? KINGDOM AND POLITICS combines media lecture, coaching labs, and online ELTU Discussion Forums to give the doctoral student a biblical view of topics frequently raised in policies and societal politics which may also be examined under the light of Scripture. Why is this important to you as a human capital leader? Your integrity, reputation, and testimony are influenced by the political skill of you as a human capital leader.

**Required Media:** Kingdom Politics Sermon Series, Message 1: The Concept of Kingdom Voting (Dr. Tony Evans) Sep 7, 2020 found at: [https://www.youtube.com/watch?v=Pp52RqtW\\_XY](https://www.youtube.com/watch?v=Pp52RqtW_XY); Kingdom Politics Sermon Series, Message 2: God and Government (Dr. Tony Evans) Sep 13, 2020 found at: <https://www.youtube.com/watch?v=1tQ2htGw2YQ>; Kingdom Politics Sermon Series, Message 3: God and Freedom (Dr. Tony Evans) Sep 20, 2020 found at: [https://www.youtube.com/watch?v=Q\\_ILfx4bsWs](https://www.youtube.com/watch?v=Q_ILfx4bsWs); Kingdom Politics Sermon Series, Message 4: God and Life (Dr. Tony Evans) Sep 27, 2020 found at: [https://www.youtube.com/watch?v=t\\_DDEMISitM](https://www.youtube.com/watch?v=t_DDEMISitM); Kingdom Politics Sermon Series, Message 5: God and Family (Dr. Tony Evans) Oct 4, 2020 found at: <https://www.youtube.com/watch?v=TpO1JVguvZ8>.

### Learning Objectives

Through reading and applying the principles shared in the course materials, you will:

- Identify and examine Christian principles concerning voting rights, marriage, abortion, and other topics usually addressed amongst political circles.

### Course Syllabus

A class syllabus is provided for each student upon successful enrollment and acceptance. Also see ***How to Complete this Program*** section for detailed instructions.

## Doctorate Degree in Human Capital Leadership and Change Course

<b>Course #:</b>	<b>PHD-760</b>	<b>Hours: 10 Lec/ 2 Lab/ 0 Ext/ 12 Total</b>
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**Subject Title: BUILDING A CHRIST-CENTERED BUSINESS**

<b>Method:</b>	<b>Asynchronous Distance Learning</b>	<b>Schedule: Est 11 weeks or less</b>
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<b>Complete Synopsis</b>	<b>Prerequisites: None</b>
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Christian business is perhaps the most misunderstood filled with myths and misperceptions. People believe that Christian business is not in business to make a profit. They also believe that Christian business leaders are supposed to be timid and shy away from conflict. Sadly, many people see Christian business as failures or struggling to make ends meet. BUILDING A CHRIST-CENTERED BUSINESS combines media lecture, coaching labs, and online ELTU Discussion Forums to give the doctoral student a deeper examination of God's divine purpose, intent, and rewards for doing business.

**Required Media:** Biblical Business: Engine of Blessing Posted on May 25, 2016 (<https://hbu.edu/center-for-christianity-in-business/2016/05/25/biblical-business-engine-blessing/>) By Tim Weinhold; Publisher: Center for Christianity in Business – Houston Baptist University.

### Learning Objectives

Through reading and applying the principles shared in the course materials, you will:

- Identify how God gives strategic insight about business in good economic times and bad by examining Deuteronomy 8:17-18 in deeper review from His divine perspective.
- Describe the two foundational concepts that define God's strategy for wealth and business as described in Deuteronomy 8:17-18.

### Course Syllabus

A class syllabus is provided for each student upon successful enrollment and acceptance. Also see ***How to Complete this Program*** section for detailed instructions.

## Doctorate Degree in Human Capital Leadership and Change Course

<b>Course #:</b>	<b>PHD-770</b>	<b>Hours: 10 Lec/ 2 Lab/ 0 Ext/ 12 Total</b>
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**Subject Title: CHRISTIAN STRATEGY**

<b>Method:</b>	<b>Asynchronous Distance Learning</b>	<b>Schedule: Est 11 weeks or less</b>
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<b>Complete Synopsis</b>	<b>Prerequisites: None</b>
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The word, strategize, means to put a plan of action behind a strongly held belief. CHRISTIAN STRATEGY examines prayer, biblical practices, and perspectives through a combination of media lecture, coaching labs, and online ELTU Discussion Forums to give the doctoral student techniques for being effective and authentic in one's career and calling.

**Required Media:** Prayer: God's Strategy for Success in the Marketplace Posted on May 8, 2017 (<https://hbu.edu/center-for-christianity-in-business/2017/05/08/prayer-gods-strategy-success-marketplace/>) By Os Hillman; Publisher: Center for Christianity in Business – Houston Baptist University.

### Learning Objectives

Through reading and applying the principles shared in the course materials, you will:

- Identify and describe how Prayer may be used as a marketing strategy.
- Identify and describe how businesses and inventions may be birthed through prayer and biblical means.
- Identify examples of entrepreneurship in the Bible.
- Describe examples of poor stewardship in business and career dangers, citing biblical examples, as well modern-day examples that you have observed.
- Identify two biblical strategies you have received from the Lord and used in your calling and career.

### Course Syllabus

A class syllabus is provided for each student upon successful enrollment and acceptance. Also see ***How to Complete this Program*** section for detailed instructions.

## Doctorate Degree in Human Capital Leadership and Change Course

<b>Course #:</b>	<b>PHD-780</b>	<b>Hours: 10 Lec/ 2 Lab/ 0 Ext/ 12 Total</b>
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**Subject Title: GAME CHANGER LEADERSHIP**

<b>Method:</b>	<b>Asynchronous Distance Learning</b>	<b>Schedule: Est 11 weeks or less</b>
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<b>Complete Synopsis</b>	<b>Prerequisites: None</b>
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God specializes in taking failure and turning it into fulfillment of God-inspired dreams, visions, and aspirations that flourish over time into success! He's a game-changer! Today, I want to talk to those: Executives in training about to give up; Aspiring Employees who are distraught, oppressed, tired, burnt out, and stressed; Anyone who is in an uncomfortable place right now, AND those who are none of the above, but you are the average well-adjusted citizen who is not content or satisfied with waking up going about out your day-to-day; you who are unfulfilled!

GAME CHANGER LEADERSHIP combines media lecture, coaching labs, and online ELTU Discussion Forums to give the doctoral student a fully engaged view of what we love to do as human capital leaders, what we are called to do, and how to see the rewards of your work when possible. Game Changing Leadership is a word of Motivation. It is not just motivation; it is also a word of Application. But, it's not just application; it's also a word of Salvation. But, it's not just Salvation; it's also a word of Transformation. But, it's not just Transformation; it's also a word of Endurance. Not just Endurance, it is also a word of Restoration and Renewal. In other words, if you apply what you learn in this course, you can literally turn your world upside down, and take your life anywhere you want it to go. You become a GAME-CHANGER!!!

**Required Media:** Bible Gateway Journal written in Nov 2018. Published by Dr. Merle Ray

### Learning Objectives

Through reading and applying the principles shared in the course materials, you will:

- Examine and describe how Christ-Centered coaching techniques are employed in what the author describes as "Game-changing Leadership."
- Identify and describe three ways you are using coaching in actionable terms in your own life and in the lives of others.

### Course Syllabus

A class syllabus is provided for each student upon successful enrollment and acceptance. Also see ***How to Complete this Program*** section for detailed instructions.



## Doctorate Degree Course

<b>Course #:</b>	<b>PHD-800-HCL</b>	<b>Hours: : 0 Lec/ 15 Lab/0 Ext/15 Total</b>
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**Subject Title: DOCTORAL DISSERTATION / DOCTORAL CAPSTONE PROJECT - HCL**

<b>Method:</b>	<b>Independent Research Dissertation</b>	<b>Schedule: Self-paced up to 24 weeks</b>
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<b>Complete Synopsis</b>	<b>Prerequisites: None</b>
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The Human Capital Leadership dissertation or doctoral capstone is intended to extend the opportunity to the student to apply real life research to deliver a human capital solution or tool immediately ready for use by a church, ministry, or other faith-based business. In this Course, you have a choice of presenting a doctoral dissertation paper (Option A) or creating a doctoral capstone product or project (Option B). Both options should be no less than 40 pages and no more than 100 pages in length and must include a bibliography with at least 15 references. First, you will introduce your theme or abstract and then expound on your research or project in detail on the theme using common English language. Endnotes and research notes should be noted numerically after each statement with the source cited at the end of the paper.

**Required Textbook:** Manual for Writers of Research Papers, Theses, and Dissertations, (Chicago

### Learning Objectives

Through extensive writing, research, or use of the suggested course materials, you will select from the Doctoral Dissertation Project Option A or Doctoral Capstone Project Option B using your chosen syllabus:

- Identify your doctoral capstone topic or doctoral dissertation topic and submit the proposed title of dissertation or doctoral capstone project within the first 90-days in the program.
- Prepare a schedule and outline for your workplan or research work on the dissertation or project.
- Prepare a 40-to-100-page paper based on the idea of your dissertation or capstone.
- Use APA format or book format in suggested guidelines for dissertations or doctoral capstone.
- Submit the final dissertation/project within due dates specified in Class Syllabus.

A class syllabus is provided for each student upon successful enrollment and acceptance. Also see ***How to Complete this Program*** section for detailed instructions.

# **COURSE CATALOG FOR SEMINAR CERTIFICATES**

**A Complete Synopsis of All Subjects**

## Graduate Seminar Series - Certificate in Professional Coaching Course

<b>Course #:</b>	<b>G-CPC-101</b>	<b>Hours: 16 Lec/ 2 Lab/ 0 Ext/ 18 Total</b>
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<b>Subject Title:</b>	<b>DEMONSTRATES ETHICAL PRACTICE</b>
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<b>Method:</b>	<b>Live Instructor-Led Online</b>	<b>Schedule: SAT/SUN 8 AM – 5:30 PM</b>
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<b>Complete Synopsis</b>	<b>Prerequisites: None</b>
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There are observable skills and abilities associated with coaching that make it distinctive and different from vocations outside of ministry such as: consulting, counseling, psychological or clinical therapy, and other support vocations and disciplines. The combination of these observable coaching skills and abilities have been adapted in the form of core competencies that demonstrate and support ministry objectives and the International Coach Federation (ICF) definition for coaching. Setting the foundation for effective competent coaching requires commitment to and consistent use of ethical and professional coaching standards. Based upon ICF public documents, the D.I.A.M.O.N.D.S. CORE COMPETENCIES FOR COACHING curriculum provide guidelines, suggestions, and opportunities for coach practitioners, mentors, supervisors, trainers, and students in their coaching work and practices to apply competent application of the ICF Core Competency – EMBODIES A COACHING MINDSET. ICF is a global independent non-profit credentialing body and organization (considered the Gold Standard for coaching) throughout the world. These core competencies, when studied, practiced, and applied consistently allow a coach or aspiring coach to demonstrate a foundational understanding of the body of knowledge that includes the ICF Definition of Coaching, Core Competencies, Coach Knowledge Assessment, and Code of Ethics and Standards. A minimum of 16 class hours is spent in coach-specific training and practice on this essential core competency.

**Required Textbook:** DIAMONDS Core Competencies for Coaching: Coach-specific Training for Professional Coaches and Aspiring Coaches by Dr Merle Evelyn Ray (Author) (2017), ISBN 978-1720921318

### Learning Objectives

- Describe the definition of Coaching, including the ICF definitions of coaching.
- Identify and describe the difference between coaching versus consulting, counseling, therapy or other support disciplines.

- Identify and describe elements of ethical conduct and standards that are taught from an ICF Core Competencies perspective.
- Identify and describe integrating ICF core competencies effectively in your coaching work.

### Required Media

- Updated Version of ICF Code of Ethics <https://coachfederation.org/icf-ethics> and <https://coachfederation.org/code-of-ethics>
- About ICF and its Definition of Coaching <https://coachfederation.org/about>
- What Coaching Is and is Not [http://icfhoustoncoaches.org/content.php?page=What\\_Coaching\\_Is\\_Not](http://icfhoustoncoaches.org/content.php?page=What_Coaching_Is_Not)
- ICF Ethics Overview <https://coachfederation.org/code-of-ethics-overview>
- Ethics FAQs and Professional Conduct at Large <https://coachfederation.org/ethics-faqs>
- Complimentary Ethics Course (CCE) <https://coachfederation.org/ethics-cce-course>
- Updated Version of ICF Core Competencies – <https://coachfederation.org/core-competencies>
- ICF Core Competencies Comparison Table <https://coachfederation.org/app/uploads/2017/12/ICFCompetenciesLevelsTable.pdf>
- ICF PCC Markers <https://coachfederation.org/pcc-markers>

### Course Syllabus

- A class syllabus is provided for each student upon successful enrollment and acceptance. Also see the section on ***How to Complete this Certificate.***

## Graduate Seminar Series - Certificate in Professional Coaching Course

<b>Course #:</b>	<b>G-CPC-102</b>	<b>Hours: 16 Lec/ 2 Lab/ 0 Ext/ 18 Total</b>
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<b>Subject Title:</b>	<b>EMBODIES A COACHING MINDSET</b>
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<b>Method:</b>	<b>Live Instructor-Led Online</b>	<b>Schedule: SAT/SUN 8 AM – 5:30 PM</b>
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<b>Complete Synopsis</b>	<b>Prerequisites: None</b>
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Since the rapid growth of the coaching profession the International Coaching Federation (ICF) introduced the newest version of core competencies in 2019. One of the newest core competencies, a key aspect of setting an effective foundation for coaching is embodying a coaching mindset. Experienced Transformation Coach, Mukul Dhawan in his article states, “As more people make coaching their full-time career, investing in yourself as a coach is even more important now.” ELTU agrees and supports coaches on their journeys to learn more about how to integrate this new competency into coaching practices to foster and support success for coaches and growth for clients. This course combines article lectures, coaching labs, and online ELTU Discussion Forums to give the coach knowledge of how to enhance their skills in order to coach others successfully and take care of themselves in the process. EMBODIES A COACHING MINDSET focuses on being yourself and doing yourself as a coach, providing guidance on how to be the best you while also being the best coach both for yourself and the client.

**Required Textbook:** DIAMONDS Core Competencies for Coaching: Coach-specific Training for Professional Coaches and Aspiring Coaches by Dr Merle Evelyn Ray (Author) (2017), ISBN 978-1720921318

### Learning Objectives

- Identify and describe embodying a coaching mindset as defined by the ICF.
- Identify and describe reflective practice and integration into coaching interactions.
- Identify and describe a commitment to lifelong learning and the ICF credential renewal.
- Identify and describe self awareness, self-regulation, and self-development for coaching.

### Required Media

- Updated ICF Core Competencies – <https://coachfederation.org/core-competencies>
- ICF Core Competencies Comparison Table  
<https://coachfederation.org/app/uploads/2017/12/ICFCompetenciesLevelsTable.pdf>
- ICF PCC Markers <https://coachfederation.org/pcc-markers>

### Course Syllabus

- A class syllabus is provided for each student upon successful enrollment and acceptance. Also see the section on ***How to Complete this Certificate.***

## Graduate Seminar Series - Certificate in Professional Coaching Course

<b>Course #:</b>	<b>G-CPC-103</b>	<b>Hours: 16 Lec/ 2 Lab/ 0 Ext/ 18 Total</b>
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<b>Subject Title:</b>	<b>ESTABLISHES AND MAINTAINS AGREEMENTS</b>
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<b>Method:</b>	<b>Live Instructor-Led Online</b>	<b>Schedule: SAT/SUN 8 AM – 5:30 PM</b>
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<b>Complete Synopsis</b>	<b>Prerequisites: None</b>
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In addition to ethical guidelines and professional standards, a key aspect of setting an effective foundation for coaching is ESTABLISHES AND MAINTAINS AGREEMENTS. This specific dynamic coaching interaction begins well before an actual signing of documents to begin coaching, and it continues throughout the coaching relationship. Coaches and aspiring coaches who take the time to cultivate the relationship and conversation to discuss and establish pertinent parameters ahead of the actual coaching and continue to visit and re-visit expectation elements throughout the coaching relationship help clients and themselves to build objectivity and clarity into the scope of the engagement, and to minimize potential for misunderstandings and mal-aligned expectations. Based upon ICF public documents, the D.I.A.M.O.N.D.S. CORE COMPETENCIES FOR COACHING curriculum provide guidelines, suggestions, and opportunities for coach practitioners, mentors, supervisors, trainers, and students in their coaching work and practices to apply competent application of the ICF Core Competency – ESTABLISHES AND MAINTAINS AGREEMENTS. A minimum of 16 class hours is spent in coach-specific training and practice on this essential core competency.

**Required Textbook:** DIAMONDS Core Competencies for Coaching: Coach-specific Training for Professional Coaches and Aspiring Coaches by Dr Merle Evelyn Ray (Author) (2017), ISBN 978-1720921318

### Learning Objectives

- Identify and describe requiring the right elements in initial and recurring coaching interactions.
- Identify and describe coming into agreement with prospective and new clients on the coaching process and relationship.
- Identify and describe effectively discussing the guidelines and specific parameters of the coaching relationship.
- Identify and describe reaching agreement on what is appropriate in the relationship and what is not, what is and is not being offered, and about the client's and coach's responsibilities.

## COURSE CATALOG FOR SEMINAR CERTIFICATES

- Identify and describe determining whether there is an effective match between the coach's method and the needs of the prospective and new client.
- Identify and describe formulating and customizing a written coaching contract tailored to the unique coaching relationship needs of each client.

### Required Media

- Updated ICF Core Competencies – <https://coachfederation.org/core-competencies>
- ICF Core Competencies Comparison Table  
<https://coachfederation.org/app/uploads/2017/12/ICFCompetenciesLevelsTable.pdf>
- ICF PCC Markers <https://coachfederation.org/pcc-markers>

### Course Syllabus

- A class syllabus is provided for each student upon successful enrollment and acceptance. Also see the section on ***How to Complete this Certificate.***

## Graduate Seminar Series - Certificate in Professional Coaching Course

<b>Course #:</b>	<b>G-CPC-104</b>	<b>Hours: 16 Lec/ 2 Lab/ 0 Ext/ 18 Total</b>
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**Subject Title: CULTIVATES TRUST AND SAFETY**

<b>Method:</b>	<b>Live Instructor-Led Online</b>	<b>Schedule: SAT/SUN 8 AM – 5:30 PM</b>
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<b>Complete Synopsis</b>	<b>Prerequisites: None</b>
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Acting in partnership to co-create the coaching relationship is the cornerstone of CULTIVATES TRUST AND SAFETY in coaching. It is the ability to create a safe, supportive environment that produces ongoing mutual respect and trust which helps to demonstrate effective competent coaching. When coaching relationships are co-created between client and coach, the purpose is to assist the coaching relationship toward developing into a new and mutual state of awareness that can only arise in the moment and out of joint conversation designed to connect to the client and vice versa to build complete trust. Based upon ICF public documents, the D.I.A.M.O.N.D.S. CORE COMPETENCIES FOR COACHING curriculum provide guidelines, suggestions, and opportunities for coach practitioners, mentors, supervisors, trainers, and students in their coaching work and practices to apply competent application of the ICF Core Competency – CULTIVATES TRUST AND SAFETY. A minimum of 16 class hours is spent in coach-specific training and practice on this essential core competency.

**Required Textbook:** DIAMONDS Core Competencies for Coaching: Coach-specific Training for Professional Coaches and Aspiring Coaches by Dr Merle Evelyn Ray (Author) (2017), ISBN 978-1720921318

### Learning Objectives

- Identify and describe showing genuine concern for the client's welfare and future.
- Identify and describe continuously demonstrating personal integrity, honesty and sincerity.
- Identify and describe establishing clear agreements and keeping promises.
- Identify and describe demonstrating respect for client's perceptions, learning style, and personal being.
- Identify and describe providing ongoing support for new behaviors and those furthering the client's goals for coaching.
- Identify and describe championing actions, including those involving risk-taking and fear of failure.



- Identify and describe asking permission to coach client in sensitive new areas.

#### Required Media

- Updated ICF Core Competencies – <https://coachfederation.org/core-competencies>
- ICF Core Competencies Comparison Table  
<https://coachfederation.org/app/uploads/2017/12/ICFCompetenciesLevelsTable.pdf>
- ICF PCC Markers <https://coachfederation.org/pcc-markers>

#### Course Syllabus

- A class syllabus is provided for each student upon successful enrollment and acceptance.  
Also see the section on ***How to Complete this Certificate.***

## Graduate Seminar Series - Certificate in Professional Coaching Course

<b>Course #:</b>	<b>G-CPC-105</b>	<b>Hours: 16 Lec/ 2 Lab/ 0 Ext/ 18 Total</b>
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<b>Subject Title:</b>	<b>MAINTAINS PRESENCE</b>
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<b>Method:</b>	<b>Live Instructor-Led Online</b>	<b>Schedule: SAT/SUN 8 AM – 5:30 PM</b>
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<b>Complete Synopsis</b>	<b>Prerequisites: None</b>
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MAINTAINS PRESENCE describes the coach's ability to be fully conscious and create a spontaneous relationship, employing a style that is open, flexible, and confident. When coaching relationships are co-created between client and coach, the purpose is to assist the coaching relationship into developing a new and mutual state of awareness that can only arise in the moment and out of joint conversation designed to not only connect to the client but also create the MAINTAINS PRESENCE that is necessary to be effective for both client and coach. In this course, participants will gain knowledge and skills focusing on the following learning objectives. Based upon ICF public documents, the D.I.A.M.O.N.D.S. CORE COMPETENCIES FOR COACHING curriculum provide guidelines, suggestions, and opportunities for coach practitioners, mentors, supervisors, trainers, and students in their coaching work and practices to apply competent application of the ICF Core Competency – MAINTAINS PRESENCE. A minimum of 16 class hours is spent in coach-specific training and practice on this essential core competency.

**Required Textbook:** DIAMONDS Core Competencies for Coaching: Coach-specific Training for Professional Coaches and Aspiring Coaches by Dr Merle Evelyn Ray (Author) (2017), ISBN 978-1720921318

### Learning Objectives

- Identify and describe being present and flexible during the coaching process, “dancing in the moment.”
- Identify and describe accessing own intuition and trusts one's inner-knowing— the ability to “go with the gut.”
- Identify and describe being opened to not knowing, taking risks – allowing the coaching process to be led by the co-created nature of the engagement.
- Identify and describe ways to seeing work and choosing in the moment what is most effective.
- Identify and describe using heart-warming humor effectively to create lightness and energy.

## COURSE CATALOG FOR SEMINAR CERTIFICATES

- Identify and describe confidently shifting perspectives and experiment with new possibilities for own actions.
- Identify and describe demonstrating confidence in working with strong emotions and how to self-manage – not become overpowered or enmeshed by client's emotions.

### Required Media

- Updated ICF Core Competencies – <https://coachfederation.org/core-competencies>
- ICF Core Competencies Comparison Table  
<https://coachfederation.org/app/uploads/2017/12/ICFCompetenciesLevelsTable.pdf>
- ICF PCC Markers <https://coachfederation.org/pcc-markers>

### Course Syllabus

- A class syllabus is provided for each student upon successful enrollment and acceptance. Also see the section on ***How to Complete this Certificate.***

## Graduate Seminar Series - Certificate in Professional Coaching Course

<b>Course #:</b>	<b>G-CPC-106</b>	<b>Hours: 16 Lec/ 2 Lab/ 0 Ext/ 18 Total</b>
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**Subject Title: LISTENS ACTIVELY**

<b>Method:</b>	<b>Live Instructor-Led Online</b>	<b>Schedule: SAT/SUN 8 AM – 5:30 PM</b>
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<b>Complete Synopsis</b>	<b>Prerequisites: None</b>
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Effective competent coaches have the ability to focus completely on what the client is saying and is not saying, to understand the meaning of what is said in the context of the client's desires, and to support client self-expression. Coaches who master the practice of LISTENS ACTIVELY to clients are more likely to see the client be able to freely fully express and communicate his/her thoughts, plans, and needs as they relate to the desired coaching relationship, and see the client accomplish his/her desired results. Based upon ICF public documents, the D.I.A.M.O.N.D.S. CORE COMPETENCIES FOR COACHING curriculum provide guidelines, suggestions, and opportunities for coach practitioners, mentors, supervisors, trainers, and students in their coaching work and practices to apply competent application of the ICF Core Competency – LISTENS ACTIVELY. A minimum of 16 class hours is spent in coach-specific training and practice on this essential core competency.

**Required Textbook:** DIAMONDS Core Competencies for Coaching: Coach-specific Training for Professional Coaches and Aspiring Coaches by Dr Merle Evelyn Ray (Author) (2017), ISBN 978-1720921318

### Learning Objectives

- Identify and describe attending to the client and the client's agenda – not to the coach's agenda for the client.
- Identify and describe hearing the client's concerns, goals, values and beliefs about what is and is not possible.
- Identify and describe distinguishing between the words, the tone of voice, and the body language of the client.
- Identify and describe summarizing, paraphrasing, reiterating, and mirroring back what the client has said to ensure clarity and understanding.
- Identify and describe encouraging, accepting, exploring and reinforcing the client's expression of feelings, perceptions, concerns, beliefs, suggestions, in order to have clear and effective communication.
- Identify and describe integrating and building on client's ideas and suggestions.

## COURSE CATALOG FOR SEMINAR CERTIFICATES

- Identify and describe assisting the client in getting to the “bottom-line,” understanding the essence of the client’s communication.
- Identify and describe allowing the client to vent or “clear” the situation without judgment or attachment in order to move on to next steps.

### Required Media

- Updated ICF Core Competencies – <https://coachfederation.org/core-competencies>
- ICF Core Competencies Comparison Table  
<https://coachfederation.org/app/uploads/2017/12/ICFCompetenciesLevelsTable.pdf>
- ICF PCC Markers <https://coachfederation.org/pcc-markers>

### Course Syllabus

- A class syllabus is provided for each student upon successful enrollment and acceptance. Also see the section on ***How to Complete this Certificate.***

## Graduate Seminar Series - Certificate in Professional Coaching Course

<b>Course #:</b>	<b>G-CPC-107</b>	<b>Hours: 16 Lec/ 2 Lab/ 0 Ext/ 18 Total</b>
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**Subject Title: EVOKES AWARENESS**

<b>Method:</b>	<b>Live Instructor-Led Online</b>	<b>Schedule: SAT/SUN 8 AM – 5:30 PM</b>
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<b>Complete Synopsis</b>	<b>Prerequisites: None</b>
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Based upon ICF public documents, the D.I.A.M.O.N.D.S. CORE COMPETENCIES FOR COACHING curriculum provide guidelines, suggestions, and opportunities for coach practitioners, mentors, supervisors, trainers, and students in their coaching work and practices to apply competent application of the ICF Core Competency – EVOKES AWARENESS. A minimum of 16 class hours is spent in coach-specific training and practice on this essential core competency. Effective competent coaches master the ability to ask questions that reveal information needed for maximum benefit to the coaching relationship along with the use of direct communication. EVOKES AWARENESS enables coaches to use their coaching skills wisely in assisting the client to freely fully express and communicate his/her thoughts, plans, desires, and needs as they relate to the desired client's coaching goals. The objective is to see the client accomplish his/her desired results through his/her own self-driven choices, not the coach's choices for the client. EVOKES AWARENESS also enables coaches to become naturally prone to dancing in the moment by using direct communication to create awareness and not relying upon a coach's own assumptions in their coaching work and practice to a client's given situation.

**Required Textbook:** DIAMONDS Core Competencies for Coaching: Coach-specific Training for Professional Coaches and Aspiring Coaches by Dr Merle Evelyn Ray (Author) (2017), ISBN 978-1720921318

### Learning Objectives

- Identify and describe the International Coach Federation (ICF) Core Competency – EVOKES AWARENESS.
- Identify and describe active listening and its impact on the co-partnering perspective.
- Identify and describe how direct communication and asking questions evoke discovery, insight, commitment or action (e.g., those that challenge the client's assumptions).
- Identify and describe how a coach uses open-ended questions that create greater clarity, possibility or new learning.
- Identify and describe how powerful questioning and direct communication move the client forward toward what the client desires, not asking that the client justify or look backward.
- Identify and describe being clear, articulate and direct in sharing and providing feedback.
- Identify and describe reframing and articulating to help the client understand from another perspective what he/she wants or is uncertain about.

- Identify and describe clearly stating coaching objectives, meeting agenda, and purpose of techniques or exercises.
- Identify and describe how using language appropriate and respectful to the client at all times establishes the foundation to ensure the client has the best possible opportunity to reach his/her goals.
- Identify and describe the importance of using metaphors and analogies to help to illustrate a point or paint a verbal picture.
- Identify and describe the use of silence, voice tones, as well as non-verbal communication to help support the client's self-discovery.

#### **Required Media**

- Updated ICF Core Competencies – <https://coachfederation.org/core-competencies>
- ICF Core Competencies Comparison Table  
<https://coachfederation.org/app/uploads/2017/12/ICFCompetenciesLevelsTable.pdf>
- ICF PCC Markers <https://coachfederation.org/pcc-markers>

#### **Course Syllabus**

- A class syllabus is provided for each student upon successful enrollment and acceptance. Also see the section on ***How to Complete this Certificate.***

## Graduate Seminar Series - Certificate in Professional Coaching Course

<b>Course #:</b>	<b>G-CPC-108</b>	<b>Hours: 16 Lec/ 2 Lab/ 0 Ext/ 18 Total</b>
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**Subject Title: FACILITATES CLIENT GROWTH**

<b>Method:</b>	<b>Live Instructor-Led Online</b>	<b>Schedule: SAT/SUN 8 AM – 5:30 PM</b>
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<b>Complete Synopsis</b>	<b>Prerequisites: None</b>
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Based upon ICF public documents, the D.I.A.M.O.N.D.S. CORE COMPETENCIES FOR COACHING curriculum provide guidelines, suggestions, and opportunities for coach practitioners, mentors, supervisors, trainers, and students in their coaching work and practices to apply competent application of the ICF Core Competency – FACILITATES CLIENT GROWTH. A minimum of 16 class hours is spent in coach-specific training and practice on this essential core competency. FACILITATES CLIENT GROWTH enables coaches to use their designing actions skills, planning and goalsetting, and skills that manage progress and accountability to assist the client in reaching his/her desired goals and outcomes. While EVOKES AWARENESS enables coaches to become naturally prone to dancing in the moment by asking the right questions and communicating effectively, FACILITATES CLIENT GROWTH provides the practices coaches need in helping the client to set objectives, enabling client-desired client-driven results-based coaching.

**Required Textbook:** DIAMONDS Core Competencies for Coaching: Coach-specific Training for Professional Coaches and Aspiring Coaches by Dr Merle Evelyn Ray (Author) (2017), ISBN 978-1720921318

### Learning Objectives

- Identify and describe designing actions, planning and goal-setting, managing accountability and progress as they relate to facilitating client growth.
- Name ways to incorporate tools and techniques into your coaching practice demonstrating this ICF core competency.

### Required Media

- Updated Version of ICF Core Competencies – <https://coachfederation.org/core-competencies>
- ICF Core Competencies Comparison Table <https://coachfederation.org/app/uploads/2017/12/ICFCompetenciesLevelsTable.pdf>
- ICF PCC Markers <https://coachfederation.org/pcc-markers>

### Course Syllabus

- A class syllabus is provided for each student upon successful enrollment and acceptance. Also see the section on ***How to Complete this Certificate.***



**Course #:** M-CPC-109 **Hours:** 16 Lec/ 2 Lab/ 0 Ext/ 18 Total

**Subject Title:** DIAMONDS CORE COMPETENCIES IN COACHING

**Method:** Live Instructor-Led Online **Schedule:** SAT/SUN 8 AM – 5:30 PM

**Complete Synopsis** **Prerequisites:** None

D.I.A.M.O.N.D.S. are self-discovered jewels found by clients working in partnership with the coach who is fully present in the moment. In D.I.A.M.O.N.D.S. Coach-Specific Training coaches learn how to help their clients elevate their brilliance through mastery of coaching fundamentals. The term, D.I.A.M.O.N.D.S. stands for “dynamically integrated actions mined on the needs, dimensions, and specifics” of the client to signify that competent confident coaching is like mining for precious stones. In D.I.A.M.O.N.D.S. we have embraced the International Coach Federation’s (ICF) 2021 updated core competencies and professional standards, as well as ICF’s code of ethics, definition of coaching, and critical foundations that serve as central components of our learning and mastery. In addition to lectures, students will start setting their time for coaching labs, mentor coach supervision, and coach performance evaluations. Using the International Coach Federation (ICF) foundations, this course outlines and describes for coach practitioners and students the DIAMONDS approach available to them in their coaching work to apply competent application of a guided system of coaching practices that aid in supporting the client’s objective for coaching.

**Required Textbook:** DIAMONDS Core Competencies for Coaching: Coach-specific Training for Professional Coaches and Aspiring Coaches by Dr Merle Evelyn Ray (Author) (2017), ISBN 978-1720921318

### Learning Objectives

- Identify and describe the basics of coaching and coach-specific training.
- Identify and describe - be able to articulate your purpose for coaching.
- Identify and describe ICF foundations as well as an understanding of how the DIAMONDS approach is aligned with your objectives in professional coaching.

### Required Media

- Updated ICF Core Competencies – <https://coachfederation.org/core-competencies>

### Course Syllabus

- A class syllabus is provided for each student upon successful enrollment and acceptance. Also see the section on ***How to Complete this Certificate.***

## Master's Seminar Series - Certificate in Professional Coaching Course

<b>Course #:</b>	<b>M-CPC-110</b>	<b>Hours: 16 Lec/ 2 Lab/ 0 Ext/ 18 Total</b>
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<b>Subject Title:</b>	<b>COACHING GLOBAL IMPACT &amp; PERSPECTIVE</b>
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<b>Method:</b>	<b>Live Instructor-Led Online</b>	<b>Schedule: SAT/SUN 8 AM – 5:30 PM</b>
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<b>Complete Synopsis</b>	<b>Prerequisites: None</b>
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In COACHING GLOBAL IMPACT & PERSPECTIVE, students are learning the universal view and perspectives of coaching: what is coaching, what coaching is not, and the differences between coaching and other support disciplines. This course provides a powerful learning platform for coaching that enables professional coaches and students of coaching to help their clients to grow and develop both personally and professionally by covering the worldwide common definitions and understanding of coaching from the global perspective based on exploration of the International Coach Federation's foundations and systems of guided principles in coaching. Using the International Coach Federation (ICF) website, this course introduces and describes for coach practitioners, mentor coaches, supervisors, coach trainers, and students the ICF definitions and core competencies for coaching, types of coaching, and the various support disciplines that are distinguished separate and apart from coaching to identify what coaching is and what coaching is not. A minimum of 18 class hours is spent in coach-specific training and practice.

**Required Textbook:** DIAMONDS Core Competencies for Coaching: Coach-specific Training for Professional Coaches and Aspiring Coaches by Dr Merle Evelyn Ray (Author) (2017), ISBN 978-1720921318

### Learning Objectives

- Identify and describe the ICF definition of coaching.
- Identify and describe distinctions between coaching and other support professions.
- Identify and describe the system of ICF core competencies.
- Identify and describe types of coaching.

### Required Media

- Updated Version of ICF Core Competencies – <https://coachfederation.org/core-competencies>

### Course Syllabus

- A class syllabus is provided for each student upon successful enrollment and acceptance. Also see the section on *How to Complete this Certificate*.

**Course #:** M-CPC-111 **Hours:** 16 Lec/ 2 Lab/ 0 Ext/ 18 Total

**Subject Title:** MINING FOR DIAMONDS IN COACHING

**Method:** Live Instructor-Led Online **Schedule:** SAT/SUN 8 AM – 5:30 PM

**Complete Synopsis** **Prerequisites:** None

Just as diamonds are formed through a combination of tremendous pressure and temperatures miles beneath the earth's surface and have to be mined by individuals seeking to uncover their brilliance, effective competent coaching allows a client to self-discover himself or herself beneath the surface, and covenant with self and coach to pursue and achieve a desired level of success. In this course, the student views the model of the "DIAMONDS" approach and how it helps the client to discover his/her meaningful indicators that provide deeper meaning and direction for the client who wishes to move from where they are today to where they want to be. By using the International Coach Federation (ICF) foundations, this course outlines and re-emphasizes how the DIAMONDS principles support the ICF guiding systems of coaching, the benefits of coaching for both the client and the coach, core values of coaching, and an illustrative model in action which is available to students in their coaching work to apply competent application of a guided system of coaching practices that aid in supporting the client's objective for coaching.

**Required Textbook:** DIAMONDS Core Competencies for Coaching: Coach-specific Training for Professional Coaches and Aspiring Coaches by Dr Merle Evelyn Ray (Author) (2017), ISBN 978-1720921318

#### Learning Objectives

- Identify and describe layers and dimensions of coaching.
- Identify and describe core values and benefits of coaching.
- Identify and describe navigating in a co-partnering relationship with the client of professional coaching.

#### Required Media

- Updated Version of ICF Core Competencies – <https://coachfederation.org/core-competencies>

#### Course Syllabus

- A class syllabus is provided for each student upon successful enrollment and acceptance. Also see the section on ***How to Complete this Certificate.***

## Master's Seminar Series - Certificate in Professional Coaching Course

<b>Course #:</b>	<b>M-CPC-112</b>	<b>Hours: 15 Lec/ 0 Lab/ 0 Ext/ 15 Total</b>
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**Subject Title: INDEPENDENT STUDY**

<b>Method:</b>	<b>Independent Self Study</b>	<b>Schedule: 6 weeks</b>
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<b>Complete Synopsis</b>	<b>Prerequisites: None</b>
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This learning experience provides a dedicated time for participants to practice and set up their coaching sessions with real coachees or clients, become centered for coaching and reflect on the coaches responsibility for being present in the guiding system. It is for students who would like to use their time in journaling, reflection, coaching time practicing, and developing coaching sessions for this time of focused study. Participants must conduct and submit their recorded coaching sessions or their lessons: research, journaling, reflecting, or homework in their journals to receive credit. Credit will be given for no more than 15-course time hours for this independent study

### Learning Objectives

- Students will describe or demonstrate their understanding of the coaching practices learned in DIAMONDS and ICF's foundation of guided systems in coaching practices.

<b>Course #:</b>	<b>MBA-310</b>	<b>Hours: 26 Lec/ 0 Lab/ 0 Ext/ 26 Total</b>
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**Subject Title: WALKING IN SPIRITUAL DOMINION**

<b>Method:</b>	<b>Independent Research</b>	<b>Schedule: 16 weeks</b>
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<b>Complete Synopsis</b>	<b>Prerequisites: None</b>
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Discover things that could be holding up the physical, spiritual, and financial blessings over your life, and what to do about it. Walking in the Spirit is the central metaphor for describing what it means to live as a person of faith in God. This course will teach you spiritual principles outlined in the Word of God that you can use to increase your faith and dominion on earth by learning how to walk in the spiritual wholeness. Many believers have used these principles to become whole physically, spiritually, and financially, thereby learning what it means to walk in dominion.

**Required Textbook:**

1. WIN F.A.S.T: Step-by-Step Transformation Workbook: Notes on Souza's The Glory Light of Jesus Heals Your Soul by Dr. Merle Ray.
2. Audio or Downloadable Message: The Glory Light of Jesus Heals Your Soul by Katie Souza available at: [www.ExpectedEndMinistries.com](http://www.ExpectedEndMinistries.com)

**Learning Objectives**

Through extensive research and use of the suggested course materials, you will:

- Use the textbook and materials to address wholeness. Walk in the Spirit (Rom. 8:4)
- Set your minds on the things of the Spirit (Rom. 8:5)
- Put to death the deeds of the body by the Spirit (Rom. 8:13)
- Be led by the Spirit (Rom. 8:14)
- Know the Fatherhood of God by the Spirit (Rom. 8:15–17)
- Hope in the Spirit (Rom 8:22-25)
- Pray in the Spirit (Rom. 8:26–28)

**Course Syllabus**

- A class syllabus is provided for each student upon successful enrollment and acceptance.

## Christ-Centered MBA Seminar Series Course

<b>Course #:</b>	<b>MBA-320</b>	<b>Hours: 22 Lec/ 0 Lab/ 0 Ext/ 22 Total</b>
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**Subject Title: THE BUSINESS & CALLING OF BEING A WOMAN**

<b>Method:</b>	<b>Independent Research</b>	<b>Schedule: 20 weeks</b>
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<b>Complete Synopsis</b>	<b>Prerequisites: None</b>
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God's real woman, like God's true church is exciting, approachable, fulfilled, desirable, and conquering. This course will lead every woman into a delightful examination of who she is as a woman. The Business & Calling of Being A Woman reviews from the author's perspective how all women can separate themselves from the cultures that keep them falling in and out of love-with life, with men, and even with the church for the wrong reasons.

**Required Textbook:** Spiritual Identity: Worldview Wisdom for Women by Dr. Merle Ray' ISBN-13: 978-0979983702; 232 pages, Publisher: The Noble Groups

### Learning Objectives

Through extensive research and use of the suggested course materials, you will:

- Do a personal examination of Who's Defining Your Womanhood;
- Learn Why Some Women Cheat & Others Don't;
- Examine What About You is Worth Stealing;
- Consider Why Experience is not the Best Teacher;
- Ask and answer for yourself: What's the Definition of a Good Woman?

### Course Syllabus

- A class syllabus is provided for each student upon successful enrollment and acceptance.

<b>Course #:</b>	<b>MBA-330</b>	<b>Hours:</b>	<b>5 Lec/ 0 Lab/ 0 Ext/ 5 Total</b>
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**Subject Title:** THE MINISTRY OF BOUNCING BACK

<b>Method:</b>	<b>Independent Research</b>	<b>Schedule:</b>	<b>6 weeks</b>
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<b>Complete Synopsis</b>	<b>Prerequisites: None</b>
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Meantime is the period of time between directives and destiny, promise and fulfillment, contract and deliverables! Let's just say meantime is "Transition." When you are going through trials, you can't help but wonder sometimes if God is in them. This course shows you how one author examines that question and comes through the trials developing leadership skills as the outcome.

**Required Textbook:** Kings in the Meantime: Winning in Your Toughest Season by Dr. Merle Ray; ISBN-13: 978-1979996419, 80 pages, Publisher: The Noble Groups on the Amazon Createspace Platform

### Learning Objectives

Through extensive research and use of the suggested course materials, you will:

- Evaluate your 'meantime' moments.
- Journal your observations about God during these 'meantime' moments.
- Journal your observations about yourself during your 'meantime' moments.
- Summarize what you learn from the author's experiences or your own mean time.

### Course Syllabus

- A class syllabus is provided for each student upon successful enrollment and acceptance.

## Christ-Centered MBA Seminar Series Course

<b>Course #:</b>	<b>MBA-340</b>	<b>Hours: 26 Lec/ 0 Lab/ 0 Ext/ 26 Total</b>
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**Subject Title: PROSPERITY OF THE SOUL**

<b>Method:</b>	<b>Independent Research</b>	<b>Schedule: 16 weeks</b>
<b>Complete Synopsis</b>		<b>Prerequisites: None</b>

Soul prosperity is key to life prosperity. God's process seeks to make you prosperous in your happenings in life, even as your soul prospers. This course shows the author's spiritual principles used to enlighten, encourage, and enrich her own faith, family, finances, and future using God's Word to drive the process. The living of Scripture brings the Word of God alive for those who seek to know God and understand more about His character and kingship.

**Required Textbook:** WIN. F.A.S.T.: Step-by-Step Transformation Workbook: Notes on Souza's Banking in the Glory by Dr. Merle Ray; Audio or downloadable message: Banking in the Glory by Katie Souza. Available at: [www.ExpectedEndMinistries.com](http://www.ExpectedEndMinistries.com)

### Learning Objectives

Through extensive research and use of the suggested course materials, you will:

- Evaluate where you think your faith, family, finances, and future could use enlightenment.
- Journal your observations about God during the lessons taught in the textbook.
- Journal your observations about yourself during these lessons.
- Summarize any points that stick with you during the textbook lessons.

### Course Syllabus

- A class syllabus is provided for each student upon successful enrollment and acceptance.



<b>Course #:</b>	<b>MBA-350</b>	<b>Hours: 22 Lec/ 0 Lab/ 0 Ext/ 22 Total</b>
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**Subject Title: GOING BEYOND SUCCESS**

<b>Method:</b>	<b>Independent Research</b>	<b>Schedule: 20 weeks</b>
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<b>Complete Synopsis</b>	<b>Prerequisites: None</b>
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Develop assets that help you attract and go beyond success. Get ready. Get set. Go-live towards your measurable tangible personal, professional, and spiritual goals. This course will help you as a faith-based man or woman establish with clarity what are your mission, vision, core values and goals that drive and not drain you of fulfillment!

**Required Textbook:** Six-Figures & Beyond Success by Dr. Merle Ray; ISBN-13: 978-1981932160; 40 pages; and the Ready. Set. Go-Live Workbook by Dr. Merle Ray, ISBN-13: 978-1984323033; 60 pages, Publisher: The Noble Groups on the Amazon Createspace Platform

### Learning Objectives

Through extensive research and use of the suggested course materials, you will:

- Examine what It means for you to go beyond success.
- Develop your personal strategy for getting better.
- Outline what it will take to move from your As-Is to your To-Be state.
- Establish your personal mission, vision, values, and goals.
- Evaluate your skills in the assets discussed in the textbook.
- Identify where you might need to upskill or reskill to fulfill your goals.

### Course Syllabus

- A class syllabus is provided for each student upon successful enrollment and acceptance.

## Christ-Centered MBA Seminar Series Course

<b>Course #:</b>	<b>MBA-360</b>	<b>Hours: 5 Lec/ 0 Lab/ 0 Ext/ 5 Total</b>
<b>Subject Title: DESTINY CHANGE MANAGEMENT PRINCIPLES</b>		
<b>Method:</b>	<b>Independent Research</b>	<b>Schedule: 8 weeks</b>
<b>Complete Synopsis</b>		<b>Prerequisites: None</b>

In trying times, most people are challenged to redefine themselves to maintain their livelihood. This is when people tend to ask, *“Am I going to make it? What’s going on? Is everything going to turn out well with me?”* In this course, you will be empowered in praying to hold on to God fiscally, spiritually, mentally, and physically every day for 40-days through the biblical study of the numbers. The goal is to discover how God is a TRANSFORMATION EXPERT! He has high hopes for you! If He didn’t, He wouldn’t have created you. Use this course to learn about Godly Transformation!

**Required Textbook:** 40-Days to Transformation Excellence by Dr. Merle Ray; ISBN-13: 978-1984323217; 94 pages, Publisher: The Noble Groups on the Amazon Createspace Platform

### Learning Objectives

Through extensive research and use of the suggested course materials, you will:

- Evaluate what you learn about God and His use of each number.
- Journal your observations about God during the lessons taught in the textbook.
- Journal your observations about yourself during these daily devotional lessons.
- Summarize any points that stick with you during the daily devotions.

### Course Syllabus

- A class syllabus is provided for each student upon successful enrollment and acceptance.

<b>Course #:</b>	<b>MBA-370</b>	<b>Hours:</b>	<b>22 Lec/ 8 Lab/ 0 Ext/ 30 Total</b>
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**Subject Title: PEER COACH TRAINING: GROWTH-CENTERED RELATIONSHIPS**

<b>Method:</b>	<b>Live Instructor-Led Online</b>	<b>Schedule:</b>	<b>10-weeks (3) hrs/week</b>
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<b>Complete Synopsis</b>	<b>Prerequisites: None</b>
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As one body in Christ fitly joined together, the church was never meant to be distanced from each other. Community is necessary so that in birthing - we may birth out ourselves - if we've not been fully walking in the persons God purposed us to be. And, that living we may be fully engaged in the WHO and the WHAT assignments God's calling us to join Him. Peer Coach Training: Growth-Centered Relationships is designed for peers and friends who want to come together to define a new kind of friendship where there is accountability, structure, authenticity, and growth values built into the design of the relationship.

**Required Textbook:** Leadership Coaching: The Disciplines, Skills, and Heart of a Christian Coach by Tony Stoltzfus; ISBN-13: 9781419610509; 304 pages, Publisher: Coach22.com; Peer Coach Training Workbook by Tony Stoltzfus; ISBN 978-0-9794163-0-9; 80 pages, Publisher: Coach22.com

### Learning Objectives

Through extensive research and use of the suggested course materials, you will:

- Identify and describe the peer coaching approach.
- Identify and describe elements of authentic sharing in a relationship.
- Identify and describe elements of growth-centered peer relationships.
- Identify and describe how to covenant with a partner, friend or peer to set and take action on change goals.

### Course Syllabus

- A class syllabus is provided for each student upon successful enrollment and acceptance.

## Personal Ministry Coach Course

<b>Course #:</b>	<b>G-CPC-101 AUDIT</b>	<b>Hours: 16 Lec/ 2 Lab/ 0 Ext/ 18 Total</b>
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**Subject Title: DEMONSTRATES ETHICAL PRACTICE**

<b>Method:</b>	<b>Asynchronous/Self-study</b>	<b>Schedule: 16-hours (Lessons 1-8)</b>
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<b>Complete Synopsis</b>	<b>Prerequisites: None</b>
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There are observable skills and abilities associated with coaching that make it distinctive and different from vocations outside of ministry such as: consulting, counseling, psychological or clinical therapy, and other support vocations and disciplines. The combination of these observable coaching skills and abilities have been adapted in the form of core competencies that demonstrate and support ministry objectives and the International Coach Federation (ICF) definition for coaching. Setting the foundation for effective competent coaching requires commitment to and consistent use of ethical and professional coaching standards. Based upon ICF public documents, the D.I.A.M.O.N.D.S. CORE COMPETENCIES FOR COACHING curriculum provide guidelines, suggestions, and opportunities for coach practitioners, mentors, supervisors, trainers, and students in their coaching work and practices to apply competent application of the ICF Core Competency – EMBODIES A COACHING MINDSET. ICF is a global independent non-profit credentialing body and organization (considered the Gold Standard for coaching) throughout the world. These core competencies, when studied, practiced, and applied consistently allow a coach or aspiring coach to demonstrate a foundational understanding of the body of knowledge that includes the ICF Definition of Coaching, Core Competencies, Coach Knowledge Assessment, and Code of Ethics and Standards. A minimum of 16 class hours is spent in coach-specific training and practice on this essential core competency.

**Required Textbook:** DIAMONDS Core Competencies for Coaching: Coach-specific Training for Professional Coaches and Aspiring Coaches by Dr Merle Evelyn Ray (Author) (2017), ISBN 978-1720921318

### Learning Objectives

- Describe the definition of Coaching, including the ICF definitions of coaching.
- Identify and describe the difference between coaching versus consulting, counseling, therapy or other support disciplines.

- Identify and describe elements of ethical conduct and standards that are taught from an ICF Core Competencies perspective.
- Identify and describe integrating ICF core competencies effectively in your coaching work.

### Required Media

- Updated Version of ICF Code of Ethics <https://coachfederation.org/icf-ethics> and <https://coachfederation.org/code-of-ethics>
- About ICF and its Definition of Coaching <https://coachfederation.org/about>
- What Coaching Is and is Not [http://icfhoustoncoaches.org/content.php?page=What\\_Coaching\\_Is\\_Not](http://icfhoustoncoaches.org/content.php?page=What_Coaching_Is_Not)
- ICF Ethics Overview <https://coachfederation.org/code-of-ethics-overview>
- Ethics FAQs and Professional Conduct at Large <https://coachfederation.org/ethics-faqs>
- Complimentary Ethics Course (CCE) <https://coachfederation.org/ethics-cce-course>
- Updated Version of ICF Core Competencies – <https://coachfederation.org/core-competencies>
- ICF Core Competencies Comparison Table <https://coachfederation.org/app/uploads/2017/12/ICFCompetenciesLevelsTable.pdf>
- ICF PCC Markers <https://coachfederation.org/pcc-markers>

### Course Syllabus

- A class syllabus is provided for each student upon successful enrollment and acceptance. Also see the section on ***How to Complete this Certificate.***

## Personal Ministry Coach Course

<b>Course #:</b>	<b>G-CPC-102 AUDIT</b>	<b>Hours: 16 Lec/ 2 Lab/ 0 Ext/ 18 Total</b>
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**Subject Title: EMBODIES A COACHING MINDSET**

<b>Method:</b>	<b>Asynchronous/Self-study</b>	<b>Schedule: 16-hours (Lessons 9-16)</b>
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<b>Complete Synopsis</b>	<b>Prerequisites: None</b>
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Since the rapid growth of the coaching profession the International Coaching Federation (ICF) introduced the newest version of core competencies in 2019. One of the newest core competencies, a key aspect of setting an effective foundation for coaching is embodying a coaching mindset. Experienced Transformation Coach, Mukul Dhawan in his article states, “*As more people make coaching their full-time career, investing in yourself as a coach is even more important now.*” ELTU agrees and supports coaches on their journeys to learn more about how to integrate this new competency into coaching practices to foster and support success for coaches and growth for clients. This course combines article lectures, coaching labs, and online ELTU Discussion Forums to give the coach knowledge of how to enhance their skills to coach others successfully and to be the best version of themselves in the process.

**Required Textbook:** DIAMONDS Core Competencies for Coaching: Coach-specific Training for Professional Coaches and Aspiring Coaches by Dr Merle Evelyn Ray (Author) (2017), ISBN 978-1720921318

### Learning Objectives

- Identify and describe embodying a coaching mindset as defined by the ICF.
- Identify and describe reflective practice and integration into coaching interactions.
- Identify and describe a commitment to lifelong learning and the ICF credential renewal.
- Identify and describe self awareness, self-regulation, and self-development for coaching.

### Required Media

- Updated ICF Core Competencies – <https://coachfederation.org/core-competencies>
- ICF Core Competencies Comparison Table  
<https://coachfederation.org/app/uploads/2017/12/ICFCompetenciesLevelsTable.pdf>
- ICF PCC Markers <https://coachfederation.org/pcc-markers>

### Course Syllabus

- A class syllabus is provided for each student upon successful enrollment and acceptance.

Also see the section on ***How to Complete this Certificate.***

<b>Course #:</b>	<b>G-CPC-103 AUDIT</b>	<b>Hours: 16 Lec/ 2 Lab/ 0 Ext/ 18 Total</b>
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**Subject Title: ESTABLISHES AND MAINTAINS AGREEMENTS**

<b>Method:</b>	<b>Asynchronous/Self-study</b>	<b>Schedule: 16-hours (Lessons 17-24)</b>
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<b>Complete Synopsis</b>	<b>Prerequisites: None</b>
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In addition to ethical guidelines and professional standards, a key aspect of setting an effective foundation for coaching is ESTABLISHES AND MAINTAINS AGREEMENTS. This specific dynamic coaching interaction begins well before an actual signing of documents to begin coaching, and it continues throughout the coaching relationship. Coaches and aspiring coaches who take the time to cultivate the relationship and conversation to discuss and establish pertinent parameters ahead of the actual coaching and continue to visit and re-visit expectation elements throughout the coaching relationship help clients and themselves to build objectivity and clarity into the scope of the engagement, and to minimize potential for misunderstandings and mal-aligned expectations. Based upon ICF public documents, the D.I.A.M.O.N.D.S. CORE COMPETENCIES FOR COACHING curriculum provide guidelines, suggestions, and opportunities for coach practitioners, mentors, supervisors, trainers, and students in their coaching work and practices to apply competent application of the ICF Core Competency – ESTABLISHES AND MAINTAINS AGREEMENTS. A minimum of 16 class hours is spent in coach-specific training and practice on this essential core competency.

**Required Textbook:** DIAMONDS Core Competencies for Coaching: Coach-specific Training for Professional Coaches and Aspiring Coaches by Dr Merle Evelyn Ray (Author) (2017), ISBN 978-1720921318

### **Learning Objectives**

- Identify and describe requiring the right elements in initial and recurring coaching interactions.
- Identify and describe coming into agreement with prospective and new clients on the coaching process and relationship.
- Identify and describe effectively discussing the guidelines and specific parameters of the coaching relationship.
- Identify and describe reaching agreement on what is appropriate in the relationship and what is not, what is and is not being offered, and about the client's and coach's responsibilities.

## COURSE CATALOG FOR SEMINAR CERTIFICATES

- Identify and describe determining whether there is an effective match between the coach's method and the needs of the prospective and new client.
- Identify and describe formulating and customizing a written coaching contract tailored to the unique coaching relationship needs of each client.

### Required Media

- Updated ICF Core Competencies – <https://coachfederation.org/core-competencies>
- ICF Core Competencies Comparison Table  
<https://coachfederation.org/app/uploads/2017/12/ICFCompetenciesLevelsTable.pdf>
- ICF PCC Markers <https://coachfederation.org/pcc-markers>

### Course Syllabus

- A class syllabus is provided for each student upon successful enrollment and acceptance.

Also see the section on ***How to Complete this Certificate.***



<b>Course #:</b>	<b>G-CPC-104 AUDIT</b>	<b>Hours: 16 Lec/ 2 Lab/ 0 Ext/ 18 Total</b>
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**Subject Title: CULTIVATES TRUST AND SAFETY**

<b>Method:</b>	<b>Asynchronous/Self-study</b>	<b>Schedule: 16-hours (Lessons 25-32)</b>
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<b>Complete Synopsis</b>	<b>Prerequisites: None</b>
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Acting in partnership to co-create the coaching relationship is the cornerstone of CULTIVATES TRUST AND SAFETY in coaching. It is the ability to create a safe, supportive environment that produces ongoing mutual respect and trust which helps to demonstrate effective competent coaching. When coaching relationships are co-created between client and coach, the purpose is to assist the coaching relationship toward developing into a new and mutual state of awareness that can only arise in the moment and out of joint conversation designed to connect to the client and vice versa to build complete trust. Based upon ICF public documents, the D.I.A.M.O.N.D.S. CORE COMPETENCIES FOR COACHING curriculum provide guidelines, suggestions, and opportunities for coach practitioners, mentors, supervisors, trainers, and students in their coaching work and practices to apply competent application of the ICF Core Competency – CULTIVATES TRUST AND SAFETY. A minimum of 16 class hours is spent in coach-specific training and practice on this essential core competency.

**Required Textbook:** DIAMONDS Core Competencies for Coaching: Coach-specific Training for Professional Coaches and Aspiring Coaches by Dr Merle Evelyn Ray (Author) (2017), ISBN 978-1720921318

### Learning Objectives

- Identify and describe showing genuine concern for the client's welfare and future.
- Identify and describe continuously demonstrating personal integrity, honesty and sincerity.
- Identify and describe establishing clear agreements and keeping promises.
- Identify and describe demonstrating respect for client's perceptions, learning style, and personal being.
- Identify and describe providing ongoing support for new behaviors and those furthering the client's goals for coaching.
- Identify and describe championing actions, including those involving risk-taking and fear of failure.

- Identify and describe asking permission to coach client in sensitive new areas.

#### **Required Media**

- Updated ICF Core Competencies – <https://coachfederation.org/core-competencies>
- ICF Core Competencies Comparison Table  
<https://coachfederation.org/app/uploads/2017/12/ICFCompetenciesLevelsTable.pdf>
- ICF PCC Markers <https://coachfederation.org/pcc-markers>

#### **Course Syllabus**

- A class syllabus is provided for each student upon successful enrollment and acceptance.

Also see the section on ***How to Complete this Certificate.***

<b>Course #:</b>	<b>G-CPC-105 AUDIT</b>	<b>Hours: 16 Lec/ 2 Lab/ 0 Ext/ 18 Total</b>
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**Subject Title: MAINTAINS PRESENCE**

<b>Method:</b>	<b>Asynchronous/Self-study</b>	<b>Schedule: 16-hours (Lessons 33-40)</b>
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<b>Complete Synopsis</b>	<b>Prerequisites: None</b>
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MAINTAINS PRESENCE describes the coach's ability to be fully conscious and create a spontaneous relationship, employing a style that is open, flexible and confident. When coaching relationships are co-created between client and coach, the purpose is to assist the coaching relationship into developing a new and mutual state of awareness that can only arise in the moment and out of joint conversation designed to not only connect to the client but also create the MAINTAINS PRESENCE that is necessary to be effective for both client and coach. In this course, participants will gain knowledge and skills focusing on the following learning objectives. Based upon ICF public documents, the D.I.A.M.O.N.D.S. CORE COMPETENCIES FOR COACHING curriculum provide guidelines, suggestions, and opportunities for coach practitioners, mentors, supervisors, trainers, and students in their coaching work and practices to apply competent application of the ICF Core Competency – MAINTAINS PRESENCE. A minimum of 16 class hours is spent in coach-specific training and practice on this essential core competency.

**Required Textbook:** DIAMONDS Core Competencies for Coaching: Coach-specific Training for Professional Coaches and Aspiring Coaches by Dr Merle Evelyn Ray (Author) (2017), ISBN 978-1720921318

### Learning Objectives

- Identify and describe being present and flexible during the coaching process, “dancing in the moment.”
- Identify and describe accessing own intuition and trusts one's inner-knowing— the ability to “go with the gut.”
- Identify and describe being opened to not knowing, taking risks – allowing the coaching process to be led by the co-created nature of the engagement.
- Identify and describe ways to seeing work and choosing in the moment what is most effective.
- Identify and describe using heart-warming humor effectively to create lightness and energy.

## COURSE CATALOG FOR SEMINAR CERTIFICATES

- Identify and describe confidently shifting perspectives and experiment with new possibilities for own actions.
- Identify and describe demonstrating confidence in working with strong emotions and how to self-manage – not become overpowered or enmeshed by client's emotions.

### Required Media

- Updated ICF Core Competencies – <https://coachfederation.org/core-competencies>
- ICF Core Competencies Comparison Table  
<https://coachfederation.org/app/uploads/2017/12/ICFCompetenciesLevelsTable.pdf>
- ICF PCC Markers <https://coachfederation.org/pcc-markers>

### Course Syllabus

- A class syllabus is provided for each student upon successful enrollment and acceptance.

Also see the section on ***How to Complete this Certificate.***

<b>Course #:</b>	<b>G-CPC-106 AUDIT</b>	<b>Hours: 16 Lec/ 2 Lab/ 0 Ext/ 18 Total</b>
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**Subject Title: LISTENS ACTIVELY**

<b>Method:</b>	<b>Asynchronous/Self-study</b>	<b>Schedule: 16-hours (Lessons 41-48)</b>
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<b>Complete Synopsis</b>	<b>Prerequisites: None</b>
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Effective competent coaches have the ability to focus completely on what the client is saying and is not saying, to understand the meaning of what is said in the context of the client's desires, and to support client self-expression. Coaches who master the practice of LISTENS ACTIVELY to clients are more likely to see the client be able to freely fully express and communicate his/her thoughts, plans, and needs as they relate to the desired coaching relationship, and see the client accomplish his/her desired results. Based upon ICF public documents, the D.I.A.M.O.N.D.S. CORE COMPETENCIES FOR COACHING curriculum provide guidelines, suggestions, and opportunities for coach practitioners, mentors, supervisors, trainers, and students in their coaching work and practices to apply competent application of the ICF Core Competency – LISTENS ACTIVELY. A minimum of 16 class hours is spent in coach-specific training and practice on this essential core competency.

**Required Textbook:** DIAMONDS Core Competencies for Coaching: Coach-specific Training for Professional Coaches and Aspiring Coaches by Dr Merle Evelyn Ray (Author) (2017), ISBN 978-1720921318

### Learning Objectives

- Identify and describe attending to the client and the client's agenda – not to the coach's agenda for the client.
- Identify and describe hearing the client's concerns, goals, values and beliefs about what is and is not possible.
- Identify and describe distinguishing between the words, the tone of voice, and the body language of the client.
- Identify and describe summarizing, paraphrasing, reiterating, and mirroring back what the client has said to ensure clarity and understanding.
- Identify and describe encouraging, accepting, exploring and reinforcing the client's expression of feelings, perceptions, concerns, beliefs, suggestions, in order to have clear and effective communication.
- Identify and describe integrating and building on client's ideas and suggestions.

- Identify and describe assisting the client in getting to the “bottom-line,” understanding the essence of the client’s communication.
- Identify and describe allowing the client to vent or “clear” the situation without judgment or attachment to move on to next steps.

**Required Media**

- Updated ICF Core Competencies – <https://coachfederation.org/core-competencies>
- ICF Core Competencies Comparison Table  
<https://coachfederation.org/app/uploads/2017/12/ICFCompetenciesLevelsTable.pdf>
- ICF PCC Markers <https://coachfederation.org/pcc-markers>

**Course Syllabus**

- A class syllabus is provided for each student upon successful enrollment and acceptance.

Also see the section on ***How to Complete this Certificate.***

## Personal Ministry Coach Course

<b>Course #:</b>	<b>G-CPC-107 AUDIT</b>	<b>Hours: 16 Lec/ 2 Lab/ 0 Ext/ 18 Total</b>
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**Subject Title: EVOKES AWARENESS**

<b>Method:</b>	<b>Asynchronous/Self-study</b>	<b>Schedule: 16-hours (Lessons 49-72)</b>
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<b>Complete Synopsis</b>	<b>Prerequisites: None</b>
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Based upon ICF public documents, the D.I.A.M.O.N.D.S. CORE COMPETENCIES FOR COACHING curriculum provide guidelines, suggestions, and opportunities for coach practitioners, mentors, supervisors, trainers, and students in their coaching work and practices to apply competent application of the ICF Core Competency – EVOKES AWARENESS. A minimum of 16 class hours is spent in coach-specific training and practice on this essential core competency. Effective competent coaches master the ability to ask questions that reveal information needed for maximum benefit to the coaching relationship along with the use of direct communication. EVOKES AWARENESS enables coaches to use their coaching skills wisely in assisting the client to freely fully express and communicate his/her thoughts, plans, desires, and needs as they relate to the desired client's coaching goals. The objective is to see the client accomplish his/her desired results through his/her own self-driven choices, not the coach's choices for the client. EVOKES AWARENESS also enables coaches to become naturally prone to dancing in the moment by using direct communication to create awareness and not relying upon a coach's own assumptions in their coaching work and practice to a client's given situation.

**Required Textbook:** DIAMONDS Core Competencies for Coaching: Coach-specific Training for Professional Coaches and Aspiring Coaches by Dr Merle Evelyn Ray (Author) (2017), ISBN 978-1720921318

### Learning Objectives

- Identify and describe the International Coach Federation (ICF) Core Competency – EVOKES AWARENESS.
- Identify and describe active listening and its impact on the co-partnering perspective.
- Identify and describe how direct communication and asking questions evoke discovery, insight, commitment or action (e.g., those that challenge the client's assumptions).
- Identify and describe how a coach uses open-ended questions that create greater clarity, possibility or new learning.
- Identify and describe how powerful questioning and direct communication move the client forward toward what the client desires, not asking that the client justify or look backward.
- Identify and describe being clear, articulate and direct in sharing and providing feedback.
- Identify and describe reframing and articulating to help the client understand from another perspective what he/she wants or is uncertain about.

## COURSE CATALOG FOR SEMINAR CERTIFICATES

- Identify and describe clearly stating coaching objectives, meeting agenda, and purpose of techniques or exercises.
- Identify and describe how using language appropriate and respectful to the client at all times establishes the foundation to ensure the client has the best possible opportunity to reach his/her goals.
- Identify and describe the importance of using metaphors and analogies to help to illustrate a point or paint a verbal picture.
- Identify and describe the use of silence, voice tones, as well as non-verbal communication to help support the client's self-discovery.

### Required Media

- Updated ICF Core Competencies – <https://coachfederation.org/core-competencies>
- ICF Core Competencies Comparison Table  
<https://coachfederation.org/app/uploads/2017/12/ICFCompetenciesLevelsTable.pdf>
- ICF PCC Markers <https://coachfederation.org/pcc-markers>

### Course Syllabus

- A class syllabus is provided for each student upon successful enrollment and acceptance.

Also see the section on ***How to Complete this Certificate.***



## Personal Ministry Coach Course

<b>Course #:</b>	<b>G-CPC-108 AUDIT</b>	<b>Hours: 16 Lec/ 2 Lab/ 0 Ext/ 18 Total</b>
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**Subject Title: FACILITATES CLIENT GROWTH**

<b>Method:</b>	<b>Asynchronous/Self-study</b>	<b>Schedule: 16-hours (Lessons 73-96)</b>
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<b>Complete Synopsis</b>	<b>Prerequisites: None</b>
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Based upon ICF public documents, the D.I.A.M.O.N.D.S. CORE COMPETENCIES FOR COACHING curriculum provide guidelines, suggestions, and opportunities for coach practitioners, mentors, supervisors, trainers, and students in their coaching work and practices to apply competent application of the ICF Core Competency – FACILITATES CLIENT GROWTH. A minimum of 16 class hours is spent in coach-specific training and practice on this essential core competency. FACILITATES CLIENT GROWTH enables coaches to use their designing actions skills, planning and goalsetting, and skills that manage progress and accountability to assist the client in reaching his/her desired goals and outcomes. While EVOKES AWARENESS enables coaches to become naturally prone to dancing in the moment by asking the right questions and communicating effectively, FACILITATES CLIENT GROWTH provides the practices coaches need in helping the client to set objectives, enabling client-desired client-driven results-based coaching.

**Required Textbook:** DIAMONDS Core Competencies for Coaching: Coach-specific Training for Professional Coaches and Aspiring Coaches by Dr Merle Evelyn Ray (Author) (2017), ISBN 978-1720921318

### Learning Objectives

- Identify and describe designing actions, planning and goal-setting, managing accountability and progress as they relate to facilitating client growth.
- Name ways to incorporate tools and techniques into your coaching practice demonstrating this ICF core competency.

### Required Media

- Updated Version of ICF Core Competencies – <https://coachfederation.org/core-competencies>
- ICF Core Competencies Comparison Table <https://coachfederation.org/app/uploads/2017/12/ICFCompetenciesLevelsTable.pdf>
- ICF PCC Markers <https://coachfederation.org/pcc-markers>

### Course Syllabus

- A class syllabus is provided for each student upon successful enrollment and acceptance. Also see the section on ***How to Complete this Certificate.***

## Personal Ministry Coach Course

<b>Course #:</b>	<b>M-CPC-109 AUDIT</b>	<b>Hours: 16 Lec/ 2 Lab/ 0 Ext/ 18 Total</b>
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**Subject Title: DIAMONDS CORE COMPETENCIES IN COACHING**

<b>Method:</b>	<b>Asynchronous/Self-study</b>	<b>Schedule: 16-hours (Lessons 97-104)</b>
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<b>Complete Synopsis</b>	<b>Prerequisites: None</b>
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D.I.A.M.O.N.D.S. are self-discovered jewels found by clients working in partnership with the coach who is fully present in the moment. In D.I.A.M.O.N.D.S. Coach-Specific Training coaches learn how to help their clients elevate their brilliance through mastery of coaching fundamentals. The term, D.I.A.M.O.N.D.S. stands for “dynamically integrated actions mined on the needs, dimensions, and specifics” of the client to signify that competent confident coaching is like mining for precious stones. In D.I.A.M.O.N.D.S. we have embraced the International Coach Federation’s (ICF) 2021 updated core competencies and professional standards, as well as ICF’s code of ethics, definition of coaching, and critical foundations that serve as central components of our learning and mastery. In addition to lectures, students will start setting their time for coaching labs, mentor coach supervision, and coach performance evaluations. Using the International Coach Federation (ICF) foundations, this course outlines and describes for coach practitioners and students the DIAMONDS approach available to them in their coaching work to apply competent application of a guided system of coaching practices that aid in supporting the client’s objective for coaching.

**Required Textbook:** DIAMONDS Core Competencies for Coaching: Coach-specific Training for Professional Coaches and Aspiring Coaches by Dr Merle Evelyn Ray (Author) (2017), ISBN 978-1720921318

### Learning Objectives

- Identify and describe the basics of coaching and coach-specific training.
- Identify and describe - be able to articulate your purpose for coaching.
- Identify and describe ICF foundations as well as an understanding of how the DIAMONDS approach is aligned with your objectives in professional coaching.

### Required Media

- Updated ICF Core Competencies – <https://coachfederation.org/core-competencies>

### Course Syllabus

- A class syllabus is provided for each student upon successful enrollment and acceptance. Also see the section on ***How to Complete this Certificate.***

## Personal Ministry Coach Course

<b>Course #:</b>	<b>M-CPC-110 AUDIT</b>	<b>Hours: 16 Lec/ 2 Lab/ 0 Ext/ 18 Total</b>
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<b>Subject Title:</b>	<b>COACHING GLOBAL IMPACT &amp; PERSPECTIVE</b>
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<b>Method:</b>	<b>Asynchronous/Self-study</b>	<b>Schedule: 16-hours (Lessons 105-112)</b>
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<b>Complete Synopsis</b>	<b>Prerequisites: None</b>
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In COACHING GLOBAL IMPACT & PERSPECTIVE, students are learning the universal view and perspectives of coaching: what is coaching, what coaching is not, and the differences between coaching and other support disciplines. This course provides a powerful learning platform for coaching that enables professional coaches and students of coaching to help their clients to grow and develop both personally and professionally by covering the worldwide common definitions and understanding of coaching from the global perspective based on exploration of the International Coach Federation's foundations and systems of guided principles in coaching. Using the International Coach Federation (ICF) website, this course introduces and describes for coach practitioners, mentor coaches, supervisors, coach trainers, and students the ICF definitions and core competencies for coaching, types of coaching, and the various support disciplines that are distinguished separate and apart from coaching to identify what coaching is and what coaching is not. A minimum of 18 class hours is spent in coach-specific training and practice.

**Required Textbook:** DIAMONDS Core Competencies for Coaching: Coach-specific Training for Professional Coaches and Aspiring Coaches by Dr Merle Evelyn Ray (Author) (2017), ISBN 978-1720921318

### Learning Objectives

- Identify and describe the ICF definition of coaching.
- Identify and describe distinctions between coaching and other support professions.
- Identify and describe the system of ICF core competencies.
- Identify and describe types of coaching.

### Required Media

- Updated Version of ICF Core Competencies – <https://coachfederation.org/core-competencies>

### Course Syllabus

- A class syllabus is provided for each student upon successful enrollment and acceptance. Also see the section on *How to Complete this Certificate*.

## Personal Ministry Coach Course

<b>Course #:</b>	<b>M-CPC-111 AUDIT</b>	<b>Hours: 16 Lec/ 2 Lab/ 0 Ext/ 18 Total</b>
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**Subject Title: MINING FOR DIAMONDS IN COACHING**

<b>Method:</b>	<b>Asynchronous/Self-study</b>	<b>Schedule: 16-hours (Lessons 113-120)</b>
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<b>Complete Synopsis</b>	<b>Prerequisites: None</b>
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Just as diamonds are formed through a combination of tremendous pressure and temperatures miles beneath the earth's surface, and have to be mined by individuals seeking to uncover their brilliance, effective competent coaching allows a client to self-discover himself or herself beneath the surface, and covenant with self and coach to pursue and achieve a desired level of success. In this course, the student views the model of the "DIAMONDS" approach and how it helps the client to discover his/her meaningful indicators that provide deeper meaning and direction for the client who wishes to move from where they are today to where they want to be. By using the International Coach Federation (ICF) foundations, this course outlines and re-emphasizes how the DIAMONDS principles support the ICF guiding systems of coaching, the benefits of coaching for both the client and the coach, core values of coaching, and an illustrative model in action which is available to students in their coaching work to apply competent application of a guided system of coaching practices that aid in supporting the client's objective for coaching.

**Required Textbook:** DIAMONDS Core Competencies for Coaching: Coach-specific Training for Professional Coaches and Aspiring Coaches by Dr Merle Evelyn Ray (Author) (2017), ISBN 978-1720921318

### Learning Objectives

- Identify and describe layers and dimensions of coaching.
- Identify and describe core values and benefits of coaching.
- Identify and describe navigating in a co-partnering relationship with the client of professional coaching.

### Required Media

- Updated Version of ICF Core Competencies – <https://coachfederation.org/core-competencies>

### Course Syllabus

- A class syllabus is provided for each student upon successful enrollment and acceptance. Also see the section on ***How to Complete this Certificate.***

## Personal Ministry Coach Course

<b>Course #:</b>	<b>M-CPC-112 AUDIT</b>	<b>Hours: 15 Lec/ 0 Lab/ 0 Ext/ 15 Total</b>
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**Subject Title: INDEPENDENT STUDY**

<b>Method:</b>	<b>Asynchronous/Self-study</b>	<b>Schedule: 6-weeks (15 total hours)</b>
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<b>Complete Synopsis</b>	<b>Prerequisites: None</b>
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This learning experience provides a dedicated time for participants to practice and set up their coaching sessions with real coaches or clients, become centered for coaching and reflect on the coach's responsibility for being present in the guiding system. It is for students who would like to use their time in journaling, reflection, coaching time practicing, and developing their coaching practice for this time of focused study. Participants must conduct and submit their recorded coaching sessions and/or their lessons: research, journaling, reflecting, or homework in their journals to receive credit. Credit will be given for no more than 15-course time hours for this independent study. The M-CPC-112-A is the Audit of the Independent Study core course. Students will prepare an exercise for this course which covers the content learned in all previous Audit Courses G-CPC-101-A through M-CPC-111-A. This exercise must be submitted to the instructor by the required due date. See syllabus for details on how to complete the Audit Independent Study for M-CPC-112-A. No online assessment is required to pass this course number. However, the student must satisfactorily complete the assignments as described above.

### Learning Objectives

Students will describe or demonstrate their understanding of the coaching practices learned in DIAMONDS and ICF's foundation of guided systems in coaching practices.

## Spiritual Intimacy and Birthing Coach Course

<b>Course #:</b>	<b>SIB-101</b>	<b>Hours: 36 Lec/ 1 Lab/ 0 Ext/ 37 Total</b>
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<b>Subject Title:</b>	<b>SPIRITUAL INTIMACY &amp; BIRTHING- CURRICULUM PART I</b>
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<b>Method:</b>	<b>Synchronous – Live Instructor Led</b>	<b>Schedule: Sun afternoon 18 weeks</b>
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<b>Complete Synopsis</b>	<b>Prerequisites: None</b>
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Christ-Centered coaching and mentoring can be used in your own individual intimacy with God birthing project. Built on biblical principles, this course presents a personal approach to coaching to help students move towards creating and producing change in their lives or a project that God has placed on their hearts. Personal, professional, or spiritual transformation is the goal of students who enter this journey. Part I of the Spiritual Intimacy and Birthing Curriculum focuses on a 2-week (2 hours per week) orientation period first and then your personal intimacy with God for 2 hours for the next 16 to 18 weeks. Depending on the class, the instructor will choose 2 to 3 required textbooks for each group of student candidates selected for the program year.

**Required Textbook:** Instructor utilizes 2 to 3 ELTU textbooks, including but not limited to:

- **PREGNANT ON PURPOSE Birthing Your Dreams and Visions Coaching Workbook, Planners, & Journal Series™** by Dr. Merle Ray (Author) with Dr. Cassandra Scott (Contributing Author); 168 pages, ISBN: 9798797180821; Published by Dr. Merle Ray, The Noble Groups.
- **SPIRITUAL IDENTITY: Worldview Wisdom for Women** by Dr. Merle Ray ISBN-13: 978-0979983702; 232 pages, Publisher: The Noble Groups
- **Six-Figures & Beyond Success** by Dr. Merle Ray; ISBN-13: 978-1981932160; 40 pages; and the Ready. Set. Go-Live Workbook by Dr. Merle Ray, ISBN-13: 978-1984323033; 60 pages, Publisher: The Noble Groups on the Amazon Platform
- **40-Days to Transformation Excellence** by Dr. Merle Ray; ISBN-13: 978-1984323217; 94 pages, Publisher: The Noble Groups on the Amazon Platform
- **Manifest Your Maker: 12 Keys to Manifesting Your God-Given Greatness** From the MAN UPRISING! Series Paperback – June 13, 2021 by Dr. Merle Ray (Author); 114 pages, ISBN: 979-8700097000, Published by: The Noble Groups on Amazon Platform (2021)
- **Kings in the Meantime: Winning in Your Toughest Season** by Dr. Merle Ray; ISBN-13: 978-1979996419, 80 pages, Publisher: The Noble Groups on the Amazon Platform
- **Peer Coach Training Workbook** by Tony Stoltzfus; ISBN 978-0-9794163-0-9; 80 pages, Publisher: Coach22.com
- **Created2Produce: Your Turning Point to Destiny** ISBN: 978-0988293601; **Created2Produce: The Workbook** ISBN: 978-0988293618, and **Created2Produce: A Global House of Prayer** by Dr. Cassandra Scott, ISBN: 978-0988293663.

### Learning Objectives

Through group and individual coaching and assignments, you will:

- Set up a coaching agreement on your own change or birthing project.
- Describe and document what you learn about yourself and/or your birthing.
- Establish your progress markers and indicators for success.

### Course Syllabus

A class syllabus is provided for each student upon successful enrollment and acceptance. Also see ***How to Complete this Program*** for detailed instructions.

## Spiritual Intimacy and Birthing Coach Course

<b>Course #:</b>	<b>SIB-102</b>	<b>Hours: 44 Lec/ 1 Lab/ 0 Ext/ 45 Total</b>
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<b>Subject Title: SPIRITUAL INTIMACY &amp; BIRTHING- CURRICULUM II</b>
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<b>Method: Synchronous – Live Instructor Led</b>	<b>Schedule: Sun afternoon 22 weeks</b>
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<b>Complete Synopsis</b>	<b>Prerequisites: SIB-101</b>
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Christ-Centered coaching and mentoring can be used in your own individual intimacy with God birthing project. Built on biblical principles, this course presents a personal approach to coaching to help students move towards creating and producing change in their lives or a project that God has placed on their hearts. Personal, professional, or spiritual transformation is the goal of students who enter this journey. Part II of the Spiritual Intimacy and Birthing Curriculum focuses on Intimacy with Others for 20 weeks, plus 2 more weeks to close out and plan the public class celebration. Depending on the class, the instructor will choose 2 to 3 required textbooks from the list below for each group of student candidates selected for the program year.

**Required Textbook:** Instructor will select from ELTU textbook list, including but not limited to:

- **PREGNANT ON PURPOSE Birthing Your Dreams and Visions Coaching Workbook, Planners, & Journal Series™** by Dr. Merle Ray (Author) with Dr. Cassandra Scott (Contributing Author); 168 pages, ISBN: 9798797180821; Published by Dr. Merle Ray, The Noble Groups.
- **SPIRITUAL IDENTITY: Worldview Wisdom for Women** by Dr. Merle Ray ISBN-13: 978-0979983702; 232 pages, Publisher: The Noble Groups
- **Six-Figures & Beyond Success** by Dr. Merle Ray; ISBN-13: 978-1981932160; 40 pages; and the Ready. Set. Go-Live Workbook by Dr. Merle Ray, ISBN-13: 978-1984323033; 60 pages, Publisher: The Noble Groups on the Amazon Platform
- **40-Days to Transformation Excellence** by Dr. Merle Ray; ISBN-13: 978-1984323217; 94 pages, Publisher: The Noble Groups on the Amazon Platform
- **Manifest Your Maker: 12 Keys to Manifesting Your God-Given Greatness** From the MAN UPRISING! Series Paperback – June 13, 2021 by Dr. Merle Ray (Author); 114 pages, ISBN: 979-8700097000, Published by: The Noble Groups on Amazon Platform (2021)
- **Kings in the Meantime: Winning in Your Toughest Season** by Dr. Merle Ray; ISBN-13: 978-1979996419, 80 pages, Publisher: The Noble Groups on the Amazon Platform
- **Peer Coach Training Workbook** by Tony Stoltzfus; ISBN 978-0-9794163-0-9; 80 pages, Publisher: Coach22.com, plus others by the same author
- **Created2Produce: Your Turning Point to Destiny** ISBN: 978-0988293601; **Created2Produce: The Workbook** ISBN: 978-0988293618, and **Created2Produce: A Global House of Prayer** by Dr. Cassandra Scott, ISBN: 978-0988293663.

### Learning Objectives

Through group and individual coaching and assignments, you will:

- Set up a coaching agreement on your own change or birthing project.
- Describe and document what you learn about yourself and/or your birthing.
- Establish your progress markers and indicators for success.

### Course Syllabus

A class syllabus is provided for each student upon successful enrollment and acceptance. Also see ***How to Complete this Program*** for detailed instructions.

## Spiritual Intimacy and Birthing Coach Course

<b>Course #:</b>	<b>SIB-103</b>	<b>Hours: 0 Lec/ 4 Lab/ 0 Ext/ 4 Total</b>
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**Subject Title: SPIRITUAL INTIMACY & BIRTHING- GROUP COACH TRAINING**

<b>Method:</b>	<b>Synchronous – Live Instructor Led</b>	<b>Schedule: 1 hr meeting - 3 mons Sun pm CST</b>
	<b>Asynchronous – Student Led</b>	<b>Schedule: 1-hr scheduled coaching session</b>

**Complete Synopsis**

**Prerequisites: SIB-102**

The (4) contact hours for this course consist of: a once-a-month group session with the instructor for (3) months for follow-up on the student progress in the Spiritual Intimacy and Birthing Coach seminars, plus 1 last individual student-led 1-hour coaching session that the student sets up with a person being coached. These seminars are designed to show how Christ-Centered coaching and mentoring can be used in your own group setting or group projects.

**Required Textbook:** *(No new textbooks are required for this part of the program)*

### Learning Objectives

Through group and individual coaching and assignments, you will:

- Identify and describe how to help others set up their own spiritual change project.
- Identify and describe accountability, progress markers, and indicators for success.

### Course Syllabus

A class syllabus is provided for each student upon successful enrollment and acceptance. Also see ***How to Complete this Program*** for detailed instructions.



## Spiritual Intimacy and Birthing Coach Course

<b>Course #:</b>	<b>SIB-104</b>	<b>Hours:</b>	<b>40 Lec/ 0 Lab/ 0 Ext/ 40 Total</b>
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**Subject Title:** INDEPENDENT STUDY- HOMEWORK ASSIGNMENTS

<b>Method:</b>	<b>Asynchronous Distance Learning</b>	<b>Schedule:</b>	<b>Self-paced 1-hour x 40 weeks</b>
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<b>Complete Synopsis</b>	<b>Prerequisites:</b> <i>This course is taken simultaneously w/ all SIB Courses</i>
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This course provides 40 weekly homework assignments from the curricula used in Spiritual Intimacy and Birthing Coach Courses documenting what the student intends to gain from biblical and spiritual principles applied in his/her life from the Spiritual Intimacy and Spiritual Birthing certificate. These seminars are designed to show how Christ-Centered coaching and mentoring can be used in your own individual intimacy with God birthing project. Built on biblical principles, this course presents a personal approach to coaching to help students move towards creating and/or producing a change in their lives or a project that God has placed on their hearts.

**Required Textbook:** *(No new textbooks are required for this part of the program)*

### Learning Objectives

Through group and individual coaching and assignments, you will:

- Describe and document what you learn about yourself and/or your birthing.
- Describe and document what you learn about coaching and mentoring others.

### Course Syllabus

A class syllabus is provided for each student upon successful enrollment and acceptance. Also see ***How to Complete this Program*** for detailed instructions.

# INDEX



# ELEVATION LIFE TRANSFORMATION

*The University of Christ-Centered Coaching, Leadership, & Change™*

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For Texas Workforce Commission – Career Schools and Colleges

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*Completed forms, inquiries, or corrections to the individual information contained in this form shall be sent to the TWC Career Schools and Colleges, 101 East 15th Street, Room 226T, Austin, Texas 78778-0001, (512) 936-3100. Individuals may receive and review information that TWC collects about the individual by emailing to [open.records@twc.state.tx.us](mailto:open.records@twc.state.tx.us) or writing to TWC Open Records, 101 E. 15th St., Rm. 266, Austin, TX 78778-0001.*

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## APPENDIX & FORMS



**SAMPLE**



# **ELEVATION LIFE TRANSFORMATION™**

*The University of Christ-Centered Coaching,  
Leadership, & Change*

## **Invitation to Apply to the 2023 ELTU Inaugural Scholarship**

**ELEVATION LIFE TRANSFORMATION UNIVERSITY: *The University of Christ-Centered Coaching, Leadership, and Change*** is currently accepting applications for the **2023-2024 Inaugural Scholarship** through \_\_\_\_\_. This scholarship is available to full and part-time undergraduate and graduate students who qualify for entrance into a Bachelor's, Master's, or Doctoral degree program at ELTU.

To apply, eligible candidates must complete the ELTU Admission's application process and become approved by the University Scholarship Selection Committee.

Established in 2023, the **ELTU Inaugural Scholarship** is a gift of **Free Tuition** from University Founder, Dr. Merle Ray, to elevate non-traditional students who are leveling-up in their callings and careers in the fields of coaching, leadership, spiritual and self-care, or managing change. The Scholarship serves to further Dr. Ray's commitment to encourage and support women and men who are committed to **Christ-Centered leadership transformation in the 21<sup>st</sup> century**.

A selection committee comprised of representatives from the University selects scholarship recipients on the basis of successful completion of the ELTU Admissions process including (2) written essay questions contained in the Admissions application. All applicants will receive notification in writing as to the decision of the committee. To obtain consideration, applicants must receive this **Invitation to Apply** letter directly from the University. Copies of the Invitation will not be accepted.

Completed Admissions Applications should be submitted online by \_\_\_\_\_ on ELTU website at <http://www.ElevationU.com>.

If you have a career already, but you are looking to level-up in leadership and your calling, we believe ELTU is the answer to your prayers. Your entire Bachelor's, Master's or Doctoral degree can be completed from your phone or from the comfort of your favorite intimate reading spot. **We offer affordable quality state-approved degree programs so you can finish what you started typically within a few months rather than traditional years.**

Founded in 2022 and focused on Christ-Centered coaching, leadership, and change, we believe ELTU is the most groundbreaking innovative Self-Directed Learning and Christian Research University in the world. We envision ELTU candidates motivated professionals from all walks of life and backgrounds who want to enhance their callings and careers.

Licensed and approved by the Texas Workforce Commission Division of Colleges and Careers in Austin, Texas, ELTU offers:



**10** Programs



**5** University Degree Programs



**5** Seminars



**2** Professional Coaching Seminars



**100** Courses

**SAMPLE**

For more detailed information about the Scholarship, please keep reading. This offer is for a limited time only and expires on \_\_\_\_\_. It is only open to those invited to apply so this letter cannot be copied or transferred to others.

**ELTU Inaugural Scholarship covers Tuition** of your **ELTU Degree Program** and does not cover voluntary optional services, add-on programs, or any incidental fees. Expenses like Registration fee, Matriculation fee, Books, Supplies, or Processing fees are not covered by the Scholarship.

### Your FREE Tuition Scholarship

Select (1) program and a **Waiver of Tuition** form will be provided at the end of your Admission process so that we may apply your Scholarship Award upon approval.

ELTU Degree Programs	Tuition only	Christ-Centered Specialty/Focus
Bachelor's Degree (BCL)	\$ 3,145	Coaching, Leadership, & Change
Master's Degree (MCL)	\$ 2,625	Coaching, Leadership, & Change
Graduate Degree (GCL)	\$ 2,625	Executive Leadership & Pastoral Care
Doctoral Degree (PHD)	\$ 3,145	Coaching, Leadership, & Change
Doctoral Degree (PHD)	\$ 3,145	Human Capital Leadership

### FEES NOT COVERED BY THE SCHOLARSHIP (What You Pay)

- **One-time Registration**

*(Refundable if Admission Application is not approved)*

\$100

- **One-time Payment Plan Processing** *(Optional)*

*(If you choose to set up installment plan for fees not covered by the Scholarship)*

\$150

- **One-time Matriculation Fee**

*(Payable in 12-monthly installments or pay \$1,288 in advance)*

**\$107** per month

**SAMPLE**

### HOW IT WORKS

Tuition costs of your ELTU Degree Program will be waived once you complete the Admissions process successfully and are approved for admission. Registration and any Payment Plan Processing fees NOT COVERED BY SCHOLARSHIP are required at the time of application. During the application process, you will be prompted to pay in advance or set up an installment payment plan for any fees not covered by the Scholarship. If Admissions Application is not approved, or if you withdraw or cancel

within 72 hours of enrollment, per Texas Schools state statute the Student Enrollment Agreement is null and void and 100% of all fees are refundable to you.

*The following is a sample of the Approval Letter. You will receive an updated similar letter once your Admissions process is complete, and you pay your registration fee(s) or select your method of payment for any fees not covered by the scholarship.*

**Note: Payment Installments are welcome!**

*We make it easy and affordable to finish your ELTU Degree program. You will have up to 12-months to pay fees not covered by the scholarship, or more if you choose any voluntary add-on services.*

Please feel free to reach out to us if you have any questions about ELTU, this Invitation to Apply letter for Scholarship, or any of our University Degree programs.

Blessings and love,

  
**SAMPLE**  
Merle Ray  
ELTU Executive Director

## ELTU QUICK LINKS:

- [ELTU Home Page](#)
- [About ELTU](#)
- Degree Programs
  - [Bachelor's Degree](#) Program
  - [Master's Degree](#) Program
  - [Graduate Degree](#) Program
  - [Doctoral PhD-CCC Degree](#) Program
  - [Doctoral PhD-HCL Degree](#) Program
- [Apply for Admission](#)
- Download or Review [School Handbook & Course Catalog](#)



# SAMPLE

**-For your review purposes only. This form will be completed online once you complete the Admissions process for Scholarship Application.**



## ELEVATION LIFE TRANSFORMATION™

*The University of Christ-Centered Coaching,  
Leadership, & Change*

### 2023 ELTU Inaugural Scholarship – Waiver of Tuition Form

#### CONGRATULATIONS!

Your Scholarship application for **ELEVATION LIFE TRANSFORMATION UNIVERSITY: *The University of Christ-Centered Coaching, Leadership, and Change*** has been accepted. You are now a part of an elite group of leaders who selected for entrance into a Bachelor's, Master's, or Doctoral degree program at ELTU tuition-free.

Established in 2023, the **ELTU Inaugural Scholarship** is a gift of Free Tuition from University Founder, Dr. Merle Ray, to elevate non-traditional students who are leveling-up in their callings and careers in the fields of coaching, leadership, spiritual and self-care, or managing change. The Scholarship serves to further Dr. Ray's commitment to encourage and support women and men who are committed to **Christ-Centered leadership transformation in the 21<sup>st</sup> century.**

To accept your Scholarship, you must review and agree to the Waiver of Tuition form below so that we can apply your award.

**ELTU Inaugural Scholarship covers Tuition** of your first ELTU Degree Program and does not cover Add-on Degrees and Services, or any incidental fees. This means that

Registration and Enrollment fees, Matriculation fees, Books, Supplies, or any extra expenses and services are not covered by the Scholarship.

You have already set up payment in advance or set up installment payments for fees not covered by the Scholarship when you applied for admission. Tuition costs of your ELTU Degree Program are waived once you sign and complete this form.

This section is for your review purposes only. You set these fees up during the Admissions process already. The purpose of this form is to attach to your Student Enrollment Agreement for recordkeeping purposes.

	PAID ALREADY DURING ADMISSION PROCESS	PAYING IN 12-MONTHLY INSTALLMENTS	100% REFUNDABLE IF APPLICATION WAS NOT APPROVED
Registration \$100	X		X
Payment Processing Plan (optional) \$150	X		X
Matriculation Fee \$107 for 12- monthly payments (or \$1,288 paid in advance)		X	X

I agree to payment of the fees not covered by the ELTU Scholarship and I acknowledge that this information and these amounts will be shown as indicated as part of my ELTU Student Enrollment Agreement.

Student Name

Student ID No

Student Signature

Date Signed



# SAMPLE

## ELEVATION LIFE TRANSFORMATION™ The University of Christ-Centered Coaching, Leadership, & Change

### CONGRATULATIONS!

Your Scholarship application for ELEVATION LIFE TRANSFORMATION UNIVERSITY: The University of Christ-Centered Coaching, Leadership, and Change has been accepted. You are now a part of an elite group of leaders selected for entrance into the innovative Bachelor's, Master's, or Doctoral degree program at ELTU tuition-free.

Established in 2023, the ELTU Inaugural Scholarship is a gift of Free Tuition from University Founder, Dr. Merle Ray, to elevate non-traditional students who are leveling-up in their callings and careers in the fields of coaching, leadership, spiritual and self-care, or managing change. The Scholarship serves to further Dr. Ray's commitment to encourage and support men and women who are committed to Christ-Centered leadership transformation in the 21st century.

To accept your Scholarship, you must review and agree to the Waiver of Tuition form below so that we can apply your award.

ELTU Inaugural Scholarship covers Tuition of your first ELTU Degree Program and does not cover Add-on Degrees and Services, or any extra expenses or incidental fees. This means that Registration and Enrollment fees, Matriculation fees, Books, Supplies, or any extra expenses and services for your Degree Plan are not covered by the Scholarship.

You must set up payment in advance or set up installment payments for those fees not covered by the Scholarship before proceeding. Tuition costs of your ELTU Degree Program will be waived once you complete this form and submit your payment plan for fees not covered by this Scholarship.

A copy of the full policy on the ELTU Inaugural Scholarship is attached to this form for your review and agreement.

I understand and acknowledge this policy, and should my application for admission be approved, I agree to abide by the stipulations of this Scholarship as indicated.

Student Name

Student ID No

### YOUR FREE TUITION IS SHOWN BELOW

Degree Programs Covered by Scholarship

ELTU Degree Programs	Tuition only	Christ-Centered Specialty/Focus
Bachelor's Degree (BCL)	\$ 3,145	Coaching, Leadership, & Change
Master's Degree (MCL)	\$ 2,625	Coaching, Leadership, & Change
Graduate Degree (GCL)	\$ 2,625	Executive Leadership & Pastoral Care
Doctoral Degree (PHD)	\$ 3,145	Coaching, Leadership, & Change
Doctoral Degree (PHD)	\$ 3,145	Human Capital Leadership

Mark the program you applied to for your Scholarship:

- ☐ Bachelor's Degree (BCL) Specializing in Coaching, Leadership, and Change
- ☐ Master's Degree (MCL) Specializing in Coaching, Leadership, and Change
- ☐ Graduate Degree (GCL) Specializing in Executive Leadership & Pastoral Care
- ☐ Doctoral Degree (PhD-CCC) Specializing in Coaching, Leadership, and Change
- ☐ Doctoral Degree (PhD-HCL) Specializing in Human Capital Leadership

### FEES NOT COVERED BY ELTU SCHOLARSHIP

These fees are required at the time of application. The Matriculation Fee is set up on installments when you applied for admission. \*If Admissions Application is not approved, or if student withdraws or cancels within 72 hours of enrollment, the Student Enrollment Agreement and Scholarships considered null and void and all fees are refunded.

### WHAT YOU PAID OR SET UP TO PAY:

- One-time Registration (refundable if Admission Application is not approved) \$100
- One-time Payment Plan Processing (optional) if you choose to set up installment plan for fees not covered by the Scholarship \$150
- One-time Matriculation Fee (payable in 12-monthly installments of \$107 or pay in advance) \$1,288

This section is for your review purposes only. You set these fees up already during the Admissions process. The purpose of this form is to attach to your Student Enrollment Agreement for recordkeeping purposes.


	Paid already during Admission Process	Paying in 12-Monthly Installments	100% Refundable if Application was not Approved
Registration \$100	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Payment Processing Plan	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

(optional) \$150	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Matriculation Fee \$107 for 12-monthly payments or \$1,288 paid in advance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

I agree to payment of the fees not covered by the ELTU Scholarship and I acknowledge that this information and these amounts will be shown as indicated as part of my ELTU **Student Enrollment Agreement**.

Student Signature


Sign Here



Clear

Date Signed

Sign Here



Clear

**FOR UNIVERSITY SIGNATURE ONLY:**

Student named has been selected by Committee and is awarded the 2023 ELTU INAUGURAL SCHOLARSHIP. Student is granted TUITION FREE for the designated program having fulfilled all ELTU Degree program entrance requirements.

University Director

Date Approved



Date

ELTU Waiver of Tuition Form-1

Revised 03-10-2023

Submit



ELEVATION LIFE TRANSFORMATION  
8111 Whirlaway Elm Dr. • Humble, TX 77346 • www.ELEVATIONU.com  
The University of Christ-Centered Coaching, Leadership, & Change™

**SAMPLE**

Monday, March 20, 2023

## ELTU ADMISSIONS APPLICATION

Form ELT APP - Revised 03-10-2023

Complete your application and an ELTU response will be provided within 3 to 5 business days.  
For more information, visit:

[www.ElevationU.com](http://www.ElevationU.com).

### How our Application Process Works:

- STEP 1** - Complete this ELTU Application from your computer desktop or laptop.
- STEP 2** - Complete online automated state-required Attachments that accompany your Application.
- STEP 3** - Submit Registration/Processing Fees (*Ranges from \$100 to \$250 refundable if Application is not approved*).
- STEP 4** - Receive Approval and Welcome Letter within 3 to 5 business days via email.
- STEP 5** - Start your Program. **EASY. AFFORDABLE. LIFE-CHANGING! ELTU: DESTINY DELIVERED.**

Name	John Smith Smith, Smith
Auto-Generated Student ID	6A6PVW
Social Security No	1
Gender	Male
Address	111 Pine Street San Francisco, Alabama, 94111
Date of Birth	Monday, March 20, 2023
Religious Affiliation	textbox_sample13
Email	john@example.com
Phone Number	(312) 312
Select Candidate Type	Previous College Student
Admission Application For	2022 Year

If you have copies of your High School Diploma, or previous degrees and/or transcripts from any universities, colleges, or technical schools, please upload here. (*If these are not available, click **Next***).

**SAMPLE**



**ELEVATION LIFE TRANSFORMATION**

*The University of Christ-Centered Coaching, Leadership, & Change™*

## Desired Degree Program or Seminar Series Certificate

Select your program or certificate of interest from the dropdown list below.

**Which Degree Program or Graduate Certificate Are You Applying For Admission?**

01-Bachelor of Science in Christ-Centered Coaching, Leadership, & Change (BCL)

**How did you hear about ELTU?**

01-Internet Search Engine



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*The University of Christ-Centered Coaching, Leadership, & Change™*

## One Reference

Choose at least one reference with contact information where they can be reached to provide a short candidate review.

**Name of a Family Member or Spouse** textbox\_sample17 textbox\_sample18

**Phone Number** (312) 312

**Email Address of 1st Reference** textbox\_sample21

**Name of a Pastor, Ministry Leader, or Clergy** textbox\_sample22 textbox\_sample23

**Email Address of 2nd Reference** textbox\_sample24

**Phone Number** (312) 312

**Name of a Co-worker, Supervisor, or Peer** textbox\_sample27 textbox\_sample28

**Email Address of 3rd Reference** textbox\_sample29

**SAMPLE****ELEVATION LIFE TRANSFORMATION***The University of Christ-Centered Coaching, Leadership, & Change™*

## ALL CANDIDATES

### #1 - Admissions Essay Question

At ELTU, we believe there are six factors students should consider in successfully completing an educational program with us. These are:

1. Emotional Maturity
2. Anxiety Levels
3. God's Love as Priority
4. Independent Learning Style
5. Time Management
6. Relevance to Your Purpose.

Successful achievement of the desired program will take these six factors working in tandem with each other, so our admissions process requires a brief written response to the following question. **Be sure to hit "Save" below to save your Admissions Application as you go.**

### **Which factor will be most challenging for you in successful completion of your desired ELTU degree program or certificate? How will you set yourself up for success?**

Coconuts A coconut is a tropical fruit. It comes from Asia originally, but it grows in Puerto Rico, Hawaii, Central America, and South America. A coconut grows on a coconut palm, which looks like a palm but actually is taller and has more leaves. The coconut appears to be shades of brown and has a hairy shell. On the inside, there is a watery liquid called coconut milk. After you break through the shell, you find what is called the coconut meat. Both the meat and the milk are white. Dried coconut meat is called copra. The coconut is a very interesting fruit. Humpback Whales The humpback whale is huge. She is longer than a school bus and weighs 35 tons, but she preys on some of the smallest inhabitants of the sea world—tiny shrimp-like creatures that aren't much bigger than a piece of popcorn called krill. To feed, she opens her mouth wide, taking in hundreds of gallons of water in a single gulp. A humpback whale has no teeth. Instead, attached to its upper jaw are rows of long, thin fingernail-like material called baleen. Each piece of baleen is about three feet long and has bristles at its end that act like a strainer. When the whale takes in a mouthful of water, it forces the water out through the baleen with its tongue, trapping thousands of tiny krill inside its mouth. Humpback whales eat A LOT of krill – up to 4,400 pounds per meal! Wood Thrush: food In spring and summer, wood thrushes often hunt for insects on the forest floor. They will hop along dead logs and poke their beaks into the leaf litter to find their food. Unfortunately, many people clean up the dead leaves from their yards. The wood thrush has trouble finding food when this happens. But you can help the wood thrush. Put aside a small section of your yard for leaves, dead logs, and rocks. This way, the wood thrush will have a place to search for food. Coconuts A coconut is a tropical fruit. It comes from Asia originally, but it grows in Puerto Rico, Hawaii, Central America, and South America. A coconut grows on a coconut palm, which looks like a palm but actually is taller and has more leaves. The coconut appears to be shades of brown and has a hairy shell. On the inside, there is a watery liquid called coconut milk. After you break through the shell, you find what is called the coconut meat. Both the meat and the milk are white. Dried coconut meat is called copra. The coconut is a very interesting fruit. Humpback Whales The humpback whale is huge. She is longer than a school bus and weighs 35 tons, but she preys on some of the smallest inhabitants

of the sea world—tiny shrimp-like creatures that aren't much bigger than a piece of popcorn called krill.

## SAMPLE

### #2 - Admissions Essay Question

Many individuals go to college only to end up with degrees that are meaningless to them. Some even go to seminary and never make the paper mean anything. An ELTU degree in Christ-Centered Coaching, Leadership and Change is meaningful. It is both the ELTU Instructor (as mentor) and ELTU Student (as mentee) who are called at ELTU. Further, it is the ELTU Instructor (as coach) and ELTU Student (as client) that share a burden placed upon both of them, a burden that calls them out to something and someone who is greater. As a prospective ELTU Student, how ready are you for this season of opportunity as opposed to another time in your life? Share a brief written response to the following questions.

**What makes now the right time? Describe your level of readiness to finish your degree in Christ-Centered Coaching, Leadership and Change. What are you willing to do to make it a reality? In what ways have you counted up the cost?**

Coconuts A coconut is a tropical fruit. It comes from Asia originally, but it grows in Puerto Rico, Hawaii, Central America, and South America. A coconut grows on a coconut palm, which looks like a palm but actually is taller and has more leaves. The coconut appears to be shades of brown and has a hairy shell. On the inside, there is a watery liquid called coconut milk. After you break through the shell, you find what is called the coconut meat. Both the meat and the milk are white. Dried coconut meat is called copra. The coconut is a very interesting fruit. Humpback Whales The humpback whale is huge. She is longer than a school bus and weighs 35 tons, but she preys on some of the smallest inhabitants of the sea world—tiny shrimp-like creatures that aren't much bigger than a piece of popcorn called krill. To feed, she opens her mouth wide, taking in hundreds of gallons of water in a single gulp. A humpback whale has no teeth. Instead, attached to its upper jaw are rows of long, thin fingernail-like material called baleen. Each piece of baleen is about three feet long and has bristles at its end that act like a strainer. When the whale takes in a mouthful of water, it forces the water out through the baleen with its tongue, trapping thousands of tiny krill inside its mouth. Humpback whales eat A LOT of krill – up to 4,400 pounds per meal! Wood Thrush: food In spring and summer, wood thrushes often hunt for insects on the forest floor. They will hop along dead logs and poke their beaks into the leaf litter to find their food. Unfortunately, many people clean up the dead leaves from their yards. The wood thrush has trouble finding food when this happens. But you can help the wood thrush. Put aside a small section of your yard for leaves, dead logs, and rocks. This way, the wood thrush will have a place to search for food. Coconuts A coconut is a tropical fruit. It comes from Asia originally, but it grows in Puerto Rico, Hawaii, Central America, and South America. A coconut grows on a coconut palm, which looks like a palm but actually is taller and has more leaves. The coconut appears to be shades of brown and has a hairy shell. On the inside, there is a watery liquid called coconut milk. After you break through the shell, you find what is called the coconut meat. Both the meat and the milk are white. Dried coconut meat is called copra. The coconut is a very interesting fruit. Humpback Whales The humpback whale is huge. She is longer than a school bus and weighs 35 tons, but she preys on some of the smallest inhabitants of the sea world—tiny shrimp-like creatures that aren't much bigger than a piece of popcorn called krill.

### #3 - Admissions Essay Question

ELTU is **our opportunity to level-up**. We level-up in our calling at ELTU by increasing **our learning and our living** using Christ-Centered Coaching, Leadership and Change to make a difference in ourselves and the world around us, as well as those we are called to.

**Why is this particular degree your choice? What makes the degree in Christ-Centered Coaching, Leadership and Change a must achievement in your life?**

Coconuts

A coconut is a tropical fruit. It comes from Asia originally, but it grows in Puerto Rico, Hawaii, Central America, and South America. A coconut grows on a coconut palm, which looks like a palm but actually is taller and has more leaves. The coconut appears to be shades of brown and has a hairy shell. On the inside, there is a watery liquid called coconut milk. After



you break through the shell, you find what is called the coconut meat. Both the meat and the milk are white. Dried coconut meat is called copra. The coconut is a very interesting fruit.

## SAMPLE

Humpback Whales

The humpback whale is huge. She is longer than a school bus and weighs 35 tons, but she preys on some of the smallest inhabitants of the sea world—tiny shrimp-like creatures that aren't much bigger than a piece of popcorn called krill. To feed, she opens her mouth wide, taking in hundreds of gallons of water in a single gulp. A humpback whale has no teeth. Instead, attached to its upper jaw are rows of long, thin fingernail-like material called baleen. Each piece of baleen is about three feet long and has bristles at its end that act like a strainer. When the whale takes in a mouthful of water, it forces the water out through the baleen with its tongue, trapping thousands of tiny krill inside its mouth. Humpback whales eat A LOT of krill – up to 4,400 pounds per meal!

Wood Thrush: food

In spring and summer, wood thrushes often hunt for insects on the forest floor. They will hop along dead logs and poke their beaks into the leaf litter to find their food. Unfortunately, many people clean up the dead leaves from their yards. The wood thrush has trouble finding food when this happens. But you can help the wood thrush. Put aside a small section of your yard for leaves, dead logs, and rocks. This way, the wood thrush will have a place to search for food. Coconuts

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Humpback Whales

The humpback whale is huge. She is longer than a school bus and weighs 35 tons, but she preys on some of the smallest inhabitants of the sea world—tiny shrimp-like creatures that aren't much bigger than a piece of popcorn called krill.

## SCHOLARSHIPS

If you are interested in being considered for an ELTU scholarship or any financial assistance this section is required.

**How will you make use of the opportunity to level up at ELTU regardless of the outcome of the scholarship decision? What will happen if you do not get the scholarship? Who will be impacted by the change?**

Coconuts A coconut is a tropical fruit. It comes from Asia originally, but it grows in Puerto Rico, Hawaii, Central America, and South America. A coconut grows on a coconut palm, which looks like a palm but actually is taller and has more leaves. The coconut appears to be shades of brown and has a hairy shell. On the inside, there is a watery liquid called coconut milk. After you break through the shell, you find what is called the coconut meat. Both the meat and the milk are white. Dried coconut meat is called copra. The coconut is a very interesting fruit. Humpback Whales The humpback whale is huge. She is longer than a school bus and weighs 35 tons, but she preys on some of the smallest inhabitants of the sea world—tiny shrimp-like creatures that aren't much bigger than a piece of popcorn called krill. To feed, she opens her mouth wide, taking in hundreds of gallons of water in a single gulp. A humpback whale has no teeth. Instead, attached to its upper jaw are rows of long, thin fingernail-like material called baleen. Each piece of baleen is about three feet long and has bristles at its end that act like a strainer. When the whale takes in a mouthful of water, it forces the water out through the baleen with its tongue, trapping thousands of tiny krill inside its mouth. Humpback whales eat A LOT of krill – up to 4,400 pounds per meal! Wood Thrush: food In spring and summer, wood thrushes often hunt for insects on the forest floor. They will hop along dead logs and poke their beaks into the leaf litter to find their

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**Coconuts** A coconut is a tropical fruit. It comes from Asia originally, but it grows in Puerto Rico, Hawaii, Central America, and South America. A coconut grows on a coconut palm, which looks like a palm but actually is taller and has more leaves. The coconut appears to be shades of brown and has a hairy shell. On the inside, there is a watery liquid called coconut milk. After you break through the shell, you find what is called the coconut meat. Both the meat and the milk are white. Dried coconut meat is called copra. The coconut is a very interesting fruit.

**Humpback Whales** The humpback whale is huge. She is longer than a school bus and weighs 35 tons, but she preys on some of the smallest inhabitants of the sea world—tiny shrimp-like creatures that aren't much bigger than a piece of popcorn called krill.

**Please check all that apply:**

Unemployed or Displaced worker (laid off or under employed)

## ACKNOWLEDGEMENT

All students must complete this section

**Upon submission of my Admissions Application, I understand that I am required to pay the following fees OR set up an installment payment plan.**

**\*\*These fees are part of the Student Enrollment Agreement for all students.\*\* I understand that if I am an ELTU Scholarship recipient, I will receive FREE TUITION only; the following fees are not covered by the ELTU Scholarship and are required to be set-up during the enrollment process with this Admissions application. These fees are 100% refundable if my Application is not approved:**

One-time Registration Fee of \$100 (required with Application; refundable if not approved)

**SAMPLE**

Hit "Save" button and continue to Next section.



**ELEVATION LIFE TRANSFORMATION**

*The University of Christ-Centered Coaching, Leadership, & Change™*

## STUDENT STATEMENT OF CERTIFICATION

I certify that the information I have provided above are true to the best of my knowledge without any malice or any intention to commit acts of misrepresentation. I am aware that any false, misleading, or deceptive information provided that may lead to my withdrawal, expulsion, or any disciplinary action

which may be dealt with by the school's authorities. I am signing below electronically to confirm my intended use of my electronic signature on these documents. Electronic signature below is proof of my acceptance and agreement to the contents of this entire Admissions Application and all attached forms, including but not limited to the required attachments in this electronic process:

Admissions Application (completed)

Record of Previous Training and Education (next)

ELTU Policy Acknowledgement (next)

HS Diploma/GED Self-Attestation Form (next)

Student Enrollment Agreement (next)

#### TERMS AND CONDITIONS

I certify that I have read the ELTU School Policies & Catalog, and that should my application be approved, I agree to abide by all of the terms and conditions of the School. I understand that my information will be used for the intended purposes stated in the catalog. I agree to abide by the privacy and confidentiality rights of the University and all of its students and staff, including protecting any data and/or conversations via live interactions or virtual interactions posted on the University's portals and online access channels. I understand that my enrollment, if approved, may be immediately terminated for any infraction of University policies and procedures, including but not limited to any violation of the organization's practices of respect for the privacy and confidentiality of its instructors and students data.

#### DISCLAIMER & EXCLUSIONS

I further understand that ELTU degree programs and seminars are not regulated or accredited by the United States Department of Education or any other educational institution. Transferability of any credit hours earned at this school may be strictly limited to ELTU or ELTU business alliances. Students may not be able to transfer credits earned at ELTU to any other institutions as ELTU holds no relationship with Department of Education schools, accreditation agencies, or organizations. ELTU is exempt from requirements of the Texas Higher Education Coordinating Board (THECB). This means that ELTU program and seminar content is not designed for any state licensure, occupations, certification, or any other occupational requirements.

ELTU is offered only to enhance and maximize a student's own interests in their personal, professional, or spiritual journey. When considering occupational data, students may find information from the U.S. Bureau of Labor Statistics helpful.

Approved and Regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas.

**Terms and Conditions**

Accepted

**SAMPLE**

**Student Initials**

**Student Electronic Signature**

**Printed Name of Applicant**

textbox\_sample32 textbox\_sample33

**Date Signed by Applicant**

Monday, March 20, 2023



## STUDENT ENROLLMENT AGREEMENT

### SCHOOL INFORMATION

## ELEVATION LIFE TRANSFORMATION:

*The University of Christ-Centered Coaching, Leadership, & Change™*

8111 Whirlaway Elm Dr • Humble, TX • 77346 • Phone (281) 827-4396 • [www.ELEVATIONU.com](http://www.ELEVATIONU.com)

### STUDENT INFORMATION

Student Name	
Mailing Address	
Phone (including Area Code)	
E-mail Address	

### PROGRAM AND COST

Program Name	<b>BACHELOR OF SCIENCE DEGREE IN CHRIST-CENTERED LEADERSHIP, COACHING, AND CHANGE</b>		
Program Length	126 Minimum Contact Hours	Date training is to begin	
Course Type	<input checked="" type="checkbox"/> Program	<input type="checkbox"/> Seminar (single)	<input type="checkbox"/> Seminar (series)
Method of Delivery	Asynchronous		
Max Time Allowed	32 months		
Tuition**	\$3,145	Add-on Optional Expenses	
Registration Fee***	\$100	Add-on Degree / Seminar Series	\$2,000
Matriculation Fee	\$1,288	Add-on Book Publishing Package	\$2,400
Books**	\$250		
Supplies**	\$100	Other Fees	
<b>**SAVE \$\$ STUDENT DISCOUNTS apply for tuition and fees paid in advance</b>		Payment Plan Enrollment Fee ***	\$150

*\*\*Tuition represents the cost of ELTU delivered courses and does not include textbooks, supplies, or other expenses. Textbooks may be purchased from ELTU separately or from your favorite book dealer or [www.Amazon.com](http://www.Amazon.com). Students are responsible for the cost of their own Internet provider service, computer equipment, email, etc. which are needed to access and complete ELTU courses and programs. Any cost shown for book fees or supplies are estimates only based on current cost and subject to change.*

<b>TOTAL PROGRAM COST:</b>	<b>\$4,533</b>	<b>TOTAL IF PAID IN ADVANCE:</b>	<b>\$4,033</b>
----------------------------	----------------	----------------------------------	----------------

### METHOD OF PAYMENT

Select One

PAYMENT PLAN A	PAYMENT PLAN B		ADVANCED PAYMENT OF TUITION & FEES IF PAID IN FULL	ADVANCED PAYMENT OF TUITION ONLY
12 Monthly Installments with No Interest*	24 Monthly Installments with No Interest*		<b>\$4,033</b>	<b>\$2,845</b>
<b>\$369</b>	<b>\$185</b>		<b>SAVINGS AMOUNT:</b>	<b>SAVINGS AMOUNT:</b>
			<b>\$500</b>	<b>\$300</b>
Monthly plus the student's chosen optional Add-on package(s).	Monthly plus the student's chosen optional Add-on package(s).		No remaining fees if Tuition & Expenses paid in advance.	Matriculation Fees to be paid via 12 monthly installments with No Interest.
				<b>\$107</b>

*We accept all payments online via credit or debit cards. \*Installments are set as automatic recurring payments for electronic processing. Students may elect to set up Automatic Bill Pay, Auto Credit or Auto Debit Card Payments, with their bank or other Auto recurring electronic provider. Fees shown with three asterisks \*\*\* such as Payment Plan Enrollment Fee and Registration Fee are required at the time of Admission's Application for processing, and are therefore non-refundable unless the Student's Admissions Application is not approved.*

Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed the amounts paid by the debtor hereunder.

*The payment plans shown under Method of Payment do not include Student selected optional Add-on Packages. Voluntary Add-on fees will be calculated and added to the plan if and when the student chooses an optional Add-on Package. ELTU Inaugural Scholarship Recipients receive a Waiver of Tuition Form after submitting the Student Enrollment Agreement and receiving Scholarship approval.*

### CANCELLATION POLICY

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed.

### VOLUNTARY "ADD-ON" OPTIONS

ELTU may offer more than one program for the student to consider as optional programs, such as "bridge" program choices or multiple degree programs. These optional add-on programs or seminars complement the student's choices and offer flexibility in obtaining educational goals. Add-on programs are not mandatory and are purely offered as "bridges" of convenience to the student who wishes to join multiple programs together in completing his/her educational goals. In addition, ELTU program packages are often offered bundled together so that the student may receive special discounts approved by the School Director in advance. Any ELTU Program Credits for these programs are reviewed in advance by the ELTU School Director for transferability to other ELTU programs. Credit hours for Previous Training or Work Experience outside of ELTU programs or seminars do not apply to our ELTU bridge programs which are those programs that have already been shortened in program hours providing ELTU credits within our school. Any transfer of program credit from one ELTU program into another ELTU program must be requested by the student in advance of entering any ELTU program or seminar series; and approval if any, is at the sole discretion and approval of the ELTU School Director.

*The Optional Add-ons you select below are a part of this Student Enrollment Agreement and will be added as follows:*

#### Optional Expenses

Select Optional Add-on Services	Discounted Fee	Select Only One Option to Mark Yes	Enter Degree Program Name or Seminar Series Name That You Wish to Add-on
Add-on Degree Program or Seminar Series (only)	\$2,000		
Add-on Book Publishing Package (only)	\$2,400		
Add-on Both of the Above Options (combined)	\$4,400		
Do you wish to pay these Add-On Expenses in advance?	YES NO		

#### PAYMENT PLAN METHOD FOR "ADD-ON" OPTIONAL EXPENSES

#### SELECT ONE OPTION

OPTION A 12 monthly installments			OPTION B 24 monthly installments		
Degree or Seminar Series Only	Book Publishing Package Only	Both Add-ons	Degree or Seminar Series Only	Book Publishing Package Only	Both Add-ons
\$167	\$200	\$367	\$83	\$100	\$183
Monthly with No Interest	Monthly with No Interest	Monthly with No Interest	Monthly with No Interest	Monthly with No Interest	Monthly with No Interest

*Installments will be setup on automatic recurring payments on the ELTU website for electronic processing. Students may elect to set up Automatic Bill Pay, Auto Credit or Auto Debit Card Payments, with their bank or other Auto recurring electronic provider.*

Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed the amounts paid by the debtor hereunder.

#### STUDENT ACKNOWLEDGEMENT

☒ **YES** - A copy of the ELTU policies for Cancellations and Refunds for the Added-on Degree Program, Certificate Program or Seminar Series is attached to this Student Enrollment Agreement.

☐ **NO** - A copy of the ELTU policies for Cancellations and Refunds for the Added-on Degree Program, Certificate Program or Seminar Series is NOT attached to this Student Enrollment Agreement.

PAYMENT PLAN GRAND TOTAL		ADVANCE PAYMENTS TO BE MADE	
PAGE ONE – INITIAL PROGRAM AMOUNT TO PAY MONTHLY:		ADVANCE PAYMENT INITIAL PROGRAM:	
PAGE TWO – OPTIONAL ADD-ONS AMOUNT TO PAY MONTHLY:		ADVANCE PAYMENT ADD-ONS:	
# OF MONTHS:	PAYMENT PLAN GRAND TOTAL MONTHLY PAYMENTS:	TOTAL AMOUNT DUE IN ADVANCE:	
ACKNOWLEDGEMENTS		MATRICULATION FEES REMAINING PER MONTH:	

Approved and regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas.

I have received a copy of this enrollment agreement and current school catalog.

Student Initials:

**IMPORTANT: Right-click directly on this PDF to PRINT and SAVE your completed information. Choose "SAVE AS" to Download to your computer. ELECTRONIC SIGNATURE REQUIRED FOR ALL FORMS INCLUDED AT END OF THIS PROCESS**

Printed Name of Student: \_\_\_\_\_

Student Signature (hand sign or type here): \_\_\_\_\_

Printed Name of Authorized School Official: \_\_\_\_\_

Signature of Authorized School Official: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

## CANCELLATION AND REFUND POLICIES FOR ELTU DEGREE PROGRAMS, ASYNCHRONOUS SEMINARS & DISTANCE EDUCATION PROGRAMS

**This Cancellation and Refund Policy applies to all Degrees and asynchronous distance education learning seminars and programs at ELTU, including but not limited to:**

- **Bachelor of Science Degree in Christ-Centered Leadership, Coaching, and Change**
- **Master of Science Degree in Christ-Centered Leadership, Coaching, and Change**
- **Graduate Degree Program in Executive Leadership, Pastoral Care, & Change**
- **Doctor of Philosophy Degree in Christ-Centered Leadership, Coaching, and Change**
- **Doctor of Philosophy Degree in Human Capital Leadership and Change**
- **Christ-Centered MBA Certificate**
- **Personal Ministry Coach Certificate**

### CANCELLATION POLICY

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed by the prospective student.

### REFUND POLICY

1. For all programs other than seminars, a student may cancel enrollment, request a full refund including Tuition and Matriculation Fees paid, and request a release from any obligations to the school within the first three scheduled class days. As a general rule, the official first date of class or training for ELTU Degree programs and asynchronous distance education seminars is 3 business days after the notification of approved Admission status. After the third day following the official start of classes or training for ELTU Degree programs and asynchronous distance education seminars, refund computations will not include ELTU Matriculation fee. The full Matriculation Fee is due and payable on the official program start date as it is operating expenses needed to make the program/seminar certificate available. The Matriculation Fee for asynchronous programs/seminars may be paid in monthly installments. If the student is paying in monthly installments, all payments made must first be allocated towards the Matriculation Fee until Matriculation Fee is paid in full. If you change your mind and withdraw within the first 3 days of program start date, you get a full refund of the Matriculation and Tuition Fees paid. If for any reason you withdraw after the first 3 days of official program start date, the Matriculation Fee is non-refundable, and the tuition is refundable based on the number of lessons completed as discussed in this policy in item number 5 below.
2. After the first three scheduled class days, refund computations will be based on the total number of lessons completed in the Degree program or seminar certificate series and paid tuition and applicable fees according to the payment reimbursement scale discussed in this policy in item number 5 below. Applicable fees for the purposes of refunds does not include the ELTU Matriculation Fees as these fees are not a part of the tuition cost and are needed to operate programs and seminars at ELTU. It should be noted that ELTU tuition represents the cost of the ELTU course curricula only and does not include the cost of labor, textbooks, supplies, or any other associated or extra expenses. Specifically, for the

purpose of determining refund amount, ELTU uses the last day the student submitted a posting to any lesson or ELTU Discussion Forum whichever is last from the ELTU Course Content Outline. For determining the amount of refunds this number will be applied toward the amount of tuition fully paid in advance and not tuition paid in installment plans. Tuition and services rendered and paid via Payment Plan Installments are already pro-rated according to payment schedule. A refund will not be made for payments made via Payment Plan Installments unless the student has paid in excess over the amount due for the time period of the Installment Plan. Voluntary Add-ons are non-refundable once student's first draft work has been submitted. Add-on Degrees are refundable based on number of lessons completed.

3. The effective date of termination for refund purposes will be the earliest of the following:
  - (a) the date of notification to the student if the student is terminated;
  - (b) the date of receipt of written notice from the student; or
  - (c) the end of the third calendar month following the month in which the student's last lesson assignment was received unless notification has been received from the student that he wishes to remain enrolled.
4. If full tuition and fees are collected before any lessons have been completed, and if, after expiration of the 72-hour cancellation privilege, the student fails to begin the program, not more than \$100 shall be retained by the school.
5. If the student who enters an asynchronous distance education course terminates or withdraws after the expiration of the 72-hour cancellation privilege, the school may retain \$100 of the registration/enrollment fee and the refund policy will provide 75% of the tuition paid in advance for students having completed zero to 1 lesson within the first 12 weeks of entering the program; 50% of the tuition paid in advance will be refunded for students completing up to (2) lessons within the first 12 weeks of entering the program; 25% of the full tuition paid in advance for students completing up to (3) lessons within the first 12 weeks of entering the program. No refunds will be granted of the tuition paid in advance for students completing (4) or more lessons in the Degree program or asynchronous distance education seminar series completed.
6. Refund amount applies to students who paid full tuition upfront or in advance and not students who are paying using Payment Plan Installments. No refund amount will apply to students paying in Payment Plan Installments after the third day of classes and after the 72-hour enrollment cancellation privilege as these amounts are pro-rated already according to a payment plan. Any amounts paid into the Payment Plan Installment arrangement as per schedule covers services already rendered. Any excess or overage amounts paid above the minimum payment in the Installment agreement may be refunded. If a student paying via Installments completes more lessons than paid for, the student will not be granted academic credit on the transcript until the full number of payments have been made for the number of lessons completed. No refunds are due if a student paying via installment plan withdraws from the program having paid in the number of payments due for the Installment plan due at the time of withdrawal.
7. No refunds will be granted of any amount after an enrolled student has reached (4) or more completed ELTU Lessons in any order from their enrolled program after the third day of class and the 72-hour cancellation privilege has expired.
8. A full refund of all tuition and applicable fees is due in each of the following cases:
  - (a) an enrollee is not accepted by the school

- (b) if the program of instruction is discontinued by the school and this prevents the student from completing the program; or
- (c) if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or misrepresentations by the owner or representatives of the school.

#### **Asynchronous Distance Education Refund Policy for Students Called to Active Military Service**

9. A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:
  - (a) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
  - (b) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
  - (c) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
    - (a) satisfactorily completed at least 90 percent of the required coursework for the program; and
    - (b) demonstrated sufficient mastery of the program material to receive credit for completing the program.
10. Refunds will be totally consummated within 60 days after the effective date of termination.
11. In all cases, refunds will meet or exceed the requirements of TEC, §§132.061 and 132.0611 and TAC Chapter 807, Subchapter N.



## POLICY ON TUITION, FEES & SPECIAL CHARGES

ELTU is a small college that does not receive tuition, fees, financial assistance or any other prepayment of other charges from federal or state funds. As such, ELTU operates 100% on the payments provided from its student demographic population who sign up to engage in coaching, leadership, and change studies that enhance their callings and careers. Due to the specialized nature and objective of ELTU program of instruction, we have specific policies on Tuition, Fees, & Special Charges. The specific tuition and fees for registration, books, supplies, tools, laboratory fee, and other charges are shown broken down in detail in their respective sections for each degree program or seminar series. All tuition, fees, and special charges are outlined and agreed to in writing on the **ELTU Student Enrollment Agreement (SEA Form)**. The SEA Form is a legally binding contract and students must fulfill all terms of the Agreement as outlined, including but not limited to any tuition, payment plan processing fees, special charges, and other fees and expenses outlined in the University catalog and specified in the Agreement. Students must complete a new Student Enrollment Agreement should they wish to apply for a different program or certificate at the University. *(For ease of administration, any figures for mathematical calculations may be rounded up or down to the nearest whole number.)*

### TUITION

Tuition varies according to selected program or seminar. At ELTU, Tuition represents the cost of the ELTU delivered course curricula only and does not include textbooks, supplies, or any other expenses.

### EXTRA EXPENSES

In addition to the tuition associated with the degree program and seminar certificates, and pursuant to Texas Act §132.061, the following extra expenses are necessary for the portion of the program attended and are separately stated in the student enrollment agreement. Unless otherwise noted, ELTU will withhold these items of extra expense from any refunds made to the student as allowable and referenced under the Act.

The University will charge the following non-refundable fees, incidental fees, and other associated expenses as **these expenses are utilized to operate the program and will not be part of the calculations for refundable expenses. These fees are subject to change:**

- Registration Fee: \$100 *(refundable if Application for Admission is not approved)*
- Matriculation fee \$1,288 *(refundable if Application for Admission is not approved)*
- Program Re-instatement Fee \$100
- Payment Plan Enrollment Fee: \$150 *(refundable if Admission Application is not approved)*
- Late Payments \$35
- Extended Program Fee \$89 per month
- Official Transcripts \$30
- Fees Prior to Graduation Eligibility
- Add-on Degree Program \$2,000 *(Optional; Subject to change and varies by program)*
- Add-on Seminar \$2,000 *(Optional; Subject to change and varies)*
- Book Publishing Package \$2,400 *(Optional; Subject to change)*
- Book Fees & Supplies
- Returned check \$35
- Replacement Certificate Unframed \$50
- Official Framed Print or Reprint of Official Degree or Diploma Certificate \$189
- Tools Fee, Lab Fee, Individual Subject Fee

Brief descriptions of these fees:

**Registration Fee: \$100**

One-time non-refundable fee payable when students apply for admission to the school Admission's application. If a student is not approved for admission, then the fee is refunded.

**Matriculation Fee: \$1,288**

One-time non-refundable fee payable in advance or set up in 12-monthly installments upon admission and enrollment application. The Matriculation fee is refundable if Application for Admission is not approved; otherwise, this fee is required to operate all programs or seminars as part of operating costs and will not be considered in calculating any refundable expenses. The ELTU Matriculation Fee is a separate line item on the Student Enrollment Agreement and covers the cost of labor and operations expenses not included in tuition. This fee must be set up on 12-monthly installments or paid in advance when the student applies for Enrollment to the University (24-monthly installments is available for students with Voluntary Add-ons). ELTU Matriculation fee includes but is not limited to program/seminar related expenses for students accepted into the University; the Fee represents cost of providing student services, staff, access to technology platforms, communications, evaluations, operations expenses, and student-faculty activities, recordkeeping, and review upon admission and enrollment.

The full Matriculation Fee is due and payable on the official program/seminar start date as it is operating expenses needed to make the program/seminar available. The Matriculation Fee may be paid in monthly installments for degree and asynchronous programs only. If the student is paying in monthly installments, all payments made must first be allocated towards the Matriculation Fee until Matriculation Fee is paid in full. If you change your mind and withdraw within the first 3 days of program start date, you get a full refund of the Matriculation and Tuition Fees paid. If for any reason you withdraw after the first 3 days of official program start date, the Matriculation Fee is non-refundable, and the tuition is refundable based on the number of lessons completed as discussed in the Cancellations and Refunds policy.

The Matriculation Fee for synchronous programs and seminars cannot be paid in installments and is due and payable on the official program/seminar start date again, as it is operating expenses needed to make the program/seminar certificate available from enrollment. If you change your mind and withdraw from a synchronous program or seminar within the first 3 days of program/seminar start date, you get a full refund of the Matriculation and Tuition Fees paid. If for any reason you withdraw after the first 3 days of a synchronous official program/seminar start date, the Matriculation Fee portion is non-refundable, and the remaining portion of the synchronous program/seminar is refundable based on portion of the program/seminar attended.

**\$100 – Reinstatement Fee**

If a student who has cancelled or otherwise terminated a Student Enrollment Agreement wishes to reinstate a previously terminated agreement, then a fee of \$100 will be charged prior to re-instatement. This does not apply to students who have exercised the time provisions of the policy on Incompletes, Withdrawals, or Repeat Courses within the allowable time under the policy.

**Payment Plan Enrollment Fee**

A non-refundable \$150 Payment Plan Enrollment Fee is required at the time of payment plan election and is shown outlined in your Student Enrollment Agreement. *See Payment Plan policy*

**\$35 – Late Payments**

Late payment fees of \$35 are assessed for any installment payment remaining unpaid after (3) business days.

### **\$89 per month - Extended Program**

If a student has not finished the program after the maximum number of months has expired or has not successfully cancelled or otherwise terminated a Student Enrollment Agreement, the student may be assessed a fee to hold the program over beyond the maximum time period. A fee of \$89 per month will be charged until the student finishes the program. This does not apply to students who have exercised the time provisions of the policies on Incompletes, Withdrawals, Cancellations, Terminations, or Repeat Courses within the allowable time under policy.

### **\$30 – Official Transcripts**

A fee of \$30 will be charged when a student requests ELTU send copies of any transcripts requested by the student. The student must make a request for transcript in writing, including the school/entity/person who is authorized to receive the transcript. Student must pay all fees owed to the school for any open balances on the student financial account. The student must the transcript request before any documents will be released.

### **Fees Prior to Graduation Eligibility**

A Student who has an open balance on the Student Financial Account may not be scheduled for graduation, nor receive any certificates, Degrees, official grades, official or unofficial transcripts until all financial obligations for payment are paid in full on the Student ELTU Financial Account.

### **Add-on Program \$2,000 and Add-on Book Publishing Package \$2,400**

If you choose to add on an optional additional Degree programs, Seminar Series, or the ELTU Book Publishing Program, this information is shown on your Student Enrollment Agreement. You may be eligible for discounts as offered by the school and described in this ELTU Catalog (*see Student Discounts policy and VOLUNTARY "ADD-ON" SERVICES (OPTIONAL) policy*). These discounts vary and are subject to change. Your discounts amounts are shown on your Student Enrollment Agreement. Transaction details regarding Add-on services that you selected and their costs along with any terms for payment are also included and outlined on your Student Enrollment Agreement.

### **Book Fees & Supplies**

Textbooks vary in cost and students should project an estimate of about \$250 to \$350 total to cover books in any given ELTU program. Depending on the book provider, cost may be higher or lower than this estimate. Books may be purchased from your favorite bookstore online such as Amazon.com or similar, and some books may be purchased directly from ELTU separately. Students are responsible for the cost of their own textbooks, Internet, computer devices and equipment, email service, etc. which are needed to access and complete ELTU courses, seminars, and programs. Any cost shown for textbook fees or supplies are estimates only based on current cost and are subject to change at any time. *See policy on **BOOKS, MATERIALS, & SUPPLIES**.*

### **Tools Fee, Lab Fee, Individual Subject Fee**

Unless otherwise shown, the University does not charge a separate fee at this time as tools fee, lab fees, or individual subject fees.

## **STUDENT DISCOUNTS**

Tuition rate discounts and other student discounts may be offered to students who enroll in and purchase multiple programs and optional Add-on services, seminars and programs. ELTU students who wish to add on multiple programs or seminar series while enrolled in the current one may do so by purchasing the Add-on package. Each Add-on package applies only to one degree program or seminar series. Multiple Add-on packages must be purchased for multiple degree programs or seminars. A student enrolled in the full regular ELTU degree

program or seminar series (not an ELTU bridge) who purchases an Add-on package must complete the full required number of program hours for their selected Add-on degree program except where noted otherwise in this handbook concerning transferable credits for the selected program or seminar series. *For example, right before graduation a student in the ELTU Bachelor's degree program purchases (1) Add-on degree package for a Master's degree. The student must complete the required program hours in the first program before he/she can begin the next program or seminar series.* If the student has prior transferable credits, they may request consideration for those credits under our admissions policy. Add-on package price is strictly a discounted rate for which the student is eligible due to his/her multiple enrollments as an ELTU student. The discounted rate for the Add-on Package must be paid along with any school processing fees, including Matriculation fees. These fees are payable either upfront or they may be paid via an installment plan. If the Add-on package and fees are paid on an installment plan, the Add-on package installment plan may begin only after the current active degree plan has been paid in full. A student may not have more than one installment payment plan active at one time. At present, all our ELTU installment packages are paid monthly with no interest. All Add-on packages must be purchased while the student is currently active in good standing in an ELTU program or seminar series. Once a student has completed an ELTU program or seminar series, the student is no longer an active ELTU student and is no longer eligible to purchase an Add-on package discounted program. *(Also see policy on VOLUNTARY "ADD-ON" SERVICES (OPTIONAL)).*

### VOLUNTARY "ADD-ON" SERVICES (OPTIONAL)

ELTU may offer more than one program for the student to consider as optional programs, such as "bridge" program choices or multiple degree programs. These are optional add-on programs or seminars offered to complement the student's choices and offer flexibility in obtaining educational goals. Add-on programs are not mandatory and are purely offered as "bridges" of convenience to the student who wishes to join multiple programs together in completing his/her educational goals. In addition, ELTU program packages are often offered bundled together so that the student may receive special discounts approved by the School Director in advance. Any ELTU Program Credits for these programs are reviewed in advance by the ELTU School Director for transferability to other ELTU programs. Credit hours for Previous Training or Work Experience outside of ELTU programs or seminars do not apply to our ELTU bridge programs which are those programs that have already been shortened in program hours providing ELTU credits within our school. Any transfer of program credit from one ELTU program into another ELTU program must be requested by the student in advance of

entering any ELTU program or seminar series; and approval if any, is at the sole discretion and approval of the ELTU School Director.

### Add-on Multiple Programs or Seminars

ELTU students who wish to add on multiple programs or seminar series while enrolled in the current one may do so by purchasing the Add-on package. Each Add-on package applies only to one degree program or seminar series. Multiple Add-on packages must be purchased for multiple degree programs or seminars. A student enrolled in the full regular ELTU degree program or seminar series (not an ELTU bridge) who purchases an Add-on package must complete the full required number of program hours for their selected Add-on degree program except where noted otherwise in this handbook concerning transferable credits for the selected program or seminar series. *For example, right before graduation a student in the ELTU Bachelor's degree program purchases (1) Add-on degree package for a Master's degree. The student must complete the required program hours in the first program before he/she can begin the next program or seminar series.* If the student has prior transferable credits, they may request consideration for those credits under our admissions policy. Add-on package price is strictly a discounted rate for which the student is eligible due to his/her multiple enrollments as an ELTU student. The discounted rate for the Add-on Package must be paid along with any school processing fees, including Matriculation fees. These fees are payable either upfront or they may be paid via an installment plan. If the Add-on package and fees are paid on an installment plan, the Add-on package installment plan may begin only after the current active degree plan has been paid in full. A student may not have more than one installment payment plan active at one time. At present, all our ELTU installment packages are paid monthly with no interest. All Add-on packages must be purchased while the student is currently active in good standing in an ELTU program or seminar series. Once a student has completed an ELTU program or seminar series, the student is no longer an active ELTU student and is no longer eligible to purchase an Add-on package discounted program.

### Add-on Commercial Book Publishing Pkg (optional)

At ELTU: The University of Christ-Centered Coaching, Leadership, and Change, you can become not only transformed and empowered to go live your best life, but also write your story, get it published and released into the commercial marketplace or ministry marketplace - all while completing the dream of earning your college degree! In this Optional Book Publishing Package, you will complete the process of earning your chosen degree or graduate certificate, plus ELTU will help to launch your own published work into the commercial market or ministry marketplace! And the best part is this is all accomplished in the process of earning your degree or graduate certificate. Specifically, we will show you how to:

- **Write your book;**
- **Become a published author;**

- **Launch your book into marketplace or ministry;**
- **Get the Discounted rate of just \$2,400 for worldwide marketplace publishing; and**
- **Keep 100% of your Book Royalties minus any Amazon Publishing Fees!**

#### **How It Works:**

Pair the Add-on Commercial Book Publishing Package with any of our ELTU degree or graduate seminar certificates; you get to utilize your time in the Course Paper to create your book content for publication into the market. Instead of writing a textbook summary for your Course Paper, you will share your own stories along with what you learned in the textbook lectures to develop content for your Course Paper. This content is what you will submit as your Course Paper to the Instructor for grading. Once graded and returned to you, with your fully paid Add-on Book Publishing package, we receive your permission to publish the work for you under your name in the outside market. The material will be packaged by ELTU for your commercially produced book in the marketplace. With ELTU, you are provided with a full suite of our services including book editing, book cover, ISBN, setup training, and consultation to help turn your Course Paper into a production work file for your book. You will get to work on your book, your calling, and your personal brand all while completing your ELTU degree or seminar certificate! *Refundable until first draft of work is turned in submitted to Instructor.*

#### **All at a discounted publishing rate!**

*During enrollment, select the “Add-on Book Publishing Package.” The price shown for this Add-on program has already been discounted as shown in the Student Enrollment Agreement. This amount will be added on to your chosen degree or seminar certificate package. You will be given the opportunity to break the Add-on payment into installments or pay in advance. No work will be done on your book production file until all payments have been completed for both your ELTU degree or seminar certificate and your selected Add-on Commercial Book Publishing Package.*

#### **Commercial Publishing Package - Doctoral Dissertation**

When you pair the Add-on Commercial Book Publishing Package with the Doctoral Dissertation, once your Doctoral Dissertation has been successfully graded, defended, and conferred, your Course Doctoral Paper content will be used to create your book content for publication into the market. Each Add-on Commercial Book Publishing Package you purchase may only be used to publish your Combined Course Papers or your Dissertation. If you wish to publish both your Combined Course Papers and your Dissertation, you will need to purchase a total of (2) Add-ons as one of the Add-ons will cover the Program Course Papers and the other Add-on will cover the Program Dissertation. This unique and convenient learning experience gives students the opportunity to share their stories along with what you learned in the textbook lectures to make the world a

better place! The content you create is what you will submit as your Course Paper or Course Dissertation to the Instructor for grading. Once graded and returned to you, with your fully paid Add-on Book Publishing package, we receive your permission to publish the work for you under your name in the outside market. The material will be packaged by ELTU for your commercially produced book in the marketplace. With ELT, you are provided with a full suite of our services including book editing, book cover, ISBN, setup training, and consultation to help turn your Course Paper into a production work file for your book. You will get to work on your book, your calling, and your personal brand all while completing your ELTU degree or seminar certificate!

## **PAYMENT PLAN ENROLLMENT FEE**

Students may opt to pay tuition and fees on the installment plan. This plan allows a student to pay monthly tuition after the initial school registration fee has been paid to enroll in the desired program. The Payment Plan Enrollment is a separate enrollment into an installment payment plan available for your chosen ELTU program (if any) is outlined in the specified Student Enrollment Agreement for your chosen program. The number of payments outlined in each program may vary as each program duration is different. See the specifics outlined for your chosen program and course of study on your Student Enrollment Agreement.

The Payment Plan installments are due each month on the first day of the month. Any student failing to make the monthly installment is subject to fines/penalties, withdrawals for non-payment and may forfeit credit for courses. If a student is withdrawn for non-payment, all tuition, fees, fines and penalties are collected along with a reinstatement fee before course grades are assigned. Reinstatement may be granted through the end of the existing program year if the student brings the financial account current and follows the reinstatement policy. The Payment Plan is a legally binding contract and students must fulfill all terms of the payment plan installments as outlined in the Student Enrollment Agreement, including but not limited to any late fees, incidental expenses, and other fees and expenses as outlined in the University catalog and the Student Enrollment Agreement. Payment Plans are available at the beginning of the admission's process and may need to be revised if the student makes changes to their program. Students may only have one payment installment plan in effect at a time.

### **Payment Plan Enrollment Fee**

- A non-refundable \$150 Payment Plan Enrollment Fee is required at the time of payment plan election and is shown outlined in your Student Enrollment Agreement.
- Late payment fees of \$35 are assessed for any installment payment remaining unpaid after (3) business days.

### ***Method of Payment***

The only acceptable methods of payment are company (organization) checks or electronically processed transactions in good funds paid via online link electronically from the School. No cash payments are accepted. Company check processing or payment via Paypal, debit, credit cards, electronic funds transfer (EFT), and automated clearinghouse (ACH) recurring payments made electronically or online are the school's only acceptable method of payment.



## FINANCIAL AID & SCHOLARSHIPS

ELTU may from time to time be able to offer private scholarships. Organizations or individuals who wish to partner formally or informally with ELTU to support ELTU students' learning journey are welcome. Any funds available for scholarships will be offered according to the donor's requirements and in alignment with these school policies, notwithstanding any state, federal, or local governing laws that may be applicable. An educational sponsor, church or organization whose educational department has a strategic alliance with ELTU will be highlighted and featured as appreciation at the ELTU program graduation. ELTU does not participate in federal, state, or local government student financial aid programs under Title IV, Higher Education Act of 1965 (20 U.S.C. Section 1070 et seq.) All scholarships and financial aid awards become a part of the signed and executed Student Enrollment Agreement.

- **ELTU Inaugural Scholarship (2023)**

Established in 2023, the ELTU Inaugural Scholarship is a gift of Free Tuition from University Founder, Dr. Merle Ray, elevating students who are following their calling and career in the fields of leadership, coaching, spiritual care and/or managing change. The Scholarship serves to further Dr. Ray's commitment to encourage and support women and men who are committed to Christ-Centered leadership transformation in the 21st century.

A selection committee comprised of representatives from the University selects scholarship recipients on the basis of successful completion of the ELTU Admissions process and written essay questions contained in the Application. All applicants will receive notification in writing as to the decision of the committee. To obtain consideration, applicants must receive an Invitation to Apply letter directly from the University. ELTU Inaugural Scholarship covers Tuition only of the student's first ELTU Degree Program and does not cover Matriculation Fees or any other expenses. Inaugural candidates must complete the ELTU Admissions process and Student Enrollment Agreement in its entirety, and a **Waiver of Tuition** Form will be executed upon Admissions approval and Scholarship Committee approval. Expenses and Fees not covered by the Scholarship must be set up on installments or paid in advance prior to admission. All scholarships and financial aid awards become a part of the signed and executed Student Enrollment Agreement.





## STUDENT ENROLLMENT AGREEMENT

### SCHOOL INFORMATION

## ELEVATION LIFE TRANSFORMATION:

*The University of Christ-Centered Coaching, Leadership, & Change™*

8111 Whirlaway Elm Dr • Humble, TX • 77346 • Phone (281) 827-4396 • [www.ELEVATIONU.com](http://www.ELEVATIONU.com)

### STUDENT INFORMATION

Student Name	
Mailing Address	
Phone (including Area Code)	
E-mail Address	

### PROGRAM AND COST

Program Name	<b>MASTER OF SCIENCE DEGREE IN CHRIST-CENTERED LEADERSHIP, COACHING, AND CHANGE</b>		
Program Length	88 Minimum Contact Hours	Date training is to begin	
Course Type	<input checked="" type="checkbox"/> Program	<input type="checkbox"/> Seminar (single)	<input type="checkbox"/> Seminar (series)
Method of Delivery	Asynchronous		
Max Time Allowed	24 months		
Tuition**	\$2,625	<b>Add-on Optional Expenses</b>	
Registration/Enrollment Fee***	\$100	Add-on Degree / Seminar Series	\$2,000
Matriculation Fee	\$1,288	Add-on Book Publishing Package	\$2,400
Books**	\$250		
Supplies**	\$100	<b>Other Fees</b>	
<b>**SAVE \$\$ STUDENT DISCOUNTS apply for tuition and fees paid in advance</b>		Payment Plan Setup / Processing Fee ***	\$150

*\*\*Tuition represents the cost of ELTU delivered courses and does not include textbooks, supplies, or other expenses. Textbooks may be purchased from ELTU separately or from your favorite book dealer or [www.Amazon.com](http://www.Amazon.com). Students are responsible for the cost of their own Internet provider service, computer equipment, email, etc. which are needed to access and complete ELTU courses and programs. Any cost shown for book fees or supplies are estimates only based on current cost and subject to change.*

<b>TOTAL PROGRAM COST:</b>	<b>\$4,013</b>	<b>TOTAL IF PAID IN ADVANCE:</b>	<b>\$3,513</b>
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### METHOD OF PAYMENT

Select One

PAYMENT PLAN A	PAYMENT PLAN B	ADVANCED PAYMENT OF TUITION & FEES IF PAID IN FULL	ADVANCED PAYMENT OF TUITION ONLY
12 Monthly Installments with No Interest*	24 Monthly Installments with No Interest*		
<b>\$326</b>	<b>\$163</b>		<b>\$2,325</b>
			<b>SAVINGS AMOUNT:</b>
			<b>\$500</b>
Monthly plus the student's chosen optional Add-on package(s).	Monthly plus the student's chosen optional Add-on package(s).	No remaining fees if Tuition & Expenses paid in advance.	Matriculation Fees to be paid via 12 monthly installments with No Interest.
			<b>\$107</b>

*We accept all payments online via credit or debit cards. \*Installments will be setup on automatic recurring payments on the ELTU website for electronic processing. Students may elect to set up Automatic Bill Pay, Auto Credit or Auto Debit Card Payments, with their bank or other Auto recurring electronic provider. Fees shown with three asterisks \*\*\* such as Payment Plan Enrollment Fee and Registration Fee are required at the time of Admission's Application for processing, and are therefore non-refundable unless the Student's Admissions Application is not approved.*

**Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed the amounts paid by the debtor hereunder.**

*The payment plans shown under Method of Payment do not include Student selected optional Add-on Packages. Voluntary Add-on fees will be calculated and added to the plan if and when the student chooses an optional Add-The payment plans shown under Method of Payment do not include Student selected optional Add-on Packages. Voluntary Add-on fees will be calculated and added to the plan if and when the student chooses an optional Add-on Package. ELTU Inaugural Scholarship Recipients receive a Waiver of Tuition Form after submitting the Student Enrollment Agreement and receiving Scholarship approval.*

### CANCELLATION POLICY

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contact is signed.

### VOLUNTARY "ADD-ON" OPTIONS

ELTU may offer more than one program for the student to consider as optional programs, such as "bridge" program choices or multiple degree programs. These optional add-on programs or seminars complement the student's choices and offer flexibility in obtaining educational goals. Add-on programs are not mandatory and are purely offered as "bridges" of convenience to the student who wishes to join multiple programs together in completing his/her educational goals. In addition, ELTU program packages are often offered bundled together so that the student may receive special discounts approved by the School Director in advance. Any ELTU Program Credits for these programs are reviewed in advance by the ELTU School Director for transferability to other ELTU programs. Credit hours for Previous Training or Work Experience outside of ELTU programs or seminars do not apply to our ELTU bridge programs which are those programs that have already been shortened in program hours providing ELTU credits within our school. Any transfer of program credit from one ELTU program into another ELTU program must be requested by the student in advance of entering any ELTU program or seminar series; and approval if any, is at the sole discretion and approval of the ELTU School Director.

*The Optional Add-ons you select below are a part of this Student Enrollment Agreement and will be added as follows:*

Optional Expenses			
Select Optional Add-on Services	Discounted Fee	Select Only One Option to Mark Yes	Enter Degree Program Name or Seminar Series Name That You Wish to Add-on
Add-on Degree Program or Seminar Series (only)	\$2,000		
Add-on Book Publishing Package (only)	\$2,400		
Add-on Both of the Above Options (combined)	\$4,400		
Do you wish to pay these Add-On Expenses in advance?	YES      NO		

#### PAYMENT PLAN METHOD FOR "ADD-ON" OPTIONAL EXPENSES

#### SELECT ONE OPTION

OPTION A 12 monthly installments			OPTION B 24 monthly installments		
Degree or Seminar Series Only	Book Publishing Package Only	Both Add-ons	Degree or Seminar Series Only	Book Publishing Package Only	Both Add-ons
\$167	\$200	\$367	\$83	\$100	\$183
Monthly with No Interest	Monthly with No Interest	Monthly with No Interest	Monthly with No Interest	Monthly with No Interest	Monthly with No Interest

*Installments will be setup on automatic recurring payments on the ELTU website for electronic processing. Students may elect to set up Automatic Bill Pay, Auto Credit or Auto Debit Card Payments, with their bank or other Auto recurring electronic provider.*

Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed the amounts paid by the debtor hereunder.

#### STUDENT ACKNOWLEDGEMENT

☒ **YES** - A copy of the ELTU policies for Cancellations and Refunds for the Added-on Degree Program, Certificate Program or Seminar Series is attached to this Student Enrollment Agreement.

☐ **NO** - A copy of the ELTU policies for Cancellations and Refunds for the Added-on Degree Program, Certificate Program or Seminar Series is NOT attached to this Student Enrollment Agreement.

PAYMENT PLAN GRAND TOTAL	ADVANCE PAYMENTS TO BE MADE
PAGE ONE – INITIAL PROGRAM AMOUNT TO PAY MONTHLY:	ADVANCE PAYMENT INITIAL PROGRAM:
PAGE TWO – OPTIONAL ADD-ONS AMOUNT TO PAY MONTHLY:	ADVANCE PAYMENT ADD-ONS:
# OF MONTHS: _____	TOTAL AMOUNT DUE IN ADVANCE:
PAYMENT PLAN GRAND TOTAL _____	MATRICULATION FEES REMAINING PER MONTH:
MONTHLY PAYMENTS: _____	

#### ACKNOWLEDGEMENTS

Approved and regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas.

I have received a copy of this enrollment agreement and current school catalog.

Student Initials: \_\_\_\_\_

**IMPORTANT: Right-click directly on this PDF to PRINT and SAVE your completed information. Choose "SAVE AS" to Download to your computer. ELECTRONIC SIGNATURE REQUIRED FOR ALL FORMS INCLUDED AT END OF THIS PROCESS**

Printed Name of Student: \_\_\_\_\_

Student Signature (hand sign or type here): \_\_\_\_\_

Printed Name of Authorized School Official: \_\_\_\_\_

Signature of Authorized School Official: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## CANCELLATION AND REFUND POLICIES FOR ELTU DEGREE PROGRAMS, ASYNCHRONOUS SEMINARS & DISTANCE EDUCATION PROGRAMS

**This Cancellation and Refund Policy applies to all Degrees and asynchronous distance education learning seminars and programs at ELTU, including but not limited to:**

- **Bachelor of Science Degree in Christ-Centered Leadership, Coaching, and Change**
- **Master of Science Degree in Christ-Centered Leadership, Coaching, and Change**
- **Graduate Degree Program in Executive Leadership, Pastoral Care, & Change**
- **Doctor of Philosophy Degree in Christ-Centered Leadership, Coaching, and Change**
- **Doctor of Philosophy Degree in Human Capital Leadership and Change**
- **Christ-Centered MBA Certificate**
- **Personal Ministry Coach Certificate**

### CANCELLATION POLICY

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed by the prospective student.

### REFUND POLICY

1. For all programs other than seminars, a student may cancel enrollment, request a full refund including Tuition and Matriculation Fees paid, and request a release from any obligations to the school within the first three scheduled class days. As a general rule, the official first date of class or training for ELTU Degree programs and asynchronous distance education seminars is 3 business days after the notification of approved Admission status. After the third day following the official start of classes or training for ELTU Degree programs and asynchronous distance education seminars, refund computations will not include ELTU Matriculation fee. The full Matriculation Fee is due and payable on the official program start date as it is operating expenses needed to make the program/seminar certificate available. The Matriculation Fee for asynchronous programs/seminars may be paid in monthly installments. If the student is paying in monthly installments, all payments made must first be allocated towards the Matriculation Fee until Matriculation Fee is paid in full. If you change your mind and withdraw within the first 3 days of program start date, you get a full refund of the Matriculation and Tuition Fees paid. If for any reason you withdraw after the first 3 days of official program start date, the Matriculation Fee is non-refundable, and the tuition is refundable based on the number of lessons completed as discussed in this policy in item number 5 below.
2. After the first three scheduled class days, refund computations will be based on the total number of lessons completed in the Degree program or seminar certificate series and paid tuition and applicable fees according to the payment reimbursement scale discussed in this policy in item number 5 below. Applicable fees for the purposes of refunds does not include the ELTU Matriculation Fees as these fees are not a part of the tuition cost and are needed to operate programs and seminars at ELTU. It should be noted that ELTU tuition represents the cost of the ELTU course curricula only and does not include the cost of labor, textbooks, supplies, or any other associated or extra expenses. Specifically, for the

purpose of determining refund amount, ELTU uses the last day the student submitted a posting to any lesson or ELTU Discussion Forum whichever is last from the ELTU Course Content Outline. For determining the amount of refunds this number will be applied toward the amount of tuition fully paid in advance and not tuition paid in installment plans. Tuition and services rendered and paid via Payment Plan Installments are already pro-rated according to payment schedule. A refund will not be made for payments made via Payment Plan Installments unless the student has paid in excess over the amount due for the time period of the Installment Plan. Voluntary Add-ons are non-refundable once student's first draft work has been submitted. Add-on Degrees are refundable based on number of lessons completed.

3. The effective date of termination for refund purposes will be the earliest of the following:
  - (a) the date of notification to the student if the student is terminated;
  - (b) the date of receipt of written notice from the student; or
  - (c) the end of the third calendar month following the month in which the student's last lesson assignment was received unless notification has been received from the student that he wishes to remain enrolled.
4. If full tuition and fees are collected before any lessons have been completed, and if, after expiration of the 72-hour cancellation privilege, the student fails to begin the program, not more than \$100 shall be retained by the school.
5. If the student who enters an asynchronous distance education course terminates or withdraws after the expiration of the 72-hour cancellation privilege, the school may retain \$100 of the registration/enrollment fee and the refund policy will provide 75% of the tuition paid in advance for students having completed zero to 1 lesson within the first 12 weeks of entering the program; 50% of the tuition paid in advance will be refunded for students completing up to (2) lessons within the first 12 weeks of entering the program; 25% of the full tuition paid in advance for students completing up to (3) lessons within the first 12 weeks of entering the program. No refunds will be granted of the tuition paid in advance for students completing (4) or more lessons in the Degree program or asynchronous distance education seminar series completed.
6. Refund amount applies to students who paid full tuition upfront or in advance and not students who are paying using Payment Plan Installments. No refund amount will apply to students paying in Payment Plan Installments after the third day of classes and after the 72-hour enrollment cancellation privilege as these amounts are pro-rated already according to a payment plan. Any amounts paid into the Payment Plan Installment arrangement as per schedule covers services already rendered. Any excess or overage amounts paid above the minimum payment in the Installment agreement may be refunded. If a student paying via Installments completes more lessons than paid for, the student will not be granted academic credit on the transcript until the full number of payments have been made for the number of lessons completed. No refunds are due if a student paying via installment plan withdraws from the program having paid in the number of payments due for the Installment plan due at the time of withdrawal.
7. No refunds will be granted of any amount after an enrolled student has reached (4) or more completed ELTU Lessons in any order from their enrolled program after the third day of class and the 72-hour cancellation privilege has expired.
8. A full refund of all tuition and applicable fees is due in each of the following cases:
  - (a) an enrollee is not accepted by the school

- (b) if the program of instruction is discontinued by the school and this prevents the student from completing the program; or
- (c) if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or misrepresentations by the owner or representatives of the school.

#### **Asynchronous Distance Education Refund Policy for Students Called to Active Military Service**

9. A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:
  - (a) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
  - (b) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
  - (c) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
    - (a) satisfactorily completed at least 90 percent of the required coursework for the program; and
    - (b) demonstrated sufficient mastery of the program material to receive credit for completing the program.
10. Refunds will be totally consummated within 60 days after the effective date of termination.
11. In all cases, refunds will meet or exceed the requirements of TEC, §§132.061 and 132.0611 and TAC Chapter 807, Subchapter N.

## POLICY ON TUITION, FEES & SPECIAL CHARGES

ELTU is a small college that does not receive tuition, fees, financial assistance or any other prepayment of other charges from federal or state funds. As such, ELTU operates 100% on the payments provided from its student demographic population who sign up to engage in coaching, leadership, and change studies that enhance their callings and careers. Due to the specialized nature and objective of ELTU program of instruction, we have specific policies on Tuition, Fees, & Special Charges. The specific tuition and fees for registration, books, supplies, tools, laboratory fee, and other charges are shown broken down in detail in their respective sections for each degree program or seminar series. All tuition, fees, and special charges are outlined and agreed to in writing on the **ELTU Student Enrollment Agreement (SEA Form)**. The SEA Form is a legally binding contract and students must fulfill all terms of the Agreement as outlined, including but not limited to any tuition, payment plan processing fees, special charges, and other fees and expenses outlined in the University catalog and specified in the Agreement. Students must complete a new Student Enrollment Agreement should they wish to apply for a different program or certificate at the University. *(For ease of administration, any figures for mathematical calculations may be rounded up or down to the nearest whole number.)*

### TUITION

Tuition varies according to selected program or seminar. At ELTU, Tuition represents the cost of the ELTU delivered course curricula only and does not include textbooks, supplies, or any other expenses.

### EXTRA EXPENSES

In addition to the tuition associated with the degree program and seminar certificates, and pursuant to Texas Act §132.061, the following extra expenses are necessary for the portion of the program attended and are separately stated in the student enrollment agreement. Unless otherwise noted, ELTU will withhold these items of extra expense from any refunds made to the student as allowable and referenced under the Act.

The University will charge the following non-refundable fees, incidental fees, and other associated expenses as **these expenses are utilized to operate the program and will not be part of the calculations for refundable expenses. These fees are subject to change:**

- Registration Fee: \$100 *(refundable if Application for Admission is not approved)*
- Matriculation fee \$1,288 *(refundable if Application for Admission is not approved)*
- Program Re-instatement Fee \$100
- Payment Plan Enrollment Fee: \$150 *(refundable if Admission Application is not approved)*
- Late Payments \$35
- Extended Program Fee \$89 per month
- Official Transcripts \$30
- Fees Prior to Graduation Eligibility
- Add-on Degree Program \$2,000 *(Optional; Subject to change and varies by program)*
- Add-on Seminar \$2,000 *(Optional; Subject to change and varies)*
- Book Publishing Package \$2,400 *(Optional; Subject to change)*
- Book Fees & Supplies
- Returned check \$35
- Replacement Certificate Unframed \$50
- Official Framed Print or Reprint of Official Degree or Diploma Certificate \$189
- Tools Fee, Lab Fee, Individual Subject Fee

Brief descriptions of these fees:

**Registration Fee: \$100**

One-time non-refundable fee payable when students apply for admission to the school Admission's application. If a student is not approved for admission, then the fee is refunded.

**Matriculation Fee: \$1,288**

One-time non-refundable fee payable in advance or set up in 12-monthly installments upon admission and enrollment application. The Matriculation fee is refundable if Application for Admission is not approved; otherwise, this fee is required to operate all programs or seminars as part of operating costs and will not be considered in calculating any refundable expenses. The ELTU Matriculation Fee is a separate line item on the Student Enrollment Agreement and covers the cost of labor and operations expenses not included in tuition. This fee must be set up on 12-monthly installments or paid in advance when the student applies for Enrollment to the University (24-monthly installments is available for students with Voluntary Add-ons). ELTU Matriculation fee includes but is not limited to program/seminar related expenses for students accepted into the University; the Fee represents cost of providing student services, staff, access to technology platforms, communications, evaluations, operations expenses, and student-faculty activities, recordkeeping, and review upon admission and enrollment.

The full Matriculation Fee is due and payable on the official program/seminar start date as it is operating expenses needed to make the program/seminar available. The Matriculation Fee may be paid in monthly installments for degree and asynchronous programs only. If the student is paying in monthly installments, all payments made must first be allocated towards the Matriculation Fee until Matriculation Fee is paid in full. If you change your mind and withdraw within the first 3 days of program start date, you get a full refund of the Matriculation and Tuition Fees paid. If for any reason you withdraw after the first 3 days of official program start date, the Matriculation Fee is non-refundable, and the tuition is refundable based on the number of lessons completed as discussed in the Cancellations and Refunds policy.

The Matriculation Fee for synchronous programs and seminars cannot be paid in installments and is due and payable on the official program/seminar start date again, as it is operating expenses needed to make the program/seminar certificate available from enrollment. If you change your mind and withdraw from a synchronous program or seminar within the first 3 days of program/seminar start date, you get a full refund of the Matriculation and Tuition Fees paid. If for any reason you withdraw after the first 3 days of a synchronous official program/seminar start date, the Matriculation Fee portion is non-refundable, and the remaining portion of the synchronous program/seminar is refundable based on portion of the program/seminar attended.

**\$100 – Reinstatement Fee**

If a student who has cancelled or otherwise terminated a Student Enrollment Agreement wishes to reinstate a previously terminated agreement, then a fee of \$100 will be charged prior to re-instatement. This does not apply to students who have exercised the time provisions of the policy on Incompletes, Withdrawals, or Repeat Courses within the allowable time under the policy.

**Payment Plan Enrollment Fee**

A non-refundable \$150 Payment Plan Enrollment Fee is required at the time of payment plan election and is shown outlined in your Student Enrollment Agreement. *See Payment Plan policy*

**\$35 – Late Payments**

Late payment fees of \$35 are assessed for any installment payment remaining unpaid after (3) business days.

### **\$89 per month - Extended Program**

If a student has not finished the program after the maximum number of months has expired or has not successfully cancelled or otherwise terminated a Student Enrollment Agreement, the student may be assessed a fee to hold the program over beyond the maximum time period. A fee of \$89 per month will be charged until the student finishes the program. This does not apply to students who have exercised the time provisions of the policies on Incompletes, Withdrawals, Cancellations, Terminations, or Repeat Courses within the allowable time under policy.

### **\$30 – Official Transcripts**

A fee of \$30 will be charged when a student requests ELTU send copies of any transcripts requested by the student. The student must make a request for transcript in writing, including the school/entity/person who is authorized to receive the transcript. Student must pay all fees owed to the school for any open balances on the student financial account. The student must the transcript request before any documents will be released.

### **Fees Prior to Graduation Eligibility**

A Student who has an open balance on the Student Financial Account may not be scheduled for graduation, nor receive any certificates, Degrees, official grades, official or unofficial transcripts until all financial obligations for payment are paid in full on the Student ELTU Financial Account.

### **Add-on Program \$2,000 and Add-on Book Publishing Package \$2,400**

If you choose to add on an optional additional Degree programs, Seminar Series, or the ELTU Book Publishing Program, this information is shown on your Student Enrollment Agreement. You may be eligible for discounts as offered by the school and described in this ELTU Catalog (*see Student Discounts policy and VOLUNTARY "ADD-ON" SERVICES (OPTIONAL) policy*). These discounts vary and are subject to change. Your discounts amounts are shown on your Student Enrollment Agreement. Transaction details regarding Add-on services that you selected and their costs along with any terms for payment are also included and outlined on your Student Enrollment Agreement.

### **Book Fees & Supplies**

Textbooks vary in cost and students should project an estimate of about \$250 to \$350 total to cover books in any given ELTU program. Depending on the book provider, cost may be higher or lower than this estimate. Books may be purchased from your favorite bookstore online such as Amazon.com or similar, and some books may be purchased directly from ELTU separately. Students are responsible for the cost of their own textbooks, Internet, computer devices and equipment, email service, etc. which are needed to access and complete ELTU courses, seminars, and programs. Any cost shown for textbook fees or supplies are estimates only based on current cost and are subject to change at any time. *See policy on **BOOKS, MATERIALS, & SUPPLIES**.*

### **Tools Fee, Lab Fee, Individual Subject Fee**

Unless otherwise shown, the University does not charge a separate fee at this time as tools fee, lab fees, or individual subject fees.

## **STUDENT DISCOUNTS**

Tuition rate discounts and other student discounts may be offered to students who enroll in and purchase multiple programs and optional Add-on services, seminars and programs. ELTU students who wish to add on multiple programs or seminar series while enrolled in the current one may do so by purchasing the Add-on package. Each Add-on package applies only to one degree program or seminar series. Multiple Add-on packages must be purchased for multiple degree programs or seminars. A student enrolled in the full regular ELTU degree



program or seminar series (not an ELTU bridge) who purchases an Add-on package must complete the full required number of program hours for their selected Add-on degree program except where noted otherwise in this handbook concerning transferable credits for the selected program or seminar series. *For example, right before graduation a student in the ELTU Bachelor's degree program purchases (1) Add-on degree package for a Master's degree. The student must complete the required program hours in the first program before he/she can begin the next program or seminar series.* If the student has prior transferable credits, they may request consideration for those credits under our admissions policy. Add-on package price is strictly a discounted rate for which the student is eligible due to his/her multiple enrollments as an ELTU student. The discounted rate for the Add-on Package must be paid along with any school processing fees, including Matriculation fees. These fees are payable either upfront or they may be paid via an installment plan. If the Add-on package and fees are paid on an installment plan, the Add-on package installment plan may begin only after the current active degree plan has been paid in full. A student may not have more than one installment payment plan active at one time. At present, all our ELTU installment packages are paid monthly with no interest. All Add-on packages must be purchased while the student is currently active in good standing in an ELTU program or seminar series. Once a student has completed an ELTU program or seminar series, the student is no longer an active ELTU student and is no longer eligible to purchase an Add-on package discounted program. *(Also see policy on VOLUNTARY "ADD-ON" SERVICES (OPTIONAL)).*

### VOLUNTARY "ADD-ON" SERVICES (OPTIONAL)

ELTU may offer more than one program for the student to consider as optional programs, such as "bridge" program choices or multiple degree programs. These are optional add-on programs or seminars offered to complement the student's choices and offer flexibility in obtaining educational goals. Add-on programs are not mandatory and are purely offered as "bridges" of convenience to the student who wishes to join multiple programs together in completing his/her educational goals. In addition, ELTU program packages are often offered bundled together so that the student may receive special discounts approved by the School Director in advance. Any ELTU Program Credits for these programs are reviewed in advance by the ELTU School Director for transferability to other ELTU programs. Credit hours for Previous Training or Work Experience outside of ELTU programs or seminars do not apply to our ELTU bridge programs which are those programs that have already been shortened in program hours providing ELTU credits within our school. Any transfer of program credit from one ELTU program into another ELTU program must be requested by the student in advance of

entering any ELTU program or seminar series; and approval if any, is at the sole discretion and approval of the ELTU School Director.

### Add-on Multiple Programs or Seminars

ELTU students who wish to add on multiple programs or seminar series while enrolled in the current one may do so by purchasing the Add-on package. Each Add-on package applies only to one degree program or seminar series. Multiple Add-on packages must be purchased for multiple degree programs or seminars. A student enrolled in the full regular ELTU degree program or seminar series (not an ELTU bridge) who purchases an Add-on package must complete the full required number of program hours for their selected Add-on degree program except where noted otherwise in this handbook concerning transferable credits for the selected program or seminar series. *For example, right before graduation a student in the ELTU Bachelor's degree program purchases (1) Add-on degree package for a Master's degree. The student must complete the required program hours in the first program before he/she can begin the next program or seminar series.* If the student has prior transferable credits, they may request consideration for those credits under our admissions policy. Add-on package price is strictly a discounted rate for which the student is eligible due to his/her multiple enrollments as an ELTU student. The discounted rate for the Add-on Package must be paid along with any school processing fees, including Matriculation fees. These fees are payable either upfront or they may be paid via an installment plan. If the Add-on package and fees are paid on an installment plan, the Add-on package installment plan may begin only after the current active degree plan has been paid in full. A student may not have more than one installment payment plan active at one time. At present, all our ELTU installment packages are paid monthly with no interest. All Add-on packages must be purchased while the student is currently active in good standing in an ELTU program or seminar series. Once a student has completed an ELTU program or seminar series, the student is no longer an active ELTU student and is no longer eligible to purchase an Add-on package discounted program.

### Add-on Commercial Book Publishing Pkg (optional)

At ELTU: The University of Christ-Centered Coaching, Leadership, and Change, you can become not only transformed and empowered to go live your best life, but also write your story, get it published and released into the commercial marketplace or ministry marketplace - all while completing the dream of earning your college degree! In this Optional Book Publishing Package, you will complete the process of earning your chosen degree or graduate certificate, plus ELTU will help to launch your own published work into the commercial market or ministry marketplace! And the best part is this is all accomplished in the process of earning your degree or graduate certificate. Specifically, we will show you how to:

- **Write your book;**
- **Become a published author;**

- **Launch your book into marketplace or ministry;**
- **Get the Discounted rate of just \$2,400 for worldwide marketplace publishing; and**
- **Keep 100% of your Book Royalties minus any Amazon Publishing Fees!**

#### **How It Works:**

Pair the Add-on Commercial Book Publishing Package with any of our ELTU degree or graduate seminar certificates; you get to utilize your time in the Course Paper to create your book content for publication into the market. Instead of writing a textbook summary for your Course Paper, you will share your own stories along with what you learned in the textbook lectures to develop content for your Course Paper. This content is what you will submit as your Course Paper to the Instructor for grading. Once graded and returned to you, with your fully paid Add-on Book Publishing package, we receive your permission to publish the work for you under your name in the outside market. The material will be packaged by ELTU for your commercially produced book in the marketplace. With ELTU, you are provided with a full suite of our services including book editing, book cover, ISBN, setup training, and consultation to help turn your Course Paper into a production work file for your book. You will get to work on your book, your calling, and your personal brand all while completing your ELTU degree or seminar certificate! *Refundable until first draft of work is turned in submitted to Instructor.*

#### **All at a discounted publishing rate!**

*During enrollment, select the “Add-on Book Publishing Package.” The price shown for this Add-on program has already been discounted as shown in the Student Enrollment Agreement. This amount will be added on to your chosen degree or seminar certificate package. You will be given the opportunity to break the Add-on payment into installments or pay in advance. No work will be done on your book production file until all payments have been completed for both your ELTU degree or seminar certificate and your selected Add-on Commercial Book Publishing Package.*

#### **Commercial Publishing Package - Doctoral Dissertation**

When you pair the Add-on Commercial Book Publishing Package with the Doctoral Dissertation, once your Doctoral Dissertation has been successfully graded, defended, and conferred, your Course Doctoral Paper content will be used to create your book content for publication into the market. Each Add-on Commercial Book Publishing Package you purchase may only be used to publish your Combined Course Papers or your Dissertation. If you wish to publish both your Combined Course Papers and your Dissertation, you will need to purchase a total of (2) Add-ons as one of the Add-ons will cover the Program Course Papers and the other Add-on will cover the Program Dissertation. This unique and convenient learning experience gives students the opportunity to share their stories along with what you learned in the textbook lectures to make the world a

better place! The content you create is what you will submit as your Course Paper or Course Dissertation to the Instructor for grading. Once graded and returned to you, with your fully paid Add-on Book Publishing package, we receive your permission to publish the work for you under your name in the outside market. The material will be packaged by ELTU for your commercially produced book in the marketplace. With ELT, you are provided with a full suite of our services including book editing, book cover, ISBN, setup training, and consultation to help turn your Course Paper into a production work file for your book. You will get to work on your book, your calling, and your personal brand all while completing your ELTU degree or seminar certificate!

## **PAYMENT PLAN ENROLLMENT FEE**

Students may opt to pay tuition and fees on the installment plan. This plan allows a student to pay monthly tuition after the initial school registration fee has been paid to enroll in the desired program. The Payment Plan Enrollment is a separate enrollment into an installment payment plan available for your chosen ELTU program (if any) is outlined in the specified Student Enrollment Agreement for your chosen program. The number of payments outlined in each program may vary as each program duration is different. See the specifics outlined for your chosen program and course of study on your Student Enrollment Agreement.

The Payment Plan installments are due each month on the first day of the month. Any student failing to make the monthly installment is subject to fines/penalties, withdrawals for non-payment and may forfeit credit for courses. If a student is withdrawn for non-payment, all tuition, fees, fines and penalties are collected along with a reinstatement fee before course grades are assigned. Reinstatement may be granted through the end of the existing program year if the student brings the financial account current and follows the re-instatement policy. The Payment Plan is a legally binding contract and students must fulfill all terms of the payment plan installments as outlined in the Student Enrollment Agreement, including but not limited to any late fees, incidental expenses, and other fees and expenses as outlined in the University catalog and the Student Enrollment Agreement. Payment Plans are available at the beginning of the admission's process and may need to be revised if the student makes changes to their program. Students may only have one payment installment plan in effect at a time.

### **Payment Plan Enrollment Fee**

- A non-refundable \$150 Payment Plan Enrollment Fee is required at the time of payment plan election and is shown outlined in your Student Enrollment Agreement.
- Late payment fees of \$35 are assessed for any installment payment remaining unpaid after (3) business days.

### ***Method of Payment***

The only acceptable methods of payment are company (organization) checks or electronically processed transactions in good funds paid via online link electronically from the School. No cash payments are accepted. Company check processing or payment via Paypal, debit, credit cards, electronic funds transfer (EFT), and automated clearinghouse (ACH) recurring payments made electronically or online are the school's only acceptable method of payment.

## FINANCIAL AID & SCHOLARSHIPS

ELTU may from time to time be able to offer private scholarships. Organizations or individuals who wish to partner formally or informally with ELTU to support ELTU students' learning journey are welcome. Any funds available for scholarships will be offered according to the donor's requirements and in alignment with these school policies, notwithstanding any state, federal, or local governing laws that may be applicable. An educational sponsor, church or organization whose educational department has a strategic alliance with ELTU will be highlighted and featured as appreciation at the ELTU program graduation. ELTU does not participate in federal, state, or local government student financial aid programs under Title IV, Higher Education Act of 1965 (20 U.S.C. Section 1070 et seq.) All scholarships and financial aid awards become a part of the signed and executed Student Enrollment Agreement.

- **ELTU Inaugural Scholarship (2023)**

Established in 2023, the ELTU Inaugural Scholarship is a gift of Free Tuition from University Founder, Dr. Merle Ray, elevating students who are following their calling and career in the fields of leadership, coaching, spiritual care and/or managing change. The Scholarship serves to further Dr. Ray's commitment to encourage and support women and men who are committed to Christ-Centered leadership transformation in the 21st century.

A selection committee comprised of representatives from the University selects scholarship recipients on the basis of successful completion of the ELTU Admissions process and written essay questions contained in the Application. All applicants will receive notification in writing as to the decision of the committee. To obtain consideration, applicants must receive an Invitation to Apply letter directly from the University. ELTU Inaugural Scholarship covers Tuition only of the student's first ELTU Degree Program and does not cover Matriculation Fees or any other expenses. Inaugural candidates must complete the ELTU Admissions process and Student Enrollment Agreement in its entirety, and a **Waiver of Tuition** Form will be executed upon Admissions approval and Scholarship Committee approval. Expenses and Fees not covered by the Scholarship must be set up on installments or paid in advance prior to admission. All scholarships and financial aid awards become a part of the signed and executed Student Enrollment Agreement.



## STUDENT ENROLLMENT AGREEMENT

### SCHOOL INFORMATION

## ELEVATION LIFE TRANSFORMATION:

*The University of Christ-Centered Coaching, Leadership, & Change™*

8111 Whirlaway Elm Dr • Humble, TX • 77346 • Phone (281) 827-4396 • [www.ELEVATIONU.com](http://www.ELEVATIONU.com)

### STUDENT INFORMATION

Student Name	
Mailing Address	
Phone (including Area Code)	
E-mail Address	

### PROGRAM AND COST

Program Name	<b>GRADUATE DEGREE IN EXECUTIVE LEADERSHIP, PASTORAL CARE, &amp; CHANGE MANAGEMENT</b>		
Program Length	88 Minimum Contact Hours	Date training is to begin	
Course Type	<input checked="" type="checkbox"/> Program	<input type="checkbox"/> Seminar (single)	<input type="checkbox"/> Seminar (series)
Method of Delivery	Asynchronous		
Max Time Allowed	24 months		
Tuition**	\$2,625	Add-on Optional Expenses	
Registration Fee***	\$100	Add-on Degree / Seminar Series	\$2,000
Matriculation Fee	\$1,288	Add-on Book Publishing Package	\$2,400
Books**	\$250		
Supplies**	\$100	Other Fees	
<b>**SAVE \$\$ STUDENT DISCOUNTS apply for tuition and fees paid in advance</b>		Payment Plan Enrollment Fee ***	\$150

*\*\*Tuition represents the cost of ELTU delivered courses and does not include textbooks, supplies, or other expenses. Textbooks may be purchased from ELTU separately or from your favorite book dealer or [www.Amazon.com](http://www.Amazon.com). Students are responsible for the cost of their own Internet provider service, computer equipment, email, etc. which are needed to access and complete ELTU courses and programs. Any cost shown for book fees or supplies are estimates only based on current cost and subject to change.*

<b>TOTAL PROGRAM COST:</b>	<b>\$4,013</b>	<b>TOTAL IF PAID IN ADVANCE:</b>	<b>\$3,513</b>
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### METHOD OF PAYMENT

Select One

PAYMENT PLAN A	PAYMENT PLAN B		ADVANCED PAYMENT OF TUITION & FEES IF PAID IN FULL	ADVANCED PAYMENT OF TUITION ONLY
12 Monthly Installments with No Interest*	24 Monthly Installments with No Interest*		<b>\$3,513</b>	<b>\$2,325</b>
<b>\$326</b>	<b>\$163</b>		<b>SAVINGS AMOUNT:</b>	<b>SAVINGS AMOUNT:</b>
			<b>\$500</b>	<b>\$300</b>
Monthly plus the student's chosen optional Add-on package(s).	Monthly plus the student's chosen optional Add-on package(s).		No remaining fees if Tuition & Expenses paid in advance.	Matriculation Fees to be paid via 12 monthly installments with No Interest.
				<b>\$107</b>

*We accept all payments online via credit or debit cards. \*Installments will be setup on automatic recurring payments on the ELTU website for electronic processing. Students may elect to set up Automatic Bill Pay, Auto Credit or Auto Debit Card Payments, with their bank or other Auto recurring electronic provider. Fees shown with three asterisks \*\*\* such as Payment Plan Enrollment Fee and Registration Fee are required at the time of Admission's Application for processing, and are therefore non-refundable unless the Student's Admissions Application is not approved.*

Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed the amounts paid by the debtor hereunder.

*The payment plans shown under Method of Payment do not include Student selected optional Add-on Packages. Voluntary Add-on fees will be calculated and added to the plan if and when the student chooses an optional Add-on Package. ELTU Inaugural Scholarship Recipients receive a Waiver of Tuition Form after submitting the Student Enrollment Agreement and receiving Scholarship approval.*

### CANCELLATION POLICY

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contact is signed.

### VOLUNTARY "ADD-ON" OPTIONS

ELTU may offer more than one program for the student to consider as optional programs, such as "bridge" program choices or multiple degree programs. These optional add-on programs or seminars complement the student's choices and offer flexibility in obtaining educational goals. Add-on programs are not mandatory and are purely offered as "bridges" of convenience to the student who wishes to join multiple programs together in completing his/her educational goals. In addition, ELTU program packages are often offered bundled together so that the student may receive special discounts approved by the School Director in advance. Any ELTU Program Credits for these programs are reviewed in advance by the ELTU School Director for transferability to other ELTU programs. Credit hours for Previous Training or Work Experience outside of ELTU programs or seminars do not apply to our ELTU bridge programs which are those programs that have already been shortened in program hours providing ELTU credits within our school. Any transfer of program credit from one ELTU program into another ELTU program must be requested by the student in advance of entering any ELTU program or seminar series; and approval if any, is at the sole discretion and approval of the ELTU School Director.

*The Optional Add-ons you select below are a part of this Student Enrollment Agreement and will be added as follows:*

#### Optional Expenses

Select Optional Add-on Services	Discounted Fee	Select Only One Option to Mark Yes	Enter Degree Program Name or Seminar Series Name That You Wish to Add-on
Add-on Degree Program or Seminar Series (only)	\$2,000		
Add-on Book Publishing Package (only)	\$2,400		
Add-on Both of the Above Options (combined)	\$4,400		
Do you wish to pay these Add-On Expenses in advance?	YES NO		

#### PAYMENT PLAN METHOD FOR "ADD-ON" OPTIONAL EXPENSES

#### SELECT ONE OPTION

OPTION A 12 monthly installments			OPTION B 24 monthly installments		
Degree or Seminar Series Only	Book Publishing Package Only	Both Add-ons	Degree or Seminar Series Only	Book Publishing Package Only	Both Add-ons
\$167	\$200	\$367	\$83	\$100	\$183
Monthly with No Interest	Monthly with No Interest	Monthly with No Interest	Monthly with No Interest	Monthly with No Interest	Monthly with No Interest

*Installments will be setup on automatic recurring payments on the ELTU website for electronic processing. Students may elect to set up Automatic Bill Pay, Auto Credit or Auto Debit Card Payments, with their bank or other Auto recurring electronic provider.*

Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed the amounts paid by the debtor hereunder.

#### STUDENT ACKNOWLEDGEMENT

☒ **YES** - A copy of the ELTU policies for Cancellations and Refunds for the Added-on Degree Program, Certificate Program or Seminar Series is attached to this Student Enrollment Agreement.

☐ **NO** - A copy of the ELTU policies for Cancellations and Refunds for the Added-on Degree Program, Certificate Program or Seminar Series is NOT attached to this Student Enrollment Agreement.

PAYMENT PLAN GRAND TOTAL		ADVANCE PAYMENTS TO BE MADE	
PAGE ONE – INITIAL PROGRAM AMOUNT TO PAY MONTHLY:		ADVANCE PAYMENT INITIAL PROGRAM:	
PAGE TWO – OPTIONAL ADD-ONS AMOUNT TO PAY MONTHLY:		ADVANCE PAYMENT ADD-ONS:	
# OF MONTHS:	PAYMENT PLAN GRAND TOTAL	TOTAL AMOUNT DUE IN ADVANCE:	
	MONTHLY PAYMENTS:	MATRICULATION FEES REMAINING PER MONTH:	

Approved and regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas.

I have received a copy of this enrollment agreement and current school catalog.

Student Initials:

**IMPORTANT: Right-click directly on this PDF to PRINT and SAVE your completed information. Choose "SAVE AS" to Download to your computer. ELECTRONIC SIGNATURE REQUIRED FOR ALL FORMS INCLUDED AT END OF THIS PROCESS**

Printed Name of Student: \_\_\_\_\_

Student Signature (hand sign or type here): \_\_\_\_\_

Printed Name of Authorized School Official: \_\_\_\_\_

Signature of Authorized School Official: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_



## CANCELLATION AND REFUND POLICIES FOR ELTU DEGREE PROGRAMS, ASYNCHRONOUS SEMINARS & DISTANCE EDUCATION PROGRAMS

**This Cancellation and Refund Policy applies to all Degrees and asynchronous distance education learning seminars and programs at ELTU, including but not limited to:**

- **Bachelor of Science Degree in Christ-Centered Leadership, Coaching, and Change**
- **Master of Science Degree in Christ-Centered Leadership, Coaching, and Change**
- **Graduate Degree Program in Executive Leadership, Pastoral Care, & Change**
- **Doctor of Philosophy Degree in Christ-Centered Leadership, Coaching, and Change**
- **Doctor of Philosophy Degree in Human Capital Leadership and Change**
- **Christ-Centered MBA Certificate**
- **Personal Ministry Coach Certificate**

### CANCELLATION POLICY

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed by the prospective student.

### REFUND POLICY

1. For all programs other than seminars, a student may cancel enrollment, request a full refund including Tuition and Matriculation Fees paid, and request a release from any obligations to the school within the first three scheduled class days. As a general rule, the official first date of class or training for ELTU Degree programs and asynchronous distance education seminars is 3 business days after the notification of approved Admission status. After the third day following the official start of classes or training for ELTU Degree programs and asynchronous distance education seminars, refund computations will not include ELTU Matriculation fee. The full Matriculation Fee is due and payable on the official program start date as it is operating expenses needed to make the program/seminar certificate available. The Matriculation Fee for asynchronous programs/seminars may be paid in monthly installments. If the student is paying in monthly installments, all payments made must first be allocated towards the Matriculation Fee until Matriculation Fee is paid in full. If you change your mind and withdraw within the first 3 days of program start date, you get a full refund of the Matriculation and Tuition Fees paid. If for any reason you withdraw after the first 3 days of official program start date, the Matriculation Fee is non-refundable, and the tuition is refundable based on the number of lessons completed as discussed in this policy in item number 5 below.
2. After the first three scheduled class days, refund computations will be based on the total number of lessons completed in the Degree program or seminar certificate series and paid tuition and applicable fees according to the payment reimbursement scale discussed in this policy in item number 5 below. Applicable fees for the purposes of refunds does not include the ELTU Matriculation Fees as these fees are not a part of the tuition cost and are needed to operate programs and seminars at ELTU. It should be noted that ELTU tuition represents the cost of the ELTU course curricula only and does not include the cost of labor, textbooks, supplies, or any other associated or extra expenses. Specifically, for the



purpose of determining refund amount, ELTU uses the last day the student submitted a posting to any lesson or ELTU Discussion Forum whichever is last from the ELTU Course Content Outline. For determining the amount of refunds this number will be applied toward the amount of tuition fully paid in advance and not tuition paid in installment plans. Tuition and services rendered and paid via Payment Plan Installments are already pro-rated according to payment schedule. A refund will not be made for payments made via Payment Plan Installments unless the student has paid in excess over the amount due for the time period of the Installment Plan. Voluntary Add-ons are non-refundable once student's first draft work has been submitted. Add-on Degrees are refundable based on number of lessons completed.

3. The effective date of termination for refund purposes will be the earliest of the following:
  - (a) the date of notification to the student if the student is terminated;
  - (b) the date of receipt of written notice from the student; or
  - (c) the end of the third calendar month following the month in which the student's last lesson assignment was received unless notification has been received from the student that he wishes to remain enrolled.
4. If full tuition and fees are collected before any lessons have been completed, and if, after expiration of the 72-hour cancellation privilege, the student fails to begin the program, not more than \$100 shall be retained by the school.
5. If the student who enters an asynchronous distance education course terminates or withdraws after the expiration of the 72-hour cancellation privilege, the school may retain \$100 of the registration/enrollment fee and the refund policy will provide 75% of the tuition paid in advance for students having completed zero to 1 lesson within the first 12 weeks of entering the program; 50% of the tuition paid in advance will be refunded for students completing up to (2) lessons within the first 12 weeks of entering the program; 25% of the full tuition paid in advance for students completing up to (3) lessons within the first 12 weeks of entering the program. No refunds will be granted of the tuition paid in advance for students completing (4) or more lessons in the Degree program or asynchronous distance education seminar series completed.
6. Refund amount applies to students who paid full tuition upfront or in advance and not students who are paying using Payment Plan Installments. No refund amount will apply to students paying in Payment Plan Installments after the third day of classes and after the 72-hour enrollment cancellation privilege as these amounts are pro-rated already according to a payment plan. Any amounts paid into the Payment Plan Installment arrangement as per schedule covers services already rendered. Any excess or overage amounts paid above the minimum payment in the Installment agreement may be refunded. If a student paying via Installments completes more lessons than paid for, the student will not be granted academic credit on the transcript until the full number of payments have been made for the number of lessons completed. No refunds are due if a student paying via installment plan withdraws from the program having paid in the number of payments due for the Installment plan due at the time of withdrawal.
7. No refunds will be granted of any amount after an enrolled student has reached (4) or more completed ELTU Lessons in any order from their enrolled program after the third day of class and the 72-hour cancellation privilege has expired.
8. A full refund of all tuition and applicable fees is due in each of the following cases:
  - (a) an enrollee is not accepted by the school

- (b) if the program of instruction is discontinued by the school and this prevents the student from completing the program; or
- (c) if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or misrepresentations by the owner or representatives of the school.

#### **Asynchronous Distance Education Refund Policy for Students Called to Active Military Service**

9. A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:
  - (a) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
  - (b) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
  - (c) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
    - (a) satisfactorily completed at least 90 percent of the required coursework for the program; and
    - (b) demonstrated sufficient mastery of the program material to receive credit for completing the program.
10. Refunds will be totally consummated within 60 days after the effective date of termination.
11. In all cases, refunds will meet or exceed the requirements of TEC, §§132.061 and 132.0611 and TAC Chapter 807, Subchapter N.

## POLICY ON TUITION, FEES & SPECIAL CHARGES

ELTU is a small college that does not receive tuition, fees, financial assistance or any other prepayment of other charges from federal or state funds. As such, ELTU operates 100% on the payments provided from its student demographic population who sign up to engage in coaching, leadership, and change studies that enhance their callings and careers. Due to the specialized nature and objective of ELTU program of instruction, we have specific policies on Tuition, Fees, & Special Charges. The specific tuition and fees for registration, books, supplies, tools, laboratory fee, and other charges are shown broken down in detail in their respective sections for each degree program or seminar series. All tuition, fees, and special charges are outlined and agreed to in writing on the **ELTU Student Enrollment Agreement (SEA Form)**. The SEA Form is a legally binding contract and students must fulfill all terms of the Agreement as outlined, including but not limited to any tuition, payment plan processing fees, special charges, and other fees and expenses outlined in the University catalog and specified in the Agreement. Students must complete a new Student Enrollment Agreement should they wish to apply for a different program or certificate at the University. *(For ease of administration, any figures for mathematical calculations may be rounded up or down to the nearest whole number.)*

### TUITION

Tuition varies according to selected program or seminar. At ELTU, Tuition represents the cost of the ELTU delivered course curricula only and does not include textbooks, supplies, or any other expenses.

### EXTRA EXPENSES

In addition to the tuition associated with the degree program and seminar certificates, and pursuant to Texas Act §132.061, the following extra expenses are necessary for the portion of the program attended and are separately stated in the student enrollment agreement. Unless otherwise noted, ELTU will withhold these items of extra expense from any refunds made to the student as allowable and referenced under the Act.

The University will charge the following non-refundable fees, incidental fees, and other associated expenses as **these expenses are utilized to operate the program and will not be part of the calculations for refundable expenses. These fees are subject to change:**

- Registration Fee: \$100 *(refundable if Application for Admission is not approved)*
- Matriculation fee \$1,288 *(refundable if Application for Admission is not approved)*
- Program Re-instatement Fee \$100
- Payment Plan Enrollment Fee: \$150 *(refundable if Admission Application is not approved)*
- Late Payments \$35
- Extended Program Fee \$89 per month
- Official Transcripts \$30
- Fees Prior to Graduation Eligibility
- Add-on Degree Program \$2,000 *(Optional; Subject to change and varies by program)*
- Add-on Seminar \$2,000 *(Optional; Subject to change and varies)*
- Book Publishing Package \$2,400 *(Optional; Subject to change)*
- Book Fees & Supplies
- Returned check \$35
- Replacement Certificate Unframed \$50
- Official Framed Print or Reprint of Official Degree or Diploma Certificate \$189
- Tools Fee, Lab Fee, Individual Subject Fee

Brief descriptions of these fees:

**Registration Fee: \$100**

One-time non-refundable fee payable when students apply for admission to the school Admission's application. If a student is not approved for admission, then the fee is refunded.

**Matriculation Fee: \$1,288**

One-time non-refundable fee payable in advance or set up in 12-monthly installments upon admission and enrollment application. The Matriculation fee is refundable if Application for Admission is not approved; otherwise, this fee is required to operate all programs or seminars as part of operating costs and will not be considered in calculating any refundable expenses. The ELTU Matriculation Fee is a separate line item on the Student Enrollment Agreement and covers the cost of labor and operations expenses not included in tuition. This fee must be set up on 12-monthly installments or paid in advance when the student applies for Enrollment to the University (24-monthly installments is available for students with Voluntary Add-ons). ELTU Matriculation fee includes but is not limited to program/seminar related expenses for students accepted into the University; the Fee represents cost of providing student services, staff, access to technology platforms, communications, evaluations, operations expenses, and student-faculty activities, recordkeeping, and review upon admission and enrollment.

The full Matriculation Fee is due and payable on the official program/seminar start date as it is operating expenses needed to make the program/seminar available. The Matriculation Fee may be paid in monthly installments for degree and asynchronous programs only. If the student is paying in monthly installments, all payments made must first be allocated towards the Matriculation Fee until Matriculation Fee is paid in full. If you change your mind and withdraw within the first 3 days of program start date, you get a full refund of the Matriculation and Tuition Fees paid. If for any reason you withdraw after the first 3 days of official program start date, the Matriculation Fee is non-refundable, and the tuition is refundable based on the number of lessons completed as discussed in the Cancellations and Refunds policy.

The Matriculation Fee for synchronous programs and seminars cannot be paid in installments and is due and payable on the official program/seminar start date again, as it is operating expenses needed to make the program/seminar certificate available from enrollment. If you change your mind and withdraw from a synchronous program or seminar within the first 3 days of program/seminar start date, you get a full refund of the Matriculation and Tuition Fees paid. If for any reason you withdraw after the first 3 days of a synchronous official program/seminar start date, the Matriculation Fee portion is non-refundable, and the remaining portion of the synchronous program/seminar is refundable based on portion of the program/seminar attended.

**\$100 – Reinstatement Fee**

If a student who has cancelled or otherwise terminated a Student Enrollment Agreement wishes to reinstate a previously terminated agreement, then a fee of \$100 will be charged prior to re-instatement. This does not apply to students who have exercised the time provisions of the policy on Incompletes, Withdrawals, or Repeat Courses within the allowable time under the policy.

**Payment Plan Enrollment Fee**

A non-refundable \$150 Payment Plan Enrollment Fee is required at the time of payment plan election and is shown outlined in your Student Enrollment Agreement. *See Payment Plan policy*

**\$35 – Late Payments**

Late payment fees of \$35 are assessed for any installment payment remaining unpaid after (3) business days.

### **\$89 per month - Extended Program**

If a student has not finished the program after the maximum number of months has expired or has not successfully cancelled or otherwise terminated a Student Enrollment Agreement, the student may be assessed a fee to hold the program over beyond the maximum time period. A fee of \$89 per month will be charged until the student finishes the program. This does not apply to students who have exercised the time provisions of the policies on Incompletes, Withdrawals, Cancellations, Terminations, or Repeat Courses within the allowable time under policy.

### **\$30 – Official Transcripts**

A fee of \$30 will be charged when a student requests ELTU send copies of any transcripts requested by the student. The student must make a request for transcript in writing, including the school/entity/person who is authorized to receive the transcript. Student must pay all fees owed to the school for any open balances on the student financial account. The student must the transcript request before any documents will be released.

### **Fees Prior to Graduation Eligibility**

A Student who has an open balance on the Student Financial Account may not be scheduled for graduation, nor receive any certificates, Degrees, official grades, official or unofficial transcripts until all financial obligations for payment are paid in full on the Student ELTU Financial Account.

### **Add-on Program \$2,000 and Add-on Book Publishing Package \$2,400**

If you choose to add on an optional additional Degree programs, Seminar Series, or the ELTU Book Publishing Program, this information is shown on your Student Enrollment Agreement. You may be eligible for discounts as offered by the school and described in this ELTU Catalog (*see Student Discounts policy and VOLUNTARY "ADD-ON" SERVICES (OPTIONAL) policy*). These discounts vary and are subject to change. Your discounts amounts are shown on your Student Enrollment Agreement. Transaction details regarding Add-on services that you selected and their costs along with any terms for payment are also included and outlined on your Student Enrollment Agreement.

### **Book Fees & Supplies**

Textbooks vary in cost and students should project an estimate of about \$250 to \$350 total to cover books in any given ELTU program. Depending on the book provider, cost may be higher or lower than this estimate. Books may be purchased from your favorite bookstore online such as Amazon.com or similar, and some books may be purchased directly from ELTU separately. Students are responsible for the cost of their own textbooks, Internet, computer devices and equipment, email service, etc. which are needed to access and complete ELTU courses, seminars, and programs. Any cost shown for textbook fees or supplies are estimates only based on current cost and are subject to change at any time. *See policy on **BOOKS, MATERIALS, & SUPPLIES**.*

### **Tools Fee, Lab Fee, Individual Subject Fee**

Unless otherwise shown, the University does not charge a separate fee at this time as tools fee, lab fees, or individual subject fees.

## **STUDENT DISCOUNTS**

Tuition rate discounts and other student discounts may be offered to students who enroll in and purchase multiple programs and optional Add-on services, seminars and programs. ELTU students who wish to add on multiple programs or seminar series while enrolled in the current one may do so by purchasing the Add-on package. Each Add-on package applies only to one degree program or seminar series. Multiple Add-on packages must be purchased for multiple degree programs or seminars. A student enrolled in the full regular ELTU degree

program or seminar series (not an ELTU bridge) who purchases an Add-on package must complete the full required number of program hours for their selected Add-on degree program except where noted otherwise in this handbook concerning transferable credits for the selected program or seminar series. *For example, right before graduation a student in the ELTU Bachelor's degree program purchases (1) Add-on degree package for a Master's degree. The student must complete the required program hours in the first program before he/she can begin the next program or seminar series.* If the student has prior transferable credits, they may request consideration for those credits under our admissions policy. Add-on package price is strictly a discounted rate for which the student is eligible due to his/her multiple enrollments as an ELTU student. The discounted rate for the Add-on Package must be paid along with any school processing fees, including Matriculation fees. These fees are payable either upfront or they may be paid via an installment plan. If the Add-on package and fees are paid on an installment plan, the Add-on package installment plan may begin only after the current active degree plan has been paid in full. A student may not have more than one installment payment plan active at one time. At present, all our ELTU installment packages are paid monthly with no interest. All Add-on packages must be purchased while the student is currently active in good standing in an ELTU program or seminar series. Once a student has completed an ELTU program or seminar series, the student is no longer an active ELTU student and is no longer eligible to purchase an Add-on package discounted program. *(Also see policy on VOLUNTARY "ADD-ON" SERVICES (OPTIONAL)).*

### VOLUNTARY "ADD-ON" SERVICES (OPTIONAL)

ELTU may offer more than one program for the student to consider as optional programs, such as "bridge" program choices or multiple degree programs. These are optional add-on programs or seminars offered to complement the student's choices and offer flexibility in obtaining educational goals. Add-on programs are not mandatory and are purely offered as "bridges" of convenience to the student who wishes to join multiple programs together in completing his/her educational goals. In addition, ELTU program packages are often offered bundled together so that the student may receive special discounts approved by the School Director in advance. Any ELTU Program Credits for these programs are reviewed in advance by the ELTU School Director for transferability to other ELTU programs. Credit hours for Previous Training or Work Experience outside of ELTU programs or seminars do not apply to our ELTU bridge programs which are those programs that have already been shortened in program hours providing ELTU credits within our school. Any transfer of program credit from one ELTU program into another ELTU program must be requested by the student in advance of

entering any ELTU program or seminar series; and approval if any, is at the sole discretion and approval of the ELTU School Director.

### Add-on Multiple Programs or Seminars

ELTU students who wish to add on multiple programs or seminar series while enrolled in the current one may do so by purchasing the Add-on package. Each Add-on package applies only to one degree program or seminar series. Multiple Add-on packages must be purchased for multiple degree programs or seminars. A student enrolled in the full regular ELTU degree program or seminar series (not an ELTU bridge) who purchases an Add-on package must complete the full required number of program hours for their selected Add-on degree program except where noted otherwise in this handbook concerning transferable credits for the selected program or seminar series. *For example, right before graduation a student in the ELTU Bachelor's degree program purchases (1) Add-on degree package for a Master's degree. The student must complete the required program hours in the first program before he/she can begin the next program or seminar series.* If the student has prior transferable credits, they may request consideration for those credits under our admissions policy. Add-on package price is strictly a discounted rate for which the student is eligible due to his/her multiple enrollments as an ELTU student. The discounted rate for the Add-on Package must be paid along with any school processing fees, including Matriculation fees. These fees are payable either upfront or they may be paid via an installment plan. If the Add-on package and fees are paid on an installment plan, the Add-on package installment plan may begin only after the current active degree plan has been paid in full. A student may not have more than one installment payment plan active at one time. At present, all our ELTU installment packages are paid monthly with no interest. All Add-on packages must be purchased while the student is currently active in good standing in an ELTU program or seminar series. Once a student has completed an ELTU program or seminar series, the student is no longer an active ELTU student and is no longer eligible to purchase an Add-on package discounted program.

### Add-on Commercial Book Publishing Pkg (optional)

At ELTU: The University of Christ-Centered Coaching, Leadership, and Change, you can become not only transformed and empowered to go live your best life, but also write your story, get it published and released into the commercial marketplace or ministry marketplace - all while completing the dream of earning your college degree! In this Optional Book Publishing Package, you will complete the process of earning your chosen degree or graduate certificate, plus ELTU will help to launch your own published work into the commercial market or ministry marketplace! And the best part is this is all accomplished in the process of earning your degree or graduate certificate. Specifically, we will show you how to:

- **Write your book;**
- **Become a published author;**

- **Launch your book into marketplace or ministry;**
- **Get the Discounted rate of just \$2,400 for worldwide marketplace publishing; and**
- **Keep 100% of your Book Royalties minus any Amazon Publishing Fees!**

#### **How It Works:**

Pair the Add-on Commercial Book Publishing Package with any of our ELTU degree or graduate seminar certificates; you get to utilize your time in the Course Paper to create your book content for publication into the market. Instead of writing a textbook summary for your Course Paper, you will share your own stories along with what you learned in the textbook lectures to develop content for your Course Paper. This content is what you will submit as your Course Paper to the Instructor for grading. Once graded and returned to you, with your fully paid Add-on Book Publishing package, we receive your permission to publish the work for you under your name in the outside market. The material will be packaged by ELTU for your commercially produced book in the marketplace. With ELTU, you are provided with a full suite of our services including book editing, book cover, ISBN, setup training, and consultation to help turn your Course Paper into a production work file for your book. You will get to work on your book, your calling, and your personal brand all while completing your ELTU degree or seminar certificate! *Refundable until first draft of work is turned in submitted to Instructor.*

#### **All at a discounted publishing rate!**

*During enrollment, select the “Add-on Book Publishing Package.” The price shown for this Add-on program has already been discounted as shown in the Student Enrollment Agreement. This amount will be added on to your chosen degree or seminar certificate package. You will be given the opportunity to break the Add-on payment into installments or pay in advance. No work will be done on your book production file until all payments have been completed for both your ELTU degree or seminar certificate and your selected Add-on Commercial Book Publishing Package.*

#### **Commercial Publishing Package - Doctoral Dissertation**

When you pair the Add-on Commercial Book Publishing Package with the Doctoral Dissertation, once your Doctoral Dissertation has been successfully graded, defended, and conferred, your Course Doctoral Paper content will be used to create your book content for publication into the market. Each Add-on Commercial Book Publishing Package you purchase may only be used to publish your Combined Course Papers or your Dissertation. If you wish to publish both your Combined Course Papers and your Dissertation, you will need to purchase a total of (2) Add-ons as one of the Add-ons will cover the Program Course Papers and the other Add-on will cover the Program Dissertation. This unique and convenient learning experience gives students the opportunity to share their stories along with what you learned in the textbook lectures to make the world a



better place! The content you create is what you will submit as your Course Paper or Course Dissertation to the Instructor for grading. Once graded and returned to you, with your fully paid Add-on Book Publishing package, we receive your permission to publish the work for you under your name in the outside market. The material will be packaged by ELTU for your commercially produced book in the marketplace. With ELT, you are provided with a full suite of our services including book editing, book cover, ISBN, setup training, and consultation to help turn your Course Paper into a production work file for your book. You will get to work on your book, your calling, and your personal brand all while completing your ELTU degree or seminar certificate!

## **PAYMENT PLAN ENROLLMENT FEE**

Students may opt to pay tuition and fees on the installment plan. This plan allows a student to pay monthly tuition after the initial school registration fee has been paid to enroll in the desired program. The Payment Plan Enrollment is a separate enrollment into an installment payment plan available for your chosen ELTU program (if any) is outlined in the specified Student Enrollment Agreement for your chosen program. The number of payments outlined in each program may vary as each program duration is different. See the specifics outlined for your chosen program and course of study on your Student Enrollment Agreement.

The Payment Plan installments are due each month on the first day of the month. Any student failing to make the monthly installment is subject to fines/penalties, withdrawals for non-payment and may forfeit credit for courses. If a student is withdrawn for non-payment, all tuition, fees, fines and penalties are collected along with a reinstatement fee before course grades are assigned. Reinstatement may be granted through the end of the existing program year if the student brings the financial account current and follows the re-instatement policy. The Payment Plan is a legally binding contract and students must fulfill all terms of the payment plan installments as outlined in the Student Enrollment Agreement, including but not limited to any late fees, incidental expenses, and other fees and expenses as outlined in the University catalog and the Student Enrollment Agreement. Payment Plans are available at the beginning of the admission's process and may need to be revised if the student makes changes to their program. Students may only have one payment installment plan in effect at a time.

### **Payment Plan Enrollment Fee**

- A non-refundable \$150 Payment Plan Enrollment Fee is required at the time of payment plan election and is shown outlined in your Student Enrollment Agreement.
- Late payment fees of \$35 are assessed for any installment payment remaining unpaid after (3) business days.

### ***Method of Payment***

The only acceptable methods of payment are company (organization) checks or electronically processed transactions in good funds paid via online link electronically from the School. No cash payments are accepted. Company check processing or payment via Paypal, debit, credit cards, electronic funds transfer (EFT), and automated clearinghouse (ACH) recurring payments made electronically or online are the school's only acceptable method of payment.

## FINANCIAL AID & SCHOLARSHIPS

ELTU may from time to time be able to offer private scholarships. Organizations or individuals who wish to partner formally or informally with ELTU to support ELTU students' learning journey are welcome. Any funds available for scholarships will be offered according to the donor's requirements and in alignment with these school policies, notwithstanding any state, federal, or local governing laws that may be applicable. An educational sponsor, church or organization whose educational department has a strategic alliance with ELTU will be highlighted and featured as appreciation at the ELTU program graduation. ELTU does not participate in federal, state, or local government student financial aid programs under Title IV, Higher Education Act of 1965 (20 U.S.C. Section 1070 et seq.) All scholarships and financial aid awards become a part of the signed and executed Student Enrollment Agreement.

- **ELTU Inaugural Scholarship (2023)**

Established in 2023, the ELTU Inaugural Scholarship is a gift of Free Tuition from University Founder, Dr. Merle Ray, elevating students who are following their calling and career in the fields of leadership, coaching, spiritual care and/or managing change. The Scholarship serves to further Dr. Ray's commitment to encourage and support women and men who are committed to Christ-Centered leadership transformation in the 21st century.

A selection committee comprised of representatives from the University selects scholarship recipients on the basis of successful completion of the ELTU Admissions process and written essay questions contained in the Application. All applicants will receive notification in writing as to the decision of the committee. To obtain consideration, applicants must receive an Invitation to Apply letter directly from the University. ELTU Inaugural Scholarship covers Tuition only of the student's first ELTU Degree Program and does not cover Matriculation Fees or any other expenses. Inaugural candidates must complete the ELTU Admissions process and Student Enrollment Agreement in its entirety, and a **Waiver of Tuition** Form will be executed upon Admissions approval and Scholarship Committee approval. Expenses and Fees not covered by the Scholarship must be set up on installments or paid in advance prior to admission. All scholarships and financial aid awards become a part of the signed and executed Student Enrollment Agreement.



## STUDENT ENROLLMENT AGREEMENT

### SCHOOL INFORMATION

## ELEVATION LIFE TRANSFORMATION:

*The University of Christ-Centered Coaching, Leadership, & Change™*

8111 Whirlaway Elm Dr • Humble, TX • 77346 • Phone (281) 827-4396 • [www.ELEVATIONU.com](http://www.ELEVATIONU.com)

### STUDENT INFORMATION

Student Name	
Mailing Address	
Phone (including Area Code)	
E-mail Address	

### PROGRAM AND COST

Program Name	<b>DOCTOR OF PHILOSOPHY DEGREE IN CHRIST-CENTERED LEADERSHIP, COACHING, AND CHANGE</b>		
Program Length	103 Minimum Contact Hours	Date training is to begin	
Course Type	<input checked="" type="checkbox"/> Program	<input type="checkbox"/> Seminar (single)	<input type="checkbox"/> Seminar (series)
Method of Delivery	Asynchronous		
Max Time Allowed	24 months		
Tuition**	\$3,145	Add-on Optional Expenses	
Registration Fee***	\$100	Add-on Degree / Seminar Series	\$2,000
Matriculation Fee	\$1,288	Add-on Book Publishing Package	\$2,400
Books**	\$250		
Supplies**	\$100	Other Fees	
<b>**SAVE \$\$ STUDENT DISCOUNTS apply for tuition and fees paid in advance</b>		Payment Plan Enrollment Fee ***	\$150

**\*\*Tuition represents the cost of ELTU delivered courses and does not include textbooks, supplies, or other expenses. Textbooks may be purchased from ELTU separately or from your favorite book dealer or [www.Amazon.com](http://www.Amazon.com). Students are responsible for the cost of their own Internet provider service, computer equipment, email, etc. which are needed to access and complete ELTU courses and programs. Any cost shown for book fees or supplies are estimates only based on current cost and subject to change.**

<b>TOTAL PROGRAM COST:</b>	<b>\$4,533</b>	<b>TOTAL IF PAID IN ADVANCE:</b>	<b>\$4,033</b>
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### METHOD OF PAYMENT

*Select One*

PAYMENT PLAN A	PAYMENT PLAN B		ADVANCED PAYMENT OF TUITION & FEES IF PAID IN FULL	ADVANCED PAYMENT OF TUITION ONLY
12 Monthly Installments with No Interest*	24 Monthly Installments with No Interest*		<b>\$4,033</b>	<b>\$2,845</b>
<b>\$369</b>	<b>\$185</b>		<b>SAVINGS AMOUNT:</b>	<b>SAVINGS AMOUNT:</b>
			<b>\$500</b>	<b>\$300</b>
Monthly plus the student's chosen optional Add-on package(s).	Monthly plus the student's chosen optional Add-on package(s).		No remaining fees if Tuition & Expenses paid in advance.	Matriculation Fees to be paid via 12 monthly installments with No Interest.
				<b>\$107</b>

***We accept all payments online via credit or debit cards. \*Installments will be setup on automatic recurring payments on the ELTU website for electronic processing. Students may elect to set up Automatic Bill Pay, Auto Credit or Auto Debit Card Payments, with their bank or other Auto recurring electronic provider. Fees shown with three asterisks \*\*\* such as Payment Plan Enrollment Fee and Registration Fee are required at the time of Admission's Application for processing, and are therefore non-refundable unless the Student's Admissions Application is not approved.***

**Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed the amounts paid by the debtor hereunder.**

***The payment plans shown under Method of Payment do not include Student selected optional Add-on Packages. Voluntary Add-on fees will be calculated and added to the plan if and when the student chooses an optional Add-on Package. ELTU Inaugural Scholarship Recipients receive a Waiver of Tuition Form after submitting the Student Enrollment Agreement and receiving Scholarship approval.***

### CANCELLATION POLICY

**A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contact is signed.**

### VOLUNTARY "ADD-ON" OPTIONS

ELTU may offer more than one program for the student to consider as optional programs, such as "bridge" program choices or multiple degree programs. These optional add-on programs or seminars complement the student's choices and offer flexibility in obtaining educational goals. Add-on programs are not mandatory and are purely offered as "bridges" of convenience to the student who wishes to join multiple programs together in completing his/her educational goals. In addition, ELTU program packages are often offered bundled together so that the student may receive special discounts approved by the School Director in advance. Any ELTU Program Credits for these programs are reviewed in advance by the ELTU School Director for transferability to other ELTU programs. Credit hours for Previous Training or Work Experience outside of ELTU programs or seminars do not apply to our ELTU bridge programs which are those programs that have already been shortened in program hours providing ELTU credits within our school. Any transfer of program credit from one ELTU program into another ELTU program must be requested by the student in advance of entering any ELTU program or seminar series; and approval if any, is at the sole discretion and approval of the ELTU School Director.

*The Optional Add-ons you select below are a part of this Student Enrollment Agreement and will be added as follows:*

#### Optional Expenses

Select Optional Add-on Services	Discounted Fee	Select Only One Option to Mark Yes	Enter Degree Program Name or Seminar Series Name That You Wish to Add-on
Add-on Degree Program or Seminar Series (only)	\$2,000		
Add-on Book Publishing Package (only)	\$2,400		
Add-on Both of the Above Options (combined)	\$4,400		
Do you wish to pay these Add-On Expenses in advance?	YES NO		

#### PAYMENT PLAN METHOD FOR "ADD-ON" OPTIONAL EXPENSES

#### SELECT ONE OPTION

OPTION A 12 monthly installments			OPTION B 24 monthly installments		
Degree or Seminar Series Only	Book Publishing Package Only	Both Add-ons	Degree or Seminar Series Only	Book Publishing Package Only	Both Add-ons
\$167	\$200	\$367	\$83	\$100	\$183
Monthly with No Interest	Monthly with No Interest	Monthly with No Interest	Monthly with No Interest	Monthly with No Interest	Monthly with No Interest

*Installments will be setup on automatic recurring payments on the ELTU website for electronic processing. Students may elect to set up Automatic Bill Pay, Auto Credit or Auto Debit Card Payments, with their bank or other Auto recurring electronic provider.*

Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed the amounts paid by the debtor hereunder.

#### STUDENT ACKNOWLEDGEMENT

☒ **YES** - A copy of the ELTU policies for Cancellations and Refunds for the Added-on Degree Program, Certificate Program or Seminar Series is attached to this Student Enrollment Agreement.

☐ **NO** - A copy of the ELTU policies for Cancellations and Refunds for the Added-on Degree Program, Certificate Program or Seminar Series is NOT attached to this Student Enrollment Agreement.

PAYMENT PLAN GRAND TOTAL		ADVANCE PAYMENTS TO BE MADE	
PAGE ONE – INITIAL PROGRAM AMOUNT TO PAY MONTHLY:		ADVANCE PAYMENT INITIAL PROGRAM:	
PAGE TWO – OPTIONAL ADD-ONS AMOUNT TO PAY MONTHLY:		ADVANCE PAYMENT ADD-ONS:	
# OF MONTHS:	PAYMENT PLAN GRAND TOTAL	TOTAL AMOUNT DUE IN ADVANCE:	
	MONTHLY PAYMENTS:	MATRICULATION FEES REMAINING PER MONTH:	

Approved and regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas.

I have received a copy of this enrollment agreement and current school catalog.

Student Initials:

**IMPORTANT: Right-click directly on this PDF to PRINT and SAVE your completed information. Choose "SAVE AS" to Download to your computer. ELECTRONIC SIGNATURE REQUIRED FOR ALL FORMS INCLUDED AT END OF THIS PROCESS**

Printed Name of Student: \_\_\_\_\_

Student Signature (hand sign or type here): \_\_\_\_\_

Printed Name of Authorized School Official: \_\_\_\_\_

Signature of Authorized School Official: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

## CANCELLATION AND REFUND POLICIES FOR ELTU DEGREE PROGRAMS, ASYNCHRONOUS SEMINARS & DISTANCE EDUCATION PROGRAMS

**This Cancellation and Refund Policy applies to all Degrees and asynchronous distance education learning seminars and programs at ELTU, including but not limited to:**

- **Bachelor of Science Degree in Christ-Centered Leadership, Coaching, and Change**
- **Master of Science Degree in Christ-Centered Leadership, Coaching, and Change**
- **Graduate Degree Program in Executive Leadership, Pastoral Care, & Change**
- **Doctor of Philosophy Degree in Christ-Centered Leadership, Coaching, and Change**
- **Doctor of Philosophy Degree in Human Capital Leadership and Change**
- **Christ-Centered MBA Certificate**
- **Personal Ministry Coach Certificate**

### CANCELLATION POLICY

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed by the prospective student.

### REFUND POLICY

1. For all programs other than seminars, a student may cancel enrollment, request a full refund including Tuition and Matriculation Fees paid, and request a release from any obligations to the school within the first three scheduled class days. As a general rule, the official first date of class or training for ELTU Degree programs and asynchronous distance education seminars is 3 business days after the notification of approved Admission status. After the third day following the official start of classes or training for ELTU Degree programs and asynchronous distance education seminars, refund computations will not include ELTU Matriculation fee. The full Matriculation Fee is due and payable on the official program start date as it is operating expenses needed to make the program/seminar certificate available. The Matriculation Fee for asynchronous programs/seminars may be paid in monthly installments. If the student is paying in monthly installments, all payments made must first be allocated towards the Matriculation Fee until Matriculation Fee is paid in full. If you change your mind and withdraw within the first 3 days of program start date, you get a full refund of the Matriculation and Tuition Fees paid. If for any reason you withdraw after the first 3 days of official program start date, the Matriculation Fee is non-refundable, and the tuition is refundable based on the number of lessons completed as discussed in this policy in item number 5 below.
2. After the first three scheduled class days, refund computations will be based on the total number of lessons completed in the Degree program or seminar certificate series and paid tuition and applicable fees according to the payment reimbursement scale discussed in this policy in item number 5 below. Applicable fees for the purposes of refunds does not include the ELTU Matriculation Fees as these fees are not a part of the tuition cost and are needed to operate programs and seminars at ELTU. It should be noted that ELTU tuition represents the cost of the ELTU course curricula only and does not include the cost of labor, textbooks, supplies, or any other associated or extra expenses. Specifically, for the

purpose of determining refund amount, ELTU uses the last day the student submitted a posting to any lesson or ELTU Discussion Forum whichever is last from the ELTU Course Content Outline. For determining the amount of refunds this number will be applied toward the amount of tuition fully paid in advance and not tuition paid in installment plans. Tuition and services rendered and paid via Payment Plan Installments are already pro-rated according to payment schedule. A refund will not be made for payments made via Payment Plan Installments unless the student has paid in excess over the amount due for the time period of the Installment Plan. Voluntary Add-ons are non-refundable once student's first draft work has been submitted. Add-on Degrees are refundable based on number of lessons completed.

3. The effective date of termination for refund purposes will be the earliest of the following:
  - (a) the date of notification to the student if the student is terminated;
  - (b) the date of receipt of written notice from the student; or
  - (c) the end of the third calendar month following the month in which the student's last lesson assignment was received unless notification has been received from the student that he wishes to remain enrolled.
4. If full tuition and fees are collected before any lessons have been completed, and if, after expiration of the 72-hour cancellation privilege, the student fails to begin the program, not more than \$100 shall be retained by the school.
5. If the student who enters an asynchronous distance education course terminates or withdraws after the expiration of the 72-hour cancellation privilege, the school may retain \$100 of the registration/enrollment fee and the refund policy will provide 75% of the tuition paid in advance for students having completed zero to 1 lesson within the first 12 weeks of entering the program; 50% of the tuition paid in advance will be refunded for students completing up to (2) lessons within the first 12 weeks of entering the program; 25% of the full tuition paid in advance for students completing up to (3) lessons within the first 12 weeks of entering the program. No refunds will be granted of the tuition paid in advance for students completing (4) or more lessons in the Degree program or asynchronous distance education seminar series completed.
6. Refund amount applies to students who paid full tuition upfront or in advance and not students who are paying using Payment Plan Installments. No refund amount will apply to students paying in Payment Plan Installments after the third day of classes and after the 72-hour enrollment cancellation privilege as these amounts are pro-rated already according to a payment plan. Any amounts paid into the Payment Plan Installment arrangement as per schedule covers services already rendered. Any excess or overage amounts paid above the minimum payment in the Installment agreement may be refunded. If a student paying via Installments completes more lessons than paid for, the student will not be granted academic credit on the transcript until the full number of payments have been made for the number of lessons completed. No refunds are due if a student paying via installment plan withdraws from the program having paid in the number of payments due for the Installment plan due at the time of withdrawal.
7. No refunds will be granted of any amount after an enrolled student has reached (4) or more completed ELTU Lessons in any order from their enrolled program after the third day of class and the 72-hour cancellation privilege has expired.
8. A full refund of all tuition and applicable fees is due in each of the following cases:
  - (a) an enrollee is not accepted by the school

- (b) if the program of instruction is discontinued by the school and this prevents the student from completing the program; or
- (c) if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or misrepresentations by the owner or representatives of the school.

#### **Asynchronous Distance Education Refund Policy for Students Called to Active Military Service**

9. A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:
  - (a) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
  - (b) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
  - (c) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
    - (a) satisfactorily completed at least 90 percent of the required coursework for the program; and
    - (b) demonstrated sufficient mastery of the program material to receive credit for completing the program.
10. Refunds will be totally consummated within 60 days after the effective date of termination.
11. In all cases, refunds will meet or exceed the requirements of TEC, §§132.061 and 132.0611 and TAC Chapter 807, Subchapter N.

## POLICY ON TUITION, FEES & SPECIAL CHARGES

ELTU is a small college that does not receive tuition, fees, financial assistance or any other prepayment of other charges from federal or state funds. As such, ELTU operates 100% on the payments provided from its student demographic population who sign up to engage in coaching, leadership, and change studies that enhance their callings and careers. Due to the specialized nature and objective of ELTU program of instruction, we have specific policies on Tuition, Fees, & Special Charges. The specific tuition and fees for registration, books, supplies, tools, laboratory fee, and other charges are shown broken down in detail in their respective sections for each degree program or seminar series. All tuition, fees, and special charges are outlined and agreed to in writing on the **ELTU Student Enrollment Agreement (SEA Form)**. The SEA Form is a legally binding contract and students must fulfill all terms of the Agreement as outlined, including but not limited to any tuition, payment plan processing fees, special charges, and other fees and expenses outlined in the University catalog and specified in the Agreement. Students must complete a new Student Enrollment Agreement should they wish to apply for a different program or certificate at the University. *(For ease of administration, any figures for mathematical calculations may be rounded up or down to the nearest whole number.)*

### TUITION

Tuition varies according to selected program or seminar. At ELTU, Tuition represents the cost of the ELTU delivered course curricula only and does not include textbooks, supplies, or any other expenses.

### EXTRA EXPENSES

In addition to the tuition associated with the degree program and seminar certificates, and pursuant to Texas Act §132.061, the following extra expenses are necessary for the portion of the program attended and are separately stated in the student enrollment agreement. Unless otherwise noted, ELTU will withhold these items of extra expense from any refunds made to the student as allowable and referenced under the Act.

The University will charge the following non-refundable fees, incidental fees, and other associated expenses as **these expenses are utilized to operate the program and will not be part of the calculations for refundable expenses. These fees are subject to change:**

- Registration Fee: \$100 *(refundable if Application for Admission is not approved)*
- Matriculation fee \$1,288 *(refundable if Application for Admission is not approved)*
- Program Re-instatement Fee \$100
- Payment Plan Enrollment Fee: \$150 *(refundable if Admission Application is not approved)*
- Late Payments \$35
- Extended Program Fee \$89 per month
- Official Transcripts \$30
- Fees Prior to Graduation Eligibility
- Add-on Degree Program \$2,000 *(Optional; Subject to change and varies by program)*
- Add-on Seminar \$2,000 *(Optional; Subject to change and varies)*
- Book Publishing Package \$2,400 *(Optional; Subject to change)*
- Book Fees & Supplies
- Returned check \$35
- Replacement Certificate Unframed \$50
- Official Framed Print or Reprint of Official Degree or Diploma Certificate \$189
- Tools Fee, Lab Fee, Individual Subject Fee



Brief descriptions of these fees:

**Registration Fee: \$100**

One-time non-refundable fee payable when students apply for admission to the school Admission's application. If a student is not approved for admission, then the fee is refunded.

**Matriculation Fee: \$1,288**

One-time non-refundable fee payable in advance or set up in 12-monthly installments upon admission and enrollment application. The Matriculation fee is refundable if Application for Admission is not approved; otherwise, this fee is required to operate all programs or seminars as part of operating costs and will not be considered in calculating any refundable expenses. The ELTU Matriculation Fee is a separate line item on the Student Enrollment Agreement and covers the cost of labor and operations expenses not included in tuition. This fee must be set up on 12-monthly installments or paid in advance when the student applies for Enrollment to the University (24-monthly installments is available for students with Voluntary Add-ons). ELTU Matriculation fee includes but is not limited to program/seminar related expenses for students accepted into the University; the Fee represents cost of providing student services, staff, access to technology platforms, communications, evaluations, operations expenses, and student-faculty activities, recordkeeping, and review upon admission and enrollment.

The full Matriculation Fee is due and payable on the official program/seminar start date as it is operating expenses needed to make the program/seminar available. The Matriculation Fee may be paid in monthly installments for degree and asynchronous programs only. If the student is paying in monthly installments, all payments made must first be allocated towards the Matriculation Fee until Matriculation Fee is paid in full. If you change your mind and withdraw within the first 3 days of program start date, you get a full refund of the Matriculation and Tuition Fees paid. If for any reason you withdraw after the first 3 days of official program start date, the Matriculation Fee is non-refundable, and the tuition is refundable based on the number of lessons completed as discussed in the Cancellations and Refunds policy.

The Matriculation Fee for synchronous programs and seminars cannot be paid in installments and is due and payable on the official program/seminar start date again, as it is operating expenses needed to make the program/seminar certificate available from enrollment. If you change your mind and withdraw from a synchronous program or seminar within the first 3 days of program/seminar start date, you get a full refund of the Matriculation and Tuition Fees paid. If for any reason you withdraw after the first 3 days of a synchronous official program/seminar start date, the Matriculation Fee portion is non-refundable, and the remaining portion of the synchronous program/seminar is refundable based on portion of the program/seminar attended.

**\$100 – Reinstatement Fee**

If a student who has cancelled or otherwise terminated a Student Enrollment Agreement wishes to reinstate a previously terminated agreement, then a fee of \$100 will be charged prior to re-instatement. This does not apply to students who have exercised the time provisions of the policy on Incompletes, Withdrawals, or Repeat Courses within the allowable time under the policy.

**Payment Plan Enrollment Fee**

A non-refundable \$150 Payment Plan Enrollment Fee is required at the time of payment plan election and is shown outlined in your Student Enrollment Agreement. *See Payment Plan policy*

**\$35 – Late Payments**

Late payment fees of \$35 are assessed for any installment payment remaining unpaid after (3) business days.

### **\$89 per month - Extended Program**

If a student has not finished the program after the maximum number of months has expired or has not successfully cancelled or otherwise terminated a Student Enrollment Agreement, the student may be assessed a fee to hold the program over beyond the maximum time period. A fee of \$89 per month will be charged until the student finishes the program. This does not apply to students who have exercised the time provisions of the policies on Incompletes, Withdrawals, Cancellations, Terminations, or Repeat Courses within the allowable time under policy.

### **\$30 – Official Transcripts**

A fee of \$30 will be charged when a student requests ELTU send copies of any transcripts requested by the student. The student must make a request for transcript in writing, including the school/entity/person who is authorized to receive the transcript. Student must pay all fees owed to the school for any open balances on the student financial account. The student must the transcript request before any documents will be released.

### **Fees Prior to Graduation Eligibility**

A Student who has an open balance on the Student Financial Account may not be scheduled for graduation, nor receive any certificates, Degrees, official grades, official or unofficial transcripts until all financial obligations for payment are paid in full on the Student ELTU Financial Account.

### **Add-on Program \$2,000 and Add-on Book Publishing Package \$2,400**

If you choose to add on an optional additional Degree programs, Seminar Series, or the ELTU Book Publishing Program, this information is shown on your Student Enrollment Agreement. You may be eligible for discounts as offered by the school and described in this ELTU Catalog (*see Student Discounts policy and VOLUNTARY "ADD-ON" SERVICES (OPTIONAL) policy*). These discounts vary and are subject to change. Your discounts amounts are shown on your Student Enrollment Agreement. Transaction details regarding Add-on services that you selected and their costs along with any terms for payment are also included and outlined on your Student Enrollment Agreement.

### **Book Fees & Supplies**

Textbooks vary in cost and students should project an estimate of about \$250 to \$350 total to cover books in any given ELTU program. Depending on the book provider, cost may be higher or lower than this estimate. Books may be purchased from your favorite bookstore online such as Amazon.com or similar, and some books may be purchased directly from ELTU separately. Students are responsible for the cost of their own textbooks, Internet, computer devices and equipment, email service, etc. which are needed to access and complete ELTU courses, seminars, and programs. Any cost shown for textbook fees or supplies are estimates only based on current cost and are subject to change at any time. *See policy on **BOOKS, MATERIALS, & SUPPLIES**.*

### **Tools Fee, Lab Fee, Individual Subject Fee**

Unless otherwise shown, the University does not charge a separate fee at this time as tools fee, lab fees, or individual subject fees.

## **STUDENT DISCOUNTS**

Tuition rate discounts and other student discounts may be offered to students who enroll in and purchase multiple programs and optional Add-on services, seminars and programs. ELTU students who wish to add on multiple programs or seminar series while enrolled in the current one may do so by purchasing the Add-on package. Each Add-on package applies only to one degree program or seminar series. Multiple Add-on packages must be purchased for multiple degree programs or seminars. A student enrolled in the full regular ELTU degree

program or seminar series (not an ELTU bridge) who purchases an Add-on package must complete the full required number of program hours for their selected Add-on degree program except where noted otherwise in this handbook concerning transferable credits for the selected program or seminar series. *For example, right before graduation a student in the ELTU Bachelor's degree program purchases (1) Add-on degree package for a Master's degree. The student must complete the required program hours in the first program before he/she can begin the next program or seminar series.* If the student has prior transferable credits, they may request consideration for those credits under our admissions policy. Add-on package price is strictly a discounted rate for which the student is eligible due to his/her multiple enrollments as an ELTU student. The discounted rate for the Add-on Package must be paid along with any school processing fees, including Matriculation fees. These fees are payable either upfront or they may be paid via an installment plan. If the Add-on package and fees are paid on an installment plan, the Add-on package installment plan may begin only after the current active degree plan has been paid in full. A student may not have more than one installment payment plan active at one time. At present, all our ELTU installment packages are paid monthly with no interest. All Add-on packages must be purchased while the student is currently active in good standing in an ELTU program or seminar series. Once a student has completed an ELTU program or seminar series, the student is no longer an active ELTU student and is no longer eligible to purchase an Add-on package discounted program. *(Also see policy on VOLUNTARY "ADD-ON" SERVICES (OPTIONAL)).*

### VOLUNTARY "ADD-ON" SERVICES (OPTIONAL)

ELTU may offer more than one program for the student to consider as optional programs, such as "bridge" program choices or multiple degree programs. These are optional add-on programs or seminars offered to complement the student's choices and offer flexibility in obtaining educational goals. Add-on programs are not mandatory and are purely offered as "bridges" of convenience to the student who wishes to join multiple programs together in completing his/her educational goals. In addition, ELTU program packages are often offered bundled together so that the student may receive special discounts approved by the School Director in advance. Any ELTU Program Credits for these programs are reviewed in advance by the ELTU School Director for transferability to other ELTU programs. Credit hours for Previous Training or Work Experience outside of ELTU programs or seminars do not apply to our ELTU bridge programs which are those programs that have already been shortened in program hours providing ELTU credits within our school. Any transfer of program credit from one ELTU program into another ELTU program must be requested by the student in advance of

entering any ELTU program or seminar series; and approval if any, is at the sole discretion and approval of the ELTU School Director.

### Add-on Multiple Programs or Seminars

ELTU students who wish to add on multiple programs or seminar series while enrolled in the current one may do so by purchasing the Add-on package. Each Add-on package applies only to one degree program or seminar series. Multiple Add-on packages must be purchased for multiple degree programs or seminars. A student enrolled in the full regular ELTU degree program or seminar series (not an ELTU bridge) who purchases an Add-on package must complete the full required number of program hours for their selected Add-on degree program except where noted otherwise in this handbook concerning transferable credits for the selected program or seminar series. *For example, right before graduation a student in the ELTU Bachelor's degree program purchases (1) Add-on degree package for a Master's degree. The student must complete the required program hours in the first program before he/she can begin the next program or seminar series.* If the student has prior transferable credits, they may request consideration for those credits under our admissions policy. Add-on package price is strictly a discounted rate for which the student is eligible due to his/her multiple enrollments as an ELTU student. The discounted rate for the Add-on Package must be paid along with any school processing fees, including Matriculation fees. These fees are payable either upfront or they may be paid via an installment plan. If the Add-on package and fees are paid on an installment plan, the Add-on package installment plan may begin only after the current active degree plan has been paid in full. A student may not have more than one installment payment plan active at one time. At present, all our ELTU installment packages are paid monthly with no interest. All Add-on packages must be purchased while the student is currently active in good standing in an ELTU program or seminar series. Once a student has completed an ELTU program or seminar series, the student is no longer an active ELTU student and is no longer eligible to purchase an Add-on package discounted program.

### Add-on Commercial Book Publishing Pkg (optional)

At ELTU: The University of Christ-Centered Coaching, Leadership, and Change, you can become not only transformed and empowered to go live your best life, but also write your story, get it published and released into the commercial marketplace or ministry marketplace - all while completing the dream of earning your college degree! In this Optional Book Publishing Package, you will complete the process of earning your chosen degree or graduate certificate, plus ELTU will help to launch your own published work into the commercial market or ministry marketplace! And the best part is this is all accomplished in the process of earning your degree or graduate certificate. Specifically, we will show you how to:

- **Write your book;**
- **Become a published author;**

- **Launch your book into marketplace or ministry;**
- **Get the Discounted rate of just \$2,400 for worldwide marketplace publishing; and**
- **Keep 100% of your Book Royalties minus any Amazon Publishing Fees!**

#### **How It Works:**

Pair the Add-on Commercial Book Publishing Package with any of our ELTU degree or graduate seminar certificates; you get to utilize your time in the Course Paper to create your book content for publication into the market. Instead of writing a textbook summary for your Course Paper, you will share your own stories along with what you learned in the textbook lectures to develop content for your Course Paper. This content is what you will submit as your Course Paper to the Instructor for grading. Once graded and returned to you, with your fully paid Add-on Book Publishing package, we receive your permission to publish the work for you under your name in the outside market. The material will be packaged by ELTU for your commercially produced book in the marketplace. With ELTU, you are provided with a full suite of our services including book editing, book cover, ISBN, setup training, and consultation to help turn your Course Paper into a production work file for your book. You will get to work on your book, your calling, and your personal brand all while completing your ELTU degree or seminar certificate! *Refundable until first draft of work is turned in submitted to Instructor.*

#### **All at a discounted publishing rate!**

*During enrollment, select the “Add-on Book Publishing Package.” The price shown for this Add-on program has already been discounted as shown in the Student Enrollment Agreement. This amount will be added on to your chosen degree or seminar certificate package. You will be given the opportunity to break the Add-on payment into installments or pay in advance. No work will be done on your book production file until all payments have been completed for both your ELTU degree or seminar certificate and your selected Add-on Commercial Book Publishing Package.*

#### **Commercial Publishing Package - Doctoral Dissertation**

When you pair the Add-on Commercial Book Publishing Package with the Doctoral Dissertation, once your Doctoral Dissertation has been successfully graded, defended, and conferred, your Course Doctoral Paper content will be used to create your book content for publication into the market. Each Add-on Commercial Book Publishing Package you purchase may only be used to publish your Combined Course Papers or your Dissertation. If you wish to publish both your Combined Course Papers and your Dissertation, you will need to purchase a total of (2) Add-ons as one of the Add-ons will cover the Program Course Papers and the other Add-on will cover the Program Dissertation. This unique and convenient learning experience gives students the opportunity to share their stories along with what you learned in the textbook lectures to make the world a

better place! The content you create is what you will submit as your Course Paper or Course Dissertation to the Instructor for grading. Once graded and returned to you, with your fully paid Add-on Book Publishing package, we receive your permission to publish the work for you under your name in the outside market. The material will be packaged by ELTU for your commercially produced book in the marketplace. With ELT, you are provided with a full suite of our services including book editing, book cover, ISBN, setup training, and consultation to help turn your Course Paper into a production work file for your book. You will get to work on your book, your calling, and your personal brand all while completing your ELTU degree or seminar certificate!

## **PAYMENT PLAN ENROLLMENT FEE**

Students may opt to pay tuition and fees on the installment plan. This plan allows a student to pay monthly tuition after the initial school registration fee has been paid to enroll in the desired program. The Payment Plan Enrollment is a separate enrollment into an installment payment plan available for your chosen ELTU program (if any) is outlined in the specified Student Enrollment Agreement for your chosen program. The number of payments outlined in each program may vary as each program duration is different. See the specifics outlined for your chosen program and course of study on your Student Enrollment Agreement.

The Payment Plan installments are due each month on the first day of the month. Any student failing to make the monthly installment is subject to fines/penalties, withdrawals for non-payment and may forfeit credit for courses. If a student is withdrawn for non-payment, all tuition, fees, fines and penalties are collected along with a reinstatement fee before course grades are assigned. Reinstatement may be granted through the end of the existing program year if the student brings the financial account current and follows the re-instatement policy. The Payment Plan is a legally binding contract and students must fulfill all terms of the payment plan installments as outlined in the Student Enrollment Agreement, including but not limited to any late fees, incidental expenses, and other fees and expenses as outlined in the University catalog and the Student Enrollment Agreement. Payment Plans are available at the beginning of the admission's process and may need to be revised if the student makes changes to their program. Students may only have one payment installment plan in effect at a time.

### **Payment Plan Enrollment Fee**

- A non-refundable \$150 Payment Plan Enrollment Fee is required at the time of payment plan election and is shown outlined in your Student Enrollment Agreement.
- Late payment fees of \$35 are assessed for any installment payment remaining unpaid after (3) business days.

### ***Method of Payment***

The only acceptable methods of payment are company (organization) checks or electronically processed transactions in good funds paid via online link electronically from the School. No cash payments are accepted. Company check processing or payment via Paypal, debit, credit cards, electronic funds transfer (EFT), and automated clearinghouse (ACH) recurring payments made electronically or online are the school's only acceptable method of payment.

## FINANCIAL AID & SCHOLARSHIPS

ELTU may from time to time be able to offer private scholarships. Organizations or individuals who wish to partner formally or informally with ELTU to support ELTU students' learning journey are welcome. Any funds available for scholarships will be offered according to the donor's requirements and in alignment with these school policies, notwithstanding any state, federal, or local governing laws that may be applicable. An educational sponsor, church or organization whose educational department has a strategic alliance with ELTU will be highlighted and featured as appreciation at the ELTU program graduation. ELTU does not participate in federal, state, or local government student financial aid programs under Title IV, Higher Education Act of 1965 (20 U.S.C. Section 1070 et seq.) All scholarships and financial aid awards become a part of the signed and executed Student Enrollment Agreement.

- **ELTU Inaugural Scholarship (2023)**

Established in 2023, the ELTU Inaugural Scholarship is a gift of Free Tuition from University Founder, Dr. Merle Ray, elevating students who are following their calling and career in the fields of leadership, coaching, spiritual care and/or managing change. The Scholarship serves to further Dr. Ray's commitment to encourage and support women and men who are committed to Christ-Centered leadership transformation in the 21st century.

A selection committee comprised of representatives from the University selects scholarship recipients on the basis of successful completion of the ELTU Admissions process and written essay questions contained in the Application. All applicants will receive notification in writing as to the decision of the committee. To obtain consideration, applicants must receive an Invitation to Apply letter directly from the University. ELTU Inaugural Scholarship covers Tuition only of the student's first ELTU Degree Program and does not cover Matriculation Fees or any other expenses. Inaugural candidates must complete the ELTU Admissions process and Student Enrollment Agreement in its entirety, and a **Waiver of Tuition** Form will be executed upon Admissions approval and Scholarship Committee approval. Expenses and Fees not covered by the Scholarship must be set up on installments or paid in advance prior to admission. All scholarships and financial aid awards become a part of the signed and executed Student Enrollment Agreement.



## STUDENT ENROLLMENT AGREEMENT

### SCHOOL INFORMATION

## ELEVATION LIFE TRANSFORMATION:

*The University of Christ-Centered Coaching, Leadership, & Change™*

8111 Whirlaway Elm Dr • Humble, TX • 77346 • Phone (281) 827-4396 • [www.ELEVATIONU.com](http://www.ELEVATIONU.com)

### STUDENT INFORMATION

Student Name	
Mailing Address	
Phone (including Area Code)	
E-mail Address	

### PROGRAM AND COST

Program Name	<b>DOCTOR OF PHILOSOPHY DEGREE IN HUMAN CAPITAL LEADERSHIP AND CHANGE</b>		
Program Length	103 Minimum Contact Hours	Date training is to begin	
Course Type	<input checked="" type="checkbox"/> Program	<input type="checkbox"/> Seminar (single)	<input type="checkbox"/> Seminar (series)
Method of Delivery	Asynchronous		
Max Time Allowed	24 months		

Tuition**	\$3,145	Add-on Optional Expenses	
Registration Fee***	\$100	Add-on Degree / Seminar Series	\$2,000
Matriculation Fee	\$1,288	Add-on Book Publishing Package	\$2,400
Books**	\$250		
Supplies**	\$100	Other Fees	
<b>**SAVE \$\$ STUDENT DISCOUNTS apply for tuition and fees paid in advance</b>		Payment Plan Enrollment Fee ***	\$150

*\*\*Tuition represents the cost of ELTU delivered courses and does not include textbooks, supplies, or other expenses. Textbooks may be purchased from ELTU separately or from your favorite book dealer or [www.Amazon.com](http://www.Amazon.com). Students are responsible for the cost of their own Internet provider service, computer equipment, email, etc. which are needed to access and complete ELTU courses and programs. Any cost shown for book fees or supplies are estimates only based on current cost and subject to change.*

<b>TOTAL PROGRAM COST:</b>	<b>\$4,533</b>	<b>TOTAL IF PAID IN ADVANCE:</b>	<b>\$4,033</b>
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### METHOD OF PAYMENT

*Select One*

PAYMENT PLAN A	PAYMENT PLAN B		ADVANCED PAYMENT OF TUITION & FEES IF PAID IN FULL	ADVANCED PAYMENT OF TUITION ONLY
12 Monthly Installments with No Interest*	24 Monthly Installments with No Interest*		<b>\$4,033</b>	<b>\$2,845</b>
<b>\$369</b>	<b>\$185</b>		<b>SAVINGS AMOUNT:</b>	<b>SAVINGS AMOUNT:</b>
			<b>\$500</b>	<b>\$300</b>
Monthly plus the student's chosen optional Add-on package(s).	Monthly plus the student's chosen optional Add-on package(s).		No remaining fees if Tuition & Expenses paid in advance.	Matriculation Fees to be paid via 12 monthly installments with No Interest.
				<b>\$107</b>

*We accept all payments online via credit or debit cards. \*Installments will be setup on automatic recurring payments on the ELTU website for electronic processing. Students may elect to set up Automatic Bill Pay, Auto Credit or Auto Debit Card Payments, with their bank or other Auto recurring electronic provider. Fees shown with three asterisks \*\*\* such as Payment Plan Enrollment Fee and Registration Fee are required at the time of Admission's Application for processing, and are therefore non-refundable unless the Student's Admissions Application is not approved.*

**Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed the amounts paid by the debtor hereunder.**

*The payment plans shown under Method of Payment do not include Student selected optional Add-on Packages. Voluntary Add-on fees will be calculated and added to the plan if and when the student chooses an optional Add-on Package. ELTU Inaugural Scholarship Recipients receive a Waiver of Tuition Form after submitting the Student Enrollment Agreement and receiving Scholarship approval.*

### CANCELLATION POLICY

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contact is signed.



### VOLUNTARY "ADD-ON" OPTIONS

ELTU may offer more than one program for the student to consider as optional programs, such as "bridge" program choices or multiple degree programs. These optional add-on programs or seminars complement the student's choices and offer flexibility in obtaining educational goals. Add-on programs are not mandatory and are purely offered as "bridges" of convenience to the student who wishes to join multiple programs together in completing his/her educational goals. In addition, ELTU program packages are often offered bundled together so that the student may receive special discounts approved by the School Director in advance. Any ELTU Program Credits for these programs are reviewed in advance by the ELTU School Director for transferability to other ELTU programs. Credit hours for Previous Training or Work Experience outside of ELTU programs or seminars do not apply to our ELTU bridge programs which are those programs that have already been shortened in program hours providing ELTU credits within our school. Any transfer of program credit from one ELTU program into another ELTU program must be requested by the student in advance of entering any ELTU program or seminar series; and approval if any, is at the sole discretion and approval of the ELTU School Director.

*The Optional Add-ons you select below are a part of this Student Enrollment Agreement and will be added as follows:*

#### Optional Expenses

Select Optional Add-on Services	Discounted Fee	Select Only One Option to Mark Yes	Enter Degree Program Name or Seminar Series Name That You Wish to Add-on
Add-on Degree Program or Seminar Series (only)	\$2,000		
Add-on Book Publishing Package (only)	\$2,400		
Add-on Both of the Above Options (combined)	\$4,400		
Do you wish to pay these Add-On Expenses in advance?	YES NO		

#### PAYMENT PLAN METHOD FOR "ADD-ON" OPTIONAL EXPENSES

#### SELECT ONE OPTION

OPTION A 12 monthly installments			OPTION B 24 monthly installments		
Degree or Seminar Series Only	Book Publishing Package Only	Both Add-ons	Degree or Seminar Series Only	Book Publishing Package Only	Both Add-ons
\$167	\$200	\$367	\$83	\$100	\$183
Monthly with No Interest	Monthly with No Interest	Monthly with No Interest	Monthly with No Interest	Monthly with No Interest	Monthly with No Interest

*Installments will be setup on automatic recurring payments on the ELTU website for electronic processing. Students may elect to set up Automatic Bill Pay, Auto Credit or Auto Debit Card Payments, with their bank or other Auto recurring electronic provider.*

Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed the amounts paid by the debtor hereunder.

#### STUDENT ACKNOWLEDGEMENT

☒ **YES** - A copy of the ELTU policies for Cancellations and Refunds for the Added-on Degree Program, Certificate Program or Seminar Series is attached to this Student Enrollment Agreement.

☐ **NO** - A copy of the ELTU policies for Cancellations and Refunds for the Added-on Degree Program, Certificate Program or Seminar Series is NOT attached to this Student Enrollment Agreement.

PAYMENT PLAN GRAND TOTAL		ADVANCE PAYMENTS TO BE MADE	
PAGE ONE – INITIAL PROGRAM AMOUNT TO PAY MONTHLY:		ADVANCE PAYMENT INITIAL PROGRAM:	
PAGE TWO – OPTIONAL ADD-ONS AMOUNT TO PAY MONTHLY:		ADVANCE PAYMENT ADD-ONS:	
# OF MONTHS:	PAYMENT PLAN GRAND TOTAL	TOTAL AMOUNT DUE IN ADVANCE:	
	MONTHLY PAYMENTS:	MATRICULATION FEES REMAINING PER MONTH:	

Approved and regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas.

I have received a copy of this enrollment agreement and current school catalog.

Student Initials:

**IMPORTANT: Right-click directly on this PDF to PRINT and SAVE your completed information. Choose "SAVE AS" to Download to your computer. ELECTRONIC SIGNATURE REQUIRED FOR ALL FORMS INCLUDED AT END OF THIS PROCESS**

Printed Name of Student: \_\_\_\_\_

Student Signature (hand sign or type here): \_\_\_\_\_

Printed Name of Authorized School Official: \_\_\_\_\_

Signature of Authorized School Official: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

## CANCELLATION AND REFUND POLICIES FOR ELTU DEGREE PROGRAMS, ASYNCHRONOUS SEMINARS & DISTANCE EDUCATION PROGRAMS

**This Cancellation and Refund Policy applies to all Degrees and asynchronous distance education learning seminars and programs at ELTU, including but not limited to:**

- **Bachelor of Science Degree in Christ-Centered Leadership, Coaching, and Change**
- **Master of Science Degree in Christ-Centered Leadership, Coaching, and Change**
- **Graduate Degree Program in Executive Leadership, Pastoral Care, & Change**
- **Doctor of Philosophy Degree in Christ-Centered Leadership, Coaching, and Change**
- **Doctor of Philosophy Degree in Human Capital Leadership and Change**
- **Christ-Centered MBA Certificate**
- **Personal Ministry Coach Certificate**

### CANCELLATION POLICY

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed by the prospective student.

### REFUND POLICY

1. For all programs other than seminars, a student may cancel enrollment, request a full refund including Tuition and Matriculation Fees paid, and request a release from any obligations to the school within the first three scheduled class days. As a general rule, the official first date of class or training for ELTU Degree programs and asynchronous distance education seminars is 3 business days after the notification of approved Admission status. After the third day following the official start of classes or training for ELTU Degree programs and asynchronous distance education seminars, refund computations will not include ELTU Matriculation fee. The full Matriculation Fee is due and payable on the official program start date as it is operating expenses needed to make the program/seminar certificate available. The Matriculation Fee for asynchronous programs/seminars may be paid in monthly installments. If the student is paying in monthly installments, all payments made must first be allocated towards the Matriculation Fee until Matriculation Fee is paid in full. If you change your mind and withdraw within the first 3 days of program start date, you get a full refund of the Matriculation and Tuition Fees paid. If for any reason you withdraw after the first 3 days of official program start date, the Matriculation Fee is non-refundable, and the tuition is refundable based on the number of lessons completed as discussed in this policy in item number 5 below.
2. After the first three scheduled class days, refund computations will be based on the total number of lessons completed in the Degree program or seminar certificate series and paid tuition and applicable fees according to the payment reimbursement scale discussed in this policy in item number 5 below. Applicable fees for the purposes of refunds does not include the ELTU Matriculation Fees as these fees are not a part of the tuition cost and are needed to operate programs and seminars at ELTU. It should be noted that ELTU tuition represents the cost of the ELTU course curricula only and does not include the cost of labor, textbooks, supplies, or any other associated or extra expenses. Specifically, for the

purpose of determining refund amount, ELTU uses the last day the student submitted a posting to any lesson or ELTU Discussion Forum whichever is last from the ELTU Course Content Outline. For determining the amount of refunds this number will be applied toward the amount of tuition fully paid in advance and not tuition paid in installment plans. Tuition and services rendered and paid via Payment Plan Installments are already pro-rated according to payment schedule. A refund will not be made for payments made via Payment Plan Installments unless the student has paid in excess over the amount due for the time period of the Installment Plan. Voluntary Add-ons are non-refundable once student's first draft work has been submitted. Add-on Degrees are refundable based on number of lessons completed.

3. The effective date of termination for refund purposes will be the earliest of the following:
  - (a) the date of notification to the student if the student is terminated;
  - (b) the date of receipt of written notice from the student; or
  - (c) the end of the third calendar month following the month in which the student's last lesson assignment was received unless notification has been received from the student that he wishes to remain enrolled.
4. If full tuition and fees are collected before any lessons have been completed, and if, after expiration of the 72-hour cancellation privilege, the student fails to begin the program, not more than \$100 shall be retained by the school.
5. If the student who enters an asynchronous distance education course terminates or withdraws after the expiration of the 72-hour cancellation privilege, the school may retain \$100 of the registration/enrollment fee and the refund policy will provide 75% of the tuition paid in advance for students having completed zero to 1 lesson within the first 12 weeks of entering the program; 50% of the tuition paid in advance will be refunded for students completing up to (2) lessons within the first 12 weeks of entering the program; 25% of the full tuition paid in advance for students completing up to (3) lessons within the first 12 weeks of entering the program. No refunds will be granted of the tuition paid in advance for students completing (4) or more lessons in the Degree program or asynchronous distance education seminar series completed.
6. Refund amount applies to students who paid full tuition upfront or in advance and not students who are paying using Payment Plan Installments. No refund amount will apply to students paying in Payment Plan Installments after the third day of classes and after the 72-hour enrollment cancellation privilege as these amounts are pro-rated already according to a payment plan. Any amounts paid into the Payment Plan Installment arrangement as per schedule covers services already rendered. Any excess or overage amounts paid above the minimum payment in the Installment agreement may be refunded. If a student paying via Installments completes more lessons than paid for, the student will not be granted academic credit on the transcript until the full number of payments have been made for the number of lessons completed. No refunds are due if a student paying via installment plan withdraws from the program having paid in the number of payments due for the Installment plan due at the time of withdrawal.
7. No refunds will be granted of any amount after an enrolled student has reached (4) or more completed ELTU Lessons in any order from their enrolled program after the third day of class and the 72-hour cancellation privilege has expired.
8. A full refund of all tuition and applicable fees is due in each of the following cases:
  - (a) an enrollee is not accepted by the school

- (b) if the program of instruction is discontinued by the school and this prevents the student from completing the program; or
- (c) if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or misrepresentations by the owner or representatives of the school.

#### **Asynchronous Distance Education Refund Policy for Students Called to Active Military Service**

9. A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:
  - (a) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
  - (b) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
  - (c) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
    - (a) satisfactorily completed at least 90 percent of the required coursework for the program; and
    - (b) demonstrated sufficient mastery of the program material to receive credit for completing the program.
10. Refunds will be totally consummated within 60 days after the effective date of termination.
11. In all cases, refunds will meet or exceed the requirements of TEC, §§132.061 and 132.0611 and TAC Chapter 807, Subchapter N.

## POLICY ON TUITION, FEES & SPECIAL CHARGES

ELTU is a small college that does not receive tuition, fees, financial assistance or any other prepayment of other charges from federal or state funds. As such, ELTU operates 100% on the payments provided from its student demographic population who sign up to engage in coaching, leadership, and change studies that enhance their callings and careers. Due to the specialized nature and objective of ELTU program of instruction, we have specific policies on Tuition, Fees, & Special Charges. The specific tuition and fees for registration, books, supplies, tools, laboratory fee, and other charges are shown broken down in detail in their respective sections for each degree program or seminar series. All tuition, fees, and special charges are outlined and agreed to in writing on the **ELTU Student Enrollment Agreement (SEA Form)**. The SEA Form is a legally binding contract and students must fulfill all terms of the Agreement as outlined, including but not limited to any tuition, payment plan processing fees, special charges, and other fees and expenses outlined in the University catalog and specified in the Agreement. Students must complete a new Student Enrollment Agreement should they wish to apply for a different program or certificate at the University. *(For ease of administration, any figures for mathematical calculations may be rounded up or down to the nearest whole number.)*

### TUITION

Tuition varies according to selected program or seminar. At ELTU, Tuition represents the cost of the ELTU delivered course curricula only and does not include textbooks, supplies, or any other expenses.

### EXTRA EXPENSES

In addition to the tuition associated with the degree program and seminar certificates, and pursuant to Texas Act §132.061, the following extra expenses are necessary for the portion of the program attended and are separately stated in the student enrollment agreement. Unless otherwise noted, ELTU will withhold these items of extra expense from any refunds made to the student as allowable and referenced under the Act.

The University will charge the following non-refundable fees, incidental fees, and other associated expenses as **these expenses are utilized to operate the program and will not be part of the calculations for refundable expenses. These fees are subject to change:**

- Registration Fee: \$100 *(refundable if Application for Admission is not approved)*
- Matriculation fee \$1,288 *(refundable if Application for Admission is not approved)*
- Program Re-instatement Fee \$100
- Payment Plan Enrollment Fee: \$150 *(refundable if Admission Application is not approved)*
- Late Payments \$35
- Extended Program Fee \$89 per month
- Official Transcripts \$30
- Fees Prior to Graduation Eligibility
- Add-on Degree Program \$2,000 *(Optional; Subject to change and varies by program)*
- Add-on Seminar \$2,000 *(Optional; Subject to change and varies)*
- Book Publishing Package \$2,400 *(Optional; Subject to change)*
- Book Fees & Supplies
- Returned check \$35
- Replacement Certificate Unframed \$50
- Official Framed Print or Reprint of Official Degree or Diploma Certificate \$189
- Tools Fee, Lab Fee, Individual Subject Fee

Brief descriptions of these fees:

**Registration Fee: \$100**

One-time non-refundable fee payable when students apply for admission to the school Admission's application. If a student is not approved for admission, then the fee is refunded.

**Matriculation Fee: \$1,288**

One-time non-refundable fee payable in advance or set up in 12-monthly installments upon admission and enrollment application. The Matriculation fee is refundable if Application for Admission is not approved; otherwise, this fee is required to operate all programs or seminars as part of operating costs and will not be considered in calculating any refundable expenses. The ELTU Matriculation Fee is a separate line item on the Student Enrollment Agreement and covers the cost of labor and operations expenses not included in tuition. This fee must be set up on 12-monthly installments or paid in advance when the student applies for Enrollment to the University (24-monthly installments is available for students with Voluntary Add-ons). ELTU Matriculation fee includes but is not limited to program/seminar related expenses for students accepted into the University; the Fee represents cost of providing student services, staff, access to technology platforms, communications, evaluations, operations expenses, and student-faculty activities, recordkeeping, and review upon admission and enrollment.

The full Matriculation Fee is due and payable on the official program/seminar start date as it is operating expenses needed to make the program/seminar available. The Matriculation Fee may be paid in monthly installments for degree and asynchronous programs only. If the student is paying in monthly installments, all payments made must first be allocated towards the Matriculation Fee until Matriculation Fee is paid in full. If you change your mind and withdraw within the first 3 days of program start date, you get a full refund of the Matriculation and Tuition Fees paid. If for any reason you withdraw after the first 3 days of official program start date, the Matriculation Fee is non-refundable, and the tuition is refundable based on the number of lessons completed as discussed in the Cancellations and Refunds policy.

The Matriculation Fee for synchronous programs and seminars cannot be paid in installments and is due and payable on the official program/seminar start date again, as it is operating expenses needed to make the program/seminar certificate available from enrollment. If you change your mind and withdraw from a synchronous program or seminar within the first 3 days of program/seminar start date, you get a full refund of the Matriculation and Tuition Fees paid. If for any reason you withdraw after the first 3 days of a synchronous official program/seminar start date, the Matriculation Fee portion is non-refundable, and the remaining portion of the synchronous program/seminar is refundable based on portion of the program/seminar attended.

**\$100 – Reinstatement Fee**

If a student who has cancelled or otherwise terminated a Student Enrollment Agreement wishes to reinstate a previously terminated agreement, then a fee of \$100 will be charged prior to re-instatement. This does not apply to students who have exercised the time provisions of the policy on Incompletes, Withdrawals, or Repeat Courses within the allowable time under the policy.

**Payment Plan Enrollment Fee**

A non-refundable \$150 Payment Plan Enrollment Fee is required at the time of payment plan election and is shown outlined in your Student Enrollment Agreement. *See Payment Plan policy*

**\$35 – Late Payments**

Late payment fees of \$35 are assessed for any installment payment remaining unpaid after (3) business days.

### **\$89 per month - Extended Program**

If a student has not finished the program after the maximum number of months has expired or has not successfully cancelled or otherwise terminated a Student Enrollment Agreement, the student may be assessed a fee to hold the program over beyond the maximum time period. A fee of \$89 per month will be charged until the student finishes the program. This does not apply to students who have exercised the time provisions of the policies on Incompletes, Withdrawals, Cancellations, Terminations, or Repeat Courses within the allowable time under policy.

### **\$30 – Official Transcripts**

A fee of \$30 will be charged when a student requests ELTU send copies of any transcripts requested by the student. The student must make a request for transcript in writing, including the school/entity/person who is authorized to receive the transcript. Student must pay all fees owed to the school for any open balances on the student financial account. The student must the transcript request before any documents will be released.

### **Fees Prior to Graduation Eligibility**

A Student who has an open balance on the Student Financial Account may not be scheduled for graduation, nor receive any certificates, Degrees, official grades, official or unofficial transcripts until all financial obligations for payment are paid in full on the Student ELTU Financial Account.

### **Add-on Program \$2,000 and Add-on Book Publishing Package \$2,400**

If you choose to add on an optional additional Degree programs, Seminar Series, or the ELTU Book Publishing Program, this information is shown on your Student Enrollment Agreement. You may be eligible for discounts as offered by the school and described in this ELTU Catalog (*see Student Discounts policy and VOLUNTARY "ADD-ON" SERVICES (OPTIONAL) policy*). These discounts vary and are subject to change. Your discounts amounts are shown on your Student Enrollment Agreement. Transaction details regarding Add-on services that you selected and their costs along with any terms for payment are also included and outlined on your Student Enrollment Agreement.

### **Book Fees & Supplies**

Textbooks vary in cost and students should project an estimate of about \$250 to \$350 total to cover books in any given ELTU program. Depending on the book provider, cost may be higher or lower than this estimate. Books may be purchased from your favorite bookstore online such as Amazon.com or similar, and some books may be purchased directly from ELTU separately. Students are responsible for the cost of their own textbooks, Internet, computer devices and equipment, email service, etc. which are needed to access and complete ELTU courses, seminars, and programs. Any cost shown for textbook fees or supplies are estimates only based on current cost and are subject to change at any time. *See policy on **BOOKS, MATERIALS, & SUPPLIES**.*

### **Tools Fee, Lab Fee, Individual Subject Fee**

Unless otherwise shown, the University does not charge a separate fee at this time as tools fee, lab fees, or individual subject fees.

## **STUDENT DISCOUNTS**

Tuition rate discounts and other student discounts may be offered to students who enroll in and purchase multiple programs and optional Add-on services, seminars and programs. ELTU students who wish to add on multiple programs or seminar series while enrolled in the current one may do so by purchasing the Add-on package. Each Add-on package applies only to one degree program or seminar series. Multiple Add-on packages must be purchased for multiple degree programs or seminars. A student enrolled in the full regular ELTU degree

program or seminar series (not an ELTU bridge) who purchases an Add-on package must complete the full required number of program hours for their selected Add-on degree program except where noted otherwise in this handbook concerning transferable credits for the selected program or seminar series. *For example, right before graduation a student in the ELTU Bachelor's degree program purchases (1) Add-on degree package for a Master's degree. The student must complete the required program hours in the first program before he/she can begin the next program or seminar series.* If the student has prior transferable credits, they may request consideration for those credits under our admissions policy. Add-on package price is strictly a discounted rate for which the student is eligible due to his/her multiple enrollments as an ELTU student. The discounted rate for the Add-on Package must be paid along with any school processing fees, including Matriculation fees. These fees are payable either upfront or they may be paid via an installment plan. If the Add-on package and fees are paid on an installment plan, the Add-on package installment plan may begin only after the current active degree plan has been paid in full. A student may not have more than one installment payment plan active at one time. At present, all our ELTU installment packages are paid monthly with no interest. All Add-on packages must be purchased while the student is currently active in good standing in an ELTU program or seminar series. Once a student has completed an ELTU program or seminar series, the student is no longer an active ELTU student and is no longer eligible to purchase an Add-on package discounted program. *(Also see policy on VOLUNTARY "ADD-ON" SERVICES (OPTIONAL)).*

### VOLUNTARY "ADD-ON" SERVICES (OPTIONAL)

ELTU may offer more than one program for the student to consider as optional programs, such as "bridge" program choices or multiple degree programs. These are optional add-on programs or seminars offered to complement the student's choices and offer flexibility in obtaining educational goals. Add-on programs are not mandatory and are purely offered as "bridges" of convenience to the student who wishes to join multiple programs together in completing his/her educational goals. In addition, ELTU program packages are often offered bundled together so that the student may receive special discounts approved by the School Director in advance. Any ELTU Program Credits for these programs are reviewed in advance by the ELTU School Director for transferability to other ELTU programs. Credit hours for Previous Training or Work Experience outside of ELTU programs or seminars do not apply to our ELTU bridge programs which are those programs that have already been shortened in program hours providing ELTU credits within our school. Any transfer of program credit from one ELTU program into another ELTU program must be requested by the student in advance of



entering any ELTU program or seminar series; and approval if any, is at the sole discretion and approval of the ELTU School Director.

### Add-on Multiple Programs or Seminars

ELTU students who wish to add on multiple programs or seminar series while enrolled in the current one may do so by purchasing the Add-on package. Each Add-on package applies only to one degree program or seminar series. Multiple Add-on packages must be purchased for multiple degree programs or seminars. A student enrolled in the full regular ELTU degree program or seminar series (not an ELTU bridge) who purchases an Add-on package must complete the full required number of program hours for their selected Add-on degree program except where noted otherwise in this handbook concerning transferable credits for the selected program or seminar series. *For example, right before graduation a student in the ELTU Bachelor's degree program purchases (1) Add-on degree package for a Master's degree. The student must complete the required program hours in the first program before he/she can begin the next program or seminar series.* If the student has prior transferable credits, they may request consideration for those credits under our admissions policy. Add-on package price is strictly a discounted rate for which the student is eligible due to his/her multiple enrollments as an ELTU student. The discounted rate for the Add-on Package must be paid along with any school processing fees, including Matriculation fees. These fees are payable either upfront or they may be paid via an installment plan. If the Add-on package and fees are paid on an installment plan, the Add-on package installment plan may begin only after the current active degree plan has been paid in full. A student may not have more than one installment payment plan active at one time. At present, all our ELTU installment packages are paid monthly with no interest. All Add-on packages must be purchased while the student is currently active in good standing in an ELTU program or seminar series. Once a student has completed an ELTU program or seminar series, the student is no longer an active ELTU student and is no longer eligible to purchase an Add-on package discounted program.

### Add-on Commercial Book Publishing Pkg (optional)

At ELTU: The University of Christ-Centered Coaching, Leadership, and Change, you can become not only transformed and empowered to go live your best life, but also write your story, get it published and released into the commercial marketplace or ministry marketplace - all while completing the dream of earning your college degree! In this Optional Book Publishing Package, you will complete the process of earning your chosen degree or graduate certificate, plus ELTU will help to launch your own published work into the commercial market or ministry marketplace! And the best part is this is all accomplished in the process of earning your degree or graduate certificate. Specifically, we will show you how to:

- **Write your book;**
- **Become a published author;**

- **Launch your book into marketplace or ministry;**
- **Get the Discounted rate of just \$2,400 for worldwide marketplace publishing; and**
- **Keep 100% of your Book Royalties minus any Amazon Publishing Fees!**

#### **How It Works:**

Pair the Add-on Commercial Book Publishing Package with any of our ELTU degree or graduate seminar certificates; you get to utilize your time in the Course Paper to create your book content for publication into the market. Instead of writing a textbook summary for your Course Paper, you will share your own stories along with what you learned in the textbook lectures to develop content for your Course Paper. This content is what you will submit as your Course Paper to the Instructor for grading. Once graded and returned to you, with your fully paid Add-on Book Publishing package, we receive your permission to publish the work for you under your name in the outside market. The material will be packaged by ELTU for your commercially produced book in the marketplace. With ELTU, you are provided with a full suite of our services including book editing, book cover, ISBN, setup training, and consultation to help turn your Course Paper into a production work file for your book. You will get to work on your book, your calling, and your personal brand all while completing your ELTU degree or seminar certificate! *Refundable until first draft of work is turned in submitted to Instructor.*

#### **All at a discounted publishing rate!**

*During enrollment, select the “Add-on Book Publishing Package.” The price shown for this Add-on program has already been discounted as shown in the Student Enrollment Agreement. This amount will be added on to your chosen degree or seminar certificate package. You will be given the opportunity to break the Add-on payment into installments or pay in advance. No work will be done on your book production file until all payments have been completed for both your ELTU degree or seminar certificate and your selected Add-on Commercial Book Publishing Package.*

#### **Commercial Publishing Package - Doctoral Dissertation**

When you pair the Add-on Commercial Book Publishing Package with the Doctoral Dissertation, once your Doctoral Dissertation has been successfully graded, defended, and conferred, your Course Doctoral Paper content will be used to create your book content for publication into the market. Each Add-on Commercial Book Publishing Package you purchase may only be used to publish your Combined Course Papers or your Dissertation. If you wish to publish both your Combined Course Papers and your Dissertation, you will need to purchase a total of (2) Add-ons as one of the Add-ons will cover the Program Course Papers and the other Add-on will cover the Program Dissertation. This unique and convenient learning experience gives students the opportunity to share their stories along with what you learned in the textbook lectures to make the world a

better place! The content you create is what you will submit as your Course Paper or Course Dissertation to the Instructor for grading. Once graded and returned to you, with your fully paid Add-on Book Publishing package, we receive your permission to publish the work for you under your name in the outside market. The material will be packaged by ELTU for your commercially produced book in the marketplace. With ELT, you are provided with a full suite of our services including book editing, book cover, ISBN, setup training, and consultation to help turn your Course Paper into a production work file for your book. You will get to work on your book, your calling, and your personal brand all while completing your ELTU degree or seminar certificate!

## **PAYMENT PLAN ENROLLMENT FEE**

Students may opt to pay tuition and fees on the installment plan. This plan allows a student to pay monthly tuition after the initial school registration fee has been paid to enroll in the desired program. The Payment Plan Enrollment is a separate enrollment into an installment payment plan available for your chosen ELTU program (if any) is outlined in the specified Student Enrollment Agreement for your chosen program. The number of payments outlined in each program may vary as each program duration is different. See the specifics outlined for your chosen program and course of study on your Student Enrollment Agreement.

The Payment Plan installments are due each month on the first day of the month. Any student failing to make the monthly installment is subject to fines/penalties, withdrawals for non-payment and may forfeit credit for courses. If a student is withdrawn for non-payment, all tuition, fees, fines and penalties are collected along with a reinstatement fee before course grades are assigned. Reinstatement may be granted through the end of the existing program year if the student brings the financial account current and follows the re-instatement policy. The Payment Plan is a legally binding contract and students must fulfill all terms of the payment plan installments as outlined in the Student Enrollment Agreement, including but not limited to any late fees, incidental expenses, and other fees and expenses as outlined in the University catalog and the Student Enrollment Agreement. Payment Plans are available at the beginning of the admission's process and may need to be revised if the student makes changes to their program. Students may only have one payment installment plan in effect at a time.

### **Payment Plan Enrollment Fee**

- A non-refundable \$150 Payment Plan Enrollment Fee is required at the time of payment plan election and is shown outlined in your Student Enrollment Agreement.
- Late payment fees of \$35 are assessed for any installment payment remaining unpaid after (3) business days.

### ***Method of Payment***

The only acceptable methods of payment are company (organization) checks or electronically processed transactions in good funds paid via online link electronically from the School. No cash payments are accepted. Company check processing or payment via Paypal, debit, credit cards, electronic funds transfer (EFT), and automated clearinghouse (ACH) recurring payments made electronically or online are the school's only acceptable method of payment.

## FINANCIAL AID & SCHOLARSHIPS

ELTU may from time to time be able to offer private scholarships. Organizations or individuals who wish to partner formally or informally with ELTU to support ELTU students' learning journey are welcome. Any funds available for scholarships will be offered according to the donor's requirements and in alignment with these school policies, notwithstanding any state, federal, or local governing laws that may be applicable. An educational sponsor, church or organization whose educational department has a strategic alliance with ELTU will be highlighted and featured as appreciation at the ELTU program graduation. ELTU does not participate in federal, state, or local government student financial aid programs under Title IV, Higher Education Act of 1965 (20 U.S.C. Section 1070 et seq.) All scholarships and financial aid awards become a part of the signed and executed Student Enrollment Agreement.

- **ELTU Inaugural Scholarship (2023)**

Established in 2023, the ELTU Inaugural Scholarship is a gift of Free Tuition from University Founder, Dr. Merle Ray, elevating students who are following their calling and career in the fields of leadership, coaching, spiritual care and/or managing change. The Scholarship serves to further Dr. Ray's commitment to encourage and support women and men who are committed to Christ-Centered leadership transformation in the 21st century.

A selection committee comprised of representatives from the University selects scholarship recipients on the basis of successful completion of the ELTU Admissions process and written essay questions contained in the Application. All applicants will receive notification in writing as to the decision of the committee. To obtain consideration, applicants must receive an Invitation to Apply letter directly from the University. ELTU Inaugural Scholarship covers Tuition only of the student's first ELTU Degree Program and does not cover Matriculation Fees or any other expenses. Inaugural candidates must complete the ELTU Admissions process and Student Enrollment Agreement in its entirety, and a **Waiver of Tuition** Form will be executed upon Admissions approval and Scholarship Committee approval. Expenses and Fees not covered by the Scholarship must be set up on installments or paid in advance prior to admission. All scholarships and financial aid awards become a part of the signed and executed Student Enrollment Agreement.



## STUDENT ENROLLMENT AGREEMENT

### SCHOOL INFORMATION

## ELEVATION LIFE TRANSFORMATION:

*The University of Christ-Centered Coaching, Leadership, & Change™*

8111 Whirlaway Elm Dr • Humble, TX • 77346 • Phone (281) 827-4396 • [www.ELEVATIONU.com](http://www.ELEVATIONU.com)

### STUDENT INFORMATION

Student Name	
Mailing Address	
Phone (including Area Code)	
E-mail Address	

### PROGRAM AND COST

Program Name	<b>GRADUATE SEMINAR SERIES - CERTIFICATE IN PROFESSIONAL COACHING</b>		
Program Length	136 Minimum Contact Hours	Date training is to begin	
Course Type	<input type="checkbox"/> Program	<input type="checkbox"/> Seminar (single)	<input checked="" type="checkbox"/> Seminar (series)
Method of Delivery	Real Time Live (Synchronous)		
Max Time Allowed	Estimated 2 months (if full 8-hour days)		
This seminar series is only offered when there is a waiting list of at least (10) to be enrolled. The seminars are live instructor-led training on weekends and/or evenings for an estimated period of 8 weeks. Payment required in full in advance.			
Tuition**	\$4,387	Add-on Optional Expenses	
Registration Fee***	\$100	Add-on Degree / Seminar Series	\$2,000
Matriculation Fee	\$1,288	Add-on Book Publishing Package	\$2,400
Books**	\$250		
Supplies**	\$100	Other Fees	
		Payment Plan Enrollment Fee ***	Not Applicable

*\*\*Tuition represents the cost of ELTU delivered courses and does not include textbooks, supplies, or other expenses. Textbooks may be purchased from ELTU separately or from your favorite book dealer or [www.Amazon.com](http://www.Amazon.com). Students are responsible for the cost of their own Internet provider service, computer equipment, email, etc. which are needed to access and complete ELTU courses and programs. Any cost shown for book fees or supplies are estimates only based on current cost and subject to change.*

<b>TOTAL PROGRAM COST:</b>	<b>\$5,775</b>	<b>TOTAL REQUIRED IN ADVANCE:</b>	<b>\$5,775</b>
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### METHOD OF PAYMENT

Total Payment for Live Seminar Series is due in advance payable online via credit card, debit card, or ACH bank draft from checking or savings account. No payment installments for this Live Instructor-led seminar series.

*We accept all payments online via credit or debit cards. \*Installments will be setup on automatic recurring payments on the ELTU website for electronic processing. Students may elect to set up Automatic Bill Pay, Auto Credit or Auto Debit Card Payments, with their bank or other Auto recurring electronic provider. Fees shown with three asterisks \*\*\* such as Payment Plan Enrollment Fee and Registration Fee are required at the time of Admission's Application for processing, and are therefore non-refundable unless the Student's Admissions Application is not approved.*

Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed the amounts paid by the debtor hereunder.

*The payment plans shown under Method of Payment do not include Student selected optional Add-on Packages. Voluntary Add-on fees will be calculated and added to the plan if and when the student chooses an optional Add-on Package. ELTU Inaugural Scholarship Recipients receive a Waiver of Tuition Form after submitting the Student Enrollment Agreement and receiving Scholarship approval.*

### CANCELLATION POLICY

A full refund will be made to any student who cancels the single day seminar or seminar series enrollment contract in writing within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days for seminars of 3 days or longer, except that the school may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement. (It should be noted that a scheduled class is the equivalent of eight (8) hours as class days are computed by eight (1) hour clock hour sessions).

### VOLUNTARY "ADD-ON" OPTIONS

ELTU may offer more than one program for the student to consider as optional programs, such as "bridge" program choices or multiple degree programs. These optional add-on programs or seminars complement the student's choices and offer flexibility in obtaining educational goals. Add-on programs are not mandatory and are purely offered as "bridges" of convenience to the student who wishes to join multiple programs together in completing his/her educational goals. In addition, ELTU program packages are often offered bundled together so that the student may receive special discounts approved by the School Director in advance. Any ELTU Program Credits for these programs are reviewed in advance by the ELTU School Director for transferability to other ELTU programs. Credit hours for Previous Training or Work Experience outside of ELTU programs or seminars do not apply to our ELTU bridge programs which are those programs that have already been shortened in program hours providing ELTU credits within our school. Any transfer of program credit from one ELTU program into another ELTU program must be requested by the student in advance of entering any ELTU program or seminar series; and approval if any, is at the sole discretion and approval of the ELTU School Director.

*The Optional Add-ons you select below are a part of this Student Enrollment Agreement and will be added as follows:*

Optional Expenses		Discounted Fee	Select Only One Option to Mark Yes	Enter Degree Program Name or Seminar Series Name That You Wish to Add-on
Add-on Degree Program or Seminar Series (only)		\$2,000		
Add-on Book Publishing Package (only)		\$2,400		
Add-on Both of the Above Options (combined)		\$4,400		
Do you wish to pay these Add-On Expenses in advance?	YES      NO			

#### PAYMENT PLAN METHOD FOR "ADD-ON" OPTIONAL EXPENSES

#### SELECT ONE OPTION

OPTION A 12 monthly installments			OPTION B 24 monthly installments		
Degree or Seminar Series Only	Book Publishing Package Only	Both Add-ons	Degree or Seminar Series Only	Book Publishing Package Only	Both Add-ons
\$167	\$200	\$367	\$83	\$100	\$183
Monthly with No Interest	Monthly with No Interest	Monthly with No Interest	Monthly with No Interest	Monthly with No Interest	Monthly with No Interest

*Installments will be setup on automatic recurring payments on the ELTU website for electronic processing. Students may elect to set up Automatic Bill Pay, Auto Credit or Auto Debit Card Payments, with their bank or other Auto recurring electronic provider.*

Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed the amounts paid by the debtor hereunder.

#### STUDENT ACKNOWLEDGEMENT

☒ **YES** - A copy of the ELTU policies for Cancellations and Refunds for the Added-on Degree Program, Certificate Program or Seminar Series is attached to this Student Enrollment Agreement.

☐ **NO** - A copy of the ELTU policies for Cancellations and Refunds for the Added-on Degree Program, Certificate Program or Seminar Series is NOT attached to this Student Enrollment Agreement.

PAYMENT PLAN GRAND TOTAL	ADVANCE PAYMENTS TO BE MADE
PAGE ONE – INITIAL PROGRAM AMOUNT TO PAY MONTHLY:	ADVANCE PAYMENT INITIAL PROGRAM:
PAGE TWO – OPTIONAL ADD-ONS AMOUNT TO PAY MONTHLY:	ADVANCE PAYMENT ADD-ONS:
# OF MONTHS: _____	TOTAL AMOUNT DUE IN ADVANCE:
PAYMENT PLAN GRAND TOTAL _____	MATRICULATION FEES REMAINING PER MONTH:
MONTHLY PAYMENTS: _____	

Approved and regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas.

I have received a copy of this enrollment agreement and current school catalog.

Student Initials: \_\_\_\_\_

**IMPORTANT: Right-click directly on this PDF to PRINT and SAVE your completed information. Choose "SAVE AS" to Download to your computer. ELECTRONIC SIGNATURE REQUIRED FOR ALL FORMS INCLUDED AT END OF THIS PROCESS**

Printed Name of Student: \_\_\_\_\_

Student Signature (hand sign or type here): \_\_\_\_\_

Printed Name of Authorized School Official: \_\_\_\_\_

Signature of Authorized School Official: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## CANCELLATION AND REFUND POLICIES FOR LIVE SEMINAR SERIES (SYNCHRONOUS SEMINARS)

**This Cancellation and Refund Policy applies to all ELTU Seminar and Seminar Series (live instructor-led) learning programs at ELTU, including but not limited to:**

- **Certificate in Professional Coaching**
- **Master's Seminar Certificate in Professional Coaching**
- **Spiritual Intimacy & Birthing Coach Certificate**

### CANCELLATION POLICY

A full refund will be made to any student who cancels the single day seminar or seminar series enrollment contract in writing within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days for seminars of 3 days or longer, except that the school may retain not more than \$100 in any administrative fees charged, as well as Matriculation Fee and items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement. (It should be noted that a scheduled class is the equivalent of eight (8) hours as class days are computed by eight (1) hour clock hour sessions). Unless otherwise noted on the Student Enrollment Agreement, the full tuition and fees for synchronous programs/seminars is due and payable on the official program start date and no payment installments are allowed for these synchronous programs/seminars as these fees are required in advance. As always, the Matriculation Fee is operating expenses needed to make the program/seminar certificate available from enrollment. If you change your mind and withdraw within the first 3 days of program start date, you get a full refund of the Matriculation and Tuition and refundable fees paid, minus the maximum allowable deduction in administrative fees payable to the school in the event of cancellation as per State guidelines. If for any reason you withdraw after the first 3 days of official synchronous program/seminar start date, the Matriculation Fee portion is non-refundable, and the remaining portion of the program/seminar tuition and refundable fees is based upon the portion of the program/seminar attended.

### REFUND POLICY

1. Synchronous distance education courses or programs will be based on the period of enrollment computed on the basis of course or program time. Refund computations will be based on scheduled course time of classes through the last documented day of seminar activity. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance. Refund computations made after the 72-hour cancellation privilege will be based on tuition and other refundable expenses not including ELTU Matriculation Fee expense as this fee is a separate expense outlined in the Student Enrollment Agreement required to make the program or seminar available from the first day of enrollment.
2. The effective date of termination for refund purposes will be the earliest of the following:
  - a) the date of termination, if the student is terminated by the school;
  - b) the date of receipt of written notice from the student; or
  - c) ten school days following the last date of attendance.



3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72-hour cancellation privilege the student does not enter school, not more than \$100 in any administrative fees charged shall be retained by the school for the synchronous distance education course.
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated, the school or college may retain not more than \$100 in administrative fees charged for the entire program. The minimum refund of the remaining tuition only will be the pro rata portion of tuition that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination. (More simply, the refund is based on the tuition amount paid only on the precise number of course time hours the student has paid for, but not yet used at the point of termination, up to the 75% completion mark, after which no refund is due.)
5. Refunds for items listed in the ELTU policy on EXPENSES to the student, such as Matriculation Fee, books, tools, or other expenses and supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund. The ELTU full Matriculation fee is required to operate ELTU programs and seminars and will not be part of the calculation for any refunded amounts. Voluntary Add-ons are non-refundable once student's first draft work has been submitted. Add-on Degrees are refundable based on number of lessons completed.
6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
  - a) an enrollee is not accepted by the school;
  - b) if the course of instruction is discontinued by the school and this prevents the student from completing the course; or
  - c) if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.



## Synchronous Distance Education Refund Policy for Students Called to Active Military Service

8. A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:
  - a. if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
  - b. a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
  - c. the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
    1. satisfactorily completed at least 90 percent of the required coursework for the program; and
    2. demonstrated sufficient mastery of the program material to receive credit for completing the program.

The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s) within 60 days after the effective date of termination.

In all cases, refunds will meet or exceed the requirements of TEC, §§132.061 and 132.0611 and TAC Chapter 807, Subchapter N.

## POLICY ON TUITION, FEES & SPECIAL CHARGES

ELTU is a small college that does not receive tuition, fees, financial assistance or any other prepayment of other charges from federal or state funds. As such, ELTU operates 100% on the payments provided from its student demographic population who sign up to engage in coaching, leadership, and change studies that enhance their callings and careers. Due to the specialized nature and objective of ELTU program of instruction, we have specific policies on Tuition, Fees, & Special Charges. The specific tuition and fees for registration, books, supplies, tools, laboratory fee, and other charges are shown broken down in detail in their respective sections for each degree program or seminar series. All tuition, fees, and special charges are outlined and agreed to in writing on the **ELTU Student Enrollment Agreement (SEA Form)**. The SEA Form is a legally binding contract and students must fulfill all terms of the Agreement as outlined, including but not limited to any tuition, payment plan processing fees, special charges, and other fees and expenses outlined in the University catalog and specified in the Agreement. Students must complete a new Student Enrollment Agreement should they wish to apply for a different program or certificate at the University. *(For ease of administration, any figures for mathematical calculations may be rounded up or down to the nearest whole number.)*

## TUITION

Tuition varies according to selected program or seminar. At ELTU, Tuition represents the cost of the ELTU delivered course curricula only and does not include textbooks, supplies, or any other expenses.

## EXPENSES

In addition to the tuition associated with the degree program and seminar certificates, and pursuant to Texas Act §132.061, the following extra expenses are necessary for the portion of the program attended and are separately stated in the student enrollment agreement. Unless otherwise noted, ELTU will withhold these items of extra expense from any refunds made to the student as allowable and referenced under the Act.

The University will charge the following non-refundable fees, incidental fees, and other associated expenses as **these expenses are utilized to operate the program and will not be part of the calculations for refundable expenses. These fees are subject to change:**

- Registration Fee: \$100 (*refundable if Application for Admission is not approved*)
- Matriculation fee \$1,288 (*refundable if Application for Admission is not approved*)
- Program Re-instatement Fee \$100
- Payment Plan Enrollment Fee: \$150 (*refundable if Admission Application is not approved*)
- Late Payments \$35
- Extended Program Fee \$89 per month
- Official Transcripts \$30
- Fees Prior to Graduation Eligibility
- Add-on Degree Program \$2,000 (*Optional; Subject to change and varies by program*)
- Add-on Seminar \$2,000 (*Optional; Subject to change and varies*)
- Book Publishing Package \$2,400 (*Optional; Subject to change*)
- Book Fees & Supplies
- Returned check \$35
- Replacement Certificate Unframed \$50
- Official Framed Print or Reprint of Official Degree or Diploma Certificate \$189
- Tools Fee, Lab Fee, Individual Subject Fee

Brief descriptions of these fees:

### **Registration Fee: \$100**

One-time non-refundable fee payable when students apply for admission to the school Admission's application. If a student is not approved for admission, then the fee is refunded.

### **Matriculation Fee: \$1,288**

One-time non-refundable fee payable in advance or set up in 12-monthly installments upon admission and enrollment application. The Matriculation fee is refundable if Application for Admission is not approved; otherwise, this fee is required to operate all programs or seminars as part of operating costs and will not be considered in calculating any refundable expenses. The ELTU Matriculation Fee is a separate line item on the Student Enrollment Agreement and covers the cost of labor and operations expenses not included in tuition. This fee must be set up on 12-monthly installments or paid in advance when the student applies for Enrollment to the University (24-monthly installments is available for students with Voluntary Add-ons). ELTU Matriculation

fee includes but is not limited to program/seminar related expenses for students accepted into the University; the Fee represents cost of providing student services, staff, access to technology platforms, communications, evaluations, operations expenses, and student-faculty activities, recordkeeping, and review upon admission and enrollment.

The full Matriculation Fee is due and payable on the official program/seminar start date as it is operating expenses needed to make the program/seminar available. The Matriculation Fee may be paid in monthly installments for degree and asynchronous programs only. If the student is paying in monthly installments, all payments made must first be allocated towards the Matriculation Fee until Matriculation Fee is paid in full. If you change your mind and withdraw within the first 3 days of program start date, you get a full refund of the Matriculation and Tuition Fees paid. If for any reason you withdraw after the first 3 days of official program start date, the Matriculation Fee is non-refundable, and the tuition is refundable based on the number of lessons completed as discussed in the Cancellations and Refunds policy.

The Matriculation Fee for synchronous programs and seminars cannot be paid in installments and is due and payable on the official program/seminar start date again, as it is operating expenses needed to make the program/seminar certificate available from enrollment. If you change your mind and withdraw from a synchronous program or seminar within the first 3 days of program/seminar start date, you get a full refund of the Matriculation and Tuition Fees paid. If for any reason you withdraw after the first 3 days of a synchronous official program/seminar start date, the Matriculation Fee portion is non-refundable, and the remaining portion of the synchronous program/seminar is refundable based on portion of the program/seminar attended.

#### **\$100 – Reinstatement Fee**

If a student who has cancelled or otherwise terminated a Student Enrollment Agreement wishes to reinstate a previously terminated agreement, then a fee of \$100 will be charged prior to re-instatement. This does not apply to students who have exercised the time provisions of the policy on Incompletes, Withdrawals, or Repeat Courses within the allowable time under the policy.

#### **Payment Plan Enrollment Fee**

A non-refundable \$150 Payment Plan Enrollment Fee is required at the time of payment plan election and is shown outlined in your Student Enrollment Agreement. *See Payment Plan policy*

#### **\$35 – Late Payments**

Late payment fees of \$35 are assessed for any installment payment remaining unpaid after (3) business days.

#### **\$89 per month - Extended Program**

If a student has not finished the program after the maximum number of months has expired or has not successfully cancelled or otherwise terminated a Student Enrollment Agreement, the student may be assessed a fee to hold the program over beyond the maximum time period. A fee of \$89 per month will be charged until the student finishes the program. This does not apply to students who have exercised the time provisions of the policies on Incompletes, Withdrawals, Cancellations, Terminations, or Repeat Courses within the allowable time under policy.

#### **\$30 – Official Transcripts**

A fee of \$30 will be charged when a student requests ELTU send copies of any transcripts requested by the student. The student must make a request for transcript in writing, including the school/entity/person who is authorized to receive the transcript. Student must pay all fees owed to the school for any open balances on the student financial account. The student must the transcript request before any documents will be released.

### **Fees Prior to Graduation Eligibility**

A Student who has an open balance on the Student Financial Account may not be scheduled for graduation, nor receive any certificates, Degrees, official grades, official or unofficial transcripts until all financial obligations for payment are paid in full on the Student ELTU Financial Account.

### **Add-on Program \$2,000 and Add-on Book Publishing Package \$2,400**

If you choose to add on an optional additional Degree programs, Seminar Series, or the ELTU Book Publishing Program, this information is shown on your Student Enrollment Agreement. You may be eligible for discounts as offered by the school and described in this ELTU Catalog (*see Student Discounts policy and VOLUNTARY "ADD-ON" SERVICES (OPTIONAL) policy*). These discounts vary and are subject to change. Your discounts amounts are shown on your Student Enrollment Agreement. Transaction details regarding Add-on services that you selected and their costs along with any terms for payment are also included and outlined on your Student Enrollment Agreement.

### **Book Fees & Supplies**

Textbooks vary in cost and students should project an estimate of about \$250 to \$350 total to cover books in any given ELTU program. Depending on the book provider, cost may be higher or lower than this estimate. Books may be purchased from your favorite bookstore online such as Amazon.com or similar, and some books may be purchased directly from ELTU separately. Students are responsible for the cost of their own textbooks, Internet, computer devices and equipment, email service, etc. which are needed to access and complete ELTU courses, seminars, and programs. Any cost shown for textbook fees or supplies are estimates only based on current cost and are subject to change at any time. *See policy on **BOOKS, MATERIALS, & SUPPLIES**.*

### **Tools Fee, Lab Fee, Individual Subject Fee**

Unless otherwise shown, the University does not charge a separate fee at this time as tools fee, lab fees, or individual subject fees.

## **STUDENT DISCOUNTS**

Tuition rate discounts and other student discounts may be offered to students who enroll in and purchase multiple programs and optional Add-on services, seminars and programs. ELTU students who wish to add on multiple programs or seminar series while enrolled in the current one may do so by purchasing the Add-on package. Each Add-on package applies only to one degree program or seminar series. Multiple Add-on packages must be purchased for multiple degree programs or seminars. A student enrolled in the full regular ELTU degree program or seminar series (not an ELTU bridge) who purchases an Add-on package must complete the full required number of program hours for their selected Add-on degree program except where noted otherwise in this handbook concerning transferable credits for the selected program or seminar series. *For example, right before graduation a student in the ELTU Bachelor's degree program purchases (1) Add-on degree package for a Master's degree. The student must complete the required program hours in the first program before he/she can begin the next program or seminar series.* If the student has prior transferable credits, they may request consideration for those credits under our admissions policy. Add-on package price is strictly a discounted rate for which the student is eligible due to his/her multiple enrollments as an ELTU student. The discounted rate for the Add-on Package must be paid along with any school processing fees, including Matriculation fees. These

fees are payable either upfront or they may be paid via an installment plan. If the Add-on package and fees are paid on an installment plan, the Add-on package installment plan may begin only after the current active degree plan has been paid in full. A student may not have more than one installment payment plan active at one time. At present, all our ELTU installment packages are paid monthly with no interest. All Add-on packages must be purchased while the student is currently active in good standing in an ELTU program or seminar series. Once a student has completed an ELTU program or seminar series, the student is no longer an active ELTU student and is no longer eligible to purchase an Add-on package discounted program. *(Also see policy on VOLUNTARY “ADD-ON” SERVICES (OPTIONAL)).*

### VOLUNTARY “ADD-ON” SERVICES (OPTIONAL)

ELTU may offer more than one program for the student to consider as optional programs, such as “bridge” program choices or multiple degree programs. These are optional add-on programs or seminars offered to complement the student’s choices and offer flexibility in obtaining educational goals. Add-on programs are not mandatory and are purely offered as “bridges” of convenience to the student who wishes to join multiple programs together in completing his/her educational goals. In addition, ELTU program packages are often offered bundled together so that the student may receive special discounts approved by the School Director in advance. Any ELTU Program Credits for these programs are reviewed in advance by the ELTU School Director for transferability to other ELTU programs. Credit hours for Previous Training or Work Experience outside of ELTU programs or seminars do not apply to our ELTU bridge programs which are those programs that have already been shortened in program hours providing ELTU credits within our school. Any transfer of program credit from one ELTU program into another ELTU program must be requested by the student in advance of entering any ELTU program or seminar series; and approval if any, is at the sole discretion and approval of the ELTU School Director.

#### Add-on Multiple Programs or Seminars

ELTU students who wish to add on multiple programs or seminar series while enrolled in the current one may do so by purchasing the Add-on package. Each Add-on package applies only to one degree program or seminar series. Multiple Add-on packages must be purchased for multiple degree programs or seminars. A student enrolled in the full regular ELTU degree program or seminar series (not an ELTU bridge) who purchases an Add-on package must complete the full required number of program hours for their selected Add-on degree program except where noted otherwise in this handbook concerning transferable credits for the selected program or seminar series. *For example, right before graduation a student in the ELTU Bachelor’s degree program purchases (1) Add-on degree package for a Master’s degree. The student must complete the required program hours in the*

*first program before he/she can begin the next program or seminar series.* If the student has prior transferable credits, they may request consideration for those credits under our admissions policy. Add-on package price is strictly a discounted rate for which the student is eligible due to his/her multiple enrollments as an ELTU student. The discounted rate for the Add-on Package must be paid along with any school processing fees, including Matriculation fees. These fees are payable either upfront or they may be paid via an installment plan. If the Add-on package and fees are paid on an installment plan, the Add-on package installment plan may begin only after the current active degree plan has been paid in full. A student may not have more than one installment payment plan active at one time. At present, all our ELTU installment packages are paid monthly with no interest. All Add-on packages must be purchased while the student is currently active in good standing in an ELTU program or seminar series. Once a student has completed an ELTU program or seminar series, the student is no longer an active ELTU student and is no longer eligible to purchase an Add-on package discounted program.

#### Add-on Commercial Book Publishing Pkg (optional)

At ELTU: The University of Christ-Centered Coaching, Leadership, and Change, you can become not only transformed and empowered to go live your best life, but also write your story, get it published and released into the commercial marketplace or ministry marketplace - all while completing the dream of earning your college degree! In this Optional Book Publishing Package, you will complete the process of earning your chosen degree or graduate certificate, plus ELTU will help to launch your own published work into the commercial market or ministry marketplace! And the best part is this is all accomplished in the process of earning your degree or graduate certificate. Specifically, we will show you how to:

- **Write your book;**
- **Become a published author;**
- **Launch your book into marketplace or ministry;**
- **Get the Discounted rate of just \$2,400 for worldwide marketplace publishing; and**
- **Keep 100% of your Book Royalties minus any Amazon Publishing Fees!**

#### **How It Works:**

Pair the Add-on Commercial Book Publishing Package with any of our ELTU degree or graduate seminar certificates; you get to utilize your time in the Course Paper to create your book content for publication into the market. Instead of writing a textbook summary for your Course Paper, you will share your own stories along with what you learned in the textbook lectures to develop content for your Course Paper. This content is what you will submit as your Course Paper to the Instructor for grading. Once graded and returned to you, with your fully paid Add-on Book Publishing package, we receive your permission to publish the work for you under your name in the outside market. The material will be packaged by ELTU for your commercially produced book in the marketplace. With ELTU, you are provided with a full suite of our services including book editing, book cover,

ISBN, setup training, and consultation to help turn your Course Paper into a production work file for your book. You will get to work on your book, your calling, and your personal brand all while completing your ELTU degree or seminar certificate! *Refundable until first draft of work is turned in submitted to Instructor.*

### **All at a discounted publishing rate!**

*During enrollment, select the “Add-on Book Publishing Package.” The price shown for this Add-on program has already been discounted as shown in the Student Enrollment Agreement. This amount will be added on to your chosen degree or seminar certificate package. You will be given the opportunity to break the Add-on payment into installments or pay in advance. No work will be done on your book production file until all payments have been completed for both your ELTU degree or seminar certificate and your selected Add-on Commercial Book Publishing Package.*

### **Commercial Publishing Package - Doctoral Dissertation**

When you pair the Add-on Commercial Book Publishing Package with the Doctoral Dissertation, once your Doctoral Dissertation has been successfully graded, defended, and conferred, your Course Doctoral Paper content will be used to create your book content for publication into the market. Each Add-on Commercial Book Publishing Package you purchase may only be used to publish your Combined Course Papers or your Dissertation. If you wish to publish both your Combined Course Papers and your Dissertation, you will need to purchase a total of (2) Add-ons as one of the Add-ons will cover the Program Course Papers and the other Add-on will cover the Program Dissertation. This unique and convenient learning experience gives students the opportunity to share their stories along with what you learned in the textbook lectures to make the world a better place! The content you create is what you will submit as your Course Paper or Course Dissertation to the Instructor for grading. Once graded and returned to you, with your fully paid Add-on Book Publishing package, we receive your permission to publish the work for you under your name in the outside market. The material will be packaged by ELTU for your commercially produced book in the marketplace. With ELT, you are provided with a full suite of our services including book editing, book cover, ISBN, setup training, and consultation to help turn your Course Paper into a production work file for your book. You will get to work on your book, your calling, and your personal brand all while completing your ELTU degree or seminar certificate!

## **PAYMENT PLAN ENROLLMENT FEE**

Students may opt to pay tuition and fees on the installment plan. This plan allows a student to pay monthly tuition after the initial school registration fee has been paid to enroll in the desired program. The Payment Plan Enrollment is a separate enrollment into an installment payment plan available for your chosen ELTU program (if any) is outlined in the specified Student Enrollment Agreement for your chosen program. The number of



payments outlined in each program may vary as each program duration is different. See the specifics outlined for your chosen program and course of study on your Student Enrollment Agreement.

The Payment Plan installments are due each month on the first day of the month. Any student failing to make the monthly installment is subject to fines/penalties, withdrawals for non-payment and may forfeit credit for courses. If a student is withdrawn for non-payment, all tuition, fees, fines and penalties are collected along with a reinstatement fee before course grades are assigned. Reinstatement may be granted through the end of the existing program year if the student brings the financial account current and follows the re-instatement policy. The Payment Plan is a legally binding contract and students must fulfill all terms of the payment plan installments as outlined in the Student Enrollment Agreement, including but not limited to any late fees, incidental expenses, and other fees and expenses as outlined in the University catalog and the Student Enrollment Agreement. Payment Plans are available at the beginning of the admission's process and may need to be revised if the student makes changes to their program. Students may only have one payment installment plan in effect at a time.

### **Payment Plan Enrollment Fee**

- A non-refundable \$150 Payment Plan Enrollment Fee is required at the time of payment plan election and is shown outlined in your Student Enrollment Agreement.
- Late payment fees of \$35 are assessed for any installment payment remaining unpaid after (3) business days.

### *Method of Payment*

The only acceptable methods of payment are company (organization) checks or electronically processed transactions in good funds paid via online link electronically from the School. No cash payments are accepted. Company check processing or payment via Paypal, debit, credit cards, electronic funds transfer (EFT), and automated clearinghouse (ACH) recurring payments made electronically or online are the school's only acceptable method of payment.

## **FINANCIAL AID & SCHOLARSHIPS**

ELTU may from time to time be able to offer private scholarships. Organizations or individuals who wish to partner formally or informally with ELTU to support ELTU students' learning journey are welcome. Any funds available for scholarships will be offered according to the donor's requirements and in alignment with these school policies, notwithstanding any state, federal, or local governing laws that may be applicable. An educational sponsor, church or organization whose educational department has a strategic alliance with ELTU will be highlighted and featured as appreciation at the ELTU program graduation. ELTU does not participate in federal, state, or local government student financial aid programs under Title IV, Higher Education Act of 1965 (20 U.S.C. Section 1070 et seq.) All scholarships and financial aid awards become a part of the signed and executed Student Enrollment Agreement.

### **• ELTU Inaugural Scholarship (2023)**

Established in 2023, the ELTU Inaugural Scholarship is a gift of Free Tuition from University Founder, Dr. Merle Ray, elevating students who are following their calling and career in the fields of leadership, coaching, spiritual care and/or or managing change. The Scholarship serves to further Dr. Ray's commitment to encourage and support women and men who are committed to Christ-Centered leadership transformation in the 21st century.

A selection committee comprised of representatives from the University selects scholarship recipients on the basis of successful completion of the ELTU Admissions process and written essay questions contained in



the Application. All applicants will receive notification in writing as to the decision of the committee. To obtain consideration, applicants must receive an Invitation to Apply letter directly from the University. ELTU Inaugural Scholarship covers Tuition only of the student's first ELTU Degree Program and does not cover Matriculation Fees or any other expenses. Inaugural candidates must complete the ELTU Admissions process and Student Enrollment Agreement in its entirety, and a **Waiver of Tuition** Form will be executed upon Admissions approval and Scholarship Committee approval. Expenses and Fees not covered by the Scholarship must be set up on installments or paid in advance prior to admission. All scholarships and financial aid awards become a part of the signed and executed Student Enrollment Agreement.



## STUDENT ENROLLMENT AGREEMENT

### SCHOOL INFORMATION

## ELEVATION LIFE TRANSFORMATION:

*The University of Christ-Centered Coaching, Leadership, & Change™*

8111 Whirlaway Elm Dr • Humble, TX • 77346 • Phone (281) 827-4396 • [www.ELEVATIONU.com](http://www.ELEVATIONU.com)

### STUDENT INFORMATION

Student Name	
Mailing Address	
Phone (including Area Code)	
E-mail Address	

### PROGRAM AND COST

Program Name	<b>MASTER'S SEMINAR SERIES - CERTIFICATE IN PROFESSIONAL COACHING</b>		
Program Length	200 Minimum Contact Hours	Date training is to begin	
Course Type	<input type="checkbox"/> Program	<input type="checkbox"/> Seminar (single)	<input checked="" type="checkbox"/> Seminar (series)
Method of Delivery	Real Time Live (Synchronous)		
Max Time Allowed	Estimated 4 months (if full 8-hour days)		

This program is only offered when there is a waiting list of at least (10) to be enrolled. The seminars are live instructor-led training on weekends and/or evenings for an estimated period of 12 to 14 weeks. Payment required in full in advance.

Tuition**	\$5,419	Add-on Optional Expenses	
Registration Fee***	\$100	Add-on Degree / Seminar Series	\$2,000
Matriculation Fee	\$1,288	Add-on Book Publishing Package	\$2,400
Books**	\$250		
Supplies**	\$100	Other Fees	
		Payment Plan Enrollment Fee ***	Not Applicable

*\*\*Tuition represents the cost of ELTU delivered courses and does not include textbooks, supplies, or other expenses. Textbooks may be purchased from ELTU separately or from your favorite book dealer or [www.Amazon.com](http://www.Amazon.com). Students are responsible for the cost of their own Internet provider service, computer equipment, email, etc. which are needed to access and complete ELTU courses and programs. Any cost shown for book fees or supplies are estimates only based on current cost and subject to change.*

TOTAL PROGRAM COST:	\$6,807	TOTAL REQUIRED IN ADVANCE:	\$6,807
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### METHOD OF PAYMENT

Total Payment for Live Seminar Series is due in advance payable online via credit card, debit card, or ACH bank draft from checking or savings account. No payment installments for this Live Instructor-led seminar series.

*We accept all payments online via credit or debit cards. \*Installments will be setup on automatic recurring payments on the ELTU website for electronic processing. Students may elect to set up Automatic Bill Pay, Auto Credit or Auto Debit Card Payments, with their bank or other Auto recurring electronic provider. Fees shown with three asterisks \*\*\* such as Payment Plan Enrollment Fee and Registration Fee are required at the time of Admission's Application for processing, and are therefore non-refundable unless the Student's Admissions Application is not approved.*

Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed the amounts paid by the debtor hereunder.

*The payment plans shown under Method of Payment do not include Student selected optional Add-on Packages. Voluntary Add-on fees will be calculated and added to the plan if and when the student chooses an optional Add-on Package. ELTU Inaugural Scholarship Recipients receive a Waiver of Tuition Form after submitting the Student Enrollment Agreement and receiving Scholarship approval.*

### CANCELLATION POLICY

A full refund will be made to any student who cancels the single day seminar or seminar series enrollment contract in writing within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days for seminars of 3 days or longer, except that the school may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement. (It should be noted that a scheduled class is the equivalent of eight (8) hours as class days are computed by eight (1) hour clock hour sessions).

### VOLUNTARY "ADD-ON" OPTIONS

ELTU may offer more than one program for the student to consider as optional programs, such as "bridge" program choices or multiple degree programs. These optional add-on programs or seminars complement the student's choices and offer flexibility in obtaining educational goals. Add-on programs are not mandatory and are purely offered as "bridges" of convenience to the student who wishes to join multiple programs together in completing his/her educational goals. In addition, ELTU program packages are often offered bundled together so that the student may receive special discounts approved by the School Director in advance. Any ELTU Program Credits for these programs are reviewed in advance by the ELTU School Director for transferability to other ELTU programs. Credit hours for Previous Training or Work Experience outside of ELTU programs or seminars do not apply to our ELTU bridge programs which are those programs that have already been shortened in program hours providing ELTU credits within our school. Any transfer of program credit from one ELTU program into another ELTU program must be requested by the student in advance of entering any ELTU program or seminar series; and approval if any, is at the sole discretion and approval of the ELTU School Director.

*The Optional Add-ons you select below are a part of this Student Enrollment Agreement and will be added as follows:*

Optional Expenses		Discounted Fee	Select Only One Option to Mark Yes	Enter Degree Program Name or Seminar Series Name That You Wish to Add-on
Add-on Degree Program or Seminar Series (only)		\$2,000		
Add-on Book Publishing Package (only)		\$2,400		
Add-on Both of the Above Options (combined)		\$4,400		
Do you wish to pay these Add-On Expenses in advance?	YES      NO			

#### PAYMENT PLAN METHOD FOR "ADD-ON" OPTIONAL EXPENSES

#### SELECT ONE OPTION

OPTION A 12 monthly installments			OPTION B 24 monthly installments		
Degree or Seminar Series Only	Book Publishing Package Only	Both Add-ons	Degree or Seminar Series Only	Book Publishing Package Only	Both Add-ons
\$167	\$200	\$367	\$83	\$100	\$183
Monthly with No Interest	Monthly with No Interest	Monthly with No Interest	Monthly with No Interest	Monthly with No Interest	Monthly with No Interest

*Installments will be setup on automatic recurring payments on the ELTU website for electronic processing. Students may elect to set up Automatic Bill Pay, Auto Credit or Auto Debit Card Payments, with their bank or other Auto recurring electronic provider.*

Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed the amounts paid by the debtor hereunder.

#### STUDENT ACKNOWLEDGEMENT

☒ **YES** - A copy of the ELTU policies for Cancellations and Refunds for the Added-on Degree Program, Certificate Program or Seminar Series is attached to this Student Enrollment Agreement.

☐ **NO** - A copy of the ELTU policies for Cancellations and Refunds for the Added-on Degree Program, Certificate Program or Seminar Series is NOT attached to this Student Enrollment Agreement.

PAYMENT PLAN GRAND TOTAL	ADVANCE PAYMENTS TO BE MADE
PAGE ONE – INITIAL PROGRAM AMOUNT TO PAY MONTHLY:	ADVANCE PAYMENT INITIAL PROGRAM:
PAGE TWO – OPTIONAL ADD-ONS AMOUNT TO PAY MONTHLY:	ADVANCE PAYMENT ADD-ONS:
# OF MONTHS: _____	TOTAL AMOUNT DUE IN ADVANCE:
PAYMENT PLAN GRAND TOTAL _____	MATRICULATION FEES REMAINING PER MONTH:
MONTHLY PAYMENTS: _____	

Approved and regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas.

I have received a copy of this enrollment agreement and current school catalog.

Student Initials: \_\_\_\_\_

**IMPORTANT: Right-click directly on this PDF to PRINT and SAVE your completed information. Choose "SAVE AS" to Download to your computer. ELECTRONIC SIGNATURE REQUIRED FOR ALL FORMS INCLUDED AT END OF THIS PROCESS**

Printed Name of Student: \_\_\_\_\_

Student Signature (hand sign or type here): \_\_\_\_\_

Printed Name of Authorized School Official: \_\_\_\_\_

Signature of Authorized School Official: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## CANCELLATION AND REFUND POLICIES FOR LIVE SEMINAR SERIES (SYNCHRONOUS SEMINARS)

**This Cancellation and Refund Policy applies to all ELTU Seminar and Seminar Series (live instructor-led) learning programs at ELTU, including but not limited to:**

- **Certificate in Professional Coaching**
- **Master's Seminar Certificate in Professional Coaching**
- **Spiritual Intimacy & Birthing Coach Certificate**

### CANCELLATION POLICY

A full refund will be made to any student who cancels the single day seminar or seminar series enrollment contract in writing within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days for seminars of 3 days or longer, except that the school may retain not more than \$100 in any administrative fees charged, as well as Matriculation Fee and items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement. (It should be noted that a scheduled class is the equivalent of eight (8) hours as class days are computed by eight (1) hour clock hour sessions). Unless otherwise noted on the Student Enrollment Agreement, the full tuition and fees for synchronous programs/seminars is due and payable on the official program start date and no payment installments are allowed for these synchronous programs/seminars as these fees are required in advance. As always, the Matriculation Fee is operating expenses needed to make the program/seminar certificate available from enrollment. If you change your mind and withdraw within the first 3 days of program start date, you get a full refund of the Matriculation and Tuition and refundable fees paid, minus the maximum allowable deduction in administrative fees payable to the school in the event of cancellation as per State guidelines. If for any reason you withdraw after the first 3 days of official synchronous program/seminar start date, the Matriculation Fee portion is non-refundable, and the remaining portion of the program/seminar tuition and refundable fees is based upon the portion of the program/seminar attended.

### REFUND POLICY

1. Synchronous distance education courses or programs will be based on the period of enrollment computed on the basis of course or program time. Refund computations will be based on scheduled course time of classes through the last documented day of seminar activity. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance. Refund computations made after the 72-hour cancellation privilege will be based on tuition and other refundable expenses not including ELTU Matriculation Fee expense as this fee is a separate expense outlined in the Student Enrollment Agreement required to make the program or seminar available from the first day of enrollment.
2. The effective date of termination for refund purposes will be the earliest of the following:
  - a) the date of termination, if the student is terminated by the school;
  - b) the date of receipt of written notice from the student; or
  - c) ten school days following the last date of attendance.

3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72-hour cancellation privilege the student does not enter school, not more than \$100 in any administrative fees charged shall be retained by the school for the synchronous distance education course.
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated, the school or college may retain not more than \$100 in administrative fees charged for the entire program. The minimum refund of the remaining tuition only will be the pro rata portion of tuition that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination. (More simply, the refund is based on the tuition amount paid only on the precise number of course time hours the student has paid for, but not yet used at the point of termination, up to the 75% completion mark, after which no refund is due.)
5. Refunds for items listed in the ELTU policy on EXPENSES to the student, such as Matriculation Fee, books, tools, or other expenses and supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund. The ELTU full Matriculation fee is required to operate ELTU programs and seminars and will not be part of the calculation for any refunded amounts. Voluntary Add-ons are non-refundable once student's first draft work has been submitted. Add-on Degrees are refundable based on number of lessons completed.
6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
  - a) an enrollee is not accepted by the school;
  - b) if the course of instruction is discontinued by the school and this prevents the student from completing the course; or
  - c) if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

## Synchronous Distance Education Refund Policy for Students Called to Active Military Service

8. A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:
  - a. if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
  - b. a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
  - c. the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
    1. satisfactorily completed at least 90 percent of the required coursework for the program; and
    2. demonstrated sufficient mastery of the program material to receive credit for completing the program.

The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s) within 60 days after the effective date of termination.

In all cases, refunds will meet or exceed the requirements of TEC, §§132.061 and 132.0611 and TAC Chapter 807, Subchapter N.

## POLICY ON TUITION, FEES & SPECIAL CHARGES

ELTU is a small college that does not receive tuition, fees, financial assistance or any other prepayment of other charges from federal or state funds. As such, ELTU operates 100% on the payments provided from its student demographic population who sign up to engage in coaching, leadership, and change studies that enhance their callings and careers. Due to the specialized nature and objective of ELTU program of instruction, we have specific policies on Tuition, Fees, & Special Charges. The specific tuition and fees for registration, books, supplies, tools, laboratory fee, and other charges are shown broken down in detail in their respective sections for each degree program or seminar series. All tuition, fees, and special charges are outlined and agreed to in writing on the **ELTU Student Enrollment Agreement (SEA Form)**. The SEA Form is a legally binding contract and students must fulfill all terms of the Agreement as outlined, including but not limited to any tuition, payment plan processing fees, special charges, and other fees and expenses outlined in the University catalog and specified in the Agreement. Students must complete a new Student Enrollment Agreement should they wish to apply for a different program or certificate at the University. *(For ease of administration, any figures for mathematical calculations may be rounded up or down to the nearest whole number.)*

## TUITION

Tuition varies according to selected program or seminar. At ELTU, Tuition represents the cost of the ELTU delivered course curricula only and does not include textbooks, supplies, or any other expenses.

## EXPENSES

In addition to the tuition associated with the degree program and seminar certificates, and pursuant to Texas Act §132.061, the following extra expenses are necessary for the portion of the program attended and are separately stated in the student enrollment agreement. Unless otherwise noted, ELTU will withhold these items of extra expense from any refunds made to the student as allowable and referenced under the Act.

The University will charge the following non-refundable fees, incidental fees, and other associated expenses as **these expenses are utilized to operate the program and will not be part of the calculations for refundable expenses. These fees are subject to change:**

- Registration Fee: \$100 (*refundable if Application for Admission is not approved*)
- Matriculation fee \$1,288 (*refundable if Application for Admission is not approved*)
- Program Re-instatement Fee \$100
- Payment Plan Enrollment Fee: \$150 (*refundable if Admission Application is not approved*)
- Late Payments \$35
- Extended Program Fee \$89 per month
- Official Transcripts \$30
- Fees Prior to Graduation Eligibility
- Add-on Degree Program \$2,000 (*Optional; Subject to change and varies by program*)
- Add-on Seminar \$2,000 (*Optional; Subject to change and varies*)
- Book Publishing Package \$2,400 (*Optional; Subject to change*)
- Book Fees & Supplies
- Returned check \$35
- Replacement Certificate Unframed \$50
- Official Framed Print or Reprint of Official Degree or Diploma Certificate \$189
- Tools Fee, Lab Fee, Individual Subject Fee

Brief descriptions of these fees:

### **Registration Fee: \$100**

One-time non-refundable fee payable when students apply for admission to the school Admission's application. If a student is not approved for admission, then the fee is refunded.

### **Matriculation Fee: \$1,288**

One-time non-refundable fee payable in advance or set up in 12-monthly installments upon admission and enrollment application. The Matriculation fee is refundable if Application for Admission is not approved; otherwise, this fee is required to operate all programs or seminars as part of operating costs and will not be considered in calculating any refundable expenses. The ELTU Matriculation Fee is a separate line item on the Student Enrollment Agreement and covers the cost of labor and operations expenses not included in tuition. This fee must be set up on 12-monthly installments or paid in advance when the student applies for Enrollment to the University (24-monthly installments is available for students with Voluntary Add-ons). ELTU Matriculation

fee includes but is not limited to program/seminar related expenses for students accepted into the University; the Fee represents cost of providing student services, staff, access to technology platforms, communications, evaluations, operations expenses, and student-faculty activities, recordkeeping, and review upon admission and enrollment.

The full Matriculation Fee is due and payable on the official program/seminar start date as it is operating expenses needed to make the program/seminar available. The Matriculation Fee may be paid in monthly installments for degree and asynchronous programs only. If the student is paying in monthly installments, all payments made must first be allocated towards the Matriculation Fee until Matriculation Fee is paid in full. If you change your mind and withdraw within the first 3 days of program start date, you get a full refund of the Matriculation and Tuition Fees paid. If for any reason you withdraw after the first 3 days of official program start date, the Matriculation Fee is non-refundable, and the tuition is refundable based on the number of lessons completed as discussed in the Cancellations and Refunds policy.

The Matriculation Fee for synchronous programs and seminars cannot be paid in installments and is due and payable on the official program/seminar start date again, as it is operating expenses needed to make the program/seminar certificate available from enrollment. If you change your mind and withdraw from a synchronous program or seminar within the first 3 days of program/seminar start date, you get a full refund of the Matriculation and Tuition Fees paid. If for any reason you withdraw after the first 3 days of a synchronous official program/seminar start date, the Matriculation Fee portion is non-refundable, and the remaining portion of the synchronous program/seminar is refundable based on portion of the program/seminar attended.

#### **\$100 – Reinstatement Fee**

If a student who has cancelled or otherwise terminated a Student Enrollment Agreement wishes to reinstate a previously terminated agreement, then a fee of \$100 will be charged prior to re-instatement. This does not apply to students who have exercised the time provisions of the policy on Incompletes, Withdrawals, or Repeat Courses within the allowable time under the policy.

#### **Payment Plan Enrollment Fee**

A non-refundable \$150 Payment Plan Enrollment Fee is required at the time of payment plan election and is shown outlined in your Student Enrollment Agreement. *See Payment Plan policy*

#### **\$35 – Late Payments**

Late payment fees of \$35 are assessed for any installment payment remaining unpaid after (3) business days.

#### **\$89 per month - Extended Program**

If a student has not finished the program after the maximum number of months has expired or has not successfully cancelled or otherwise terminated a Student Enrollment Agreement, the student may be assessed a fee to hold the program over beyond the maximum time period. A fee of \$89 per month will be charged until the student finishes the program. This does not apply to students who have exercised the time provisions of the policies on Incompletes, Withdrawals, Cancellations, Terminations, or Repeat Courses within the allowable time under policy.

#### **\$30 – Official Transcripts**

A fee of \$30 will be charged when a student requests ELTU send copies of any transcripts requested by the student. The student must make a request for transcript in writing, including the school/entity/person who is authorized to receive the transcript. Student must pay all fees owed to the school for any open balances on the student financial account. The student must the transcript request before any documents will be released.



### **Fees Prior to Graduation Eligibility**

A Student who has an open balance on the Student Financial Account may not be scheduled for graduation, nor receive any certificates, Degrees, official grades, official or unofficial transcripts until all financial obligations for payment are paid in full on the Student ELTU Financial Account.

### **Add-on Program \$2,000 and Add-on Book Publishing Package \$2,400**

If you choose to add on an optional additional Degree programs, Seminar Series, or the ELTU Book Publishing Program, this information is shown on your Student Enrollment Agreement. You may be eligible for discounts as offered by the school and described in this ELTU Catalog (*see Student Discounts policy and VOLUNTARY "ADD-ON" SERVICES (OPTIONAL) policy*). These discounts vary and are subject to change. Your discounts amounts are shown on your Student Enrollment Agreement. Transaction details regarding Add-on services that you selected and their costs along with any terms for payment are also included and outlined on your Student Enrollment Agreement.

### **Book Fees & Supplies**

Textbooks vary in cost and students should project an estimate of about \$250 to \$350 total to cover books in any given ELTU program. Depending on the book provider, cost may be higher or lower than this estimate. Books may be purchased from your favorite bookstore online such as Amazon.com or similar, and some books may be purchased directly from ELTU separately. Students are responsible for the cost of their own textbooks, Internet, computer devices and equipment, email service, etc. which are needed to access and complete ELTU courses, seminars, and programs. Any cost shown for textbook fees or supplies are estimates only based on current cost and are subject to change at any time. *See policy on **BOOKS, MATERIALS, & SUPPLIES**.*

### **Tools Fee, Lab Fee, Individual Subject Fee**

Unless otherwise shown, the University does not charge a separate fee at this time as tools fee, lab fees, or individual subject fees.

## **STUDENT DISCOUNTS**

Tuition rate discounts and other student discounts may be offered to students who enroll in and purchase multiple programs and optional Add-on services, seminars and programs. ELTU students who wish to add on multiple programs or seminar series while enrolled in the current one may do so by purchasing the Add-on package. Each Add-on package applies only to one degree program or seminar series. Multiple Add-on packages must be purchased for multiple degree programs or seminars. A student enrolled in the full regular ELTU degree program or seminar series (not an ELTU bridge) who purchases an Add-on package must complete the full required number of program hours for their selected Add-on degree program except where noted otherwise in this handbook concerning transferable credits for the selected program or seminar series. *For example, right before graduation a student in the ELTU Bachelor's degree program purchases (1) Add-on degree package for a Master's degree. The student must complete the required program hours in the first program before he/she can begin the next program or seminar series.* If the student has prior transferable credits, they may request consideration for those credits under our admissions policy. Add-on package price is strictly a discounted rate for which the student is eligible due to his/her multiple enrollments as an ELTU student. The discounted rate for the Add-on Package must be paid along with any school processing fees, including Matriculation fees. These

fees are payable either upfront or they may be paid via an installment plan. If the Add-on package and fees are paid on an installment plan, the Add-on package installment plan may begin only after the current active degree plan has been paid in full. A student may not have more than one installment payment plan active at one time. At present, all our ELTU installment packages are paid monthly with no interest. All Add-on packages must be purchased while the student is currently active in good standing in an ELTU program or seminar series. Once a student has completed an ELTU program or seminar series, the student is no longer an active ELTU student and is no longer eligible to purchase an Add-on package discounted program. *(Also see policy on VOLUNTARY “ADD-ON” SERVICES (OPTIONAL)).*

### VOLUNTARY “ADD-ON” SERVICES (OPTIONAL)

ELTU may offer more than one program for the student to consider as optional programs, such as “bridge” program choices or multiple degree programs. These are optional add-on programs or seminars offered to complement the student’s choices and offer flexibility in obtaining educational goals. Add-on programs are not mandatory and are purely offered as “bridges” of convenience to the student who wishes to join multiple programs together in completing his/her educational goals. In addition, ELTU program packages are often offered bundled together so that the student may receive special discounts approved by the School Director in advance. Any ELTU Program Credits for these programs are reviewed in advance by the ELTU School Director for transferability to other ELTU programs. Credit hours for Previous Training or Work Experience outside of ELTU programs or seminars do not apply to our ELTU bridge programs which are those programs that have already been shortened in program hours providing ELTU credits within our school. Any transfer of program credit from one ELTU program into another ELTU program must be requested by the student in advance of entering any ELTU program or seminar series; and approval if any, is at the sole discretion and approval of the ELTU School Director.

#### Add-on Multiple Programs or Seminars

ELTU students who wish to add on multiple programs or seminar series while enrolled in the current one may do so by purchasing the Add-on package. Each Add-on package applies only to one degree program or seminar series. Multiple Add-on packages must be purchased for multiple degree programs or seminars. A student enrolled in the full regular ELTU degree program or seminar series (not an ELTU bridge) who purchases an Add-on package must complete the full required number of program hours for their selected Add-on degree program except where noted otherwise in this handbook concerning transferable credits for the selected program or seminar series. *For example, right before graduation a student in the ELTU Bachelor’s degree program purchases (1) Add-on degree package for a Master’s degree. The student must complete the required program hours in the*

*first program before he/she can begin the next program or seminar series.* If the student has prior transferable credits, they may request consideration for those credits under our admissions policy. Add-on package price is strictly a discounted rate for which the student is eligible due to his/her multiple enrollments as an ELTU student. The discounted rate for the Add-on Package must be paid along with any school processing fees, including Matriculation fees. These fees are payable either upfront or they may be paid via an installment plan. If the Add-on package and fees are paid on an installment plan, the Add-on package installment plan may begin only after the current active degree plan has been paid in full. A student may not have more than one installment payment plan active at one time. At present, all our ELTU installment packages are paid monthly with no interest. All Add-on packages must be purchased while the student is currently active in good standing in an ELTU program or seminar series. Once a student has completed an ELTU program or seminar series, the student is no longer an active ELTU student and is no longer eligible to purchase an Add-on package discounted program.

#### Add-on Commercial Book Publishing Pkg (optional)

At ELTU: The University of Christ-Centered Coaching, Leadership, and Change, you can become not only transformed and empowered to go live your best life, but also write your story, get it published and released into the commercial marketplace or ministry marketplace - all while completing the dream of earning your college degree! In this Optional Book Publishing Package, you will complete the process of earning your chosen degree or graduate certificate, plus ELTU will help to launch your own published work into the commercial market or ministry marketplace! And the best part is this is all accomplished in the process of earning your degree or graduate certificate. Specifically, we will show you how to:

- **Write your book;**
- **Become a published author;**
- **Launch your book into marketplace or ministry;**
- **Get the Discounted rate of just \$2,400 for worldwide marketplace publishing; and**
- **Keep 100% of your Book Royalties minus any Amazon Publishing Fees!**

#### **How It Works:**

Pair the Add-on Commercial Book Publishing Package with any of our ELTU degree or graduate seminar certificates; you get to utilize your time in the Course Paper to create your book content for publication into the market. Instead of writing a textbook summary for your Course Paper, you will share your own stories along with what you learned in the textbook lectures to develop content for your Course Paper. This content is what you will submit as your Course Paper to the Instructor for grading. Once graded and returned to you, with your fully paid Add-on Book Publishing package, we receive your permission to publish the work for you under your name in the outside market. The material will be packaged by ELTU for your commercially produced book in the marketplace. With ELTU, you are provided with a full suite of our services including book editing, book cover,

ISBN, setup training, and consultation to help turn your Course Paper into a production work file for your book. You will get to work on your book, your calling, and your personal brand all while completing your ELTU degree or seminar certificate! *Refundable until first draft of work is turned in submitted to Instructor.*

### **All at a discounted publishing rate!**

*During enrollment, select the “Add-on Book Publishing Package.” The price shown for this Add-on program has already been discounted as shown in the Student Enrollment Agreement. This amount will be added on to your chosen degree or seminar certificate package. You will be given the opportunity to break the Add-on payment into installments or pay in advance. No work will be done on your book production file until all payments have been completed for both your ELTU degree or seminar certificate and your selected Add-on Commercial Book Publishing Package.*

### **Commercial Publishing Package - Doctoral Dissertation**

When you pair the Add-on Commercial Book Publishing Package with the Doctoral Dissertation, once your Doctoral Dissertation has been successfully graded, defended, and conferred, your Course Doctoral Paper content will be used to create your book content for publication into the market. Each Add-on Commercial Book Publishing Package you purchase may only be used to publish your Combined Course Papers or your Dissertation. If you wish to publish both your Combined Course Papers and your Dissertation, you will need to purchase a total of (2) Add-ons as one of the Add-ons will cover the Program Course Papers and the other Add-on will cover the Program Dissertation. This unique and convenient learning experience gives students the opportunity to share their stories along with what you learned in the textbook lectures to make the world a better place! The content you create is what you will submit as your Course Paper or Course Dissertation to the Instructor for grading. Once graded and returned to you, with your fully paid Add-on Book Publishing package, we receive your permission to publish the work for you under your name in the outside market. The material will be packaged by ELTU for your commercially produced book in the marketplace. With ELT, you are provided with a full suite of our services including book editing, book cover, ISBN, setup training, and consultation to help turn your Course Paper into a production work file for your book. You will get to work on your book, your calling, and your personal brand all while completing your ELTU degree or seminar certificate!

### **PAYMENT PLAN ENROLLMENT FEE**

Students may opt to pay tuition and fees on the installment plan. This plan allows a student to pay monthly tuition after the initial school registration fee has been paid to enroll in the desired program. The Payment Plan Enrollment is a separate enrollment into an installment payment plan available for your chosen ELTU program (if any) is outlined in the specified Student Enrollment Agreement for your chosen program. The number of

payments outlined in each program may vary as each program duration is different. See the specifics outlined for your chosen program and course of study on your Student Enrollment Agreement.

The Payment Plan installments are due each month on the first day of the month. Any student failing to make the monthly installment is subject to fines/penalties, withdrawals for non-payment and may forfeit credit for courses. If a student is withdrawn for non-payment, all tuition, fees, fines and penalties are collected along with a reinstatement fee before course grades are assigned. Reinstatement may be granted through the end of the existing program year if the student brings the financial account current and follows the re-instatement policy. The Payment Plan is a legally binding contract and students must fulfill all terms of the payment plan installments as outlined in the Student Enrollment Agreement, including but not limited to any late fees, incidental expenses, and other fees and expenses as outlined in the University catalog and the Student Enrollment Agreement. Payment Plans are available at the beginning of the admission's process and may need to be revised if the student makes changes to their program. Students may only have one payment installment plan in effect at a time.

### **Payment Plan Enrollment Fee**

- A non-refundable \$150 Payment Plan Enrollment Fee is required at the time of payment plan election and is shown outlined in your Student Enrollment Agreement.
- Late payment fees of \$35 are assessed for any installment payment remaining unpaid after (3) business days.

### *Method of Payment*

The only acceptable methods of payment are company (organization) checks or electronically processed transactions in good funds paid via online link electronically from the School. No cash payments are accepted. Company check processing or payment via Paypal, debit, credit cards, electronic funds transfer (EFT), and automated clearinghouse (ACH) recurring payments made electronically or online are the school's only acceptable method of payment.

## **FINANCIAL AID & SCHOLARSHIPS**

ELTU may from time to time be able to offer private scholarships. Organizations or individuals who wish to partner formally or informally with ELTU to support ELTU students' learning journey are welcome. Any funds available for scholarships will be offered according to the donor's requirements and in alignment with these school policies, notwithstanding any state, federal, or local governing laws that may be applicable. An educational sponsor, church or organization whose educational department has a strategic alliance with ELTU will be highlighted and featured as appreciation at the ELTU program graduation. ELTU does not participate in federal, state, or local government student financial aid programs under Title IV, Higher Education Act of 1965 (20 U.S.C. Section 1070 et seq.) All scholarships and financial aid awards become a part of the signed and executed Student Enrollment Agreement.

### **• ELTU Inaugural Scholarship (2023)**

Established in 2023, the ELTU Inaugural Scholarship is a gift of Free Tuition from University Founder, Dr. Merle Ray, elevating students who are following their calling and career in the fields of leadership, coaching, spiritual care and/or or managing change. The Scholarship serves to further Dr. Ray's commitment to encourage and support women and men who are committed to Christ-Centered leadership transformation in the 21st century.

A selection committee comprised of representatives from the University selects scholarship recipients on the basis of successful completion of the ELTU Admissions process and written essay questions contained in

the Application. All applicants will receive notification in writing as to the decision of the committee. To obtain consideration, applicants must receive an Invitation to Apply letter directly from the University. ELTU Inaugural Scholarship covers Tuition only of the student's first ELTU Degree Program and does not cover Matriculation Fees or any other expenses. Inaugural candidates must complete the ELTU Admissions process and Student Enrollment Agreement in its entirety, and a **Waiver of Tuition** Form will be executed upon Admissions approval and Scholarship Committee approval. Expenses and Fees not covered by the Scholarship must be set up on installments or paid in advance prior to admission. All scholarships and financial aid awards become a part of the signed and executed Student Enrollment Agreement.



## STUDENT ENROLLMENT AGREEMENT

### SCHOOL INFORMATION

## ELEVATION LIFE TRANSFORMATION:

*The University of Christ-Centered Coaching, Leadership, & Change™*

**8111 Whirlaway Elm Dr • Humble, TX • 77346 • Phone (281) 827-4396 • [www.ELEVATIONU.com](http://www.ELEVATIONU.com)**

### STUDENT INFORMATION

Student Name	
Mailing Address	
Phone (including Area Code)	
E-mail Address	

### PROGRAM AND COST

Program Name	<b>CHRIST-CENTERED MBA SEMINAR SERIES</b>		
Program Length	30 Minimum Contact Hours	Date training is to begin	
Course Type	<input type="checkbox"/> Program	<input type="checkbox"/> Seminar (single)	<input checked="" type="checkbox"/> Seminar (series)
Method of Delivery	Asynchronous		
Max Time Allowed	24 months		

Tuition**	\$2,625	Add-on Optional Expenses	
Registration Fee***	\$100	Add-on Degree / Seminar Series	\$2,000
Matriculation Fee	\$1,288	Add-on Book Publishing Package	\$2,400
Books**	\$250		
Supplies**	\$100	Other Fees	
<b>**SAVE \$\$ STUDENT DISCOUNTS apply for tuition and fees paid in advance</b>		Payment Plan Enrollment Fee ***	\$150

\*\*Tuition represents the cost of ELTU delivered courses and does not include textbooks, supplies, or other expenses. Textbooks may be purchased from ELTU separately or from your favorite book dealer or [www.Amazon.com](http://www.Amazon.com). Students are responsible for the cost of their own Internet provider service, computer equipment, email, etc. which are needed to access and complete ELTU courses and programs. Any cost shown for book fees or supplies are estimates only based on current cost and subject to change.

TOTAL PROGRAM COST:	<b>\$4,013</b>	TOTAL IF PAID IN ADVANCE:	<b>\$3,513</b>
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### METHOD OF PAYMENT

*Select One*

PAYMENT PLAN A	PAYMENT PLAN B		ADVANCED PAYMENT OF TUITION & FEES IF PAID IN FULL	ADVANCED PAYMENT OF TUITION ONLY
12 Monthly Installments with No Interest*	24 Monthly Installments with No Interest*		<b>\$3,513</b>	<b>\$2,325</b>
<b>\$326</b>	<b>\$163</b>		<b>SAVINGS AMOUNT:</b>	<b>SAVINGS AMOUNT:</b>
			<b>\$500</b>	<b>\$300</b>
Monthly plus the student's chosen optional Add-on package(s).	Monthly plus the student's chosen optional Add-on package(s).		No remaining fees if Tuition & Expenses paid in advance.	Matriculation Fees to be paid via 12 monthly installments with No Interest.
				<b>\$107</b>

We accept all payments online via credit or debit cards. \*Installments will be setup on automatic recurring payments on the ELTU website for electronic processing. Students may elect to set up Automatic Bill Pay, Auto Credit or Auto Debit Card Payments, with their bank or other Auto recurring electronic provider. Fees shown with three asterisks \*\*\* such as Payment Plan Enrollment Fee and Registration Fee are required at the time of Admission's Application for processing, and are therefore non-refundable unless the Student's Admissions Application is not approved.

Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed the amounts paid by the debtor hereunder.

The payment plans shown under Method of Payment do not include Student selected optional Add-on Packages. Voluntary Add-on fees will be calculated and added to the plan if and when the student chooses an optional Add-on Package. ELTU Inaugural Scholarship Recipients receive a Waiver of Tuition Form after submitting the Student Enrollment Agreement and receiving Scholarship approval.

### CANCELLATION POLICY

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contact is signed.



### VOLUNTARY "ADD-ON" OPTIONS

ELTU may offer more than one program for the student to consider as optional programs, such as "bridge" program choices or multiple degree programs. These optional add-on programs or seminars complement the student's choices and offer flexibility in obtaining educational goals. Add-on programs are not mandatory and are purely offered as "bridges" of convenience to the student who wishes to join multiple programs together in completing his/her educational goals. In addition, ELTU program packages are often offered bundled together so that the student may receive special discounts approved by the School Director in advance. Any ELTU Program Credits for these programs are reviewed in advance by the ELTU School Director for transferability to other ELTU programs. Credit hours for Previous Training or Work Experience outside of ELTU programs or seminars do not apply to our ELTU bridge programs which are those programs that have already been shortened in program hours providing ELTU credits within our school. Any transfer of program credit from one ELTU program into another ELTU program must be requested by the student in advance of entering any ELTU program or seminar series; and approval if any, is at the sole discretion and approval of the ELTU School Director.

*The Optional Add-ons you select below are a part of this Student Enrollment Agreement and will be added as follows:*

#### Optional Expenses

Select Optional Add-on Services	Discounted Fee	Select Only One Option to Mark Yes	Enter Degree Program Name or Seminar Series Name That You Wish to Add-on
Add-on Degree Program or Seminar Series (only)	\$2,000		
Add-on Book Publishing Package (only)	\$2,400		
Add-on Both of the Above Options (combined)	\$4,400		
Do you wish to pay these Add-On Expenses in advance?	YES NO		

#### PAYMENT PLAN METHOD FOR "ADD-ON" OPTIONAL EXPENSES

#### SELECT ONE OPTION

OPTION A 12 monthly installments			OPTION B 24 monthly installments		
Degree or Seminar Series Only	Book Publishing Package Only	Both Add-ons	Degree or Seminar Series Only	Book Publishing Package Only	Both Add-ons
\$167	\$200	\$367	\$83	\$100	\$183
Monthly with No Interest	Monthly with No Interest	Monthly with No Interest	Monthly with No Interest	Monthly with No Interest	Monthly with No Interest

*Installments will be setup on automatic recurring payments on the ELTU website for electronic processing. Students may elect to set up Automatic Bill Pay, Auto Credit or Auto Debit Card Payments, with their bank or other Auto recurring electronic provider.*

Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed the amounts paid by the debtor hereunder.

#### STUDENT ACKNOWLEDGEMENT

☒ **YES** - A copy of the ELTU policies for Cancellations and Refunds for the Added-on Degree Program, Certificate Program or Seminar Series is attached to this Student Enrollment Agreement.

☐ **NO** - A copy of the ELTU policies for Cancellations and Refunds for the Added-on Degree Program, Certificate Program or Seminar Series is NOT attached to this Student Enrollment Agreement.

PAYMENT PLAN GRAND TOTAL		ADVANCE PAYMENTS TO BE MADE	
PAGE ONE – INITIAL PROGRAM AMOUNT TO PAY MONTHLY:		ADVANCE PAYMENT INITIAL PROGRAM:	
PAGE TWO – OPTIONAL ADD-ONS AMOUNT TO PAY MONTHLY:		ADVANCE PAYMENT ADD-ONS:	
# OF MONTHS:	PAYMENT PLAN GRAND TOTAL	TOTAL AMOUNT DUE IN ADVANCE:	
	MONTHLY PAYMENTS:	MATRICULATION FEES REMAINING PER MONTH:	

Approved and regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas.

I have received a copy of this enrollment agreement and current school catalog.

Student Initials:

**IMPORTANT: Right-click directly on this PDF to PRINT and SAVE your completed information. Choose "SAVE AS" to Download to your computer. ELECTRONIC SIGNATURE REQUIRED FOR ALL FORMS INCLUDED AT END OF THIS PROCESS**

Printed Name of Student:

Student Signature (hand sign or type here):

Printed Name of Authorized School Official:

Signature of Authorized School Official:

Date:

Date:



## CANCELLATION AND REFUND POLICIES FOR ELTU DEGREE PROGRAMS, ASYNCHRONOUS SEMINARS & DISTANCE EDUCATION PROGRAMS

**This Cancellation and Refund Policy applies to all Degrees and asynchronous distance education learning seminars and programs at ELTU, including but not limited to:**

- **Bachelor of Science Degree in Christ-Centered Leadership, Coaching, and Change**
- **Master of Science Degree in Christ-Centered Leadership, Coaching, and Change**
- **Graduate Degree Program in Executive Leadership, Pastoral Care, & Change**
- **Doctor of Philosophy Degree in Christ-Centered Leadership, Coaching, and Change**
- **Doctor of Philosophy Degree in Human Capital Leadership and Change**
- **Christ-Centered MBA Certificate**
- **Personal Ministry Coach Certificate**

### CANCELLATION POLICY

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed by the prospective student.

### REFUND POLICY

1. For all programs other than seminars, a student may cancel enrollment, request a full refund including Tuition and Matriculation Fees paid, and request a release from any obligations to the school within the first three scheduled class days. As a general rule, the official first date of class or training for ELTU Degree programs and asynchronous distance education seminars is 3 business days after the notification of approved Admission status. After the third day following the official start of classes or training for ELTU Degree programs and asynchronous distance education seminars, refund computations will not include ELTU Matriculation fee. The full Matriculation Fee is due and payable on the official program start date as it is operating expenses needed to make the program/seminar certificate available. The Matriculation Fee for asynchronous programs/seminars may be paid in monthly installments. If the student is paying in monthly installments, all payments made must first be allocated towards the Matriculation Fee until Matriculation Fee is paid in full. If you change your mind and withdraw within the first 3 days of program start date, you get a full refund of the Matriculation and Tuition Fees paid. If for any reason you withdraw after the first 3 days of official program start date, the Matriculation Fee is non-refundable, and the tuition is refundable based on the number of lessons completed as discussed in this policy in item number 5 below.
2. After the first three scheduled class days, refund computations will be based on the total number of lessons completed in the Degree program or seminar certificate series and paid tuition and applicable fees according to the payment reimbursement scale discussed in this policy in item number 5 below. Applicable fees for the purposes of refunds does not include the ELTU Matriculation Fees as these fees are not a part of the tuition cost and are needed to operate programs and seminars at ELTU. It should be noted that ELTU tuition represents the cost of the ELTU course curricula only and does not include the cost of labor, textbooks, supplies, or any other associated or extra expenses. Specifically, for the

purpose of determining refund amount, ELTU uses the last day the student submitted a posting to any lesson or ELTU Discussion Forum whichever is last from the ELTU Course Content Outline. For determining the amount of refunds this number will be applied toward the amount of tuition fully paid in advance and not tuition paid in installment plans. Tuition and services rendered and paid via Payment Plan Installments are already pro-rated according to payment schedule. A refund will not be made for payments made via Payment Plan Installments unless the student has paid in excess over the amount due for the time period of the Installment Plan. Voluntary Add-ons are non-refundable once student's first draft work has been submitted. Add-on Degrees are refundable based on number of lessons completed.

3. The effective date of termination for refund purposes will be the earliest of the following:
  - (a) the date of notification to the student if the student is terminated;
  - (b) the date of receipt of written notice from the student; or
  - (c) the end of the third calendar month following the month in which the student's last lesson assignment was received unless notification has been received from the student that he wishes to remain enrolled.
4. If full tuition and fees are collected before any lessons have been completed, and if, after expiration of the 72-hour cancellation privilege, the student fails to begin the program, not more than \$100 shall be retained by the school.
5. If the student who enters an asynchronous distance education course terminates or withdraws after the expiration of the 72-hour cancellation privilege, the school may retain \$100 of the registration/enrollment fee and the refund policy will provide 75% of the tuition paid in advance for students having completed zero to 1 lesson within the first 12 weeks of entering the program; 50% of the tuition paid in advance will be refunded for students completing up to (2) lessons within the first 12 weeks of entering the program; 25% of the full tuition paid in advance for students completing up to (3) lessons within the first 12 weeks of entering the program. No refunds will be granted of the tuition paid in advance for students completing (4) or more lessons in the Degree program or asynchronous distance education seminar series completed.
6. Refund amount applies to students who paid full tuition upfront or in advance and not students who are paying using Payment Plan Installments. No refund amount will apply to students paying in Payment Plan Installments after the third day of classes and after the 72-hour enrollment cancellation privilege as these amounts are pro-rated already according to a payment plan. Any amounts paid into the Payment Plan Installment arrangement as per schedule covers services already rendered. Any excess or overage amounts paid above the minimum payment in the Installment agreement may be refunded. If a student paying via Installments completes more lessons than paid for, the student will not be granted academic credit on the transcript until the full number of payments have been made for the number of lessons completed. No refunds are due if a student paying via installment plan withdraws from the program having paid in the number of payments due for the Installment plan due at the time of withdrawal.
7. No refunds will be granted of any amount after an enrolled student has reached (4) or more completed ELTU Lessons in any order from their enrolled program after the third day of class and the 72-hour cancellation privilege has expired.
8. A full refund of all tuition and applicable fees is due in each of the following cases:
  - (a) an enrollee is not accepted by the school

- (b) if the program of instruction is discontinued by the school and this prevents the student from completing the program; or
- (c) if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or misrepresentations by the owner or representatives of the school.

#### **Asynchronous Distance Education Refund Policy for Students Called to Active Military Service**

9. A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:
  - (a) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
  - (b) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
  - (c) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
    - (a) satisfactorily completed at least 90 percent of the required coursework for the program; and
    - (b) demonstrated sufficient mastery of the program material to receive credit for completing the program.
10. Refunds will be totally consummated within 60 days after the effective date of termination.
11. In all cases, refunds will meet or exceed the requirements of TEC, §§132.061 and 132.0611 and TAC Chapter 807, Subchapter N.

## POLICY ON TUITION, FEES & SPECIAL CHARGES

ELTU is a small college that does not receive tuition, fees, financial assistance or any other prepayment of other charges from federal or state funds. As such, ELTU operates 100% on the payments provided from its student demographic population who sign up to engage in coaching, leadership, and change studies that enhance their callings and careers. Due to the specialized nature and objective of ELTU program of instruction, we have specific policies on Tuition, Fees, & Special Charges. The specific tuition and fees for registration, books, supplies, tools, laboratory fee, and other charges are shown broken down in detail in their respective sections for each degree program or seminar series. All tuition, fees, and special charges are outlined and agreed to in writing on the **ELTU Student Enrollment Agreement (SEA Form)**. The SEA Form is a legally binding contract and students must fulfill all terms of the Agreement as outlined, including but not limited to any tuition, payment plan processing fees, special charges, and other fees and expenses outlined in the University catalog and specified in the Agreement. Students must complete a new Student Enrollment Agreement should they wish to apply for a different program or certificate at the University. *(For ease of administration, any figures for mathematical calculations may be rounded up or down to the nearest whole number.)*

### TUITION

Tuition varies according to selected program or seminar. At ELTU, Tuition represents the cost of the ELTU delivered course curricula only and does not include textbooks, supplies, or any other expenses.

### EXTRA EXPENSES

In addition to the tuition associated with the degree program and seminar certificates, and pursuant to Texas Act §132.061, the following extra expenses are necessary for the portion of the program attended and are separately stated in the student enrollment agreement. Unless otherwise noted, ELTU will withhold these items of extra expense from any refunds made to the student as allowable and referenced under the Act.

The University will charge the following non-refundable fees, incidental fees, and other associated expenses as **these expenses are utilized to operate the program and will not be part of the calculations for refundable expenses. These fees are subject to change:**

- Registration Fee: \$100 *(refundable if Application for Admission is not approved)*
- Matriculation fee \$1,288 *(refundable if Application for Admission is not approved)*
- Program Re-instatement Fee \$100
- Payment Plan Enrollment Fee: \$150 *(refundable if Admission Application is not approved)*
- Late Payments \$35
- Extended Program Fee \$89 per month
- Official Transcripts \$30
- Fees Prior to Graduation Eligibility
- Add-on Degree Program \$2,000 *(Optional; Subject to change and varies by program)*
- Add-on Seminar \$2,000 *(Optional; Subject to change and varies)*
- Book Publishing Package \$2,400 *(Optional; Subject to change)*
- Book Fees & Supplies
- Returned check \$35
- Replacement Certificate Unframed \$50
- Official Framed Print or Reprint of Official Degree or Diploma Certificate \$189
- Tools Fee, Lab Fee, Individual Subject Fee

Brief descriptions of these fees:

**Registration Fee: \$100**

One-time non-refundable fee payable when students apply for admission to the school Admission's application. If a student is not approved for admission, then the fee is refunded.

**Matriculation Fee: \$1,288**

One-time non-refundable fee payable in advance or set up in 12-monthly installments upon admission and enrollment application. The Matriculation fee is refundable if Application for Admission is not approved; otherwise, this fee is required to operate all programs or seminars as part of operating costs and will not be considered in calculating any refundable expenses. The ELTU Matriculation Fee is a separate line item on the Student Enrollment Agreement and covers the cost of labor and operations expenses not included in tuition. This fee must be set up on 12-monthly installments or paid in advance when the student applies for Enrollment to the University (24-monthly installments is available for students with Voluntary Add-ons). ELTU Matriculation fee includes but is not limited to program/seminar related expenses for students accepted into the University; the Fee represents cost of providing student services, staff, access to technology platforms, communications, evaluations, operations expenses, and student-faculty activities, recordkeeping, and review upon admission and enrollment.

The full Matriculation Fee is due and payable on the official program/seminar start date as it is operating expenses needed to make the program/seminar available. The Matriculation Fee may be paid in monthly installments for degree and asynchronous programs only. If the student is paying in monthly installments, all payments made must first be allocated towards the Matriculation Fee until Matriculation Fee is paid in full. If you change your mind and withdraw within the first 3 days of program start date, you get a full refund of the Matriculation and Tuition Fees paid. If for any reason you withdraw after the first 3 days of official program start date, the Matriculation Fee is non-refundable, and the tuition is refundable based on the number of lessons completed as discussed in the Cancellations and Refunds policy.

The Matriculation Fee for synchronous programs and seminars cannot be paid in installments and is due and payable on the official program/seminar start date again, as it is operating expenses needed to make the program/seminar certificate available from enrollment. If you change your mind and withdraw from a synchronous program or seminar within the first 3 days of program/seminar start date, you get a full refund of the Matriculation and Tuition Fees paid. If for any reason you withdraw after the first 3 days of a synchronous official program/seminar start date, the Matriculation Fee portion is non-refundable, and the remaining portion of the synchronous program/seminar is refundable based on portion of the program/seminar attended.

**\$100 – Reinstatement Fee**

If a student who has cancelled or otherwise terminated a Student Enrollment Agreement wishes to reinstate a previously terminated agreement, then a fee of \$100 will be charged prior to re-instatement. This does not apply to students who have exercised the time provisions of the policy on Incompletes, Withdrawals, or Repeat Courses within the allowable time under the policy.

**Payment Plan Enrollment Fee**

A non-refundable \$150 Payment Plan Enrollment Fee is required at the time of payment plan election and is shown outlined in your Student Enrollment Agreement. *See Payment Plan policy*

**\$35 – Late Payments**

Late payment fees of \$35 are assessed for any installment payment remaining unpaid after (3) business days.

### **\$89 per month - Extended Program**

If a student has not finished the program after the maximum number of months has expired or has not successfully cancelled or otherwise terminated a Student Enrollment Agreement, the student may be assessed a fee to hold the program over beyond the maximum time period. A fee of \$89 per month will be charged until the student finishes the program. This does not apply to students who have exercised the time provisions of the policies on Incompletes, Withdrawals, Cancellations, Terminations, or Repeat Courses within the allowable time under policy.

### **\$30 – Official Transcripts**

A fee of \$30 will be charged when a student requests ELTU send copies of any transcripts requested by the student. The student must make a request for transcript in writing, including the school/entity/person who is authorized to receive the transcript. Student must pay all fees owed to the school for any open balances on the student financial account. The student must the transcript request before any documents will be released.

### **Fees Prior to Graduation Eligibility**

A Student who has an open balance on the Student Financial Account may not be scheduled for graduation, nor receive any certificates, Degrees, official grades, official or unofficial transcripts until all financial obligations for payment are paid in full on the Student ELTU Financial Account.

### **Add-on Program \$2,000 and Add-on Book Publishing Package \$2,400**

If you choose to add on an optional additional Degree programs, Seminar Series, or the ELTU Book Publishing Program, this information is shown on your Student Enrollment Agreement. You may be eligible for discounts as offered by the school and described in this ELTU Catalog (*see Student Discounts policy and VOLUNTARY "ADD-ON" SERVICES (OPTIONAL) policy*). These discounts vary and are subject to change. Your discounts amounts are shown on your Student Enrollment Agreement. Transaction details regarding Add-on services that you selected and their costs along with any terms for payment are also included and outlined on your Student Enrollment Agreement.

### **Book Fees & Supplies**

Textbooks vary in cost and students should project an estimate of about \$250 to \$350 total to cover books in any given ELTU program. Depending on the book provider, cost may be higher or lower than this estimate. Books may be purchased from your favorite bookstore online such as Amazon.com or similar, and some books may be purchased directly from ELTU separately. Students are responsible for the cost of their own textbooks, Internet, computer devices and equipment, email service, etc. which are needed to access and complete ELTU courses, seminars, and programs. Any cost shown for textbook fees or supplies are estimates only based on current cost and are subject to change at any time. *See policy on **BOOKS, MATERIALS, & SUPPLIES**.*

### **Tools Fee, Lab Fee, Individual Subject Fee**

Unless otherwise shown, the University does not charge a separate fee at this time as tools fee, lab fees, or individual subject fees.

## **STUDENT DISCOUNTS**

Tuition rate discounts and other student discounts may be offered to students who enroll in and purchase multiple programs and optional Add-on services, seminars and programs. ELTU students who wish to add on multiple programs or seminar series while enrolled in the current one may do so by purchasing the Add-on package. Each Add-on package applies only to one degree program or seminar series. Multiple Add-on packages must be purchased for multiple degree programs or seminars. A student enrolled in the full regular ELTU degree

program or seminar series (not an ELTU bridge) who purchases an Add-on package must complete the full required number of program hours for their selected Add-on degree program except where noted otherwise in this handbook concerning transferable credits for the selected program or seminar series. *For example, right before graduation a student in the ELTU Bachelor's degree program purchases (1) Add-on degree package for a Master's degree. The student must complete the required program hours in the first program before he/she can begin the next program or seminar series.* If the student has prior transferable credits, they may request consideration for those credits under our admissions policy. Add-on package price is strictly a discounted rate for which the student is eligible due to his/her multiple enrollments as an ELTU student. The discounted rate for the Add-on Package must be paid along with any school processing fees, including Matriculation fees. These fees are payable either upfront or they may be paid via an installment plan. If the Add-on package and fees are paid on an installment plan, the Add-on package installment plan may begin only after the current active degree plan has been paid in full. A student may not have more than one installment payment plan active at one time. At present, all our ELTU installment packages are paid monthly with no interest. All Add-on packages must be purchased while the student is currently active in good standing in an ELTU program or seminar series. Once a student has completed an ELTU program or seminar series, the student is no longer an active ELTU student and is no longer eligible to purchase an Add-on package discounted program. *(Also see policy on VOLUNTARY "ADD-ON" SERVICES (OPTIONAL)).*

### VOLUNTARY "ADD-ON" SERVICES (OPTIONAL)

ELTU may offer more than one program for the student to consider as optional programs, such as "bridge" program choices or multiple degree programs. These are optional add-on programs or seminars offered to complement the student's choices and offer flexibility in obtaining educational goals. Add-on programs are not mandatory and are purely offered as "bridges" of convenience to the student who wishes to join multiple programs together in completing his/her educational goals. In addition, ELTU program packages are often offered bundled together so that the student may receive special discounts approved by the School Director in advance. Any ELTU Program Credits for these programs are reviewed in advance by the ELTU School Director for transferability to other ELTU programs. Credit hours for Previous Training or Work Experience outside of ELTU programs or seminars do not apply to our ELTU bridge programs which are those programs that have already been shortened in program hours providing ELTU credits within our school. Any transfer of program credit from one ELTU program into another ELTU program must be requested by the student in advance of

entering any ELTU program or seminar series; and approval if any, is at the sole discretion and approval of the ELTU School Director.

### Add-on Multiple Programs or Seminars

ELTU students who wish to add on multiple programs or seminar series while enrolled in the current one may do so by purchasing the Add-on package. Each Add-on package applies only to one degree program or seminar series. Multiple Add-on packages must be purchased for multiple degree programs or seminars. A student enrolled in the full regular ELTU degree program or seminar series (not an ELTU bridge) who purchases an Add-on package must complete the full required number of program hours for their selected Add-on degree program except where noted otherwise in this handbook concerning transferable credits for the selected program or seminar series. *For example, right before graduation a student in the ELTU Bachelor's degree program purchases (1) Add-on degree package for a Master's degree. The student must complete the required program hours in the first program before he/she can begin the next program or seminar series.* If the student has prior transferable credits, they may request consideration for those credits under our admissions policy. Add-on package price is strictly a discounted rate for which the student is eligible due to his/her multiple enrollments as an ELTU student. The discounted rate for the Add-on Package must be paid along with any school processing fees, including Matriculation fees. These fees are payable either upfront or they may be paid via an installment plan. If the Add-on package and fees are paid on an installment plan, the Add-on package installment plan may begin only after the current active degree plan has been paid in full. A student may not have more than one installment payment plan active at one time. At present, all our ELTU installment packages are paid monthly with no interest. All Add-on packages must be purchased while the student is currently active in good standing in an ELTU program or seminar series. Once a student has completed an ELTU program or seminar series, the student is no longer an active ELTU student and is no longer eligible to purchase an Add-on package discounted program.

### Add-on Commercial Book Publishing Pkg (optional)

At ELTU: The University of Christ-Centered Coaching, Leadership, and Change, you can become not only transformed and empowered to go live your best life, but also write your story, get it published and released into the commercial marketplace or ministry marketplace - all while completing the dream of earning your college degree! In this Optional Book Publishing Package, you will complete the process of earning your chosen degree or graduate certificate, plus ELTU will help to launch your own published work into the commercial market or ministry marketplace! And the best part is this is all accomplished in the process of earning your degree or graduate certificate. Specifically, we will show you how to:

- **Write your book;**
- **Become a published author;**



- **Launch your book into marketplace or ministry;**
- **Get the Discounted rate of just \$2,400 for worldwide marketplace publishing; and**
- **Keep 100% of your Book Royalties minus any Amazon Publishing Fees!**

#### **How It Works:**

Pair the Add-on Commercial Book Publishing Package with any of our ELTU degree or graduate seminar certificates; you get to utilize your time in the Course Paper to create your book content for publication into the market. Instead of writing a textbook summary for your Course Paper, you will share your own stories along with what you learned in the textbook lectures to develop content for your Course Paper. This content is what you will submit as your Course Paper to the Instructor for grading. Once graded and returned to you, with your fully paid Add-on Book Publishing package, we receive your permission to publish the work for you under your name in the outside market. The material will be packaged by ELTU for your commercially produced book in the marketplace. With ELTU, you are provided with a full suite of our services including book editing, book cover, ISBN, setup training, and consultation to help turn your Course Paper into a production work file for your book. You will get to work on your book, your calling, and your personal brand all while completing your ELTU degree or seminar certificate! *Refundable until first draft of work is turned in submitted to Instructor.*

#### **All at a discounted publishing rate!**

*During enrollment, select the “Add-on Book Publishing Package.” The price shown for this Add-on program has already been discounted as shown in the Student Enrollment Agreement. This amount will be added on to your chosen degree or seminar certificate package. You will be given the opportunity to break the Add-on payment into installments or pay in advance. No work will be done on your book production file until all payments have been completed for both your ELTU degree or seminar certificate and your selected Add-on Commercial Book Publishing Package.*

#### **Commercial Publishing Package - Doctoral Dissertation**

When you pair the Add-on Commercial Book Publishing Package with the Doctoral Dissertation, once your Doctoral Dissertation has been successfully graded, defended, and conferred, your Course Doctoral Paper content will be used to create your book content for publication into the market. Each Add-on Commercial Book Publishing Package you purchase may only be used to publish your Combined Course Papers or your Dissertation. If you wish to publish both your Combined Course Papers and your Dissertation, you will need to purchase a total of (2) Add-ons as one of the Add-ons will cover the Program Course Papers and the other Add-on will cover the Program Dissertation. This unique and convenient learning experience gives students the opportunity to share their stories along with what you learned in the textbook lectures to make the world a

better place! The content you create is what you will submit as your Course Paper or Course Dissertation to the Instructor for grading. Once graded and returned to you, with your fully paid Add-on Book Publishing package, we receive your permission to publish the work for you under your name in the outside market. The material will be packaged by ELTU for your commercially produced book in the marketplace. With ELT, you are provided with a full suite of our services including book editing, book cover, ISBN, setup training, and consultation to help turn your Course Paper into a production work file for your book. You will get to work on your book, your calling, and your personal brand all while completing your ELTU degree or seminar certificate!

### **PAYMENT PLAN ENROLLMENT FEE**

Students may opt to pay tuition and fees on the installment plan. This plan allows a student to pay monthly tuition after the initial school registration fee has been paid to enroll in the desired program. The Payment Plan Enrollment is a separate enrollment into an installment payment plan available for your chosen ELTU program (if any) is outlined in the specified Student Enrollment Agreement for your chosen program. The number of payments outlined in each program may vary as each program duration is different. See the specifics outlined for your chosen program and course of study on your Student Enrollment Agreement.

The Payment Plan installments are due each month on the first day of the month. Any student failing to make the monthly installment is subject to fines/penalties, withdrawals for non-payment and may forfeit credit for courses. If a student is withdrawn for non-payment, all tuition, fees, fines and penalties are collected along with a reinstatement fee before course grades are assigned. Reinstatement may be granted through the end of the existing program year if the student brings the financial account current and follows the re-instatement policy. The Payment Plan is a legally binding contract and students must fulfill all terms of the payment plan installments as outlined in the Student Enrollment Agreement, including but not limited to any late fees, incidental expenses, and other fees and expenses as outlined in the University catalog and the Student Enrollment Agreement. Payment Plans are available at the beginning of the admission's process and may need to be revised if the student makes changes to their program. Students may only have one payment installment plan in effect at a time.

#### **Payment Plan Enrollment Fee**

- A non-refundable \$150 Payment Plan Enrollment Fee is required at the time of payment plan election and is shown outlined in your Student Enrollment Agreement.
- Late payment fees of \$35 are assessed for any installment payment remaining unpaid after (3) business days.

#### *Method of Payment*

The only acceptable methods of payment are company (organization) checks or electronically processed transactions in good funds paid via online link electronically from the School. No cash payments are accepted. Company check processing or payment via Paypal, debit, credit cards, electronic funds transfer (EFT), and automated clearinghouse (ACH) recurring payments made electronically or online are the school's only acceptable method of payment.

## FINANCIAL AID & SCHOLARSHIPS

ELTU may from time to time be able to offer private scholarships. Organizations or individuals who wish to partner formally or informally with ELTU to support ELTU students' learning journey are welcome. Any funds available for scholarships will be offered according to the donor's requirements and in alignment with these school policies, notwithstanding any state, federal, or local governing laws that may be applicable. An educational sponsor, church or organization whose educational department has a strategic alliance with ELTU will be highlighted and featured as appreciation at the ELTU program graduation. ELTU does not participate in federal, state, or local government student financial aid programs under Title IV, Higher Education Act of 1965 (20 U.S.C. Section 1070 et seq.) All scholarships and financial aid awards become a part of the signed and executed Student Enrollment Agreement.

- **ELTU Inaugural Scholarship (2023)**

Established in 2023, the ELTU Inaugural Scholarship is a gift of Free Tuition from University Founder, Dr. Merle Ray, elevating students who are following their calling and career in the fields of leadership, coaching, spiritual care and/or or managing change. The Scholarship serves to further Dr. Ray's commitment to encourage and support women and men who are committed to Christ-Centered leadership transformation in the 21st century.

A selection committee comprised of representatives from the University selects scholarship recipients on the basis of successful completion of the ELTU Admissions process and written essay questions contained in the Application. All applicants will receive notification in writing as to the decision of the committee. To obtain consideration, applicants must receive an Invitation to Apply letter directly from the University. ELTU Inaugural Scholarship covers Tuition only of the student's first ELTU Degree Program and does not cover Matriculation Fees or any other expenses. Inaugural candidates must complete the ELTU Admissions process and Student Enrollment Agreement in its entirety, and a **Waiver of Tuition** Form will be executed upon Admissions approval and Scholarship Committee approval. Expenses and Fees not covered by the Scholarship must be set up on installments or paid in advance prior to admission. All scholarships and financial aid awards become a part of the signed and executed Student Enrollment Agreement.



## STUDENT ENROLLMENT AGREEMENT

### SCHOOL INFORMATION

## ELEVATION LIFE TRANSFORMATION:

*The University of Christ-Centered Coaching, Leadership, & Change™*

8111 Whirlaway Elm Dr • Humble, TX • 77346 • Phone (281) 827-4396 • [www.ELEVATIONU.com](http://www.ELEVATIONU.com)

### STUDENT INFORMATION

Student Name	
Mailing Address	
Phone (including Area Code)	
E-mail Address	

### PROGRAM AND COST

Program Name	<b>PERSONAL MINISTRY COACH</b>		
Program Length	211 Minimum Contact Hours	Date training is to begin	
Course Type	<input type="checkbox"/> Program	<input type="checkbox"/> Seminar (single)	<input checked="" type="checkbox"/> Seminar (series)
Method of Delivery	Asynchronous		
Max Time Allowed	24 months		

Tuition**	\$2,625	Add-on Optional Expenses	
Registration Fee***	\$100	Add-on Degree / Seminar Series	\$2,000
Matriculation Fee	\$1,288	Add-on Book Publishing Package	\$2,400
Books**	\$250		
Supplies**	\$100	Other Fees	
**SAVE \$\$ STUDENT DISCOUNTS apply for tuition and fees paid in advance		Payment Plan Enrollment Fee ***	\$150

*\*\*Tuition represents the cost of ELTU delivered courses and does not include textbooks, supplies, or other expenses. Textbooks may be purchased from ELTU separately or from your favorite book dealer or [www.Amazon.com](http://www.Amazon.com). Students are responsible for the cost of their own Internet provider service, computer equipment, email, etc. which are needed to access and complete ELTU courses and programs. Any cost shown for book fees or supplies are estimates only based on current cost and subject to change.*

<b>TOTAL PROGRAM COST:</b>	<b>\$4,013</b>	<b>TOTAL IF PAID IN ADVANCE:</b>	<b>\$3,513</b>
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### METHOD OF PAYMENT

*Select One*

PAYMENT PLAN A	PAYMENT PLAN B		ADVANCED PAYMENT OF TUITION & FEES IF PAID IN FULL	ADVANCED PAYMENT OF TUITION ONLY
12 Monthly Installments with No Interest*	24 Monthly Installments with No Interest*		<b>\$3,513</b>	<b>\$2,325</b>
<b>\$326</b>	<b>\$163</b>		SAVINGS AMOUNT:	SAVINGS AMOUNT:
			<b>\$500</b>	<b>\$300</b>
Monthly plus the student's chosen optional Add-on package(s).	Monthly plus the student's chosen optional Add-on package(s).		No remaining fees if Tuition & Expenses paid in advance.	Matriculation Fees to be paid via 12 monthly installments with No Interest.
				<b>\$107</b>

*We accept all payments online via credit or debit cards. \*Installments will be setup on automatic recurring payments on the ELTU website for electronic processing. Students may elect to set up Automatic Bill Pay, Auto Credit or Auto Debit Card Payments, with their bank or other Auto recurring electronic provider. Fees shown with three asterisks \*\*\* such as Payment Plan Enrollment Fee and Registration Fee are required at the time of Admission's Application for processing, and are therefore non-refundable unless the Student's Admissions Application is not approved.*

Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed the amounts paid by the debtor hereunder.

*The payment plans shown under Method of Payment do not include Student selected optional Add-on Packages. Voluntary Add-on fees will be calculated and added to the plan if and when the student chooses an optional Add-on Package. ELTU Inaugural Scholarship Recipients receive a Waiver of Tuition Form after submitting the Student Enrollment Agreement and receiving Scholarship approval.*

### CANCELLATION POLICY

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contact is signed.

### VOLUNTARY "ADD-ON" OPTIONS

ELTU may offer more than one program for the student to consider as optional programs, such as "bridge" program choices or multiple degree programs. These optional add-on programs or seminars complement the student's choices and offer flexibility in obtaining educational goals. Add-on programs are not mandatory and are purely offered as "bridges" of convenience to the student who wishes to join multiple programs together in completing his/her educational goals. In addition, ELTU program packages are often offered bundled together so that the student may receive special discounts approved by the School Director in advance. Any ELTU Program Credits for these programs are reviewed in advance by the ELTU School Director for transferability to other ELTU programs. Credit hours for Previous Training or Work Experience outside of ELTU programs or seminars do not apply to our ELTU bridge programs which are those programs that have already been shortened in program hours providing ELTU credits within our school. Any transfer of program credit from one ELTU program into another ELTU program must be requested by the student in advance of entering any ELTU program or seminar series; and approval if any, is at the sole discretion and approval of the ELTU School Director.

*The Optional Add-ons you select below are a part of this Student Enrollment Agreement and will be added as follows:*

#### Optional Expenses

Select Optional Add-on Services	Discounted Fee	Select Only One Option to Mark Yes	Enter Degree Program Name or Seminar Series Name That You Wish to Add-on
Add-on Degree Program or Seminar Series (only)	\$2,000		
Add-on Book Publishing Package (only)	\$2,400		
Add-on Both of the Above Options (combined)	\$4,400		
Do you wish to pay these Add-On Expenses in advance?	YES NO		

#### PAYMENT PLAN METHOD FOR "ADD-ON" OPTIONAL EXPENSES

#### SELECT ONE OPTION

OPTION A 12 monthly installments			OPTION B 24 monthly installments		
Degree or Seminar Series Only	Book Publishing Package Only	Both Add-ons	Degree or Seminar Series Only	Book Publishing Package Only	Both Add-ons
\$167	\$200	\$367	\$83	\$100	\$183
Monthly with No Interest	Monthly with No Interest	Monthly with No Interest	Monthly with No Interest	Monthly with No Interest	Monthly with No Interest

*Installments will be setup on automatic recurring payments on the ELTU website for electronic processing. Students may elect to set up Automatic Bill Pay, Auto Credit or Auto Debit Card Payments, with their bank or other Auto recurring electronic provider.*

Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed the amounts paid by the debtor hereunder.

#### STUDENT ACKNOWLEDGEMENT

☒ **YES** - A copy of the ELTU policies for Cancellations and Refunds for the Added-on Degree Program, Certificate Program or Seminar Series is attached to this Student Enrollment Agreement.

☐ **NO** - A copy of the ELTU policies for Cancellations and Refunds for the Added-on Degree Program, Certificate Program or Seminar Series is NOT attached to this Student Enrollment Agreement.

PAYMENT PLAN GRAND TOTAL		ADVANCE PAYMENTS TO BE MADE	
PAGE ONE – INITIAL PROGRAM AMOUNT TO PAY MONTHLY:		ADVANCE PAYMENT INITIAL PROGRAM:	
PAGE TWO – OPTIONAL ADD-ONS AMOUNT TO PAY MONTHLY:		ADVANCE PAYMENT ADD-ONS:	
# OF MONTHS:	PAYMENT PLAN GRAND TOTAL	TOTAL AMOUNT DUE IN ADVANCE:	
	MONTHLY PAYMENTS:	MATRICULATION FEES REMAINING PER MONTH:	

Approved and regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas.

I have received a copy of this enrollment agreement and current school catalog.

Student Initials:

**IMPORTANT: Right-click directly on this PDF to PRINT and SAVE your completed information. Choose "SAVE AS" to Download to your computer. ELECTRONIC SIGNATURE REQUIRED FOR ALL FORMS INCLUDED AT END OF THIS PROCESS**

Printed Name of Student: \_\_\_\_\_

Student Signature (hand sign or type here): \_\_\_\_\_

Printed Name of Authorized School Official: \_\_\_\_\_

Signature of Authorized School Official: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## CANCELLATION AND REFUND POLICIES FOR ELTU DEGREE PROGRAMS, ASYNCHRONOUS SEMINARS & DISTANCE EDUCATION PROGRAMS

**This Cancellation and Refund Policy applies to all Degrees and asynchronous distance education learning seminars and programs at ELTU, including but not limited to:**

- **Bachelor of Science Degree in Christ-Centered Leadership, Coaching, and Change**
- **Master of Science Degree in Christ-Centered Leadership, Coaching, and Change**
- **Graduate Degree Program in Executive Leadership, Pastoral Care, & Change**
- **Doctor of Philosophy Degree in Christ-Centered Leadership, Coaching, and Change**
- **Doctor of Philosophy Degree in Human Capital Leadership and Change**
- **Christ-Centered MBA Certificate**
- **Personal Ministry Coach Certificate**

### CANCELLATION POLICY

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed by the prospective student.

### REFUND POLICY

1. For all programs other than seminars, a student may cancel enrollment, request a full refund including Tuition and Matriculation Fees paid, and request a release from any obligations to the school within the first three scheduled class days. As a general rule, the official first date of class or training for ELTU Degree programs and asynchronous distance education seminars is 3 business days after the notification of approved Admission status. After the third day following the official start of classes or training for ELTU Degree programs and asynchronous distance education seminars, refund computations will not include ELTU Matriculation fee. The full Matriculation Fee is due and payable on the official program start date as it is operating expenses needed to make the program/seminar certificate available. The Matriculation Fee for asynchronous programs/seminars may be paid in monthly installments. If the student is paying in monthly installments, all payments made must first be allocated towards the Matriculation Fee until Matriculation Fee is paid in full. If you change your mind and withdraw within the first 3 days of program start date, you get a full refund of the Matriculation and Tuition Fees paid. If for any reason you withdraw after the first 3 days of official program start date, the Matriculation Fee is non-refundable, and the tuition is refundable based on the number of lessons completed as discussed in this policy in item number 5 below.
2. After the first three scheduled class days, refund computations will be based on the total number of lessons completed in the Degree program or seminar certificate series and paid tuition and applicable fees according to the payment reimbursement scale discussed in this policy in item number 5 below. Applicable fees for the purposes of refunds does not include the ELTU Matriculation Fees as these fees are not a part of the tuition cost and are needed to operate programs and seminars at ELTU. It should be noted that ELTU tuition represents the cost of the ELTU course curricula only and does not include the cost of labor, textbooks, supplies, or any other associated or extra expenses. Specifically, for the

purpose of determining refund amount, ELTU uses the last day the student submitted a posting to any lesson or ELTU Discussion Forum whichever is last from the ELTU Course Content Outline. For determining the amount of refunds this number will be applied toward the amount of tuition fully paid in advance and not tuition paid in installment plans. Tuition and services rendered and paid via Payment Plan Installments are already pro-rated according to payment schedule. A refund will not be made for payments made via Payment Plan Installments unless the student has paid in excess over the amount due for the time period of the Installment Plan. Voluntary Add-ons are non-refundable once student's first draft work has been submitted. Add-on Degrees are refundable based on number of lessons completed.

3. The effective date of termination for refund purposes will be the earliest of the following:
  - (a) the date of notification to the student if the student is terminated;
  - (b) the date of receipt of written notice from the student; or
  - (c) the end of the third calendar month following the month in which the student's last lesson assignment was received unless notification has been received from the student that he wishes to remain enrolled.
4. If full tuition and fees are collected before any lessons have been completed, and if, after expiration of the 72-hour cancellation privilege, the student fails to begin the program, not more than \$100 shall be retained by the school.
5. If the student who enters an asynchronous distance education course terminates or withdraws after the expiration of the 72-hour cancellation privilege, the school may retain \$100 of the registration/enrollment fee and the refund policy will provide 75% of the tuition paid in advance for students having completed zero to 1 lesson within the first 12 weeks of entering the program; 50% of the tuition paid in advance will be refunded for students completing up to (2) lessons within the first 12 weeks of entering the program; 25% of the full tuition paid in advance for students completing up to (3) lessons within the first 12 weeks of entering the program. No refunds will be granted of the tuition paid in advance for students completing (4) or more lessons in the Degree program or asynchronous distance education seminar series completed.
6. Refund amount applies to students who paid full tuition upfront or in advance and not students who are paying using Payment Plan Installments. No refund amount will apply to students paying in Payment Plan Installments after the third day of classes and after the 72-hour enrollment cancellation privilege as these amounts are pro-rated already according to a payment plan. Any amounts paid into the Payment Plan Installment arrangement as per schedule covers services already rendered. Any excess or overage amounts paid above the minimum payment in the Installment agreement may be refunded. If a student paying via Installments completes more lessons than paid for, the student will not be granted academic credit on the transcript until the full number of payments have been made for the number of lessons completed. No refunds are due if a student paying via installment plan withdraws from the program having paid in the number of payments due for the Installment plan due at the time of withdrawal.
7. No refunds will be granted of any amount after an enrolled student has reached (4) or more completed ELTU Lessons in any order from their enrolled program after the third day of class and the 72-hour cancellation privilege has expired.
8. A full refund of all tuition and applicable fees is due in each of the following cases:
  - (a) an enrollee is not accepted by the school

- (b) if the program of instruction is discontinued by the school and this prevents the student from completing the program; or
- (c) if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or misrepresentations by the owner or representatives of the school.

#### **Asynchronous Distance Education Refund Policy for Students Called to Active Military Service**

9. A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:
  - (a) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
  - (b) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
  - (c) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
    - (a) satisfactorily completed at least 90 percent of the required coursework for the program; and
    - (b) demonstrated sufficient mastery of the program material to receive credit for completing the program.
10. Refunds will be totally consummated within 60 days after the effective date of termination.
11. In all cases, refunds will meet or exceed the requirements of TEC, §§132.061 and 132.0611 and TAC Chapter 807, Subchapter N.



## POLICY ON TUITION, FEES & SPECIAL CHARGES

ELTU is a small college that does not receive tuition, fees, financial assistance or any other prepayment of other charges from federal or state funds. As such, ELTU operates 100% on the payments provided from its student demographic population who sign up to engage in coaching, leadership, and change studies that enhance their callings and careers. Due to the specialized nature and objective of ELTU program of instruction, we have specific policies on Tuition, Fees, & Special Charges. The specific tuition and fees for registration, books, supplies, tools, laboratory fee, and other charges are shown broken down in detail in their respective sections for each degree program or seminar series. All tuition, fees, and special charges are outlined and agreed to in writing on the **ELTU Student Enrollment Agreement (SEA Form)**. The SEA Form is a legally binding contract and students must fulfill all terms of the Agreement as outlined, including but not limited to any tuition, payment plan processing fees, special charges, and other fees and expenses outlined in the University catalog and specified in the Agreement. Students must complete a new Student Enrollment Agreement should they wish to apply for a different program or certificate at the University. *(For ease of administration, any figures for mathematical calculations may be rounded up or down to the nearest whole number.)*

### TUITION

Tuition varies according to selected program or seminar. At ELTU, Tuition represents the cost of the ELTU delivered course curricula only and does not include textbooks, supplies, or any other expenses.

### EXTRA EXPENSES

In addition to the tuition associated with the degree program and seminar certificates, and pursuant to Texas Act §132.061, the following extra expenses are necessary for the portion of the program attended and are separately stated in the student enrollment agreement. Unless otherwise noted, ELTU will withhold these items of extra expense from any refunds made to the student as allowable and referenced under the Act.

The University will charge the following non-refundable fees, incidental fees, and other associated expenses as **these expenses are utilized to operate the program and will not be part of the calculations for refundable expenses. These fees are subject to change:**

- Registration Fee: \$100 *(refundable if Application for Admission is not approved)*
- Matriculation fee \$1,288 *(refundable if Application for Admission is not approved)*
- Program Re-instatement Fee \$100
- Payment Plan Enrollment Fee: \$150 *(refundable if Admission Application is not approved)*
- Late Payments \$35
- Extended Program Fee \$89 per month
- Official Transcripts \$30
- Fees Prior to Graduation Eligibility
- Add-on Degree Program \$2,000 *(Optional; Subject to change and varies by program)*
- Add-on Seminar \$2,000 *(Optional; Subject to change and varies)*
- Book Publishing Package \$2,400 *(Optional; Subject to change)*
- Book Fees & Supplies
- Returned check \$35
- Replacement Certificate Unframed \$50
- Official Framed Print or Reprint of Official Degree or Diploma Certificate \$189
- Tools Fee, Lab Fee, Individual Subject Fee

Brief descriptions of these fees:

**Registration Fee: \$100**

One-time non-refundable fee payable when students apply for admission to the school Admission's application. If a student is not approved for admission, then the fee is refunded.

**Matriculation Fee: \$1,288**

One-time non-refundable fee payable in advance or set up in 12-monthly installments upon admission and enrollment application. The Matriculation fee is refundable if Application for Admission is not approved; otherwise, this fee is required to operate all programs or seminars as part of operating costs and will not be considered in calculating any refundable expenses. The ELTU Matriculation Fee is a separate line item on the Student Enrollment Agreement and covers the cost of labor and operations expenses not included in tuition. This fee must be set up on 12-monthly installments or paid in advance when the student applies for Enrollment to the University (24-monthly installments is available for students with Voluntary Add-ons). ELTU Matriculation fee includes but is not limited to program/seminar related expenses for students accepted into the University; the Fee represents cost of providing student services, staff, access to technology platforms, communications, evaluations, operations expenses, and student-faculty activities, recordkeeping, and review upon admission and enrollment.

The full Matriculation Fee is due and payable on the official program/seminar start date as it is operating expenses needed to make the program/seminar available. The Matriculation Fee may be paid in monthly installments for degree and asynchronous programs only. If the student is paying in monthly installments, all payments made must first be allocated towards the Matriculation Fee until Matriculation Fee is paid in full. If you change your mind and withdraw within the first 3 days of program start date, you get a full refund of the Matriculation and Tuition Fees paid. If for any reason you withdraw after the first 3 days of official program start date, the Matriculation Fee is non-refundable, and the tuition is refundable based on the number of lessons completed as discussed in the Cancellations and Refunds policy.

The Matriculation Fee for synchronous programs and seminars cannot be paid in installments and is due and payable on the official program/seminar start date again, as it is operating expenses needed to make the program/seminar certificate available from enrollment. If you change your mind and withdraw from a synchronous program or seminar within the first 3 days of program/seminar start date, you get a full refund of the Matriculation and Tuition Fees paid. If for any reason you withdraw after the first 3 days of a synchronous official program/seminar start date, the Matriculation Fee portion is non-refundable, and the remaining portion of the synchronous program/seminar is refundable based on portion of the program/seminar attended.

**\$100 – Reinstatement Fee**

If a student who has cancelled or otherwise terminated a Student Enrollment Agreement wishes to reinstate a previously terminated agreement, then a fee of \$100 will be charged prior to re-instatement. This does not apply to students who have exercised the time provisions of the policy on Incompletes, Withdrawals, or Repeat Courses within the allowable time under the policy.

**Payment Plan Enrollment Fee**

A non-refundable \$150 Payment Plan Enrollment Fee is required at the time of payment plan election and is shown outlined in your Student Enrollment Agreement. *See Payment Plan policy*

**\$35 – Late Payments**

Late payment fees of \$35 are assessed for any installment payment remaining unpaid after (3) business days.

### **\$89 per month - Extended Program**

If a student has not finished the program after the maximum number of months has expired or has not successfully cancelled or otherwise terminated a Student Enrollment Agreement, the student may be assessed a fee to hold the program over beyond the maximum time period. A fee of \$89 per month will be charged until the student finishes the program. This does not apply to students who have exercised the time provisions of the policies on Incompletes, Withdrawals, Cancellations, Terminations, or Repeat Courses within the allowable time under policy.

### **\$30 – Official Transcripts**

A fee of \$30 will be charged when a student requests ELTU send copies of any transcripts requested by the student. The student must make a request for transcript in writing, including the school/entity/person who is authorized to receive the transcript. Student must pay all fees owed to the school for any open balances on the student financial account. The student must the transcript request before any documents will be released.

### **Fees Prior to Graduation Eligibility**

A Student who has an open balance on the Student Financial Account may not be scheduled for graduation, nor receive any certificates, Degrees, official grades, official or unofficial transcripts until all financial obligations for payment are paid in full on the Student ELTU Financial Account.

### **Add-on Program \$2,000 and Add-on Book Publishing Package \$2,400**

If you choose to add on an optional additional Degree programs, Seminar Series, or the ELTU Book Publishing Program, this information is shown on your Student Enrollment Agreement. You may be eligible for discounts as offered by the school and described in this ELTU Catalog (*see Student Discounts policy and VOLUNTARY "ADD-ON" SERVICES (OPTIONAL) policy*). These discounts vary and are subject to change. Your discounts amounts are shown on your Student Enrollment Agreement. Transaction details regarding Add-on services that you selected and their costs along with any terms for payment are also included and outlined on your Student Enrollment Agreement.

### **Book Fees & Supplies**

Textbooks vary in cost and students should project an estimate of about \$250 to \$350 total to cover books in any given ELTU program. Depending on the book provider, cost may be higher or lower than this estimate. Books may be purchased from your favorite bookstore online such as Amazon.com or similar, and some books may be purchased directly from ELTU separately. Students are responsible for the cost of their own textbooks, Internet, computer devices and equipment, email service, etc. which are needed to access and complete ELTU courses, seminars, and programs. Any cost shown for textbook fees or supplies are estimates only based on current cost and are subject to change at any time. *See policy on **BOOKS, MATERIALS, & SUPPLIES**.*

### **Tools Fee, Lab Fee, Individual Subject Fee**

Unless otherwise shown, the University does not charge a separate fee at this time as tools fee, lab fees, or individual subject fees.

## **STUDENT DISCOUNTS**

Tuition rate discounts and other student discounts may be offered to students who enroll in and purchase multiple programs and optional Add-on services, seminars and programs. ELTU students who wish to add on multiple programs or seminar series while enrolled in the current one may do so by purchasing the Add-on package. Each Add-on package applies only to one degree program or seminar series. Multiple Add-on packages must be purchased for multiple degree programs or seminars. A student enrolled in the full regular ELTU degree

program or seminar series (not an ELTU bridge) who purchases an Add-on package must complete the full required number of program hours for their selected Add-on degree program except where noted otherwise in this handbook concerning transferable credits for the selected program or seminar series. *For example, right before graduation a student in the ELTU Bachelor's degree program purchases (1) Add-on degree package for a Master's degree. The student must complete the required program hours in the first program before he/she can begin the next program or seminar series.* If the student has prior transferable credits, they may request consideration for those credits under our admissions policy. Add-on package price is strictly a discounted rate for which the student is eligible due to his/her multiple enrollments as an ELTU student. The discounted rate for the Add-on Package must be paid along with any school processing fees, including Matriculation fees. These fees are payable either upfront or they may be paid via an installment plan. If the Add-on package and fees are paid on an installment plan, the Add-on package installment plan may begin only after the current active degree plan has been paid in full. A student may not have more than one installment payment plan active at one time. At present, all our ELTU installment packages are paid monthly with no interest. All Add-on packages must be purchased while the student is currently active in good standing in an ELTU program or seminar series. Once a student has completed an ELTU program or seminar series, the student is no longer an active ELTU student and is no longer eligible to purchase an Add-on package discounted program. *(Also see policy on VOLUNTARY "ADD-ON" SERVICES (OPTIONAL)).*

### VOLUNTARY "ADD-ON" SERVICES (OPTIONAL)

ELTU may offer more than one program for the student to consider as optional programs, such as "bridge" program choices or multiple degree programs. These are optional add-on programs or seminars offered to complement the student's choices and offer flexibility in obtaining educational goals. Add-on programs are not mandatory and are purely offered as "bridges" of convenience to the student who wishes to join multiple programs together in completing his/her educational goals. In addition, ELTU program packages are often offered bundled together so that the student may receive special discounts approved by the School Director in advance. Any ELTU Program Credits for these programs are reviewed in advance by the ELTU School Director for transferability to other ELTU programs. Credit hours for Previous Training or Work Experience outside of ELTU programs or seminars do not apply to our ELTU bridge programs which are those programs that have already been shortened in program hours providing ELTU credits within our school. Any transfer of program credit from one ELTU program into another ELTU program must be requested by the student in advance of

entering any ELTU program or seminar series; and approval if any, is at the sole discretion and approval of the ELTU School Director.

### Add-on Multiple Programs or Seminars

ELTU students who wish to add on multiple programs or seminar series while enrolled in the current one may do so by purchasing the Add-on package. Each Add-on package applies only to one degree program or seminar series. Multiple Add-on packages must be purchased for multiple degree programs or seminars. A student enrolled in the full regular ELTU degree program or seminar series (not an ELTU bridge) who purchases an Add-on package must complete the full required number of program hours for their selected Add-on degree program except where noted otherwise in this handbook concerning transferable credits for the selected program or seminar series. *For example, right before graduation a student in the ELTU Bachelor's degree program purchases (1) Add-on degree package for a Master's degree. The student must complete the required program hours in the first program before he/she can begin the next program or seminar series.* If the student has prior transferable credits, they may request consideration for those credits under our admissions policy. Add-on package price is strictly a discounted rate for which the student is eligible due to his/her multiple enrollments as an ELTU student. The discounted rate for the Add-on Package must be paid along with any school processing fees, including Matriculation fees. These fees are payable either upfront or they may be paid via an installment plan. If the Add-on package and fees are paid on an installment plan, the Add-on package installment plan may begin only after the current active degree plan has been paid in full. A student may not have more than one installment payment plan active at one time. At present, all our ELTU installment packages are paid monthly with no interest. All Add-on packages must be purchased while the student is currently active in good standing in an ELTU program or seminar series. Once a student has completed an ELTU program or seminar series, the student is no longer an active ELTU student and is no longer eligible to purchase an Add-on package discounted program.

### Add-on Commercial Book Publishing Pkg (optional)

At ELTU: The University of Christ-Centered Coaching, Leadership, and Change, you can become not only transformed and empowered to go live your best life, but also write your story, get it published and released into the commercial marketplace or ministry marketplace - all while completing the dream of earning your college degree! In this Optional Book Publishing Package, you will complete the process of earning your chosen degree or graduate certificate, plus ELTU will help to launch your own published work into the commercial market or ministry marketplace! And the best part is this is all accomplished in the process of earning your degree or graduate certificate. Specifically, we will show you how to:

- **Write your book;**
- **Become a published author;**

- **Launch your book into marketplace or ministry;**
- **Get the Discounted rate of just \$2,400 for worldwide marketplace publishing; and**
- **Keep 100% of your Book Royalties minus any Amazon Publishing Fees!**

#### **How It Works:**

Pair the Add-on Commercial Book Publishing Package with any of our ELTU degree or graduate seminar certificates; you get to utilize your time in the Course Paper to create your book content for publication into the market. Instead of writing a textbook summary for your Course Paper, you will share your own stories along with what you learned in the textbook lectures to develop content for your Course Paper. This content is what you will submit as your Course Paper to the Instructor for grading. Once graded and returned to you, with your fully paid Add-on Book Publishing package, we receive your permission to publish the work for you under your name in the outside market. The material will be packaged by ELTU for your commercially produced book in the marketplace. With ELTU, you are provided with a full suite of our services including book editing, book cover, ISBN, setup training, and consultation to help turn your Course Paper into a production work file for your book. You will get to work on your book, your calling, and your personal brand all while completing your ELTU degree or seminar certificate! *Refundable until first draft of work is turned in submitted to Instructor.*

#### **All at a discounted publishing rate!**

*During enrollment, select the “Add-on Book Publishing Package.” The price shown for this Add-on program has already been discounted as shown in the Student Enrollment Agreement. This amount will be added on to your chosen degree or seminar certificate package. You will be given the opportunity to break the Add-on payment into installments or pay in advance. No work will be done on your book production file until all payments have been completed for both your ELTU degree or seminar certificate and your selected Add-on Commercial Book Publishing Package.*

#### **Commercial Publishing Package - Doctoral Dissertation**

When you pair the Add-on Commercial Book Publishing Package with the Doctoral Dissertation, once your Doctoral Dissertation has been successfully graded, defended, and conferred, your Course Doctoral Paper content will be used to create your book content for publication into the market. Each Add-on Commercial Book Publishing Package you purchase may only be used to publish your Combined Course Papers or your Dissertation. If you wish to publish both your Combined Course Papers and your Dissertation, you will need to purchase a total of (2) Add-ons as one of the Add-ons will cover the Program Course Papers and the other Add-on will cover the Program Dissertation. This unique and convenient learning experience gives students the opportunity to share their stories along with what you learned in the textbook lectures to make the world a

better place! The content you create is what you will submit as your Course Paper or Course Dissertation to the Instructor for grading. Once graded and returned to you, with your fully paid Add-on Book Publishing package, we receive your permission to publish the work for you under your name in the outside market. The material will be packaged by ELTU for your commercially produced book in the marketplace. With ELT, you are provided with a full suite of our services including book editing, book cover, ISBN, setup training, and consultation to help turn your Course Paper into a production work file for your book. You will get to work on your book, your calling, and your personal brand all while completing your ELTU degree or seminar certificate!

## **PAYMENT PLAN ENROLLMENT FEE**

Students may opt to pay tuition and fees on the installment plan. This plan allows a student to pay monthly tuition after the initial school registration fee has been paid to enroll in the desired program. The Payment Plan Enrollment is a separate enrollment into an installment payment plan available for your chosen ELTU program (if any) is outlined in the specified Student Enrollment Agreement for your chosen program. The number of payments outlined in each program may vary as each program duration is different. See the specifics outlined for your chosen program and course of study on your Student Enrollment Agreement.

The Payment Plan installments are due each month on the first day of the month. Any student failing to make the monthly installment is subject to fines/penalties, withdrawals for non-payment and may forfeit credit for courses. If a student is withdrawn for non-payment, all tuition, fees, fines and penalties are collected along with a reinstatement fee before course grades are assigned. Reinstatement may be granted through the end of the existing program year if the student brings the financial account current and follows the re-instatement policy. The Payment Plan is a legally binding contract and students must fulfill all terms of the payment plan installments as outlined in the Student Enrollment Agreement, including but not limited to any late fees, incidental expenses, and other fees and expenses as outlined in the University catalog and the Student Enrollment Agreement. Payment Plans are available at the beginning of the admission's process and may need to be revised if the student makes changes to their program. Students may only have one payment installment plan in effect at a time.

### **Payment Plan Enrollment Fee**

- A non-refundable \$150 Payment Plan Enrollment Fee is required at the time of payment plan election and is shown outlined in your Student Enrollment Agreement.
- Late payment fees of \$35 are assessed for any installment payment remaining unpaid after (3) business days.

### ***Method of Payment***

The only acceptable methods of payment are company (organization) checks or electronically processed transactions in good funds paid via online link electronically from the School. No cash payments are accepted. Company check processing or payment via Paypal, debit, credit cards, electronic funds transfer (EFT), and automated clearinghouse (ACH) recurring payments made electronically or online are the school's only acceptable method of payment.



## FINANCIAL AID & SCHOLARSHIPS

ELTU may from time to time be able to offer private scholarships. Organizations or individuals who wish to partner formally or informally with ELTU to support ELTU students' learning journey are welcome. Any funds available for scholarships will be offered according to the donor's requirements and in alignment with these school policies, notwithstanding any state, federal, or local governing laws that may be applicable. An educational sponsor, church or organization whose educational department has a strategic alliance with ELTU will be highlighted and featured as appreciation at the ELTU program graduation. ELTU does not participate in federal, state, or local government student financial aid programs under Title IV, Higher Education Act of 1965 (20 U.S.C. Section 1070 et seq.) All scholarships and financial aid awards become a part of the signed and executed Student Enrollment Agreement.

- **ELTU Inaugural Scholarship (2023)**

Established in 2023, the ELTU Inaugural Scholarship is a gift of Free Tuition from University Founder, Dr. Merle Ray, elevating students who are following their calling and career in the fields of leadership, coaching, spiritual care and/or managing change. The Scholarship serves to further Dr. Ray's commitment to encourage and support women and men who are committed to Christ-Centered leadership transformation in the 21st century.

A selection committee comprised of representatives from the University selects scholarship recipients on the basis of successful completion of the ELTU Admissions process and written essay questions contained in the Application. All applicants will receive notification in writing as to the decision of the committee. To obtain consideration, applicants must receive an Invitation to Apply letter directly from the University. ELTU Inaugural Scholarship covers Tuition only of the student's first ELTU Degree Program and does not cover Matriculation Fees or any other expenses. Inaugural candidates must complete the ELTU Admissions process and Student Enrollment Agreement in its entirety, and a **Waiver of Tuition** Form will be executed upon Admissions approval and Scholarship Committee approval. Expenses and Fees not covered by the Scholarship must be set up on installments or paid in advance prior to admission. All scholarships and financial aid awards become a part of the signed and executed Student Enrollment Agreement.





## STUDENT ENROLLMENT AGREEMENT

### SCHOOL INFORMATION

## ELEVATION LIFE TRANSFORMATION:

*The University of Christ-Centered Coaching, Leadership, & Change™*

8111 Whirlaway Elm Dr • Humble, TX • 77346 • Phone (281) 827-4396 • [www.ELEVATIONU.com](http://www.ELEVATIONU.com)

### STUDENT INFORMATION

Student Name	
Mailing Address	
Phone (including Area Code)	
E-mail Address	

### PROGRAM AND COST

Program Name	<b>SPIRITUAL INTIMACY &amp; BIRTHING COACH)</b>		
Program Length	126 Minimum Contact Hours	Date training is to begin	
Course Type	<input type="checkbox"/> Program	<input type="checkbox"/> Seminar (single)	<input checked="" type="checkbox"/> Seminar (series)
Method of Delivery	Real Time Live (Synchronous) 80% Study (Asynchronous) 20%	Independent	
Max Time Allowed	12 months		
Tuition**	\$2,625	Add-on Optional Expenses	
Registration Fee***	\$100	Add-on Degree / Seminar Series	\$2,000
Matriculation Fee	\$1,288	Add-on Book Publishing Package	\$2,400
Books**	\$250		
Supplies**	\$100	Other Fees	
<b>**SAVE \$\$ STUDENT DISCOUNTS apply for tuition and fees paid in advance</b>		Payment Plan Enrollment Fee ***	\$150

\*\*Tuition represents the cost of ELTU delivered courses and does not include textbooks, supplies, or other expenses. Textbooks may be purchased from ELTU separately or from your favorite book dealer or [www.Amazon.com](http://www.Amazon.com). Students are responsible for the cost of their own Internet provider service, computer equipment, email, etc. which are needed to access and complete ELTU courses and programs. Any cost shown for book fees or supplies are estimates only based on current cost and subject to change.

<b>TOTAL PROGRAM COST:</b>	<b>\$4,013</b>	<b>TOTAL IF PAID IN ADVANCE:</b>	<b>\$3,513</b>
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### METHOD OF PAYMENT

Select One

PAYMENT PLAN A	PAYMENT PLAN B	ADVANCED PAYMENT OF TUITION & FEES IF PAID IN FULL	ADVANCED PAYMENT OF TUITION ONLY
12 Monthly Installments with No Interest*	24 Monthly Installments with No Interest*	<b>\$3,513</b>	<b>\$2,325</b>
<b>\$326</b>	<b>\$163</b>	<b>SAVINGS AMOUNT:</b>	<b>SAVINGS AMOUNT:</b>
		<b>\$500</b>	<b>\$300</b>
Monthly plus the student's chosen optional Add-on package(s).	Monthly plus the student's chosen optional Add-on package(s).	No remaining fees if Tuition & Expenses paid in advance.	Matriculation Fees to be paid via 12 monthly installments with No Interest.
			<b>\$107</b>

We accept all payments online via credit or debit cards. \*Installments will be setup on automatic recurring payments on the ELTU website for electronic processing. Students may elect to set up Automatic Bill Pay, Auto Credit or Auto Debit Card Payments, with their bank or other Auto recurring electronic provider. Fees shown with three asterisks \*\*\* such as Payment Plan Enrollment Fee and Registration Fee are required at the time of Admission's Application for processing, and are therefore non-refundable unless the Student's Admissions Application is not approved.

Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed the amounts paid by the debtor hereunder.

The payment plans shown under Method of Payment do not include Student selected optional Add-on Packages. Voluntary Add-on fees will be calculated and added to the plan if and when the student chooses an optional Add-on Package. ELTU Inaugural Scholarship Recipients receive a Waiver of Tuition Form after submitting the Student Enrollment Agreement and receiving Scholarship approval.

### CANCELLATION POLICY

A full refund will be made to any student who cancels the single day seminar or seminar series enrollment contract in writing within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days for seminars of 3 days or longer, except that the school may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement. (It should be noted that a scheduled class is the equivalent of eight (8) hours as class days are computed by eight (1) hour clock hour sessions).

### VOLUNTARY "ADD-ON" OPTIONS

ELTU may offer more than one program for the student to consider as optional programs, such as "bridge" program choices or multiple degree programs. These optional add-on programs or seminars complement the student's choices and offer flexibility in obtaining educational goals. Add-on programs are not mandatory and are purely offered as "bridges" of convenience to the student who wishes to join multiple programs together in completing his/her educational goals. In addition, ELTU program packages are often offered bundled together so that the student may receive special discounts approved by the School Director in advance. Any ELTU Program Credits for these programs are reviewed in advance by the ELTU School Director for transferability to other ELTU programs. Credit hours for Previous Training or Work Experience outside of ELTU programs or seminars do not apply to our ELTU bridge programs which are those programs that have already been shortened in program hours providing ELTU credits within our school. Any transfer of program credit from one ELTU program into another ELTU program must be requested by the student in advance of entering any ELTU program or seminar series; and approval if any, is at the sole discretion and approval of the ELTU School Director.

*The Optional Add-ons you select below are a part of this Student Enrollment Agreement and will be added as follows:*

#### Optional Expenses

Select Optional Add-on Services	Discounted Fee	Select Only One Option to Mark Yes	Enter Degree Program Name or Seminar Series Name That You Wish to Add-on
Add-on Degree Program or Seminar Series (only)	\$2,000		
Add-on Book Publishing Package (only)	\$2,400		
Add-on Both of the Above Options (combined)	\$4,400		
Do you wish to pay these Add-On Expenses in advance?	YES NO		

#### PAYMENT PLAN METHOD FOR "ADD-ON" OPTIONAL EXPENSES

#### SELECT ONE OPTION

OPTION A 12 monthly installments			OPTION B 24 monthly installments		
Degree or Seminar Series Only	Book Publishing Package Only	Both Add-ons	Degree or Seminar Series Only	Book Publishing Package Only	Both Add-ons
\$167	\$200	\$367	\$83	\$100	\$183
Monthly with No Interest	Monthly with No Interest	Monthly with No Interest	Monthly with No Interest	Monthly with No Interest	Monthly with No Interest

*Installments will be setup on automatic recurring payments on the ELTU website for electronic processing. Students may elect to set up Automatic Bill Pay, Auto Credit or Auto Debit Card Payments, with their bank or other Auto recurring electronic provider.*

Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed the amounts paid by the debtor hereunder.

#### STUDENT ACKNOWLEDGEMENT

- ☒ **YES** - A copy of the ELTU policies for Cancellations and Refunds for the Added-on Degree Program, Certificate Program or Seminar Series is attached to this Student Enrollment Agreement.
- ☐ **NO** - A copy of the ELTU policies for Cancellations and Refunds for the Added-on Degree Program, Certificate Program or Seminar Series is NOT attached to this Student Enrollment Agreement.

PAYMENT PLAN GRAND TOTAL	ADVANCE PAYMENTS TO BE MADE
PAGE ONE – INITIAL PROGRAM AMOUNT TO PAY MONTHLY:	ADVANCE PAYMENT INITIAL PROGRAM:
PAGE TWO – OPTIONAL ADD-ONS AMOUNT TO PAY MONTHLY:	ADVANCE PAYMENT ADD-ONS:
# OF MONTHS:	TOTAL AMOUNT DUE IN ADVANCE:
PAYMENT PLAN GRAND TOTAL MONTHLY PAYMENTS:	MATRICULATION FEES REMAINING PER MONTH:

Approved and regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas.

I have received a copy of this enrollment agreement and current school catalog.

Student Initials:

**IMPORTANT: Right-click directly on this PDF to PRINT and SAVE your completed information. Choose "SAVE AS" to Download to your computer. ELECTRONIC SIGNATURE REQUIRED FOR ALL FORMS INCLUDED AT END OF THIS PROCESS**

Printed Name of Student:

Student Signature (hand sign or type here):

Printed Name of Authorized School Official:

Signature of Authorized School Official:

Date:

Date:

## CANCELLATION AND REFUND POLICIES FOR LIVE SEMINAR SERIES (SYNCHRONOUS SEMINARS)

**This Cancellation and Refund Policy applies to all ELTU Seminar and Seminar Series (live instructor-led) learning programs at ELTU, including but not limited to:**

- **Certificate in Professional Coaching**
- **Master's Seminar Certificate in Professional Coaching**
- **Spiritual Intimacy & Birthing Coach Certificate**

### CANCELLATION POLICY

A full refund will be made to any student who cancels the single day seminar or seminar series enrollment contract in writing within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days for seminars of 3 days or longer, except that the school may retain not more than \$100 in any administrative fees charged, as well as Matriculation Fee and items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement. (It should be noted that a scheduled class is the equivalent of eight (8) hours as class days are computed by eight (1) hour clock hour sessions). Unless otherwise noted on the Student Enrollment Agreement, the full tuition and fees for synchronous programs/seminars is due and payable on the official program start date and no payment installments are allowed for these synchronous programs/seminars as these fees are required in advance. As always, the Matriculation Fee is operating expenses needed to make the program/seminar certificate available from enrollment. If you change your mind and withdraw within the first 3 days of program start date, you get a full refund of the Matriculation and Tuition and refundable fees paid, minus the maximum allowable deduction in administrative fees payable to the school in the event of cancellation as per State guidelines. If for any reason you withdraw after the first 3 days of official synchronous program/seminar start date, the Matriculation Fee portion is non-refundable, and the remaining portion of the program/seminar tuition and refundable fees is based upon the portion of the program/seminar attended.

### REFUND POLICY

1. Synchronous distance education courses or programs will be based on the period of enrollment computed on the basis of course or program time. Refund computations will be based on scheduled course time of classes through the last documented day of seminar activity. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance. Refund computations made after the 72-hour cancellation privilege will be based on tuition and other refundable expenses not including ELTU Matriculation Fee expense as this fee is a separate expense outlined in the Student Enrollment Agreement required to make the program or seminar available from the first day of enrollment.
2. The effective date of termination for refund purposes will be the earliest of the following:
  - a) the date of termination, if the student is terminated by the school;
  - b) the date of receipt of written notice from the student; or
  - c) ten school days following the last date of attendance.

3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72-hour cancellation privilege the student does not enter school, not more than \$100 in any administrative fees charged shall be retained by the school for the synchronous distance education course.
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated, the school or college may retain not more than \$100 in administrative fees charged for the entire program. The minimum refund of the remaining tuition only will be the pro rata portion of tuition that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination. (More simply, the refund is based on the tuition amount paid only on the precise number of course time hours the student has paid for, but not yet used at the point of termination, up to the 75% completion mark, after which no refund is due.)
5. Refunds for items listed in the ELTU policy on EXPENSES to the student, such as Matriculation Fee, books, tools, or other expenses and supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund. The ELTU full Matriculation fee is required to operate ELTU programs and seminars and will not be part of the calculation for any refunded amounts. Voluntary Add-ons are non-refundable once student's first draft work has been submitted. Add-on Degrees are refundable based on number of lessons completed.
6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
  - a) an enrollee is not accepted by the school;
  - b) if the course of instruction is discontinued by the school and this prevents the student from completing the course; or
  - c) if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

## Synchronous Distance Education Refund Policy for Students Called to Active Military Service

8. A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:
  - a. if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
  - b. a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
  - c. the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
    1. satisfactorily completed at least 90 percent of the required coursework for the program; and
    2. demonstrated sufficient mastery of the program material to receive credit for completing the program.

The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s) within 60 days after the effective date of termination.

In all cases, refunds will meet or exceed the requirements of TEC, §§132.061 and 132.0611 and TAC Chapter 807, Subchapter N.

## POLICY ON TUITION, FEES & SPECIAL CHARGES

ELTU is a small college that does not receive tuition, fees, financial assistance or any other prepayment of other charges from federal or state funds. As such, ELTU operates 100% on the payments provided from its student demographic population who sign up to engage in coaching, leadership, and change studies that enhance their callings and careers. Due to the specialized nature and objective of ELTU program of instruction, we have specific policies on Tuition, Fees, & Special Charges. The specific tuition and fees for registration, books, supplies, tools, laboratory fee, and other charges are shown broken down in detail in their respective sections for each degree program or seminar series. All tuition, fees, and special charges are outlined and agreed to in writing on the **ELTU Student Enrollment Agreement (SEA Form)**. The SEA Form is a legally binding contract and students must fulfill all terms of the Agreement as outlined, including but not limited to any tuition, payment plan processing fees, special charges, and other fees and expenses outlined in the University catalog and specified in the Agreement. Students must complete a new Student Enrollment Agreement should they wish to apply for a different program or certificate at the University. *(For ease of administration, any figures for mathematical calculations may be rounded up or down to the nearest whole number.)*

## TUITION

Tuition varies according to selected program or seminar. At ELTU, Tuition represents the cost of the ELTU delivered course curricula only and does not include textbooks, supplies, or any other expenses.

## EXPENSES

In addition to the tuition associated with the degree program and seminar certificates, and pursuant to Texas Act §132.061, the following extra expenses are necessary for the portion of the program attended and are separately stated in the student enrollment agreement. Unless otherwise noted, ELTU will withhold these items of extra expense from any refunds made to the student as allowable and referenced under the Act.

The University will charge the following non-refundable fees, incidental fees, and other associated expenses as **these expenses are utilized to operate the program and will not be part of the calculations for refundable expenses. These fees are subject to change:**

- Registration Fee: \$100 (*refundable if Application for Admission is not approved*)
- Matriculation fee \$1,288 (*refundable if Application for Admission is not approved*)
- Program Re-instatement Fee \$100
- Payment Plan Enrollment Fee: \$150 (*refundable if Admission Application is not approved*)
- Late Payments \$35
- Extended Program Fee \$89 per month
- Official Transcripts \$30
- Fees Prior to Graduation Eligibility
- Add-on Degree Program \$2,000 (*Optional; Subject to change and varies by program*)
- Add-on Seminar \$2,000 (*Optional; Subject to change and varies*)
- Book Publishing Package \$2,400 (*Optional; Subject to change*)
- Book Fees & Supplies
- Returned check \$35
- Replacement Certificate Unframed \$50
- Official Framed Print or Reprint of Official Degree or Diploma Certificate \$189
- Tools Fee, Lab Fee, Individual Subject Fee

Brief descriptions of these fees:

### **Registration Fee: \$100**

One-time non-refundable fee payable when students apply for admission to the school Admission's application. If a student is not approved for admission, then the fee is refunded.

### **Matriculation Fee: \$1,288**

One-time non-refundable fee payable in advance or set up in 12-monthly installments upon admission and enrollment application. The Matriculation fee is refundable if Application for Admission is not approved; otherwise, this fee is required to operate all programs or seminars as part of operating costs and will not be considered in calculating any refundable expenses. The ELTU Matriculation Fee is a separate line item on the Student Enrollment Agreement and covers the cost of labor and operations expenses not included in tuition. This fee must be set up on 12-monthly installments or paid in advance when the student applies for Enrollment to the University (24-monthly installments is available for students with Voluntary Add-ons). ELTU Matriculation

fee includes but is not limited to program/seminar related expenses for students accepted into the University; the Fee represents cost of providing student services, staff, access to technology platforms, communications, evaluations, operations expenses, and student-faculty activities, recordkeeping, and review upon admission and enrollment.

The full Matriculation Fee is due and payable on the official program/seminar start date as it is operating expenses needed to make the program/seminar available. The Matriculation Fee may be paid in monthly installments for degree and asynchronous programs only. If the student is paying in monthly installments, all payments made must first be allocated towards the Matriculation Fee until Matriculation Fee is paid in full. If you change your mind and withdraw within the first 3 days of program start date, you get a full refund of the Matriculation and Tuition Fees paid. If for any reason you withdraw after the first 3 days of official program start date, the Matriculation Fee is non-refundable, and the tuition is refundable based on the number of lessons completed as discussed in the Cancellations and Refunds policy.

The Matriculation Fee for synchronous programs and seminars cannot be paid in installments and is due and payable on the official program/seminar start date again, as it is operating expenses needed to make the program/seminar certificate available from enrollment. If you change your mind and withdraw from a synchronous program or seminar within the first 3 days of program/seminar start date, you get a full refund of the Matriculation and Tuition Fees paid. If for any reason you withdraw after the first 3 days of a synchronous official program/seminar start date, the Matriculation Fee portion is non-refundable, and the remaining portion of the synchronous program/seminar is refundable based on portion of the program/seminar attended.

#### **\$100 – Reinstatement Fee**

If a student who has cancelled or otherwise terminated a Student Enrollment Agreement wishes to reinstate a previously terminated agreement, then a fee of \$100 will be charged prior to re-instatement. This does not apply to students who have exercised the time provisions of the policy on Incompletes, Withdrawals, or Repeat Courses within the allowable time under the policy.

#### **Payment Plan Enrollment Fee**

A non-refundable \$150 Payment Plan Enrollment Fee is required at the time of payment plan election and is shown outlined in your Student Enrollment Agreement. *See Payment Plan policy*

#### **\$35 – Late Payments**

Late payment fees of \$35 are assessed for any installment payment remaining unpaid after (3) business days.

#### **\$89 per month - Extended Program**

If a student has not finished the program after the maximum number of months has expired or has not successfully cancelled or otherwise terminated a Student Enrollment Agreement, the student may be assessed a fee to hold the program over beyond the maximum time period. A fee of \$89 per month will be charged until the student finishes the program. This does not apply to students who have exercised the time provisions of the policies on Incompletes, Withdrawals, Cancellations, Terminations, or Repeat Courses within the allowable time under policy.

#### **\$30 – Official Transcripts**

A fee of \$30 will be charged when a student requests ELTU send copies of any transcripts requested by the student. The student must make a request for transcript in writing, including the school/entity/person who is authorized to receive the transcript. Student must pay all fees owed to the school for any open balances on the student financial account. The student must the transcript request before any documents will be released.



### **Fees Prior to Graduation Eligibility**

A Student who has an open balance on the Student Financial Account may not be scheduled for graduation, nor receive any certificates, Degrees, official grades, official or unofficial transcripts until all financial obligations for payment are paid in full on the Student ELTU Financial Account.

### **Add-on Program \$2,000 and Add-on Book Publishing Package \$2,400**

If you choose to add on an optional additional Degree programs, Seminar Series, or the ELTU Book Publishing Program, this information is shown on your Student Enrollment Agreement. You may be eligible for discounts as offered by the school and described in this ELTU Catalog (*see Student Discounts policy and VOLUNTARY "ADD-ON" SERVICES (OPTIONAL) policy*). These discounts vary and are subject to change. Your discounts amounts are shown on your Student Enrollment Agreement. Transaction details regarding Add-on services that you selected and their costs along with any terms for payment are also included and outlined on your Student Enrollment Agreement.

### **Book Fees & Supplies**

Textbooks vary in cost and students should project an estimate of about \$250 to \$350 total to cover books in any given ELTU program. Depending on the book provider, cost may be higher or lower than this estimate. Books may be purchased from your favorite bookstore online such as Amazon.com or similar, and some books may be purchased directly from ELTU separately. Students are responsible for the cost of their own textbooks, Internet, computer devices and equipment, email service, etc. which are needed to access and complete ELTU courses, seminars, and programs. Any cost shown for textbook fees or supplies are estimates only based on current cost and are subject to change at any time. *See policy on **BOOKS, MATERIALS, & SUPPLIES**.*

### **Tools Fee, Lab Fee, Individual Subject Fee**

Unless otherwise shown, the University does not charge a separate fee at this time as tools fee, lab fees, or individual subject fees.

## **STUDENT DISCOUNTS**

Tuition rate discounts and other student discounts may be offered to students who enroll in and purchase multiple programs and optional Add-on services, seminars and programs. ELTU students who wish to add on multiple programs or seminar series while enrolled in the current one may do so by purchasing the Add-on package. Each Add-on package applies only to one degree program or seminar series. Multiple Add-on packages must be purchased for multiple degree programs or seminars. A student enrolled in the full regular ELTU degree program or seminar series (not an ELTU bridge) who purchases an Add-on package must complete the full required number of program hours for their selected Add-on degree program except where noted otherwise in this handbook concerning transferable credits for the selected program or seminar series. *For example, right before graduation a student in the ELTU Bachelor's degree program purchases (1) Add-on degree package for a Master's degree. The student must complete the required program hours in the first program before he/she can begin the next program or seminar series.* If the student has prior transferable credits, they may request consideration for those credits under our admissions policy. Add-on package price is strictly a discounted rate for which the student is eligible due to his/her multiple enrollments as an ELTU student. The discounted rate for the Add-on Package must be paid along with any school processing fees, including Matriculation fees. These



fees are payable either upfront or they may be paid via an installment plan. If the Add-on package and fees are paid on an installment plan, the Add-on package installment plan may begin only after the current active degree plan has been paid in full. A student may not have more than one installment payment plan active at one time. At present, all our ELTU installment packages are paid monthly with no interest. All Add-on packages must be purchased while the student is currently active in good standing in an ELTU program or seminar series. Once a student has completed an ELTU program or seminar series, the student is no longer an active ELTU student and is no longer eligible to purchase an Add-on package discounted program. *(Also see policy on VOLUNTARY “ADD-ON” SERVICES (OPTIONAL)).*

### VOLUNTARY “ADD-ON” SERVICES (OPTIONAL)

ELTU may offer more than one program for the student to consider as optional programs, such as “bridge” program choices or multiple degree programs. These are optional add-on programs or seminars offered to complement the student’s choices and offer flexibility in obtaining educational goals. Add-on programs are not mandatory and are purely offered as “bridges” of convenience to the student who wishes to join multiple programs together in completing his/her educational goals. In addition, ELTU program packages are often offered bundled together so that the student may receive special discounts approved by the School Director in advance. Any ELTU Program Credits for these programs are reviewed in advance by the ELTU School Director for transferability to other ELTU programs. Credit hours for Previous Training or Work Experience outside of ELTU programs or seminars do not apply to our ELTU bridge programs which are those programs that have already been shortened in program hours providing ELTU credits within our school. Any transfer of program credit from one ELTU program into another ELTU program must be requested by the student in advance of entering any ELTU program or seminar series; and approval if any, is at the sole discretion and approval of the ELTU School Director.

#### Add-on Multiple Programs or Seminars

ELTU students who wish to add on multiple programs or seminar series while enrolled in the current one may do so by purchasing the Add-on package. Each Add-on package applies only to one degree program or seminar series. Multiple Add-on packages must be purchased for multiple degree programs or seminars. A student enrolled in the full regular ELTU degree program or seminar series (not an ELTU bridge) who purchases an Add-on package must complete the full required number of program hours for their selected Add-on degree program except where noted otherwise in this handbook concerning transferable credits for the selected program or seminar series. *For example, right before graduation a student in the ELTU Bachelor’s degree program purchases (1) Add-on degree package for a Master’s degree. The student must complete the required program hours in the*

*first program before he/she can begin the next program or seminar series.* If the student has prior transferable credits, they may request consideration for those credits under our admissions policy. Add-on package price is strictly a discounted rate for which the student is eligible due to his/her multiple enrollments as an ELTU student. The discounted rate for the Add-on Package must be paid along with any school processing fees, including Matriculation fees. These fees are payable either upfront or they may be paid via an installment plan. If the Add-on package and fees are paid on an installment plan, the Add-on package installment plan may begin only after the current active degree plan has been paid in full. A student may not have more than one installment payment plan active at one time. At present, all our ELTU installment packages are paid monthly with no interest. All Add-on packages must be purchased while the student is currently active in good standing in an ELTU program or seminar series. Once a student has completed an ELTU program or seminar series, the student is no longer an active ELTU student and is no longer eligible to purchase an Add-on package discounted program.

#### Add-on Commercial Book Publishing Pkg (optional)

At ELTU: The University of Christ-Centered Coaching, Leadership, and Change, you can become not only transformed and empowered to go live your best life, but also write your story, get it published and released into the commercial marketplace or ministry marketplace - all while completing the dream of earning your college degree! In this Optional Book Publishing Package, you will complete the process of earning your chosen degree or graduate certificate, plus ELTU will help to launch your own published work into the commercial market or ministry marketplace! And the best part is this is all accomplished in the process of earning your degree or graduate certificate. Specifically, we will show you how to:

- **Write your book;**
- **Become a published author;**
- **Launch your book into marketplace or ministry;**
- **Get the Discounted rate of just \$2,400 for worldwide marketplace publishing; and**
- **Keep 100% of your Book Royalties minus any Amazon Publishing Fees!**

#### **How It Works:**

Pair the Add-on Commercial Book Publishing Package with any of our ELTU degree or graduate seminar certificates; you get to utilize your time in the Course Paper to create your book content for publication into the market. Instead of writing a textbook summary for your Course Paper, you will share your own stories along with what you learned in the textbook lectures to develop content for your Course Paper. This content is what you will submit as your Course Paper to the Instructor for grading. Once graded and returned to you, with your fully paid Add-on Book Publishing package, we receive your permission to publish the work for you under your name in the outside market. The material will be packaged by ELTU for your commercially produced book in the marketplace. With ELTU, you are provided with a full suite of our services including book editing, book cover,

ISBN, setup training, and consultation to help turn your Course Paper into a production work file for your book. You will get to work on your book, your calling, and your personal brand all while completing your ELTU degree or seminar certificate! *Refundable until first draft of work is turned in submitted to Instructor.*

### **All at a discounted publishing rate!**

*During enrollment, select the “Add-on Book Publishing Package.” The price shown for this Add-on program has already been discounted as shown in the Student Enrollment Agreement. This amount will be added on to your chosen degree or seminar certificate package. You will be given the opportunity to break the Add-on payment into installments or pay in advance. No work will be done on your book production file until all payments have been completed for both your ELTU degree or seminar certificate and your selected Add-on Commercial Book Publishing Package.*

### **Commercial Publishing Package - Doctoral Dissertation**

When you pair the Add-on Commercial Book Publishing Package with the Doctoral Dissertation, once your Doctoral Dissertation has been successfully graded, defended, and conferred, your Course Doctoral Paper content will be used to create your book content for publication into the market. Each Add-on Commercial Book Publishing Package you purchase may only be used to publish your Combined Course Papers or your Dissertation. If you wish to publish both your Combined Course Papers and your Dissertation, you will need to purchase a total of (2) Add-ons as one of the Add-ons will cover the Program Course Papers and the other Add-on will cover the Program Dissertation. This unique and convenient learning experience gives students the opportunity to share their stories along with what you learned in the textbook lectures to make the world a better place! The content you create is what you will submit as your Course Paper or Course Dissertation to the Instructor for grading. Once graded and returned to you, with your fully paid Add-on Book Publishing package, we receive your permission to publish the work for you under your name in the outside market. The material will be packaged by ELTU for your commercially produced book in the marketplace. With ELT, you are provided with a full suite of our services including book editing, book cover, ISBN, setup training, and consultation to help turn your Course Paper into a production work file for your book. You will get to work on your book, your calling, and your personal brand all while completing your ELTU degree or seminar certificate!

## **PAYMENT PLAN ENROLLMENT FEE**

Students may opt to pay tuition and fees on the installment plan. This plan allows a student to pay monthly tuition after the initial school registration fee has been paid to enroll in the desired program. The Payment Plan Enrollment is a separate enrollment into an installment payment plan available for your chosen ELTU program (if any) is outlined in the specified Student Enrollment Agreement for your chosen program. The number of

payments outlined in each program may vary as each program duration is different. See the specifics outlined for your chosen program and course of study on your Student Enrollment Agreement.

The Payment Plan installments are due each month on the first day of the month. Any student failing to make the monthly installment is subject to fines/penalties, withdrawals for non-payment and may forfeit credit for courses. If a student is withdrawn for non-payment, all tuition, fees, fines and penalties are collected along with a reinstatement fee before course grades are assigned. Reinstatement may be granted through the end of the existing program year if the student brings the financial account current and follows the re-instatement policy. The Payment Plan is a legally binding contract and students must fulfill all terms of the payment plan installments as outlined in the Student Enrollment Agreement, including but not limited to any late fees, incidental expenses, and other fees and expenses as outlined in the University catalog and the Student Enrollment Agreement. Payment Plans are available at the beginning of the admission's process and may need to be revised if the student makes changes to their program. Students may only have one payment installment plan in effect at a time.

### **Payment Plan Enrollment Fee**

- A non-refundable \$150 Payment Plan Enrollment Fee is required at the time of payment plan election and is shown outlined in your Student Enrollment Agreement.
- Late payment fees of \$35 are assessed for any installment payment remaining unpaid after (3) business days.

### *Method of Payment*

The only acceptable methods of payment are company (organization) checks or electronically processed transactions in good funds paid via online link electronically from the School. No cash payments are accepted. Company check processing or payment via Paypal, debit, credit cards, electronic funds transfer (EFT), and automated clearinghouse (ACH) recurring payments made electronically or online are the school's only acceptable method of payment.

## **FINANCIAL AID & SCHOLARSHIPS**

ELTU may from time to time be able to offer private scholarships. Organizations or individuals who wish to partner formally or informally with ELTU to support ELTU students' learning journey are welcome. Any funds available for scholarships will be offered according to the donor's requirements and in alignment with these school policies, notwithstanding any state, federal, or local governing laws that may be applicable. An educational sponsor, church or organization whose educational department has a strategic alliance with ELTU will be highlighted and featured as appreciation at the ELTU program graduation. ELTU does not participate in federal, state, or local government student financial aid programs under Title IV, Higher Education Act of 1965 (20 U.S.C. Section 1070 et seq.) All scholarships and financial aid awards become a part of the signed and executed Student Enrollment Agreement.

### **• ELTU Inaugural Scholarship (2023)**

Established in 2023, the ELTU Inaugural Scholarship is a gift of Free Tuition from University Founder, Dr. Merle Ray, elevating students who are following their calling and career in the fields of leadership, coaching, spiritual care and/or or managing change. The Scholarship serves to further Dr. Ray's commitment to encourage and support women and men who are committed to Christ-Centered leadership transformation in the 21st century.

A selection committee comprised of representatives from the University selects scholarship recipients on the basis of successful completion of the ELTU Admissions process and written essay questions contained in

the Application. All applicants will receive notification in writing as to the decision of the committee. To obtain consideration, applicants must receive an Invitation to Apply letter directly from the University. ELTU Inaugural Scholarship covers Tuition only of the student's first ELTU Degree Program and does not cover Matriculation Fees or any other expenses. Inaugural candidates must complete the ELTU Admissions process and Student Enrollment Agreement in its entirety, and a **Waiver of Tuition** Form will be executed upon Admissions approval and Scholarship Committee approval. Expenses and Fees not covered by the Scholarship must be set up on installments or paid in advance prior to admission. All scholarships and financial aid awards become a part of the signed and executed Student Enrollment Agreement.

Once Student Enrollment Agreement is signed by student online, the following page appears in the online Admissions process:

The screenshot shows the Elevation Life Transformation website. At the top is the logo, which features a shield with a cross and two figures, flanked by laurel wreaths. To the right of the logo is the text "ELEVATION LIFE TRANSFORMATION™" and "The University of Christ-Centered Coaching, Leadership, & Change". Below the logo is a navigation bar with links: Home, Degree Programs, Certificate Programs, Courses, Admissions, and Contact. The main content area has a large heading "Next Step: Registration Fee Below" in a bold, dark red font. Below this is a subheading "THANK YOU FOR YOUR INTEREST!". A paragraph of text explains the policy: "In accordance with Policy, all ELTU Student Candidates must submit their initial Registration Fee and Payment Plan Enrollment Fee (if any) at the time of Initial Application in order to begin the ELTU School review and set up process for approval. (These initial fees are 100% refundable if your application is not approved for admission by the School.) An ELTU School Official will respond to your application within 3 to 5 business days once your initial fees are submitted and paid securely via Paypal. (Select only one option below)." Below this text is a form with a dropdown menu labeled "ELTU INITIAL FEES (select one)". The dropdown menu is open, showing the option "Registration Only \$100.00 USD". Below the dropdown menu is a yellow "Buy Now" button. At the bottom of the form are logos for Visa, Mastercard, American Express, and Discover.

ELEVATION LIFE TRANSFORMATION™  
The University of Christ-Centered Coaching, Leadership, & Change

Home Degree Programs Certificate Programs Courses Admissions Contact

## Next Step: Registration Fee Below

**THANK YOU FOR YOUR INTEREST!**

In accordance with Policy, all ELTU Student Candidates must submit their initial **Registration Fee** and **Payment Plan Enrollment Fee** (if any) at the time of Initial Application in order to begin the ELTU School review and set up process for approval. *(These initial fees are 100% refundable if your application is not approved for admission by the School.)* An ELTU School Official will respond to your application within 3 to 5 business days once your initial fees are submitted and paid securely via **Paypal**. (Select only one option below).

ELTU INITIAL FEES (select one)

Registration Only \$100.00 USD

**Buy Now**

Visa Mastercard American Express Discover

Clicking the Submit button from the Completed Application will take Students to the Paypal Payment Screen for the one-time \$100 Registration Fee for all Applicants, and if applicable the Payment Plan Enrollment Fee of \$150 for those students who wish to setup a payment installment plan for their program or certificate. If the Student's Admissions Application is not approved by the University, these fees will be refunded to the Applicant within 10 business days of the Letter of Non-Acceptance. Upon Student's Admissions Approval, a School Approval and Welcome Letter is sent via email from the School Office and an Onboarding Orientation is arranged with the student online.

After the Onboarding Orientation is completed with School Official and Payment has been processed and/or Payment Plan Enrollment has been completed, the Student may begin the approved ELTU degree program or certificate seminar series at any time.

# RECORD OF PREVIOUS EDUCATION & TRAINING FORM

## Record of Previous Education and Training

Texas Workforce Commission – Career Schools and Colleges

School Name: ELEVATION LIFE TRANSFORMATION UNIVERSITY

**Authority for Data Collection:** *Texas Education Code, §132.055 and Texas Administrative Code, §807.191(c)*

**Planned Use of the Data:** This form must be used by the school in its entirety to provide a record by which previous education and training may be evaluated and credit given to the student and to provide a record of such credit and reduction of program length/cost as required by the law.

**Instructions:** Complete each item on front and back. If an item is not applicable, write "NA." If credit is being claimed for post-secondary education, a transcript must be provided. Credit for experience should also be granted, if justified by the school's evaluation of the student's skills. Attach additional pages as needed. The completed form is to be maintained in each student's file. A copy of the completed form will be given to the student. Credit for previous education and training cannot be granted until this form is completed and signed by the school official and the student. If clarification is required, contact Career Schools and Colleges.

**IMPORTANT:** Right-click directly on this PDF to PRINT and SAVE your completed information. Choose "SAVE AS" to Download to your computer.

**Student Information** See ELTU Policy attached and Policy Statement below

Name: Barbara Brilliant Student SSN: 123458796 Date of Birth (mm/dd/yy): 03/15/1969  
 Name of Program: Bachelors Program  
 Secondary Education: ☒ High School Diploma ☐ Home Schooled ☐ GED

### Post-secondary Education

Type of School	Name and Location of School	Dates Attended				Graduated		Type of Diploma/ Degree	Major Field of Study
		From MO	YR	To MO	YR	YES	NO		
College or University	None					<input type="checkbox"/>	<input type="checkbox"/>		
						<input type="checkbox"/>	<input type="checkbox"/>		
Technical or Vocational						<input type="checkbox"/>	<input type="checkbox"/>		
						<input type="checkbox"/>	<input type="checkbox"/>		
Other						<input type="checkbox"/>	<input type="checkbox"/>		
						<input type="checkbox"/>	<input type="checkbox"/>		

### Previous Training

Identify previous experience and skills that relate to the program curriculum for which you desire credit.

None

**ELECTRONIC SIGNATURE REQUIRED FOR ALL FORMS INCLUDED AT END OF THIS PROCESS**

### Student Certification

I certify that all the above information is true and complete.

(Signature of Student) Barbara Brilliant Student Date (mm/dd/yy) 05/11/2022  
 (Printed Name of Student)

### ELTU POLICY STATEMENT:

Due to the specific nature of ELTU programs and services, it is the policy of ELTU to provide credit for previous ELTU or ELTU alliance coach-specific programs only. In alignment with ELTU policy, none coach-specific programs or generic academic programs of credit will not be considered.

Page 1 of 2  
 PREVIOUS EDITIONS OF THIS FORM WILL NOT BE ACCEPTED

ELT-010  
 REV 10/21

SAMPLE



RECORD OF PREVIOUS EDUCATION & TRAINING FORM

<b>FOR SCHOOL USE ONLY</b>		Entrance Test: _____ <small>(Score)</small> _____ <small>(Name and Version)</small>	
<b>School Evaluation of Previous Education and Training</b>			
In accordance with state, federal, or local laws and school policy, listed below are the coach-specific related subjects that have been evaluated for prior education and experience credit granted by the school along with adjustments if any.			
<b>Subject</b>	<b>Course Time * Hours of Credit</b>	<b>Justification of Credit</b>	

**Credit / Price Adjustments**

		<u>Tuition</u>	<u>Other</u>	<u>Total</u>
Original Program Length: _____ Hrs*	Original Cost	\$ _____	\$ _____	\$ _____
Less Credit Granted _____ Hrs*	Less Credit Granted (\$ _____)	(\$ _____)	(\$ _____)	(\$ _____)
Adjusted Program Length _____ Hrs*	Adjusted Cost	\$ _____	\$ _____	\$ _____

\*Course Time

☒ I certify that all information provided by the student has been evaluated and that the student will not receive credit.

☐ I certify that all information provided by the student has been evaluated and that the student has been given credit for which he/she is entitled as identified herein.

(Signature of Authorized School Official)

**School Official Signed and Printed Name here**  
(Printed Name)

**05/11/2022**  
Date (mm/dd/yy)

**Student Acknowledgment** *Do not sign below unless the information above is complete and signed by the school official.*

I have discussed the above evaluation of my previous education and training with the authorized school official and acknowledge that:

☐ I will receive the above stated credit, or

☒ I will not receive credit.

(Signature of Student)

**Barbara Brilliant Student printed name here**  
(Printed Name of Student)

**05/14/2022**  
Date (mm/dd/yy)

ELECTRONIC SIGNATURE REQUIRED FOR ALL FORMS INCLUDED AT END OF THIS PROCESS

\* **Course Time** (actual hours): the total hours of time experienced by the student in the course for all types of course time, including classroom, lab and externship hours. An hour of course time is equivalent to a 50-minute to 60-minute lecture, recitation, class (including a laboratory class or shop training) or internship, within a 60-minute period, or 60 minutes of preparation in asynchronous distance education. Intensity of course time hours varies by school and program, but typically, 100 course time hours is equivalent to about a month of full time school.

Individuals may receive and review information that TWC collects about the individual by emailing to [open\\_records@twc.state.tx.us](mailto:open_records@twc.state.tx.us) or writing to TWC Open Records, 101 E. 15th St., Rm. 266, Austin, TX 78778-0001.

SAMPLE

This page will be returned to students once Page 1 of the form is reviewed by the School Official. Students do not sign this page until it is returned to them signed by School Official.


After students sign the form from the School Official, student will email their signed form back or upload it back to the School.



# POLICY ACKNOWLEDGEMENT FORM

Prospective Students are required to have reviewed the policies and programs in the ELTU University Catalog. Students will complete Policy Acknowledgement form and upload it during the Admissions application process.

**POLICY ACKNOWLEDGEMENT FORM**



ELEVATION LIFE TRANSFORMATION: The University of Christ-Centered Coaching,  
(Name of School)

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**Authority for Data Collection:** *Texas Education Code, Section 132.055 & Texas Administrative Code, Section 807.193.*

**Planned Use of the Data:** To provide evidence of receipt of that information which is required by law to be provided the student prior to enrollment.

**Instructions:** This form is to be completed by the student prior to enrollment and the completed form maintained by the school in each student's file. A copy of the completed form will be given to the student. If additional clarification is needed, contact Career Schools and Colleges at (512) 936-3100.

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**This information is provided for the student's protection. Ensure each item of information is given to the student, fully explained and all questions answered prior to signing an enrollment agreement or contract.**

*The prospective student must acknowledge receipt by initialing in the space provided on the bottom of the first page and signing at the end of the form.*

**A:**  
I have received prior to enrollment:

- ☐ a copy of the school catalog and a program/course outline for the program(s) in which I wish to enroll. View or download School Catalog: <http://www.ElevationU.com>
- ☐ a schedule of the tuition, fees, and other charges. See pg 45 of School Catalog; Also see Student Enrollment Agreement Forms for your desired program/certificate
- ☐ a copy of the cancellation and refund policy. See School Catalog pgs 21-28 for your desired program type
- ☐ the attendance, progress and grievance policies. See School Catalog pgs 19 Attendance; 38-44 Progress; 53 Grievance Policy
- ☐ rules of operation and conduct. See School Catalog pages 10-53 for all policies. See pgs 54-234 for all Degree programs/certificates/course catalogs.
- ☐ regulations pertaining to incomplete grades. See School Catalog pgs 32-38
- ☐ written and verbal explanations of the difference between a LOAN and a GRANT.  
\*(Complete this item only if the school participates in a loan or grant program.) **N/A**
- ☐ an invitation to tour the school's facilities and inspect equipment related to my planned program of instruction. (As an enrolling student, you will be asked to sign and date a receipt on the day you receive your required tour of the school.) **N/A - online distance education**

**B:**

- ☐ **notice of all policies related to program interruption prior to completion. If printed in the school catalog, the policies are on page(s):** See School Catalog pgs 10-53, esp related pages 34-44.


If the school awards credit hours, I understand that transferability of any credit hours earned at this school may be limited. I have also been provided a list of all known Texas institutions of higher learning and state technical institutes that will accept any or all of the credit hours earned at this school. **N/A - ELTU does not award credit hours outside of ELTU programs.**

**B.B.S.**  
(Student Initials)

SAMPLE

# HIGH SCHOOL DIPLOMA/GED ATTAINMENT SELF-ATTESTATION FORM

All students complete this form with Admissions Application.



**ELEVATION LIFE TRANSITIONS**  
The University of Christ-Centered  
Coaching, Leadership, & Change™  
Destiny Delivered.

## High School Diploma/GED Attainment Self-Attestation

**IMPORTANT:** Right-click directly on this PDF to PRINT and SAVE your completed information.  
Choose "SAVE AS" to Download to your computer.

**I HEREBY CERTIFY UNDER PENALTY OF PERJURY, THAT THE FOLLOWING INFORMATION IS TRUE:**

☒ I have obtained a High School Diploma from: Brilliant Houston High School  
City and State: Houston, Texas  
Date obtained (Month and Year): 05/31/1975

☐ I have obtained a GED from: \_\_\_\_\_  
City and State: \_\_\_\_\_  
Date obtained (Month and Year): \_\_\_\_\_

☐ I have exhausted all outlets of obtaining verification of my high school diploma or GED attainment.

I ATTEST THAT THE INFORMATION STATED ABOVE IS TRUE AND ACCURATE, AND UNDERSTAND THAT THE ABOVE INFORMATION IF MISREPRESENTED OR INCOMPLETE MAY BE GROUNDS FOR IMMEDIATE TERMINATION OF ELTU PROGRAMS AND SERVICES AND/OR PENALTIES AS PROVIDED BY LAW.

**Barbara Brilliant Student**

APPLICANT'S PRINTED NAME AND DATE

**ELECTRONIC SIGNATURE REQUIRED FOR ALL FORMS INCLUDED AT END OF THIS PROCESS**

(Barbara signed here)  
SIGNATURE (Handwritten in ink or typed in here)

1235 Main Street, Houston, Texas 77001  
APPLICANT'S ADDRESS

(713) 126-5689  
APPLICANT'S PHONE #

CERTIFICATION		
I certify that the information recorded on this form was provided by the individuals whose signatures appear above.		
Staff Signature	Print Name	Date

FORM ELT - HSD-Alt  
REV 1/2022  
This form is to be used when all methods of obtaining High School Diploma or GED credential verification have been exhausted.

## STUDENT ENROLLMENT AGREEMENTS

SAMPLE

 STUDENT ENROLLMENT AGREEMENT			
SCHOOL INFORMATION			
<b>ELEVATION LIFE TRANSFORMATION:</b> <i>The University of Christ-Centered Coaching, Leadership, &amp; Change™</i>			
8111 Whirlaway Elm Dr • Humble, TX • 77346 • Phone (281) 827-4396 • www.ELEVATIONU.com			
STUDENT INFORMATION			
Student Name			
Mailing Address			
Phone (including Area Code)			
E-mail Address			
PROGRAM AND COST			
Program Name	BACHELOR OF SCIENCE DEGREE IN CHRIST-CENTERED LEADERSHIP, COACHING, AND CHANGE		
Program Length	126 Minimum Contact Hours	Date training is to begin	
Course Type	<input checked="" type="checkbox"/> Program	<input type="checkbox"/> Seminar (single)	<input type="checkbox"/> Seminar (series)
Method of Delivery	Asynchronous		
Max Time Allowed	32 months		
Tuition**	\$3,145	Add-on Optional Expenses	
Registration Fee***	\$100	Add-on Degree / Seminar Series	\$2,000
Matriculation Fee	\$1,288	Add-on Book Publishing Package	\$2,400
Books**	\$250		
Supplies**	\$100	Other Fees	
**SAVE \$\$ STUDENT DISCOUNTS apply for tuition and fees paid in advance		Payment Plan Enrollment Fee ***	\$150
<small>**Tuition represents the cost of ELTU delivered courses and does not include textbooks, supplies, or other expenses. Textbooks may be purchased from ELTU separately or from your favorite book dealer or www.Amazon.com. Students are responsible for the cost of their own Internet provider service, computer equipment, email, etc. which are needed to access and complete ELTU courses and programs. Any cost shown for book fees or supplies are estimates only based on current cost and subject to change.</small>			
TOTAL PROGRAM COST:		\$4,533	TOTAL IF PAID IN ADVANCE: \$4,033
METHOD OF PAYMENT			
Select One			
PAYMENT PLAN A	PAYMENT PLAN B		
12 Monthly Installments with No Interest*	24 Monthly Installments with No Interest*		
\$369	\$185		
Monthly plus the student's chosen optional Add-on package(s).	Monthly plus the student's chosen optional Add-on package(s).		
		ADVANCED PAYMENT OF TUITION & FEES IF PAID IN FULL	ADVANCED PAYMENT OF TUITION ONLY
		\$4,033	\$2,845
		SAVINGS AMOUNT:	SAVINGS AMOUNT:
		\$500	\$300
		No remaining fees if Tuition & Expenses paid in advance.	Remaining fees to be paid via 12 monthly installments with No Interest.
			\$107
<small>We accept all payments online via credit or debit cards. *Installments are set as automatic recurring payments for electronic processing. Students may elect to set up Automatic Bill Pay, Auto Credit or Auto Debit Card Payments, with their bank or other Auto recurring electronic provider. Fees shown with three asterisks *** such as Payment Plan Enrollment Fee and Registration Fee are required at the time of Admission's Application for processing, and are therefore non-refundable unless the Student's Admissions Application is not approved.</small>			
<small>Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed the amounts paid by the debtor hereunder.</small>			
<small>The payment plans shown under Method of Payment do not include Student selected optional Add-on Packages. Voluntary Add-on fees will be calculated and added to the plan if and when the student chooses an optional Add-on Package. ELTU Inaugural Scholarship Recipients receive a Waiver of Tuition Form after submitting the Student Enrollment Agreement and receiving Scholarship approval.</small>			
CANCELLATION POLICY			
<small>A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed.</small>			



**ELEVATION LIFE TRANSFORMATION***The University of Christ-Centered Coaching, Leadership, & Change™*

## Assignment Upload Form

Use this form to submit completed assignments for grading. Be sure to submit only the final version of your assignment.

### Program & Course No. \*

BACHELOR OF SCIENCE DEGREE IN CHRIST-CENTERED COACHING, LEADERSHIP, AND CHANGE ▾

BCL 101 INTRO TO CHRIST-CENTERED COACHING & MENTORING ▾

### Name \*

First Name Middle Name Last Name Suffix

### Email \*

example@example.com

### Student ID No. \*

## Upload Assignment

Select Assignment that you are uploading. Note that file size should not exceed the 150 MB per file or the file will not upload. Acceptable file formats: .doc, pdf, mp3, mp4, wav

### Course Paper

### Course Lab

### Course Lab

### Lesson Number

ex: 23

### Other File Upload

### Lesson Number

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I have read and understand the Program and Course Requirements, Course Syllabus, and ELTU Handbook Policies and Guidelines. I hereby certify that I have followed the procedure guidelines for this course/program. I hereby submit the attached contents and materials written in student's own words, and understand that plagiarism in any form will not be tolerated. I understand that the assignment being submitted may not be changed once uploaded to the School and that student should review and make any revisions necessary to present highest quality work in good prior to submission.

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