

Spiritual Study

CERTIFICATED CLASSES: There are seven certificated classes that provide a comprehensive understanding of the Core Concepts of Science of Mind. They are *Beyond Limits: Practical Spirituality for Modern Life*; *Steps To Freedom: Prayer and Meditation*; *Self Mastery, Watching God Grow Up: Reading The Bible As Stages of Spiritual Growth*; *Financial Freedom*; *The Roots of New Thought*; and *Essential Ernest*. Certificated classes may be taken in any order following *Beyond Limits*, but may not be taken concurrently. *Beyond Limits* is a prerequisite for all certificated classes, many other classes, retreats, travel, and Center for Spiritual Living membership.

PRE-REGISTRATION: Registration no later than one week prior to the start of each class ensures adequate class size and materials, and is encouraged. Classes may be canceled if enrollment is too low prior to the class start. Register online at www.spiritualiving.org or submit a completed Registration Form with tuition/deposit to Center for Spiritual Living at the registration desk in the Celebration Hall lobby.

PAYMENT PLAN: Payment in full (if class fee is less than \$100) or a \$100 deposit holds your place in a class or retreat. One-day workshop fees must be paid-in-full. All balances must be paid before or at the first class session.

AUDITING: Auditing is available for certificated classes only. To be eligible for the Auditing discount of 50%, you must have previously completed and passed the course within the past 3 years, and paid all outstanding balances prior to registration. To be considered as an Audit for a class, enter the audit discount code when registering online or if registering in person at the registration desk in the Celebration Hall lobby on Sunday, please write "Audit" across the top of your registration form.

REFUND POLICY: Refunds are based on the date CSL's Adult Education Registrar is notified of withdrawal, according to the following guidelines:

- ❖ **Class cancelled by CSL:** 100% refund
- ❖ **Classes with 1- 4 sessions:**
 - ~100% refund with notification to CSL prior to first class
 - ~50% refund with notification prior to 2nd class
 - ~0% refund with notification from 2nd class on
- ❖ **Classes with 5 or more sessions:**
 - ~100% refund with notification to CSL prior to first class
 - ~50% refund with notification prior to 3rd class
 - ~0% refund with notification from 3rd class on

To be eligible for a refund, all withdrawals must be recorded by the Adult Education Registrar. To officially withdraw from a class, leave a voicemail at 206-527-8801, x 5101 or email to AdultEd@SpiritualLiving.org. Withdrawals will be recorded the same day as notified if on a business day. Withdrawals will be recorded on the first business day following notification if notification is made after business hours or on weekends or holidays.

Notifying an instructor does not constitute official withdrawal from class. It is the student's responsibility to make sure a withdrawal is recorded and dated with the Adult Education Registrar to be eligible for any refund. Contact the Registrar at 206.527.8801, x5101 or AdultEd@SpiritualLiving.org as soon as you choose to withdraw. Refunds will be issued to the credit card used or by check for payments made by check or cash. Credits will not be held on the books for future classes.

ATTENDANCE: Each class syllabus specifies the allowable number of absences. You must notify the instructor or class assistant when you are not able to attend. All homework must be made up before class completion can be granted.

PHOTOGRAPHS & VIDEO: We occasionally take publicity photos and live stream lessons during class. Your instructor will notify you if this will happen during your class. If you do not want to be pictured, please let your instructor and the photographer/videographer know at that time.