

PARISH PLAN ONLINE PROGRAM

GENERAL POLICIES

1. CDU refers to The Catholic Distance University.
2. The participating parish should name a qualified person to serve as the Parish Plan Coordinator (Coordinator). The Coordinator serves as the liaison between CDU and the parish and/or parish group. Qualified persons include the Pastor, an Associate Pastor, a Permanent Deacon, a qualified Director of Religious Education, or a competent adult approved by the Pastor.
3. The participating parish must ensure that the academic and business policies of CDU are maintained—including but not limited to copyright. These policies include those of the accrediting associations in which CDU holds membership. Any advertising or public reference to CDU must be accurate.
4. CDU retains the right to contact all adults who participate in the Parish Plan for purposes relating to advertising, academics, and CDU business. However, CDU will deal directly with the Parish Plan Coordinator and/or Pastor for the administration of the program.
5. CDU course/seminar materials are intended for the use of those enrolled in the course/seminar. All CDU materials, including study materials and evaluation materials are copyrighted and must not be reproduced in any way unless specifically approved in writing by CDU.
6. The Parish Coordinator will distribute and collect CDU enrollment forms from the parish membership. These forms in batches of three or more and the completed Coordinator's Online Program Form, should be mailed to CDU with a single parish check or credit card information for the total tuition.
7. The Parish Coordinator will complete and submit the Program Evaluation form at least once a year.
8. CDU will award all students who have successfully completed a noncredit online course with a Certificate of Completion, indicating the Continuing Education Units (CEU's) and clock hours earned through the course. A similar Certificate will be awarded those who complete the Online Seminars and the final one page reflection paper.

RECORD KEEPING AND PAYMENT OF FEES

1. The participating parish, through the approved Coordinator, will submit completed Online Program Coordinator Form and Enrollment Forms for each participant to CDU.
2. The participating parish agrees to pay the applicable tuition and fees to CDU at the time of enrollment in a single payment. See **Fee Schedule**.
3. CDU reserves the right to establish and modify fees without notice. These are normally set at the beginning of the CDU Fiscal Year, July 1.
4. CDU may visit the participating parish to review and certify that all policies are being observed.