



BFA Online Learning
Policies & Procedures

1.0

On-Campus Students

1.1 Types of Online Coursework

There are several reasons why a current day- or boarding-student may wish, or need, to take a course through BFA Online Learning.

Remedial

Repeat a failed course.

Example: A student fails to meet the requirements of a class-based course, and repeats the course online to remain on schedule.

Makeup

Acquire a missing credit.

Example: A student joins BFA but is one or two credits short for graduation. Instead of repeating a full year at BFA, the student can gain the required credit online and graduate with their peers.

Supplementary

Take a course that BFA does not currently offer on campus.

Example: A student joins BFA but is one or two credits short for graduation. Instead of repeating a full year at BFA, the student can gain the required credit online and graduate with their peers.

Enrichment

Take a special interest course outside of BFA's normal offerings.

Example: A student wishes to study a special interest course (example: AP Psychology). Like all of our online courses this would have to be approved to count toward High School credit.

Dual-Credit

Take a course in high school that also awards college credit.

Example: A student wishes to take a dual-credit course that meets BFA graduation requirements while gaining early college credit. (Not all colleges will necessarily accept these courses.)

Long-term Absence

Allow a student who is away for a long time to not fall behind.

Example: A current BFA student joins their parents for a half or full academic year in their passport country, but wishes to remain enrolled at BFA. This student may take a full-load of courses arranged with BFA's Guidance Department. Upon return to BFA, their credits will be fully accepted as if they had been on campus. Other circumstances, including long-term illness, may also benefit from BFA Online Learning in a similar way.

Summer Studies

Allow a student to continue their coursework during summer break.

Example: A student has a passion for Marine Science but would rather focus on one course during the summer versus taking it during the busy schedule of the school year.



1.2 Enrollment Application for Current Students

A current student may apply to BFA Online by filling out the Online Course Request form and submitting it to the Guidance Department.

Completion of this form includes a signature from both the student and parents (an email from the parents supporting enrollment can be sent in place of parental signature).

Enrollment is not automatic. The Guidance Department and the program Coordinator will consider the reasons for the request and the student's aptitude for online learning, as well as availability of time, hardware, and supervising personnel.

Online Course Request (<http://bfacademy.com/student/resources>)

1.3 Timing of Coursework

BFA Guidance Counselors will assist the student and parent regarding the best time to begin an online course. In some cases summer will provide the best time for a student to take an online course. In other cases, a capable student may be approved to take an online course during the school year.

Time during the school day and/or an available school computer is not guaranteed. In some cases, the student may have to do online coursework after school hours in their home or dorm.

1.4 Equipment Requirements

Hardware requirements are listed on Sevenstar's website. Students must also sign and agree to the BFA Internet Acceptable Use Policy.

Requirements (<http://bfacademy.com/academics/online/info/>)

1.5 Restrictions

Due to schooling laws in Germany, a BFA day or boarding student may not enroll full time with BFA Online. A currently enrolled day or boarding student is limited to two courses per semester during the academic year (August to June). Students who qualify may take more than two courses during the summer.

Normally, it is not possible to substitute an online version of the same course offered on campus. Exceptions may be granted by the Administration, however they will be rare.

In order to gain a BFA Diploma a student must attend school in Kandern at least one year and be enrolled either on campus or full-time at "BFA Online" during their senior year.



1.6 Fees and Refunds

Online course fees are extra to the standard tuition fees, payable to BFA. The only exception to this would be if BFA is unable to provide a teacher for a core course, and offers that course in an online format.

All fees for BFA Online Learning are non-refundable.

The course fee schedule is available online, and is subject to change.

<http://bfacademy.com/academics/online/fees/>

Additional fees for books and labs may be required. These costs are the student's responsibility.

No refund is awarded to a student who drops an online course. A student who drops a course after the first marking period will have the course recorded on their transcript as *withdrawn passing* or *withdrawn failing*. No credit is awarded for dropped courses.

A €50 fee is charged when dropping a dual-credit course.

2.0

Off-Campus Students

2.1 Enrollment Information

Students may only enroll in BFA Online Learning (grades 6-12) **after** they have been accepted as a student at Black Forest Academy.

Participating students may reside in any country *that allows home-schooling or internet schooling* and where the family has an adequate internet access that meets the minimum requirements for participation.

Requirements (<http://bfacademy.com/academics/online/info/>)

2.2 Enrollment Application

Prospective students of BFA Online Learning must apply to Black Forest Academy. The application package is available on our website.

<http://bfacademy.com/academics/online/>

If the student intends to come to BFA the following year, a regular BFA Application packet may be submitted so that the family does not need to complete two separate applications.

<http://bfacademy.com/admissions/>

As part of the basis for admission, parents will need to provide an acceptable setting that is conducive to learning. Students also need to agree with BFA's philosophy, re-stated below for your convenience.

"[BFA] has a distinctly Christian philosophy of education, which strives to develop students intellectually, spiritually and socially. The program emphasizes a Christian worldview in which values, beliefs and attitudes are rooted in biblical teaching. We believe our educational program develops a biblical perspective on life so students can fulfill God's purpose for their lives personally and vocationally."

Source: BFA Student Application Package



2.3 Timing of Coursework

Ideally, students enrolled full-time in BFA Online Learning will follow the BFA school calendar. It is important that full-time students stay within these general parameters in order to better transition into and out of the main campus. For example, to enroll as an 11th grader on campus, all previous coursework must be completed before arrival to Kandern.

2.4 Restrictions

In order to earn a BFA diploma, students enrolled in BFA Online Learning must attend school at the main campus for at least one of their high school years, preferably grades 11 or 12.

2.5 Benefits

Students are enrolled as Black Forest Academy students.

Online courses successfully completed (with passing marks) will be awarded credit at BFA.

All BFA Online Learning credits will appear on the BFA transcript as a letter grade and be calculated into the cumulative GPA.

2.6 Fees and Refunds

Off-Campus students must pay the BFA application fee, which is not included in the online fees.

All fees for BFA Online Learning are non-refundable.

The course fee schedule is available online, and is subject to change.

<http://bfacademy.com/academics/online/fees/>

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