

## **E-Tutorial Registration Process**

**Step 1** - The E-Tutorial contact e-mail address is [etutorial@gtfeducation.org](mailto:etutorial@gtfeducation.org). Be sure to add the E-Tutorial email address on the PDF form to your safe sender list. Students wishing to request specific course dates must do so in advance of step 2.

**Step 2** – Order your book(s) that are listed under the E-Tutorial course description and have them in hand. [Click here to be taken to the E-Tutorial course list.](#)

**Step 3** - Complete the registration form for your chosen course and click the "Submit Request" button.

**Step 4** – Receive an email containing the course syllabus and begin your course on the following Monday.

## **Academic Coursework Completion Policy**

All papers written for an E-Tutorial must be submitted within 30 days of completing the E-Tutorial or no course credit will be awarded. The entire E-Tutorial timeframe is ten weeks (six weeks for each of the six individual response papers and four weeks for the completion of the final paper). Up to two courses may be taken simultaneously. The expected time requirements for the readings and essay writings for each course is 40 clock hours.

## **E-Tutorial Fees**

- Undergraduate Activated Students Fee: \$300
- Undergraduate non-Activated Students Fee: \$600
- Graduate Students Fee: \$600
- non-students fee: \$600
- required course: \$0
- Fees for courses taken through the GTF are included in the total program cost of students accepted after January 1, 2012.

## **Withdrawal/refund Policy**

Any student may choose to withdraw from an E-Tutorial course without penalty provided the withdrawal request is received before the first required course paper is submitted for faculty review. A student who chooses to withdraw after submitting the first course paper will receive an “incomplete” for the course (reflected on transcript). Any student who withdraws from an E-Tutorial course and later wishes to retake the same course will be required to pay a \$600 E-Tutorial registration fee. Any student who withdraws from an E-Tutorial and wishes to register for a different E-Tutorial course in its place will be required to pay a \$600 E-Tutorial registration fee.

NOTE: [Click Here for Paper Guidelines.](#)