

Refund Policies

TUITION

Subject to the following schedule, students are entitled to refunds when they drop a course or withdraw from school with approval from the seminary. A course is considered dropped at the time the registrar receives written notice from the student requesting a course drop. A student is considered to have withdrawn from the seminary when a petition for withdrawal is approved by a seminary dean.

FALL AND SPRING TERM CLASSES (FULL-TERM):

By the end of the:

First week	100%
Second week	80%
Third week	50%
Fourth week	25%
After fourth week	0%

COURSES SIX TO SEVEN WEEKS IN DURATION:

By the end of the:

First week of class	100%
Second week	50%
Third week	25%
After third week	0%

JANUARY TERM CLASSES AND DMIN AND DEDMIN INTENSIVE COURSES:

By the end of the:

First day of class	100%
Third day of class	50%
After third day of class	0%

No refund of course supervision fees or of clinical pastoral education fees will be made. No refund of activity fees will be made after completion of the second week in Fall or Spring Terms. No refund of Cultural Immersions program fees will be made after the third day of class.

ROOM AND BOARD

A student who has entered into a lease agreement for a seminary housing unit for a term or semester is responsible for payment in full unless written notice that the unit will not be used is given to the vice president for business and finance at least two weeks before the first day of classes. In that case, a 100 percent refund will be made. In other cases, a refund amount may be given upon the initiative of the seminary. A minimum charge of one month's rent will be assessed as a penalty for breaking a lease.

A student who otherwise is required to be on the seminary's board plan, but who has a sufficient medical reason for withdrawing from board status, may be granted a full refund if a written request is made to the vice president for business and finance at least one week before the first day of classes. The seminary's vice president for business and finance determines the validity of an exemption from the board plan, in consultation with the seminary's food service director.

A student who withdraws or drops out of school must vacate seminary housing and cease using its dining facilities or be held liable for room and board charges beyond the student's last date of attendance.