

## Refund Policy

Any student who pays an excess amount for tuition and fees is entitled to a full refund of the overpayment. No refunds will be granted on institutional scholarships or grants-in-aid.

Students who withdraw from the Seminary voluntarily or involuntarily, with the endorsement or by the authority of the Academic Dean, may be entitled to partial refund of tuition, providing they submit on time to the Academic Dean the appropriate withdrawal form and return all library books, mailbox keys and parking stickers to the President's Office. The date of withdrawal will be the date on which the completed withdrawal form is received in the Registrar's Office and materials surrendered to the President's Office.

The Financial Aid Office is required to calculate each semester the amount of the Federal Title IV financial aid that the students have earned and the amount that is unearned. The unearned portion of Title IV financial aid must be returned to the appropriate financial aid programs according to federal and institutional guidelines. In keeping with this requirement of the Department of Education and for consistency, our refund policy is as follows:

Students who withdraw on or before the 60% point of the semester will have a percentage of their fees and Title IV financial aid calculated as earned and unearned on a pro-rata basis. If a student is enrolled beyond the 60% of the semester, all fees paid and Title IV financial aid received will be considered earned.

- Before the end of Late Registration and Drop/Add - 100%
- At the end of the third week of the semester - 85%
- At the end of the fourth week of the semester - 70%
- At the end of the fifth week of the semester - 55%
- At the end of the sixth week of the semester - 40%
- At the end of the seventh week of the semester - 25%
- At the end of the eighth week of the semester -10%

Students who withdraw from the Seminary within the first nine weeks of the semester for any reason apart from illness verified by a licensed physician may receive partial refund of fees for room. The refund will be prorated for the period the students used the services.

Students who withdraw from the Seminary on the written recommendation of a licensed physician will be granted a medical leave of absence for one semester. Refund of tuition and room may be prorated by the Academic Dean on compassionate grounds. The Acceptance of Admission Fee is not refundable.