

## FROM THE OFFICE OF FINANCIAL AID

# TUITION REFUND POLICY

Course drops during the add/drop period carry no financial penalty. After the first two weeks of the semester, students are not permitted to drop courses. Instead, students can seek approval to withdraw from a course. Students who wish to withdraw from a course after the add/drop date has passed must contact the Registrar. The Registrar will initiate the withdrawal approval process.

That process is as follows:

- Withdrawal requires approval by the course instructor, the Registrar, the Academic Dean, and the Student Success Specialist.
- If the student has federal loans, the Student Success Specialist will review the student's case and discuss the student's responsibilities for tuition payment and loan repayment as necessary.
- If the student is withdrawing from all courses in a given term and wishes to remain in their Seminary program, they will be considered inactive for that term. The normal inactive student policy will apply.
- If the student is entirely withdrawing from the Seminary, this must be conveyed in writing to the Registrar.

Following a course withdrawal, a grade of "W" will be recorded for the course on the student's transcript. The "W" grade carries no grade points and will not impact the student's GPA.

Students will be responsible for tuition for withdrawn courses according the following schedule:

- Up to 60% of the term, students will be responsible for paying the portion of tuition and fees that correlates to the percentage of the term they have completed. The percentage of tuition and fees correlating to the uncompleted percentage of the term can be applied to a future term.
- The percentage of the term will be calculated by the percentage of calendar days that have passed in the term. This calculation excludes the seven days the seminary is closed for reading week.
- After 60% of the term, no refund of tuition or fees will be made.
- In cases where a withdrawal decreases the student's loan eligibility for the term, the student will be responsible to return any overpayment of loan funds. The Seminary will first draw on any surplus of funds in a student's account due to course withdrawal to resolve the overpayment. The student will have 30 days following notification of overpayment by the Seminary to return any remaining overpayment directly to the Seminary. After 30 days, the Seminary will report overpayment to the National Student Loan Data System (NSLDS) and the student will be responsible for repayment directly to the Department of Education. This will also render the student ineligible for further federal student loans and in-school loan deferment until the overpayment has been resolved.

If a student does not follow the withdrawal process outlined above and ceases to participate in one or more courses, potential consequences include:

- Course failure
- Requirement to repay student loan funds either to the Seminary or directly to the Department of Education.