

Refund Policy

Refunds of tuition are granted only on the basis of formal notification of withdrawal to the Seminary's Registrar, initiated by the student. All such notifications of withdrawal must be completed in writing and submitted only to the Registrar. The tuition refund amount that is due as a result of an official withdrawal is determined by the date the initial request is made. Students may inform the Registrar of their intent to withdraw via email or postal mail however, a **Stop-Out/Leave of Absence/Withdrawal** form must also be submitted no more than 14 days later for the withdrawal process to be considered complete. Notifications submitted by postal mail will be dated according to the postmark. Notifications submitted by email to the Registrar will be dated upon receipt.

Master of Divinity and Master of Arts Degree Programs

Refund of tuition for withdrawal from a Master's degree program is assessed using the following schedule:

- 100% of tuition charges for a withdrawal completed prior to the end of the second week of class (for semester-based courses) or the second class session identified on the syllabus (for intensive courses).
- 50% of tuition charges for a withdrawal completed by the midpoint of the course (determined by contact hours).
- 0% thereafter

Doctor of Ministry Degree Program

Students in the D.Min. program must register for the entire year prior to the beginning of the first class session in Year 1, and during the month of September in Year 2 and Year 3. Refunds of tuition for a withdrawal in the D.Min. program are assessed using the following schedule:

Doctor of Ministry – Year 1

- 100% of tuition charges for a withdrawal completed prior to the end of the first week of an intensive format program, or the sixth week of a semester-based program.
- 50% of tuition charges for a withdrawal completed prior to the beginning of the second intensive week in an intensive format program, or prior to the beginning of the second semester in a semester-based program.
- 0% thereafter

Doctor of Ministry – Year 2

- 100% of tuition charges for a withdrawal completed prior to the end of the first week of the intensive, or the sixth week of the semester.
- 50% of tuition charges for a withdrawal completed by January 15.
- 0% thereafter

Doctor of Ministry – Year 3 and Continuation Year

- 100% of tuition charges for a withdrawal completed by October 1.
- 50% of tuition charges for a withdrawal completed by January 15.
- 0% thereafter

Refunds for audited courses, continuing education courses and Partner Church members will be granted in full prior to the first meeting of the enrolled course, with no refund thereafter.

All fees are non-refundable.

Students in the DMin program in each year of the program must register for the entire year in the fall semester. A student who fails to register for the third or continuation year before October 1 may register only with the approval of the Director of the Doctor of Ministry program. A student who fails to register for the third or continuation year and does not receive a Leave of Absence, then in a subsequent year seeks to return to the program to complete the written thesis and graduate, may be re-admitted at the discretion of the Director, but will be charged for the third year tuition plus any

subsequent continuing year fees that apply at the rate that was in effect during the year or years that the tuition was due.

Certificate Programs

Refund of payment for the CP is granted according to the following schedule:

- 100% refund if withdrawal occurs before classes begin
- 50% refund no later than the second class week
- no refund thereafter

Refund of fees for audit, continuing education, and Partner Church members in any class is granted in full prior to the first meeting of the particular class, with no refund thereafter.

All fees are non-refundable.