

## OFFICE OF FINANCIAL AID

# TUITION REFUND POLICY

Dropping courses (**Fall and Spring terms**) will normally be done prior to the beginning of the term or during the first two weeks of class. The first two weeks of the term are referred to as the Add/Drop period.

Dropping courses (**Summer term**) will normally be done prior to the beginning of the term or during the first week of class. The first week of the term are referred to as the Add/Drop period.

Dropping an intensive week-long course (**J-term or May term**) may be done through the first day of the course.

### TUITION REFUND (FALL AND SPRING TERMS)

- **Prior to class start date** – 100% refund
- **Within first two weeks of class** – 100% refund
- **After the first two weeks** of class –Students desiring to withdraw after the second week of class must obtain the approval of the course instructor, the Registrar, and the Academic Dean. Students with student loans must normally also receive the approval of the Financial Aid Office to withdraw from a course after the Add-Drop period. A grade of “W” (Withdrawal) will be recorded for the course on the student’s transcript. Tuition paid for the withdrawn course will be applied to courses taken in the following semester or returned to the student.

### TUITION REFUND (SUMMER TERM)

- **Prior to class start date** – 100% refund
- **Within first week of class** – 100% refund
- **After the first week** of class –Students desiring to withdraw after the first week of class must obtain the approval of the course instructor, the Registrar, and the Academic Dean. Students with student loans must normally also receive the approval of the Financial Aid Office to withdraw from a course after the Add-Drop period. A grade of “W” (Withdrawal) will be recorded for the course on the student’s transcript. Tuition paid for the withdrawn course will be applied to courses taken in the following semester or returned to the student.

### TUITION REFUND (J-TERM OR MAY TERM INTENSIVES)

- **Prior to class start date** – 100% refund
- **Through the end of the first day** – 100% refund
- **After the first day of class** - Students desiring to withdraw after the first day of class must obtain the approval of the course instructor, the Registrar, and the Academic Dean. Students with student loans must normally also receive the approval of the Financial Aid Office to withdraw from a course after the Add-Drop period. A grade of “W” (Withdrawal) will be recorded for the course on the student’s

transcript. Tuition paid for the withdrawn course will be applied to courses taken in the following semester or returned to the student.

## NON-ATTENDANCE

- Non-attendance does not constitute withdrawal from a course (i.e. dropping the course) and students will be responsible for tuition and fees not paid except in cases of cancellation of the course by the seminary and will be responsible for payment of the applicable tuition and fees according to the regular Tuition Refund Policy.
- Failure to login into or participate in online coursework does not constitute withdrawal from the course and students will be responsible for payment of the applicable tuition and fees according to the regular Tuition Refund Policy.