

## **Withdrawal from Seminary**

Withdrawal during the semester or from a modular course is generally inadvisable; however, unavoidable circumstances occasionally make it necessary. Students voluntarily withdrawing during the semester or from a modular course are to obtain, complete, and return an official withdrawal form to the Registrar's Office. The date of withdrawal is determined by the date the completed withdrawal form is received in the Registrar's Office. A financial refund and/or repayment may result when a student officially withdraws from all classes, drops out, is expelled, or otherwise fails to complete the period of enrollment.

### **Return of Title IV Funds (Federal Aid)**

If a student who receives Title IV grant or loan funds withdraws from school after beginning attendance, the amount of Title IV grant or loan funds earned by the student must be determined. If the amount disbursed to the student is greater than the amount the student earned, the unearned funds must be returned. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, the student is eligible to receive a post-withdrawal disbursement for aid earned but not disbursed.

### **Institutional Refund Policy**

Refunds are credited, as applicable, first to scholarships, then to any balance due on the student's account, outside aid, and finally to the student. The amount of refund for non-tuition fees is stated in parentheses following the title of each fee in the Explanation of Fees earlier in this section.

### **Tuition Refund Schedule**

Courses added to replace a dropped course are charged at 100% regardless of when the new course is started. The Student Services Fee is not refunded for dropped courses. Percentage refunds of tuition are based on the following schedules:

#### Traditional Semester and Independent Study Course Refunds

Tuition for these courses is due by the first day of class.  
100% through the end of the second week of classes  
60% through the end of the third week of classes  
40% through the end of the fourth week of classes  
0% after the end of the fourth week of classes

#### Half-Semester "Quad" Course Refunds

Tuition for these courses is due by the first day of class.  
100% through the end of the first week of classes  
60% through the end of the second week of classes  
40% through the end of the third week of classes  
0% after the end of the third week of classes

#### Modular Course Refunds

Tuition for modular courses is due no later than 4:30 p.m. Friday, four weeks prior to the on-campus portion of the course.

100% through Friday, 4 weeks before campus classes  
95% through Friday, 3 weeks before campus classes  
90% through Friday, 2 weeks before campus classes  
85% through Friday, 1 week before campus classes  
80% the day before the class starts on campus  
0% the day the class starts on campus

**Schedule Changes for Dropping a Course/Hours**

The amount of tuition refunded for a schedule change is equal to the original tuition charge before the change minus the new tuition charge after the change. The resulting sum is then multiplied by the applicable tuition percentage refund.