

## **DMIN Withdrawal and Refund Policy**

Once a student has registered, in order to withdraw from the Doctor of Ministry in Metro-Urban Ministry Program prior to, or after the first meeting of the class, a student must **write a letter** indicating his/her intent to withdraw, **complete an add/drop form**, **receive approval from the Director of the DMIN program** and **submit the form to the Registrar**.

The schedule for tuition refunds is administered by the Office of Finance and is printed in the **Refund Policy Section of the DMIN Handbook**. The Director's signature and date on the Add/Drop form notifies the Office of Finance of the official date for calculating tuition refunds, if any, for withdrawal.

Withdraw on, or before one week preceding the first class meeting	100%
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Withdraw within:

First class meeting	90%
Second class meeting	80%
Third class meeting	50 %
Fourth class meeting	25%
Fifth class meeting	25%
Sixth class meeting	25%
Withdrawal after the sixth class meeting	0%

Doctoral students should keep in mind that once classes begin, all initial deposits are credited to the cost of tuition per trimester.