



## ADDING ADDITIONAL CLASSES

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A student wishing to add a class must do so prior to the second meeting of the class. Once a student has registered, in order to add one or more courses, the student must complete an Add/Drop form, receive approval from his/her Academic Advisor, and submit the form to the Registrar. Tuition for the added course is due in full at the time of change, unless the deferred payment option has been approved. A class is not added to the student's schedule until the Office of Finance & Administration gives approval.

## DROPPING CLASSES

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A student needing to drop a class without academic penalty must do so prior to the third meeting of the class. Once a student has registered, in order to drop a course, the student must complete an Add/Drop form prior to the third meeting of the class, receive approval from his/her Academic Advisor, and submit the form to the Registrar. The schedule for tuition refunds is determined and administered by the Office of Finance & Administration and is printed in the "Tuition and Fees" section of this Handbook. The advisor's signature and date on the Add/Drop form notifies the Office of Finance & Administration of the official date for calculating tuition refunds, if any, for dropped courses. The student is liable for tuition even in the event of a failing grade. A student may request a refund of the credit balance on his/her account. **ALL REQUESTS FOR REFUNDS MUST BE MADE IN WRITING TO THE FINANCE OFFICE.** Students who do not drop officially, but simply absent themselves from class will not be considered dropped from the course, and will consequently be assigned a grade of "Fail" (F)."

## WITHDRAWAL FROM A COURSE

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A student needing to withdraw from a course after the third meeting of the class must write a letter addressed to the Registrar who will present it to the Academic Affairs Committee. The letter must contain the reason for dropping the course and be accompanied by supporting documentation (physician's letter, etc.). The Academic Affairs Committee, in consultation with the instructor of the course, will determine if the student will be allowed to drop the course without academic penalty (receiving a "WP," withdraw passing). The Chairperson of the Academic Affairs Committee will notify the student in writing of the Committee's decision. If the student is failing the course at the time of withdrawal, the Academic Affairs Committee may issue a "WF" (withdraw failing) depending on the circumstances. Failure to submit a letter to the Registrar in a timely manner will result in the student being issued an "F" for a course. If the request to withdraw is approved, the transcript will reflect the withdrawal as either a "WP" or "WF". Please see the grading system for details. Students who do not withdraw officially, but simply absent themselves from class will consequently be assigned a grade of "Fail" (F)."

## PAYMENT AGREEMENT POLICY

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Tuition and fees may be paid with cash, check or major credit card by mail, telephone or in person through the Business Office. The advisor'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 dropped courses. The student is liable for tuition even in the event of a failing grade or for any course discontinued without notice to the Registrar.

**FULL PAYMENT:** Full payment is due with the submission of this registration form.

**FEDERAL DIRECT LOAN APPLICANT:** Please contact the Office of Student Services for details.

**DEFERRED PAYMENT OPTIONS** - The deferred payment option costs \$30 per semester.

**Standard Deferred Payment Option:** After making the initial one-third payment plus registration and deferred fees, students on the standard deferred payment plan may make payments, on the balance due, whenever they wish during the semester, however, at the end of the semester they may not register for further course work or graduate until they pay all outstanding charges in full - [except housing charges less than 30 days old]. Interest will be charged monthly against the outstanding balance.

**Structured Deferred Payment Option:** After making the initial one-fourth payment plus registration and deferred fees, students on the structured deferred payment plan must make equal monthly payments, on the balance due, by the 15th of each month, until satisfied. Students that fail to make the minimum payment on time will automatically revert to the standard deferred payment plan where interest will be charged monthly against the outstanding balance.

When students complete a semester and still owe an overdue balance in their accounts, the Seminary will withhold grades, course credit, transcripts, registrations, diplomas, and certificates until students pay their overdue balance. Additionally, student accounts with unpaid balances more than 30 days old are subject to interest charges at the rate of 1.5% per month. Students with a history of returned checks, poor credit, or long-overdue account balances are not eligible for the deferred payment option.