
DEFERRED PAYMENT

Payment of at least 25 percent of the net fees due, after financial aid has been deducted, is required. A promissory note containing an arranged schedule of payments during the semester may be signed in the business office for the remaining 75 percent. **The fee for this payment plan is \$75**

PAYMENT POLICY

All tuition, fees, bookstore, housing and other charges must be paid in full during the semester in which they are incurred. If a student fails to meet this requirement:

- ▶ The student may not enroll in a subsequent semester until the balance is paid in full.
- ▶ Beginning the first month after the end of the semester, interest at the rate of 1 percent per month (*12 percent annually*) will be charged on the unpaid balance.
- ▶ If a student's past-due account has to be sent to a collection agency, he or she may not defer payment on any new tuition, fees or other charges. All expenses must be paid at the time they are incurred.

VETERANS

Christian Theological Seminary is approved for veterans benefits.



TUITION REFUND

The business office may issue a refund only after a student has officially reduced the number of hours taken or officially withdrawn from the seminary. The last day of attendance is the date the completed form is received in the business office and determines the applicable percent of refund in the schedule below. The refund schedule is applied to the total amount of tuition assessed and not to the actual cash paid at the time of registration. Therefore, it is possible to reduce the number of hours taken or to withdraw and still be obligated to make payments until the adjusted tuition balance is paid. The first week of school is considered to be the week in which seminary classes begin; it ends at 4:30 p.m. on Friday of that week.

STANDARD REFUND SCHEDULE

Week	Percent of Refund
1st and 2nd weeks	100%
3rd week	80%
4th week	60%
5th and 6th weeks	20%
After 6th week	0%

Refunds for summer session courses are made on the basis of one day equals one week in the above schedule.

REFUND OF TITLE IV FUNDS

The Higher Education Amendments of 1998 established a policy for the return of unearned Title IV aid Funds. CTS is required to return a portion of a student's Title IV aid funds if the student:

- ▶ Officially withdraws from all classes
- ▶ Stops attending all classes
- ▶ Is expelled
- ▶ Takes leave of absence

The amount of Title IV funds earned is based on the number of days of attendance. The amount of earned aid will be determined by dividing the number of days attended by the total number of days in the enrollment period. If a student attends at least 60 percent of the enrollment period, the student earned 100 percent of awarded Title IV aid. (*See CTS Financial Aid Web Page for full policy.*)

BOOKS

Students should plan to spend approximately \$140 per course for books and supplies. Students in counseling programs should expect to spend more than \$140 per course for books and supplies.

PAYMENT OF FEES AND GRADUATION

A student may not graduate or receive a final official transcript unless all balances due to the seminary are paid.

HOUSING

CTS' mission is to "welcome into partnership all who seek God's truth, love, justice; [and] to cultivate the virtues, passions and practices of Christian leadership" (CTS Long Range Plan 2010). Student housing is one means that CTS uses to serve its purpose. We therefore welcome into student housing all those whom we welcome into partnership to seek God's truth, love and justice. We make student apartments available to students enrolled in degree programs and members of their immediate families. We welcome students without regard to race, gender, national origin, sexual orientation or veteran status. Married couples and couples in domestic partnerships are asked to provide written documentation of their relationship.

FEES FOR RETURNED CHECKS

The following fees will be charged for personal checks returned by the bank to the business office because of insufficient funds:

- First occurrence **\$25**
- Second occurrence **\$35**
- Third occurrence **\$50**

After a third occurrence, the business office will no longer accept personal checks from the student.

STUDENT APARTMENTS

Christian Theological Seminary owns and operates 36 apartments across the street from the seminary's main building. The two bedroom apartments are available to full-time, degree-seeking students and their families. For additional information, see the Campus Life pages of the CTS web site (www.cts.edu) or contact the Office of Student Services.

HOSPITALITY HOUSE

Housing is available for commuter students on weekday nights in the seminary's Hospitality House. For additional information and an application form, students should contact the Office of Student Services. All others should contact the Manager of Hospitality and Scheduling at (317) 931-2319.