

Refunds

Students officially withdrawing from courses up until the end of the first week of classes are entitled to a complete refund of tuition. Those withdrawing from the second week through the end of the seventh week of the term may receive a 50 percent refund of tuition. No refund will be given to students who withdraw after the end of the seventh week of the term. A student is responsible to pay whatever balance remains after withdrawing.

All fees are non-refundable. Room fees are not refundable after the seventh week. Board is charged on a pro rata basis.

Course Withdrawal

Withdrawal from a course after the first week of classes for Master program students or two weeks of classes for undergraduate students, requires the signature of the instructor and that student's Academic Advisor. Course withdrawals are permitted up to but not including the last week of classes. Failure to withdraw from a course results in a grade of "F" for the course.

Students officially withdrawing from courses up until the end of the first week of classes for Master program students or the end of the second week of classes for undergraduate students (or in the case of a 5-week or 10-week course, up until the end of the first week that the courses is offered) are entitled to a complete refund of tuition. Those withdrawing from the following week through the end of the 7th week of the term (or in the case of a 5-week or 10-week course, by the half-way point of the course) may receive a 50% refund of tuition. No refund will be given to students who withdraw after the end of the 7th week of the term (or in the case of a 5-week or 10-week courses, after the half-way point of the course). A student is responsible to pay whatever balance remains after withdrawing.

Satisfactory Academic Progress

Maximum Timeframe: Students need to complete their degree within a maximum timeframe, including transfer credits and attempted credits. This timeframe is 150% of the degree program requirements. In other words, it is 180 credits for the B.A., 75 credits for the M.R.E., 72 credits for the M.A. and 120 credits for the M.Div. degree. For the D.Min degree the timeframe is 6 years.

Completion Rate: Students must complete at least 67% of all credits attempted. Credits attempted include transfer credits, withdrawals, "F" and "I" grades.

Students not in compliance with the minimum GPA, maximum timeframe, and/or completion rate requirement will be put on financial aid probation and may lose their financial aid eligibility.