

CANCELLATION AND REFUND POLICY

Should a student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels with within three (3) business days after signing the enrollment agreement and making initial payment.
3. Cancellation after the third (3rd) Business Day, but before the first class, will result in a refund of all monies paid, with the exception of the application / registration fees (not to exceed \$50.00).
4. Cancellation after attendance has begun, but prior to 40% completion of the program of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
5. Cancellation after completing 40% of the program will result in no refund.
6. Termination Date: When calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice was received.
7. Refunds will be made within 30 days of termination of the student's enrollment or receipt of a Cancellation Notice from the student.

Registration and application fees are non-refundable
And must be paid in U.S. dollars.
All Fees are subject to change without notice.

FEE SCHEDULES

Application Fee

This \$50.00 fee is non-refundable, whether the student is applying for a degree or non-degree program. The fee is to be submitted with the initial application. No application will be processed until the fee is paid.

Registration Fee

This \$25.00 fee is non-refundable and is paid once, whether the student is applying for a degree or non-degree program. The fee is to be submitted annually. Registration remains in effect unless the student becomes inactive. A new registration fee must be paid for a student to become active again. "Inactivity is defined as follows:

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| Commuters: | Must apply for re-enrollment within thirty days of the completion of a degree program. |
| Distance Learners: | Must apply for re-enrollment within ninety days of the completion of a specific group or courses or segment of a degree program. |

Graduation Fee

These are program related.

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| Associate Degree: | \$100.00 |
| Bachelorette Degree: | \$100.00 |
| Graduate Degree: | \$100.00 |

FEE SCHEDULES (CONTINUED)

Undergraduate Tuition Fees:	\$32.50 per credit hour
Graduate (Masters) Tuition Fees:	\$100.00 per credit hour
Doctoral Tuition Fees:	\$100.00 per credit hour
Change of Major	\$100.00
Degree Copy and University Frame	\$100.00
Official Standard Transcript	\$15.00 per copy
Regalia (Undergraduate)	Per order
Regalia (Graduate)	Per order
Student ID card	\$10.00 per card
Replacement ID card	\$10.00 per card

STANDARD DEGREE PROGRAM TUITION

Bachelor's Degree Program	\$3900 (120 credits)
Master's Degree Program	\$3600 (36 credits)
Doctor of Ministry (D.Min.)	\$3600 (36 credits)
Doctor of Theology (Th.D.)	\$6000 (60 credits)

SPECIALIZED DEGREE PROGRAM TUITION

Master of Science in Christian Clinical Counseling	\$4800 (48 credits)
Master of Divinity	\$6000 (60 credits)
Doctor of Education	\$4200 (42 credits)
Ph.D. in Christian Counseling	\$4200 (42 credits)
Ph.D. in Christian Thought and Philosophy	\$6000 (60 credits)
Ph.D. in Christian Clinical Counseling	\$6000 (60 credits)
Ph.D. in Church and State Studies	\$6000 (60 credits)

The above tuition prices do not reflect course materials, such as the primary textbook, workbook, or reference reading materials. The total amount of tuition due will be determined by the degree program that you have selected and applicable transferable credit. Please contact the university or your Academic Advisor for a breakdown of the tuition fees for your personal degree program. Tuition prices are subject to change without prior notification.