



# Financial Information

Effective June 1, 2018

## REGISTRATION

Students may not register for a term until all previous charges are paid. All tuition, fees and other charges for each semester, Jan-term or Summer session, are due at Registration. A late charge will be assessed for Registration after the time scheduled for Registration, and class attendance may be denied.

## TUITION

Summer, Fall, Jan-term & Spring (except DMin & ThM)	\$495.00 per credit hour
Students 60 years or older (except DMin & ThM)	\$247.50 per credit hour
Master of Theology & Doctor of Ministry Programs	\$590.00 per credit hour
Audit	\$48.00 per credit hour
Full-time students (10 or more hrs./8 or more hrs. for ThM) are not charged for audits. Students registered as full-time in the Fall and pre-registered as full-time for the Spring are not charged for audits during Jan-term. Students registered as full time in the Spring and pre-registered as fulltime for the Fall are not charged for audits during the Summer session. Spouses of full-time students are not charged for audits.	

## FEES

CATEGORY	COSTS
Administration & Enrollment Fee (Each term enrolled)	\$30.00
Application Fee	\$50.00
Application Fee (Auditors)	\$50.00
Campus Apartment, To Switch Apartment Mid-Lease Fee (Individual)	\$250.00
Campus Apartment, To Switch Apartment Mid-Lease Fee (Family)	\$500.00
Deferred Payment Fee	\$30.00
Doctor of Ministry Extension Fee*	\$250.00
Graduation Fee (Each attempt)	\$150.00
Independent Study Fee (Per credit hour, except DMin & ThM)	\$75.00
Infrastructure & Technology Fee (Each term enrolled)	\$30.00
Late Charge—Registration	\$40.00

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Late Charge—Past Due Student Account	\$40.00
Late Charge—Rent (After 5 days)	\$25.00
Late Charge—Rent (After 15th day of each month)	\$50.00
Parking Violation	\$25.00
Returned Check Charge/ Denied ACH Transaction	\$25.00
Speeding Violation	\$100.00
Student Activities Fee (Main campus students, Fall & Spring)	\$30.00
Syllabus Fee	Varies by Course
Thesis and Dissertation Binding Fee (Paid directly to the library)	\$40.00
Tuition Deposit	\$100.00
Transcript Fee (Per transcript)	\$5.00
Replace Lost Apartment Key Fee (Per key)	\$25.00

\* *DMin Extension Fee varies by number of extensions requested. Starts at \$250.00.*

## DEFERRED PAYMENTS

If a student is unable to pay the full amount due at the time of Registration, deferred payment may be requested during Fall & Spring semesters. The student pays at Registration at least 25% of the remainder of all tuition and fees after financial aid has been applied, plus a \$30 deferred payment charge. The deferred payment plan provides for payment of the remaining charges in three equal monthly installments after the scheduled date of Registration. No interest will be charged.

During the Summer session, students completing Registration in May or June, and taking at least 6 credit hours of courses (Or, DMin students taking at least 4 credit hours of courses), may request a modified deferred payment plan requiring 50% of the remainder of all tuition and fees after financial aid has been applied to be paid, plus a \$30 deferred payment fee. The remaining charges will be paid in two equal monthly installments. No interest will be charged.

**If the payments are not made as scheduled, the student may be dropped from class, with all monies paid to date forfeited;** the student will also be responsible to pay the balance of any remaining tuition. NOTE: The Business Office may, with reasonable cause, deny the deferred payment option to any individual. Students are encouraged to maintain a good credit rating. An account will be considered past due if it remains unpaid past the deferred time limit. Students with a record of past due deferred accounts may be denied deferred payment privileges in future semesters.

**NOTE:** When a course is dropped the "Refund Policy" applies. After a proper refund is applied to the student's account, any outstanding balance remains the responsibility of the student even if he or she is no longer taking courses.

## **NON-DEFERRED CHARGES AND PAYMENTS**

Charges that are not normally included in a deferred payment plan are due when billed. Amounts not paid within thirty days of the due date may be assessed a past due account charge.

## **FINANCIAL AID FROM OUTSIDE SOURCES**

**If a student is expecting to receive financial assistance from a church, church agency, government agency, the Direct Loan Program, employer, etc., arrangements for such assistance should be made by the student far enough in advance to have the minimum payment in time for Registration.** For a Direct Loan, full application must be made 30 days in advance to insure that the loan funds are available at Registration. If the church, agency or other funding source does not supply the expected funds on time, payment at Registration remains the student's responsibility. Please refer to the *Financial Aid Handbook* for complete Financial Aid regulations.

## **REFUNDS**

Refunds are granted only on certain items and upon written application to the Business Office submitted through the Registrar. Tuition may be refunded according to the following schedule:

- 80% up to the end of 10 business days (13% of a short course)
- 60% up to the end of 15 business days (14-20% of a short course)
- 40% up to the end of 20 business days (21-30% of a short course)
- 20% up to the end of 25 business days (31-40% of a short course)

Short courses are intensive courses with special schedules typically identified in the Jan term and Summer or on weekends in the Fall or identified by a S. or W. following the course number.

No refund is given after twenty-five business days. 100% of tuition will be refunded if the student officially drops the course on the first day of the semester. Under special circumstances, 100% of tuition may be refunded if the student officially drops the course by the end of the business day following the first meeting of the course. Independent Study fees will be refunded on the same prorated basis as tuition. No refund will be made of other fees or special charges. For each course to which the above refund schedule does not apply, a course refund schedule is calculated based on comparison to thirteen instructional weeks. Exceptions are granted only in extreme circumstances upon written application to the Business Office submitted through the Registrar.

A semester or term begins on the first day of scheduled courses for that term, regardless of whether a particular course met or was scheduled to meet, and ends on the last scheduled date for courses or final exams for that term. The effective date a course is dropped (or withdrawn from) is the date that written notification is received and approved by the Registrar's Office.

Financial Aid does not follow this refund policy. Students must repay 100% of scholarship on any course dropped (or withdrawn from) at any time. Students receiving Federal loans, who withdraw from school at Covenant during any semester, are subject to the Return of Title IV Funds Policy. Please refer to the *Financial Aid Handbook* or contact the Financial Aid office for complete details.

Seminary refunds are processed twice a week. A student who is due a refund payment and is leaving campus should request it by eRefund or furnish a mailing address for a check before leaving.

## **MEDICAL INSURANCE**

Every student on the St. Louis Campus must have medical insurance for the student and all family members. Because Covenant does not offer student coverage plans, students should make arrangements accordingly.

## **AUTOMOBILE INSURANCE**

Each academic year every student who plans to operate a vehicle on campus must register the vehicle(s) by providing the description(s) and current license plate number(s). DMin, Jan-term, and Summer session students do not receive parking stickers. All other students will receive a parking sticker for each vehicle, and must display the sticker on the appropriate vehicle as instructed. Also, auto liability insurance must be carried as long as the student is enrolled.

## **GRADES AND TRANSCRIPTS**

Neither grades nor transcripts can be released in any of the following instances: if the student has any past due financial obligations to the Seminary; if the student has failed to supply required insurance information; if the student's admission to the Seminary is incomplete; or, if a student is in default on a government student loan made while being a Covenant Seminary student.

## **STUDENT HANDBOOK**

For complete information, please see the *Student Handbook* posted on the student portal.