



# Financial Information

Effective May 17, 2021

## 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)	\$560.00 per credit hour
Students 60 years or older (except DMin & ThM)	\$280.00 per credit hour
Master of Theology & Doctor of Ministry Programs	\$655.00 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
Application Fee	\$50.00
Application Fee (Auditors)	\$50.00
Candles/Open Flames in Apartment Fine (Per Incident)	\$25.00
Christmas Tree Disposal Fine	\$300.00
Doctor of Ministry Extension Fee*	\$250.00
Enrollment Fee (Per Term: Fall, Spring, Summer)	\$100.00
Enrollment Fee (January Term)	\$60.00
Graduation Fee (Each Attempt)	\$150.00
Hallway Clutter Fine (Per Incident)	\$25.00
Independent Study Fee (Per Credit Hour, Except DMin & ThM)	\$75.00
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	\$150.00
Syllabus Fee	Varies by Course
Thesis and Dissertation Archival Fee	\$20.00
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.*

## **PAYMENT DUE DATES**

Payments are due the first day of each month, with an exception for January term (see table below). Minimum payments are determined by dividing the student's term charges over the number of payment dates in the term.

<b>Summer Term</b>	<b>Cumulative % of Term Charges Due*</b>
June 1	33.34%
July 1	66.67%
August 1	100.00%
<b>Fall Term</b>	
September 1	25%
October 1	50%
November 1	75%
December 1	100%
<b>January Term</b>	
January 17	100%
<b>Spring Term</b>	
February 1	25%
March 1	50%
April 1	75%
May 1	100%

\* *Please contact the business office with questions:  
[busdept@covenantseminary.edu](mailto:busdept@covenantseminary.edu); 314.392.4038.*

Minimum payment calculations can be complicated, especially when classes are added or dropped after the close of academic planning. The simplest way to ensure balances are paid on time is to enroll in an installment payment plan with autopay.

Students with overdue balances will be subject to one late fee per payment due date unless alternative arrangements are made with the business office. Students must pay each term's charges before enrolling in the next term. If balances are not paid by the end of the term, the students will be dropped from future courses selected in academic planning and will not be able re-enroll until the balances are paid.

## **COVENANT THEOLOGICAL SEMINARY**

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## FINANCIAL AID FROM OUTSIDE SOURCES

The Seminary is not responsible for third party financial assistance expected by a student, e.g., assistance from a church, church agency, government agency, employer, etc. The student should make arrangements for such assistance to arrive far enough in advance to meet the student's obligations under "Payment Due Dates" above. For a Federal Direct Student Loan, full application must be made 30 days prior to the beginning of the term to ensure

that the loan funds are available by the first payment date of the term. If the church, agency or other funding source does not supply the expected funds on time, **prompt payment 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 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 refund schedules. Many of these are in January and Summer terms. However, 7-week online courses, intensive weekends, and 1-2 week long courses also occur in the Fall or Spring terms. Weekend courses are identified by a W following the course number. Intensive courses other than DMin that are 1 – 2 weeks in length are identified by an S 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 pro-rated 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 Registrar. The Registrar will confer with the Business Office to determine whether the request may be granted. 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. 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.

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 refund checks are processed once a week. Seminary eRefund requests are processed within two days of receipt. 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 or if the student's admission to the Seminary is incomplete.

## **STUDENT HANDBOOK**

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