

ST. CHRISTY UNIVERSITY OF THEOLOGY & SEMINARY

Tuition And Financial Policy

St. Christy University of Theology & Seminary shall not admit any student using Federal or State Loans towards financing of their education.

Life Experience Credit

One of the benefits of a nontraditional study program is the freedom to acknowledge ministerial experience that you bring to St. Christy University of Theology & Seminary. A student may include ministerial experience information on their application. An evaluation will be made of your experience. A maximum number of points may be applied to satisfy your requirements for a degree in our standard program. The maximum number is 30 points (applied only on core courses) for undergraduate and 10 points (applied only on core courses) for graduate and above. Earned-Nonacademic program points may be applied to reduce the number of pages required for that program. Please note that credits may be applied only once in a student's nonacademic career. That is, a student who receives LE Credits for an undergraduate program may not receive LE Credits for subsequent programs (e.g., graduate or doctorate).

Transferred Credits

St. Christy University of Theology & Seminary accepts credits from other recognized educational institutions. These credits accepted must be from classes that correspond to classes in the applicant's desired degree program. Determination of accepted credits will be considered during the admission evaluation process.

Minimum Number of Points

For purposes of matriculation and transferred credits, a minimum of credits must be taken with St. Christy University of Theology & Seminary to receive a degree.

- 45 points for undergraduate degrees
- 20 points for master's and doctoral degrees.

You never pay for points transferred in for a degree.

Financial Policy

Tuition Payments

St. Christy University of Theology & Seminary offers students several tuition plans to pay for their education. You can pay your tuition in three easy installments, or you can spread the payments over several months. All plans are interest free. Another option is to pay your tuition all up front for a substantial discount.

Discounts

- 10% discount for paying full tuition upon admission acceptance to St. Christy University of Theology & Seminary
- 5% discount for paying tuition within 35 days
- 10% discount for all serving and or family member of military student applicants.

Payment Options

US Check or Money Order

You may pay your tuition with a Check drawn from a US bank. You may also use a Money Order or Cashier's check drawn off a US or Canadian government or financial institution. Students outside the US or Canada may also use Money Orders, Cashier's checks, or possibly arrange payments through Western Union, MoneyGram, or by a major credit card.

Credit Card

St. Christy University of Theology & Seminary offers you the option to pay tuition by credit card. All major cards are accepted. This applies to payment plans for the full tuition or the three payment (or less) installment plans. Also for monthly payment plans of \$100.00 or above.

Returned Checks

Checks that are returned to our financial office will be assessed a NSF fee. The student will be placed on financial hold until their account is brought up to date—including all incurred fees.

Overdue Accounts

Students that pay for their tuition interest free over time and fall behind in their payments may be placed on financial hold. A student on hold will not be sent any new courses nor receive any grades, diplomas or transcript.

Students on a payment plan are required to sign a contract stating that they will make payments in a timely manner. Students who stop making payments without contacting the financial office will be in default of their contract and may be placed on inactive status. In certain cases, their tuition balance may be considered due before academic activity may resume.

In any case, if you fall behind and are in trouble, contact the financial office as soon as possible. *We are here to help!*

Textbooks

If issued, all students with US and Canadian mailing addresses will receive their textbooks and course material as part of their tuition, including postage and handling. Some advanced degree programs involve selective readings and dissertations that require the purchase of additional books by the student. Students may be required to cover the costs of textbooks lost or stolen including postage and handling of replacement textbooks and materials.

In some cases, workbooks are used in courses. Upon completion of submitting coursework for grading, the student may wish their course work would be returned to them (including workbooks). If so desired, the student should so indicate by including a note stating his or her wish to have the work returned. Along with the note, include a check or money order to cover the cost of shipping and handling (usually \$10–\$25). If you have any questions, please contact the dean's office.

All students living outside of the contiguous 48 states and Canada will be required to pre-pay for textbooks, shipping and handling, as we cannot guarantee shipping to these destinations. These students will be required to cover these expenses. Any overage will be applied as a credit to their account.

Graduation Fees

Candidates for graduation *may* elect to travel to attend Commencement Exercises at locations as shall be determined by St. Christy University of Theology & Seminary. Students who so elect will be charged a fee of \$200.00. Exact fees are subject to change due to the variation of cap and gown fees; also, other costs may vary.

All fees, tuition, etc., *must be paid* before graduation. No exceptions please.

Refund Policies

St. Christy University of Theology & Seminary will give a refund to a student for tuition only in the amount of 50% for paid tuition in the following circumstances. The student withdraws from St. Christy University of Theology & Seminary (see Withdraw Policy below) within two weeks from the time we receive their signed and fully completed contract.

The student sends an official letter to St. Christy University of Theology & Seminary, signed by the registered student, requesting the refund.

The refund will be less any textbooks, syllabi or other school material (including postage and handling) that may have been sent to the student if not returned. Postage and handling, fees, and other expenses of the university are nonrefundable.

Paying tuition does not guarantee a passing grade. Students receiving unsatisfactory grades (typically an F) will not pass their course and cannot graduate.

Receiving such grades do not constitute grounds for receiving a refund.

In any event St. Christy University of Theology & Seminary will attempt to act in the goodwill of the student.

Withdraw Policy

A student is considered *withdrawn* upon the receipt of an official letter requesting that he/she be withdrawn from the rolls of St. Christy University of Theology & Seminary. If the student wishes to reenroll in the Institute, he/she may do so within one year's time from being taken off the rolls subject to the approval of the Academic Board. After that time a reinstatement fee will be assessed.

After two years, a former student will need to reapply to the Institute. They will be treated as a new student. Any credits previously taken may be applied towards their degree. However, the student will be subject to the academic requirements and policies in place at the time they are readmitted. Previous curriculum and policies may not apply.

Automatic Withdraw

Any student that is placed on inactive status for whatever reason and does not contact the Institute to rectify the situation will be automatically withdrawn after ninety (90) days.

Graduation Policy

Students are eligible to graduate once all their requirements have been met with a minimum graduation point required for their program. All financial responsibilities must have been met.

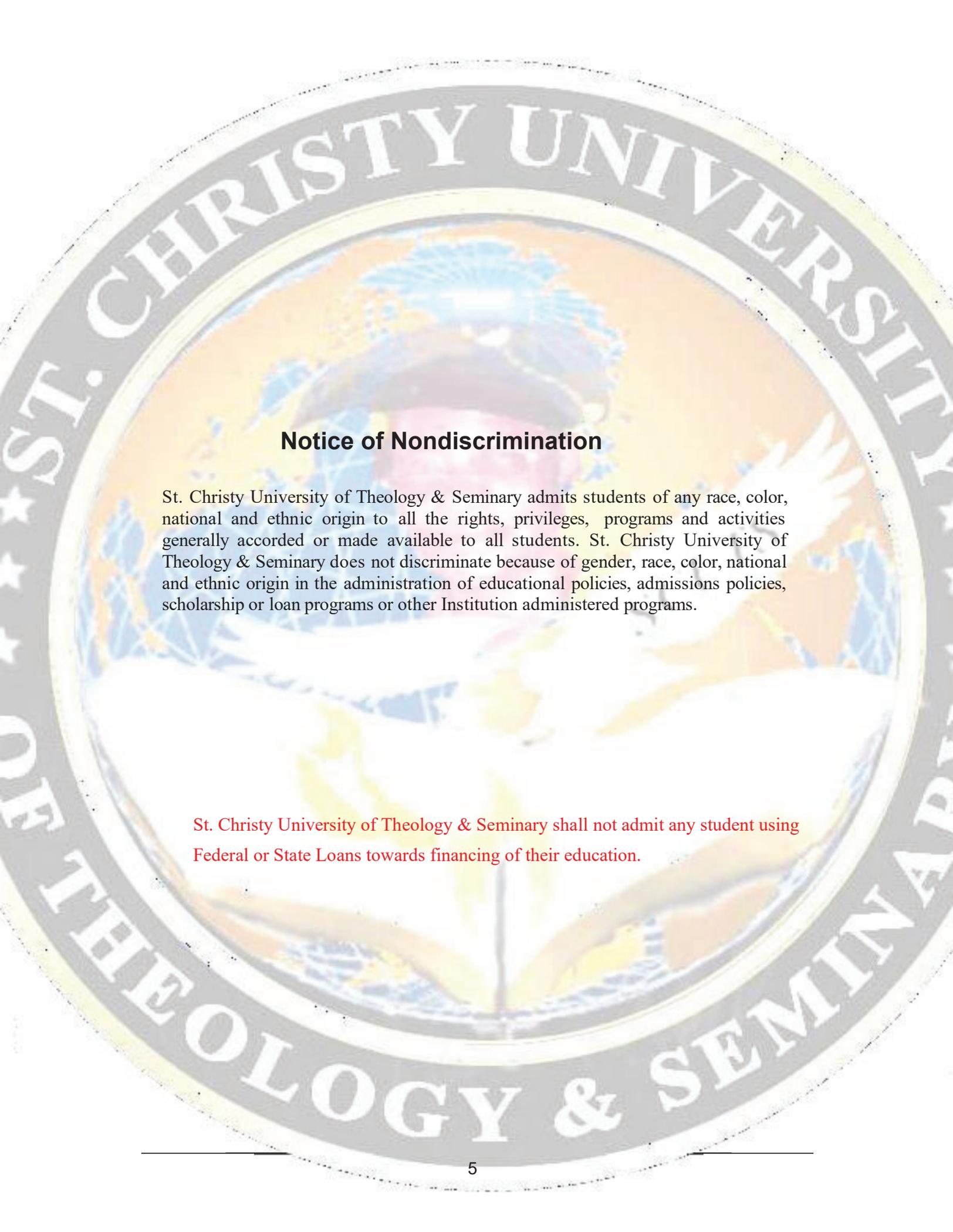
At this point their diploma and transcript will be sent to the student, now a graduate.

The graduate *is not required* to attend graduation ceremonies. If elected to attend graduation, a graduation fee will be assessed.

All graduates not attending graduation will be considered to graduate *in absentia*.

Transcripts

At the completion of all required studies, financial agreements and the awarding of diplomas, graduates will receive an official transcript. The transcript for all earned-nonacademic degrees will have the titles of their completed courses along with a Pass/ Fail grade listed on their transcripts. Non-Earned nonacademic degrees will only have a copy of written works submitted to St. Christy University of Theology & Seminary in lieu of courses shall be listed on their said transcripts. In some cases, prospective employers may request to see your transcript. Most bona-fide educational institutions that allow you to transfer credits will usually require a copy of your transcript. Additional copies of transcripts will be sent to graduates at a cost of \$15.00 each. Honorary degree recipients will not receive a transcript.



Notice of Nondiscrimination

St. Christy University of Theology & Seminary admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to all students. St. Christy University of Theology & Seminary does not discriminate because of gender, race, color, national and ethnic origin in the administration of educational policies, admissions policies, scholarship or loan programs or other Institution administered programs.

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