



# CHRISTENDOM GRADUATE SCHOOL

## Financial Policies

Tuition is due by the end of the first week of the semester. If a student is unable to pay the entire tuition and fees at this time, he must fill out, sign, and return to the Business Office (by the end of the first week of the semester) the Tuition Payment Plan Contract, stipulating the manner in which the debt is to be paid so that the full amount will be paid by the end of the semester. (Tuition for all online courses must be paid in full before the student begins the course.) In the event of the student's withdrawal before paying all installments, it is the student's responsibility to pay the balance due, minus any applicable refund (see below). No grades or transcripts will be released, nor degrees awarded, until all tuition and fees are paid. Students with outstanding balances are not allowed to register for subsequent semesters. Registration fees are due with registration.

Tuition will be refunded to students who find it necessary to withdraw (or to change to audit status) after registration according to the following schedule. THE EFFECTIVE DATE OF WITHDRAWAL IS THE DATE UPON WHICH WRITTEN NOTICE IS RECEIVED IN THE BUSINESS OFFICE. Students who withdraw from a course (or drop to audit status) and who have not yet paid the tuition are liable for the tuition amount minus any applicable refund amount. PLEASE NOTE that non-refundable fees, namely the registration fee and the technology fees, will NOT be refunded after the beginning of the semester, regardless of when the notification of the drop is received. Tuition will be refunded for dropped online courses **only if the request is received by the business office within 30 days of the student's receiving the access code for the course.**

Before the second class (or completing 2 hours of an online course): 100%  
Before the third class (or completing 4 hours of an online course): 75%  
Before the fourth class (or completing 8 hours of an online course): 50%  
After the fourth class (or being logged onto an online course site for 8 hours): No Refund