

8. Financial Information & Policies

8.1. Tuition Payment Policy

Tuition is due by the end of the first week of the academic term. If a student is unable to pay the entire tuition and fees at this time, he or she must fill out, sign, and return to the Business Office (by the end of the first week of the term) 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 academic term. 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 terms.

8.2. Refund Policy

Christendom Graduate School of Theology strives to provide the best education to our students for the best price. Our tuition and fees go directly toward covering the costs of our Master's program. We do all we can to keep our costs as low as possible to provide quality education to those who work for the Catholic Church, are active in the apostolate, or who wish simply to learn about the Catholic faith.

8.2.1. Non-refundable Fees

All registration and technology fees are non-refundable. These fees cover services provided prior to the beginning of a term.

Room and board fees (for summer residential courses) are considered non-refundable after the start of the term. If the student withdraws **before** the term begins, he or she may receive a full refund for room and board fees. If a student is unable to complete the summer term on campus due to an emergency, he or she may be eligible for a prorated refund of room and board fees, based on the number of days left in the term.

8.2.2. Refund Schedule

Students who withdraw from a course (or drop to audit status) and who have not yet paid the tuition are still liable for the tuition amount, minus any applicable refund amount. **The effective date of withdrawal is the date upon which written notice (i.e. the Add/Drop Form) is received by the business officer.** For students who find it necessary to withdraw (or to change to audit status) after the start of the semester, tuition refunds will be prorated according to the following refund schedule. Please note that no refunds will be issued after Saturday of the third week of the semester.

For all on-campus and online courses	
During the first week of the semester	100% of tuition
During the second week of the semester	75% of tuition
During the third week of the semester	50% of tuition
After the third week* of the semester	0% of tuition (no refund)

*Each "week" ends on Saturday.

If due to a catastrophe or persistent infrastructure failure it becomes impossible for the Graduate School to offer or continue offering in the normal format a course for which a student has registered, reasonable efforts will be made to deliver equivalent instruction to the student by means of an independent study format, using any appropriate combination of in-person meetings, video conference, email, and/or telephonic communications. If workarounds fail and it proves impossible to deliver instruction, the student's tuition will be refunded.