



Tuition Adjustment Refund Policy: Students who submit the ADD OR DROP COURSES FORM to drop courses or submit a Request for Leave of Absence or Notice of Withdrawal to leave seminary studies prior to the end of a semester may be eligible for an adjustment of tuition charges. If the adjustment results in a credit balance, the student may be entitled to a refund based on the date the appropriate signed form or notice is received, according to the following schedule:

- **100% Tuition Refund if appropriate signed form or notice is received by the registrar**
 - Fall or Spring Term (14 weeks each) - Up to End of Day 10 of the Term
 - 7-week Course - Up to End of Day 5 of the term
 - 3-week Course - Up to End of Day 3 of the course
 - 2-week Course - Up to End of Day 2 of the course
 - 1-week Course - Up to End of Day 1 of the course
- **50% Tuition Refund if appropriate signed form or notice is received by the registrar**
 - Fall or Spring Term (14 weeks each) - Up to End of Day 20 of the Term
 - 6-week Course - Up to End of Day 10 of the term
 - 3-week Course - Up to End of Day 6 of the course
 - 2-week Course - Up to End of Day 4 of the course
 - 1-week Course - Up to End of Day 2 of the course
- **No tuition refund for courses that have been completed nor for dropped courses or withdrawals for which the appropriate signed form or notice is received by the registrar after the end of the 50% Tuition Refund period.**
- Lancaster Seminary Scholarship may also be adjusted.
- Students in their second semester and beyond who leave the Seminary will be assessed an Administrative Fee of \$100. Students who leave the Seminary within their first semester of study will not be assessed the Administrative Fee, but will forfeit the non-refundable Entrance Deposit.
- Student Activity Fee, which goes directly to the Seminarian Community Council, is non-refundable. Registration-related fees may be pro-rated.

Tuition Adjustment for Leave of Absence, Military Leave of Absence, Separation or Withdrawal

- If a student leaves Seminary study prior to the student's completion of a semester, the student may be eligible for an adjustment of tuition.
- If the adjustment results in a credit balance, the student may be entitled to a tuition refund, which shall be calculated by the registrar based on the date the Request for Leave of Absence or Notice of Withdrawal form is received, according to the schedule in Section 6.6.
- If applicable, Lancaster Seminary scholarship awards may be adjusted.
- If applicable, return of Stafford Loan Title IV Funds will be determined according to federal guidelines.

Return of Title IV Funds for Stafford Loan Borrowers: For Stafford loan borrowers who leave the seminary, return of Title IV Funds will be determined according to federal guidelines. If a student has completed more than 60% of the payment period, he or she is considered to have earned 100% of the Title IV loan aid received for the payment period. In this case, no funds need to be returned to the Title IV aid programs. If a student withdraws before completing more than 60% of the payment period, the amount of any Title IV loan aid the student received for the period must be recalculated to reflect the portion of the period completed prior to leaving studies. The unearned Title IV loan aid for the percentage of the payment period not completed must be returned to the applicable Title IV program. Return of the Title IV Funds will be distributed in the following order: [Note: Lancaster Theological Seminary students are eligible for Unsubsidized Federal Stafford Loans only.]

1. **Unsubsidized Federal Stafford Loan**
2. Subsidized Federal Stafford Loan
3. Direct Unsubsidized Stafford Loan
4. Direct Subsidized Stafford Loan
5. Federal Perkins Loan
6. PLUS loans received on behalf of the student
7. Direct PLUS loans received on behalf of the student
8. Federal PELL Grant
9. Federal SEOG Program Aid
10. Other Title IV grant or loan assistance