

GENERAL REFUND POLICY

Withdrawal and Dismissal

A student who does not complete the term for which he or she has been charged, either by voluntary withdrawal or dismissal, may be entitled to a refund depending upon the timing of his or her date of separation from Union Presbyterian Seminary. A student must submit to the associate dean for academic programs, or for Charlotte students, the dean of Union Presbyterian Seminary; Charlotte Campus, a letter of request for permission to withdraw. The student's separation date is the later of the date of the letter of request for withdrawal or a date mentioned in the letter of request. A student who has been dismissed from Union Presbyterian Seminary will be considered to have been separated from Union Presbyterian Seminary as of the date of the action of dismissal.

Leave of Absence

For federal aid, the definition of an approved leave of absence is leave that has been requested in writing to the associate dean for academic programs, or for Charlotte students, the dean of Union Presbyterian Seminary, Charlotte Campus. The seminary will not charge tuition and fees, other than rent, if applicable, for a student during an approved leave of absence. A student who receives no federal aid may be granted an approved leave of absence up to one calendar year by the associate dean for academic programs; or for Charlotte students, the dean of Union Presbyterian Seminary, Charlotte Campus. Approval of a one-year leave of absence by the seminary does not supersede the 180-day federal limit. Students with federal loans should be aware that their loans may go into repayment during a one-year leave of absence. More information is available from the director of financial aid. A student who takes an unapproved leave of absence or who does not return to Union Presbyterian Seminary after an approved leave of absence is considered to have withdrawn as of the end of his or her last term of enrollment.

Refund of Fees No portion of any fee (application for admission, supervised ministry, student activity, etc.) is refunded.

Refund Allocations

Any federal aid recipient who withdraws, whether or not he or she received permission from the associate dean for academic programs (or for Charlotte students, the dean of Union Presbyterian Seminary, Charlotte Campus) to withdraw, will have federal funds returned according to federal regulations.

REFUNDS OF TUITION AND FINANCIAL AID

The following guidelines are used to determine institutional tuition refunds for students not receiving federal aid. These guidelines apply when a student notifies the registrar that she or he is dropping a course or courses. They also apply when a student notifies the registrar that she or he is dropping a course or courses. They also apply when a student withdraws from the school with permission.

- Students who withdraw from the degree program or who start a leave of absence before the drop/add deadline will receive a full refund of the tuition or continuation fee for the current half year. Any financial aid administered will be deducted from their student account and may be used later.
- Students who withdraw from the degree program or who start a leave of absence after the d/a deadline but prior to the published withdrawal deadline will receive a 50% refund of the tuition or continuation fee for the current term. Fifty percent of any financial aid will be deducted from their student account.
- Students who withdraw from the degree program or who start a leave of absence after the published withdrawal date has passed will receive no refund of tuition or financial aid.