Financial Policies

3.1 Tuition Costs

Every attempt is made by the administration, faculty, and staff of the seminary to conserve costs in operating the school. Student contributions cover only about one-third of the student's educational expenses. For the remaining part the school operates mostly by offerings and gifts from members of the Church of God. The fee schedule published before the beginning of each year will be binding on each student. All of the tuition charged to the student's account is payable.

3.1.1 Tuition Discount

A discount is applied to the tuition of students who are members of the Church of God, the Church of God of Prophecy and to students who have completed their undergraduate studies at ETS.

3.2 Payment of Accounts

3.2.1. Schedule

Fees are due at the beginning of each semester, though graduate students may elect to pay within 30 days following each intensive course.

3.2.2. Deadline

Students must have their accounts paid in full before they may enroll for the next year. Students who cannot comply with this condition must make prior arrangements with the President.

3.2.3 Currence

All fees at ETS are charged in Euros. Since currency exchange rates fluctuate, the cost of school fees for those paying in foreign currencies may increase or decrease accordingly.

3.2.4. Mode of Payment

It is recommended to pay by bank transfer in Euros to the following account of the Church of God European Theological Seminary:

Volksbank eG im Kreis Freudenstadt
IBAN: DE55 6429 1010 0009 4910 15
BIC: GENODES1FDS

Payments may also be made in Euro by cash or credit card at ETS.

3.2.5 Time Limits - Registration Extension Fees and Thesis Submission

Graduate students who need to extend their studies beyond the normal three year period or who have completed all courses but have not submitted a final Thesis in the normal three year period must pay an annual Registration Extension Fee in the amount of € 500. A 20 ECTS thesis will be charged at the normal rate for a course.

Course work completed more than 10 years prior to admission is generally not accepted toward meeting degree requirements. The student has a maximum of six years from the date of admission to degree standing (and registration for course work) in which to complete the requirements for the master's degree. Refer to specific program sections within the catalog for detailed policies.

The Lee University graduate programs offered at ETS require a thesis as a demonstration of the student's research, writing and critical thinking skills. At ETS students writing a thesis must submit two hard-bound copies and an electronic copy on CD-Rom or via E-Mail, the submission date to be specified by the tutor.

3.2.6. Graduation Fee

A graduation fee of 100 € is payable by all graduates, whether or not they attend the graduation ceremony.

N.B. All accounts must be paid prior to enrollment for the following academic year. Diplomas or Certificates will not be handed out until all bills have been paid and all library materials returned. Transcripts will not be issued until all requirements have been fulfilled.

3.3 Refunds Policy

Students withdrawing from the Seminary, or an intensive course, may under certain conditions receive a refund from the tuition fees which they have paid in advance. The request has to be made **IN WRITING** within two weeks after the withdrawal. A pro rata adjustment of the fees will then be granted according to the following rules:

Tuition refunds will be based on the day of withdrawal:

a. during the first day of an intensive course 80 %

b. during the second day of an intensive course 60 %

c. during the third day of an intensive course 40 %

All fees charged to a student's account must be paid before any refunds can be made.