

Student Enrollment Agreement

2018 Spring Semester (January 22, 2018 – May 11, 2018)

Student Name
(English) _____ (名字) _____ **Student I.D. #** _____ **Program:** _____

Tel : _____ **E-mail address:** _____

COURSE #	COURSES ENROLLED	UNITS	CLASS Room #

Total Units Enrolled: _____

Nonrefundable Charges:

Application Fee: _____
 Challenge by Test Fee: _____
 Deferred Payment Plan Fee: _____
 Late Payment Fee: _____
 Thesis/Dissertation Extension Fee : _____
 Program Extension Fee : _____
 Petition for Term Paper Extension: _____
 Continuation/ Semester: _____
 Course Material Fee : _____
 Others : _____

Nonrefundable Charges:

Late Registration Fee: _____
 Add/Drop Fee: _____
 Administration Fee **\$100 / \$50**

Refundable Charges : (see Refund Schedule)

Tuition : _____
 Credit : _____
 Others : _____
TOTAL CHARGES : _____
TOTAL RECEIVED : _____

I hereby certify that Logos Evangelical Seminary has met all disclosure requirements required by section 94911 of California State Education Code.

Ekran Chen 1/22/2018
Academic Dean Date

I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution cancellation and refund policies have been clearly explained to me.

Signature of Student (學生簽名) **Date**

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STUDENT RIGHT TO CANCEL

The student has the right to cancel the enrollment agreement or withdraw from the program and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. If the student has received federal student financial aid fund, the student is entitled to refund of moneys not paid from federal student financial aid program funds. Tuition refund will be according to the refund schedule. Students have the option of putting the refund on account toward the tuition fees for the next semester. If a student withdraws totally from the program, the student will receive a refund within thirty days from the date of withdrawal. Students may do this by providing a written notice to:

Office of Academic Affair, Logos Evangelical Seminary
9358 Telstar Avenue, El Monte, CA 91731, USA

Tuition and fee

All fees are in U.S. dollars. Logos Seminary reserves the right to change rates. All fees must be paid at the time of registration.

Nonrefundable Charges:

Admission Fee :	
Master Degree	\$75
Th.M., D.Min., Ph.D.	\$100
Challenge by Test (per course)	\$100
Add/Drop fee for Master/Ph.D. (per course)	\$30
Late Registration fee for Master/Ph.D	\$30
Late Registration/Add fee (D.Min. per course):	
April 1-April 14 / July 1-July14/Nov 1-Nov 14	\$50
April 15-April 30/July 15-July 31/Nov 15-Nov 30	\$100
May 1 - 3 weeks before the class	\$200
Dec 10 - 3 weeks before the class	\$200
Aug 10 - 3 weeks before the class	\$200

Nonrefundable Charges:

Administration fee per semester :	\$100/\$50
Change program fee	\$50
Program extension fee (per year)	\$120
Photocopy of document	\$30
Transcript (per copy)	\$5
Letter of Certification	\$5
Petition for Term Paper Extension(per course)	\$100
Petition for Term Paper Extension(per course)	\$397
ThM./ Doctor Program	
Thesis / Dissertation extension fee (per year)	\$397
Thesis / Dissertation advisory fee:	\$1200
Graduation fee:	\$250
Late payment fee	\$25 & up
Deferred payment plan fee:	\$20
Course material fee: Varies per course	

Tuition Refund :

Refundable Charges (Tuition):

Master Degree (per unit)	\$327
Audit, Master Degree (per unit)	\$98
Th.M. Degree (per unit)	\$397
Doctor of Ministry (per unit)	\$397
Audit, Doctor of Ministry (per unit)	\$119
Ph.D. Degree (per unit)	\$657
<i>Independent(Guided) Study :</i>	
Master Degree (per unit)	\$490
Doctor of Ministry (per unit)	\$595

Refunds for One Week Master Intensive Courses

End of the first class	100%
End of the second class	90%
End of the third class	50%
After the third class	0%

Refunds For Master/Ph.D. Courses

Friday of the first week	100%
Friday of the second week	90%
Friday of the third week	80%
Friday of the fourth week	70%
Friday of the fifth week	60%
Friday of the sixth week	50%
Friday of the seven week	30%
After the seven week	0%

Refunds For D.Min. Courses

Summer	Fall	Winter	
April 1 – April 14	July 1 – July 14	Nov 1 – Nov 14	100%
April 15 – April 30	July 15 – July 31	Nov 15 – Nov 30	90%
May 1 – May 9	Aug 1 – Aug 9	Dec 1 – Dec 9	80%
May 10- May 31	Aug 10 – Aug 31	Dec 10 – Dec 31	50%
Jun 1 – 1 st day of class	Sept 1 – 1 st day of class	Jan 1 – 1 st day of class	25%
The 2 nd day of class	The 2 nd day of class	The 2 nd day of class	0%

Deferred Payment: Upon the approval of the Business Office, a student may opt for a deferred payment plan and will be charged a Deferred Tuition Payment Fee. The schedule for payment is one third of all charges upon Registration, one third on or before Friday of the fourth week, and one third on or before Friday of the eighth week. Late Payment Regulation will apply to the unpaid balances. (This plan does not apply to intensive courses.)

NOTICE

ANY HOLDER OF THIS CONTRACT IS SUBJECT TO ALL CLAIMS AND DEFENSE WHICH THE DEBTOR COULD ASSERT AGAINST THE SELLER OF SERVICES OBTAINED PURSUANT HERETO OR WITH THE PROCEEDS HEREOF. RECOVERY HEREUNDER BY THE DEBTOR SHALL NOT EXCEED AMOUNTS PAID BY THE DEBTOR HEREUNDER.

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Student Name (English) _____ (名字) _____ Student I.D. # _____

In case of emergency, contact 緊急聯絡人:

Name: _____ Relationship to the Student: _____ Phone: _____

Department /Items 部門同工	項 目	
International Students Advisor 國際學生顧問	每學期必須統一購買健康保險 Becky Perng 彭翠華 beckyperng@les.edu 分機 112	
Student Development Dept. 學務處	* 校本部助學金申請及詢問 * 學生證申請或補發 * 校本部宿舍申請 Jessica Wu 吳白芳 Jessicawu@les.edu	
Academic Advisor 選課指導	Teresa Kao 高頌慈, teresakao@les.edu	
D.Min. Director	Rev. James Hwang 黃成培牧師, jhwang@les.edu 分機 152	
論文格式指導	黃惠蘭牧師(M-W), 直接預約 Email : huilanhuang@les.edu 分機 136 吳錦雲老師(Th), 需向Katty預約 Email : kattyhu@les.edu 分機 153	

增加或更改 **Change of address or update personal information (Student status) :**

Citizenship: U.S. Citizen P.R. (Permanent Resident of the U.S.) F1 _____

Other _____ (If "Other", list country) Expiration date _____

Social Security # _____ **E-mail address:** _____

Current Mailing Address: _____

Phone Number (Home) _____ **(Office)** _____ **(Cell)** _____

Payment Methods (繳費方式) : cash 現金、check 支票、credit card 信用卡 (Master or VISA) or online payment 線上付款 (Populi) : (credit card 付款需另付2% 銀行費)

在籍學生若藉由線上付款 (Populi), 請進入神學院網址 www.les.edu, 點擊 **Populi** 入口。使用神學院給您的 User ID 登入。當您登入 Populi 之後, 請您根據屏幕指示進行付費。無法進入系統者請先和教務處聯絡或辦理學籍恢復。

若是通過電話使用 Credit Card 付款, 請提供學生 ID # (學號), \$(學費), 卡號和截止日 (card no. and expiration date) 給會計室 Wendy。

若使用郵寄支票付款, 請在支票上註明學生 ID # (學號)。 郵寄支票地址: Logos Evangelical Seminary, Attn. Accounting Dept., 9358 Telstar Avenue, El Monte, CA 91731.

學費繳付或信用卡的問題, 請洽詢會計室林溫惠 Wendy Wen-Hui Liao

Tel: (626) 571-5110 ext. 129 ; account@les.edu