

D.Min. Student Enrollment Agreement

2021 Winter Semester (December 1, 2020 – March 31, 2021)

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. L.E.S. 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-July 14/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 :	\$50/\$100
Change program fee	\$50
Program extension fee (per year)	\$120
Photocopy of document	\$30
Transcript (per copy)	\$10
Letter of Certification	\$5
Petition for Term Paper Extension(per course)	\$100
Petition for Term Paper Extension(per ThM/Dr. course)	\$100
Dissertation/ Thesis extension fee (per year)	\$397
Dissertation/ Thesis advisory fee:	\$1000
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)	\$347
Audit, Master Degree (per unit)	\$104
Th.M. Degree (per unit)	\$421
Doctor of Ministry (per unit)	\$421
Audit, ThM /Doctor of Ministry (per unit)	\$127
Ph.D. Degree (per unit)	\$697
Audit, Ph.D. Degree (per unit)	\$209
<i>Independent(Guided) Study :</i>	
Master Degree (per unit)	\$520
Doctor of Ministry (per unit)	\$631

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 seventh 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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學生有責任在註冊前詳讀：註冊須知，註冊手續，繳交學費和加退選課各項條款

變更地址或個人資料者請填寫下列項目(通知教務處)：

Change of address or update personal information (student status), please inform Academic Office

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) _____ **(Cell)** _____ **(Office)** _____

Payment Methods (繳費方式) : **cash** 現金、**check** 支票 或 **credit card** 信用卡 **online payment** 線上付款
(credit card 付款需另加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 **單點登入(SSO)** 入口。使用神學院給您的 **User ID** 登入。當您登入 Populi SSO 之後，請您根據屏幕指示進行付費。

若是通過電話使用 **Credit Card** 付款者，請提供學生 ID # (學號)、\$(學費)、卡號和截止日 (card no. and expiration date) 給會計部同工 Diana Chen Tel: (626) 571-5110 ext. 159 ; accountant@les.edu

若使用**郵寄** 支票付款 pay to : L.E.S. 請在支票, 註明學生 ID # (學號)。 郵寄地址 : Logos Evangelical Seminary, Attn. Accounting Dept., 9358 Telstar Avenue, El Monte, CA 91731. U.S.A.

Department /Items 部門同工	項 目
D.Min. Director 教牧博士科主任	Rev. James Hwang 黃成培牧師, jhwang@les.edu 分機 152
D.Min. Assistance 教牧博士科助理	Joyce Liu 關淑麗 joyceliu@les.edu 分機153
Accounting Dept. /會計部門	Diana Chen 吳佩芬 accountant@les.edu 分機159
Student Development Dept. 學務處 助學金/學生證	* 校本部助學金申請及截止日 * 學生證申請或補發 Jessica Wu 吳白芳 Jessicawu@les.edu 分機 142
Registration 註冊/ 選課/ 加退選 請先上網下載課表和註冊須知	註冊前詳讀：註冊須知，註冊手續和加退選課條例 Maggie Pon 彭淑英 registration@les.edu 分機 113
Populi (SSO) 技術支援	Tel : (626) 571-5110 分機 173 或 145 ; logosithelp@les.edu
International Students Advisor 國際學生顧問	F1 Student 每學期必須統一購買健康保險 Becky Perng 彭翠華 beckyperng@les.edu 分機 128
Dissertation Format Advisor 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)，直接預約 Email : jeanlo@les.edu 分機 136