

2023 Winter Semester D. Min. Program (12/1/2022 – 03/31/2023)

2023年度教牧學博士科冬季學期 開始和結束 (12/1/2022 – 03/31/2023)

註冊須知

註冊日期和繳費：10/1/22 – 10/15/22, 9am - 5pm (課表請上學校網站查詢- 選課, 加退課, 繳費)

繳費截止日：10/31/22

下載：D.Min.課表&註冊須知 (www.les.edu 教務資訊/ 課程時間表/ 教牧學博士科D.Min.)

<https://www.les.edu/academics-zh/class-schedule-zh/dmin-zh/>

- **Populi 線上註冊 /換課** (註冊系統 開放時間 10/1 – 10/15, 5pm 關閉)：學生已讀過並明白”註冊須知 Page 1-4” 各條款後才可在 Populi 線上註冊。接點選 <https://les.populiweb.com/> (預選課後學費金額會在 2-3 天內顯示出來, 若沒有顯示金額表示您的選課沒有成功, 需盡快重新操作, 請不要拖到截止日當天才操作)
- **選課指導**:請聯絡教牧博士科主任或 D.Min.助理 www.les.edu 教務資源/ 常用表格
- 課程表可能會有變動不另通知, 若有疑問請跟教務處聯絡

遲註冊或加退選 (10/16/22起, 過了註冊日期, Late fee 以日期和每門課計算)：需上網下載填表格:

註冊單 (D.Min. Student Enrollment Agreement) 或 加退選單, 請自行上網下載表格 (www.les.edu 教務資訊/課程時間表/教牧學博士科), 正式填表辦理, 不接受電話或email 通知。表格註明您的學號, 所選讀的科目, 學分數及學生簽名。

繳費日期：註冊當天至 10/31/2022 前繳清。未能在所定的日期前繳清費用會有罰款。若需分期付款問題請直接詢問行政部/會計同工。

Populi系統僅供D.Min正式生使用 (current student) 忘記帳戶密碼或登錄LES憑證時, 遇到問題, 請直接聯繫行政部技術支援 logosithelp@les.edu 或 (626) 571-5110 分機173

教牧博士生須知

- 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。
- 時常點閱學校網站：<http://www.logos-seminary.edu> 教務資訊/ 課程時間表/ 教牧學博士科, 查看教務公告,
- 每期進修以選修二~三科為準, 三科以上須先書面申請並經教務處同意後, 才能註冊。(每課程及格分數 B-)
- 全時間學生定義：博士科 6 學分
- 請時常上網查看更新資料。註冊選課後您所選修的「課程大綱」將陸續在 Populi 系統中可查看, 或直接詢問該科授課老師。學生在課堂上課前務必完成各科的課前作業。
- **國際學生**：(包括加拿大公民/居民)到校本部選修課程者(至少二門課/Full time), 請在註冊同時辦理 I-20 申請, 進入美國就讀。申請時請詳細填寫 **I-20 申請表格**, 並附上財力證明及護照影印本連同註冊單一同發郵件給本院 Tracy Bai 白蓉姊妹收, tracybai@les.edu, Tel: 626-571-5110 ext. 128
- 國際學生入境美國前必需自行購買旅遊保險以便不時之需。(到校後請先 email 預約時間於第一週內攜帶您的 I-20 及健康保險影印本找 Tracy 辦理報到)
- **旁聽課程**：因名額有限, 請先和教務處確認是否有名額才註冊旁聽(旁聽沒有遲註冊費)。旁聽名額以在校生優先; 旁聽有行政費(no refund 不退款)
- 學生申請作業延期, 總科目不得超過兩門課, 學習分數低過 B 者(平均成績 GPA 低過 3.0)不得繼續選課註冊 (F1 學生將失去您的簽證)。(申請作業延期有條件限制, 需於學期結束前詢問教務處或索取申請表格, 申請通過者即可繳交延期費每科\$100, 成績暫時以”I”登記, 該科總成績自動降一級)
- **沒交作業**以「F」為永久記錄, 沒有學分, 該門課 GPA 分數是 0, 影響 GPA(平均積分)下降。

- **退課紀錄**：上課當天沒紀錄。上課第二天起登陸以「成績可以」或「成績不行」(WP or WF)為永久記錄，沒有學分，不影響GPA。上課/課程結束後不得退課並有永久記錄，影響GPA（總平均分數下降）。

**** 選修論文課的前提要求**：a. 前提必需已有十門DMin成績(包括必修課)。如果剛繳交所有報告但還未來得及有成績的科目，同學在註冊論文前請該科授課老師以e-mail方式通知註冊組 registration@les.edu 說明『該同學已完成該科功課要求並將會給分數』。b. 和DMin主任約談 (If you need further help, please contact DMin助理) 沒有齊全的申請將不被辦理。註冊論文後學生需自動和D.Min.助理, 聯絡有關各項論文填表和論文流程。(D.Min.論文年限到期者, 學生需主動索取表格申請論文延期, 論文延期費每年\$397)

- **學籍年限 DMin. Program 到期者**, 學生需主動索取表格辦理申請學位延期, 修業年限延期費每年\$120
- D.Min. 每一門課的成績有效期是 10 年
- 學生的地址、電話、生日、email、服務機構等, 學生有權利並需主動向學校提出不顯示您個人資料的要求。
- 學生若無法繼續註冊, 需要保留學籍者, 必須向教務處辦妥『保留學籍』手續。請在「Student Enrollment Agreement」表格中的 Continuation/Semester 項目下註明『保留學籍』並在其表格下方簽名, Email 或寄回教務處收。

學費和行政費/其他費用：

- Tuition per D. Min. course 學費：博士科每課程 US\$421 x 3 學分 = \$ 1263
- Independent study per unit 個別指導每學分 US\$631 x 3 學分 = \$ 1893
- Audit Fee per course 旁聽每課程：US\$ 127 x 3 學分 = \$ 381 (有名額限制, 先跟教務處登記旁聽)
- Administration Fee \$100/ \$50 per semester, non-refundable fee. 每學期註冊都有行政費, 凡過了註冊日期退課者, 一律不得要求退行政費。\$100 (6 units or more) / \$50 (0~ 5 units or audit course)
- Tuition and Fees are subject to change without notice. 學費及其他費用若調整恕不另行通知
- For any reason of complete withdrawal, you are still responsible of \$50. This applies to all students, alumni, audit students, and LES employees. 每一個學期的註冊選課, 除了學費之外, 都必附加雜費 (Administration Fee, 0-5 學分 US \$50, 6 或 6 學分以上則 US \$100)。倘若因故退掉所有的課程, 任何學生 (正式選課或旁聽, 校友或同工) 都須要自行承擔雜費 US \$50。

繳費方式 Payment Methods：現金、信用卡 (Master card or VISA card)、其他或
online payment 線上付款 (Populi SSO)

- **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(Financial)進行付費。Populi 線上付款 (可用美國支票帳號 U.S. Electronic Check account, 若使用 Master 或 Visa 信用卡會有 extra % 手續費)
- **其他方式付款**：銀行帳號/ 匯款或其他方式等, 請直接聯絡行政部會計同工 Diana Chen . Tel : 626-571-5110 x 159, 需提供學生 ID # (學號), \$ (學費金額/付款金額), 信用卡號和截止日 (card no. and expiration date) 給會計同工。
- **郵寄美金支票**付款 pay to : L.E.S. 請在支票上註明 Memo : Tuition fee for ID# 學號
郵寄地址 : Logos Evangelical Seminary, Attn. Accounting Dept., 9358 Telstar Avenue, El Monte, CA 91731. U.S.A
- **退課退款** Tuition refund will back to your Populi account. 若需拿回退款者, 學生必須主動聯絡行政部會計同工。Email to : accountant@les.edu 申請退款

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

若有更改地址或個人資料變更時，請主動通知學校同工。 Change/ update personal information

Student Name (English) _____ (名字) _____ ID# _____

更改項目如下：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 Phone Number (C) (H)(W) ; _____

遲註冊費用 (包含逾期加課) , 每門課另加手續費 :

夏季班遲註冊或逾期加課 :	秋季班遲註冊或逾期加課 :	冬季班遲註冊或逾期加課 :	每門課另加手續費 :
April 1 – April 14	July 1 – July 14	Nov 1 – Nov 14	\$50
April 15 – April 30	July 15 – Aug 9	Nov 15 - Dec 9	\$100
May 1 –該科上課日前三週	Aug 10 –該科上課日前三週	Dec 10 –該科上課日前三週	\$200
上課日前三週起不得再選課	上課日前三週起不得再選課	上課日前三週起不得再選課	

退課退費比例 :

夏季班退課日期	秋季班退課日期	冬季班退課日期	退費比例
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%
June 1 - 上課當天	Sept 1 - 上課當天	Jan 1 - 上課當天	25%
上課第二天	上課第二天	上課第二天	0 %

聯絡各部門 :

Departments 同工聯絡	項 目
選課指導 Academic Advisor	查看個人Populi 帳號中的指定老師或科系主任
教牧博士科主任 / D.Min. Director	蘇炳甘牧師 Rev. Anthony So 分機164 Email 預約 Anthony@les.edu
教牧博士科助理 D.Min. Assistance	關淑麗師母 Joyce Liu 分機153 Email 預約 joyceliu@les.edu
論文格式指導 Dissertation Format Advisor	黃惠蘭牧師 (M-W) , 預約 Email : huilanhuang@les.edu
Populi 註冊/ 加退課Registration/ add/drop 請先上網下載課表和註冊須知 『教務處』	學生有責任在註冊前詳讀明白 : 註冊須知, 註冊手續, 繳交學費和加退選課各項條款。 Maggie Pon 彭淑英 registration@les.edu ; maggiepon@les.edu 分機 113
國際學生顧問/ I-20 International Students Advisor Specialist	F1 Student 每學期必須購買健康保險 Tracy Bai 白蓉 tracybai@les.edu 分機 128
學生證 : 申請, 補發, 費用 『教務處』	先查看Populi 個人帳號, 自行列印或詢問入學部專員 Admission officer Carrie Zhou 張鈺君 carriehou@les.edu 分機 112
Populi 繳學費/ 其他款項 Accountant	Populi 個人帳戶直接付款即可。 其他繳款方式詢問 Diana Chen 吳佩芬, accountant@les.edu 分機159
Populi (SSO) 技術支援 『行政處』	Tel : (626) 571-5110 分機 173 ; logosithelp@les.edu
宿舍 (校本部線上宿舍申請或接機) 『行政處』 需在預定入住日期30天前提出申請	Please submit your application 30 days before the scheduled check-in date. https://www.les.edu/student-life-zh/dormitory-zh/ (學生生活/正道宿舍)
獎助學金申請 http://www.les.edu 『學務處』 (學生生活/ 獎助學金) Jessicawu@les.edu	(請上網查詢各項條款, 並下載申請表格。申請者遞件後, 若有任何疑問直接聯絡表格上的收件單位或詢問學務處專員 Jessica Wu 吳白芳 分機 142
Field Education Director 學務/碩士科實習主任	Rev. Michael Wu 胡翼權牧師 michaelwu@les.edu 分機 191
Chicago Campus 芝加哥校區行政助理	李瑞瓊 Freda Lin, Tel : 630-595-9188 , Email : reichung@les.edu

D.Min. Student Enrollment Agreement

2023 Winter Semester (December 1, 2022 – March 31, 2023)

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-Aug 9/Nov 15-Dec 9	\$100
May 1 - 3 weeks before the class	\$200
Aug 10 - 3 weeks before the class	\$200
Dec 10 - 3 weeks before the class	\$200

Course material fee : Varies per course

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
\$1200.00	
Graduation fee:	\$250
Late payment fee	\$25 & up
Deferred payment plan fee:	\$20
Continuation fee (ThM/ PhD)	\$200/\$300

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 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.