

## D.Min. Student Enrollment Agreement

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

**Student Name**

(English) \_\_\_\_\_ (名字) \_\_\_\_\_ Student I.D. # \_\_\_\_\_ Program: \_\_\_\_\_

Tel : \_\_\_\_\_ E-mail address: \_\_\_\_\_

**In case of emergency, contact 緊急聯絡人:**

Name: \_\_\_\_\_ Relationship to the Student: \_\_\_\_\_ Phone: \_\_\_\_\_

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 **\$50 / \$100**

**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.

Chloe Sun      12/1/2022  
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. 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
<b>Late Registration/Add fee (D.Min. per course):</b>	
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
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>	
<i>Master Degree (per unit)</i>	\$520
<i>Doctor of Ministry (per unit)</i>	\$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 six 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 <sup>st</sup> day of class	Sept 1 – 1 <sup>st</sup> day of class	Jan 1 – 1 <sup>st</sup> day of class	25%
The 2 <sup>nd</sup> day of class	The 2 <sup>nd</sup> day of class	The 2 <sup>nd</sup> 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**

**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) ;** \_\_\_\_\_

**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](http://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](mailto:accountant@les.edu) 申請退款。

Departments 校本部 / 部門同工聯絡	項 目
Academic Advisor 選課指導	查看個人Populi 帳號中的指定老師或科系主任
D.Min. Program Director 教牧博士科主任	Rev. Anthony So 蘇炳甘牧師牧師, 預約 <a href="mailto:Anthony@les.edu">Anthony@les.edu</a> 分機164
D.Min. Assistance 教牧博士科助理	Joyce Liu 關淑麗 <a href="mailto:joyceliu@les.edu">joyceliu@les.edu</a> 分機153
Dissertation Format Advisor 論文格式指導	黃惠蘭牧師(M-W), 預約 Email : <a href="mailto:huilanhuang@les.edu">huilanhuang@les.edu</a>
Populi registration 教務處/ 註冊/加退選 請先上網下載課表和註冊須知	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 Maggie Pon 彭淑英 <a href="mailto:registration@les.edu">registration@les.edu</a> ; <a href="mailto:maggiepon@les.edu">maggiepon@les.edu</a> 分機 113
International Students Advisor Specialist 教務處/ 國際學生顧問	F1 Student 每學期必須購買健康保險 Tracy Bai 白蓉 <a href="mailto:tracybai@les.edu">tracybai@les.edu</a> 分機 128
Admission officer 教務處/ 入學部專員	學生證申請或補發 <a href="mailto:Carrie Zhou">Carrie Zhou</a> 張鈺君 <a href="mailto:carriezhou@les.edu">carriezhou@les.edu</a> 分機 112
Populi (SSO) 行政處/ 技術支援	Tel : (626) 571-5110分機 173 ; <a href="mailto:logosithelp@les.edu">logosithelp@les.edu</a>
Accountant 行政處/會計部門：繳付款項	Diana Chen 吳佩芬, <a href="mailto:accountant@les.edu">accountant@les.edu</a> 分機159
宿舍/ 行政處 (校本部線上宿舍申請或接機)	需在預定入住日期30天前提出申請 (學生生活/ 正道宿舍) <a href="https://www.les.edu/student-life-zh/dormitory-zh/">https://www.les.edu/student-life-zh/dormitory-zh/</a>
Student Development Officer 學務處專員	校本部獎助學金申請及詢問 Jessica Wu 吳白芳 <a href="mailto:Jessicawu@les.edu">Jessicawu@les.edu</a> 分機 142
Field Education Director 學務/碩士科實習主任	Rev. Michael Wu 胡翼權牧師 <a href="mailto:michaelwu@les.edu">michaelwu@les.edu</a> 分機 191
Chicago Campus 芝加哥校區行政助理	Freda Lin, Tel : 630-595-9188 , Email : <a href="mailto:reichung@les.edu">reichung@les.edu</a>