

D.Min. Student Enrollment Agreement

2023 Summer Semester (May 1, 2023 – August 20, 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.

Ekron Chen 5/1/2023
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
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
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 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 – 1st day of class	Sept 1 – 1 st day of class	Jan 1 – 1 st day of class	25%
The 2nd 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 HEREUNDE

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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.) FI _____
 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，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。

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	張凱牧師 Rev. Kevin Zhang 分機164 Email 預約 kevinzhang@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 『教務處』	F1 Student 每學期必須購買健康保險
International Students Advisor Specialist	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 carriehzhou@les.edu 分機 112
Populi 繳學費/ 其他款項 『行政處』 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) Jessica Wu 分機 142	(請上網查詢各項條款，欲申請者於Populi → Links → 學務處相關資訊中 (獎助學金申請表) 填寫申請表並提供文件。學務處專員吳白芳 Jessicawu@les.edu
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 : reichiung@les.edu