

**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  |
| <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:

|  |                   |
|--|-------------------|
| <b>Administration fee per semester :</b>               | <b>\$50/\$100</b> |
| 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 sixth week   | 50%  |
| Friday of the seventh week | 30%  |
| After the seventh week     | 0%   |

#### Refunds For D.Min. Courses

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

**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](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。

| <b>聯絡各部門</b> ：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 <a href="mailto:kevinzhang@les.edu">kevinzhang@les.edu</a>   |
| 教牧博士科助理 D.Min. Assistance   | 關淑麗師母 Joyce Liu 分機153 Email 預約 <a href="mailto:joyceliu@les.edu">joyceliu@les.edu</a>   |
| 論文格式指導 Dissertation Format Advisor  | 黃惠蘭牧師 (M-W)，預約 Email : <a href="mailto:huilanhuang@les.edu">huilanhuang@les.edu</a>   |
| Populi 註冊/ 加退課Registration/ add/drop<br>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 <a href="mailto:registration@les.edu">registration@les.edu</a> ; <a href="mailto:maggiepon@les.edu">maggiepon@les.edu</a> 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 <a href="mailto:tracybai@les.edu">tracybai@les.edu</a> 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<br>Carrie Zhou 張鈺君 <a href="mailto:carriehou@les.edu">carriehou@les.edu</a> 分機 112  |
| Populi 繳學費/ 其他款項 『行政處』<br>Accountant  | <b>Populi 個人帳戶直接付款即可。</b><br>其他繳款方式詢問 Diana Chen 吳佩芬, <a href="mailto:accountant@les.edu">accountant@les.edu</a> 分機159  |
| Populi (SSO) 技術支援 『行政處』   | Tel : ( 626 ) 571-5110 分機 173 ; <a href="mailto:logosithelp@les.edu">logosithelp@les.edu</a>  |
| 宿舍 (校本部線上宿舍申請或接機) 『行政處』<br>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.<br><a href="https://www.les.edu/student-life-zh/dormitory-zh/">https://www.les.edu/student-life-zh/dormitory-zh/</a> (學生生活/正道宿舍) |
| 獎助學金申請 <a href="http://www.les.edu">http://www.les.edu</a> 『學務處』<br>(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<br>(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 <a href="mailto:Jessicawu@les.edu">Jessicawu@les.edu</a>   |
| 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  | 李瑞瓊 Freda Lin, Tel : 630-595-9188 , Email : <a href="mailto:reichiung@les.edu">reichiung@les.edu</a>  |