LOGOS EVANGELICAL SEMINARY
正 道 福 音 神 學 院

9358 Telstar Ave. El Monte, CA 91731   Tel: (626)571-5110 ; www.les.edu

Student Enrollment Agreement (註冊表格)

2023 Summer Semester (May 15, 2023 – July 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.

Ekron Chen   5/15/2023___
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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2023 Summer Semester (May 15, 2023 – July 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-July14/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
Independent(Guided) Study :	
Master Degree (per unit)	$520
Doctor of Ministry (per unit)	$631

<mark>Refunds for One Week Master Intensive Courses</mark>

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 – 1st day of class	Sept 1 – 1st day of class	Jan 1 – 1st day of class	25%
The 2nd day of class	The 2nd day of class	The 2nd 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 ASSET 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.

LOGOS EVANGELICAL SEMINARY
正道福音神學院

2023 Summer Master Program Courses
2023年度碩士科夏季學期 (5/15 – 7/31)
註冊須知

註冊日期 : 3/27 – 3/31/2023（西岸時間9am – 5pm）

夏季課程表 https://www.les.edu/academics-zh/class-schedule-zh/master-class-schedule-zh/

課程內容可能有變動，不另通知若有問題請上網查看最新消息或跟教務處聯絡。

The content of this schedule may be revised without prior notice.

註冊方式：直接進入教務資訊系統 **Populi單點登入(SSO)**

(Populi /Registration 只有在註冊日/加退選日開放，其他時間不開放/不顯示)

Populi教務資訊系統點選 https://www.les.edu/academics-zh/populi_zh/

遲註冊：**4/1/23 起**，遲註冊費 **$30.** (Populi系統關閉後，需填寫註冊單用email或郵寄表格到教務處收）

註冊單(Enrollment Agreement Form)可上網下載http://www.les.edu /教務資訊/碩士科/2022年碩士科

表格 E-Mail to : registration@les.edu

付款日期：**3/27 - 4/28/2023 或 任何加選課當天付清**。（選課後1-2天內金額才會顯示，就可以在Populi 個人帳號中付款，沒有顯示金額表示您的註冊操作錯誤（忘了save), 沒有成功的需重新操作）do not wait until last minutes. 其他方式付款請直接詢問行政部/會計同工 accountant@les.edu Tel：626-571-5110分機159

加/退選課（換課）：**4/24 ~ 4/28/23 在Populi,** 或上網下載 "加退選單"，填表辦理email to : registration@les.edu，自4/29/23起，加/退選課（換課）每科手續費＄30，退課退費%按校規密集課程辦理，密集課程退費以天計算。倘若因故退掉所有課程，不論是選課或旁聽者，仍必須自己承擔行政費All administration fees are not refundable.

校友旁聽登記 (其他) : 5/1起email旁聽登記（名額有限，先到先得，有名額後旁聽有行政費不得退款，不得退旁聽或換課）

其他須知 ：

＊ 凡**0 學分的必修課** (Pass/Fail)，也都必須要註冊，沒有註冊視同無效, 註冊後無法完成或沒有退課者會有永久記錄。

＊ 註冊後課程大綱：上課前可從Populi教務系統課程中下載，請隨時上網查看更新資料。

＊ 國際學生(F1 Student) 依科系要求需在美國實習者（須自行尋找實習機會），須每學期註冊實習科目，並向國際學生部門辦理CPT 手續以便合法實習，凡沒有辦理CPT申請者，視同非法打工，後果自負。
有社安號 （**SSN**）者要盡快通知教務處同工輸入Populi 個人帳號。
暑期註冊**FES529 或 ICS550** 的 **F-1 student**，需要在**5/1**前向國際學生部門申請**CPT**。

＊ 學生宿舍：需上網申請，請在預定入住日期前30天提出申請 https://www.les.edu/dorm-apply/

＊ 獎助學金請先上網查詢 Logos 網站/ 學生生活/ 獎助學金https://www.les.edu/student-life-zh/financial-aid/scholarships-zh/
（欲申請者於 Populi→ Links→ 學務処相關資訊中（獎助學金申請表）填寫申請表並提供文件

明白各項教務規則或註冊事項是學生的責任, 可上網查詢學院概覽或向教務處詢問
https://www.les.edu/academics-zh/academic-resources-zh/overview-zh/

學費和行政費/其他費用：

● Tuition per Master course 學費：碩士科每課程 US$347 x 3學分 = $1041

● Independent study per unit 個別指導每學分 US$520 x 3學分 = $ 1560

● Audit Fee per course 旁聽每課程：US$ 104 x 3學分 = $312（有名額限制，先跟教務處 email 登記旁聽）

● 學費調整不另通知 All fees are in U.S. dollars. Logos Seminary reserves the right to change rates.

● 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）都須付行政費 **US $50**。

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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 # 社安號 (報稅)** ☐ **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/註冊』	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/國際學生』 **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/入學』	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 carriezhou@les.edu 分機 112
Populi 繳學費/ 其他款項 『行政處/ 會計』 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/忘記密碼 『行政處/ IT.』	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