

2024 Spring Semester (January 22, 2024 – May 10, 2024)

## 註冊須知 2024年春季學期 (1/22 – 5/10)

**註冊日期：**舊生 11/13 – 11/17/23 (in Populi) ; 新生註冊：1/3-1/12/24 (Populi系統註冊)

秋季課程表 <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：**上學校網站看過課表和註冊須知後，直接進入教務資訊系統 Populi單點登入(SSO)選課和準時付清各項費用。(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/](https://www.les.edu/academics-zh/populi_zh/)

**遲註冊：**11/18/23 起，舊生遲註冊費 \$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) 註冊表格 (Enrollment Agreement Form)可上網下載 <http://www.les.edu> /教務資訊/課程時間表

註冊表格 E-Mail to : [registration@les.edu](mailto:registration@les.edu)

**付款日期：**1/3 - 1/12/2024 或 任何加選課當天付清。(逾期罰款 late payment fee \$25 & up), (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. **學生需明白各款項和準時付清Populi個人帳上餘額**，其他方式付款若有疑問請直接詢問行政部/會計同工 [accountant@les.edu](mailto:accountant@les.edu) Tel: 626-571-5110 分機159

**加/退選課(換課) 遲註冊：**1/3 ~ 1/12/24 在Populi, 或上網下載“加退選單”，填表辦理email to :

[registration@les.edu](mailto:registration@les.edu), 自1/13/24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)：**1/15-1/19/24 (開學前一週) 開放以email旁聽登記 [registration@les.edu](mailto:registration@les.edu) (名額有限，先到先得，拿到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。
- \* 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/>
- \* **全時間學生配偶減費資助：**學生配偶需主動向註冊組提出配偶身份的登記(請提供相關兩者的名字和學號) email to [registration@les.edu](mailto:registration@les.edu) 登記後不需申請或審核。

### ● F-1 國際學生注意：

- \* 國際學生(F1 MDiv. Student)若在美國實習(須自行尋找實習機會)，須每學期註冊實習科目，並開學前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。  
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。
- 國際學生的定義：以 F-1 學生簽證進入美國，或在美國轉換為 F-1 學生身份，或者加拿大公民/居民，在美國正道校園學習的學生。(在線上學習的外國學生不屬於 F-1 國際學生)
- 每學期必須是全時間學生，若本學期修課低於最低學分，必須在註冊日前一週向國際學生事務處申請減少修課學分{\*\*}。

- 必須購買個人在美國期間的國際學生健康醫療保險，由學生自行購買，在開學前將醫療保險收據上傳至 Populi 個人信息中{\*\*}
- 如果您沒有正道簽發的 I-20 表格，或者離境美國超過五個月需要重新入境學習，請聯係國際學生事務處
- 所有國際學生事務處的服務申請，請在 Populi 中完成。[請點擊申請](#) 或者登錄您的 Populi, Home ->Links->F-1 國際學生服務申請->服務申請選擇
- 來美後，若有個人的 SSN(社安號) or TINT 必須立刻申請登陸在 Populi 帳號，以便會計同工年底可以統一製作您個人的 1098-T Form 報稅，(地址更動也要盡快主動通知國際學生顧問更改)

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。
- 逾期付款會增加 late payment fee + \$25 & up
- 學生入學後才取得社會安全號碼 (SSN) 的同學，需自行攜帶社安卡(or email )請教務處同工輸入在您個人的 Populi 帳號中，以便年底會計部製作個人報稅的 1098 表格 (沒有 SSN 者，就沒有 1098 表)，有社安號但 Populi 沒有顯示 1098 表的同學，或有相關疑問者，請直接詢問會計同工

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 (準時付清帳上餘額)

若有更改地址或個人資料變更時，請主動通知學校。 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**：online payment 線上付款 (Populi SSO)，現金、信用卡 (Master card or VISA card)。

- 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。 [accountant@les.edu](mailto:accountant@les.edu)，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。

**聯絡各部門：**

<b>聯絡各部門：</b> Departments 同工聯絡	項 目
Populi 繳學費/ 其他款項 /會計 『行政處』	Populi 個人帳戶直接付款即可。 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
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	闕淑麗師母 Joyce Liu 分機153 Email 預約 <a href="mailto:joyceliu@les.edu">joyceliu@les.edu</a>
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 <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 /CPT/OPT 『教務處』 International Students Advisor Specialist	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
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 <a href="mailto:carriehzhou@les.edu">carriehzhou@les.edu</a> 分機 112
Populi (SSO) 技術支援/忘記密碼 『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』 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. <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』 (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 <a href="mailto:Jessicawu@les.edu">Jessicawu@les.edu</a>
Field Education Director 學務長/實習主任	Rev. Samuel Liu 劉仁欽牧師 <a href="mailto:Samuelli@les.edu">Samuelli@les.edu</a> 分機 135
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>



## Student Enrollment Agreement (註冊合同)

2024 Spring Semester (January 22, 2024 – May 10, 2024)

### 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 (學費和各項費用) 學生需明白各款項和準時付清個人Populi帳上餘額(逾期罰款 \$25up)

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.

#### 學費/學分 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

#### 退課退費 % Refunds For Master/Ph.D. Courses

Friday of the first week	100%
Friday of the third week	80%
Friday of the fifth week	60%
Friday of the seven week	40%
After the seven week	0%

#### Refunds for Master Intensive Courses

The 1 <sup>st</sup> day of class	100%
The 2 <sup>nd</sup> day of class	80%
The 3 <sup>rd</sup> day of class	60%
After the 3 <sup>rd</sup> day of class	0%

#### 各項費用 Nonrefundable Charges :per course

Late Registratoin/Add/Drop fee for Master/Ph.D.			\$30
Late Registration/Add fee for D.Min. :			
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 to 3 weeks before the class			\$200
Aug 10 to 3 weeks before the class			\$200
Dec 10 to 3 weeks before the class			\$200

#### 博士班退課退費 Refunds For D.Min. Courses

Summer Semester	Fall Semester	Winter Semester	%
Before 4/15	Before 7/15	Before 11/15	100%
Before 5/1	Before 8/1	Before 12/1	75%
The 1 <sup>st</sup> day of class	The 1 <sup>st</sup> day of class	The 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%

#### Nonrefundable Charges:

Administration fee per semester :	每學期行政費	\$50/\$100
Transcript (per copy)	成績單	\$10
Change program fee	轉換科系	\$50
Program extension fee (per year)	科系年限延長	\$120
Continuation fee (ThM/ PhD)		\$200/\$300
Petition for Term Paper Extension (per course)	作業延期	\$100
Challenge by Test (per course)		\$100

#### Nonrefundable Charges:

Late payment fee	\$25 & up
Deferred payment plan fee:	\$50
Photocopy of document	\$30
Letter of Certification	\$10
Dissertation/ Thesis extension fee (per year)	\$397
Dissertation/ Thesis advisory fee:	\$1000
Graduation fee:	\$250

**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.

I hereby certify that Logos Evangelical Seminary has met all disclosure requirements required by section 94911 of California State Education Code.

Ekron Chen 1/22/2024  
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

## Student Enrollment Agreement (註冊合同)

2024 Spring Semester (January 22, 2024 – May 10, 2024)

**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: (\$25 & up) \_\_\_\_\_  
 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.

Ekvan Chen      1/22/2024  
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. 學生需明白各款項和準時付清個人Populi帳上餘額 (逾期有罰款)

**Signature of Student (學生簽名)** \_\_\_\_\_ **Date** \_\_\_\_\_

填好表格簽名後請電郵 email Form to registration@les.edu