

# ***Clarksville Theological College & Seminary***

## ***Refund Policy Information***

Upon enrollment as a student at Clarksville, the student incurs a financial obligation to Clarksville. If a student determines it is necessary to withdraw from a single course, an entire semester, or a degree program; it is the responsibility of the student to officially withdraw from classes during the appropriate refund periods in order to receive a refund or credit. If a student drops a class or withdraws from Clarksville, the student is not necessarily entitled to a refund.

The following fees are non-refundable: Application, Registration, Matriculation, Electronic Payment Processing Fees and Graduation Fees.

If a student desires to withdraw from a single course, an entire semester, or a degree program, a refund will be given in accordance with the following schedule:

### Tuition (traditional classroom setting)

- a. 100% refund of tuition paid for withdrawal before the end of the first week of a given Term
- b. 75% refund of tuition paid for withdrawal after the second week
- c. No refund will be given for withdrawals after the third week of a given Term

### Tuition (Extended Studies and Online programs)

- a. 100% refund of tuition paid for withdrawal before the end of the second week after enrollment
- b. 50% refund of tuition paid for withdrawal up to the first month after enrollment
- c. No refund will be given for withdrawal from the Extended Studies or Online programs after the first month following enrollment