



Financial Information

Tuition and Fees

Tuition cost is assessed on a semester credit hour basis and covers the cost of study guides, examinations, TOLC classrooms, Harold F. Hunter Theological Library, Trinity faculty, and administrative support. Trinity relies on the income derived from tuition and fees to assure that high quality programs are offered. “Gross tuition cost” is the amount of tuition before any financial assistance has been applied. Books are not included in the tuition cost, and **all FEES are non-refundable**.

Payment Plans

Trinity desires to help students in preparing a financial plan that will not cause financial hardship. This can be accomplished by considering applicants’ income resources, needs, and the availability of internally subsidized financial assistance. If the tuition is not paid in full at the time of enrollment, applicants may elect to place their tuition balance on a deferred payment plan. Optional automatic monthly payment plans, including credit/debit card (no switch cards) and direct debit/e-check, are available through Financial Services. Trinity only accepts checks drawn on U.S. banks, money orders, cashier’s checks, Money Grams, American Express, Discover, MasterCard and Visa.

For security purposes, students using the credit card (Auto-Pay) or direct debit/e-check (ACH) payment methods, must submit a written authorization to have the minimum monthly payment due drawn from their banking account. A monthly payment notice is still sent to students at the beginning of the month that states the amount (Minimum Payment Due) that will be drawn. **Note:** If students submit another form of payment while using one of these payment methods, that second form of payment will be credited to their Trinity account to go toward the student’s account balance. However, that second form of payment will **NOT** replace the automatic payment. *The monthly Auto-Pay or ACH payment will still be processed for that month on the date specified by the student upon enrolling in the Auto-Pay/ACH program.*

Any pause or cancellation of the Auto-Pay/ACH program, or any changes in the student’s account information (different card, new expiration date, different checking account, etc.), must be in writing from the student, via email at finance@trinitysem.edu.

Monthly Balance Statements

Trinity sends a monthly balance statement to each student who has an outstanding minimum balance. All payments that are due must be submitted by 5:00 pm (Central Standard Time) on or before the due date (the 15th of every month). All other payments (checks, money orders, etc.) must be received in Trinity’s Evansville office on or before the due date. If payment is not made by the due date, the student will be locked out and access blocked to the TOLC/student records until the appropriate payment is made and the account is in current status. Students with questions concerning their billing are encouraged to contact Trinity’s Financial Services at 812.629.7873, or by email at finance@trinitysem.edu.



Financial Information (continued)

DELINQUENT ACCOUNT

A delinquent account is one with charges older than 30 days from the date of the charge. The last payment date does not determine whether an account is delinquent or current, e.g. a payment is made but was applied to back charges and a charge balance is still due, then the account is still in a delinquent status, unless the last payment is for the current month's charges that are due.

Students with delinquent accounts will minimally lose the following privileges:

- Requests for course keys may not be processed if the account is delinquent;
- Materials may not be shipped if the account is delinquent;
- Students will not be allowed to attend webinars if their account is delinquent;
- Drop/add and degree changes may not be prepared if a student's account is delinquent;
- An extension may not be given to a student with a delinquent account. * If monthly payments are not made by day 35, the student will be locked out and access blocked to the TOLC/student records until the appropriate payment is made and the account is in current status.

Students may also lose the privilege to have their lessons graded when accounts are delinquent. When the account is brought to current status, these privileges are regained. It is the student's responsibility to contact the Academic Office when the account has been returned to current status. Students are advised that if an account continues to be delinquent, the account may be subject to further collection efforts.

Textbook information

Students are encouraged to buy/rent new or used books from Amazon.com, Usedbooks.com, or from your local bookstore. The required text(s) of a course may change upon course revision. If you choose to go through Amazon, please go to this site: <https://smile.amazon.com/>

Students may refer questions about textbooks to Trinity via email at contact@trinitysem.edu. Trinity offers a limited selection of textbooks, which are available by clicking this link: <https://trinitysem.edu/store/> **Please note:** There will be an additional \$10 s/h fee that will be added to the book cost for books being shipped over to the United Kingdom or Canada.



Financial Information (continued)

Withdrawal Policies

Students who find it necessary to withdraw from Trinity must do so in writing (postal mail or email at contact@trinitysem.edu).

The Following Actions do **NOT** constitute an Official Withdrawal from Trinity:

- Not accessing nor continuing to access courses.
- Failing to submit required course assignments by any applicable deadline.
- Verbally discussing withdrawal policies with a Trinity representative.
- Failing to pay for courses.

Students who find it necessary to withdraw from an individual course (or courses) must do so in writing (postal mail or email) prior to the expiration date of a Y-term period or the start date of On Demand Webinar courses.

- A student who withdraws from Trinity within five (5) calendar days from the day on which the Registration is activated (e-signature and/or initial payment) will receive a refund of all tuition (only) paid to Trinity. All FEES are non-refundable.
- A student who withdraws from Trinity after the fifth (5) calendar day from the day on which the Registration is activated, the remaining tuition, either refundable or owed by the student, is calculated according to the Withdrawal Policies, is as follows:
 - Day six (6) through and including day fifteen (15), any **tuition refunded** is calculated at 50% of the tuition rate awarded at the time of Registration activation,
 - Day six (6) through and including day fifteen (15), any **tuition owed** is calculated at 50% of the full tuition rate at the time of Registration activation;
 - Day sixteen (16) or after, tuition is 0% refunded, and all tuition owed is calculated at 100% of the full tuition rate.

Course Drops/Add/Exchanges do not interrupt the refund or tuition owed calculation.



Financial Information (continued)

Students on a payment plan at the time of withdrawal who have not paid the amount due, are responsible for the difference of what has already been paid and what is still owed for the course(s). Note: Any outstanding tuition and fees owed to Trinity is immediately due and payable upon withdrawal confirmation. The official date of the withdrawal from Trinity will be the date Trinity receives the student's request in writing to withdraw.

Applicable monies are refunded to the party who paid for the courses. Trinity's tuition refund policies are effective as of March 7, 2017 and apply to new tuition charges on or after that date. In the event a student adds a new course(s) to a Registration by Addendum and pays new tuition, the student will have up to and including day five (5) to officially withdraw from the start date of the Addendum (official start date is when the Registration is activated with original signature and/or e-signature, and initial payment) to receive a full refund of the new tuition (only) paid to date for the newly added course(s). All FEES are non-refundable.

The student may expect any applicable refund to be issued within sixty (60) days of the official withdrawal date.

IMPORTANT NOTE Students who withdraw from Trinity College of the Bible and Theological Seminary should be aware that such actions necessarily require financial assistance calculations to be updated. This can result in a state of affairs in which the student owes some financial assistance money back to Trinity. Students themselves are responsible for contacting Financial Services in order that a determination can be made regarding not only the amount owed, but also how such a change might affect enrollments in the future. Note: Students on a payment plan at the time of their official withdrawal will be responsible for any outstanding tuition and fees owed to Trinity. Tuition and/or fee balance will be immediately due and payable upon withdrawal confirmation. Payment plans may be available - students are encouraged to contact Financial Services to discuss possible payment options at 812.629.7873 or by email at finance@trinitysem.edu, to discuss possible payment options.



Financial Information (continued)

Cancellation Policies for On Demand Webinar Courses

The following are the cancellation policies for On Demand Webinar (ODW).

Student Cancellation of an ODW Course

1. Cancellation by the student to an ODW course requires a Course Addendum Fee.
2. Cancellation of the ODW course on or after the start date requires a Course Addendum Fee.
3. If a replacement ODW course is exchanged or dropped on the registration, this requires a Course Addendum Fee.

Course Addendum Fees are non-refundable.

- Grading policies are in effect until the cancellation process is complete, including payment of applicable fees.

Trinity Cancellation of an ODW Course

One week prior to the start date of an ACT course, Trinity will determine if the minimum enrollment requirement for that course has been met. At that time, Trinity will decide if the ODW course will be canceled. When Trinity cancels an ODW course for any reason, Trinity does not charge a Course Addendum Fee to exchange that canceled course to a different ODW. Trinity is not responsible for reimbursing students for any expenses (i.e., cost of textbooks, etc.) incurred as a result of a canceled ODW course.

Late ODW Enrollment Fee

Students should enroll before the On Demand Webinar course 24 hours prior to the course start date, or a Late ODW Enrollment Fee, payable at the time of registration, will be charged. See Tuition and Fee Information.

Late ODW Enrollment Fees are non-refundable.



Financial Information (continued)

Trinity Financial Assistance

Initial consideration for Trinity financial assistance is given during the enrollment process. Trinity does not have any scholarship programs, nor does Trinity participate in any federally funded Title IV financial aid programs. However, Trinity does offer in-house tuition grants.

A grant is an in-house, need-based financial award based on the level of income or service role of the applicant/student. A grant may be a one-time award, or be awarded for each term of study in which the level of income or service role of the applicant/student demonstrates financial hardship in meeting the obligations of tuition expenses. This financial assistance is only available to qualifying applicants. Applicants are encouraged to discuss grant options with Enrollment Services to see if they qualify.

Trinity has established general guidelines for awarding tuition grants. Applicable grant information is gathered during the Application or Registration process. Grants given singularly or in combination with other grants may not exceed 40% of applicable gross tuition. Unless stated otherwise, 1) a student must enroll for a minimum of nine (9) credits to be eligible for a grant; and 2) grant eligibility is determined with each Registration. Trinity offers the following types of grants:

- **Military, Ministry, Missionary, First Responders Grant** – 40% (excludes all other grants)
- **Spouse / Family Grant** – 40% (excludes all other grants)
 - The primary registrant must be the individual earning the highest level degree, and that person must carry at least 15 credits.
 - The secondary registrant (spouse or family member) may carry as many as, or fewer than, the number of credits being carried by the primary registrant.
- **Non-ministry/non-military Grant** -- 35% (excludes all other grants)

* All grants are subject to withdrawal from the account of any student who is 90 days or more delinquent in payment of their tuition. Further, it is understood that the student bears full responsibility to include repayment of the amount of the grant, plus the tuition balance if the grant is lost through the student's tuition default.

*Additional financial information may be found in the Student Handbook and in the **TUITION AND FEE INFORMATION** section of this Catalog. All fees and charges are subject to change and will be applied according to the most current listings.*



Tuition and Fee Information

Effective January 1, 2018

Tuition

Undergraduate Level.....	per semester credit hour	\$176
Master's Level	per semester credit hour	\$206
Doctoral Level	per semester credit hour	\$243

Contact Enrollment Services for details regarding Trinity Financial Assistance, including special pricing available for qualifying programs.

Required Fees

Application Fee (Payable with Application).....	\$65
Enrollment Processing Fee (Payable with initial Registration)	\$60
Student Services Annual Fee	\$250
Credential Awarding Fee.....	Certificate - \$150; Degree - \$250

Change Fees

Certificate Change Fee	\$100
Degree Program Change Fee.....	\$200
Course Addendum Fee	\$50
Late ODW Enrollment Fee	\$50
Retroactive ODW Enrollment Fee	\$120
Major Core Course Substitution Fee (Within Area Study Only).....	\$120

Transcript Fees

Trinity Official Transcript Fee (2 no-charge, issued-to-student copies sent with degree)	\$15
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Course / Course Credit Fees

Achieved Learning Qualification Module Fee	\$500
Course Leveling (up to 12 Credits)	\$125/\$250/\$375/\$500
Supervision Fee BC 640, BC 840	\$200
Doctoral Qualification Module Retake Fee	\$125
Dissertation, Major Writing Project, and Capstone Reader Fee	\$200
Oral Defense Fee – RW 756.....	\$100

Returned Check Fees

Returned Check Fees	\$35
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Fees for Optional / Special Services

Audit Fee	\$35
Ecclesia Scholars Membership	\$25
Ecclesia Scholars Society Board Certification (includes ESS membership)	\$250
Scholars Excel Package (includes ESS membership)	Regular - \$125; Premium - \$300
2-Week Extension Fee (per ODW course per 2-week extension – all degree levels).....	\$40
4-Week Extension Fee (per ODW course per 4-week extension – all degree levels).....	\$80
6-Month Extension Fee (per ODW course, per 6-month extension).....	\$120
Masters and Doctoral Research Extension Fee (per 6-month extension).....	\$450

All FEES are non-refundable