Return of Financial Aid Funds Policy
For Students who withdraw from the Seminary

If you decide to stop attending the seminary, you must contact the Dean of Students and request withdrawal through the Registrar’s Office. The tuition refund rate schedule is found on the Academic Calendar and in the Academic Catalog.

Who is affected by this policy and what does it mean?

- If you withdraw from all classes, you may be required to return some of the Federal financial aid you received.
- If you withdraw from any class before the end of the quarter, your seminary tuition grant money for that class will be removed and you will be responsible for the remainder of the tuition.
- Any outside grants and scholarships will be removed per the instructions of the donor/source of the funds.

When did you withdraw and what is the impact of your withdrawal?

- If you withdraw from all classes after 60% of the quarter has been completed, you will not have to return Federal loan funds.
- If you withdraw from all classes before 60% of the quarter has been completed, you must return some of the Federal loans you received.
- If you withdraw from some, but not all of your classes, you will not be required to return Federal financial aid, unless you drop below half-time credit hours. Scholarships that require full-time status will also be returned when you no longer meet this requirement.
- If you stop attending classes, but do not officially withdraw from them, we will follow Federal rules to set your withdrawal date.

What money will you have to return?

If you are required to return Federal financial aid, it will be repaid to the following programs in this order:

- Unsubsidized Federal Stafford loans
- Subsidized Federal Stafford Loan
- Federal PLUS loans

**How will we calculate the amount to be returned?**

- We will compare the number of days of enrollment to the number of days in the quarter/summer session. Example: If you withdrew from all classes when 30% of the term had been completed, 70% of your Federal aid will have to be returned.

**What will happen to my bill if I am required to return some aid funds?**

- We will reduce or cancel the aid from your bill.
- If you owe the seminary money, you must make payment arrangements with the CTS Business Office.