**Student Bill Payment Policy**

Concordia Theological Seminary, Fort Wayne, IN


1. Students will receive their bills via their student portal during the first week of each quarter.
2. Student bills are due three weeks after the quarter begins (see Academic Calendar for exact dates).
3. Students not paying their bills by the three week deadline will be assessed a late payment fee of $150.
4. Students who have not paid their bills after the three week deadline will be contacted by the Dean of Students Office who will refer them to the Financial Aid Office for application for a student loan.
5. Students who have not yet paid their bills by the 7th week of the quarter will be reported to the Academic Dean and Vice President of Business Affairs.
6. The Academic Dean and Vice President of Business Affairs will decide which students are to be removed from taking classes or prevented from registering for the next quarter. The Academic Dean will inform the Registrar which students are to be withdrawn due to an unpaid bill by the 9th week of the quarter.
7. The Registrar, in the 10th week of the quarter, will inform students of their withdrawal from next quarter’s classes due to an unpaid bill.
8. Any student who has special needs or exceptional circumstances in paying his or her bill must speak to the Dean of Students as soon as possible.

**SMP Students**

Bills for SMP students are due three weeks after the quarter begins (see Academic Calendar for exact dates). Students not paying their bills on time will not be permitted to attend class (see procedures #5, #6 and #7 above). Although SMP students are not eligible for CTS or Federal financial aid, they are responsible for arranging with their District, congregation and other third parties to have payments sent on time to the seminary for deposit in the student’s account.

**Intensive Courses Only (Ph.D., D.Min., S.T.M., M.A. in Deaconess Studies)**

Students enrolled in intensive courses only will have their bills paid on or by the first day of class (see Academic Calendar for exact dates) or they will not be permitted to attend.