

Student Bill Payment Policy

Concordia Theological Seminary, Fort Wayne, IN

Applies to All Students Attending CTSFW*

1. Billing information (includes tuition, health insurance, room/board, and any fees) becomes available to students during the first week of each quarter or summer session via the Student Portal.
2. Payment of student bills is due three weeks after the quarter begins (see Academic Calendar for exact dates). Shorter due dates are in place for summer sessions. In every case, students are responsible for paying their bills, even in those instances where a donor has promised to underwrite some or all of his or her expenses.
3. Students not paying their bills by the three-week deadline may be assessed a late payment fee based on their current outstanding balance as follows:
 - \$ 1 – \$299 . . . \$25 late fee
 - \$300 – \$499 . . . \$75 late fee
 - \$500 – above . . . \$150 late fee
4. One of the following will contact students who have not paid their bills after the three-week deadline: the Director of Financial Aid, Registrar, Graduate Studies Assistant, or International Student Coordinator. Eligible students may be referred to the Financial Aid Office to apply for a student loan.
5. The Accounting Office will report students who have not yet paid their bills by the 7th week of the quarter to the Academic Dean, Dean of Students, Registrar, and Vice President of Operations.
6. The Academic Dean, Dean of Students, Registrar, and Vice President of Operations will decide which students will be withdrawn from the next quarter due to an unpaid bill by the 9th week.
7. The Registrar, in the 10th week of the quarter, will inform students of their withdrawal from next quarter's classes due to unpaid bills.
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.

***Excluded from this policy are Vicars and Interns.**

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 CTSFW 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 (PhD-Miss & MA in Deaconess Studies)

Students enrolled in intensive courses only must have their bills paid on or by the first day of class (see Academic Calendar for exact dates). The Accounting Office may charge late payment fees (see #3 above) to students' accounts if their bills are not paid by the first day of class. Students may not attend future courses when #5, #6, and #7 above apply.

Payment Plans

Payment plans are available through both the CTSFW Financial Aid Office and Accounting Office. These plans are available to students in all programs. Payment plans will explicitly require that outstanding balances be paid in full by the end of the period of enrollment (quarter or summer session). Students with payment plans not paid in full will not continue their studies the next quarter.

Student Accounts – Collections

Former students may be sent to collections after six (6) months if their student account balances remain unpaid, regardless of why they no longer attend the seminary (e.g., graduating, withdrawing, etc.).