

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 when donors have promised to subsidize some or all of the students' 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. The late fee assessed will be 10% of the unpaid balance, not to exceed a total charge of \$150.
4. One of the following will contact students who have not paid their bills after the three-week deadline: the Director of Financial Aid, Graduate Studies Assistant, International Student Coordinator, or Registrar. Eligible students may be referred to the Financial Aid Office to apply for a student loan.
5. Late fees are assessed thirty days after the first day of the quarter for those taking ten-week or eight-week courses. Students taking intensives with unpaid balances will be assessed a late fee after the last day of the given intensive; this also applies when students take a course during a summer session.
6. The Accounting Office will report students who have not yet paid their bills by the 7th week of the quarter to the Dean of Students, Provost, Registrar, and Vice President of Operations.
7. The Dean of Students, Provost, Registrar, and Vice President of Operations will decide which students will be withdrawn from the next quarter due to an unpaid bill by the 9th week.
8. The Registrar, in the 10th week of the quarter, will inform students of their withdrawal from the next quarter's classes due to unpaid bills.
9. Students who have special needs or exceptional circumstances in paying their bill must speak to the Dean of Students as soon as possible.

***Excluded from this policy are Vicars and Interns while on vicarage or internship.**

<p>Authorization to register for subsequent quarters, granting a diploma or certification for ordination/installation or commissioning, and transcripts will be withheld from students who have not fulfilled their financial obligations to the seminary.</p>

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 participate in future courses (see procedures #3 to #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 their student 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 the course (see Academic Calendar for exact dates). The Accounting Office may charge late-payment fees (see #3 above) to the students' accounts if their bills are not paid by the last day of the intensive. Students may not enroll in future courses when an unpaid balance is on their student account from a previous quarter or summer session.

Payment Plans

Payment plans are available through the Financial Aid and Accounting Offices. 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 may not continue their studies for 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.).

Revised 6/13/2022