



**OFFICIAL REGISTRATION FORM**

Denomination

Term

- Please check if this is your first time registering at Erskine Seminary in this program of study.
- Please check if your name or contact information has changed as reflected below.

Please PRINT legal name in full \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Erskine E-mail \_\_\_\_\_ Telephone (\_\_\_\_\_) \_\_\_\_\_

Please complete this section by listing all courses for which you are registering. You may refer to the *Course Schedules and Syllabi* section of our website at [www.erskine.edu/seminary](http://www.erskine.edu/seminary) for course information.

<u>Course Number</u>	<u>Type</u>	<u>Course Title</u>	<u>Credit Hours</u>	<u>Professor</u>	<u>Location</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Total number of courses: \_\_\_\_\_

Total hours: \_\_\_\_\_

Type of Course Key: Audit (senior citizens & Alumni, only) = AU; Continuing Education = CEU; Cross-Registration = X-REG; Directed Study = DIR; EDEN = Z; Independent Study = INDEP; Modular = MOD; Regular, In-Classroom = LEC.  
Locations: Augusta, Charleston, Columbia, Due West, Fort Jackson, Greenville, Florence.

The parties (i.e., the student and Erskine Theological Seminary) agree that, subject to Business Office approval, the completed and signed Official Registration Form becomes a binding contract, that billing is based upon this contract, and that the contract can only be modified in writing signed by both parties. This contract shall expire at the end of the designated academic term with no obligation for either party to renew. See additional contract information following.

Additionally, in registering for a course or courses and signing below, the student acknowledges having read the attached information regarding fees, and agrees to abide by all Erskine Theological Seminary rules and regulations as found in the Catalog and Student Handbook, as adopted, modified, or deleted by Erskine Theological Seminary from time to time at its sole discretion.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please return the original *Official Registration Form* (this page only) to the Office of the Registrar while retaining a copy for your records.

**Office of the Registrar • Erskine Theological Seminary • P.O. Box 668, Due West, SC 29639  
864.379.8779 • Toll Free 877.811.8117 • Fax 864.379.3171 • registrar@erskine.edu**

## Schedule of Tuition and Fees for the 2011-12 Academic Year

### Admission Fees

Application for Admission .....	\$35.00
Application for Readmission.....	\$75.00

### Matriculation Fees (Nonrefundable)

Master's Degree Fee (Fall, Spring).....	\$100.00
DMin/ThM Degree Fee (Fall, Spring).....	100.00

### Master's Degree Fees

Tuition for Master's-Level Courses (per semester hour).....	\$390.00
Continuing Education Course (per course).....	\$200.00
Technology Fee (Summer, Fall, J-Term, Spring).....	\$75.00
Professional Assessment Entrance Test.....	\$100.00

### Doctor of Ministry and ThM Fees

Tuition for DMin and ThM Courses (per semester hour).....	\$405.00
Technology Fee (Summer, Fall, J-Term, Spring).....	\$75.00
ThM Research Methodologies Seminar Fee.....	\$200.00
DMin Prospectus Seminar Fee.....	\$200.00
Candidacy .....	\$500.00
Program or Thesis/Dissertation Continuation Fee (per term) .....	\$400.00
Fee for Extension of Time to Complete Degree (per year) .....	\$1,500.00
Readmission Fee.....	\$200.00
Dissertation Microfilming, Copyright, and Binding.....	\$200.00
Dissertation/Thesis Binding per Additional Copy .....	\$25.00

### Academic Service Fees

Late Registration.....	\$100.00
Change in Course Schedule (each change).....	\$30.00
Request for Incomplete Grade .....	\$100.00
Change of Program .....	\$100.00
Transcript (per copy) .....	\$15.00
Application for Graduation.....	\$135.00
Late Application for Graduation.....	\$250.00
Graduation Reapplication Fee .....	\$100.00
Diploma Mailed to Graduate .....	\$35.00
Certificate Upgrade to Master's Level.....	\$150.00
CEU Documentation Fee (per course).....	\$15.00

### Campus Housing Fees

Dormitory Room (semi-private; covers Fall, Winter, Spring) .....	\$4,750.00
Board (15-meal plan with \$200 declining balance at Snappers) .....	\$4,450.00
Board (21-meal plan with \$100 declining balance at Snappers) .....	\$4,450.00
Comprehensive Medical Plan (Optional) .....	\$220.00
Room Key Replacement .....	\$15.00
Guestroom (per night, without linens) .....	\$20.00
Guestroom (per night, with linens).....	\$40.00

### Other Fees

Bible Challenge Exam .....	\$100.00
Chapel Fee (per unattended chapel).....	\$30.00
PA Profile Replacement Copy.....	\$75.00
Student ID Card Replacement.....	\$35.00

### Payment Policies

Students may not register for classes with an outstanding balance of \$1000 or more. Those students who have such an outstanding balance may contact the Seminary Financial Aid Office to see if they qualify for student aid. Students who need to work out a payment arrangement may contact the Business Office to set up a mutually agreeable plan. Students must finalize all approved financial arrangements prior to registration.

Upon registration, you become financially responsible for tuition charges and fees. Withdrawing from classes during the semester or term does not relieve any financial obligations you have to the school. Grades, degrees, transcripts, and honorable dismissals will be withheld from all students who have not satisfactorily settled all financial obligations to the Seminary; neither will such students be allowed to participate in graduation ceremonies.

Approved and/or pending financial aid scholarships or grants will be calculated into the payment amount you owe for the semester or term. If you have additional scholarships or grants, you must notify the Financial Aid Office prior to the calculation of tuition payments. You may make payments by check or by a major credit card (Visa, Mastercard, American Express, or Discover).

### **Payment Options**

For the fall and spring semesters, you have two payment options:

1. You may remit payment in full for all tuition and fee charges by the dates listed in the academic calendar at the front of this Catalog.

2. You may enroll in a three-month payment plan with the Erskine College and Theological Seminary Business Office. You must enroll in this three-month plan by August 15, 2011 for the fall semester and by January 19, 2012 for the spring semester. The payment plan will apply to tuition only, since all other assessed fees must be paid by the beginning of the semester or term. The payment plan begins in September and ends in November for the fall semester, and begins in February and ends in April for the spring semester, with payments due by the 5th of each month. You are required to pay an enrollment fee of \$50.00 per semester at the time you enroll in the plan. You will need to complete an enrollment form. The forms are located in the Business Office or on our website at [www.erskine.edu/seminary](http://www.erskine.edu/seminary). The link is located under "Admissions," then "fees and expenses." Please contact the Business Office at (864) 379-8811 with questions about the payment plan.

The Seminary reserves the right to request the withdrawal of a student at any time if the student's financial accounts are not kept current or if payment arrangements have not been satisfactorily made.

### **Refund Policies**

#### **Withdrawal from Courses**

If you remain enrolled in the Seminary but withdraw from a course or courses for which you have registered after the drop/add deadline, refunds of tuition will be made on the basis below. Once the semester or term has begun, no fees are refundable regardless of the reason for withdrawing from a course. Once the course has met, refunds of tuition will be made on the following basis:

<u>Time of Withdrawal (Fall Semester)</u>	<u>Percentage of Tuition Refunded</u>
Up to September 30	80%
October 1-30	40%
November 1-30	20%
After November 30	0%

<u>Time of Withdrawal (January Term)</u>	<u>Percentage of Tuition Refunded</u>
Week One	80%
Week Two	40%
Week Three	20%
After Week Three	0%

<u>Time of Withdrawal (Spring Semester)</u>	<u>Percentage of Tuition Refunded</u>
Up to February 28	80%
March 1-31	40%
April 1-30	20%
After April 30	0%

<u>Time of Withdrawal (Summer Term)</u>	<u>Percentage of Tuition Refunded</u>
Up to June 20	80%
June 21-July 15	40%
July 16-August 15	20%
After August 15	0%

Note: If you withdraw from a course after the drop/add deadline, your transcript will show a "W" for the course, rather than having the course be completely removed from the transcript. This will ensure that, for loan purposes, we can verify that you had indeed registered for the course and then withdrew on a particular date. This provision is necessary to meet Federal loan regulations.

**Room:** No refund of room charges will be made after the semester or term begins.

**Board:** Board refund will be determined on a pro rata basis for the time in attendance. You may obtain a refund request form in the College Business Office, and you must return it by the stated deadline to qualify for a refund. Any refund will be at the rate allowed by ARAMARK Campus Dining Services. Short-term field trips, etc., will not qualify for a refund.

### **Additional Registration Policies**

**Academic Counseling:** An important focus of the program of Erskine Theological Seminary is that each student should have access to advice and counseling throughout his/her academic career. Each program of study has a faculty director who can assist students in planning their course of study. The Registrar is responsible for clearing all students for graduation. Prior to or early in the senior year, every senior should meet with his/her program director to outline his/her remaining academic requirements for graduation. Please see the detailed information on academic advising earlier in this Catalog.

**Academic Load:** A normal course load (full-time) during the fall and spring semesters is 12 hours; the maximum course load is 15 hours per semester. The normal course load in the January term is three hours; the maximum load is six hours, although students are discouraged from taking six hours unless they are taking one or both of the modular M.Div. courses. The maximum academic load for the summer term is nine hours. Overloads may be granted by the Dean of the Seminary in exceptional cases. All courses (in-class, directed studies, independent studies, and EDEN courses) count toward the maximum permissible load in a given semester or term.

**Course Withdrawal:** At any time after the drop/add deadline, but prior to the final day of class, a student may withdraw from classes without academic penalty. In case of withdrawal, regulations pertaining to refunds apply. Withdrawal from a class is valid only when the student has properly completed a withdrawal form and the Dean and Registrar have processed the form. Students will be considered enrolled in a class until such withdrawal procedures have been completed. Students who are contemplating withdrawing from a required class should recognize that when they re-take that class later, they will not be eligible for financial aid of any kind (including Federal loans) for that class. Courses from which a student has withdrawn will remain on the student's transcript as a "W" (Withdrawal). In order to maintain satisfactory academic progress, students may have no more than 20% of courses for their degree program listed as "W."

**Chapel Attendance Policy:** Chapel attendance is required for all students (except those in the M.C.M., Th.M., and D.Min. programs) who attend classes on Tuesday, Wednesday, and/or Thursday mornings or afternoons during the fall and spring semesters on the Due West campus. Any student who fails to attend the required number of chapels will incur a fee on his/her billing statement for each unattended chapel. No make-ups are allowed, and no exceptions are granted to this policy. When chapel services are canceled by the seminary administration, the total number of required chapel services for the semester will be reduced accordingly.

If a student attends 24 chapels in a given semester, he/she may register the last week of that semester for 0.5 elective credit hours. He/she will submit a completed drop/add form to the Registrar's Office indicating the appropriate course number (WP 781, 782, etc., in sequence depending upon previous chapel credits earned). The student's account will be billed accordingly for 0.5 hour at the current tuition rate. A maximum of three hours (six semesters) total credit is allowed over the course of the student's seminary career.

**Residence Requirement:** According to accreditation regulations, all students must complete one year of work in residence. "One year of work" is defined as one-third of the M.Div. (a three-year degree) or one-half of the two-year degrees. The sole exception to this is that Th.M. students must complete all of their work in residence. Thus, the number of hours that must be done in residence for each degree is as follows:

M.Div. w/ conc. (102 hour)	34 hours
M.A.T.S.	33 hours
M.Div. (90 hour); M.A.C.M., M.A.E.M., M.C.M.	30 hours
M.A.P.M.; Th.M.	24 hours
D.Min.	18 hours

Generally speaking, "in residence" means at the Due West campus, and at the Columbia campus (Summer 2010 and following for the M.Div., MAPM, and DMin degrees). Additionally, directed studies, independent studies, and courses taken in residence at another institution and transferred to Erskine (or taken via cross-registration) also count toward the residence requirement. Courses taken at extension centers or by EDEN do not count toward the residence requirement.

**For additional information, consult the catalog which is available online at [www.erskine.edu/seminary](http://www.erskine.edu/seminary)**