

## **Student Bill Payment Policy**

Concordia Theological Seminary, Fort Wayne, Indiana (CTSFW)

### **Applies to All Students Attending CTSFW**

- Students will receive their bills (includes tuition, health insurance, room/board and any fees) via their student portal during the first week of each quarter.
- Student bills are due three weeks after the quarter begins (see Academic Calendar for exact dates).
- Students not paying their bills by the three week deadline may be assessed a late payment fee based upon the current balance due as follows:

\$ 1–299 . . . . .	\$25 late fee
\$300–499 . . . . .	\$75 late fee
\$500–above . . . . .	\$150 late fee
- Students who have not paid their bills after the three week deadline will be contacted by one of the following: Dean of Students, Director of Financial Aid, Registrar, Graduate Studies Assistant or International Studies Assistant. Students that are eligible may be referred to the Financial Aid Office to make application for a student loan.
- Students who have not yet paid their bills by the seventh week of the quarter will be reported to the Academic Dean, Vice President of Operations and Registrar by the Accounting Office.
- The Academic Dean, Vice President of Operations and Registrar will decide which students are to be withdrawn from the next quarter due to an unpaid bill by the ninth week of the quarter.
- The Registrar, in the tenth week of the quarter, will inform students of their withdrawal from next quarter’s classes due to an unpaid bill.
- 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 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 (Ph.D., 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 may be assessed a late payment fee (#3 above) and may not be able to attend future courses (#5, #6, #7 above apply).

## **Student Accounts–Collections**

Former students may be sent to collections after six (6) months if their student account balance remains unpaid regardless of the reason for no longer attending the Seminary (ex. graduating, withdrawing, etc.).

Revised and Approved 4/2016