



Financial Information

Tuition and Fees

Tuition cost is assessed on a semester credit hour basis and covers the cost of study guides, examinations, Trinity faculty, and administrative support. Trinity relies on the income derived from tuition and fees to assure that high quality programs are offered. “Gross tuition cost” is the amount of tuition before any financial assistance has been applied. Books are not included in the tuition cost.

Payment Plans

Trinity desires to help students in preparing a financial plan that will not cause financial hardship. This can be accomplished by considering applicants’ income resources, needs, and the availability of internally subsidized financial assistance. If the tuition is not paid in full at the time of enrollment, applicants may elect to place their tuition balance on a deferred payment plan. Optional automatic monthly payment plans, including credit/debit card (no switch cards) and direct debit, are available through Financial Services. Trinity only accepts checks drawn on U.S. banks, money orders, cashier’s checks, Money Grams, Walmart to Walmart transfers, Visa Gift Cards with expiration dates, American Express, Discover, MasterCard and Visa.

For security, students using the credit card (Auto-Pay) or direct debit (ACH) payment methods must submit a written authorization to have the minimum monthly payment due drawn from their banking account. A monthly payment notice is still sent to students at the beginning of the month that states the amount (Minimum Payment Due) that will be drawn. If students submit another form of payment while using one of these payment methods, it will be credited to their Trinity account but that payment will not replace the automatic payment. Any withdrawal or change in account information must be in writing from the student. Contact Financial Services for details.

Monthly Balance Statements

Trinity sends a monthly balance statement to each student who has an outstanding balance of \$2.50 or more. Online payments must be submitted by 11:59 pm (Central Standard Time) on or before the due date. All other payments must be received in Trinity’s Evansville office on or before the due date. If payment is not received by the due date listed on the billing statement, a late fee will be assessed to the account on the next business day after the due date. Students with questions concerning their billing are encouraged to contact Financial Services.



Financial Information (continued)

Textbook information

Students are encouraged to buy/rent new or used books from Amazon.com, Usedbooks.com, or from your local bookstore. The required text(s) of a course may change upon course revision. Students may refer questions about textbooks to Trinity via e-mail at contact@trinitysem.edu.

Withdrawal Policies

Students who find it necessary to withdraw from Trinity must do so in writing (post or e-mail).

The Following Actions do not constitute an Official Withdrawal from Trinity:

- Not accessing nor continuing to access courses.
- Failing to submit required course assignments by any applicable deadline.
- Verbally discussing withdrawal policies with a school representative.
- Failing to pay for courses.

Students who find it necessary to withdraw from an individual course (or courses) must do so in writing (post or e-mail) prior to the expiration date of a Y-term course (Independent Study) or the start date of an ACT course.

Refund or tuition owed calculation begins with the start dates of the courses within a Registration. Exchanges do not interrupt the refund or tuition owed calculation.

- The official date of the withdrawal from Trinity will be the date Trinity receives the student's request in writing to withdraw.
- The official date of the withdrawal from an individual course (or courses) from Trinity will be the date Trinity receives the student's request to withdraw from that course (or courses).

Withdraw requests will be processed according to Trinity's Withdrawal Policies up to and including the refund end date of the course based on the applicable refund timeline. Students who cease enrollment in either Trinity or individual courses will be responsible for payment of the Withdrawal Fee in order to cover the school's processing costs. Applicable refunded monies are sent to the party who paid for the courses. Trinity's tuition refund and tuition owed policies listed below are effective January 1, 2017 and apply to new tuition charges on or after that date.



Financial Information (continued)

The student may expect any applicable refund to be issued within 60 days of the official withdrawal date.

In the event a student adds a new course(s) to a Registration by Addendum and pays new tuition, the student will have up to and including day 5 to officially withdraw from the start date of the course (**official start date is when the Registration is activated with original signature and/or e-signature, and initial payment**) to receive a full refund of the new tuition (**only**) paid to date for the newly added course(s). **Exception:** See Accelerated Completion Track (ACT) Course Timelines regarding tuition for those courses. **Please note that all FEES are non-refundable.**

A student who has prepaid for future course(s) that have not yet been activated on a Registration is entitled to a full refund of prepaid monies.

IMPORTANT NOTE Students who withdraw from Trinity College of the Bible and Theological Seminary should be aware that such actions necessarily require financial assistance calculations to be updated. This can result in a state of affairs in which the student owes some financial assistance money back to Trinity. Students themselves are responsible for contacting Financial Services in order that a determination can be made regarding not only the amount owed, but also how such a change might affect enrollments in the future. **Students on a payment plan at the time of withdrawal who have not paid the amount due are responsible for the difference of what has already been paid and what is still owed for the course(s). Any outstanding tuition and fees owed to Trinity is immediately due and payable upon withdrawal confirmation.** Withdrawn students may contact Financial Services to request other payment options if necessary.



Financial Information (continued)

Withdrawal Policies (continued)

12-Month Course (Y-Term) Timeline

A Y-Term course is 12 months in length and includes Independent Study Courses. They consist of 12 months of study. The activation date of the Registration is the start date for an Independent Study Course on the Registration at that time. When an Independent Study Course is added after the Registration's activation date, the Addendum's activation date is the start date of that course. The end date for an Independent Study course is 12 months from the start date. **(Official start date is when the Registration/course is activated with original signature and/or e-signature, and initial payment).**

Students who find it necessary to withdraw from a Trinity program and or Trinity course(s) must do so in writing (post or email).

1. A student who withdraws from Trinity within 5 calendar days from the day on which the Registration is activated (e-signature and initial payment) will receive a refund of all tuition (only) paid to Trinity. **All FEES are non-refundable.**
2. A student who withdraws from Trinity after the 5th calendar day from the day on which the Registration is activated, the remaining tuition, either refundable or owed by the student, calculated according to the Withdrawal Policies, is as follows:
 - a. Day 6 through and including day 15, any tuition refunded is calculated at 50% of the tuition rate awarded at the time of Registration activation, and all tuition owed is calculated at 50% of the full tuition rate at the time of Registration activation;
 - b. Day 16 or after, tuition is 0% refunded, and all tuition owed is calculated at 100% of the full tuition rate.
 - c. Course Drop/Adds/Exchanges do not interrupt the refund or tuition owed calculation.

Accelerated Completion Track (ACT) Course Timelines

1. ACT courses include Accelerated 1-Day Webinar Courses (AWD), Accelerated On Demand Webinars Courses (ODW), and Accelerated Evening Webinar Courses (AWE). The first day of an ACT course is considered the start date. An Accelerated 1-Day Webinar meets 1 day; course end date is 6 weeks from date of Webinar. An Accelerated On Demand Course meets a total of 4 weeks; course end date is 6 weeks from the start date. An Accelerated Evening Webinar meets 4 weeks, 1 evening per week, 2 hrs per evening; course end date is 6 weeks from the start date. A student who withdraws from an ACT course prior to the ACT course start date is allowed to exchange the tuition monies from that withdrawn ACT course to a different ACT course or Independent Studies course.
2. A student who withdraws on the ACT course start date or after is not allowed to transfer the tuition monies to a different ACT or Independent Studies course.
3. Tuition for an ACT course is non-refundable and only transferable to another ACT course or Independent Studies course prior to the course start date.



Financial Information (continued)

Cancellation Policies for Accelerated Completion Track (ACT) Courses

The following cancellation policies for Accelerated Completion Track (ACT) courses refer to the ACT Class Format Fee charged for these courses. ACT courses include Accelerated 1-Day Webinar Courses (AWD), Accelerated On Demand Webinar Courses (ODW), and Accelerated Evening Webinar Courses (AWE). See Withdraw Policies for the rules regarding tuition for ACT courses.

Student Cancellation of an ACT Course

- Cancellation by the student prior to an ACT course start date allows for transferring of the ACT Class Format Fee to a different ACT course or using the monies toward other Trinity tuition/fees. The ACT Class Format Fee is non-refundable. A Course Exchange Fee or Change of Venue Fee applies.
- Cancellation of the ACT Course on the start date or after does not allow for a transfer of the ACT Class Format Fee to a different ACT course or using the monies toward other Trinity tuition/fees. The ACT Class Format Fee is non-refundable.
- If a replacement course is an ACT course added to the registration within 24 hours of start date, a Late ACT Enrollment Fee applies.
- Grading policies are in effect until the cancellation process is complete including payment, of applicable fees.

Trinity Cancellation of an ACT Course

One week prior to the start date of an ACT course, Trinity will determine if the minimum enrollment requirement for that course has been met. At that time, Trinity will decide if the ACT course will be canceled. When Trinity cancels an ACT course for any reason, Trinity allows for a transfer of the ACT Class Format Fee to a different ACT course or toward other Trinity tuition/fees. The ACT Class Format Fee is non-refundable. Trinity is not responsible for reimbursing students for any expenses (i.e., transportation/lodging, etc.) incurred as a result of a canceled ACT course.

Late ACT Enrollment Fee

Students should enroll before the Accelerated Completion Track (ACT) course enrollment date, 24 hours prior to the course start date, or a Late ACT Enrollment Fee, payable at the time of registration will apply. See Tuition and Fee Information.

Students who do not enroll at least 24 hours prior to the Accelerated Completion Track (ACT) course start date will incur a Late ACT Enrollment Fee which is payable at the time of registration. See Tuition and Fee Information.



Financial Information (continued)

Trinity Financial Assistance

Initial consideration for Trinity financial assistance is given during the admissions process. Trinity does not have any scholarship programs nor does Trinity participate in any federally funded Title IV financial aid programs. However, Trinity does offer in-house tuition grants.

A grant is an in-house need-based financial award based on the level of income or service role of the applicant/student. A grant may be a one-time award, or be awarded for each term of study in which the level of income or service role of the applicant/student demonstrates financial hardship in meeting the obligations of tuition expenses. This financial assistance is only available to qualifying applicants. Applicants are encouraged to discuss grant options with Enrollment Services to see if they qualify.

Trinity has established general guidelines for awarding tuition grants. Applicable grant information is gathered during the Application or Registration process. Grants given singularly or in combination with other grants may not exceed 40% of applicable gross tuition. Unless stated otherwise, 1) a student must enroll for a minimum of 9 credit hours to be eligible for a grant and 2) grant eligibility is determined with each Registration. Trinity offers the following types of grants:

- **Household Income Based Grant** – Determined by gross household income – maximum 35%
- **Military, Police, Firefighter, EMT Service Grant** – 40% (excludes all other grants)
- **Missionary Grant** – 40% (excludes all other grants)
- **Spouse / Family Grant** – 40% (excludes all other grants)
 - The primary registrant must be the individual earning the highest level degree, and that person must carry at least 15 semester credit hours.
 - The secondary registrant (spouse or family member) may carry as many as, or fewer than, the number of credit hours being carried by the primary registrant.

*Additional financial information may be found in the Student Handbook and in the **TUITION AND FEE INFORMATION** section of this Catalog. All fees and charges are subject to change and will be applied according to the most current listings.*



Tuition and Fee Information

Effective January 1, 2017

Tuition

Undergraduate Level.....	per semester credit hour	\$176
Master's Level	per semester credit hour	\$206
Doctoral Level	per semester credit hour	\$243

Contact Enrollment Services for details regarding Trinity Financial Assistance, including special pricing available for qualifying programs.

Required Fees

Application Fee (Payable with Application).....	\$ 65
Enrollment Processing Fee (Payable with initial Registration)	\$ 60
Student Services Annual Fee	\$250
Credential Awarding Fee.....	Certificate - \$150; Degree - \$250

Change Fees

Certificate / Program Change Fee (includes Course Exchange Fee)	\$100
Degree Change Fee (includes Course Exchange/Program Change Fees)	\$200
Course Exchange Fee (different courses per applicable Addendum)	\$ 50
Change of Venue Fee (Course Exchange different venue of same course)	\$ 75
ACT Class Format Fee (includes Course Exchange Fee or Change of Venue Fee)	\$120

Transcript Fees

Trinity Official Transcript Fee (2 no charge issued-to-student copies sent with degree).....	\$ 15
--	-------

Course / Course Credit Fees

Achieved Learning Fee	\$500
Qualification Practicum Fee	\$500
Bible Knowledge Test (BKT).....	per BKT - \$125
Course Leveling (up to 12 Credits)	\$125/\$250/\$375/\$500
Supervision Fee BC 305, BC 640, BC 840	\$200
Doctoral Qualification Module Fee	\$125
RW 721-724 Academic Presentation Fee.....	\$120
Oral Defense Fee – RW 756.....	\$100

Late / Returned Check Fees

Late Fee on Accounts Not Paid by Due Date	\$ 35
Returned Check Fees	\$ 25

Fees for Optional / Special Services

Audit Fee	\$ 35
Ecclesia Scholars Membership	\$35
Ecclesia Scholars Society Board Certification (includes ESS membership)	\$250
Doctoral Copyright Release Fee	\$250
Scholars Excel Package (includes ESS membership)	Regular - \$125; Premium - \$300
2-Week Extension Fee (per ACT course per 2- week extension – all degree levels)	\$ 40
6-Month Extension Fee (per course per 6-month extension)	Undergraduate - \$100; Master's - \$125; Doctoral - \$150
Masters and Doctoral Research Extension Fee (per 6 month extension)	\$450
Withdrawal Fee	\$ 50

All Fees are non-refundable.