



Asbury Theological Seminary Refund Policy for Full Withdrawal

There is no refund for any reason for individual courses dropped after the drop-add deadline.

Subject to the date of an official withdrawal from the current semester or complete withdrawal from seminary, tuition will be prorated according to the following schedule:

TUITION REFUND SCHEDULE

During first week	100%	During fifth week	40%
During second week	100%	During sixth week	30%
During third week	80%	During seventh week	20%
During fourth week	60%		

No refund after the seventh week for Fall and Spring Semesters, and for the EXL Summer Semester; the seventh week is the last week to withdraw without receiving the grade of F. For one-week courses, one day equal three weeks in a semester. For other intensive courses, one day equals two weeks in a semester.

The Seminary policy is described on pages 295 in the Financial Information section of the 2006-2008 catalog.

Federal Policy for Return of Funds for Full Withdrawals

Federal regulations dictate the calculation of the return of Title IV funds when a student completely withdraws after the semester begins. The amount of Title IV funds earned is based on the length of time the student spent in academic attendance and bears no relation to the student's institutional charges.

If the student does not complete 60% of the semester in which they withdraw, then a pro rata schedule is used to determine the amount of Title IV funds that the student has earned at the time of withdrawal. After the 60% point in the semester, it is deemed that the student has earned 100% of the Title IV funds and therefore no return of funds would be necessary.

At the time a student withdraws, the financial aid office will automatically use the student's institutional refund as payment toward what must be returned to the Title IV federal student loan programs. The student will be billed by the Seminary if the amount to be returned is greater than the institutional refund to the student's account. The student may be required to repay a portion of student loan funds that were directly disbursed to him/her. However, any federal student loans are to be repaid according to the terms of the loan(s) as stated on the student's promissory note(s).

Funds will be returned in the following order:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Perkins Loan

The Federal policy is described on pages 295-296 in the Financial Information section of the Seminary's 2006-2008 catalog. A complete text of this policy with examples may be obtained from the ATS Financial Aid office.

Office of the Ombudsman

The purpose of the Office of the Ombudsman is to assist student borrowers who have tried through normal customer service offices to resolve a student's loan problem and have not been successful. The ombudsman will research the student's complaint. A student can contact the Office of the Ombudsman using any of the following methods:

- Internet: <http://sfahelp.ed.gov> or <http://ombudsman.ed.gov>
- Toll Free Telephone: 1-877-557-2575
- Mail: Office of the Ombudsman,
Student Financial Assistance
U.S. Department of Education
400 Maryland Ave, SW
Washington, DC 20202