

Appalachian Bible College

Student Payment Policies

- Students must make the following minimum payments to maintain satisfactory financial status:

Fall Semester Due Date	Minimum Payment Due
Before 1 st Day of Class (August)	25% of initial balance*
September 25 th	33% of September 1 st balance**
October 25 th	50% of October 1 st balance
November 25 th	100% of remaining balance

Spring Semester Due Date	
January 25 th	25% of initial balance*
February 25 th	33% of February 1 st balance**
March 25 th	50% of March 1 st balance
April 25 th	100% of remaining balance

Summer Semester Due Date	
Before 1 st Day of Class (June)	33% of initial balance*
July 25 th	50% of July 1 st balance
August 25 th	100% of remaining balance

* Initial balance will include any anticipated financial aid (including loans). *For example, if a student's charges at the beginning of a semester are \$11,000 and the student is anticipating \$6,000 in financial aid, the initial balance would be \$5,000, of which 25% (\$1,250) would be due before the 1st day of class.*

** Any anticipated financial aid that is not officially disbursed by the first of this month will not be calculated in the minimum payment due.

- Returning students with an outstanding balance of more than \$1,000 will not be allowed to return the following academic year.
- Students with an outstanding balance of more than \$1,000 at the end of the fall semester must meet with the Business Office Manager to receive permission to return in the spring semester.
- Students with unsatisfactory financial accounts (i.e. behind on payments) may be denied permission to attend class or to take final exams or be required to withdraw.
- No transcript, diploma, certificate, or degree will be issued for any student or former student who has an outstanding balance on his/her account. This policy is strictly enforced.
- Students who pay tuition and fees, prior to the first day of classes, and subsequently cancel their registration through the Registrar's Office, are entitled to a full refund, with the exception of the application fee and non-refundable deposits. Students who officially withdraw after classes have

begun, may be entitled to a partial refund, according to the following Refund Policies. The college reserves the right to deduct from a refund any outstanding financial obligations to Appalachian Bible College. Refunds are forfeited by those who improperly reduce their schedules or fail to officially withdraw. Those who face expulsion are also entitled to the same refunds, providing they officially withdraw.

REFUND POLICIES

Tuition, Matriculation	Grants, Loans & Scholarships	Health Fee Room & Board	Music Fees
<p>The percentage is calculated by dividing the calendar days completed in the period by the total number of calendar days in the period (excluding scheduled breaks of 5 days or more and days of an approved leave of absence). If the percentage completed is greater than 60%, no refund will be given. This policy is subject to change with notice.</p>	<p>Students who have received financial aid which has preset refund policies, will, upon withdrawal from college, be granted refunds according to those policies (which are subject to change with notice). Any balance remaining after these policies have been applied, will be owed to the college.</p>	<p>Health fee is non-refundable.</p> <p>Room & Board is pro-rated based on actual usage.</p>	<p>Two-thirds (2/3) refund is given after one lesson. One third (1/3) refund is given after two lessons. No refund is given after 3 lessons.</p>

Appeals: Any student who believes he/she has been treated unfairly with respect to charges or refunds may petition the Dean of Students for an appeal.

Special Note: Appalachian Bible College reserves the right to turn over accounts that do not have consistent payment activity for six months to one of the college’s collection agencies. (This may include reporting the debt to appropriate credit bureaus 60 days after the account has been turned over.) You will be notified of ABC’s intentions prior to any such actions being taken.