

Semester Enrollment Fee Policy

This policy explains how the Semester Enrollment Fee is assessed for active students, including who is considered active, when the fee is billed, payment deadlines, proration for mid-term enrollment, and the consequences of nonpayment.

All active students will be invoiced for a Semester Enrollment Fee at the beginning of each Semester. A student is considered active if they are presently enrolled in a class, regardless of whether they have started that class within the current semester or not. Students who were active in the previous semester will be considered active until they request inactive status, withdraw from the seminary, or communicate with the Registrar that they have completed coursework and are awaiting graduation.

The semester enrollment fee is assessed at the beginning of each Semester for all active students on January 1 and August 1. Students will have 30 days from the invoice date to submit payment. Students who enroll mid-semester will have 30 days from the date of enrollment to submit payment. An extension of 30 days may be granted, provided it is submitted to the billing department before the due date. The semester fee can be paid through the CBTS payment portal, along with tuition and other applicable fees.

If a student enrolls or re-enrolls mid-term, they may receive a prorated semester fee according to the following schedule: March (\$330), April and October (\$240), May and November (\$180), June and December (\$120), and July (waived).

If payment is not received by the due date and no extension or status change request is submitted, the student will receive a written warning, their classes will be locked, and a \$25 late fee will be assessed. They will then have 15 days to communicate or clear the balance on their account. If they fail to do so, they will be immediately placed in "Dropped" status and permanently lose access to all open courses. For re-admission, students are required to submit a new application and all necessary materials before re-enrollment. The student will be responsible for all current bills, charges, tuition fees, and semester fees, among other expenses. The seminary reserves the right to restrict access to students' transcripts and files pending payment.

[Click here to learn how to pay your semester fee.](#)

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