

Fee Schedule

Fees (non-refundable)

General Services Fee	\$100 per semester for all students
Technology Fee	\$75 per semester for all students
Late Registration Fee	\$50 (Registrations received after 11/28/22)
Late Payment Fee	\$50 per month (Payments received after 1/10/23)
Advanced Standing Fee	\$75 per occurrence
CF599 – Comp Exam Fee	\$25 per occurrence (Student responsible to pay remainder to testing company)

Tuition

Credit	\$525/per hour
D.Min	\$500/per hour
Non-Credit	\$125/per hour

TUITION POLICIES

Spouse Tuition Policy (Partners in Ministry): Spouses of MDiv, MAC, MA(BTS), MAM, and Graduate Diploma students may enroll for credit courses and non-credit courses with no cost for tuition. Fees will apply and the spouse's enrollment hours cannot exceed the number of hours taken by the primary student. Spouses must complete the [Application for Admission](#) (if not yet admitted) and then register for classes.

Alumni Tuition Policy: All graduates of Phoenix Seminary's credit programs may register for any course (with the exception of TH504 or DMin courses) as non-credit auditors with no charge for tuition. Fees will apply.

ADDING/DROPPING COURSES

Dropping a course or changing from credit to audit will not necessarily result in a refund, and may result in a reduction or loss of a scholarship. To determine if your financial balance may be impacted by a schedule change, please contact the Finance Department. President's and Dean's Scholarships are based on courses taken and completed. If a course is dropped at any time during the semester, the President's or Dean's Scholarship will be re-calculated based on the number of credit hours the student remains enrolled in. This may mean the reduction or loss of the Scholarship altogether.

To make changes to your schedule, you may do so by contacting your Student Services Advisor. Courses dropped after the drop deadline without an approved academic petition to withdraw will be recorded as a WF (withdraw while failing).

Course Type / Course(s)	Add Deadline	Drop Deadline	Credit to Audit
Intensives	Before 1st Class	Before 2nd Class	Before 2nd Class
Online/All Other Courses	2/01	2/01	2/01

TUITION REFUND POLICY

Tuition refunds for dropped courses will be made according to the following deadlines **regardless of class attendance:**

Course Type / Course(s)	100% Refund	75% Refund	50% Refund	No Refund After
Intensives	Before 1st Class	Before 2nd Class	N/A	2nd Class
DMin	1/8	1/9	N/A	After 1/9
Online/All Other Courses	1/17-1/23	1/24-2/6	2/7-2/13	After 2/13



Spring 2023 Semester Fee Schedule and Calendar

PAYMENT OPTIONS

The balance owed must be paid in full by the Tuition Payment Deadline or the registration may be cancelled. Acceptable forms of payment include: Credit Card (credit or debit) or through an ACH (eCheck) transaction. Credit students may use the Tuition Installment Plan. Please visit the PS website STUDENTS tab and click PAY TUITION, or go directly into your Blackbaud student portal under Billing and click “Make payment”.

Tuition Installment Plan: Enrollment in the Tuition Installment Plan must be established each semester it is used. The Tuition Installment Plan is open from December 15 – January 10.

Spring 2023 Calendar

Open Registration	October 17 – November 28, 2022
New Year’s Day (Offices Closed)	January 1, 2023
January Term courses	January 3-15, 2023
Tuition Payment Due Date	January 10, 2023
New Student Orientation	January 14, 2023
Martin Luther King Jr. Day (No classes; Offices Closed)	January 16, 2023
Spring Classes Begin	January 17, 2023
Add/Drop Course Deadline	February 1, 2023
Spring Chapel	February 24, 2023
Spring Break (No Classes; Offices Open)	March 4-12, 2023
Good Friday (No classes; Offices Closed)	April 7, 2023
Final Exam Week	May 1-4, 2023
Spring Semester Ends	May 4, 2023
Commencement Ceremony	May 5, 2023
Spring 2023 Grade Reports Posted	May 17, 2023