

## OTHER FEES

Fee Type	Description	Amount
University Bill (UBill)	Program Costs	Please refer to the program cost
Technology and Learning Management Fee	One time per program fee	\$250.00
Course Materials Fee	Books and Resources(to be purchased by students)	\$0.00
*Late/Declined Fees	Credit Card Fees	\$25.00
*Payment Plan Fees		\$25.00-\$50.00
*Transcript Fees		\$15.50

### Learning Management Fee

Students beginning a degree program at SCUTS will be charged a one-time per program Technology and Learning Management Fee of \$250.00 that will be charged on the 8<sup>th</sup> day of your course (the date you vest in your course). Students will be required to pay the fee again only IF after graduating from one program they begin another. If a student changes specialization within the same program, they will not be responsible for paying the fee again until/unless they graduate and re-enter another program. Students who do a program change from one degree-seeking program to another will be charged the TLMF fees associated with the new degree-seeking program.

### Course Materials Fee

Students in a degree program at SCUTS will NOT be charged a Course Materials Fee (CMF) per course. SCUTS will NOT automatically provide students with all of their course materials once they have accepted their course. Students are responsible for purchasing their own textbooks and course materials as per the course resources requirements. SCUTS may however facilitate the purchase of such course materials at additional fees to the student requesting such assistance.

### Enrollment Period

The Enrollment Agreement covers the period of time from the first day of your first vested course and ends when degree requirements for your program are met. To vest in a course, you must accept the course and persist beyond the 7th day of the course. Given SCUTS's flexible scheduling options, this period of time will vary for each student. If you cease enrollment at SCUTS, through either withdrawal or dismissal, and wish to return, you may be required to complete a new Enrollment Agreement and a new enrollment period will be established.

### Add/Drop Period

You may add, cancel or withdraw from a course at any time. To cancel or withdraw from a course, you can contact your Academic and Finance Advisor at [learnerservices@saintchristy.org](mailto:learnerservices@saintchristy.org). Cancellation or Withdrawal will be effective on the date that the notice is received.

If you wish to add a course outside of the prescribed degree plan, you will take the course as a non-degree seeking student.

If you withdraw from a course, you are subject to the refund policy outlined in the catalog and are responsible for repaying loans obtained plus interest, less the amount of any refund due under the refund policy.

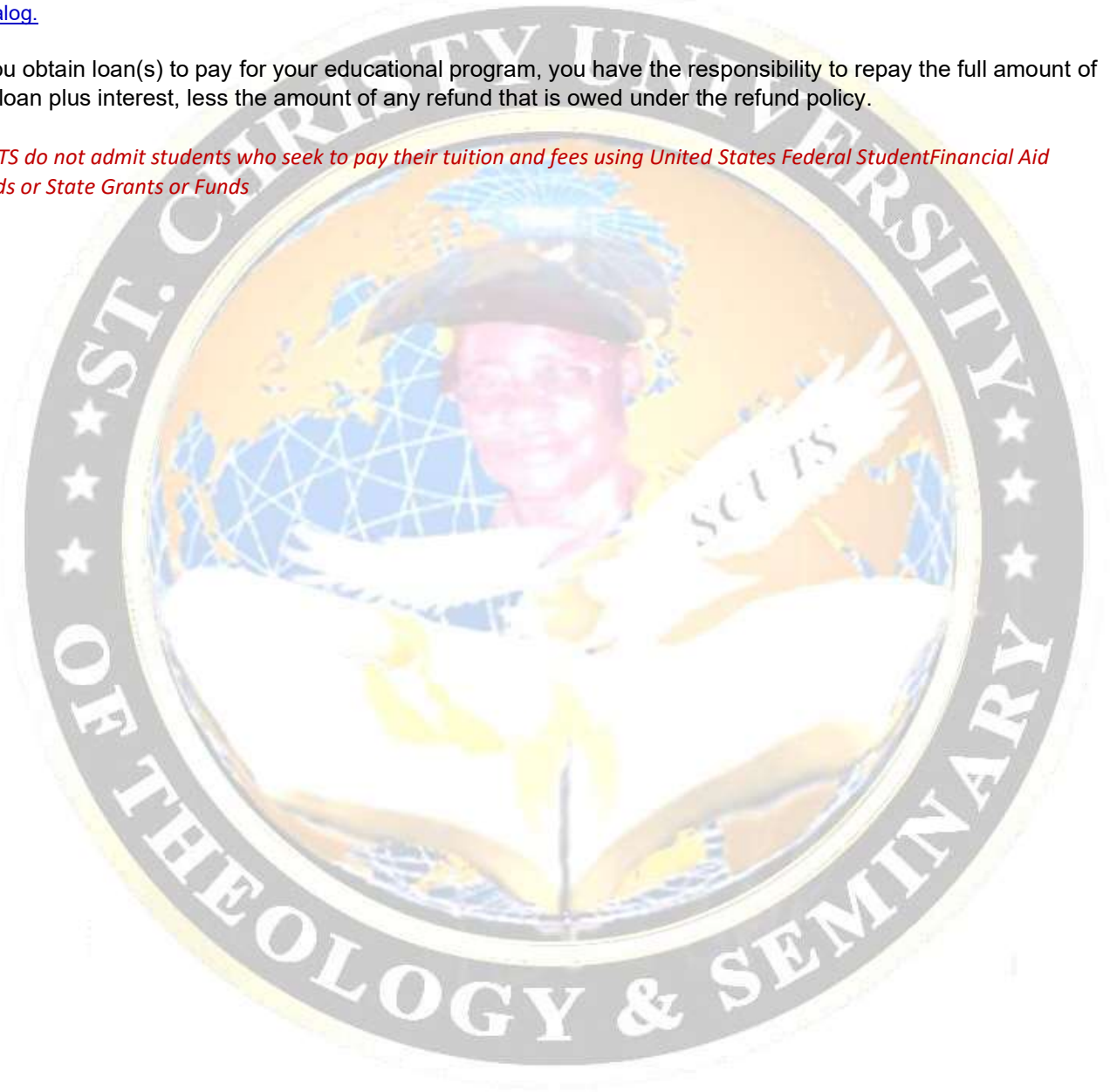
## Student's Right to Cancel

You have the right to cancel the Enrollment Agreement and obtain a full refund of charges through attendance in Week 1 (day 7 of the first course). If you wish to cancel your enrollment agreement, you must contact your Academic and Finance Advisor at [learnerservices@saintchristy.org](mailto:learnerservices@saintchristy.org) prior to attending Week 2 of your first course. Cancellation or Withdrawal will be effective on the date that the notice is received.

The University reserves the right to cancel or terminate the agreement if you fail to accept and attend your first course, meet basic admission requirements during provisional admissions periods, violate the Student Code of Conduct, fail to make satisfactory course progress, fail to make payment in accordance with the terms of the student finance agreement, and/or fail to meet attendance requirements as outlined in the [SCUTS Course Catalog](#).

If you obtain loan(s) to pay for your educational program, you have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund that is owed under the refund policy.

*SCUTS do not admit students who seek to pay their tuition and fees using United States Federal Student Financial Aid Funds or State Grants or Funds*



## Refund Policy

If you withdraw or are dismissed from the University before completing 60% of your period of attendance, you will be allowed a refund of eligible tuition amounts. The school will calculate the refund based on the number of days in the period of attendance divided by the number of days you attended during the period. Additional details regarding the policy can be found in the [SCUTS Course Catalog](#).

## Statement of Financial Responsibility

I hereby acknowledge that if, for any reason, I become ineligible for the tuition reimbursement/assistance program chosen as my selected method of payment, excluding federal financial aid, and state grants, that I will be responsible for paying any balance on my account with St. Christy University of Theology & Seminary. I also understand that if I obtain a loan to pay for an educational program, I have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. I understand that for reimbursement programs, St. Christy University of Theology & Seminary (SCUTS) requires a valid tuition voucher and payment of the Student's portion of tuition and fees from the Student at the time of enrollment into each course. By providing a usable credit card or e-Checking account I agree that should my selected payment method not pay the balance in full, SCUTS is authorized to use my provided account information to pay all outstanding tuition and fees. \*

\*A selected method of payment may not be available for reasons including, but not limited to the following:

- Unauthorized courses
- Dropped or withdrawn courses
- Grades that do not meet specified criteria outlined by the payer
- Retakes or failed courses

I understand that I am NOT eligible for a loan guaranteed by the federal or state government (United States of America students only) towards the financing of my tuition and fees at SCUTS.

## Scholarship Agreement or Preferred Tuition Rate Program

If you are eligible for a SCUTS Scholarship or are a participant in one of SCUTS' Preferred Tuition Rate Programs, you must adhere to the guidelines listed below:

- Student must be continuously enrolled at SCUTS as defined in the [SCUTS Course Catalog](#).
- Student must maintain a cumulative GPA of 2.5 for Bachelor's program, and 3.0 for Master's and Doctoral programs.
- Students must meet the specific requirements for the scholarship or preferred tuition rate program and will be required to provide updated documentation supporting qualification annually.

The scholarship or preferred tuition rate will be in effect for the duration of the program provided the student meets the above criteria. In the event the student no longer meets one or more of the above criteria, the scholarship or preferred tuition rate will no longer apply.

Individual student scholarship or preferred tuition rates will not be reflected in this document and will be applied on an individual basis.

The final and actual costs of attendance depend on the individual characteristics of the student including the number of transfer credits awarded, eligibility to receive financial aid, employer assistance programs and the availability of grants.

Note: Students who qualify for a preferred tuition rate for their military service to their country are not subject to the above minimum GPA requirements nor are they required to provide updated documentation supporting their qualification annually.

## Payment Plans

### “NOTICE”

You may assert against the holder of the promissory note you signed in order to finance the cost of the educational program all of the claims and defenses that you could assert against this institution, up to the amount you have already paid under the promissory note.

### Transferability of Credits and Credentials Earned at our Institution

The transferability of credits you earn at St. Christy University of Theology & Seminary (SCUTS) is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (degree, diploma, or certificate) you earn in Doctor of Divinity (non-academic) program is also at the complete discretion of the institution to which you may seek to transfer. If the (credits or degree, diploma, or certificate) that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational, religious ministry, and vocational goals. This may include contacting an institution to which you may seek to transfer after attending SCUTS to determine if your (credits or degree, diploma, or certificate) will transfer.

### Ethical Standards and Practices

The University has established ethical standards and practices for student conduct and academic integrity.

#### Code of Conduct:

I understand that the Code of Conduct for students is detailed in the [SCUTS Course Catalog](#).

I also understand that students are expected to conduct themselves professionally, and refrain from acts of misconduct including but not limited to the categories outlined in the Code of Conduct outline in the [SCUTS Course Catalog](#).

#### Theoretical Integrity Policy:

I further understand that the university uses text matching software to assist in determining if a student is violating the university's Theoretical Integrity Policy which can be found in the [SCUTS Course Catalog](#).

I understand that violations to these or other university Ethical Standards and Practices as outlined in the [SCUTS Course Catalog](#) can lead to dismissal from a course, program, or university.

### Grievance Procedure

I understand that the student grievance procedures are detailed in the [SCUTS CourseCatalog](#).

### Course Catalog

The [SCUTS Course Catalog](#) is designed to be the most current source of information about a student's program and university policies including but not limited to information regarding admission and dismissal, student tuition and fees, and student support services. Student our encouraged to review this information prior to enrollment.

Although every effort has been made to assure the accuracy of the information in the [SCUTS Course Catalog](#) students and others who use the catalog should note that laws, rules, and policies change from time to time and that these changes may alter the information contained in this publication. Changes may come in the form of government statutes, rules and policies adopted by the Board of Trustees of St. Christy University of Theology & Seminary, or by the President or designee of the university. More current or complete information is available from the appropriatedepartment, School, or administrative office.

## Drug and Alcohol Abuse Prevention

I understand that this institution is concerned about the use of alcohol, illegal drugs or controlled substances as it affects students, faculty and staff. I also understand that students, faculty and staff are required to be aware of, and abide by, the standards and provisions outlined at [Drug and Alcohol Abuse Prevention Program and Policy](#).

## Holder in Due Course Statement

Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds, hereof. Recovery hereunder by the debtor shall not exceed amounts paid by the debtor (FTC Rule effective 5-14-76).

## Arbitration Clause

### *Agreement to Arbitrate*

Any controversy or claim arising out of, or relating to this Agreement, no matter how described, pleaded or styled, including without limitation the student's recruitment, enrollment, or attendance at St. Christy University of Theology & Seminary (SCUTS), or the education provided by SCUTS, or its billing, financial aid, financing options, disbursement of funds, excess funds or career service assistance, shall have the opportunity to work with SCUTS or the California Bureau of Postsecondary Education. If not resolved in accordance with the Grievance Procedures, an individual can work through grievance by binding arbitration in accordance with the Commercial Arbitration Rules of the American Arbitration Association (including the Supplemental Procedures for Consumer-Related Disputes) or connect directly with the California Bureau of Postsecondary Education. Information about the arbitration process can be obtained from the American Arbitration Association (AAA) at [www.adr.org](http://www.adr.org) or 1-800-778-7879 or California Bureau of Postsecondary Education at 916-431-6959.

If a student chose to continue with the arbitration process, the parties are not required to arbitrate claims by either party against the other party for relief of \$2,500 or less which could be brought in a court of competent jurisdiction.

The student agrees that the arbitrator, and not any federal, state or local court or agency, shall have the exclusive authority to resolve any dispute relating to the interpretation, applicability, enforceability or formation of this Agreement to Arbitrate, including, but not limited to any claims that all or any part of this Agreement is void or voidable. For purposes of this paragraph, the term "St. Christy University of Theology & Seminary" includes St. Christy University of Theology & Seminary Inc, its officers, directors and employees, and its affiliates, subsidiaries and parents, and any officers, directors or employees of such entities. The arbitrator shall apply federal law to the fullest extent possible and the substantive and procedural provisions of the Federal Arbitration Act (9 U.S.C. §§1-16) and any and all issues relating to the enforcement of the Agreement to Arbitrate (AAA) and the arbitrability of claims between the parties.

**Location of Arbitration:** Any such arbitration shall take place before a single neutral arbitrator in the county in which the student resides unless the student and the University agree otherwise. The arbitrator must have knowledge of and actual experience in the administration and operation of postsecondary educational institutions unless the parties agree otherwise.

**Relief and remedies:** The arbitrator shall have the authority to award monetary damages measured by the prevailing party's actual damages and may grant any nonmonetary remedy or relief that the arbitrator deems just and equitable and within the scope of this Agreement to Arbitrate. Judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction. The arbitrator shall not have any authority to award punitive damages, treble damages, consequential or indirect damages, or other damages not measured by the prevailing party's actual damages unless such relief is expressly provided for by applicable law. The arbitrator also shall not have any authority to alter any grade issued to a student or to require the University to change any of its policies or procedures.

**Costs of Arbitration:** The parties shall bear their own costs and expenses of arbitration, including their own counsel, experts, witnesses, and presentation of proof. Except as may be required by law, neither a party nor an arbitrator may disclose the existence, content, or results of any such arbitration without the prior written consent of both parties. All fees and expenses of the arbitrator and administrative fees and expenses of the arbitration shall be paid by the parties as provided by the Commercial Arbitration Rules of the AAA governing the proceeding, including the Supplementary Procedures for Consumer-Related Disputes, to the extent applicable, or by specific ruling by the arbitrator, or by agreement of the parties.

Class and consolidated actions: There shall be no right or authority for any claims within the scope of this Agreement to Arbitrate to be arbitrated or litigated on a class basis or for the claims of more than one student to be arbitrated or litigated jointly or consolidated with any other student's claim.

Arbitrator's Award: At the request of either party, the arbitrator shall render a written award briefly setting forth his or her essential findings and conclusions. Judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction. Severability and right to waive: If any part or parts of this Agreement to Arbitrate are found to be invalid or unenforceable by a decision of a tribunal of competent jurisdiction, then such specific part or parts shall be of no force and effect and shall be severed, but the remainder of this Agreement to Arbitrate shall continue in full force and effect. Any or all of the limitations set forth in this Agreement to Arbitrate may be specifically waived by the party against whom the claim is asserted. Such waiver shall not waive or affect any other portion of this Agreement to Arbitrate.

To learn more of your rights and responsibilities see Consumer Disclosures information page at <https://www.saintchristy.org/consumer-info>.

