VIRGINIA THEOLOGICAL SEMINARY
REFUND POLICY

Full-Time Master’s Students
Tuition will be refunded for full-time master’s-level students who withdraw completely from all coursework for withdrawals requested by the last business day:

- Through the 2nd calendar week of the Fall or Spring Semester: 100%
- Through the 4th calendar week of the Fall or Spring Semester: 50%
- Through the 6th calendar week of the Fall or Spring Semester: 25%
- After the 6th calendar week of the Fall or Spring Semester: NONE

- No tuition is charged to full-time students for the August or January Term, so there is no tuition owed for withdrawal during either of these terms.
- All fees (e.g., Registration and Degree, Student Activities) are non-refundable.
- The annual residence hall charge is not refundable regardless of the date of withdrawal.
- Board charges for meal plan service are assessed at the beginning of each billing cycle and are refundable on a daily basis for any full remaining days of the term.
- Health Insurance charges are refundable on a monthly basis for any full remaining months.

Full-Time Doctoral Students
Tuition will be refunded for doctoral students who withdraw completely from all coursework for withdrawals requested:

- Through the 2nd instructional day of the January or Summer residencies: 100%
- Through the 4th instructional day of the January or Summer residencies: 50%
- Through the 6th instructional day of the January or Summer residencies: 25%
- After the 6th instructional day of the January or Summer residencies: NONE

- The residence hall charge for each residency period is not refundable regardless of the date of withdrawal.
- Board charges for meal plan service are assessed at the beginning of each residency and are refundable on a daily basis for any full remaining days.

Part-Time Master’s and Doctoral Students
Tuition will be refunded as follows for part-time students who wish to drop some or all of the coursework for which they are registered:

During the Fall and Spring Semesters, the Full-Time Master’s Student refund policy applies. During the January and Summer Terms, cancelations must be received prior to the first day of class to receive a full refund of tuition charges. Students canceling on the first day of class will receive a full refund of tuition but will be charged a $100.00 cancelation fee. Cancelation on the second or subsequent days of class will be charged the full tuition and payment is expected.