

## EXPENSES

### TUITION

Tuition for graduate courses is charged on a per-semester-hour basis. With the consent of the instructor, courses may be audited for one-half the regular tuition. Fees are subject to change by the Board of Trustees at its discretion.

The tuition rate for graduate studies reflects approximately a 50 percent discount from the College's regular undergraduate tuition rate. Payment of all fees is required by August 1 for the fall semester and by January 2 for the spring semester. Methods of payment include cash, check, MasterCard, VISA, and Discover.

Failure to satisfy general obligations as well as those incurred for any other fee or fine, will result in interest charges of 1.5 percent per month (18 percent per annum) and may result in denial of class attendance, transcripts, diplomas, and re-enrollment.

### DEFERRED TUITION PAYMENT

Lynchburg College offers a deferred tuition payment plan for employees of companies and agencies that offer education benefits. Students who are eligible for tuition reimbursement from their employer may enroll under this plan and defer payment of all but their personal portion of the tuition without interest charges up to thirty days after grade reports are issued. Additional information is available from the Business Office.

### REFUND POLICY

Graduate students are enrolled on a semester basis. If a student withdraws from a course during a regular semester for any reason other than physical disability, refunds are made as follows:

During the first two weeks of the semester	90% of total fees
During the second two weeks	50% of total fees
From the fifth week through the eighth week	25% of total fees
After the eighth week of the semester	No refund

For medical withdrawal in which students are physically disabled for the remainder of the semester (as certified by a legally qualified physician or surgeon), the refund is 100 percent of the unused portion of total fees (prorated for the semester). For mental and psychological disabilities (as certified by a legally qualified physician, psychiatrist, or surgeon), the refund is 60 percent of the unused portion of total fees (prorated for the semester). Drug abuse or normal pregnancies are not considered physical disabilities for refund purposes.

### **REFUND PROCEDURE**

If the above referenced refund creates a credit balance on the student's account, refund of this credit balance must be requested in writing or on a Refund Request Form obtained from the cashier's office. The refund procedure requires a minimum of one week to complete, except at the beginning of each semester when two weeks are necessary. All unpaid charges will be deducted from the amount refunded. Refunds during the winter and summer terms are available only through the second day of the term.