

GLOBAL MINISTRIES UNIVERSITY TUITION REFUND POLICY

Tuition Refund Policy Global Ministries University has established this cancellation and refund policy for your protection. A student may terminate an enrollment and receive the following refund by notifying the University via email:

Tuition Refund Policy		
<u>% of Program Completed</u>	<u>% GMU Retains</u>	<u>% Refund to Student</u>
0 - 25%	25%	75%
26% - 50%	50%	50%
51% - 75%	75%	25%
Over 75%	100%	0%

When time limitation for program has been exceeded, there will be no refund.

Time Limitations for Programs/Courses-Leave of Absence

Degree Programs Students are allowed the following number of years to complete their program and can request a one-year extension thereafter for a fee of \$500 for degree programs:

Master of Divinity:	7 years
Master of Theology:	5 years
Doctor of Ministry:	5 years
Doctor of Theology:	5 years

Certificate Programs Students enrolled in a certificate program are allowed the following length of time to complete their program and can request a one-year extension (6-month extension per Celebrant Training Program track) thereafter for a fee of \$200 for graduate/undergraduate certificates, \$100 for mini-certificate, \$50 per Celebrant Training Program track per six months:

Certificate:	4 years
Mini-Certificate:	2 years
Celebrant Training:	6 months (per track)

If extension is not requested, student will be considered withdrawn from program. There is no tuition refund after time limitation has expired.

Courses

The time limit for completing a course is one year. If course is not completed within one year, student will receive a grade based on the work completed.

Leave of Absence

Student must formally request a leave of absence, that is, delay tuition payments and coursework for personal reasons, such as health or financial difficulties, by contacting the Admissions Office via email. The request is to include student's intent and start and completion dates. A leave of absence does not extend the time limitation of their program.