

**APPALACHIAN BIBLE COLLEGE**  
**Student Payment Policies**

The following policies are intended to assist the College in keeping costs to students as low as possible.

1. No returning student may register until all previous financial obligations to the College are cared for.
2. All financial arrangements **MUST BE FINALIZED** by the end of the first week of the semester.
3. All students must choose one of the following payment plans:

**A. PAY IN FULL**

- 1) Pay the full amount due for the semester by the end of the first week of the semester.

**B. DELAYED FULL PAYMENT**

- 1) Cash down payment of \$2,000 (full-time dorm students), \$1,250 (full-time non-dorm students) or 1/3 of the balance after any financial aid (part-time students) due by the end of the first week of the semester.
- 2) The remaining balance is then due in full by October 31 (fall) or March 20 (spring).
- 3) There is a one-time \$50.00 fee for setting up and administering the payment plan (Delayed Full Payment and Monthly Payment).
- 4) Any payment more than ten days late will result in a \$10 late fee.

**C. MONTHLY PAYMENT PLAN**

- 1) Cash down payment of \$2,000 (full-time dorm students), \$1,250 (full-time non-dorm students) or 1/3 of the balance after any financial aid (part-time students) due by the end of the first week of the semester.
  - 2) The remaining balance is then divided into three payments. The first ¼ of the balance is due by September 30 (fall) or February 20 (spring); the second ½ of the balance is due by October 31 (fall) or March 20 (spring), and the remaining balance on the account is then due by November 30 (fall) or April 20 (spring). [There is also the option to divide into three equal payments.]
  - 3) There is a one-time \$50.00 fee for setting up and administering the payment plan (Delayed Full Payment and Monthly Payment).
  - 4) Any payment more than ten days late will result in a \$10 late fee.
4. Other charges such as private room, books, Appalachian Village rent, private music fees, health insurance, phone bills etc., not included on the original bill for the semester must be **PAID IN FULL ON A MONTHLY BASIS.**

5. **Financial aid matters:**
  - A. **Financial aid is not credited to a student’s account until confirmation or funds are received and award letters are signed by the student.**
  - B. **No refunds that include financial aid will be made until the aid is received by the College and will be directed by ABC’s Financial Aid Department.**
  - C. **Students using Plan B or Plan C above may count financial aid (excluding ABC scholarships and discounts) as part of the minimum cash down payment. The aid must be confirmed at the time the payment is due.**
6. **Students with unsatisfactory financial accounts (i.e. behind on payments) may be denied permission to attend class or be denied permission to take final exams or be required to withdraw.**
7. **No transcript, diploma, certificate, or degree will be issued for any student or former student who has an outstanding balance on his/her account. THIS POLICY IS STRICTLY ENFORCED.**
8. **Students who pay tuition and fees, prior to the first day of classes, and subsequently cancel their registration through the Registrar’s Office, are entitled to a full refund, with the exception of the application fee and non-refundable deposits. Students who officially withdraw through the Dean of Students Office, after classes have begun may be entitled to a partial refund, according to the following Refund Policies. The College reserves the right to deduct from a refund any outstanding financial obligations to the College. Refunds are forfeited by those who improperly reduce their schedules or fail to officially withdraw. Those who face expulsion are also entitled to the same refunds, providing they officially withdraw.**

**REFUND POLICIES**

<p style="text-align: center;"><b>Tuition, Matriculation</b></p> <p>The percentage of Tuition and Matriculation refunded is calculated by dividing the calendar days completed in the period by the total number of calendar days in the period (excluding scheduled breaks of five days or more AND days of an approved leave of absence). If the percentage completed is greater than 60%, no refund will be given. This policy is subject to change with notice.</p>	<p style="text-align: center;"><b>Health Fee, Room &amp; Board</b></p> <p>Health fee is non-refundable. Room &amp; Board is pro-rated based on actual usage.</p>
<p style="text-align: center;"><b>Grants, Loans &amp; Scholarship Recipients</b></p> <p>Students who have received financial aid (grants, loans, and scholarships) which have preset refund policies, will, upon withdrawal from college, be granted refunds according to those policies (which are subject to change with notice). Any balance remaining, after these policies have been applied, will be owed to the College.</p>	<p style="text-align: center;"><b>Music Fees</b></p> <p>Two-thirds (2/3) refund is given after one lesson. One-third (1/3) refund is given after two lessons. No refund after three lessons.</p>
	<p style="text-align: center;"><b>Appeals</b></p> <p>Any student who believes he/she has been unfairly treated with respect to charges or refunds, may petition the Dean of Students for an appeal.</p>

**SPECIAL NOTE:** ABC reserves the right to turn over accounts that do not have consistent payment activity for six months to one of the college’s collection agencies (this may include reporting the debt to the appropriate credit bureaus sixty [60] days after the account has been turned over). You will be notified of ABC’s intentions prior to any such actions being taken.