(The seminary has a formal leave of absence policy and procedure. A student must have followed the official policy and procedure in requesting a leave of absence [see below], and the seminary must have approved the student’s request in accordance with its policy.)

**Non-Title IV Funds.** If a student withdraws prior to the 60% point in an enrollment period, refunds for payments made to the seminary from non-federal (non-Title IV) funds will be calculated in the same way as if the payments were from federal funds. If the student has paid institutional charges in full for the enrollment period, funds will be refunded for that portion of the enrollment period (semester) that the student was not enrolled. If a student withdraws after the 60% point in an enrollment period, no refund will be given.

**Non-Refundable Charges.** The following charges are not refundable: rent for family housing paid monthly in advance, fees for Wartburg Associated Students organization, the comprehensive fee, technology fee, and Seminary Student National Health Insurance premium.

**Procedure for Requesting Leave of Absence or Withdrawal**

A student may take a leave of absence from seminary for no more than one academic year. Students are not eligible for Financial Aid during a leave of absence. The student must present a written request to the academic dean. The dean may grant the request, and then normally notifies the faculty. (As noted above, a leave of absence longer than 180 days will be regarded as withdrawal for financial aid purposes. Recipients of Federal Student Loans must be aware that loan repayment will begin, including the expiration of your student loan grace period.) An approved leave of absence may be renewed for an additional academic year upon written request. A student who wishes to withdraw from seminary must obtain a withdrawal form from the Registrar and present it to the academic dean, giving notice of the withdrawal date and last day of attending classes. A signature from the student’s advisor is also required on the withdrawal form.

**Financial Aid for Summer CPE**

Wartburg Seminary provides limited financial assistance for any full-time student in the M.Div. program who demonstrates need and is taking a Clinical Pastoral Education (CPE) course at an approved site. M.A. and S.T.M. degree students who wish to apply for financial aid for CPE may do so, however, since CPE is not a requirement for the M.A. or S.T.M. degrees, M.Div. students will receive preference for available funds. Grants normally do not cover more than tuition costs, and may not cover the full amount of tuition. Students may receive a CPE grant only once during their enrollment and this grant is considered financial aid.

**Financial Aid for Interim (J-Term)**

Financial assistance for the Interim Term is for the purpose of students meeting the cross cultural requirement. Students receive the cross cultural travel subsidy to meet their one cross cultural requirement, but may elect to enroll in additional cross cultural courses at their own expense. Because funds for Interim Term are limited, a portion of only travel costs are covered and cross cultural interims are not fully funded. The cross cultural travel subsidy is considered financial aid. Some costs for interim projects can be included in the student budget for regular