financial aid with appropriate documentation. Additional financial assistance in not normally provided for on-campus courses or study projects, and some other projects may also not receive assistance.

**Financial Aid for STUDY ABROAD**

Students who choose to study abroad with approval of the Wartburg Seminary Faculty at an approved location enrolling in courses that will receive credit toward your degree program may be eligible for Federal Student Aid. Students will need to apply for financial aid as per normal procedure and complete a contractual agreement between the student, Wartburg Seminary, and the approved international institution.

**Payment of Semester Charges**

Payment for tuition, fees, room, and board is due at registration each semester. Arrangements may be made with the Business Office for delay of payment up to November 15th in the fall semester, and April 15th in the spring semester, particularly if financial aid is pending. Rent for family housing may be paid at the time of registration or at the beginning of each month thereafter.

Prior to registration, the Business Office distributes a Registration Charges form that lists student data, estimated charges, estimated resources, and payment plan arrangement. The estimated resources section lists financial aid awarded (grants from seminary, congregation, synod, student loans, etc.). The payment plan section allows students who are unable to pay for the entire amount at the time of registration to make arrangements with the Business Office for installment payments to be completed by November 15th in the fall semester, or April 15th in spring semester. Arrangements must be approved by the Vice President for Business and Finance.

If any of the information shown on this form is incorrect, the student is expected to contact the business office before registration for classes.

**Policy Regarding Student Accounts**

**Students must pay for all costs in full by the end of each semester.** If a student’s account shows a debit balance, he/she will not be allowed to register for the next semester until the account is paid, or an arrangement for payment has been made. Payment arrangement may involve signing a Promissory Note for a student loan. Class grades and academic transcripts will not be released until student accounts are cleared.

Final year students must clear their accounts by May 1st, prior to graduation. A student who has not complied will not receive his/her academic degree, and a notice to that effect will be sent to his/her synod bishop.

The Business Office will hold student accounts receivable, including seminary student loans, for one month after graduation, and then will turn those accounts over to an agency for collection. The agency will then follow normal procedures for notification that payment is due. If the