



GLOBE COVENANT SEMINARY

4805 Tilly Mill Road, Dunwoody, GA 30360
Tel. 929-395-6465 / admissions@gcseminary.us

Enrollment Agreement Form

An enrollment agreement between the institution and the student must provide complete student information, program information, all costs including tuition and fees, and the institution's refund policy. The agreement must be signed by both the student and an institution representative.

Student Name			
Address			
Email		Phone	
ID Number, SSN or Passport		Date of Birth	

Emergency Contact

Name: _____ Relationship: _____

Phone Number: _____

Program Information

Program Name: _____ Program Level: _____

Program Start Date: _____ Scheduled End Date: _____

Full Time/Part Time: _____ Day/Evening: _____

Number of Weeks: _____ Total Semester Credit Hour: _____

Tuition & Fee Information

Application Fee: _____ Tuition: _____

Tuition per Credit Hour

Certificate (per Credit Hour)	\$100.00/Credit hour
Undergraduate Program (per Credit Hour)	\$200.00/Credit hour
Graduate Program Tuition (per Credit Hour)	\$300.00/ Credit hour
Ph.D. Program Tuition (per Credit Hour)	\$400.00/Credit hour

Fees: _____ Other Costs: _____

Fees: Technology Fee \$ 100; Registration Fee \$100(per semester);

Other costs: Student Association Fee: \$50; Books and Supplies: \$200(per semester); graduation fee \$300.

Total Cost: _____

Refund Policy

- Prior to or during the first week: *100% of tuition and fees (with the exception of non-refundable application fees)*
- during the second week of a semester: *80% of tuition*
- during the third week: *70% of tuition*
- during the fourth week: *60% of tuition*
- during the fifth week: *50% of tuition*
- ***NOR REFUNDS WILL BE ISSUED AFTER THE FIFTH WEEK OF A SEMESTER***

Attendance Policy

A student is required to attend at least 80% of the class meetings for each course. For semester courses, this means that a maximum of three class times may be missed, since Seminary semester schedule is usually 15-16 weeks. Any student who misses more than 3 times may receive an "F" or be forced to withdraw from the course.

When a student anticipates that an absence of 20% or more of the class time is necessary, permission in advance by academic petition is required. It is the student's responsibility to make arrangements with instructors for missed class work.

Policies include the following:

- a. The student is held responsible for absences due to late registration. Consequently, students are not permitted to enroll for a course after the second full week of classes.

- b. Instructors must report to the Registrar any student who:
 - (1) Without reasons comes in tardy or leaves early
 - (2) misses the whole classes in three weeks in succession
 - (3) misses more than 20% of classes for a particular course
- c. Instructors will employ the following institutional rules for determining absences:
 - (1) only tardiness of less than 10 minutes may be counted as a tardy
 - (2) three tardy occurrences count as one absence
 - (3) tardiness of more than 10 minutes counts as one hour of absence.

Signatures

Student Name

Signature Date

Institutional Representative

Signature Date