

Refund Policy for St. Michael Academy of Eschatology and Orthodox Seminary

A full refund will be given within a three-day cancellation period.

Refunds shall be made within thirty days of the date that St. Michael Academy determines that a student has withdrawn.

Student financial assistance is worked out on an individual basis according to needs. St. Michael Academy does not involve itself with any kind of state or federal funding.

Tuition and fees shall be refunded in full, less an administrative fee not to exceed 5 percent of the term's tuition, if notice of withdrawal from the Academy is received prior to the end of the drop/add period. Tuition and fees shall also be refunded in full, for the current term, less an administrative fee not to exceed 5 percent of the term's tuition, under the following circumstances:

- (i) For institutions that charge on a credit hour basis, credit hours dropped/added prior to the second class meeting;
- (ii) Serious illness;
- (iii) Involuntary call to active military duty;
- (iv) Documented death of the student;
- (v) Other emergency circumstances or extraordinary situations.

DROP/ADD

Students upon submitting their registration and enrollment materials may drop/add courses by sending a letter to the administrator at St. Michael Academy of Eschatology, P.O. Box 7007, West Palm Beach, Fl, 33405. Courses may be dropped and added at the end of the 8th day of the semester and full refund will be granted. After the 3 days, a student may drop courses but not add and the grade will be reported for dropped class as "W" carrying no grade point credits. From the 9th to the 15th of the date for determining refunds will be based on the postmark of the letter sent to the administrator. The refund schedule is as follows: 4-21 days 75% refund, 41-60 days 25% refund, 22-40 days 50% refund, 61-or more days no refund.

Refund is 40% if charged for entire program; 20% if charged for a semester course or other time period that is less than the duration of entire program. Within the first 8 days of the semester adding/ dropping courses is allowable without incurring a fee and without receiving a "W" on student's transcript. If student adds or drops a course from the 9th day through the 15th day the student has to pay complete fee. Non refundable fees regarding admission and registration will not exceed \$150.00.