



Tuition Refund Policy

Each student receives a Tuition Agreement prior to the beginning of the academic year so that both NSA and the student can plan their budgets accordingly. Because NSA hires faculty based on student enrollment, we rely on the timely payment of tuition from all students.

Nevertheless, when a student must leave NSA before completing the full academic year, we have established the following refund policy to accommodate fairly the needs of the student and our faculty.

When a student withdraws from all coursework *before* classes begin for the academic year, he will receive a full refund of his tuition. *After* the start of classes, a partial refund may be available, depending on the reason for his withdrawal.

- If the student withdraws voluntarily, NSA will provide a partial refund based on the timing of his withdrawal.
- If the student is forced to leave due to a medical need or family emergency, NSA will provide a partial refund or work out another arrangement for returning after a “gap year.”
- If the student is suspended or expelled, he forfeits all rights to a refund. The President invites suspended or expelled students to discuss with him their financial obligations.

Any refund given is subject to the following chart and the approval of the CFO. A withdrawal fee of \$100 is required regardless of the reason for or timing of the withdrawal.

| Program | 60% refund | 40% refund | NO refund |
|--|------------------------------|---------------------------|--------------------------|
| Full-time undergraduate (incl. Certificate of Music) | before end of Jerusalem term | before end of Nicaea term | after end of Nicaea term |
| Part-time undergraduate | before end of Week 1 | before end of Week 2 | after end of Week 2 |
| MA graduate | before end of Week 2 | before end of Week 4 | after end of Week 4 |
| CCS, MDiv graduate | before end of Week 4 | before end of Week 8 | after end of Week 8 |
| MFA graduate | before end of Week 5 | before end of Week 10 | after end of Week 10 |
| Auditor (any) | before end of Week 1 | n/a | after end of Week 1 |

Only tuition will be refunded. The confirmation deposit and any fees paid (including tuition lock fee and finance charges) are nonrefundable.

Calculation

When calculating a refund, any institutional scholarships and grants the student has received will first be retracted, and the student will be liable for the full tuition bill as if he had not received any assistance. NSA will also return to the source any partner scholarship funds or third-party funds, if required by the funding party. Because work-study awards are paid to the student for work performed, they are excluded from this calculation.

Example: Tuition is set at \$15,000, and a student receives \$3,000 in total institutional scholarships and grants. He paid \$6,000 (half of the remaining \$12,000) on a 50% payment plan but withdrew before the end of the Nicaea term and before his second payment was due (Jan 1). The awards are retracted, and he becomes liable for the full \$15,000. He will receive a 40% refund (\$6,000), putting the final balance due at \$9,000. Since he has already paid \$6,000, he will owe another \$3,000 before he leaves (plus the withdrawal fee and any other outstanding debts on his account).