

## **THE SHEPHERD'S BIBLE INSTITUTE APPLICATION & TUITION POLICY**

### **Last Enrollment Date (LED) Policy**

Students will be enrolled in class up to two (2) weeks prior to the start of class.

### **Application Submission Policy**

Students are encouraged to send in their application as soon as possible. Typically, applications will be received up to two (2) weeks prior to the start of the first class. Students are not advised to wait until the last minute, however, because any delay will likely prevent their enrollment since there will not be enough time to sort it out prior to the LED.

### **Tuition Sponsorship**

In the event a student is not able to afford the \$90 tuition, SBI allows the student to seek a sponsor, someone who will pay the student's tuition on his or her behalf. The sponsor may be a person, church, and/or a business. A Sponsorship form must be completed by the sponsor and submitted with each tuition payment, even if the same sponsor provides the tuition for the same student more than once.

### **Tuition Payment Policy**

Tuition payments are due no later than two (2) weeks prior to the start of class. Students waiting until the last minute run the risk of not receiving a full refund in the event they are not able to take the class. Tuition may be paid through cash or check. Please see the Refund Policy for more information.

### **Refund Policy**

Students wishing to withdraw from class may receive a full tuition refund up to two (2) weeks prior to the start of class. After that, students may receive a 50% refund up to the second week of class. After the second week of class has concluded, no refund is available.

Students are not eligible for a refund if they fail, are withdrawn due to absences, or are removed for disciplinary action, nor are they eligible for any financial credit on future classes.