

Financial Information

Application

A \$25.00 application fee is to accompany the application for admission.

Registration

Students may submit registration forms for classes as early as five (5) months before the quarter begins. All financial obligations for the previous term must be settled before students are permitted to attend classes. Students may register in-person, by mail or by fax. **Registrations and Drops/Adds cannot be processed by telephone.**

Tuition (due on the first day of each quarter)

- Cost per Course **\$250**
- Audit **\$150**
- Seminars **\$150**

Late Registration

Students registering after the final date of advance registration for a quarter will be subject to a late charge of \$25. Students will be permitted to register late during the published dates for adding classes. Students are responsible for making up any missed work.

Delayed Payment Plan

Tuition is due in full on the first day of the quarter. Students unable to make payment in full will be permitted to enter into a Payment Plan. A minimum tuition deposit of \$50 per course plus a \$25 special processing fee is due the first day of the quarter. The balance is due within 60 days. Accounts left unpaid after 60 days will be assessed an additional \$25 late payment fee.

Payment Options

- **Cash Payments** are accepted only at the school office.
- **Checks and money orders** should be made payable to Heritage Center. A \$25 processing fee will be charged for all checks returned for insufficient funds.
- **Third party payments** (Church, employer, etc.) must be received no later than the third week of class. If we do not receive payment in full by the third week of class, the student will be responsible for paying the total amount due plus the late fee of \$25. If the third party submits payment after the conclusion of the quarter, tuition payments made by the student will be refunded.

Withdrawals, Drops and Refunds

A student unable to complete an academic quarter for reasons beyond his/her control must request in writing permission to drop or withdraw. Students may drop classes without transcript notations on or before the published "last day to Drop classes". Students withdrawing after the "last day to Drop classes" will have a grade of "W" (Withdrawal) recorded on transcripts.

The tuition and fees paid by the applicant shall be refunded if the applicant is rejected by the school before enrollment. An application fee of not more than \$25 may be retained by the school if the application denied. All tuition and fees paid by the applicant shall be refunded if requested within 3 business days of signing a contract with the school. All refunds shall be returned within 30 days. Once the 3 business days have elapsed the following refund policy will apply: (1) 100% tuition/fee refunds will be granted through the first 5 days of the quarter, (2) no refunds will be granted after 5 days.