

LEE  UNIVERSITY

In Co-operation with

**European Theological Seminary  
Freudenstadt-Kniebis**



**Graduate  
Student Handbook**

**LEE UNIVERSITY IN CO-OPERATION WITH  
EUROPEAN THEOLOGICAL SEMINARY  
GRADUATE STUDENT HANDBOOK  
(10.10.16)**

**TABLE OF CONTENTS**

|  | Page Number |
|--|-------------|
| <b>INTRODUCTION</b>                        | 2           |
| <b>PURPOSE OF THE HANDBOOK</b>             | 3           |
| <b>1. LIFE IN THE SCHOOL COMMUNITY</b>     | 3           |
| 1.1 School Life                            | 3           |
| 1.2 Visas                                  | 4           |
| 1.3 ID cards                               | 4           |
| 1.4. House Regulations                     | 4           |
| 1.5 Library Regulations                    | 5           |
| 1.6 Spiritual Life                         | 6           |
| 1.7 Student Support Services               | 6           |
| 1.8 Infractions Against School Regulations | 7           |
| 1.9 Changes to the Handbook                | 7           |
| <b>2. ACADEMIC LIFE</b>                    | 7           |
| 2.1 Academic Programs                      | 7           |
| 2.2 Accreditation                          | 8           |
| 2.3 Credit Transfer                        | 8           |
| 2.4 Academic Calendar                      | 8           |
| 2.5 Record Keeping                         | 8           |
| 2.6 Attendance Policy                      | 8           |
| 2.7 Examination Policy                     | 9           |
| <b>3. FINANCIAL POLICIES</b>               | 11          |
| 3.1 Tuition Costs                          | 11          |
| 3.2 Payment of Accounts                    | 11          |
| 3.3 Refunds Policy                         | 12          |

## **INTRODUCTION**

The European Theological Seminary (ETS) is a co-educational, pre-service institution of academic and practical training for persons called by God to prepare for Christian ministry. The European Theological Seminary is an educational institution of the Church of God in Europe, a Pentecostal denomination that is represented in most countries in Europe as well as throughout the world. The international headquarters for the Church of God is in Cleveland, Tennessee (USA). Since 2007 a co-operation has existed with Lee University, Cleveland, TN: to offer graduate studies leading to Masters degrees in Biblical Studies and Marriage and Family Studies.

## **LEE UNIVERSITY MISSION STATEMENT**

Lee University is a Christian institution which offers liberal arts and professional education on both the baccalaureate and master's levels. It seeks to provide education that integrates biblical truth as revealed in the Holy Scriptures with truth discovered through the study of arts and sciences and in the practice of various professions. A personal commitment to Jesus Christ as Savior is the controlling perspective from which the educational enterprise is carried out. The foundational purpose of all educational programs is to develop within the students knowledge, appreciation, understanding, ability and skills which will prepare them for responsible Christian living in a complex world.

### **History**

Lee University was founded in 1918 as a Bible Training College for the Church of God and is now a private, comprehensive university located in Cleveland, TN, in the foothills of the Appalachian Mountains. Over the past two decades, Lee has become one of the largest Christ-centered private institutions in Tennessee. During that period, the university has undergone a remarkable transformation that has included significant growth in academic programs, student enrollment, faculty expertise and diversity, as well as an expanded sense of mission and vision.

The European Theological Seminary, (formerly known as the European Bible Seminary), began training students from Germany and other German speaking countries in 1958. Since 1964 the seminary has trained students from Europe, and other parts of the world. From 1973 - 2002 the school was located in Rudersberg, near Schorndorf, but in the summer of 2002 moved to a new location in Kniebis, near Freudenstadt in the Black Forest.

### **Theological Commitment**

As a Church of God educational institution, the European Theological Seminary is committed to the evangelical, Pentecostal position of its sponsoring denomination. We believe:

1. In the verbal inspiration of the Bible.
2. In one God eternally existing in three persons; namely, the Father, Son and Holy Ghost.
3. That Jesus Christ is the only begotten Son of the Father, conceived of the Holy Ghost, and born of the Virgin Mary, that Jesus was crucified, buried, and raised from the dead, and that He ascended to heaven and is today at the right hand of the Father as the Intercessor.
4. That all have sinned and come short of the glory of God and that repentance is commanded of God for all, and necessary for forgiveness of sins.
5. That justification, regeneration, and the new birth are wrought by faith in the blood of Jesus Christ.
6. In sanctification subsequent to the new birth, through faith in the blood of Christ, through the Word, and by the Holy Ghost.
7. Holiness to be God's standard of living for His people.

8. In the baptism with the Holy Ghost subsequent to a clean heart.
9. In speaking with other tongues as the Spirit gives utterance and that it is the initial evidence of the baptism of the Holy Ghost.
10. In water baptism by immersion, and that all who repent should be baptized in the name of the Father, and of the Son and the Holy Ghost.
11. That divine healing is provided for all in the atonement.
12. In the Lord's Supper and washing of the saints' feet.
13. In the premillennial second coming of Jesus. First, to resurrect the righteous dead and to catch away the living saints to Him in the air. Second, to reign on the earth a thousand years.
14. In the bodily resurrection; eternal life for the righteous, and eternal punishment for the wicked.

### **PURPOSE OF THE HANDBOOK**

The purpose of the Handbook is to make the Lee graduate student aware that ETS is a seminary with residential students and to enable the student to be aware of his/her responsibilities and of life at the school. In the best interest of the school community some rules are absolutely necessary. The prospective graduate student of Lee University who expects to attend courses at ETS should be aware of the special atmosphere and be aware of this before making application.

Applicants to study in the Masters programs must do so on the official application form (see website), submit two academic references and one personal character reference, possess an accredited Bachelor degree with a G.P.A of 3.0 (or equivalent) and may be required to submit a piece of academic writing. The application will be considered by a three member Admissions Committee at ETS. Special access - any student not meeting the minimum G.P.A. requirements may apply for special access and will be referred to the program co-ordinators at Lee who may exercise discretion and sanction an acceptance on probation.

Graduate studies courses offered in conjunction with Lee University are aimed at mature students who have completed undergraduate education equivalent to a Bachelor degree and desire advanced training for Leadership in Christian Ministries. In addition to giving each student a balanced exposure to biblical, historical, theological and/or psychological studies through the required courses, there is an emphasis on developing skills and competence in leadership preparation.

Via the 'In-Service Model' available at ETS, students are taking graduate courses leading towards the Master of Arts, or Master of Science both requiring 36 credit hours. The courses are normally completed in two years but may be extended. Biblical Studies students should have completed Greek language studies, Marriage and Family Studies students should normally have completed undergraduate work in Counselling or Psychology, but Lee University enables students who have completed undergraduate degrees in other fields of study to access the programs.

## **1. LIFE IN THE SCHOOL COMMUNITY**

Upon admission to studies at ETS/Lee the applicant obligates himself/herself to keep the following school regulations.

### **1.1. SCHOOL LIFE**

The faculty, staff and students at ETS come from different cultural and family backgrounds. Consequently, everyone is expected to exercise reasonable tolerance towards others, and

show courtesy, respect and good manners in all relationships. Only by exercising an attitude of openness, honesty, and mutual acceptance can our whole school community live together in a Christian atmosphere where everyone is interested in the welfare of the other.

## **1.2 VISAS**

Non-EU students may need to obtain a student visa but graduate students would not normally need to register as a resident in Germany. Adequate health and liability insurance is important for all students. All accidents should be reported to the ETS office. First aid supplies are available from the box in the Post Room.

## **1.3 ID Cards**

Student ID cards are available from the school office to students who provide their own photographs and pay a small fee. Students find these ID cards useful for many services which offer discount rates, such as travel, concerts and museums.

## **1.4. HOUSE REGULATIONS**

### ***1.4.1 Quiet Time***

Quiet time hours are enforced for all persons in the house during the following times: 23:00 - 7:00 hours. Non-resident students must be aware that the doors will be locked during this time.

### ***1.4.2 Meals***

Graduate students may register online for meals before each study week at ETS but note that all meals shall be eaten in the dining room, and no food removed from there. A bill for meals ordered will be presented at the end of the study week. No food or drinks are to be taken into the Classrooms, Reading Room, Chapel or Library.

### ***1.4.3 Lifestyle Expectations***

Graduate students will be expected to adhere to all of the rules and policies of ETS and Lee University while on campus which is a smoke-free, alcohol-free and drug free. Graduate students are expected to respect campus norms.

Sexual harassment, unwelcome sexual advances, extra- or premarital sexual conduct, requests for sexual favors and other verbal or physical conduct of a sexual nature will not be tolerated on campus. Students who are subjected to harassment should promptly contact the Dean.

### ***1.4.4 Fire Safety***

Open flame fires, such as candles are not allowed in the dormitory areas or lounge areas. Fireworks are prohibited. Fire extinguishers are readily accessible on each floor of the building. Students should familiarize themselves with the fire escapes in case of emergency. A Fire Drill may be carried out without warning. In the event of fire all students and staff must evacuate the building immediately and assemble at the assembly point on the car park.

### ***1.4.5 E-Mail and Internet Access***

For each student a personal e-mail address can be provided during their time at ETS. E-mails may be sent and received and the internet accessed, but students will be responsible for all costs incurred through internet use.

### ***1.4.6 School Secretary***

The school secretary's office is open, according to the hours posted. There is a list, where requests can be written.

### ***1.4.7 Change of Address, e-mail or telephone number***

If you change postal address, e-mail address or telephone number please inform the ETS office immediately.

## **1.5 THE LIBRARY**

A collection of textbooks, reference works, treatises and magazines, is available for the students in both German and English. Library materials are kept in the Library and the Reading Room. All reference books (which have yellow labels) may not be removed at any time. Books (which have white library codes) may be checked out of the Library only by Library staff during office hours. A copying machine is also available to students. Each student is assigned a personal code at the start of the academic year, and must pre-pay for a set number of copies. Library users are obligated to keep the following library regulations.

Graduate Students may check out library material for the period up to the next intensive course, though not longer than three months. In normal cases the limit is five books or items. Materials can be checked for an additional month if no one has placed an order for the item or if another use for the item does not have priority. The Librarian can shorten the due date in special cases. Borrowed books must be returned to library personnel. All books and materials borrowed from the Library must be returned before a student is cleared for graduation.

### ***1.5.1 Access to Other Libraries***

Graduate students have access to the ATLA database at the Squires Library, at Lee University and should contact the Librarian for access codes, they also have permission to the extensive information resources of the University of Tübingen Library as external users.

### ***1.5.2 Instructions for Using the Library***

Those wishing to use the Library must keep to the following instructions.

1. Only materials which have been catalogued may be utilized.
2. The checking out and returning of materials can only be done with the assistance of library personnel and the removal of library materials without prior permission is not allowed. No exceptions.
3. The Library and reading room will be open during the school year from 08.00 – 23.00, (although a librarian will not be continually on duty).
4. Books which have been removed from the shelves should be replaced on the shelves by library personnel only. When finished, the books should be placed on the book cart. Any books taken from the reserved shelf must be returned to the reserve shelf.
5. Magazines taken from the periodical shelf should be returned to the correct place.
6. Library personnel are available at certain times to answer any questions.
7. The library personnel work area is off-limits to the user.
8. The Reading Room is for quiet study, so conversation is discouraged and considerate behavior is expected from everyone.
9. On leaving the Library or Reading Room please remove all personal belongings.
10. Books kept on reserve for courses currently being taught are stored on special shelves in the Library, and may only be removed for short periods, provided that the sign-out policy is observed.

### ***1.5.3 Reproducing Materials***

The making of photographs, photocopies, and microfilms from the library materials is permitted. However, the user is responsible for observing copyright laws. Students will receive a number for the copier and be responsible to pay for all copies made.

### ***1.5.4 Fees***

1. The Library Registration fee of 100 € per year (this includes access on-line).
2. For library materials returned too late, the following applies:
  - 1st warning - a late fee of 1 €
  - 2nd warning - a late fee of an additional 2 €
  - 3rd warning - a late fee of an additional 3 € per unit
 The late fees are assessed according to the shown due date.
3. If materials must be ordered, the user is responsible for any telephone and postal charges.
4. If audio-visual media are borrowed for extracurricular activities, a set fee will be charged.

### ***1.5.5 Violation of the Library Regulations***

Readers who violate the library regulations can lose their library privileges temporarily or permanently.

## **1.6 SPIRITUAL LIFE**

During the study weeks graduate students will normally be able to attend Chapel Services and join the school community in the celebration of worship every Wednesday morning, or the Evening Prayer Meeting daily at 20.00. One evening per week is devoted to a student-led prayer initiative with a focus on missions. Students are encouraged to attend and participate in other prayer meetings as well. In the area of Spiritual Guidance students are encouraged to seek help as needed from faculty and staff members and the Campus Pastor.

## **1.7 STUDENT SUPPORT SERVICES**

The House Supervisor is responsible for the provision of Student Services. All enquiries relating to finances, fees and meals should be addressed to the office. Students' academic advising, academic queries and all questions of academic nature should be addressed first to the Registrar in the Dean's Office who will then inform the respective Dean of the program.

Graduate students may have access to the dining room at the appropriate times, the Fitness Room, the Student Center and may also use the Music Practice rooms. Attendance at Chapel services and prayer meetings is encouraged and spiritual guidance and counseling is also available. WLAN is available throughout the building.

## **1.8 INFRACTIONS AGAINST SCHOOL REGULATIONS**

All students who complete the official application sign that they agree to the following:

1. The education may be preparation for Christian ministry in an evangelical/ pentecostal context.
2. To abide by the school rules and recommendations as contained in the Catalog or Handbook.
3. To co-operate and work together with fellow students, staff and faculty in an attitude that reflects the values and respect of a seminary community.
4. To accept the financial obligations of the Seminary and pay all outstanding fees promptly.

## **1.9 COMPLAINTS PROCEDURE**

All students have the right to complain both verbally and in writing. The normal procedure would be to inform the class speakers who would then approach the Dean of ETS, as the representative of Lee University. An attempt to mediate will be made. Students may be asked if they wish to substantiate a complaint by making it in writing, whether by letter or e-mail. Action will be taken to investigate the matter, at the earliest opportunity. The Program Coordinators at Lee University will be informed of all written complaints.

## **1.10 CHANGES TO THE HANDBOOK**

The school administration retains the right to change the regulations of the school (and therefore, the handbook). However, before these changes can be put into effect, the student body must be notified in due time. Students may also bring proposed changes with the following process:

1. The suggested revision is first submitted to the student's class for discussion, revision and vote. The suggested change must have a majority vote of the class in order to go beyond this stage.
2. The Class Speakers will bring the matter to the faculty and staff for their discussion.
3. When a proposal also receives favorable hearing in this conference it can then made part of the Graduate Student Handbook.

## **2. ACADEMIC LIFE**

### **2.1. ACADEMIC PROGRAMS**

**All required courses must be successfully completed, and a cumulative G.P.A. of 3.0 (B) or above must be attained for graduation. Each intensive course module is worth 3 Credit Hours (8 ECTS) but the pre- course reading, attendance, paper writing etc. may be expected to take up a minimum of between 112 and 135 hours actual time, shown in detail on the course syllabus, with a maximum of 240 actual hours per module.**

**A failed course must be re-taken the following year, or when it is offered again, and completed successfully. The only exception to this would be in the case of an elective, where another course could be chosen, but the normal course fee would apply.**

#### ***2.1.1 Academic Year***

The academic year at ETS begins on 1<sup>st</sup> September and runs to 30<sup>th</sup> June the following year. It is divided into two semesters. Without express agreement, all fees should be paid and course work should be completed before the start of the next semester.

#### ***2.1.2 Master Degree (2-year program)***

There are two options for study at Master Degree level: MSc Marriage and Family Studies and MA Biblical Studies (Pentecostal and Charismatic Studies emphasis), both of which are 36 Hour courses. The MA and MSc have a three credit hour thesis component. Entry into postgraduate courses requires an accredited Bachelor degree with a GPA of 3.0 or more. Masters courses are normally offered as one or two week intensives during the academic year. The official academic catalog for the Master degree programs is located at [www.leeuniversity.edu](http://www.leeuniversity.edu).

## **2.2 ACCREDITATION**

Lee University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate, masters and education specialist degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Lee University.

### **2.3 CREDIT TRANSFER**

Graduate students may apply for a maximum of 6 credits (normally two courses with a grade of B or better) achieved at another accredited college or university to be transferred to Lee University. Approval must be given by the Program Co-ordinator at Lee University.

### **2.4 ACADEMIC CALENDAR**

The academic calendar for the next two years of the graduate program is published on the website and all efforts are put into ensuring that the course dates, titles and teachers are adhered to. Unavoidable changes to these dates or courses will be announced at the earliest opportunity and communicated to all registered students.

### **2.5 RECORD KEEPING**

Graduate Students of Lee University can have confidence in data protection. They will have their personal files stored at ETS in locked cupboards and on the server with restricted password access; also academic records are kept on the Lee University campus where FERPA regulations are observed.

An individual student has the right of access to his/her grades through the on-line Portico system and individuals may apply for a transcript directly from Lee University, see 2.7.3 below.

### **2.6 ATTENDANCE POLICY**

Each student is expected to attend regularly and punctually all classes in which he/she is enrolled. Students are expected to participate fully in the class. Absence of more than one day of an intensive course would require the course to be retaken.

When a student is unable to attend class due to reasons beyond his/her control (e.g. illness, accident), the school should be notified immediately as to the reason for his absence and probable length of the absence. If the student notifies the school orally, he/she must provide a written statement upon return or within one week.

A leave of absence from classes is possible in individual, justified, exceptional cases. The recognized reasons for a leave of absence are important personal reasons (e.g. death in the immediate family; extreme illness in the student's household).

### **2.7 EXAMINATION AND GRADING POLICY**

#### **2.7.1 Grading System**

The Lee University graduate programs use the following system of grading and quality points for all graduate- level courses. These letter grades are assigned grade point values as follows:

|    |  |
|----|--|
| A  | 4.0 quality points   |
| A- | 3.7 quality points   |
| B+ | 3.3 quality points   |
| B  | 3.0 quality points   |
| B- | 2.7 quality points   |
| C+ | 2.3 quality points   |
| C  | 2.0 quality points   |
| F  | 0 quality points   |
| I  | Indicates the student's work was incomplete                |
| P  | Passing Credit (no quality points)                         |
| IP | In Process   |
| W  | Student officially withdrew from the class without penalty |

**A grade of “I” indicates the student’s work is incomplete. The grade becomes “F” if the work is not completed within six weeks after the end of the semester, unless a written extension has been approved by the Vice President for Academic Affairs. A grade of “I” is given only to students who encounter some personal difficulty such as a severe illness or an extreme family emergency near the end of the semester. The “I” grade is not given in order to allow students additional time to complete assignments.**

A grade of “W” (withdrawal) is assigned to a student who, for any reason, officially withdraws or is withdrawn by the official semester date. This “W” is assigned without quality point penalty to the student.

The quality point system allows for a computing of the academic standing of the student by multiplying first the quality points obtained in a course by the respective number of semester hours of the respective course and then by dividing the total number of quality points obtained by the total semester hours attempted by the student. The grade point average will be based on the following scale: 4.0 - 3.5 excellent; 3.49 – 3.0 good; 2.99 -2.0 (average).

### **2.7.2 Grade Reviews and Academic Probation**

Scholastic records of each student are reviewed at the end of each semester by the Dean. Students falling below the 3.0 GPA will be notified and may be placed on academic probation. Students who have not submitted all the required work at the end of the first academic year may be warned and prevented from taking further classes until all outstanding work has been submitted.

### **2.7.3 MA Biblical Studies / MSc MFS - Thesis Policy**

Both programs require a thesis as a demonstration of the student’s research, writing and critical thinking skills. Once the thesis has been read and evaluated by two readers two bound copies, shall be submitted to ETS by the end of June with an electronic copy sent to Lee.

Graduate students at ETS in the Biblical Studies and Marriage and Family Studies programs will sign up for the 3 hour thesis credit module in January of the year they graduate.

## **Thesis Content**

### **MA Biblical Studies**

The choice of topic must be agreed with the Program co-ordinator who will assign a tutor to oversee the research and writing process. The deadlines below must be adhered to. The style may be Turabian or Chicago.

### **MSc MFS**

1. The core of the thesis is a full description of three related interventions addressing marriage and family needs within a church, a community organization, or a non-profit/NGO. The interventions should be empirically supported by substantial research, but customized for the specific community, culture and population that you wish to serve. As part of each intervention, you must include a clear and comprehensive description of outcome measures that will be used to evaluate the success of the interventions. This section will be a minimum of 40 pages with at least 30 references from the professional literature.
2. A feasibility/sustainability chapter that will discuss the costs of the interventions, possible sources of initial funding, and possible sources of ongoing funding.
3. A integration chapter describing your approach for integrating faith and science (minimum 10 pages).

4. The style used for the thesis is APA.

### **Deadlines for Theses - MSc and MA**

The following deadlines will be strictly followed for the thesis. Failure to meet any deadline will postpone graduation to the following year.

N.B: In each month, you will receive feedback by the 15<sup>th</sup>.

**January:** Sign up for the thesis course. A one page proposal must be submitted to the thesis coordinator at ETS. For the MSc, listing your three related empirically supported interventions that you plan on customizing to the appropriate context will be due by January 31st. Also include a brief description of the community/population that you intend to serve with these interventions. Include one core reference for each intervention that you propose.

**February:** An annotated bibliography is due by February 28th. This annotated bibliography will list each of your references, along with a paragraph of relevant material that you are taking from that source. The paragraph is NOT an overview or an abstract of the source, but specifically the useful parts of the source that you need for your paper. Write each paragraph in such a way that it can easily be modified and incorporated into your thesis.

**March:** A rough draft is due by March 31st of your three related interventions.

**April:** By April 31st, you should turn in your corrections to the interventions section along with your initial chapters for integration and feasibility/sustainability.

**May:** A final version of your complete thesis must be submitted to the tutor by May 31<sup>st</sup>.

**June:** By June 30th, two bound copies of your thesis must be submitted to ETS, with an electronic copy sent to Lee.

#### **2.7.4 Transcripts**

A transcript of academic credits will be issued by the Office of Records upon written request of the student. Forms are available in the Office of Records or online at [www.leeuniversity.edu](http://www.leeuniversity.edu) (Current Students, "Request a Transcript"). By law, the transcript cannot be released until the office has received the student's signature granting permission to release his/her record. If requesting a transcript to be sent to another institution or other authorized person or agency, an official transcript is required. Official transcripts cost 10€//\$5 each. Requests for transcripts, diplomas, and/or verification of degrees will be fulfilled only when all the student's financial obligations to the university are met.

#### **2.7.5 Cheating and Plagiarism**

As a Christian community of scholarship, we at Lee University are committed to the principles of truth and honesty in the academic endeavor. As faculty and students in this Christian community, we are called to present our academic work as an honest reflection of our abilities; we do not need to defraud members of the community by presenting others' work as our own. Therefore, academic dishonesty is handled with serious consequences for two fundamental reasons: it is stealing – taking something that is not ours; it is also lying – pretending to be something it is not. In a Christian community, such pretense is not only unnecessary; it is also harmful to the individual and community as a whole. Cheating should have no place at a campus where Christ is King because God desires us to be truthful with each other concerning our academic abilities. Only with a truthful presentation of our knowledge can there be an honest evaluation of our abilities. To such integrity, we as a Christian academic community are called.

### **2.7.6 Diploma**

A diploma is conferred after the successful completion of all courses, thesis or examinations whether academic or practical. A student is cleared for Graduation when all fees have been paid, all Library materials returned and a cumulative G.P.A of 3.0 or above has been earned. A transcript will accompany the Diploma; a Diploma Supplement will be issued by ETS to confirm the status of the degree in the European context.

### **2.7.7 Evaluation**

Students are required to evaluate individual teachers before the end of each intensive course. These evaluations will be summarized and the teacher and Dean of the program informed.

Each individual course syllabus outlines the Learning Outcomes expected to be attained by students. These are examined annually by the Program Coordinator at Lee University against the established Program Outcomes.

## **3. FINANCIAL POLICIES**

### **3.1 TUITION COSTS**

Every attempt is made by the administration, faculty, and staff of the seminary to conserve costs in operating the school. Student contributions cover only about one-third of the student's educational expenses. For the remaining part the school operates mostly by offerings and gifts from members of the Church of God. The fee schedule published before the beginning of each year will be binding on each student. All of the tuition charged to the student's account is payable.

#### **3.1.1 Tuition Discount**

A discount is applied to the tuition of students who are members of the Church of God, the Church of God of Prophecy and to students who have completed their undergraduate studies at ETS.

### **3.2 PAYMENT OF ACCOUNTS**

**3.2.1. Schedule** - Fees are due at the beginning of each semester, though graduate students may elect to pay within 30 days following each intensive course.

**3.2.2. Deadline** - Students must have their accounts paid in full before they may enroll for the next year. Students who cannot comply with this condition must make prior arrangements with the President.

**3.2.3 Currency** - All fees at ETS are charged in Euros. Since currency exchange rates fluctuate, the cost of school fees for those paying in foreign currencies may increase or decrease accordingly.

**3.2.4. Mode of Payment** - It is recommended to pay by bank transfer in Euros to the following account of the Church of God European Theological Seminary:

Volksbank Baiersbronn

IBAN - DE19642613630009491015 BIC - GENODES1BAI

Payments may also be made in Euro by cash or credit card at ETS.

### ***3.2.5 Time Limits - Registration Extension Fees and Thesis Submission***

**Graduate students who need to extend their studies beyond the normal two year period or who have completed all courses but have not submitted a final Thesis in the normal two year period must pay an annual Registration Extension Fee in the amount of € 500. A three credit hour thesis will be charged at the normal rate for a course.**

Course work completed more than 10 years prior to admission is generally not accepted toward meeting degree requirements. The student has a maximum of six years from the date of admission to degree standing (and registration for course work) in which to complete the requirements for the master's degree. Refer to specific program sections within the catalog for detailed policies.

The requirement of a thesis is a demonstration of the student's research, writing and critical thinking skills. Once the thesis topic and proposal have been accepted and the tutor assigned the submission deadlines and instructions must be adhered to, see 2.7.3

### ***3.2.6 Graduation Fee***

A graduation fee of 100 € is payable by all graduates, whether or not they attend the graduation ceremony.

**N.B. All accounts must be paid prior to enrollment for the following academic year. Diplomas or Certificates will not be handed out until all bills have been paid and all library materials returned. Transcripts will not be issued until all requirements have been fulfilled.**

## **3.3 REFUNDS POLICY**

Students withdrawing from the Seminary, or an intensive course, may under certain conditions receive a refund from the tuition fees which they have paid in advance. The request has to be made **IN WRITING** within two weeks after the withdrawal. A pro rata adjustment of the fees will then be granted according to the following rules:

Tuition refunds will be based on the day of withdrawal:

- a. during the first day of an intensive course.....80 %
- b. during the second day of an intensive course .....60 %
- c. during the third day of an intensive course .....40 %

All fees charged to a student's account must be paid before any refunds can be made.