



GLOBAL UNIVERSITY

GRADUATE SCHOOL OF THEOLOGY

1211 South Glenstone Avenue, Springfield, MO 65804 USA

Phone: 417-862-9533

Fax: 417-869-5623

E-mail: gst@globaluniversity.edu

CANCELLATION AND REFUND POLICY

A student has the right to withdraw from any given subject or program or from the Graduate School of Theology at any time. To withdraw, the student must notify the office of the Dean. The amount of refund is calculated from the date of enrollment or service for which a fee was paid. The refund policy is as follows:

GRADUATE SUBJECT ENROLLMENT FORM

(Use a separate Graduate Subject Enrollment Form for each course.)

TO BE COMPLETED BY STUDENT ONLY:

Global University Student No. _____

____ Male ____ Female Date of Birth ____ - ____ - ____
Day Month (as JAN) Year

Name _____
Family Name

____ First ____ Middle

Country _____

Course No. _____ Study Guide Edition _____

Course Name _____

I agree that it is my responsibility to verify the applicability of Global University's credits toward any educational goals I may have. I understand that this course enrollment will expire six months from the date the enrollment is received at the International Office. I agree with the enrollment and refund policies as stated and understand that enrollment will be official when the International Office of Global University processes the enrollment.

X _____ Date ____ - ____ - ____
Student Signature Day-Month-Year (as 03JAN17)

Please send this Graduate Subject Enrollment Form (GSEF) to your Graduate Studies Office Director.

GRADUATE STUDIES OFFICE ONLY:

Mentor Name _____ No. _____

Study Guide Edition _____

Study Method (check all that apply) ____ Independent ____ Group

X _____ Date ____ - ____ - ____
Graduate Studies Office Director Signature Day-Month-Year (as 03Jan17)

GS Office Code: _____ Course Start Date ____ - ____ - ____
Day-Month-Year (as 03JAN17)

Send completed GSEF to International Office.

INTERNATIONAL OFFICE ONLY:

Enrollment Date Stamp:

A copy of the GSEF that is stamped with the official enrollment date will be forwarded to the GS office. The GS office should keep a copy and forward a copy to the student.

1. You may withdraw from a course as long as the course status is "In Progress."
2. You may cancel a course enrollment within five (5) business days after the date on which your order was placed. If you cancel a course enrollment during this time, you will be given a complete refund of all tuition and fees except the application fee. Communication of cancellation may be made via the following link: <http://globaluniversity.libsurveys.com/gstwithdraw..>
3. Students who withdraw after 5 days and before the end of the third month will receive a 50% refund of tuition and fees.
4. Students may withdraw after 3 months but will receive no refund

No fee refund will be made after five (5) business days from receipt by the Graduate Studies Office Director of the application fee, program evaluation fee, change of program fee, enrollment extension fee, or other fees for which charges were not included in tuition and for which specific services were performed for a student based on payment of the fee.

No tuition refunds will be made for requests received more than nine (9) months after enrollment in a course.

Refunds will be given only for materials that are in resalable condition. There will be a 20 percent restocking fee for returned materials.