

FINANCIAL INFORMATION

GENERAL FINANCIAL POLICIES

- All fees should be paid upon enrollment or before the beginning of each semester unless special arrangement has been made with the Administration Manager
- Grade Report would be on hold for a student with outstanding fees
- A student would not be allowed to register for the new semester if he/she owes any amount from the previous semester

WITHDRAWAL / REFUND POLICIES

- A student who wishes to withdraw from a module must submit a Module Withdrawal Form to the Registrar. An administrative fee of \$30 would be levied
- Request for Module Withdrawal received by the Registrar at least one week before the commencement of class may be granted 100% tuition fee refund
- Request for Module Withdrawal received by the Registrar within one week before commencement of class or within the first six hours of the class may be granted 80% refund of tuition fee
- Refund is subject to the approval of Academic Dean
- No refund of tuition fees for Module Withdrawal received by Registrar after first six hours of class

REVISED FEE SCHEDULE WITH EFFECT FROM 2ND SEMESTER 2018

	Undergraduate		Graduate		Audit
	Matriculated	Non Matriculated	Matriculated	Non Matriculated	
Module Fees¹					
Tuition (per module)	\$210	\$250	\$280	\$330	\$170
Miscellaneous (per module) ²	\$75	\$75	\$75	\$75	\$75
Others:					
Spiritual Formation (per session)	\$50		\$50		
Practicum (per credit)	\$75		\$95		

Notes:

¹Tuition Fees are subject to annual increment of 3% - 5%

²Miscellaneous Fees include: Library, Media, Facilities and Student Activities Fees

Administrative Fees:

Registration	\$30
Late Registration (within 1 week before start of class)	\$50
Matriculation Application	\$30
Add/Change/Withdrawal	\$30
Special Exam	\$30
Graduation	\$120
Transcript	\$30
Replacement of Certificate	\$50
Annual Retreat (Estimated)	\$350

Rebates:

Academic Counselling

- \$10 off per module for registration during Academic Counselling

Spouses of matriculated students

- 100% Tuition Fee rebate for one module, provided the matriculated student is taking at least 3 modules for credit in the same semester
- Spouse would only need to pay for Registration & Miscellaneous Fees
- Full module fees would be payable for any additional module(s) taken

Alumni

- One free module per semester
- Alumni would only need to pay for Registration Fee
- Full module fees would be payable for any additional module(s) taken