

STUDENT FINANCIAL SERVICES HANDBOOK



TRUTH. TRAINING. TRANSFORMATION.

TUITION AND FEES

Although the College of Biblical Studies is one of the most reasonably priced Christian Colleges in the nation, income from Tuition may not fully cover the cost of instruction. The difference between what students pay and the total cost of their education is met by the generous donations of individuals, churches, and organizations. We ask our students to join us in prayer and praise for these donors.

The following tables list the charges a student at CBS could incur during their time at CBS. All fees are subject to change without notice.

All fees are nonrefundable unless otherwise noted.

Tuition

Tuition (per credit hour)	\$300
Tuition (Indiana On-Ground only) (per credit hour)	\$375
General Services Fee**	\$275
Course Audit**	\$250

Miscellaneous Fees:

Application Fee	\$40
Independent Study Fee.....	\$150
Graduation Fee	\$75
Subject Exam Fee (\$50 Test Fee; \$130 Transcript Fee)	\$180
Dual Credit / Concurrent Enrollment.....	\$250
Returned Check Fee (each occurrence)	\$30
Official Transcripts	\$10
Bible Certificate	\$10
Replacement Diploma Fee.....	\$30
Credit by Demonstrated Competency (CDC) (one time)	\$100
CDC Credits (per credit hour).....	\$130
Emerging Leaders Book Fee.....	\$40

*Refundable proportionately, in accordance with the Refund Policy as outlined in this Catalog.

**Refundable prior to the first date of class.

Registration is not completed for any course until the full amount is paid or a payment plan is executed. The College of Biblical Studies reserves the right to change the above tuition, fees, and other charges without notice.

Explanation of Fees

- **Application Fee:** Required of all individuals who are applying for admission/readmission. The non-refundable application fee must be paid in full before the application is processed.
- **General Service Fee:** Required fee billed each semester to cover costs associated with a student enrolling, such as technology services and administration.

- **Returned Check Fee:** Required of all students for a check returned from their bank because of insufficient funds. Personal checks will not be accepted from students with two NSF checks written to the College.
- **Transcript Fee:** Students may request an official transcript by submitting an Official Transcript Request Form to the Registrar along with fee payment, payable by cash, check, or money order. No transcript will be sent out until all financial obligations to Crossroads have been satisfied.
- **Graduation Fee:** Required of all graduating students completing a degree or certificate. This fee is required of all students, even those who choose not to participate in commencement exercises and covers costs associated with graduation, such as diploma, cap, gown, etc.
- **Dual Credit/ Concurrent Enrollment Fee:** The cost of a general elective course in which a high school aged student participates in the CBS learning experience either in partnership with the student’s high school or in addition to the student’s high school experience (i.e., concurrent enrollment refers to high school age students whose high school will not accept CBS credits but desire college credits.
- **Audit Fee:** A student can change from Audit to Credit by payment for additional credit hours or vice versa before the start of the second class with no penalty.
- **Credit by Demonstrated Competency (CDC):** The College assesses a one-time only processing fee.
- **CDC Credits:** This fee covers the evaluation of a student’s work to determine if the work is acceptable credit.
- **Emerging Leaders Book Fee:** This fee covers the required books for Emerging Leaders Classes.

ACCOUNT INFORMATION

Students are responsible for always knowing the status of their accounts. Information is available online at myrecords.cbshouston.edu or through Student Accounts.

ESTIMATED COSTS OF ENROLLMENT

	Annual Cost
Tuition (Full Time)*	\$7,200.00
Fees (Full Time)*	\$550.00
Total	\$7,750.00

**This annual rate is for a traditional bachelor’s degree student enrolling in 12 credit hours each term (fall and spring). Fees includes the General Services Fee. Additional fees may be assessed for special circumstances where appropriate. Students living in Indiana would pay \$9,000 for tuition for 24 credit hours; Indiana state aid is available for students who qualify, in addition to federal aid.*

ADD/DROP, WITHDRAWALS, OR CHANGE BETWEEN AUDIT AND CREDIT POLICY

All students who add, drop, or withdraw from a class, change class sections, or change status between credit and audit must give official written notice. Forms for such changes are available at

www.cbshouston.edu/registrar-office-forms. Official notice to the Registrar, in writing and dated, must be timely submitted according to the published refund schedules to qualify for any tuition refunds. Students must request and submit the completed form to the Registrar’s Office; however, it is recommended that students submit the form after they consult with their Academic Advisor and/or the Office of Financial Aid. In some cases, the form must be approved through multiple offices before it may be submitted, so students are encouraged to attempt to submit the forms in advance of the refund deadlines.

Once the Registrar’s Office receives and processes an official written notice, any charges owed to CBS or any refund due to the student will be determined by the Business Office based upon the published refund schedule. The student remains responsible for any debt incurred with CBS.

REFUND POLICY

If a class is cancelled by the institution prior to class starting date, 100% of tuition and applicable fees for the course will be refunded. A change in the scheduled professor does not constitute a cancellation and will not entitle the student to a refund.

Official notice of course change requests must be submitted by the student according to the published refund schedule to qualify for any tuition refunds. Please refer to the refund schedule on page 24. Adjustments will be made to tuition charges which are considered refundable and are designated in the tuition schedule.

Refunds exceeding all student account charges (tuition, fees, and other related expenses) will be mailed to the student. *Students should maintain their current address and contact information online at MyRecords: myrecords.cbshouston.edu.* Note: The following refund schedule differs from the Department of Education and other financial aid refund policies. Students who are receiving financial aid under Title IV or other financial aid programs should also consult the Title IV refund policies in this Catalog or contact the Office of Financial Aid for details.

Refund Schedule

Prior to the first scheduled day of the semester: 100%

Full-Term	12-14 week course
Drop prior to the start of the term	100% refund
Drop during the first week of the term	70% refund
Drop during the second week of the term	30% refund
Drop after the third week of the term	0% refund
Part of Term*	10-11 week course
Drop prior to the start of the first class meeting	100% refund
Drop after the first class meeting	70% refund
Drop after the second class meeting	30% refund
Drop after the third class meeting	0% refund
Part of Term*	5-9 week course
Drop prior to the start of the first class meeting	100% refund
Drop after the first class meeting	70% refund
Drop after the second class meeting or later	0% refund
Part of Term*	2-4 week course
Drop prior to the start of the first class meeting	100% refund
Drop after the first class meeting	70% refund
Drop after the second class meeting or later	0% refund
Part of Term	1 week course
Drop prior to the start of the first class meeting	100% refund
Drop on/by the first class meeting	70% refund
Drop on/by the second class meeting	0% refund

*For online classes a class meeting refers to the Monday of each week of the class. Hence the first class meeting would be the first Monday when the class is scheduled, the second Monday the second class meeting, etc.

PAYMENT PLANS

The function of the Student Accounts Department is to assist students in understanding their student account charges, assist with processing and receiving payments, providing payment plan options, and to provide answers to billing question and payment options.

Students can mail payments to the Student Accounts Department at the following address:

Student Accounts

College of Biblical Studies
7000 Regency Square Blvd.
Houston, TX 77036
832.252.0710

studentaccounts@cbshouston.edu

If a student's financial aid does not pay 100% of the term charges, the remaining balance must be paid by cash by the payment due date or a sign up for a payment plan. When a payment plan is needed, a student will be required to complete a payment plan form to allow enrollment during the registration period. Otherwise, after 90 days without no payment, the account will be sent to collections. For those who qualify, CBS offers two payment plan options through the student portal to assist a student with financing his/her education expenses, and this information can be viewed online at MyCBS Student Portal. Both plans do require a bank or credit card authorization for automatic bank draft from the account on the 10th day of the month, according to the plan agreement. A student is encouraged to register and sign up early for the best possible financing plan available. The payment plans options are not loans, so there is ZERO interest and finance charges.

Some students may not qualify for the deferred tuition payment plan based on the following:

1. Any student who has failed to meet the conditions of a previous payment plan.
2. Any student with a previous outstanding balance. However, if the outstanding balance is paid in full, the student may be allowed to participate in the deferred tuition payment plan.
3. Any student who fails to maintain the general regulations of the College of Biblical Studies

Enrollment in Payment Plan

To set up a payment plan through the student portal, log into My Records, select the billing tab, and then click on "Make payment/payment plan." A pop-up window will appear, and a series of steps must be completed. For additional assistance, students may contact Student Accounts at 832.252.0710 or email studentaccounts@cbshouston.edu.

Changes to Payment Plans

It is the student's responsibility to contact Student Accounts in writing or by e-mail if the student adds or drops classes at least 10 days prior to the next payment due date. Although Student Accounts monitors accounts, it remains the student's responsibility to contact Student Accounts to ensure that changes occur before the next payment is automatically deducted or charged to the student's account. For additional assistance, students may contact Student Accounts at 832.252.0710 or email studentaccounts@cbshouston.edu.

STUDENT ACCOUNTS AND DELINQUENT ACCOUNTS POLICY

All students are required to pay incurred tuition and fees in full by the end of each term. Three weeks before the term ends, students who have not met their financial obligations prior to the payment deadline will be administratively withdrawn from all registered courses and will remain responsible for any non-refundable fee charges the student incurred during the registration process. Any student owing a balance after any previously agreed-upon or published due date will be assessed a \$50.00 late payment fee. The deadline is three weeks before the end of the term.

The College reserves the right to withhold any grades, graded work assignments or projects, transcripts (unofficial and official), certificates, diplomas, and participation in commencement ceremonies from students whose financial obligations have not been fully satisfied. Holds will be placed on a student's academic record, and the student will be unable to register for additional courses until the balance is paid in full.

The College reserves the right to submit any unpaid financial obligations of former and current students to a third-party collection agency and to levy a collection fee. By registering for classes, the student agrees to pay the reasonable costs and expenses of collection, including the collection agency fee and attorney fees if the College places any outstanding account, debt or claim with a collection agency. Non-payment of a delinquent account may also result in notification of the national credit bureaus.

Students or organizations who submit two checks that are not honored by the bank (unless due to bank error) to the College for tuition and fees, books, or for any other obligation will forfeit their check-writing privileges. If this occurs the student or organization must satisfy any current or future financial obligations by cash, cashier's check, money order, or credit card only. No future checks from the student or organization will be accepted.

In addition, a student who has tendered to the College a check returned unpaid by the bank will be assessed a \$30.00 returned check fee. If payment is not submitted by the due date indicated, a \$50.00 late payment fee will also be assessed, and the student will be placed on holds.

FORMS OF PAYMENT

The College of Biblical Studies accepts payments in the following ways:

1. **Sign up for a Payment Plan** - Before the semester starts, divide your total balance up to five monthly payments if you sign up one month before the term start. Funds will be drafted on 10th of each month. (*Payment plan requested in the mid-term will divide the total balance into two payments or pay in full*). This can be quickly set up by following these steps:
 - Step 1: Access **My CBS** with your student email address.
 - Step 2: Click on **My Records** to access your student portal.
 - Step 3: Click on **My Documents**, select "**Document Center**"
 - Step 4: Download Card Authorization Form. (Complete the form and upload it.)
 - Step 5: Email to student.accounts@cbsshouston.edu to request the form to set up your payment plan.
2. **Online Payment** - This can be quickly set up by following these steps:
 - Step 1: Open a web browser and click on Student Portal from the CBS homepage: <https://cbsshouston.edu/>.
 - Step 2: Log in to Student Portal Click on My Records
 - Step 3: Click on Financial Information and review balance information
 - Step 4: Click on Pay Now and type the amount you wish to pay (Make sure to save the card information before you complete this step))
3. By mailing checks, cashier checks or money orders to (please include name, student ID and semester to apply the payment on the check):

College of Biblical Studies–Houston
Terry Bryan
7000 Regency Square Blvd.
Houston, TX 77036
4. In person by check or money order by contacting the 832-252-4676 to schedule an appointment during normal business hours.

FINANCIAL APPEALS PROCESS

The following is an appeal process for students who dispute financial claims by CBS (i.e., tuition, fees, and amounts due on outstanding student balances).

1. Students should submit a written statement to the Director of Accounting stating the amount and nature of the disagreement and why he or she feels the charge is incorrect.
2. Students should submit their written appeal within thirty (30) days of the initial billing of a disputed charge. The Director of Accounting will respond in writing to the student's complaint within ten (10) days of the receipt of the appeal.
3. Should the student disagree with the Director of Accounting's decision, the student may appeal that decision (within 30 days) to the Controller/CFO who will respond within ten (10) days of the appeal and whose decision shall be final.

FINANCIAL AID

Office of Financial Aid

College of Biblical Studies
7000 Regency Square Blvd.
Houston, TX 77036
832.252.4602
fa@cbs-houston.edu

The Office of Financial Aid is here to help students invest in their futures. CBS recommends that prospective students apply for financial aid at the same time they apply for admission to the College. Although the Office of Financial Aid will not review financial aid information until the admission application is filed, students may still apply for financial aid prior to admission to the College.

Financial Aid generally refers to money loaned or granted to students to help pay for higher education cost. Financial aid includes but is not limited to scholarships, grants, and student loans. These awards may be awarded singly or in various combinations. The amount of aid awarded and disbursed cannot exceed the cost of education and will be adjusted if the amount of aid awarded exceeds the cost of attendance.

TYPES OF FINANCIAL AID

FEDERAL PROGRAMS

Federal Pell Grant (Title IV)

Pell Grants are awarded to undergraduate students who have not earned a bachelor's degree or equivalent. This program offers financial assistance to eligible students officially admitted and enrolled in the B.S., A.A., or A.B.S. programs. A Pell Grant is a form of financial aid that will not have to be repaid. The maximum federal Pell Grant award changes each year. To obtain the most up-to-date information you can check the student aid website at www.studentaid.gov

Supplemental Educational Opportunity Grant

The Federal SEOG (Supplemental Educational Opportunity Grant) is available to eligible Pell Grant undergraduates recipients only. This grant is offered to students who have completed a FAFSA with an Estimated Family Contribution of Zero (0). The SEOG funds are limited; therefore, all eligible students may not receive this award.

Federal Direct Loans (Title IV) (Subsidized or Unsubsidized)

This program enables students enrolled in at least six credit hours to secure loans from the federal government. The government does charge fees to cover the administrative expenses; thus, a student will need to borrow more than the actual amount needed for institutional expenses to pay the administrative loan fees. Direct Loans Loans have a variable interest rate. To obtain the most recent information regarding Direct Loan interest rates, you can check the student aid website at <https://studentaid.gov/understand-aid/types/loans/subsidized-unsubsidized#what-are-the-current-interest-rates>

Loan repayment begins six months after the student graduates, leaves school, or drops below half-time status. Students may qualify for a “subsidized” loan (government pays interest while in school) based on financial need, or an “unsubsidized” loan (student pays interest while in school) that is non-need based, or a combination of the two. Interest will begin to accrue on unsubsidized loans 30 days after the disbursement date. If the student chooses not to pay the interest while in school, then the accrued interest is added to the original loan amount (capitalized), and the interest accrues on the total amounts.

The maximum amounts allowed for each year are as follows:

Year	Dependent Students (except students whose parents cannot borrow PLUS)	Independent Students and Dependent Students (whose parents cannot borrow a PLUS loan)
1 st Year (Freshman)	\$5,500 – no more than \$3,500 may be in subsidized loans	\$9,500 – no more than \$3,500 may be in subsidized loans
2 nd Year (Sophomore)	\$6,500 – no more than \$4,500 may be in subsidized loans	\$10,500 – no more than \$4,500 may be in subsidized loans
3 rd and 4 th Year (Junior & Senior)	\$7,500 – no more than \$5,500 may be in subsidized loans	\$12,500 – no more than \$5,500 may be in subsidized loans
Maximum Total Debt from Stafford Loans When Students Graduate	\$31,000 – no more than \$23,000 may be in subsidized loans	\$57,500 – no more than \$23,000 may be in subsidized loans

Federal Direct Parent Loan (PLUS Loan)

A biological parent or legal guardian by court appointment of dependent undergraduate students with a high school diploma or GED can borrow funding in addition to their student's financial aid awards. Parents can borrow to cover costs not already covered by their student's financial aid awards up to the full average cost of attendance. Unlike the Stafford Loan, the Parent PLUS Loan eligibility is based on the borrower's credit worthiness. To receive a PLUS loan the student's parents must complete and submit a PLUS loan application, available from the Department of Education at www.studentaid.gov.

State Financial Aid (Indiana Residents Only)

The Frank O'Bannon Grant, the Higher Education Award, the Freedom of Choice Award, Adult Student Grant and 21st Century Scholars Grant are Indiana's primary need-based financial aid awards. These are designed to provide access to Hoosier students to attend eligible public, private and proprietary colleges and universities. Eligibility is based on a student's FAFSA, and the grant may be used toward tuition and regular assessed fees.

Veterans Education Benefits

A variety of financial support sources are available for military veterans, spouses, and dependents of veterans who honorably served in our Nation's armed forces. The amount of benefits awarded is determined by the Department of Veterans Affairs and is based on the number of credit hours for which a student is enrolled.

Chapter 30: Montgomery G.I. Bill – Active Duty/Discharged

Chapter 31: Vocational Rehabilitation

Chapter 33: Post 9/11 G.I. Bill

Chapter 35: Dependents Education Assistance

Chapter 30

Veterans who wish to use their VA educational benefits for the first time should apply online at gibill.va.gov and complete a form 22-1990, Application for Educational Benefits, to receive a Certificate of Eligibility.

If educational benefits have previously been used, complete a form 22-1995, Change of Program, online at gibill.va.gov to receive a Certificate of Eligibility.

Submit the following documents to the Office of Student Financial Services:

1. Certificate of Eligibility
2. Certificate of Release of Discharge from Active Duty (DD-214)
3. Official academic transcripts from previously attended colleges and/or universities
4. VA Information Sheet
5. VA Degree Plan

Chapter 31

Qualifying disabled veterans receiving Veterans Affairs Benefits must contact the VA – R&E Department at 713.383.1999 to obtain authorization and certification (VA form 28-1905) prior to registration for class(es).

Chapter 33

Veterans who wish to use their VA educational benefits for the first time should apply online at <https://www.va.gov/education/how-to-apply/> and complete a form 22-1990, Application for Educational Benefits, to receive a Certificate of Eligibility.

If educational benefits have previously been used, complete a form 22-1995, Change of Program, online at <https://www.va.gov/education/how-to-apply/> to receive a Certificate of Eligibility.

Submit the following documents to the Office of Student Financial Services:

1. Certificate of Eligibility
2. Certificate of Release of Discharge from Active Duty (DD-214)
3. Official academic transcripts from previously attended colleges and/or universities
4. VA Information Sheet
5. VA Degree Plan

Chapter 35

Qualified dependents who wish to use their VA educational benefits for the first time should apply online www.gibill.va.gov and complete form 22-5490, Application for Survivors' and Dependents' Educational Assistance, to

receive a Certificate/Letter of Eligibility.

If educational benefits have previously been used, complete a form 22-1995, Change of Program, online <https://www.va.gov/education/how-to-apply/> to receive a Certificate of Eligibility.

Submit the following documents to the Office of Student Financial Services:

1. Certificate of Eligibility
2. Certificate of Release of Discharge from Active Duty (DD-214)
3. Official academic transcripts from previously attended colleges and/or universities
4. VA Information Sheet
5. VA Degree Plan

Department of Assistive Rehabilitative Services (DARS)

Students must contact the DARS office within their zip code and must have a physical or mental disability that is an impediment to employment to qualify. A qualifying student must have a DARS counselor contact the CBS Office of Financial Aid at 832.252.4602 prior to registration for class(es).

SCHOLARSHIPS

Institutional scholarships are available to eligible students who qualify for the scholarship programs. To be considered for scholarships, students must apply to the Office of Financial Aid and meet the eligibility requirements outlined for each scholarship. Most of the scholarships are available and awarded based on merit, financial need, and/ or other considerations.

Students interested in obtaining information on available scholarships should visit the Office of Financial Aid or the Financial Aid website (<https://cbshouston.sharepoint.com/sites/MyCBS/SitePages/Financial-Aid.aspx>).

HOW TO APPLY FOR FINANCIAL AID

Students may apply for financial aid by submitting the Free Application for Federal Student Aid (FAFSA) online at www.studentaid.gov. Students must also visit <https://cbshouston.sharepoint.com/sites/MyCBS/SitePages/Financial-Aid.aspx> and click the student link to complete the CBS financial aid application process. Students must re-apply for financial aid each academic year. International students do not need to complete the FAFSA since they are not eligible for United States federal funding. In addition, CBS does not currently grant admission to individuals who require an I-20 or those who are in the United States on a visa. A recipient's financial need is calculated based on the information provided on these forms. Financial aid awards may be subject to change if supplementary documentation (tax, transcripts, bank statements, etc.) indicate significant variation from the information originally reported on the form(s). The EFC (expected family contribution) derived from this calculation is then used to package and award aid for the student. This formula has been designed to provide an equitable system for the awarding of available institutional funds.

ELIGIBILITY

Eligibility for Federal Aid (Title IV)

To be eligible for federal financial aid (Title IV), a student must:

1. Have a United States high school diploma or equivalent or GED
2. Be admitted to the college as a degree seeking student
3. Be a U.S. citizen or eligible non-citizen
4. Certify that funds will be used for educational purposes
5. Certify that they were not convicted of drug charges while receiving Federal Title IV
6. Certify that he/she is not in default on any federal student loan and does not owe money on any federal student grant
7. Meet any other requirements established by the Title IV aid program

Eligibility for Institutional Aid

To qualify for many of the scholarships available at the College of Biblical Studies, the student must:

1. Be enrolled as a regular (matriculating) student in a degree program
2. Maintain financial aid satisfactory academic progress (SAP) based on scholarship requirement. Note: satisfactory academic progress standards for receipt of financial aid may differ from minimum College standards for continued enrollment or program requirements
3. Be meeting all other compliance requirements of the assistance programs

Academic Eligibility for Financial Aid

Standards of Satisfactory Academic Progress for Financial Aid

Satisfactory Academic Progress (SAP) is used to define successful completion of coursework to maintain eligibility for student financial aid. Federal regulations require the College to establish, publish, and apply standards to monitor students' progress toward completion of a certificate or degree program. Students' academic performance must meet the SAP standards as described in the sections below.

Quantitative Academic Progress

1. Students must satisfactorily complete a minimum of 67% of the cumulative number of credit hours attempted each term.
2. Course and/or program withdrawals during the drop/add period will not be counted in the calculation of academic progress.
3. Grades of F, W, WA, and I are not considered as satisfactory completion.
4. Students must also complete their program measured in credit hours within a maximum time-frame no longer than 150% of the published length of the program.

Qualitative Academic Progress

To receive federal and veteran's benefits, students must maintain a *cumulative grade point average (GPA)* of 2.0. For some institutional scholarships, students must maintain a higher semester GPA.

Financial Aid Satisfactory Academic Progress (SAP) Appeal Process

Effective July 1, 2011, a student failing to maintain Financial Aid Satisfactory Academic Progress (SAP) will be notified in writing and placed on financial aid "warning" during the next term of enrollment. While in this "warning" status, the student is eligible to continue receiving private, institutional, and federal aid. If SAP is achieved by the end of the "warning" term, the student will be removed from "warning" status. If Financial Aid SAP is not achieved by the end of the "warning" term, the student will be notified in writing and placed on financial aid "suspension" during the next term of enrollment. While in a "suspension" status, the student is not eligible to receive private, institutional, and federal aid.

Students placed on "suspension" are eligible to submit a written appeal with supportive documentation for consideration of aid reinstatement.

Situations that may be considered for an appeal relate to the student or his/her immediate family members only. These situations must be extenuating emergency situations, such as the death of immediate family member or extreme medical emergencies. The written appeal must include the reason for lack of SAP and what steps the student has taken to satisfactorily correct the situation. Students will be required to submit supporting documentation with the appeal request.

If the appeal is approved, the student will be placed on financial aid "probation" for one term of enrollment only. The student will be required to sign a Student Success Plan contract developed by the offices of Financial Aid and Advising and Student Success. This plan is personalized to assist the student in achieving SAP and maintaining the appropriate pace and/or completion ratio. The pace policy specifies the pace at which a student must progress through a program to ensure the student completes a program within the maximum allowed timeframe. During the term the student is under the Student Success Plan contract, the student will remain on "probation" status and eligible for aid. Upon successful completion of the Student Success Plan contract resulting in SAP, the student will be removed from "probation" and will continue to be aid eligible. If SAP is not achieved during the "probation" term of enrollment, the student is then placed on financial aid "suspension" and will be ineligible to receive aid until the term *following* the term the student achieves SAP.

Students failing to maintain SAP should consult with their academic advisor who can assist with academic planning. They can meet with a financial aid advisor for assistance with financial aid advising.

Retaking Course Work

Federal regulations limit students’ eligibility for federal aid with regard to repeated courses. Students may not receive federal aid (i.e., Pell Grant, Stafford Loans) for courses that were previously taken and passed beyond the first retake. In addition, those courses will not count toward the student’s enrollment. Note: Repeat courses still count toward a student’s attempted hours for financial aid purposes.

Example: Student A takes a course and receives a ‘D’ grade. Student A needs a ‘C’ in this course to meet degree requirements. Student A retakes the course and receives aid and earns another ‘D’ grade. Student A needs to retake the course again but is no longer eligible for federal aid for that class. Additionally, Student A cannot use that course toward enrollment for financial aid purposes. If Student A is taking 12 credits, then the actual enrollment for financial aid purposes must be listed as 9 credits.

Return of Title IV Funds and Withdrawal Record

For any student who officially or unofficially withdraws from the College, federal regulations require a refund calculation for all students receiving Federal Title IV Funds. The calculation of the return of these funds may result in owing a balance to the College. If an unpaid balance exists on the student’s account, a hold will be placed on the student’s record. Withdrawing from classes will impact a student’s Satisfactory Academic Progress and may cause the student to be ineligible for future financial aid. All students should discuss the details of these policies with a Student Financial Service Advisor prior to withdrawing.

Refunds and repayments of Title IV funds are made in the following order:

1. Unsubsidized Stafford Loan
2. Subsidized Stafford Loan
3. Federal PLUS Loans
4. Pell Grants
5. Academic Competitiveness Grant

The amount of federal aid that the student must repay is determined via the Federal Formula for Return of Title IV funds (Section 484B of the Higher Education Act). This law also specifies the order in which funds are to be returned to the financial aid programs from which they were awarded, starting with loan programs Repayment of Student Aid – Return of Title IV.

Return of Institutional Aid and Scholarships

Institutional aid and scholarships are awarded based on enrollment hours. If any student withdraws from the College or reduces the number of hours during the academic term, his/her awards will be adjusted accordingly, and as a result, he/she may owe the institution. CBS does not refund institutional aid or scholarships to students.

Credit Balance Policy

The College has 14 days, as required by federal regulations, from the receipt of student funds to issue any refunds due to a Title IV funds credit balance on the student’s account. All checks will be sent via mail for security purposes. The student is responsible for updating his/her current mailing address on [the student information system](#) or for notifying the Registrar’s Office.

STUDENT RESPONSIBILITIES

Reporting Student Financial Aid Changes

Student financial aid is based on the information submitted to the Office of Financial Aid for the current academic year in which the student requested aid. To keep student files current and accurate, students are required to report any financial changes to the Office of Financial Aid. Students should expect a revision of their awards in most cases. Changes can include but are not limited to:

1. Additional financial assistance: scholarships, grants, loans, fee waivers, GI Bill, VA benefits, and/or VA Vocational Rehabilitation, or any other monetary award not reported previously.
2. Changes in enrollment hours and/or withdrawal from the College
3. Change in course load if below full time.

Entrance and Exit Interview

All Federal Direct Ford loan recipients are required to complete an entrance interview prior to receiving the first disbursement of their loan proceeds. They are also required to complete an exit interview during their last term of attendance. (For further information, visit www.studentaid.gov)

Revision and Cancellation

The College reserves the right to review, revise, or terminate all or a portion of financial aid at any time due to changes in students' financial and/or academic status or failure to comply with laws and regulations, including financial verification and institutional policies. In addition, all financial aid is subject to revision based on the funds received by the College from all financial aid resources and any changes to federal laws, regulations, or policies.

**Office of Financial Aid
College of Biblical Studies
7000 Regency Square Blvd.
Houston, TX 77036
832.252.4602
fa@cbshouston.edu**