

Student Financial Policies

The university offers the following options for payment of accounts

- Payment in full—Checks and cash are accepted in the Business Office. Checks may be mailed to the Business Office at 5601 19th St, Lubbock, TX 79407. Online payment using e-checks or major credit cards is available through QuickBill, accessible through the university website. A 2.75% processing fee is charged for payments by credit card.
- Payment with financial aid—Students should apply for financial aid in time for the process to be completed and the financial aid awarded by the first day of the term. See the Financial Assistance section.
- Monthly Payment Plan—Lubbock Christian University uses Tuition Management Systems (TMS) for monthly payment plans. Students should calculate their expenses for the year, subtract their financial aid, and contact TMS at 1-800-356-8329 or online at www.afford.com. Distance education program students are not eligible.

Online statements are uploaded monthly and are viewable online with a login and password. FERPA prohibits the university from providing access to anyone other than the student.

Other services provided by the business office include the following.

- Check cashing—students may cash personal checks with their student identification card. A fee will be assessed.
- Printing account—students wanting to add money to their campus printing account
- Meal plans—students may purchase a variety of meal plans

Payment of Account

Undergraduate student account balances are payable in full on or before October 1st for the fall and March 1st for the spring. Graduate student account balances must be paid on the last day of the refund period for the enrollment term. Accounts not complying with the above policy will be assessed a late payment charge of \$150. The late fee will not be assessed to students current in their monthly payments to TMS. Payment for summer and JanMester courses must be made by the first day of class. The university will place a hold on a student academic records if educational costs are not paid.

Refunds

Tuition and room and board refunds are computed on a declining scale based on when students withdraw from the university or drop a course. Fees are not refundable. Request for withdrawals or drops must be made by completing a withdrawal or drop form, which is available from the registrar. Refunds of tuition and room and board will be made according to the following refund schedule.

Sixteen Week Terms

- 1st through the 5th day of term—100%
- 6th through 10th day of term—80%
- 11th through 15th day of term—60%
- 16th through final day of term—0%

Short Terms and Online Programs

- Prior to first day of the term, or the first through the eighth calendar day of the term—100%
- After the eighth calendar day of the term—no refund

Cancellations

Cancellations occur when registration is cancelled prior to the first day of the term. Requests for cancellations must be communicated to the registrar. Requests for cancellations received after classes begin will only be granted when the requestor never attended class or used university resources. Pre-booked travel/trip expenses are not refundable for cancellations.

Tuition and Fees (campus programs)

Undergraduate Fall or Spring	Tuition	Required Fees
1-5 hours	\$385 per hour	\$337 per semester
6-8 hours	\$385 per hour	\$430 per semester
9-11 hours	\$500 per hour	\$500 per semester
12-18 hours	\$7750 per semester	\$685 per semester
Every hour over 18	\$500 per hour	

Summer School/JanMester	\$375 per hour	\$73 per session
Undergraduate Nursing		
1-5 hours	\$305 per hour	\$252 per term
6-8 hours	\$305 per hour	\$320 per term
9-11 hours	\$305 per hour	\$390 per term
12+ hours	\$305 per hour	\$510 per term
Organizational Management/Leadership	\$325 per hour	
Graduate Biblical Studies Programs	\$240 per hour	
Graduate Leadership	\$345 per hour	
Graduate Counseling/School Counseling	\$345 per hour	
Graduate Human Services	\$345 per hour	
Graduate Education	\$300 per hour	
Graduate Nursing	\$320 per hour	
Audit Tuition	\$100 per hour	\$90 per term
Fees		
Drop Fee charged after end of late registration		\$25
Add Fee charged after end of late registration		\$25
Online Course Fee		\$100 per online/hybrid course
Ring Installment Program charged first four terms for full-time students		\$90 per term for first four terms
Graduation Fee for Undergraduate Degree		\$150
Graduation Fee for Graduate Degree		\$175
Required fees cover a range of comprehensive services that are provided to students. Required fees will not be waived, regardless of program participation or residency status		

Tuition and Fees (online programs)

Organizational Management	\$540 per hour	
Organizational Leadership	\$540 per hour	
Graduate Human Services	\$390 per hour	
Graduate Leadership	\$550 per hour	
Fees		
Graduation Fee for Undergraduate Degree		\$150
Graduation Fee for Graduate Degree		\$175