



# Consumer Information

## 2017-18

### General Information

#### **Tuition and Fees (2017-18 PTS Catalog)**

<https://www.ptseminary.edu/pt-seminary-studies.php>

#### **2017-18 PTS Catalog**

<https://sites.google.com/a/ptseminary.edu/pts-catalog/>

#### **Withdrawal Process**

Contact the Registrar's Office to obtain a withdrawal form and have the required offices sign off in order to officially withdraw from courses. **(2017-18 PTS Catalog)**

#### **Academic Calendar (2017-18 PTS Catalog)**

#### **Voter Registration Website Address**

Go to: <https://nationalvoterregistrationday.org/register-to-vote/> (This link now embedded at PTS Forms at this address: <https://sites.google.com/a/ptseminary.edu/pts-student-forms/general>)

#### **Constitution Day**

September 17 of each year at PTS commemorates the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week. Informational resources pertaining to the Constitution are on display at PTS and educational information provided on campus and online resources are provided for PTS online students.

#### **Student Rights under FERPA**

##### **Students' rights to educational information:**

<https://docs.google.com/viewer?a=v&pid=sites&srcid=cHRzZW1pbmFyeS5lZHV8cHRzLXN0dWRlbnQtZm9ybXN8Z3g6NWJkZGE2Nm4NGQyOWJhMg> (2017-18 PTS Catalog)

#### **Annual Security Report**

The security report is distributed to each student's email account by October 1<sup>st</sup> of each fall semester. It is also distributed electronically via campus email. Employees receive a copy by October 1<sup>st</sup> by direct distribution to their mail folders. The report includes statistics from the previous three years concerning reported crimes that occurred on campus; in certain campus buildings or property owned or controlled by the Pentecostal Theological Seminary; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault and other matters. Students may request a written copy of the report from the Student Services Office.



### **Fire Safety Report & Annual Notification**

Copies of the Fire Safety Report can be obtained from the Director of Maintenance, Phillip Woods, in building B at [pwoods@ptseminary.edu](mailto:pwoods@ptseminary.edu)

### **Names of Accreditation Agencies**

List of accreditation agencies (2017-18 PTS Catalog):

PTS Website: <https://www.ptseminary.edu/pt-seminary-accreditation.php>

### **Current Degree Programs and Educational Training Programs (2017-18 PTS Catalog):**

Doctoral and Master's: <https://www.ptseminary.edu/degrees-ptseminary.php>

Certificate: <https://www.ptseminary.edu/pt-seminary-certificates.php> (2017-18 PTS Catalog)

### **Transfer of Credit Policies (2017-18 PTS Catalog)**

<https://sites.google.com/a/ptseminary.edu/pts-catalog/academic-information#TOC-TRANSFER-OF-CREDIT>

### **Instructional Facilities Available to Students**

Computer Lab (building B) and Squires Library are some of the instructional facilities available to students at the Seminary. (2017-18 PTS Catalog)

<https://sites.google.com/a/ptseminary.edu/pts-catalog/introduction#TOC-PHYSICAL-FACILITIES>

### **Faculty and Other Instructional Personnel Directory**

List of faculty and other instructional personnel can be viewed on the Seminary website at:

<https://www.ptseminary.edu/pt-seminary-faculty.php> - PTS Faculty Directory

<https://www.ptseminary.edu/pt-seminary-administration.php> - PTS Admin Directory

### **Contact Information Regarding General School Issues**

<https://www.ptseminary.edu/pt-seminary-directory.php>

**Crime Statistics and Daily Crime Log Information:** Copies of crime statistics can be obtained from the Director of Maintenance, Phillip Woods, in building B at: [pwoods@ptseminary.edu](mailto:pwoods@ptseminary.edu)

**Copies of the Emergency Response/ Evacuation:** can be obtained from the Director of Maintenance, Phillip Woods, in building B at: [pwoods@ptseminary.edu](mailto:pwoods@ptseminary.edu)

**Missing Person Notification or Information:** Student Director at: 423-478-7724.

### **Deferment Process (2017-18 PTS Catalog)**

To apply for an in-school deferment review the deferment process at:

<https://docs.google.com/viewer?a=v&pid=sites&srcid=cHRzZW1pbmFyeS5lZHV8cHRzLXN0dWRlbnQtZm9ybXN8Z3g6OTBIODI0NmU2ODBmZDc5>



**See the Registrar's Office for a deferment form also linked below.**

**In- School Deferment form: (PTS 2017-18 Catalog)**

<https://docs.google.com/viewer?a=v&pid=sites&srcid=cHRzZW1pbmFyeS5lZHV8cHRzLXN0dWRlbnQtZm9ybXN8Z3g6NzMyYmY4YzJhYTUzMGE0OA>

### **DRUG-FREE SCHOOL AND COMMUNITY POLICY**

The use, possession, or distribution of any type of illegal drug, alcohol, or tobacco product by faculty, staff, and students is strictly prohibited on and off site of the Pentecostal Theological Seminary. In accordance with the Word of God and the tenets of our church, we acknowledge that we represent Christ in and out of the workplace.

Any student, staff, or faculty member found in violation of the above policy will be held to local, state, and federal laws. They will also be required to appear before a disciplinary committee to determine what action will be taken by the Pentecostal Theological Seminary. Sanctions imposed by the Seminary may include a warning up to and including expulsion/termination or referral for help with substance abuse. Any action taken by the Seminary will be inclusive of those required by local, state, and federal law.

It is required that our employees report, in writing, within five calendar days of any criminal drug statute convictions while employed at the Pentecostal Theological Seminary to the Office of the President in accordance with the Drug-Free Schools and Communities Act of 1989. The President, or an individual designated by the President, will report to the Department of Education and other appropriate local, state and federal authorities deemed by law. Any employee who is in violation of the above policy will appear before a disciplinary committee.

This committee will decide the appropriate action to be taken, which may include, but is not limited to, termination or referral to an appropriate substance abuse program.

Not only are there legal consequences for the use of illegal drugs, alcohol and tobacco products there are also many health risks involved. Along with legal and health consequences, the Word of God tells us that we are temples of the Holy Spirit and therefore need to honor God with our body. Since the use and misuse of the above substances are a hazard to one's physical wellbeing and cause harm to God's temple, the Pentecostal Theological Seminary strongly discourages and prohibits the use of these substances.

This policy will be given to students, faculty, and staff annually to review and sign that they will abide by the policy. A copy of this agreement will be kept on record at the Seminary for the academic year. A committee designated by the President will review the policy at least every two years.

The Cleveland and Chattanooga areas have several resources to help if you find yourself or someone else in need of help with addictive behaviors and or substance abuse. Attached is a list of some resources that are available. You may also feel free to contact the Pentecostal Theological Seminary counseling department for assistance.



## **Resources:**

**Pine Ridge Treatment Center** 423.339.4166  
**Valley Hospital** 423.499.2300 or 1.800.542.9600  
**The Center for Substance Abuse  
Treatment and Referral Hotline** 1.800.662.HELP

### **Substance Abuse Treatment Locator**

<http://www.findtreatment.samhsa.gov> Phone: 1.800.662.HELP (1.800.662.4357)

### **Al-Anon/Alateen**

<http://www.al-anon.alateen.org> Phone: 1.888.4AL.ANON (1.888.425.2666)

### **Alcoholics Anonymous (AA)**

<http://www.aa.org>

### **American Council on Alcoholism**

<http://www.aca-usa.org> Phone: 1.800.527.5344

### **Cocaine Anonymous**

<http://www.ca-online.org/> Phone: 1.800.347.8998

### **Nar-Anon**

<http://nar-anon.org> Phone: 1.800.477.6291

### **National Council on Alcoholism and Drug Dependence Hope line**

<http://www.ncadd.org> Phone: 1.800.NCA.CALL (1.800.622.2255)

## **Vaccination Policy**

Copies of the Vaccination policy can be obtained from the Admissions Office at:

423-478-7725, [rwilhelm@ptseminary.edu](mailto:rwilhelm@ptseminary.edu) or:

<https://docs.google.com/viewer?a=v&pid=sites&srcid=cHRzZW1pbmFyeS51ZHV8cHRzLXN0dWRlbnQtZm9ybXN8Z3g6N2Q2OWVlYzcyMWFhODEzMQ>

## **Handicap Provisions**

The Pentecostal Theological Seminary provides handicap ramps for students for wheelchair access to buildings A and building B. The first ramp gives access to building A on the second floor.

The second ramp gives access to the courtyard from Walker Street giving access to both buildings A and B. Elevator access to the second floor classrooms is provided in building B.

Handicap accessible doors are located for entry into buildings A and B at these locations: The double doors of the second floor of building A at the end of the ramp access; one at the Registrar's office in building A; and one that provides entrance from the courtyard into both buildings A and B.

Handicap bathrooms are located in building B and on the first floor of building A.

Handicap parking spaces are located at both administrative building locations.

Hamilton Court (campus housing), has a one bedroom apartment designed for handicap accessibility.



### **Non-Discriminatory Policy**

The Pentecostal Theological Seminary does not discriminate on the basis of race, gender, handicap, age, class, veteran status, or national/ethnic origin in the administration of any of its policies. It is the policy of the Seminary in its common life and classroom to use inclusive language and the exercise respect and Christian love toward each member of the Seminary community. The Seminary, as part of the Church of God, recognizes homosexuality as an unscriptural lifestyle which precludes church membership, ministerial credentials, and, therefore, participation in this Seminary. <https://sites.google.com/a/ptseminary.edu/pts-catalog/introduction#TOC-NONDISCRIMINATION-POLICY>  
(2017-18 PTS Catalog)

### **General Consumer Information**

The main entry receptionist is the designated person to give out general consumer information and forward students to specific offices for a hard copy. Students may request a paper copy of any consumer information upon request by contacting the specific office listed on the Consumer Information list. Please allow 10 days for processing.

## **Financial Aid Information**

### **Types of Financial Assistance; Forms and Procedures for applying:**

**To view scholarships** (2017-18 PTS Catalog): <https://www.ptseminary.edu/pt-seminary-masters-scholarships.php>

### **To view Financial Aid Application Steps:**

Masters: <https://www.ptseminary.edu/pt-seminary-masters-financial-aid-steps.php>

Certificate: <https://www.ptseminary.edu/pt-seminary-certificate-financial-aid-steps.php>

D. Min: <https://www.ptseminary.edu/pt-seminary-dmin-financial-aid-steps.php>

### **Refund Policy (2017-18 PTS Catalog)**

<https://www.ptseminary.edu/return-of-title-iv-funds-policy.php>

### **Net Price Calculator (PTS website)**

**College Bookstore –White Wing Christian Bookstore- 3750 Keith Street, NW, Cleveland, TN**  
(423) 599-5425 or 1-800-221-5027 [www.whitewingbooks.com](http://www.whitewingbooks.com)

**Textbook Information** - Students click on the hyperlink and look in Populi under News Feed at textbook information. <https://ptseminary.populiweb.com/internal/common/home.php>  
You may also look in Populi, under *Profile*, then *Student*, under highlighted course listing on the right side to view your syllabi and textbook list for specific courses.



### **Students Rights and Responsibilities**

Entrance and Exit Counseling are required for new loan applicants as well as graduates or students withdrawing from PTS. The counseling explains students' responsibilities regarding student loans. <https://www.studentloans.gov/myDirectLoan/counselingInstructions.action> or (Hard copies available at Financial Aid Office display table).

### **Financial Aid Drug Policy**

Federal law provides that a student who has been convicted of an offense under any federal or state law involving the possession or sale of a controlled substance during a period of enrollment for which the student was receiving financial aid shall not be eligible to receive any federal or institutional grant, loan, or work assistance during the period beginning on the date of such conviction and ending after the interval specified in the following table.

If convicted of an offense involving:

<b>Possession of a Controlled Substance</b>	<b>Ineligibility Period</b>
First Offense	1 year
Second Offense	2 years
Third Offense	Indefinite
<b>Sale of a Controlled Substance</b>	<b>Ineligibility Period</b>
First Offense	2 years
Second Offense	Indefinite

A student whose eligibility has been suspended based on a conviction for possession or sale of a controlled substance may resume eligibility before the end of the ineligibility period if:

- A. the student satisfactorily completes a drug rehabilitation program that:
  1. complies with the criteria prescribed in the federal regulations; and
  2. includes two unannounced drug tests;
- B. the student successfully passes two unannounced drug tests conducted by a drug rehabilitation program that complies with the criteria prescribed in the federal regulations; or
- C. The conviction is reversed, set aside, or otherwise rendered nugatory.

### **Student Financial Aid Eligibility**

PTS scholarships are determined by financial need, or are merit based or a special one-time scholarship offering as published in writing and noted online. Need is determined by the completion of a FAFSA for U.S. Citizens. Merit based scholarships are based on GPA or other criteria as stated in the catalog, website or Financial Aid Application under scholarship listings. Masters Scholarship Listing: <https://www.ptseminary.edu/pt-seminary-masters-scholarships.php> (2017-18 PTS Catalog)



### **Scholarship Disbursement**

How and when Financial Aid is disbursed is viewable on the Populi Activity Feed each semester and on campus in the student commons and other vital locations on campus. Scholarship disbursements are divided in half with equal disbursements in the fall and spring. Care Ministry scholarships will be prorated with students receiving a portion each term they enroll during the academic year (July 1- June 30<sup>th</sup>).

### **Disbursement Important Dates**

\*See Business Office scheduling or Populi Dashboard.

### **Loan Funds Sent Electronically**

Loan funds are sent via electronic payment and applied to the students' accounts, typically sometime after the 6<sup>th</sup> week of the semester for students who apply by the deadline (See your "Financial Aid" tab in Populi and/or view your Business Office Account under the tab "By Term.") This allows you to see when your loan funds have been applied to your account. Students that submit documentation late, or have information still lacking will take longer to process.

**Entrance Loan Counseling and Exit Loan Counseling** are required for all Federal Loan recipients and may be completed at: <https://studentloans.gov/myDirectLoan/index.action>

### **Federal Work Study**

Terms and Conditions of Federal Work Study (FWS) program can be obtained from the Director of Administrative Services. <https://sites.google.com/a/ptseminary.edu/pts-catalog/financial-aid#TOC-Work-Study-Program> (2017-18 PTS Catalog). The Federal Work Study Application may be requested by emailing our Human Resource Director, Joy Terpstra at [jterpstra@ptseminary.edu](mailto:jterpstra@ptseminary.edu).

FWS applications are submitted to the Assistant Dean's Office for processing. Students eligible to receive FWS funds are determined based on the FAFSA and the student's Financial Need. Students are assigned jobs on the basis of the needs of the Seminary and the abilities and skills of the student applicant. Please note that availability of positions are limited to number of openings each year.

### **Non-Work Study Assistant Positions**

There are limited openings for non-Work Study Graduate Assistants. However, students may apply for these positions by completing the steps above. International students may apply for these positions also, since these positions are not federally funded and do not require citizenship. Contact: [jterpstra@ptseminary.edu](mailto:jterpstra@ptseminary.edu) to apply.

### **Financial Aid Academic Progress Policy** (2017-18 PTS Catalog)

Students must maintain satisfactory academic progress to be eligible for federal aid. Our Satisfactory Academic Progress Policy states criteria for measuring financial aid academic progress. To view policies go to:

<https://www.ptseminary.edu/financial-aid-academic-progress-policy.php>  
(2017-18 PTS Catalog).



**Master's Degree Budget for the 2017-18 School Year  
Based on 18 hours (9 Months)**

**\$466.00 Fall-Dec. Full-time Jan. New Rate \$486.00 2018 Full-time  
\$478.00 Fall-Dec. Half-time Jan. New Rate \$498.00 2018 Half-time  
On Campus**

**On Campus Full-time**

Tuition <u>Full-time</u> (\$466.00 Per Hr) Fall 5 Months	\$4,194.00
Tuition <u>Full-time</u> (\$486.00 Per Hr) Spring 4 Months	4,374.00
Fees (Campus Fees & lender fees)	373.00
Housing	5,841.00
Board	4,401.00
Personal	2,800.00
Travel	1,900.00
Books, Supplies	1,965.00
Cost of Attendance	\$25,848.00

**On Campus (June & July 2017) J term Fulltime 6 hrs (1 Month)**

J term (June & July) Tuition <u>Full-time</u> (\$478.00 Per Hr)	\$2,868.00
Fees (Reg. 20.00) (1 month 6 hrs)	20.00
Housing	649.00
Board	489.00
Personal	311.00
Travel	211.11
Books, Supplies (Internet Access 60.00 per month)	218.33
Cost of Attendance	\$4,766.44

**On Campus (June & July 2017) J term Half-time 3 hrs. (1 Month)**

J term Tuition <u>Half-time</u> (\$478.00 Per Hr)	\$1,434.00
Fees (Reg. 20.00) (1 month 3 hrs)	20.00
Housing	649.00
Board	489.00
Personal	311.00
Travel	211.11
Books, Supplies (Internet Access \$60.00 per month)	218.33
Cost of Attendance	\$3,332.44

**On Campus (June & July 2017) Half-time (3 hrs) (2 Months)**

J term Tuition (\$478.00 Per Hr)	\$1,434.00
Fees	20.00
Housing	1,298.00
Board	978.00
Personal	622.00
Travel	211.11
Books, Supplies (Internet Access \$60.00 per month)	218.33
Cost of Attendance	\$4,781.44





**Master's Degree Budget for the 2017-18 School Year (continued)**

**On Campus (June & July 2017) Full-time (6 Hrs) (2 Months)**

J term Tuition (\$478.00 Per Hr)	\$2,868.00
Fees	20.00
Housing	1,298.00
Board	978.00
Personal	622.00
Travel	211.00
Books, Supplies (Internet Access \$60.00 per month)	218.33
Cost of Attendance	\$6,215.33

**Online (Distance Only Courses) Full-time 9 hours (9 Months)**

Tuition Full-time (\$466.00.00 Per Hr) Fall 5 Months	\$4,194.00
Tuition Full-time (\$486.00 Per Hr) Spring 4 Months	4,374.00
Fees (Campus Fees & lender fees)	373.00
Housing	5,841.00
Board	4,401.00
Personal	2,800.00
Books, Supplies (Internet Access 60.00 per month)	2,015.00
Cost of Attendance	\$23,998.00

**Online (Distance Only Courses J Term) Half-time (3 hours) 2 Months**

J term Tuition (\$478.00 Per Hr)	\$1,434.00
Fees	20.00
Housing	1,298.00
Board	978.00
Personal	622.00
Books, Supplies (Internet Access \$60.00 per month)	218.33
Cost of Attendance	\$4,570.33

**Online (Distance Only Courses J Term) Full-time (6 hours) 2 Months**

J term Tuition (\$478.00 Per Hr)	\$2,868.00
Fees	20.00
Housing	1,298.00
Board	978.00
Personal	622.00
Books, Supplies (Internet Access \$60.00 per month)	218.33
Cost of Attendance	\$6,004.33

**Online (Distance Only Courses J Term) Half-time (3 hours) 1 Month**

J term Tuition (\$478.00 Per Hr)	\$1,434.00
Fees	20.00
Housing	649.00
Board	489.00
Personal	311.00
Books, Supplies (Internet Access \$60.00 per month)	218.33
Cost of Attendance	\$3,121.33



**Master's Degree Budget for the 2017-18 School Year (continued)**  
**Online (Distance Only Courses J Term) Full-time (6 hours) 1 Month**

J term Tuition (\$478.00 Per Hr)	\$2,868.00
Fees	20.00
Housing	649.00
Board	489.00
Personal	311.00
Books, Supplies (Internet Access \$60.00 per month)	218.33
Cost of Attendance	\$4,555.33

**Doctorate of Ministry**  
**2017-18 Budget Fall**

<b>On Campus Tuition <u>Fulltime</u> 6 hours for Fall term @545.00</b>	\$4,360.00
Fees	378.00
Housing	780.00
Board	504.00
Personal	400.00
Travel	1,000.00
Books	600.00
Loan Fees	100.00
	\$8,122.00

**Doctor of Ministry Spring 2018 Term**  
**2017-18 Budget Increased Tuition 1-2018**

<b>On Campus Fulltime (Students taking at least one course on campus)</b>	
Tuition Fulltime 6 hours (\$565.00 Per Hr.)	\$3,390.00
Fees	373.00
Housing	2,596.00
Board	1,956.00
Personal	1,244.00
Travel	844.00
Books, Supplies	873.32
Cost of Attendance	\$11,281.32

**Online Only Fulltime**

Tuition Fulltime (\$565.00 Per Hr) Spring 4 Months	\$3,390.00
Fees	373.00
Housing	2,596.00
Board	1,956.00
Personal	1,244.00
Books, Supplies,	873.32
Cost of Attendance	\$10,432.32



### **Verification Deadline for 2017-2018**

Students selected for verification must provide the requested documents to the Financial Aid Office before receiving any Federal funding. Students will be notified (On their FAFSA and via written notification by the Financial Aid Office) that they were selected for verification. The verification deadline will be September 2018.

### **Pentecostal Theological Seminary Catalog**

The current Pentecostal Theological Seminary catalog is the official guide for both the student and the seminary. It is the most complete and authoritative source of information about the semester, its policies, and its programs. The student is responsible for becoming acquainted with the information it contains. The guidelines set forth in the catalog should be followed carefully during the student's enrollment at the Pentecostal Theological Seminary.

<https://sites.google.com/a/ptseminary.edu/pts-catalog/>

### **Financial Assistance Contact Information:**

**Robin Sluder, Director of Financial Aid**

**423-478-7727**

[rsluder@ptseminary.edu](mailto:rsluder@ptseminary.edu)

**Nicole McCraw, Financial Aid Assistant**

**423-478-7704**

[finaid@ptseminary.edu](mailto:finaid@ptseminary.edu)

Students may request a paper copy of any consumer information by indicating a need to the related office. Please allow 10 business days for processing.