



LIVING STONES CHRISTIAN UNIVERSITY

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TUITION, CANCELLATION, AND REFUND POLICY

NOTICE OF CANCELLATION RIGHTS

A student who signs an Enrollment Agreement with Living Stones Christian University has the right to cancel the Enrollment Agreement for any reason within three (3) working days after signing it and shall receive a full refund of all monies, fees, and charges paid to the institution. Notice of cancellation must be submitted in writing to the University by email, mail, or other verifiable written communication.

All monies, fees, and charges paid by the student shall be refunded within thirty (30) calendar days after the institution receives the notice of cancellation.

1. PURPOSE

This Tuition, Cancellation, and Refund Policy establishes the institutional policies governing tuition charges, fees, cancellations, withdrawals, and refunds for students enrolled at Living Stones Christian University. The institution seeks to administer financial policies in a fair, transparent, and consistent manner appropriate to its mission as a fully online Christian institution of higher education.

2. TUITION AND FEES

Current tuition and institutional fees are as follows:

Category	Amount	Frequency
Application and Registration Fee	\$100.00	One-time
Undergraduate Tuition	\$25.00	Per credit hour

Graduate Tuition	\$25.00	Per credit hour
Technology Fee	\$50.00	Per semester
Graduation Fee	\$100.00	One-time
Official Transcript Fee	\$15.00	Per request
Returned Payment Fee	\$35.00	Per occurrence

Tuition and fees are subject to change upon reasonable written notice by the institution. Changes shall not apply retroactively to previously completed enrollment periods.

3. STUDENT RIGHT TO CANCEL

In accordance with institutional policy, a student who signs an Enrollment Agreement with Living Stones Christian University has the right to cancel the Enrollment Agreement for any reason within three (3) working days after signing the Enrollment Agreement and shall receive a full refund of all monies, fees, and charges paid to the institution. The student is not required to provide a reason for cancellation.

Cancellation requests must be submitted in writing to the Office of Student Services. The effective date of cancellation shall be the date the written notice is received by the institution.

All refunds due under this cancellation provision shall be issued within thirty (30) calendar days after receipt of the cancellation notice.

4. CANCELLATION AFTER THE THREE-DAY PERIOD

A student may cancel enrollment at any time prior to the commencement of instruction.

If cancellation occurs after the three (3) working-day cancellation period but before classes begin, the institution shall refund all tuition paid. The institution may retain only those non-refundable fees specifically disclosed in the Enrollment Agreement and institutional publications.

If instruction has already commenced, refunds shall be determined according to the Prorated Tuition Refund Policy described in Section 6 of this policy.

5. WITHDRAWAL POLICY

Students seeking to withdraw from a course or academic program must submit written notification to the Office of Student Services.

The effective withdrawal date shall be the date the institution receives the written withdrawal notice unless otherwise determined by institutional policy.

Failure to attend classes or participate in online instructional activities does not automatically constitute official withdrawal.

6. PRORATED TUITION REFUND POLICY

After instruction begins, tuition refunds are calculated according to the following prorated schedule:

Withdrawal During	Refund of Tuition
First week	90%
Second week	80%
Third week	70%
Fourth week	50%
Fifth week	40%
Sixth week	30%
After sixth week	0%

Refund calculations apply only to refundable tuition charges and do not include non-refundable institutional fees.

7. NON-REFUNDABLE FEES

The following fees are non-refundable except where otherwise specifically provided by institutional policy:

- Application and Registration Fee (after applicable cancellation period)
- Technology Fee
- Graduation Fee
- Official Transcript Fee
- Returned Payment Fee

8. METHOD OF REFUND

Approved refunds are generally issued using the original method of payment whenever reasonably possible.

The institution reserves the right to:

- offset outstanding balances;
- deduct unpaid institutional obligations;
- withhold refunds where permitted by institutional policy or applicable law.

9. REFUND PROCESSING TIMEFRAME

Refunds approved under this policy are ordinarily processed within thirty (30) calendar days following:

- official cancellation;
- official withdrawal; or
- institutional determination of eligibility.

Processing times may vary depending upon payment method or financial institution processing procedures.

10. FINANCIAL OBLIGATIONS

Students remain responsible for:

- tuition earned prior to withdrawal;
- outstanding institutional charges;
- unpaid balances not subject to refund.

The institution may withhold transcripts, diplomas, enrollment verification, or future registration privileges until all financial obligations are satisfied.

11. TITLE IV DISCLOSURE

Living Stones Christian University does not participate in Title IV federal financial aid programs, including Pell Grants or federal student loans.

Accordingly, federal Title IV refund calculations do not apply to institutional refunds issued under this policy.

12. ONLINE EDUCATION DISCLOSURE

Living Stones Christian University operates as a fully online institution. Participation in online instructional activities, access to the Learning Management System (LMS), assignment submissions, course participation, or related online academic engagement may constitute attendance or participation for purposes of refund and withdrawal determinations.

13. POLICY MODIFICATIONS

The institution reserves the right to revise tuition rates, fees, refund schedules, and related financial policies upon reasonable notice to students.

Updated policies shall be published through institutional publications or official communications.

14. CONTACT INFORMATION

Questions regarding tuition, billing, cancellations, withdrawals, or refunds should be directed to:

Office of Student Accounts

7901 4th St N, Suite 300

St. Petersburg, Florida 33702

United States of America

Email: accounts@livingstoneschristianuniversity.org

Website: www.livingstoneschristianuniversity.org