● Housing
● Financial Information/Tuition and Fees
● Financing Your Education
● International Student Information
● Veteran Information
● Community Policies
Housing

Living on-campus can provide a deeper sense of participation in the Iliff community. We offer a variety of housing options and lower-than-average housing costs. Numerous off-campus accommodations are also available in the area, if you prefer. Additionally, joint Ph.D. students may apply for student housing at the University of Denver as well as at Iliff.

Housing Policy

The Iliff School of Theology complies with all state and federal non-discrimination laws and regulations in the administration of its housing policies. The Iliff School of Theology does not discriminate on the basis of race, color, national origin, sex, disability, sexual orientation, gender identity or age in its housing. The Dean of Academic Affairs has been designated to handle inquiries regarding non-discrimination policies and complaints.

Tenants shall comply with Iliff School of Theology regulations. This applies to the pertinent items of this entire document as well as all policies and procedures that may be enacted hereafter.

Residing in Iliff School of Theology housing is contingent upon signing a one year lease and prompt payment of rent. Rent is charged quarterly and paid to the Business Office; however, you may petition the Business Office if you prefer to pay monthly. When students move into or out of Iliff School of Theology housing, rent will be calculated on a daily pro rata basis. See Current Fee Schedule for current deposit and housing rates.

Applying

Applications are available through the Admissions Office and on my.iliff in the Student Forms section. Application and deposit may be made prior to acceptance. Housing assignments are based on the date of application and deposit.

An application fee must accompany the housing application. See Current Fee Schedule for fees and housing rates.

Deposit will be refunded:
- If you cancel your request for Iliff housing at least thirty (30) days prior to expected arrival.
- Upon vacating the apartment/house and clearance by the Facilities Department.
• The deposit will be credited to the student’s Iliff account. The Business Office sends the student’s statement to their mailing address.

Move-in

On-campus housing is unfurnished. Iliff does not insure tenants’ personal property and strongly advises obtaining renter’s insurance. Tenants are responsible for installation of telephone and cable services.

When moving into your apartment, the Facilities Department will accompany new tenants in taking a physical inventory of cleanliness and repair issues within 48 hours of moving in. The signed inventory sheet is then filed by the Facilities Department.

Facilities

• Iliff reserves the right to enter any Iliff housing apartment or house at any time for the purpose of repairs or other official business. A reasonable effort will be made to notify you in advance of the visit. After a maintenance visit, a tag will be left on your doorknob indicating what was done and when.
• No pets are allowed in Iliff housing, except for fish.
• Iliff is a smoke free campus
• No firearms or illegal drugs are permitted in Iliff housing.
• If you need more than one set of keys, contact the Facilities Department. Don’t have keys made off-campus. If you lose your keys, the Facilities Department will obtain duplicates and charge the tenant $10.00 per key.
• Taylor Hall requires a fob to get into the front doors; one fob comes with each apartment. Replacement or extra fobs will cost $15.00.
• Residents adding their own deadbolt locks must provide a key to the student manager and to the Facilities Department. The lock must be keyed to the apartment key and master key. Iliff will not pay for these locks or for their installation.
• Any change in Iliff housing painting, or other matters of unusual nature should have authorization from the Facilities Department before the modification is undertaken.
• The tenant is responsible for the purchase and replacement of light bulbs during tenant’s stay.
• Due to fire hazards, the use of high-wattage electronic devices in residential housing is discouraged.
• Dishwashers, clothes washers/dryers are not allowed in Iliff apartments.
• Tenants should clean apartments regularly. Every effort should be made by the resident to avoid creating fire hazards and/or accident potentials in and about the apartment.

Community

Quiet is expected from 10:00 pm to 7:00 am in order that other residents may study and sleep. Residents who are being disturbed should complain to the apartment resident(s) involved. If that doesn’t solve the situation, contact the Facilities Department.

Occupancy

Subletting apartments is not permitted. Before allowing a friend or relative to stay in Iliff housing while tenant is away (limit three nights), the tenant must submit to the Facilities Department a written statement giving specific permission to use the apartment in your absence.

If you are planning to be away from your apartment for a week or more, let the Facilities Department know. Before performing any childcare work, proof of adequate business liability insurance must be filed with Facilities Department. The childcare in Iliff housing is limited to no more than two (2) outside children plus resident’s own children at any one time.

Communications

Student managers can provide entry to the apartment at reasonable hours if your key is lost or locked in the apartment. Please contact the student manager of your building, or DU Campus Safety (303-871-3000), before coming to the Facilities Department.

Notify the Facilities Department for any maintenance needs so that a Work Order can be submitted. Please do not use any chemicals on your drains, as these can do damage in the long run; put in a work order for clogged drains.

Parking

Tenants in Schlessman and Taylor Halls may request a parking space on campus. Spaces are assigned by the Facilities Department and require a parking card ($40.00 deposit) and a placard – both issued by the Front Desk in the Iliff Lobby.
Moving Out

When vacating your apartment, the Facilities Department should be notified as soon as you can be definite of the move. Thirty days is the minimum notice.

When vacating your apartment, a Clearance Form is filled out by the tenant and the Facilities Department at the time of final checkout. The form is given to the Business Office, and then the tenant’s deposit, less any damage or cleaning charges assessed, will be refunded. The tenant is responsible for cleaning properly, or for paying a cleaning charge. Deposit refunds are mailed to the tenant, or may be picked up at the Business Office within a reasonable time following clearance. Damage done to the furnishings or to the apartment by the tenant will be charged to the tenant.

Emergencies

In case of fire, leave the building using the nearest exit away from the fire. Fire extinguishers are in all buildings and smoke detectors are in each apartment. To report a fire, call DU Campus Safety, 303-871-3000, or dial 911. To report suspicious events or crimes call DU Campus Safety, 303-871-3000, or dial 911. Be sure to notify the Facilities Department of any incidents occurring in the apartment or the building.

Your personal possessions are not insured by the school for fire damage or loss. Iliff strongly recommends that you have renter’s insurance. In case of thefts or vandalism remember to contact your insurance agent immediately.
Parking and Licenses

Arrangements have been made between DU and Iliff concerning the registration and regulation of all cars owned or operated on the campus by students, faculty, and staff. Iliff students must register their cars with the Front Desk in the Iliff Lobby if the cars are to be used or parked on-campus. The parking areas are reserved for registered cars and are zoned for your convenience and protection. Please park in the appropriately designated areas. All cars parked on campus must display a current license plate.

**Campus Housing Parking:** Residents in Schlessman and Taylor Halls with a vehicle may request a parking space. Residents in campus housing must display an assigned placard in the front windshield of the vehicle. When a parking area is assigned you will be issued a card to access that parking area. There is a $40 refundable fee for the parking access card. Due to the shortage of parking spaces available, Iliff can only provide parking for one vehicle per apartment. Occasionally extra parking spaces may become available in the resident parking areas. These spaces are available on a first-come, first-served basis and are rented by the quarter. Additional parking spaces are only guaranteed for a quarter and will be reviewed by the Facilities Department at the end of every quarter to determine if additional spaces are still available.

**Visitor Handicap Parking:** Anyone parked in a Handicap spot and not displaying appropriate tags or placard will be towed immediately.

**Visitor Parking:** Visitor parking (Lot A) is reserved for visitors to Iliff, who must sign-in at the Front Desk. The lot will be checked periodically. Those who are not signed-in will receive one warning and will be towed upon the second violation. Visitor parking is monitored from 7:00 a.m. to 11:00 p.m.

Iliff is not responsible for damage to any vehicle caused in its parking lots as a result of negligence or careless acts of other drivers. If your car has been towed, contact DU Security at 303-871-3000.
Tuition And Fees

The cost of theological education goes far beyond what the School receives as tuition and the excess is supported by The United Methodist Church and gifts from individuals and churches. Tuition and fees are a small but important part of the school’s income. A master’s level student who pays $18,576 of an academic year’s tuition is individually subsidized by more than $29,000 in additional funds that Iliff invests, each year, in his or her education. The student’s payment of tuition plus income from individuals and the United Methodist Church, combine to enable Iliff to provide a sound and creative program of theological education.

Masters Degree Tuition for 2014-15

Full-Time: 8 - 14 credits per quarter; $6,192 per quarter, $18,576 for 3 quarters, $774 per credit for each credit over 14.

Part-Time: 1-7 credits per quarter, $774 per credit.

$387 per credit for students taking CPE and students on part time internships. Please see the Masters Student Handbook CPE section for more details.

Payment Plans

Iliff is pleased to offer payment plans in addition to our traditional methods of financial assistance. Students can spread tuition and fees over the ten-week quarter. If this is an option you are interested in, please contact Suzanne Mueller at smueller@iliff.edu or by phone at 303-765-3126. Several plans are available and include a three payment and nine payment plan.

Three Payment Plan

The first payment is due at the end of week three, the second payment is due at the end of week six, and the final payment is due at the end of week nine.

Nine Weekly Payments

The first payment is due by the end of the first week of class; the second payment would be due by the end of the second week of class, and the rest of the payments would follow the same guidelines with the final payment to be made by the end of week nine.
Please note: if you select a payment plan, you will not be allowed to attend class for the next quarter until your account balance is paid in full or you request a transcript. If you are interested in finding out more about your payment plan options, please visit the business office for more details.

Application Fee

$60
The application and application fee are valid for a period of one year from the original anticipated enrollment date.

Enrollment Reservation Deposit

$300
Once admitted, Iliff requires completion of the Enrollment Confirmation Form and the submission of a $300 nonrefundable deposit to reserve your place in the entering class and hold any scholarships you have been awarded. The enrollment deposit is not a separate or additional fee; it will be applied to the first tuition bill. The Enrollment Confirmation Form and deposit are due thirty (30) days from the date of your admission letter.

Graduation Fee

All Masters degrees $200

Technology Fee

$100 each quarter

Online/Hybrid Course

$45 per credit hour

Supervision Fee

$50 per quarter- Full Time Internship

Consultation & Guidance Assessments

One time fee of $75

Student Activities Fee

Charged each quarter when student is enrolled for 4 or more credits: $15

Continuing Registration Fee

$50 each quarter (excluding summer)
All Students

Registration Fees

Fee for change in course registration after the announced date (e.g., add/drop): $25
Late registration fee: $100 after the first week of classes.
Non-online registration for continuing degree students: $50.00
Fee to remove incomplete grade: $25

Late Payment Fee: 1% of the account balance over $100 calculated at the end of each month

Parking:

$40 per quarter
Replacement of lost parking card: $40

Replacement of Student ID

$10

Audit Policies:

Alumni: Master’s level courses are available to Iliff Alums at a reduced rate of $100 per credit hour.

Doctor of Ministry Alums: As described in their Student Handbook, DMin Alums may audit at no charge during the first three years after completing their degree.

Adjunct Faculty and Part-Time Internship Site Supervisors: As described in their appointment letters, Adjuncts Faculty and Part Time Internship Site Supervisors may audit Master’s level courses at no charge.

Full-Time Students: Students may audit one course at no charge in any quarter in which they are registered full-time (i.e., carrying eight or more hours for academic credit.)

Student Spouses/Partners: The partner/spouse of a full-time student or employee may audit one course a quarter at no charge.

Weekend Learner: Iliff welcomes Weekend Learners from the community at the reduced rate of $200 per course for our Praxis seminars.
Please visit our current course schedule for available offerings or contact Admissions for a brochure.

**Summer Learner:** Iliff welcomes Summer Learners from the community at the reduced rate of $200.00 per course for approved summer courses. Please call Leslie Inman in the Dean’s office (303-765-3183) for an overview of what courses are open for this opportunity.

**Denominational Partners:** Iliff welcomes Denominational Partners to sit in on approved courses and Weekend Seminars by the approval of the Dean’s office or by prior arrangement with your church. These courses are NOT offered for credit. Those seeking academic credit must register as non-degree students and register for courses through the Registrar’s Office. Denominational Partners are charged a reduced fee of $100 per credit hour. Courses required for ordination or other church appointments may count towards this category. Please contact the Dean’s office for more information.

**Students with Valid ID:** Students from other institutions with valid student I.D. may be eligible to audit a weekend or summer courses at the reduced rate of $100.00 per credit hour at the discretion of the Dean’s office. Please contact Leslie Inman for more details (303-765-3183).

**Non-Degree Students:** Other than those identified above, Iliff does not offer audit privileges. Iliff does admit non-degree students who may take courses for credit, and which may be counted toward Graduate Certificates described elsewhere in this Catalog.

**Health Insurance**

Health insurance is mandatory for all degree-seeking students in all programs. Please contact the Office of Student Services, (303) 765-3105, for more information.

**General**

Current degree students carrying eight quarter credit hours or more during a quarter may audit one course without charge during that same quarter. Students carrying less than eight quarter credit hours must pay regular audit fees to audit courses during that quarter.

With permission of the Director of Student Services, partners of full-time, degree-seeking students may audit any but 4000 level or PhD only courses with no charge. A full-time student is one who is taking eight credits or more in a given quarter. If the student is taking less than eight
credits, the partner will be charged the regular audit rates. Partners who wish academic credit must apply for non-degree student status and will be charged the regular non-degree student tuition. Please contact the Office of Admissions (303) 765-3117, for more information.

Payment of tuition is due the first day of each quarter unless arrangements for payments satisfactory to the Business Office are made during registration. If deferred payments are arranged, there is a late payment fee of 1% charged at the end of each month for any balance of $100 or more. All accounts must be current at the beginning of each quarter. Refunds of tuition will be granted on the following scale if the student drops a class for any reason:

- within the first week of the quarter 100%
- within the second week of the quarter 75%
- within the third week of the quarter 50%
- No refunds available after the third week of the quarter

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**Academic Registration and Refund Calendar**

**SUMMER**

**June 2014**

1. Finance charges are posted on accounts with a balance more than 30 days old.

16. Summer quarter begins; charges show up on student accounts. (Charges will be posted to your account starting on this day. Please note that charges for the first week of the quarter are preliminary. You will still be able to view your charges the first week but they could change based on any changes you make to your schedule during the first week. Actual charges are posted after the last day to add courses (see below for that date).

16. Last day to register online for summer. This is the last day to change summer schedule with no financial implication. (Any changes to your schedule after this date may result in a $25 charge per Add/Drop form. Please refer to the refund policy below.)

21. Begin 75% refund for dropped courses.
27 Credit Balance Refund (CBR) deposits will be issued on this day. To insure a timely deposit please make sure you have a direct deposit form and a voided check on file with the Business Office. No checks will be issued for refunds on accounts. All refunds will be given via direct deposit. Please contact the Business Office if you have any questions.

Second week of quarter ends, last day to get 75% refund.

30 Begin 50% refund for dropped courses.

If you have charges posted to your account, please pay your balance to avoid any finance charges.

**July 2014**

4 July 4th Holiday – Iliff Closed

4 Third week of quarter ends, last day to get 50% refund.

7 Begin NO REFUND for dropped courses

31 If you have charges posted to your account, please pay your balance to avoid any finance charges.

**August 2014**

1 Finance charges are posted on accounts with a balance over 30 days old.

The date to receive a WP (withdraw passing) grade will vary by course. Please check with your advisor if you have specific questions.

22 Summer Quarter ends. Incompletes from Spring Quarter due.

30 If you have charges posted to your account, please pay your balance to avoid any finance charges.

**FALL**

**September 2014**

1 Labor Day – Iliff Closed

5 New Student Orientation & Registration

8 Fall quarter begins; charges show up on student accounts. (Charges will be posted to your account starting on this day! Please note that charges for the first week of the quarter are preliminary. You will still be able to view your charges the first week but they could change based on any changes you make to your schedule during the first week. Actual charges are posted after the last day to add courses (see below for that date).
10 Fall Convocation

12 Last day to register/add courses (Fall online ends). This is the last day to change fall schedule with no financial implication. (Any changes to your schedule after this date may result in a $25 charge per Add/Drop form. Please refer to the refund policy below.)

15 Begin 75% refund for dropped courses.

19 Credit Balance Refund (CBR) deposits will be issued on this day. To insure a timely deposit please make sure you have a direct deposit form and a voided check on file with the Business Office. No checks will be issued for refunds on accounts. All refunds will be given via direct deposit. Please contact the Business Office if you have any questions.

Second week of quarter ends, last day to get 75% refund.

22 Begin 50% refund for dropped courses.

26 Third week of quarter ends, last day to get 50% refund.

29 Begin NO REFUND for dropped courses.

30 If you have charges posted to your account, please pay your balance to avoid any finance charges.

October 2014

1 Finance charges are posted on accounts with a balance over 30 days old.

5-11 Fall Intensive for 1st Year Journey Students

8-11 Gathering Days

17 Last day to drop with a WP.

18 Automatic WF for dropping.

28 Online Registration for Winter Quarter Begins (you will not be able to register if you have a hold on your account.)

31 If you have charges posted to your account, please pay your balance to avoid any finance charges.

November 2014

1 Finance charges are posted on accounts with a balance over 30 days old.

14 Fall Quarter ends. Incompletes from Summer Quarter Due

30 If you have charges posted to your account, please pay your balance to avoid any finance charges.
December 2014

1  Finance charges are posted on accounts with a balance over 30 days old.
31  If you have charges posted to your account, please pay your balance to avoid any finance charges.

WINTER
January 2015

1  Finance charges are posted on accounts with a balance over 30 days old
2  New Student Orientation
5  Winter quarter begins. Charges show up on student accounts
10  Last day to register/add courses, (Winter online ends).
Last day to change winter schedule with no financial implication.
11  Begin 75% refund for dropped courses
17  Credit balance refunds will be given
Second week of quarter ends, last day to get 75% refund
18  Begin 50% refund for dropped courses
19  Iliff Closed-Martin Luther King Jr. Holiday
24  Third week of quarter ends, last day to get 50% refund
25  Begin NO REFUND for dropped courses
31  If you have charges posted to your account, please pay your balance to avoid any finance charges.

February 2015

1  Finance charges are posted on accounts with a balance over 30 days old
4-7  Gathering Days
10  Online Registration for Spring Begins
13  Last day to drop with a WP
14  Automatic WF for dropping
28  If you have charges posted to your account, please pay your balance to avoid any finance charges.

SPRING
March 2015

1  Finance charges are posted on accounts with a balance over 30 days old
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>3</td>
<td>Online Registration for Summer Begins</td>
</tr>
<tr>
<td>13</td>
<td>Winter Quarter ends. Incompletes from Fall Quarter due.</td>
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<tr>
<td>16-20</td>
<td>Spring Interterm</td>
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<tr>
<td>23</td>
<td>Spring quarter begins, charges show up on student accounts</td>
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<tr>
<td>27</td>
<td>Last day to register/add courses, (Spring online ends). Last day to change Spring schedule with no financial implication.</td>
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<tr>
<td>29</td>
<td>Begin 75% refund for dropped courses</td>
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<tr>
<td>31</td>
<td>If you have charges posted to your account, please pay your balance to avoid any finance charges.</td>
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**April 2015**

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<tr>
<td>1</td>
<td>Finance charges are posted on accounts with a balance over 30 days old</td>
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<tr>
<td>3</td>
<td>Credit balance refunds will be given Second week of quarter ends, last day to get 75% refund</td>
</tr>
<tr>
<td>3-5</td>
<td>Easter Recess – Iliff Closed on April 3rd for Good Friday (banks are still open).</td>
</tr>
<tr>
<td>6</td>
<td>Begin 50% refund for dropped courses</td>
</tr>
<tr>
<td>10</td>
<td>Third week of quarter ends, last day to get 50% refund</td>
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<tr>
<td>13th</td>
<td>Begin NO REFUND for dropped courses</td>
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<tr>
<td>22-25</td>
<td>Gathering Days</td>
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<td>30</td>
<td>If you have charges posted to your account, please pay your balance to avoid any finance charges.</td>
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**May 2015**

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<th>Date</th>
<th>Event Description</th>
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<tr>
<td>1</td>
<td>Finance charges are posted on accounts with a balance over 30 days old Last day to drop with a WP</td>
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<tr>
<td>2</td>
<td>Automatic WF for dropping</td>
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<tr>
<td>12</td>
<td>Online Registration for Fall quarter begins</td>
</tr>
<tr>
<td>25</td>
<td>Iliff Closed-Memorial Day Holiday</td>
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<tr>
<td>27</td>
<td>Honors Convocation</td>
</tr>
<tr>
<td>29</td>
<td>Spring Quarter ends. Incompletes from Winter Quarter due.</td>
</tr>
<tr>
<td>31</td>
<td>If you have charges posted to your account, please pay your balance to avoid any finance charges.</td>
</tr>
</tbody>
</table>
Joint PhD Program and Doctoral Level Non-Degree Students

click here for information on cost of attendance

Transcripts

Current students can print their unofficial transcript online through my.lliiff. Official transcripts for current and former students can be requested with a signed release through the Registrar’s Office. Former students can start a request for transcripts by email to the Registrar’s Office. Transcripts are $5 each.

Neither diplomas nor transcripts of credit are issued to students until accounts are paid in full. This includes accounts with the library as well as fees and loans due to the Business Office and any other charges incurred with lliiff. Students wishing to discuss their situation may contact the Vice President for Business Affairs.

Financing Your Education

To be considered for institutional financial aid you must be enrolled in at least eight (8) credit hours for full award. If enrolled less than full time (8 hrs.) awards will be prorated. You must be enrolled in at least four (4) credit hours to be eligible for any type of financial aid. To receive Federal Student Loans you must be enrolled in at least four (4) credit hours. Journey students are eligible for institutional financial aid for a maximum of 12 quarters, residential MDIV students for 9 quarters, MA, MASC, MAPSC and MTS students for 6 quarters. Students admitted to 40-credit hour degrees are eligible for 3 quarters, so long as you are enrolled for at least 4 credit hours.

Federal funds awarded are contingent upon congressional appropriations. Students must be making satisfactory progress as defined by the Masters Student Handbook in order to remain eligible for financial aid. Other forms of financial assistance, i.e., outside scholarships, jobs, etc. must be reported to the Financial Aid Office.

All financial aid will be applied first against institutional charges. Any excess funds will subsequently be paid to the student.
Student may be required to return a portion of federal student loan funds or institutional financial aid if they drop below half-time status or withdraw before the end of an academic term.

**Students must reapply for financial aid each academic year by completing the Free Application for Federal Student Aid (FAFSA).**

**Memorial and Other Scholarships and Grants**

Iliff scholarship programs have been made possible largely through memorial gifts and many bequests from friends. The generosity of donors through the years has created a number of funds, the income of which is available for scholarships and grants.

Some scholarships are based solely on academic achievement and potential for leadership, others on a combination of individual achievement and need. Some annual scholarships are made available by individuals, foundations, and church organizations and require special application forms.

**Employment**

In a metropolitan area of more than two million people, numerous opportunities for part-time employment may be found. Iliff maintains job listings in various categories on a secure area of my.iliff that is available to current students and alumni/ae. Students wishing appointments as sole pastors usually need to contact area judicatory officials.

**Work-Study Program**

Iliff School of Theology participates in the Federal Work-Study program and has a number of jobs available for students who meet the federal eligibility requirements. In addition, some off-campus jobs are available to students. Contact the Financial Aid Office for more information: (pblocker@iliff.edu).

**Church and Agency Support**

Local churches, denominational bodies, and a number of service, benevolent, and fraternal organizations offer scholarships and grants to students preparing for religious leadership. Students are encouraged to seek financial assistance from these sources.
Non-degree and Certificate students are not eligible for federal financial aid. They may, however, receive financial assistance through their churches and denominational bodies. In The United Methodist Church, for example, the Ministerial Education Fund has provided resources through which many Annual Conference Boards of Ministry are supporting continuing education for ministers. Non-degree and Certificate students are also eligible to apply for private Alternative Student Loans. Contact the Financial Aid Office for more information.

Outside Aid Programs

You may be eligible for financial assistance through agencies such as the Veterans Administration, Social Security Administration or the Bureau of Indian Affairs. If you qualify under any of these programs, you will need to contact the agencies directly. United Methodists are particularly urged to seek aid from annual conference Boards of Ministry through their Ministerial Education Fund income and from the Scholarships Committee of the General Board of Higher Education and Ministry (http://www.gbhem.org). Deadlines for outside aid are determined by the individual agencies, and some deadlines are as early as January 15 preceding the school year you plan to attend.

Federal Programs

Federal Work-Study:
- Part-time employment at on-campus jobs; varied pay scale. Limited number of off-campus, community service positions.
- Funded by federal and institutional monies.
- Apply through the Financial Aid Office.
- Must be U.S. Citizen or Permanent Resident; degree-seeking; must have financial need; attend at least one-half time; maintain satisfactory academic and incremental progress.
- Complete a free application for federal student aid (apply online at www.fafsa.ed.gov)

Federal Perkins Loan:
- May borrow up to a maximum of $8,000 per academic year to an aggregate of $60,000 for all undergraduate and graduate loans; 5% interest; Loans based upon financial need and availability of funds; nine-month grace period after cessation of one-half time enrollment; $50 per month minimum payment; cancellation and deferment clauses; interest waived during enrollment and grace period.
• Funded by federal and institutional monies.
• Apply through the Financial Aid Office.
• Must be U.S. citizen or permanent resident; degree seeking; must have financial need; attend at least one-half time; maintain satisfactory academic and incremental progress.
• Complete a free application for federal student aid. (apply online at www.fafsa.ed.gov)
• No loans will be approved for students with prior loan defaults.

Federal Direct Unsubsidized Student Loans:
These are loans from the Federal government. Subsidized loans for graduate and professional students were eliminated with signing of the Budget Control Act of 2011 for all loans for periods beginning on or after July 1, 2012. Students may borrow up to $20,500 per academic year with an aggregate loan maximum amount of $138,500 for master’s students, including any loans made to you before you became a graduate or professional degree student or loans obtained at another institution.
• Complete a free application for federal student aid. (apply online at www.fafsa.ed.gov)
• Complete a master promissory note (apply online at https://studentloans.gov)
• Complete entrance counseling online (https://mapping-your-future.org or https://studentloans.gov).
• Must be U.S. citizen or permanent resident; degree seeking; must have financial need; attend at least one-half time; maintain satisfactory academic and incremental progress.
• No loans will be approved for students with prior loan defaults. Note: In passing the Budget Control Act of 2011, Congress and the President have eliminated the interest subsidy on these loans effective July 1, 2012.
• Interest Payments: The federal government does not pay interest on your behalf. You must pay for all of the interest that accrues on your unsubsidized loan during the time you are enrolled in school, during the grace period, and during any periods of deferment or repayment. There are two ways for you to pay interest while you are in school, your grace period, or a period of authorized deferment: (i) you may make monthly or quarterly payments to your lender or (ii) you and your lender may agree to add interest to the principal of your loan, but no more frequently than quarterly. (This is called capitalization.) If you do not make an interest payment as scheduled while you are in school, in grace period, or during a period of authorized deferment, your lender
may automatically capitalize the interest every three months. During other periods, you must pay this interest to your lender, unless your lender agrees to grant you forbearance, as explained in your promissory note.

- No loans will be approved for students with prior loan defaults.

Federal PLUS Loan for Graduate and Professional Students:

If your Federal Stafford Loan isn’t enough, the Federal PLUS Loan for graduate and professional students can help you cover the rest. Graduate students enrolled at least half-time at an eligible school, are U.S. citizens, U.S. national or permanent resident may apply. Apply on-line at https://studentloans.gov No loans will be approved for students with prior loan defaults.

Applying for Aid

Please note: To continue to receive financial aid, students must reapply each year by completing a new FAFSA. The link to the FAFSA is located on My.iliff's site (https://my.iliff.edu). You may be required to submit additional information for supporting documentation, such as IRS 1040 forms. Students applying for federal financial aid must complete and sign a Statement of Educational Purpose/Certification Statement on Refunds and Default, Selective Service Registration Compliance and updated information.

Education Costs

Tuition and fee costs are outlined above. The amount of your books and supplies will vary depending on your course of study, but will average about $900-$1200 per academic year. Your personal living expenses will vary based on where you live and how much you spend for room, board, transportation, clothing, entertainment, etc.

How Need is Determined

For financial aid awards that have “need” as a criterion, your total school costs and all family resources will be considered. The “need” equation is: budget – resources = need. Budgets are determined each year by the Financial Aid Office. These budgets are based on bureau of labor statistic guidelines and student surveys. Resources include family contribution, savings, assets, student and/or spouse earnings, as examples.

Your “financial need” is determined by subtracting all resources from your total budget. Your financial need is the amount of aid you are eligible to
receive for the academic year, from all sources. This process is repeated for each year that you apply.

**How Aid is Packaged and Disbursed**

After all known outside aid (scholarships, loans, VA, etc.) have been used, school awards (need- and merit-based) will be considered. To meet remaining financial need, all students will first be considered for Federal loan funds. Next, need will be met by employment, and lastly, Perkins Loan funds will be made to eligible students.

Disbursements of financial aid funds administered by Iliff are generally made at the beginning of each quarter. Payment for Federal Work-Study and school employment is issued on the last business day of each month. You are then responsible for paying any account balance due as soon as possible.

Federal loan funds are usually received by Iliff at the beginning of each quarter. Federal guidelines dictate student loan funds must first be used to pay educational expenses (i.e., tuition, fees and on-campus housing). Any remaining funds will be disbursed to the student for other education-related expenses. Outside awards may come to the School or be sent directly to you. If the funds are sent to you, you must inform the Financial Aid Office that the funds have been received.

**Financial Aid Limitations**

Iliff will not grant institutional aid (grants or scholarships) when a student exceeds by 10%, the course hour requirement for a master’s degree. To remain eligible for Federal student loan funds, a student must complete their degree requirements within 150% of the minimum credits required to graduate.

Iliff will not grant institutional aid (loans, grants or scholarships), or process applications for federal loans for more than two (2) master’s degrees at Iliff.

Students may be required to return a portion of federal student loan funds if they drop below half-time status or withdraw before the end of the academic term.
Merit-based scholarships will not be awarded during any academic term in which the student is registered for more than one-third of credits for Pass/Fail rather than a letter grade.

Iliff will not grant institutional loans or process applications for federal loans for students who have previously defaulted on the repayment of federal loans. In rare instances, the admissions and scholarship committee may waive this policy for students who are otherwise eligible for federal loans. Students may submit a request for a waiver to the Dean of Enrollment & Student Services.

**Special Circumstances**

If, after reviewing your financial aid package, you believe that your resources have been assessed incorrectly, you may appeal the initial calculations. You must submit a letter to the Financial Aid Office documenting the circumstances that you feel should be considered. The Financial Aid Administrator will review the letter and make the needed determination. You will then receive a written notice of the decision. If your resources are adjusted, you will also receive an updated award notice. If needed, students always have the right to have their cases reviewed by the Financial Aid Appeals Committee. You need to contact the Director of Financial Aid to arrange for your case to be reviewed.

**Student Rights**

- You have the right to a full disclosure of the methods used to determine your financial aid eligibility.
- You have the right to receive a statement of your awards, together with a full explanation of each award.
- You have the right to review all records pertaining to your financial aid applications and awards.
- You have the right to appeal decisions related to your financial aid awards through the scholarship and appeals committee.
- You have the right to the protection of confidentiality and access regarding your financial aid records as set forth in the June 17, 1976 Federal Register.

**Student Responsibilities**

- You must inform the Financial Aid Office of changes in your address.
- You must inform the Financial Aid Office of any aid you receive from outside sources. This includes loans, scholarships, grants, agency funds or any other resources you may receive.
• You must repay any loans (principal and interest) advanced to you in accordance with the repayment schedule you have signed.
• You must maintain satisfactory incremental and academic progress toward completion of your degree. Satisfactory progress is defined in this Handbook.
• You must inform the Financial Aid Office of any changes that affect your financial aid eligibility. Such changes include: address, marital status, number of dependents, program, employment or enrollment status.
• You must sign an award notice, Statement of Educational Purpose Certification on Refunds and Default, Statement of Registration Status, and a Statement of Updated Information before any Federal/State funds will be disbursed.
• You must report any significant changes in financial status to the Financial Aid Office if school assistance has been awarded.

Satisfactory Academic Progress Policy

Effective July 1, 2011

New federal regulations require the Iliff School of Theology establish new Standards for Satisfactory Academic Progress (SAP). The Office of Financial Aid at Iliff is required to monitor the academic progress of all students receiving financial aid. This policy pertains only to financial aid and is separate from other academic policies of the institution. SAP is monitored at the end of each academic term. All recipients of financial aid must maintain the following minimum standards to continue receiving financial aid.

Satisfactory Academic Progress - Minimum Standards

1) Maintain a cumulative grade point average (CGPA) of 2.25 on a 4.00 scale.
2) Complete your degree requirements within 150% of the minimum credits required to graduate. This is known as Maximum Time Frame (MTF). For example, a student may attempt a maximum of 180 credits in order to complete a degree that requires 120 credits. If a class is taken more than once, both courses will be counted toward the MTF. The courses used to calculate the MTF will be courses you were enrolled in after the add/drop period. Once a student has reached the MTF limit he or she is no longer eligible for federal or institutional aid.
3) Complete and pass a minimum of 67% of all courses attempted. This is known as the Cumulative Completion Rate (CCR) and is required in order to finish your degree within the Maximum Time Frame. Grades of W, F, Audit or Incomplete do not constitute successful completion of a course. All accepted transfer credits are counted toward the 67% rate.

4) Students receiving special financial awards with specific grade point average requirements must maintain that requirement from one quarter to the next in order to remain eligible to receive those funds. Awards with specific GPA requirements will be rescinded for the quarter following any quarter in which the cumulative grade point average falls below the required minimum. Grades will be reviewed at the end of each quarter. Once a new quarter has begun, scholarship or grant funds will not be adjusted for grade changes resulting from late completion of course work. Scholarship and grant funds from Iliff require a minimum enrollment of 8 credit hours per quarter to remain eligible.

Financial Aid Suspension and Probation

If you fail to meet the requirements listed above, you will be placed on financial aid probation for the next one quarter of attendance. You will be able to receive federal funds for the probationary quarter. You must meet all standards listed above by the end of the probationary period or you will no longer be eligible for federal or institutional financial aid until such time as you meet the satisfactory academic progress minimum standards. You will not be eligible for financial aid if you reach the MTF limit, unless an appeal is submitted and approved (see appeal process below).

Appeal Process

If you are failing to meet Satisfactory Academic Progress standards and have extenuating circumstances, you may appeal your status to the Office of Financial Aid.

To appeal a financial aid suspension, you will be required to submit the following documentation:

A written statement that includes your program of study, anticipated completion date, a list of required courses left to complete the degree, and the reason for the appeal. Additional documentation from an outside source (doctor, etc.) may be required.
Each appeal is reviewed on a case-by-case basis by the Financial Aid Appeals Committee. Notice of appeals decisions will be mailed and/or emailed within two weeks after submission. If additional documentation is needed in order to make a decision, the time frame to make a decision will be delayed. Appeal decisions are final.

If you have questions regarding this policy, please contact the Office of Financial Aid.

Withdrawals and Refunds

If you withdraw during a quarter, you must follow the established check-out procedure, which includes an interview with the Financial Aid Office. If there is a refund due, refunds are made according to the federal guidelines as follows: Federal/State Aid: 1) Perkins loan; 2) Institutional Aid: 1) scholarships programs; 2) emergency loans; 3) other Iliff awards; 4) scholarships; 5) student.

Other Information

Information on refund policies, academic programs, faculty and School facilities can be found in this Handbook. Information on student retention and completion rates is available from the Business Office upon request.

Verification Procedures

A sampling of aid applicants is required by the federal government to be verified. This sampling is selected randomly or from standard federal edit checks. If your application has been selected, you will receive notification from the Financial Aid Office. You will be required to submit a completed verification worksheet, copies of federal 1040 forms and any other items listed in the notification. You will be given 45 days to submit the needed documentation. No federal financial aid will be disbursed until the documentation has been received. After 45 days, if the documentation is not submitted (or other arrangements have been made) all Iliff institutional need-based aid will also be rescinded.
Statement of Principles

Iliff uses the following statement of principles, adopted by the Association of Theological Schools in the U.S. and Canada, as a guide for the administration of its financial aid programs:

• The primary purpose of financial aid for theological students is to assist in their educational preparation for ministry by providing aid to those who demonstrate financial need.
• The total amount of financial assistance offered students should not exceed the amount of their need.
• Financial need is defined as the difference between the total cost of attending a particular institution and the amount of the resources available to the student.
• Financial assistance consists of grants (which include scholarships, grants-in-aid, field education grants, and prizes), loans and employment.
• The family of a student, whether the student is unmarried or married, is expected to make every reasonable effort to assist the student with the student’s educational expenses.
• A student is expected to provide a major share of his or her expenses through savings and other assets, through summer employment, and through academic year work where feasible.
• In the case of a married student with no children, the spouse who has completed an education is expected to be gainfully employed. The spouse’s total earnings are considered as a part of the total family income.
• The student’s home church and conference should assist with the costs of preparation for a church occupation in cases where the student demonstrates financial need and if such assistance is consistent with denominational policy.
• Since the principles of Christian stewardship apply to all Christians, candidates should make provision in their financial estimates for gifts to church and charities out of their own resources.
• Financial assistance is granted on the basis of need on a year-to-year basis, with reapplication and review each year.

Emergency Loan Policy

The Iliff School of Theology recognizes there may be times when unexpected financial emergencies may cause undue stress and hardship on our students. To assist those who encounter financial emergencies while enrolled, the Iliff School of Theology has established an emergency loan
fund that is governed by the policies listed below: (Please note that poor budget planning does not constitute an emergency.)

- An applicant must be enrolled as a degree-seeking student at Iliff to apply.
- Student must complete a written request for emergency funds.
- The Financial Aid Administrator is the designated emergency loan officer. If the designated officer is unavailable, students may contact the chief financial officer in Business Affairs. The emergency loan officer is authorized to approve loans up to $1,500 per quarter. Only one advance per quarter will be approved.
- Additional emergency loan funds in a succeeding quarter will be approved only if the loan for the preceding quarter has been repaid.
- No loan will be approved if the student (a) has an outstanding account with the School that will not be covered by approved financial aid, i.e. grants, scholarships or student loans; (b) has repeatedly written insufficient checks to the School.
- Loans are due and payable the first day of the quarter following the quarter in which the emergency loan was received or the last day of the academic year, whichever occurs first, unless the Financial Aid Administrator approves special arrangements. Interest will be charged at the rate of 12% per annum. The student may prepay any part of the principal without penalty.

International Student Information

Applicants to Iliff living outside the United States should consult denominational leaders in their home countries before applying to Iliff. Such leaders can provide guidance regarding special denominational requirements and optimal places of study to prepare for the distinctive ministry in their home countries. Applicants for admission to the Master of Divinity degree program must obtain formal endorsement by their denominational headquarters before their applications can be processed.

Applicants to any degree program whose first language is not English must submit evidence of having passed the Test of English as a Foreign Language (TOEFL), normally with a score of 550 or better on the paper-based test, or 213 or better on the computer-based test or 79 on the internet-based version. Master’s degree applicants will not be considered for admission until they have submitted a satisfactory TOEFL score report form.
In addition, candidates for all master’s degree programs must have received a baccalaureate degree or its equivalent from a college or university accredited by an agency acceptable to Iliff. Please see the section on entrance requirements for a description of other admission criteria.

Limited funds are available to help international students in the master’s degree programs. Consequently, it may be necessary to limit the number of master’s level students coming from outside the United States who will require financial aid from the School.

International students may bring spouses and/or dependent children with them only if they assume all responsibility for their family’s financial support. The applicant must furnish documentation of ability to support his or her family financially during the entire stay at Iliff prior to the issuance of the proper paperwork (I-20 or DS-2019) for a Visa. In some cases, master’s students may be required to deposit with the Business Office a School-approved guarantee of return passage upon arrival.

United Methodist students from outside the United States should contact their local Crusade Scholarship Committee or the General Board of Global Ministry for financial assistance. Students from other denominations should investigate comparable financial assistance in their own denominations.

**Veteran Information**

Degree programs at Iliff School of Theology have been approved by the Colorado State Approving Agency for the training of veterans under Section 253(a)(1), Public Law 550, 82nd Congress. Veterans must note and follow procedures required to establish entitlement to an academic program. This section summarizes some pertinent provisions.

Veterans’ Administration (VA) Regulation 14277 states, in part, that “Entitlement to a program of education is subject to the requirement that the veteran ....continues to maintain satisfactory conduct and progress...” To maintain certification for VA benefits, a veteran must meet the following minimum requirements in order to satisfy the normal progress procedures:

1. During each quarter of enrollment, a veteran must (a) complete 50 percent of all courses for which he/she registered and earn a grade point average of 2.0 based on all courses for which he/she registered.
2. A veteran who fails to meet these requirements will be placed on VA benefit probation during the following quarter of enrollment. A veteran who fails to meet the minimum requirements during the probationary period will not be certified for VA benefits, and the regional VA office will be notified of this action.

3. A veteran who has had VA benefits terminated under this procedure may continue enrollment at his/her own expense. Such a student may subsequently be re-certified for VA benefits by receiving counseling and demonstrating normal progress as defined above.

It is required by both Iliff and the VA that veterans report all previous education and training, by official transcript or similar certification, to Iliff. The veteran student is responsible for keeping informed of VA laws and regulations and complying therewith. Iliff participates in the U.S. Department of Defense’s “Yellow Ribbon Program” for qualified veterans.

Community Policies

The information in this Catalog is not to be regarded as creating a binding contract between the student and the School. Full policies and procedures can be found in the current Master’s Student Hand and Ph.D. Student Handbook. Abbreviations of a few policies pertinent to perspective students are listed below:

Non-Discrimination

Iliff School of Theology endorses and complies with all state and federal nondiscrimination laws and regulations in the administration of its admission, educational and financial aid policies. The Iliff School of Theology does not discriminate on the basis of race, color, national origin, sex, disability, sexual orientation, gender identity or age in its programs and activities.

Standards of Community Conduct

Iliff School of Theology is a diverse community bringing together persons from a variety of cultures, traditions, and theologies for a variety of educational purposes. The Iliff community expects its members to practice mutual tolerance and respect.

In order to sustain our community, it is necessary that, both on and off campus, every member of the community respect the dignity and worth of all persons. Student behavior that impinges negatively on the rights or
responsibilities of others is addressed through a process of remediation and discipline. Where behavior by a student is detrimental to anyone’s health, safety or welfare or significantly disrupts the learning environment or community life for others, Iliff reserves the right to suspend, to expel, or to impose other sanctions as determined by the Community Conduct Committee process described in the Master’s Student Handbook.

Cases of sexual misconduct are handled by procedures laid out in “Protection from Sexual Misconduct” policy also noted in the Master’s Student Handbook.

Inclusive Language

Language reflects, reinforces and creates reality. Therefore, The Iliff School of Theology is committed to the use of inclusive, rather than exclusive, language in our common discourse. All members of the community are urged to avoid the use of language that reflects racial, gender, ethnic, religious, or sexual orientation bias.

Health Insurance and Immunization

Health insurance and proof of immunity to measles, mumps, and rubella is mandatory for all degree-seeking students in all programs. Please contact the Office of Student Services, (303) 765-3105, for more information.

Disability Accommodations

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, Iliff coordinates appropriate and reasonable accommodations and access for students with physical, cognitive or other disabilities. The School is committed to the provision of reasonable accommodations to qualified students with disabilities during their studies at Iliff.

Masters and PhD Student Handbooks

The information in this Catalog is supplemented and may be superseded by the Master’s or Ph.D. Student Handbooks and Handbook Updates for the year of the student’s matriculation. The Master’s and Ph.D. Student Handbooks contain detailed academic information and procedures and information about special services available to students.

Students are solely responsible for being familiar with and abiding by the academic provisions of the Catalog, the Master’s Student Handbook or the Ph.D. Student Handbook and any Handbook Updates in effect at the
time of their matriculation. Both handbooks are updated each year. The Master’s Student Handbook may be obtained online at http://intranet.iliff.edu/students/handbooks. The Ph.D. Student Handbook may be obtained from the Joint Ph.D. Office.

Other Policies

The Iliff School of Theology reserves the right to change the fees, rules, and calendar regulating admissions and registration; to change requirements and regulations governing instruction in and graduation from Iliff; and to change other regulations affecting the student body. Such changes are effective when determined.

Scheduled classes may be canceled by the administration if the School determines that the enrollment is too small. Iliff reserves the right to substitute a teacher for any class, if necessary.

The School is in compliance with the Family Educational Rights and Privacy Act as amended. Details are available at the Office of the Registrar. Please see the Master’s Student Handbook and Ph.D. Student Handbooks for more information concerning academic and community policies and practices.

The Clery Act

The Student Right to Know and Campus Security Act of 1990 was initiated by Howard and Connie Clery after their daughter, Jeanne, was tragically murdered at Lehigh University in 1986. Amendments to this act in 1998 renamed it in memory of Jeanne Clery. The Clery Act, as it is now known, has numerous compliance requirements which apply to all public and private post-secondary educational institutions participating in federal student aid programs. Regulatory oversight is provided by the U.S. Department of Education.

In accordance with compliance regulations, the Iliff School of Theology publishes a yearly Annual Security and Fire Safety Report. This report contains information regarding institutional policies related to crime and crime prevention, crime statistics for the campus, crime prevention tips, and fire safety information. This report is updated by October 1 of each year. The most current copy if available for download at: http://www.iliff.edu/index/learn/the-iliff-experience/safety/.