

Dear Applicant:

Thank you for your recent inquiry regarding taking courses from Ashland Theological Seminary as a guest student, either for credit (non-degree) or audit. You will want to open and complete the Guest Student Application returning it, along with the **\$10 application fee**, to *The Office of Enrollment Management, 910 Center Street, Ashland, OH 44805*. You may access the upcoming schedule of course offerings and ATS catalog via the web page, <http://seminary.ashland.edu>.

Taking a class on a **credit** (non-degree) basis means that you regularly attend the class, completing all assignments and exams. The credit may either be transferred to another institution or simply taken to enrich one's ministry without pursuing a degree. ***If you intend to transfer this credit to another institution we must have a letter of good standing from that institution including a statement that the Ashland course has been approved for transfer.*** You must hold a Bachelor's Degree and **provide an official transcript** to take a course for credit. ***Auditing*** a class means that you regularly attend the class, but you do not complete the assignments or take the exams. No Bachelor's Degree is required for audits.

Please indicate on the application form which courses you would like to take (refer to the schedule posted on the seminary website). If a class is taken for credit, the fee will be \$630.00 per credit hour, or \$1844 for a 3-hour course (2014-15 tuition rate). The **audit fee** is \$375 per course. (This audit fee does not apply to Doctor of Ministry courses; special permission is needed). Tuition is due in full on the first day of class. A payment plan is available through Academic Management Services Tuition Pay (1-800-635-0120); additional fee applies.

Please note the date and time for the beginning of class. For students attending classes on the Ashland campus, textbooks can be purchased in advance of the class at the bookstore located in Shultz Academic Center on the Ashland Seminary campus. If you attend class in Detroit, Cleveland or Columbus, books may be ordered by phone from the Ashland Seminary bookstore (419-289-5861).

Roberto Ponce
AVP for Marketing and Recruitment