

Cancellation and Payment Policy

Before registering for a course, check with your local pastor registrar concerning scholarship assistance with tuition. Your registration is not complete until it includes the signature of your district superintendent, your local pastor registrar, and a check for the registration fee. The \$60/\$80 registration fee and the \$20 meal fee is non-refundable and non-transferable.

If a conference scholarship does not cover the tuition, the policy states you must pay the difference between the conference scholarship and the tuition cost two-weeks prior to the first class.

In the event a student cannot attend a course after they register, the student must notify the MTH Registrar, [Pam Whitmore](#) as soon as possible prior to the first class and copy the email to the MTH Director, [Barbara Nye](#). The email should be 10 days prior to the class, unless in an emergency. Unless notified before the first class begins, you're Annual Conference will be billed for full tuition. If you're Annual Conference does not pay, you are then responsible for payment.

After the first class meeting, should you not return or withdraw, you're Annual Conference will be billed for full tuition. If you're Annual Conference does not pay, you are then responsible for payment.