

POLICY NAME: FINANCIAL POLICY (STANDARD 4)

Purpose: To assure clarity regarding the Clinical Pastoral Education (CPE) programs' tuitions and fees through a policy that clearly states fees, payments schedules, refunds, stipends, and benefits.

Policy: The Department of Spiritual Care will provide for each potential applicant a copy of the tuition and fee schedule upon request for program information. This information will also include any relevant benefits. Tuition and/or fees may be reviewed and changed annually. Registration of zero credit for the CPE unit and the ACPE Educator's written evaluation will be registered pending payment of fees. If payment of fees is received within 75 days of the completion of the unit, the registration will be edited to reflect either ½ credit or full credit for the CPE unit.

Procedure:

Application Fee: An application fee of \$50 must be included with application materials for all CPE programs. All processing fees are non-refundable except when the program applied for is full or the application is not considered.

Admissions Interview Fee: There is no admissions interview fee for applicants to our own programs. Persons who ask an ACPE Educator from Centra to do an admissions interview for another accredited CPE center will pay a fee directly to the ACPE Educator. The ACPE Educator sets this fee.

Acceptance Deposit:

In order to hold a training position, an acceptance deposit must be remitted along with the student's written acceptance letter. The acceptance deposit is a one-time non-refundable fee. This deposit will be applied to the unit tuition for the intern.

1. Single Unit- \$150

Tuition:

1. Tuition for each unit of CPE will be set annually by the CPE manager in consultation with the Department of Spiritual Care.
2. Tuition for all units of CPE at Centra is due on the first day of the unit (minus the acceptance deposit paid by chaplain interns/residents) unless a written payment schedule is negotiated with the CPE manger. The department assistant and the department director should be notified when a payment schedule has been negotiated. Checks should be written to "Centra".
3. If tuition is not paid by the last day of the unit, then final evaluation will still be written by the ACPE Educator and the student will have access to read, discuss, and sign the final evaluation, but it will not be released until tuition is paid.
4. If tuition for a unit is not paid in full within thirty (30) calendar days following the completion of the unit, student will be registered for zero "0" credit on the ACPE, Inc. website. If payment of fees is received within 75 days of the completion of the unit, the registration will be edited to reflect either ½ credit or full credit for the CPE unit.
5. Tuition payments should be made to the department assistant. The department assistant should notify the CPE manger when payment is received. If payment is not received, the

department assistant should also notify the student's ACPE Educator. The department assistant will process payments and send them on to the accounting office.

6. All tuition charges are the responsibility of the student. If a seminary or other institution will pay the tuition, it is the responsibility of the student to assure the payment is made by the first day of the unit.

Unit Fee:

The student unit fee is paid by Centra as a student benefit upon the student's successful completion of the Unit and payment in full of the unit tuition.

Refunds:

Interns and residents leaving a unit of CPE may request a tuition refund (except for the non-refundable acceptance deposit) through 5:00 PM of the Friday of the third week of the program. Tuition will not be refunded thereafter, including if the student elects to receive a half unit of CPE credit.

In the event that students must transfer to another ACPE accredited facility due to Centra's inability to finish the unit, students will be refunded all tuition.

Benefits:

There are no stipends or benefits for single unit programs. Residents are paid the stipend and receive the benefits outlined in the signed program contract. A blank program contract can be found on the flash drive as well as on the "n" drive. The original will be kept with the resident file and a copy will be given to the resident.

Fees, Tuitions & Stipends

Application Fee for All Programs: \$50

Student Unit Fee: See Above

Non-Refundable Acceptance Deposit: \$150 for single units

Annual Stipends:

Interns: None

Residents: \$35,818

Tuition (per unit):

Summer Interns: \$600

Extended Interns: \$600