

Policy Name: Financial Policy

Policy: CPE_005

Original Date: 2013

Review/Revision Date(s): 2/22/22

Approved By:

Centra PAG and Director of Chaplaincy Services and Manager of Clinical Pastoral Education

Purpose:

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

Policy:

The Department of Spiritual Care and Education will provide 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:

Persons who wish 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.

Internship Acceptance Deposit:

To hold a training position, an acceptance deposit, and the student's written acceptance letter must be remitted. The acceptance deposit of \$200.00 is a one-time non-refundable fee, which will be applied toward the total unit tuition for the intern.

Single Intern Unit:

- One-Time Non-Refundable Deposit - \$200.00
- Total Tuition - \$600.00

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 manager. The department Director and Administrative Assistant 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 the final evaluation will still be written by the ACPE Educator, and the student will have access to read, discuss and sign the final evaluation. However, 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, the student will be registered for zero "O" credit on the ACPE, Inc. website
5. Tuition payments should be made to the department assistant. The department assistant should notify the CPE manager when payment is received. If payment is not received, the department assistant should inform the student's ACPE Educator. The department assistant will process payments and send them 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 student's responsibility to ensure the payment is made by the first day of the unit.

Unit Fee:

The student unit fee is paid to ACPE 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 p.m. on the Friday of the program's third week. Tuition will not be refunded after that, including if the student elects to receive a half unit of CPE credit.

If 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 "N" drive. The original will be kept with the resident's file, and a copy will be given to the resident.

Schedule of Fees, Tuitions & Stipends:

Application Fee for All Programs: \$50

Non-Refundable Acceptance Deposit: \$200.00 for single units.

Annual Stipends:

- Interns: None
- Residents: \$40,000

Tuition (per unit):

- Basic and Extended Internship: \$600
- Residents: None