

## #2 FINANCIAL POLICY

### FINANCIAL

*A financial policy which clearly states fees, payment schedules, refunds, stipends and benefits.*

### PURPOSE

To provide financial policies and procedures for the School of Clinical Pastoral Education.

### POLICY

Tuition and other fees for students applying to and entering the program of Clinical Pastoral Education shall be charged, payments scheduled, and refunds provided according to the fee schedules and procedures set forth herein. Benefits for all students (whether stipend or non-stipend) plus stipends and terms of employment for Sentara-employed residents will be provided and paid according to the schedules and procedures set forth herein.

### PROCEDURES

#### *Fees & Payment Schedules*

*Clinical Pastoral Education tuition fees and payment schedule:*

**Application Fee.** A non-refundable application fee is due at the time of application and must be submitted together with the application before the review of the application can begin. **The current application fee is \$35. Checks should be made to SNGH:CPE**

**Program Reservation Fee.** The School must receive a program reservation fee of \$100.00 no later than two weeks after written notification of acceptance. This non-refundable, non-transferable fee will be applied to the tuition for the program of CPE for which the student has been selected. If the student does not matriculate, or withdraws after the start of the CPE unit, the fee will neither be refunded nor transferred.

**Full-Time CPE Tuition.** The rate shall be \$500.00. The balance of the tuition, after subtracting the amount paid as a Program Reservation Fee, is payable, in full, on or before the first day of the unit.

**Extended Full Quarter CPE Tuition.** The rate shall be \$500.00. The balance of the tuition, after subtracting the amount paid as a Program Reservation Fee, is payable, in full, on or before the first day of the unit.

**Tuition Limits.** Students who enroll in more than one unit of CPE during a given "school year" (fall unit of one calendar year through the summer unit of the next calendar year) will only be charged tuition for one unit of CPE.

**Residency Tuition.** The rate shall be \$500 for the year. The balance of the tuition, after subtracting the amount paid as a Program Reservation Fee, is payable, in full, on or before the first day of the first unit of the Residency Program.

NOTE: Tuition is reviewed on an annual basis. Tuition shall be set (and announced) in the Fall of each calendar year for the residency year and internship program starting the following year.

## ***Refunds***

In situations where a student withdraws or is dismissed from the CPE program, a refund of tuition paid shall be given as follows. Allowable tuition refunds will be made to the payer of record.

### **Full-Time and Residency Program(s) of CPE**

<b>Withdrawal From CPE</b>	<b>Refund (% of Tuition Paid)</b>
Prior to beginning of program unit	Full refund of tuition minus Program Reservation Fee
During 1 <sup>st</sup> week of CPE unit	75% tuition minus Program Reservation Fee
After 1 <sup>st</sup> week of CPE unit	No refund

### **Extended (part-time) Program(s) of CPE**

<b>Withdrawal From Extended CPE</b>	<b>Refund (% of Tuition Paid)</b>
Prior to beginning of program unit	Full refund of tuition minus Program Reservation Fee
Before end of 2 <sup>nd</sup> week of CPE unit	75% tuition minus Program Reservation Fee
After 2 <sup>nd</sup> week of CPE unit	No refund

## ***Failure to Pay Tuition in a Timely Manner***

In cases where tuition is not paid but the student has completed the clinical work and educational hours the student is permitted to receive an evaluation that is “not for official release” within the 21-day time limit after the completion of the unit. The unit (or, in the case of the residency, any completed units) will be registered with ACPE to indicate “0” credit. Students will be given an opportunity to complete payments at which time the “0” credit may be replaced with either 1 unit or ½ unit.

## ***Stipends***

The stipend for the Residency is established annually.

## ***Benefits***

- The following benefits are provided all students in the various CPE programs and classes.
- 20% discount on meals in the Sentara Health cafeteria(s) with ID badge

### ***Terms of Stipend Positions***

1. Residents who are offered one of the available stipend positions will be “temporary” and “exempt.” “Temporary” means as a stipended student the position is time-limited for about one year from approximately September 1 – August 31. “Exempt” means that the student does not clock in and out and are not paid overtime.
2. Residents on stipend are paid biweekly on the regular pay cycle of Sentara Health.
3. Residents on stipend are provided health insurance for the resident after 90 days with the cost shared by the Resident and Sentara Health.

4. If a Resident is dismissed from the Clinical Pastoral Education program, he/she is automatically terminated with Sentara Health.
5. Residents on stipend are not eligible for Sentara's Paid Annual Leave or Sick Leave benefit. Residents do earn Personal Leave Time (PLT) according to a certain schedule. [See Personal Leave Time Policy in Appendix E]

***Additional Costs Associate Certified Educator with Application***

Transcripts and Test Scores. The applicant must bear all expenses associated with obtaining transcripts, **TOEFL** (if required), and any other required documentation.

Interview Costs. For those applying to Sentara for CPE, and who are invited to interview, there is no cost for the interview(s) itself. Other costs – such as travel, meals, lodging and incidental expenses – are the responsibility of the applicant.

***Additional Costs Associate Certified Educator With Matriculation***

Health Examination and Immunizations. The School requires a complete health examination prior to the start of the Program, as well as completion of certain immunizations and/or titers. The total cost for immunizations will vary, depending on how many immunizations the applicant had previously completed. The costs of the physical examination and of any immunizations needed are the responsibility of the student, except for those matriculating in the CPE Residency Program as a stipend student, for which Sentara Health bears the cost of these expenses.

Incidental Expenses. Students are likely to incur some costs related to the purchase of books and educational materials – usually less than \$100 per unit of CPE.

***Distribution***

Students who are accepted for matriculation receive a copy of this Financial Policy with their letter of acceptance. The Financial Policy is also posted on the School's public website in the section on the Application