
SUBJECT: CPE Policy #51 Tuition Payment, Refunds, Benefits & Financial Policy

Responsibility of Clinical Pastoral Education Manager

Reviewed: April 2020

Purpose

To provide information, timeline, and a mechanism for receipt of tuition, application fees, refunds, and arrangements for tuition alternatives. Students receive a written copy of this policy and procedure at the time of orientation.

Policy

Tuition for one unit of Level I, Level II or Certified Education Candidate training at the MWHC CPE Center is as follows:

- Application fee for all levels of CPE - \$50
- Level I or II CPE Students completing their first CPE unit at MWHC - \$1,000
- Level I or II CPE Students with a subsequent unit at MWHC - \$500
- Resident I Chaplains in Level I or Level II CPE - Tuition waived
- Resident II/CEC not employed by MWHC - \$1,000 per period determined
(All these numbers are subject to be revised as determined by MWHC CPE Program)

Procedure

1. Upon acceptance into any CPE program (unless tuition is waived) center must receive a non-refundable \$200.00 deposit, money order or check preferred (cash is not accepted), to guarantee place in the program. If deposit is not received within two weeks of acceptance or the start date of the program (whichever is sooner), the student's place may be offered to another candidate. This information is made known during the interview and later in the acceptance letter to students. Payment is made to MWHC Department of Spiritual Care.
2. The balance of full tuition, money order or check, must be received within the first two weeks of the program — unless arrangements for installment payments or payments by extra On-call shifts have been formally arranged. Payment is made to: MWHC Department of Spiritual Care.
3. In instances where a student needs financial assistance, a letter of agreement may be made between the student and the Center for either: installment payments, and/or, payment of tuition by extra On-call shifts (usually done after the unit, or during holiday breaks) @ \$110.00 per shift. This agreement will be signed by the student and the student's primary Educator and/or CPE Manager. Certificates and Final Evaluations will not be provided to the student until financial obligations are fulfilled. If a financial arrangement was established for tuition payment the full tuition must be satisfied within thirty (30) days after the end of the unit. *Credit for the CPE unit will not be granted if tuition is not paid in full*

within 30 days after the end of the unit. All financial arrangements must be in writing. Tuition is the sole responsibility of the student.

4. If a student indicates that s/he will not be attending the program at least two weeks, 14 days, before the unit begins, the deposit may be reimbursed, and all additional paid tuition will be reimbursed.
5. If a student drops out of the program due to extenuating circumstances which includes including a life-interrupting illness or family emergencies or is dismissed within the first three weeks of the summer program, or six weeks of the extended program, a partial refund up to 50% of the tuition costs will be reimbursed.

Benefits

Stipend Resident I Chaplains

- CPE tuition waived
- Financial Stipend
- 14 vacation days
- 2 personal days
- Administrative Leave for maintenance of Ecclesiastical Endorsement (3 days maximum)
- Access to MWHC Health Benefits
- Access MWHC Tuition Reimbursement
- Free Parking
- Registration fees for Conferences that are part of training curriculum
- Clergy Housing Allowance (for those who qualify per IRS guidelines)

Non-stipend Resident I Chaplains

- CPE tuition waived
- Payment for night and week-end on-call shifts @ \$110.00 per shift
- 2 weeks' vacation
- Administrative Leave for maintenance of Ecclesiastical Endorsement
- Free Parking
- Registration fees for Conferences that are part of training curriculum

Salaried Resident II Chaplains (Certified Educator Candidate)

- CPE tuition waived
- Salaried
- Paid Time Off (PTO) based upon MWHC HR accrual system
- Holidays in accordance with MWHC HR policy and procedures
- Paid time-off, personal days, based upon MWHC HR accrual system
- Administrative Leave for maintenance of Ecclesiastical Endorsement
- Access to MWHC Health Benefits
- Access MWHC Tuition Reimbursement
- Registration Fees/Travel/Lodging for Conferences which are part of training curriculum
- Fees/Travel/Lodging for Certification Committees
- Clergy Housing Allowance (for those who qualify per IRS Guidelines)

Non-stipend Resident II Chaplains (CEC)

- 3 Weeks' vacation
- Administrative Leave for maintenance of Ecclesiastical Endorsement
- Free Parking