

Financial Requirements for Clinical Pastoral Education Students

Current mandated ACPE Policies (2020)

Reviewed/revise, January 2020

POLICY

The ACPE Center at Providence Sacred Heart Medical Center (PSHMC) will charge Tuition and other fees for instruction for the CPE students based on the outlined policy, following current, **mandated ACPE Policies**.

RATIONALE

This policy promotes Providence Health and Services' Mission, Vision, and Core Values of respect, compassion, justice, excellence and stewardship by providing guidance as to the financial transactions and accountabilities within the CPE Center.

PROCEDURE/IMPLEMENTATION

FEES, PAYMENT SCHEDULE, REFUNDS, STIPENDS AND BENEFITS:

1. A non-refundable \$35.00 application fee will be charged and must be included with the application materials for them to be reviewed. The fee is not applied to tuition fees.
2. Tuition for a unit of CPE is \$600.00 (U.S.). For hybrid/online unit, if the clinical site is outside of Providence, tuition will be \$3,000 per unit.
3. To hold a place within the unit for which the applicant has been accepted, the applicant is required to remit a non-refundable deposit of \$100.00 (US) by a deadline clearly stated within their letter of acceptance.
4. Fees will regularly be paid on the first day of the Unit.
5. If fees need to be paid over time during the unit, a fee payment schedule may be negotiated with the ACPE Certified Educator and recorded in writing with signatures. Final fees must be paid prior to day of final evaluations, regardless.
6. Costs for related texts for each unit will be borne by the student. At times, loaner copies may be made available for required texts.
7. Materials, such as photo copying and office supplies associated with CPE will be provided by PSHMC.
8. Students leaving the program through mutual consent, personal choice or by choice of the Certified Educator, within the first three weeks of the unit, are refunded one-half of the tuition paid to date minus the \$100 deposit. No refund is issued – 1) after three weeks from the beginning of the unit or 2) when a student is dismissed from the program after three weeks of the unit.
9. When, by the day of final evaluation, a student fails to pay the required fees, the Center reserves the right to withhold the final evaluation and register the unit until fees are paid in full
10. CPE Center pays the fee to register the student's CPE unit at the ACPE national office. Registration of credit for the CPE unit or the Certified Educator's written evaluation may be withheld: 1) pending payment of all fees, 2) if the student has not returned such items as keys, books, tapes, videos or other items belonging to the CPE program, 3) if it is not possible to return or replace these items, an arrangement will be negotiated in order to pay for them.
11. Residents receive stipends 18.00 dollars/hour with benefits for health insurance. There is no stipends for Summer Intensive and Extended unit programs.