



Financial Policy ACPE Standard 4

PURPOSE:

To provide guidelines for implementing tuition requirements, fees, refunds, stipends and benefits.

PROCEDURE:

1. **Application fee:** There is no application fee for interns or first/second year residents. The application fee for Certified Educator Candidate (CEC) is \$100.00, which must accompany the application for Certified Educator Candidate for it to be considered and an admission interview scheduled. The application fee is made payable to: Methodist Healthcare Memphis CPE Program. Application fees are non-refundable except when the program is full and the application cannot be considered.
1. **Tuition:** There is no tuition fee for those students enrolled in the MLH CPE program who provide clinical pastoral care to patients/families, etc., within the Methodist Le Bonheur Healthcare assignments or sites. Tuition plus registration fee for all other students who did not provide clinical pastoral care within MLH assignments or sites is \$1000.00 per unit and \$100.00 for the registration fee. The tuition for these students for one half unit of CPE is \$500. The registration fee / tuition fee may be waived in circumstances where it would create hardship.
2. **Payment of Fees:** There are no application fees for Level 1 and Level 2 students. The Application fees for Certified Educator Candidates are due with the written application materials. *Applications will not be reviewed and acted upon without payment of the application fee.*
 - a. Tuition or Registration Fee for a CPE unit is due on the last day of the unit, unless the tuition will be paid by the institution in which the student is enrolled for credit. The institution will be invoiced.
 - b. No CPE credit will be issued without either the tuition/fee having been paid or a seminary or other ecclesiastical or education body's guarantee of payment. In any instance, the unit will not be registered as a completed unit with ACPE until the registrations fee/tuition has been paid.
 - c. If a CPE student does not pay all of the outstanding tuition/fee within 21 days of the last day of an enrolled CPE unit, the student will no longer receive credit for that unit and the registration form will state "zero credit" is given.
5. **Refunds/Withdrawal from Program for Those Not Providing Coverage at MHMH**

- a. If a student who pays tuition withdraws within the first full week of the unit, 50% of the tuition paid may be refunded.
- b. If the student who pays tuition withdraws at any time after the first week of unit, the student will be responsible for the full tuition amount for the unit.
- c. Students who are not placed in MLH clinical assignments, but who are taking the unit for seminary credit are personally responsible for the tuition, whether or not the seminary will pay tuition on a unit completed or not completed.
- d. Tuition is not refunded in instances of dismissal.

6. Reimbursement

Any reimbursement request by CPE students will be submitted to the Director of CPE who will approve the request on a case-by-case basis. Certified Educator Candidates will be reimbursed for fees charged them to appear before regional Certification Committees and ACPE Certification Commission for certification either as Certified Educator Candidates or Associate Educators. All requests for reimbursements to make a Certification Appearance must be submitted to the Director of CPE for approval and, if approved, a check will be forwarded to appropriate persons at ACPE or the candidate will be reimbursed.

7. Stipends

Education stipends are granted to students as compensation for pastoral services rendered in the clinical setting according to standards set by the Certified Educator staff. The current stipend for first year residents is \$35,568.00. The stipend for second year residents is \$37,568.00. The third year Fellowship or CEC stipend is \$40,000. If the stipend is paid by the Center, applicable taxes are withheld by the Methodist Le Bonheur Healthcare. There is no stipend for initial CPE unit students, with the exception of Community CPE.

8. Benefits

Benefits granted to CPE students on a stipend paid by the Center include annual paid days off as established by MLH Human Resource policies (which includes sick days, vacation, holidays, some professional leave for faith groups and ecclesiastical responsibilities), and individual health insurance coverage in the Methodist Le Bonheur Healthcare major Medical Health Care Plan along with vision and dental insurance.

9. Incidental Educational Costs

All CPE Level I and Level II students may expect to invest around \$50 per unit and around \$75 per unit by CEC for educational resources like books or other curriculum related materials.

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