

FINANCIAL POLICY

SCHOOL OF CLINICAL PASTORAL EDUCATION, SENTARA HOSPITALS, NORFOLK, VIRGINIA

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FINANCIAL POLICY

CATEGORY: STUDENT POLICIES/PROCEDURES

POLICY: FINANCIAL POLICY

ACPE STANDARD §304.2 (2010)

APPROVED BY: CPE Professional Advisory Group; Chaplaincy Services

DATE APPROVED: August 21, 2001

REVISED 2003; 2004; 2005; 2010

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. (See ACPE Standard 304.2)

PROCEDURES

Fees & Payment Schedules

Clinical Pastoral Education tuition fees and payment schedule:

Application Fee. A non-refundable fee is due and payable at the time of application. The fee may be waived or discounted for certain programs.

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39 **Program Reservation Fee.** The School must receive a program reservation fee of \$100.00
40 no later than two weeks after written notification of acceptance. This non-refundable, non-
41 transferable fee will be applied to the tuition for the program of CPE for which the student
42 has been selected. If the student does not matriculate, or withdraws after the start of the CPE
43 unit, the fee will neither be refunded nor transferred. The current application fee is \$35.00
44

45 **Full-Time CPE Tuition.** The rate shall be \$500.00. The balance of the tuition, after
46 subtracting the amount paid as a Program Reservation Fee, is payable, in full, at the
47 beginning of the unit.
48

49 **Extended Full Quarter CPE Tuition.** The rate shall be \$500.00. The balance of the
50 tuition, after subtracting the amount paid as a Program Reservation Fee, is payable, in full, at
51 the beginning of the unit.
52

53 **Residency Tuition.** The rate shall be \$500 for the year. The balance of the tuition, after
54 subtracting the amount paid as a Program Reservation Fee, is payable, in full, at the
55 beginning of the first unit of the Residency Program.
56

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- NOTE: Tuition and fees are subject to change without notice.

58 ***Tuition Adjustment***

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60 In cases where exceptional need is demonstrated, an applicant may receive a modest
61 reduction in tuition or an adjustment of the payment schedule. Ordinarily, no tuition
62 reductions or payment adjustments will be made once the unit has begun. All such requests
63 shall be made known at the time of application. The decision regarding tuition reduction or
64 an adjusted payment schedule will be made by the Supervisor of Clinical Pastoral Education,
65 whose decision shall be final.
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68 ***Refunds***

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

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75 Full-Time and Residency Program(s) of CPE

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

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78 Extended (part-time) Program(s) of CPE

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

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

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83 In cases where tuition is not paid in a timely manner, the student may be dismissed from the
84 Clinical Pastoral Education program, the supervisory evaluation may be withheld, and the
85 unit may not be certified to the Association for Clinical Pastoral Education, Inc.

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88 *Stipends*

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90 Normally, no stipends are paid for single unit CPE programs (Internships), either full-time or
91 extended units. The stipend for the Residency is established for each term. Currently the
92 Residency stipend (12 months) is \$27,000, annualized.

93 *Benefits*

- 94 • The following benefits are provided all students in the various CPE programs and classes.
95
- 96 • 30% discount on meals in the Sentara Hospital cafeteria(s) with ID badge
 - 97 • \$4.00 meal voucher (no additional discount) provided when providing after-hour
98 coverage (for those who work day-shift) or when providing in-house after-hours on-
99 call. This benefit is not provided to CPE students who are working evening shift as
100 part of their quarterly rotation or for extended unit CPE students who choose evening
101 hours in order to fit their convenience or schedule.
 - 102 • Additional benefits for CPE Residents who are offered one of the available stipend
103 positions are found in the next section, Terms of Employment.

104 *Terms of Employment (CPE Residents on Stipend)*

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- 106 1. Residents who are offered one of the available stipend positions will be hired as
107 “temporary,” “exempt” Sentara employees. “Temporary” means employment is
108 time-limited for about one year from approximately September 1 – August 31.
109 “Exempt” means Residents are not paid overtime nor do they earn compensatory
110 time.
111
- 112 2. Residents on stipend are paid biweekly on the pay cycle with other Sentara Norfolk
113 General Hospital employees.
114
- 115 3. Residents on stipend are provided health insurance after 90 days of employment (per
116 Sentara human resources policy), with the cost shared by the Resident and
117 Chaplaincy Services.
118
- 119 4. If a Resident is terminated from the Clinical Pastoral Education program, he/she is
120 automatically terminated from employment with Sentara Hospitals.
121
- 122 5. Residents on stipend, as temporary employees, are not eligible for Sentara’s Paid
123 Annual Leave or Sick Leave benefit. Residents do earn Personal Leave Time (PLT)
124 according to a certain schedule. [See Personal Leave Time Policy.]

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125 *Additional Costs Associated With Application*

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127 Transcripts and Test Scores. The applicant must bear all expenses associated with obtaining
128 transcripts, test scores (if required), and any other required documentation.

129

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

133

134 *Additional Costs Associated With Matriculation*

135

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

143

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

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147 *Distribution*

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