

**FINANCIAL POLICY**  
**SCHOOL OF CLINICAL PASTORAL EDUCATION, SENTARA HOSPITALS**

**FINANCIAL POLICY**

**CATEGORY: STUDENT POLICIES/PROCEDURES**

**POLICY: FINANCIAL POLICY**

**ACPE STANDARD §304.2 (2016)**

**APPROVED BY: CPE Professional Advisory Group; Chaplaincy Services**

**DATE APPROVED: August 21, 2001**

**REVISED/REVIEWED 2003; 2004; 2005; 2010, 2014, 2016, 2017**

**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 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-

## FINANCIAL POLICY

SCHOOL OF CLINICAL PASTORAL EDUCATION, SENTARA HOSPITALS

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.

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, on or before  
47 the first day 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, on  
51 or before the first day of the unit.

52  
53 **Tuition Limits.** Students who enroll in more than one unit of CPE during a given “school  
54 year “(fall unit of one calendar year through the summer unit of the next calendar year) will  
55 only be charged tuition for one unit of CPE.

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

59  
60 • NOTE: Tuition is reviewed on an annual basis. Tuition shall be set (and announced) in  
61 the Fall of each calendar year for the residency year and internship program starting the  
62 following year e.g. the tuition for any program starting in the Fall of 2017 shall be  
63 determined (and announced) in the Fall of the previous year (no later than December 31).

64  
65  
66  
67  
68

## FINANCIAL POLICY

SCHOOL OF CLINICAL PASTORAL EDUCATION, SENTARA HOSPITALS

### 69 ***Refunds***

70

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

74

75

76 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

77

78

79 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

80

81

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

83

84 In cases where tuition is not paid but the student has completed the clinical work and  
85 educational hours the student is permitted to read his/her evaluation within the 45 day time  
86 limit after the completion of the unit. The unit (or, in the case of the residency, any  
87 completed units) will be registered with ACPE to indicate "0" credit. Students will be given  
88 an opportunity to complete payments at which time the "0" credit may be replaced with  
89 either 1 unit or ½ unit.

# FINANCIAL POLICY

SCHOOL OF CLINICAL PASTORAL EDUCATION, SENTARA HOSPITALS

## 90 *Stipends*

91

92 The stipend for the Residency is established annually. Currently the Residency  
93 stipend is \$27,500.

## 94 *Benefits*

95

- The following benefits are provided all students in the various CPE programs and classes.

96

- 20% discount on meals in the Sentara Hospital cafeteria(s) with ID badge

97

- \$3.00 meal voucher (no additional discount) provided when providing after-hour coverage (for those who work day-shift) or when providing in-house after-hours on-call.

98

99

100

101

102

103

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

104

1. Residents who are offered one of the available stipend positions will be hired as “temporary,” “exempt” Sentara employees. “Temporary” means employment is time-limited for about one year from approximately September 1 – August 31. “Exempt” means that the employee does not clock in and out and are not paid overtime.

105

106

107

108

109

110

2. Residents on stipend are paid biweekly on the pay cycle with other Sentara Norfolk General Hospital employees.

111

112

113

3. Residents on stipend are provided health insurance for the resident only after 90 days of employment (per Sentara human resources policy), with the cost shared by the Resident and Sentara.

114

115

116

117

4. If a Resident is dismissed from the Clinical Pastoral Education program, he/she is automatically terminated from employment with Sentara Hospitals.

118

119

120

5. Residents on stipend, as temporary employees, 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.]

121

122

## 123 *Additional Costs Associated With Application*

124

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

127

## FINANCIAL POLICY

SCHOOL OF CLINICAL PASTORAL EDUCATION, SENTARA HOSPITALS

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

131

### 132 *Additional Costs Associated With Matriculation*

133

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

141

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

144

### 145 *Distribution*

146

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