

TITLE: Financial Policy for Education Program – CPE Program

CREATED: January 2005

APPROVED: Charles Rogers

I. POLICY STATEMENT

To assure that the UnityPoint Health-Meriter Clinical Pastoral Education (UPH-CPE) Program addresses fees, payment schedule, refunds, stipends and benefits. The UPH-CPE program will provide each potential CPE student with a copy of the tuition and fee schedule upon request of program information. A copy of the Financial Policy is also linked via the Department of Spiritual Care website. Tuition and fees may be reviewed and/or changed annually. Registration of credit of the CPE unit or the Educator’s written evaluation may be withheld pending payment of all fees. All checks are to be made payable to UnityPoint Health-Meriter Clinical Pastoral Education Program.

II. IMPLEMENTATION

Application Fee

There is no application fee necessary with application materials.

Tuition

A. Payment of tuition for a Unit of CPE is as follows:
50% of tuition due in first week, and remaining 50% payable by mid-unit unless:

1. Student submits in writing a payment plan seven (7) days before the beginning of the unit.
2. CPE Educator agrees to the plan.
3. The written plan is submitted to the Professional Advisory Group for approval with signatures of student and educator.

B. All tuition must be paid by the last day of a unit. No evaluation is to be issued without confirmation of tuition payment.

C. In the event of failure to pay tuition within thirty (30) days of the end of a unit, no credit is to be registered for that unit.

Deposit

A \$100.00 deposit is required upon acceptance into the CPE program. This deposit is applied towards tuition upon matriculation into the program.

Unit Fee

The ACPE Student Unit Fee is paid by UPH-Meriter Clinical Pastoral Education Program.

Refunds

REVIEWED	1/2005	1/2006	6/2007	6/2008	6/2009	6/2010			
REVISED							1/2020		

If a student leaves the program through mutual consent, personal choice, or by choice of Educator in the first three weeks of the CPE unit, one half of the tuition is refunded. No refund will be issued after three weeks from the beginning of the unit.

Benefits

CPE Residents are paid and receive benefits established by the UPH-Meriter Clinical Pastoral Education Program. These are described in the Residency Program contract at the time of acceptance into the program. (See *CPE Resident Benefit and Expectations Agreement*.)

There are no stipends or employee benefits for single-unit programs.

CPE Residents/Interns receive paid membership in ACPE as a Student Affiliate.

Membership fee to the UPH-Meriter Association of Spiritual Caregivers is paid by the Department of Spiritual Care for CPE Residents and waived for CPE Interns.

FEE SCHEDULE

I.	APPLICATION FEES	
A.	Application Fee	None
B.	Interview Fee	None
II	ACCEPTANCE FEE (applied toward tuition)	\$100.00
III.	TUITION PER UNIT	
A.	First Unit of CPE at UPH-Meriter	\$750.00
B.	Subsequent Units	\$550.00
IV.	CPE STUDENT UNIT FEE	
	Paid by UPH-Meriter Clinical Pastoral Education Program	