



Clinical Pastoral Education (CPE) and Supervisor in Training (SIT) Enrollment Agreement Instructions

General Requirements:

- The applicants must be willing to adhere to their own faith tradition and be willing to learn with those of faith traditions other than their own.
- Applicants must possess the ability to minister to persons in various emotional states. They must be willing to learn from others and communicate effectively to those who possess different values without proselytizing or evangelizing.
- Applicants must be able to read, write, speak, and understand English.
- Applicants must have his/her own transportation to/from unit sessions (if applicable) and their place of ministry. They must adhere to the policies and procedures at their place of ministry including, but not limited to, working in smoke free environment.
- Students are required to complete a total of 400 hours per CPE or SIT unit.
- Applicants must secure a clinical site to perform their clinical hours. Those without a stated clinical site will not be permitted to begin the unit.
- Applicants must be 18 or older.

Educational Requirements:

- Clinical Pastoral Education prospective students should have, at minimum, a high school diploma, (or equivalent). College experience is preferred.

New Student Enrollment:

1. Accepted applicants are required to complete the ICPT Enrollment Agreement, IDL Readiness Survey and complete an admissions interview.
2. Pay tuition and fees.
 - a. Tuition must be paid, in full, two weeks prior to the start of the unit unless other arrangements have been made.
 - b. If you wish to be on a Payment Plan, please complete the attached Payment Plan Form.

Returning Student Enrollment Process:

- A. Students that return to ICPT within 6 months following completion of each unit must:
 1. Complete a new enrollment agreement for each new unit.
 2. Pay tuition and fees.

Upon receipt of the updated enrollment agreement and fees an acceptance letter for the new unit will be sent by Admissions and Enrollment Department.

- B. Students that return to ICPT 6 months or more following completion of each unit will be treated as a “New Student” and must:
 1. Reapply and pay a new application fee.
 2. Participate in an admissions interview.
 3. Complete a new Enrollment Agreement for each new unit.
 4. Upon receipt of the Enrollment Agreement and tuition and fees an acceptance letter for the new unit will be sent by the Admissions and Enrollment Department.

Tuition and Fees

Tuition must be paid, in full, two weeks prior to the start of the unit unless other arrangements have been made. These fees are effective on July 1, 2018

- Application Fee (one-time, non-refundable) \$75.00
- Enrollment Registration Fee (one-time, non-refundable) \$100.00
- Tuition per Unit for Supervisor in Training (SIT) Units 1, 2, 3, or 4 \$900.00
- Tuition per Unit for Clinical Pastoral Education Units 1, 2, 3, or 4 \$900.00
- Technology Fee per unit* \$25.00

Other Fees:

- Returned Check Fee \$50.00
- Certificate of Completion Replacement Fee \$50.00

*Technology Fee – if a student cancels prior to the unit start date this fee will be refunded

Tuition may be paid by one of the following ways:

- By credit/debit card by using “Pay Now” link found on our application web page.
- By personal/corporate check/money order mailed or delivered to ICPT;
- By your bank’s “Bill Pay” system; or
- Though Peer-to-Peer payment systems such as Pop Mail, or PayPal.

Cash, post-dated checks, and telephone payments will not be accepted.

Enrollment Agreement

Date of this Agreement (mm/dd/yyyy):

I. Student Information

Student Name:

Home Street Address:

City:

State:

Zip Code:

Last 4 digits of Social Security Number:

Date of Birth:

Unit Start Date:

Unit End Date:

Unit Description:

Schedule: Full-Time (12 weeks per unit):

Part-Time (24 weeks per unit):

II. Understanding

- A. I understand that I am enrolling in _____ units of Clinical Pastoral Education (CPE) or Supervisor in Training (SIT) training. Each unit is 400 clock hours. The clock hours are broken down as follows:
 - a. 300 clinical clock hours
 - b. 100 didactic/lecture clock hours
- B. I have secured clinical placement at (name, address, city, state, zip code)

My on-site preceptor (supervisor) is (name, phone number, e-mail):

- C. I understand that I have the right to withdraw at any time. I also understand that there is no notification required to withdraw.
- D. By signing this agreement, I attest being a high school graduate and/or obtaining a GED.

Tuition and Fees

Tuition must be paid, in full, two weeks prior to the start of the unit unless other arrangements have been made. These fees are effective July 1, 2018.

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| • Application Fee (one-time, non-refundable) | \$75.00 |
| • Enrollment Registration Fee (one-time, non-refundable) | \$100.00 |
| • Tuition per Unit for Supervisor in Training (SIT) Units 1, 2, 3, or 4 | \$600.00 |
| • Tuition per Unit for Clinical Pastoral Education Units 1, 2, 3, or 4 | \$900.00 |
| • Technology Fee per unit * | \$25.00 |

Other Fees:

- | | |
|---|---------|
| • Returned Check Fee | \$50.00 |
| • Certificate of Completion Replacement Fee | \$50.00 |

*Technology Fee – if a student cancels prior to the unit start date this fee will be refunded

Tuition may be paid by one of the following ways:

- By credit/debit card by using “Pay Now” link found on our application web page.
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Cancellation and Refund Policy:

The Institute for Clinical Pastoral Training (ICPT) has developed this refund policy to clearly identify the refund due if the student cancels, withdraws, or is terminated from the program or if ICPT cancels a particular unit.

I. Definitions

- a. ICPT cancellation – ICPT cancels a unit prior to the start date.
- b. Student cancellation – The student does not begin the unit or submit any unit required documentation.
- c. Student withdrawal – A student is considered withdrawn if the following occurs:
 - i. On-site unit – The student will does not attend two (2) consecutive sessions or does not submit two (2) consecutive assignments without contacting the unit supervisor.
 - ii. On-line unit – The student misses two (2) consecutive scheduled supervisory sessions or does not submit two (2) consecutive assignments without contacting the unit supervisor.
- d. Student termination – ICPT terminates the student for cause.
- e. Last day of Attendance (LDA) – The last date the student submitted a required assignment, participated in a supervisory session, or participated in a discussion forum.

- f. Date of Determination (DOD) –The date the student gives written or verbal notice to the institution or the date the institution terminates the student by applying the instructions attendance, conduct, or satisfactory academic progress policy.
- II. Refunds
- a. Rejection of an applicant – If an applicant is rejected for enrollment by ICPT a full refund of all monies will be paid less a maximum application fee of \$175.00.
 - b. Program cancellation – If ICPT cancels a unit subsequent to the student’s enrollment, all monies paid will be refunded.
 - c. Student withdrawal prior to the start of class or no show – If a student, accepted by ICPT withdraws prior to the start of class, they will receive a refund of the \$25 technology fee and all tuition monies paid less the \$75 Application fee and the \$100 Enrollment Registration fee.
- III. Withdrawal or Termination after the Start Date of a Unit Refund amounts will be based on the students LDA.
- a. Student withdrawal – A student is considered withdrawn if the following occurs:
 - i. On-site unit – The student will does not attend two (2) consecutive sessions or does not submit two (2) consecutive assignments without contacting the unit supervisor.
 - ii. On-line unit – The student misses two (2) consecutive scheduled supervisory sessions or does not submit two (2) consecutive assignments without contacting the unit supervisor.
 - b. First week of the unit (start date + 7 days) – The student will be refunded 90% of the tuition paid as calculated on the tuition refund worksheet. Application fees are non- refundable.
 - c. Beginning of the second week through the end of the sixth week (day 8 through day 42)
 - i. The refund will be calculated using a pro rata portion of the tuition due for the unit plus 10% of the unearned tuition for an administrative fee. Application fees are non- refundable.
 - d. After the sixth week (day 43 forward) – There is no refund. The full tuition paid is retained by ICPT and the student is responsible for any tuition.
 - e. Refunds will be processed via company check no later than 45 days from the DOD and sent to the address on file for the student. ICPT is not responsible for lost checks.

General Conduct:

- A. Confidentiality is basic to professionalism and any communication regarding patients outside our professional treatment and/or training circles is prohibited, except as required for the safety of patients, families or others.
- B. The material submitted to your assigned supervisor concerning you and your ministry as a Chaplain Trainee may be used in the learning process of supervisors-in-training and/or discussion among the supervisors with the understanding that

these persons are part of the professional training circle. Your materials may also be used by your assigned supervisor with other ICPT Supervisors and other professionals from whom he/she may seek consultation as a part of his/her professional development or as part of research intended to contribute to the field of clinical pastoral education and/or clinical pastoral care. Any use of your materials beyond this center's professional training circle, unless required by law, is not permitted.

- C. In all of your activities during your Chaplaincy Training, you agree to function professionally and within the Ethical Conduct as contained in the Student Handbook.
- D. By signing this agreement, you agree to the video or audio recording of your individual or group sessions. They will be used for educational purposes only and will not be available to others without my written consent. I understand that I may request the termination of recordings at any time.

IV. Agreements and Signatures

- A. I have received, read and understand the Student Handbook and agree to the requirements within.
- B. This document and any attachments constitute a legal and binding contract once completed and signed by both parties.
- C. I have read, understand, and agree to this entire document (including attachments).
- D. I have received a copy of this agreement.

Student Signature (to sign electronically type "I agree"
followed by your initials)

Date (mm/dd/yyyy)

Approved by the Institute of Clinical Pastoral Training:

Date (mm/dd/yyyy)

Payment Plan Application

I hereby apply for the Payment Plan for the CPE or SIT program at ICPT.

Accepted Credit Cards for Payment Plan: American Express, Discover, Diner’s Club, JCB, MasterCard, Visa

Card Number: Card Type:

Expiration Date (mm/yy):

Payment Amount:

Start Date (mdyy):

Card Information (enter the information below exactly as bank has it on file:

Name on Card:

Billing Address:

City: State: Zip/Postal Code:

Phone Number

I hereby authorize the charge(s) noted above. I agree to the policies of my card issuer and will pay my card issuer as agreed. By my signature below (either electronically or with pen and ink) I agree to the terms. I further acknowledge that failure of the ICPT financial institution to debit these payments will invalidate this agreement and I will be responsible for the remaining tuition balance within 10 days.

Electronic Signature (type “I agree” and your initials)

Date: _____