### UKHC CPE FINANCIAL POLICY

The following fees are required for participation in the Clinical Pastoral Education program:

* + 1. **Application Fee** – A $25 application fee is required before an application can be processed. This fee is nonrefundable except when the center cannot process the application. In that instance, the fee will be returned. Collected fees will be applied to the tuition costs upon acceptance into the program.
    2. **Earnest Fee** – There is a $100 Earnest Fee for our Intern Program and a $250 Earnest Fee for our Residency Program. This fee is due upon acceptance into the program to insure the student’s placement. This fee is nonrefundable and will be applied toward tuition costs.
    3. **Unit Fees** – Tuition is due at the beginning of the program. If special arrangements are needed for paying tuition, a request must be made prior to tuition due date, put in writing, discussed with the supervisor and be approved in writing by the supervisor.
    4. **Refunds** - Application fees and earnest fees are not refundable but will be credited toward tuition costs. No refunds will be issued after the second week of the program. Should a student leave the program in good-standing and with notice prior to the end of the second week after making full payment, 50% of the tuition fee will be granted upon written request. No refunds will be issued without having met the above criteria and never for a dismissal. For those students enrolled in seminary, this policy supersedes the drop-add policy of the seminary. For students leaving the program within the seminary guidelines, the student becomes responsible for full payment of the tuition fees to UK Healthcare.
    5. **Credit** - No ACPE credit will be granted until all fees are paid (and all department expectations and returns) are made in full.
    6. **Stipend/Benefits** - Interns/One-Unit students do not receive a stipend or any other monetary benefits and must pay for parking, meals, textbooks, and incidentals. Residents receive a stipend and would also receive paid vacation, holiday and sick time, insurance at current rates, free parking, and all benefits made available to fulltime hospital staff except retirement.
    7. **Tuition for Interns** – Tuition for **intern** units is $750 per unit. A $100 nonrefundable Earnest Fee is due upon acceptance in program. The Earnest Fee will be applied toward the total tuition cost for the program. Each CPE student is responsible for insuring that all her/his tuition fees are paid in full. This Center does NOT bill seminaries or other institutions. This Center does issue receipts in order that students may receive reimbursement. Working out reimbursement from a seminary or another institution is the responsibility of the student.
    8. **Tuition for Residents -** A Residency Program consists of three CPE units. Tuition for each unit cost $250 for a total tuition cost of $750. The $750 Tuition is payable in full or in three installments – the first $250 is the nonrefundable Earnest Fee that is due at time of acceptance into program. The second payment of $250 is due in September at the start of the first unit of the Residency Program. And the third payment of $250 is due in December at the end of the first unit of the Residency Program. Tuition fees cover all associated costs for doing CPE at UK HealthCare including ACPE student membership fees, unit registration fees with the national and regional office, copy costs, didactic speakers, field trips, and retreat fees with the exception that residents are responsible for the costs of required textbooks, any consultation committee fees and any non-required educational opportunities. This Center does not bill seminaries or other institutions for payment. This Center does provide receipts for students to secure reimbursement for the CPE tuition. Tuition payments are nonrefundable if student chooses to leave before completion of program.

If special arrangements are needed for paying tuition, a request must be made prior to tuition due date, put in writing, discussed with the supervisor and be approved in writing by the supervisor.

While the student will be registered with the ACPE national office, no credit will be provided with ACPE or for a seminary or other academic institution unless tuition is received. Failure to pay tuition by mid-unit will be grounds for termination from the program. The final supervisory evaluation will note any late or non-payment of fees that had not been approved.

*Reviewed by*

*Rev. R. Stephen Summers, BCC, UK HealthCare Director of Pastoral Care Services*

*Rev. Dr. Cam Holzer, BCC, ACPE CE, UK HealthCare Clinical Pastoral Educator*

*September 16, 2024*