**Financial Policy**

General Policy Statement (Entities Affected / Responsible Party for Implementation)

It is the policy of the Department of FaithHealth Chaplaincy and Education at WFBMC to include in its program brochures accurate information regarding fees, payment schedules, refunds, stipends and benefits for all CPE programs at Wake Forest Baptist Medical Center. The center-specific program brochure will be provided to each potential CPE student and posted on the website. All financial information will be reviewed periodically, and may be changed annually. Registration of credit with The Association for Clinical Pastoral Education, Inc. and/or the Certified Educator’s written evaluation may be withheld pending complete payment of all fees and tuition.

1) Scope: All WFBMC CPE Certified Educators, FaithHealth Chaplaincy and Education Administrative Assistants and students enrolled in CPE programs at WFBMC are responsible for complying with this policy.

2) Responsible Department/Party/Parties:

a. Policy Owner: FaithHealth Chaplaincy & Education

b. Procedure: FaithHealth Chaplaincy & Education

c. Supervision: FaithHealth Chaplaincy & Education

d. Implementation: Directors of FaithHealth Chaplaincy & Education, CPE Certified Educators, and Administrative Assistants within Department of FaithHealth Chaplaincy & Education

* **Definitions:** N/A

**Policy Guidelines:**

General Requirements: The following outlines the primary fees associated with completion of one unit of Clinical Pastoral Education

* + - ***Application Fee***: An application fee must be included with application materials in order for the application to be considered. All application fees are non-refundable except when the program applied for is full or the application is not considered. Fee schedule is included in the flyer for each CPE Program.
    - ***Onboarding Fees***: Interns are responsible to secure and pay for the criminal background check, immunizations and drug screen required by the medical center. Costs will vary widely according to where the requirements are completed, the number and location of past addresses, and how current the incoming student’s immunizations are. Minimum costs for a drug screen and criminal background check are $30.00 each. Interns also pay a one-time badge fee of $10. Chaplain Residents are not required to pay onboarding fees.
    - ***Tuition***: Tuition for all units of CPE at Wake Forest Baptist Medical Center is due on the first day of the unit unless application for a student scholarship is pending or a written payment plan is negotiated by the student with the Director of the Department. All tuition for the unit must be paid by the last day of the unit. No final evaluation will be issued without confirmation of tuition payment. If tuition for a unit is not paid in full within thirty (30) calendar days following the completion of the unit, zero credit will be registered for that unit with The Association for Clinical Pastoral Education, Inc. Tuition fees are included in the flyer for each CPE Program, Exhibit A and on the website.
    - ***Unit Fee***: The $150 student unit fee is paid by the center as a student benefit upon the student’s successful completion of the unit and payment in full of the unit tuition.
    - ***Resident Non-Refundable Deposit***: A non-refundable deposit of $200.00 must accompany the signed Letter of Agreement to confirm and hold the incoming resident’s position in the residency year for which they have been accepted. This non-refundable deposit will be credited to the resident’s first unit tuition of $400.00.
    - ***Refunds***: If a student withdraws or is dismissed from the program according to the Department Policy for Student Probation, Dismissal, Withdrawal from CPE Programs within the first three weeks of the unit, and the tuition has been paid in full, one-half of the tuition will be refunded. No tuition refund will be issued after three weeks from the beginning of the unit, or if the tuition has not been paid in full.
    - ***Benefits:*** There are no stipends or employee benefits for single-unit programs. Residents are paid the stipend and receive the benefits outlined in the signed program contract.

### 2019-2020 Fees, Tuitions & Stipends

**Fees**

Application Fee for Intern and Resident Programs: $35

Application Fee for Certified Educator Program: $75 (local) $350 (National)

Onboarding fees: See above

Student Unit Fee: See above

Non-Refundable Deposit: See above

**Tuitions (per unit)**

Resident $400

Certified Educator Resident I, II, III $400

Congregation-Based $650 (if less than 6 clinical hours in hospital)

Hospital-Based $400

**Annual Stipends**

Resident I $31,000

Certified Educator Resident I $33,000

Certified Educator Resident II $34,000

Certified Educator Resident III $35,000

Congregation-Based None

Hospital-Based None