

Prisma Health CPE-Financial Policy

Prisma Health has a financial policy that clearly states fees, payment schedules, refunds, stipends, and benefits. Prisma Health Spiritual Care and Education Department shall provide each potential CPE student with a copy of the tuition and fee schedule upon request of program information. Tuition and fees may be reviewed and/or changed annually. For Residency and Supervisory CPE, tuition must be current before starting a new unit.

PROCEDURE:

1. Tuition Deposit: A tuition deposit (\$100) is due within ten (10) days of receipt of the system's acceptance letter, or as otherwise directed by the student's acceptance letter, to ensure the student's place within the program. The fee is non-refundable except when the program is full or the unit is cancelled by the center. If the student enrolls in the program of CPE, the tuition deposit applies to their first tuition payment.
2. Tuition (Extended Units)
 - a. Tuition payments in check or money order are to be made payable to Prisma Health and presented to the System CPE Program Manager.
 - b. Tuition (or balance after deposit) for a unit of Extended CPE is due on the first day of the unit. **If tuition is not paid in full by the first day of the unit then the student will not be enrolled in the unit of CPE and therefore not eligible to receive credit for the unit.**
 - c. Partial scholarships for financial hardships in non-stipend programs are considered on a case-by-case basis. Application must be made in writing to the supervisor and presented the CPE faculty for consideration. Scholarships are to be considered only after the student has exhausted church and denominational funding resources.
3. Tuition (Summer Intern)
 - a. Tuition payments in check or money order are made payable to **Prisma Health** (NO cash, debit or credit payments will be accepted) and presented to the System CPE Program Manager.
 - b. Tuition balance after deposit) for a unit of CPE is due by Friday before the unit begins. **If tuition is not paid in full by the Friday before the unit begins then the student will not be enrolled in the unit of CPE and therefore not eligible to receive credit for the unit.**
 - c. The Benefits Department in HR does not allow for payroll deduction programs for tuition.
4. Tuition (Residency and Supervisory Residency)
 - d. Tuition payments in check or money order are made payable to **Prisma Health** (NO cash, debit or credit payments will be accepted) and presented to the System CPE Program Manager.
 - e. Tuition (or balance after deposit) for a unit of CPE is due by Friday before the unit begins. **If tuition is not paid in full by the Friday before the unit begins, then the chaplain resident will not be enrolled in the unit of CPE and ineligible to receive credit for the unit. Since participation in the unit of CPE is a contingency of employment, the chaplain resident will be dismissed from the program and terminated as a team member with Prisma Health.**

- f. The Benefits Department in HR does not allow for payroll deduction programs for tuition.
- 5. Unit Fee
 - The Unit Fee per student unit is paid to ACPE in a total invoice from ACPE that includes all fees for the CPE Center, including student fees, accreditation fees, and Certified Educator fees. The Unit Fee is paid on behalf of each student by the Prisma Health CPE System from tuition monies received from the student.
- 6. Refunds
 - If a student leaves the program through mutual consent, personal choice, or by choice of the certified educator within the first thirty (30) days of the program, one-half of the tuition, excluding the tuition deposit, is refunded. No refund will be issued for departures after thirty days from the beginning of the unit.
- 6. CPE (Residents, Intern, Extern and Supervisory) Student Expenses
 - a. Required Textbooks outlined in Unit Curriculum
 - b. Optional Textbooks / Worship guides outlined in Curriculum or discovered by student interest
 - c. Personal pens, paper, notebooks, etc.
 - d. Personal copies (non-CPE related)
- 7. Stipends
 - There is no stipend for Extended CPE programs or Summer Interns. Residents and Supervisory Residents are paid according to the stipend schedule. These are described in the acceptance letter offered by the system, which acknowledges acceptance into a particular program, and are clearly described in the contract reviewed and signed during orientation.
- 8. Benefits
 - There are no employee benefits for the Summer Intern or Extended CPE programs. Residents/Supervisory Residents receive benefits established by Prisma Health. These are described in the acceptance packet, which acknowledges acceptance into a particular program, and are clearly described in the contract reviewed and signed during orientation.. While Residents are not considered employees, they receive benefits consistent with the employment practices of Prisma Health.

**PRISMA HEALTH CPE FEES, PAYMENT SCHEDULES, AND STIPEND
INFORMATION**

CPE EXTENDED PROGRAM (Prisma Health Richland, Prisma Health GMH, Prisma Health Baptist)

Tuition Deposit: \$100.
Tuition: \$500
Stipend: N/A

CPE SUMMER INTERN PROGRAM (Prisma Health Richland, Prisma Health GMH, Prisma Health Baptist)

Tuition Deposit: \$100
Tuition: \$250
Stipend: N/A

CPE RESIDENCY PROGRAM (Prisma Health Midlands, Prisma Health Upstate)

Tuition Deposit: \$100.
Tuition: \$750 per year (\$250 each unit due the Friday before each unit begins)
Stipend: \$31,200 (Employee Benefits Package Available)

CEC RESIDENCY PROGRAM

Tuition Deposit: \$100.
Tuition: \$850 per year
Stipend: \$33,134.40 (Employee Benefits Package Available)