

The Department of Pastoral Care shall provide each potential CPE student a copy of the tuition and fee schedule upon request of program information. Tuition and fees may be reviewed and/or changed annually. Registration of credit of the CPE unit and the Certified Educator’s written evaluation will be withheld pending payment of all fees.

Application Fee

A \$25 application fee must be included with application materials for all programs. All application fees are non-refundable except when the program is full and/or canceled or the application is not considered. This fee is not applied toward tuition.

Tuition

Individual Units	\$400
Resident Units	0
CEC Program	0

Tuition Policy

1. Tuition for each level of training shall be set annually by the Director of Pastoral Care and upon approval of the Administrator to whom the department reports.
2. Tuition will be due the 10th day of the unit, unless a payment schedule is negotiated with the unit CPE Certified Educator and Director of Pastoral Care.
3. Students leaving a CPE unit may request a tuition refund (except the non- refundable deposit) until 5:00 p.m. Monday of the third week of the unit. Tuition will not be refunded thereafter.
4. When tuition checks are received in the Pastoral Care office, the checks are sent to the Financial Operations Department for deposit, with a note indicating the department name, cost center to deposit check into, the program (Clinical Pastoral Education) and the amount of each check. The receipt will be retained in the department file as evidence of payment. A copy of the receipt will be made available to students upon request.
5. Seminaries and/or institutions paying the tuition of a student shall be billed for the tuition of the student at a date to be determined by the institution/seminary/CPE Certified Educator according to the program in which the student is enrolled.
6. Students failing to pay tuition as outlined in this policy shall forfeit partial payments to date, shall not receive a final evaluation from the Certified Educator, and affected unit(s) will not be registered with ACPE until tuition is paid in full.

Resident Stipend and Benefits

Residents are considered student/employees and as such receive a stipend and benefits, including health insurance, paid vacation, and retirement savings.

The resident stipend is \$32,400, plus benefits. This stipend is determined by the health system and subject to change prior to an official job offer. The stipend will be confirmed when a new resident begins on-boarding with Human Resources.

CPE interns are not employees of Mary Washington Healthcare, and therefore no medical insurance is provided by MWH for the benefit of the intern.

Additional Benefits

Residents and interns may park in the parking garage or in lot “L”.

Chaplain interns are provided with a meal card during overnight and weekend on-call shifts.

Required immunizations will be provided free of charge for all residents and interns through Mary Washington Healthcare Health and Wellness Department.