

Financial Policy

CPE Standard 304.2

Purpose:

To assure that the CPE program addresses tuition, fees, payment schedule, refunds, stipends and benefits.

Policy:

Maine Medical Center shall provide each potential CPE student with a copy of the tuition and fee schedule upon request of program information. Tuition is \$900 per Extended unit and \$1200 per Summer Intensive unit of CPE. Tuition and fees may be reviewed and/or changed annually. Registration of credit for the CPE unit or the Certified Educator's written evaluation may be withheld pending payment of all fees. Registration of credit for the CPE unit or the Supervisor's written evaluation may also be withheld if the student has not returned such items as: keys, books, tapes, videos or other items belonging to the Spiritual Care Department by the conclusion of the program. If it is not possible to return or replace these items, an arrangement may be negotiated in order to pay for them.

Application Fee:

Maine Medical Center has no application fee.

Deposit:

A non-refundable \$100 deposit is required upon acceptance into any program to hold a place in that program. This deposit will be refunded if the CPE program is canceled.

Tuition:

The remainder of the tuition, \$800 (\$1100), less the required \$100 deposit, is due on the first day of the unit unless the student submits in writing a payment plan on the first day of the unit, or the Supervisor agrees to the new arrangement. Any and all tuition plans, if offered, must be paid by the date of the mid-unit evaluation. No final evaluation will be issued without confirmation of completed tuition payments. In the event of failure to fully pay tuition, no credit will be registered for that unit.

Scholarships and Stipends:

Partial tuition scholarships may be available at the discretion of the Director in cases of documented financial hardship. No stipends for support or housing are currently available.

Refunds

It is the policy of the MMC CPE Program to offer tuition refunds according to the following schedule:

- If the student leaves the unit due to disciplinary dismissal, there will be no refund.
- If the student leaves before completion of the orientation, all of the tuition, except for the \$100 deposit fee, will be returned.
- If the student departs before the mid-unit evaluation, one half of the remaining tuition beyond the deposit will be returned.
- If the student leaves after mid-unit, no tuition will be returned.

Benefits

- Parking is provided free of charge.
- CPE students receive the employee discount in the cafeteria.
- Office supplies are provided free of charge.

Maine Medical Center is accredited for Level I and II CPE by
The Association for Clinical Pastoral Education (ACPE),
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