

## Financial Policy

**Name of Policy and/or Procedure:** Financial Policy

**Purpose of Policy and/or Procedure:** To provide clear direction for HSL's CPE programs' financial transactions and obligations with their students.

### **Policy:**

**Application Fee:** It is the policy of the HSL CPE Programs to charge a \$36 nonrefundable application fee of all applicants.

**Tuition in a Full Unit:** It is the policy of the HSL CPE Programs to charge tuition of \$1200 for a full unit of CPE when the student's clinical work is done within the HSL system; tuition is \$1500 if the student uses employment outside HSL as the clinical component of the program. \$600 of tuition serves as a nonrefundable deposit when accepting a position in the program and is credited toward the total tuition payment.

**Tuition Adjustment:** For students who are not employees of HSL, in cases of hardship which are documented by the student's graduate school, religious leader, or social worker, the student may apply for a partial scholarship toward the amount of tuition for which they are personally responsible (not the part a graduate school, denomination, or congregation is paying). Students are expected to pay at least half the amount of tuition for which they are personally responsible. They may apply for tuition adjustment through contacting Lauri Jowers.

**Tuition Payment Deadlines:** The first half of the tuition (\$600) is a nonrefundable deposit sent to HSL within the deadline specified in the student's letter of CPE acceptance. Any remaining amount is due by the date stipulated in the letter offering admission and in no case later than 30 days prior to the first day of the program, unless otherwise negotiated in writing with the Educator, but in all cases must be paid by the last day of the program. Failure to provide for the full or adjusted tuition by its due date means that the student forfeits their deposit, no CPE credit is given, and the student will not be admitted to another CPE program at HSL.

**Refunds:** It is the policy of the HSL CPE Programs to offer tuition refunds according to the following schedule:

- If the student leaves the unit due to disciplinary dismissal, no refund is given.
- If the student withdraws from the program before the start of the program the nonrefundable deposit and any additional tuition paid may be counted for tax purposes as a donation to the HSL CPE Fund, but will not be refunded.

- If the student leaves before completion of orientation, one half of the tuition excluding the deposit, will be returned (\$300 for a unit in which tuition is \$1200). In this case, the remaining tuition may be counted for tax purposes as a donation to the HSL CPE Fund (\$300).
- If the student departs before the midunit evaluation, one quarter of the tuition, excluding the deposit will be returned (\$150 for a unit in which tuition is \$1200). In this case, the remainder of the tuition may be counted for tax purposes as a donation to the HSL CPE Fund (\$450 for a unit in which tuition is \$1200).
- If the student leaves after midunit, no refund is given.
- In cases of compelling personal hardship or catastrophe, the Director of CPE may make exceptions to this policy. Criteria for exceptions include a doctor's or therapist's documentation of the student's inability to continue participation in the unit of CPE due to a new medical or mental health condition; documentation of the student newly becoming the primary care provider for a family member; a significant change in family circumstances, such as a death in the family, which makes participation untenable; documentation from the student's employer that their original release from work to fulfill the class and clinical hours of CPE has been rescinded; or HSL no longer being able to offer the student a clinical assignment or to create an external Site Agreement through which the student can fulfill their clinical hours. "New" in this policy refers to the time since the student paid their non-refundable deposit.

**Benefits:** CPE students have free parking across the street from HRC Roslindale or in the staff lot at NBOC.

Occasionally, grants support a residency position with stipend and employee benefits for one student to engage a 9- or 12-month full-time CPE experience with the HSL CPE programs, during which time they typically complete 2-3 units of CPE and may have the opportunity to work at multiple sites within HSL. The compensation details of any such position are advertised clearly and then put into a written letter of offer to the successful candidate.

Otherwise, there is no stipend support for students doing CPE at HSL, and unless they are already HSL staff members, they are considered volunteers from the point of view of HSL. As volunteers they are not provided access to health insurance through HSL.

**Procedure:** This policy is posted on the HSL CPE website, and applicants are referred to it on the basic information sheet about each unit. Student acceptance letters include information on deposit and tuition requirements, as well as information on any incidental expenses they will incur to meet the requirements of the program.

Students should use the [PayPal link](#) on the HSL CPE programs' website to pay the application fee, deposit, and tuition. In cases where this is not possible, they may

submit checks made out to the “HSL CPE Fund” and mailed to the administrative assistant for CPE for processing [HSL CPE Programs, HRC, 1200 Centre St., Roslindale MA 02131].

This financial policy is posted on the website, included in the student handbooks, and is reviewed during the orientation period of the programs. Students are given the opportunity to review and ask for clarification about this policy, and sign a receipt of having done so.

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