



**Colgate Rochester Crozer Divinity School
The Gene Bennett Program for Life Long Learning
The School for Christian Leadership**

Policies and Procedures

Each session includes three elements: 1) readings and responses completed before a weekend session, 2) attendance at the weekend seminar, and 3) a final project.

Admission: Upon admission, a deposit of \$250.00 is required. This will be applied to the student's tuition but is non-refundable. The balance of the annual tuition, including session required texts, is payable in two installments: \$600 by September 1 and \$825 by January 1. Students may request an installment payment plan for an additional fee (see extended payment application form). All admitted students are required to read, sign and return the following required forms: The School for Christian Leadership Policies and Procedures, Financial Responsibility, and Biographical Information.

Christian leaders who do not wish to enroll for the full Certificate program may choose to enroll in an individual class session. Single session students are not required to write papers or take examinations but are encouraged to do the reading assigned for the session in order to participate fully in the seminar. Participation in a single session is on a space available basis and subject to permission of the instructor. Single session participation by an individual may not exceed 5 weekends per academic year. Tuition for single sessions is \$260, which includes the sessions required texts, lunch and hospitality. Syllabus provided upon registration and payment.

Extended Payment Application Form: Accounts must be current to participate in the extended payment plan. Installment payments not received by the due date will be assessed a **\$25 late charge per month** until the account is current. Delinquent accounts may lose eligibility to participate in payment plans in the future.

Delinquent Accounts:

- Accounts not kept current will be assessed a **\$25.00 late charge per month** until the account is current.
- Grades and transcripts are not released to students, nor credit granted for course work completed, unless all charges are paid in full.
- Online access may be denied.
- Certificates and CEU's will not be granted and official transcripts will not be released until the student is in good standing regarding all financial obligations to the Divinity School.
- A graduating student may not participate in the graduation ceremonies unless all financial obligations to the School have been paid in full.
- Students with delinquent accounts will not be permitted to register for the next semester until the student is again in good standing with the School regarding all financial obligations, or a satisfactory arrangement has been made with the Business Office.
- All prior year balances must be paid in full before the start of the next academic year.

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- The Divinity School reserves the right to transfer past due accounts to an external collection agency when internal efforts have been exhausted. Collection costs and other legal fees incurred will be billed to the student account and will become the responsibility of the student.

Extension for completion of course work: A student who needs an extension for completion of a sessions course work beyond the due date of the final project, as noted in the syllabus, must apply in writing to the Director of Life Long Learning, prior to the end of the weekend session. Such extensions will be only granted for reasons of serious illness or a death in the family. Students who fail to complete the required work within the allowed extension time will receive a grad of “F” for the incomplete work; the School does not grant “incomplete”.

Withdrawal from the program: Students wishing to withdraw from the program should do so in writing to the Director of Life Long Learning. It is suggested that students who are planning to withdraw meet with the Director of Life Long Learning in order to discuss the decision and explore options. Students who simply leave the program without formally withdrawing will have their transcript marked “student status discontinued” and are ineligible for any refund of tuition and are responsible for any unpaid tuition. Students who withdraw prior to September 1st will receive a refund of all tuition paid less the \$250 nonrefundable deposit. Students who withdraw after September 1st and prior to December 15th will receive an \$825 refund, if all tuition has been received. Any student withdrawing after December 15th will receive no refund for the program.

Leave of Absence: A student may petition in writing for a leave of absence for a compelling reason (e.g: medical, family responsibilities, financial constraints). If granted the leave of absence will be for a designated time period. At the end of the granted leave period the leave will automatically expire. The leave of absence may not be renewed; however, a student may re-enroll without reapplication within the year course cycle. At the end of a second year course cycle of absence the student must reapply for admission

Refunds: A single session participant who wishes to cancel their attendance must do so in writing ten days prior to the Saturday seminar in order to obtain a full refund of tuition paid. Participants who cancel their attendance less than ten days prior to the Saturday seminar or fail to attend will not be eligible for a refund of paid tuition and are financially responsible to pay for the session.

Students who initiate the withdrawal process (see above section) prior to September 1st will receive a refund of all tuition paid less the \$250 nonrefundable deposit. Students who withdraw after September 1st and prior to December 15th will receive an \$825 refund, if all tuition has been received. Any student withdrawing after December 15th will receive no refund for the program.

Students who simply leave the program without formally withdrawing are ineligible for any refund of tuition and are responsible for any unpaid tuition.

Graduation: Upon completion of the three-year program of Christian Leadership, students are invited to participate in the Graduation events of Colgate Rochester Crozer Divinity School. A fee is charged for cap, gown, stole and certificate. Participation is not required but strongly encouraged.

Student Name
(Please print): _____

Signature of Student: _____ Date: _____