

Centers for Spiritual Living

School of Spiritual Leadership

CERTIFICATE IN MINISTERIAL EDUCATION APPLICATION 2020-2021

Check the Regional Campus or Primary Teacher Center to which you are applying for Ministerial Education

- | | | |
|--|--|--|
| <input type="checkbox"/> Florida Region
Dean: Rev. Kathryn Knox
kknox.sslflorida@gmail.com
Registrar: Marilyn Earhart
dvnmsm@yahoo.com
813-956-3870 | <input type="checkbox"/> Denver Region
Dean: Rev. Dr. Michelle Medrano
mmedrano@milehichurch.org
Registrar: Jennifer Severance
jseverance@milehichurch.org
303-237-8851, Fax 303-238-1303 | <input type="checkbox"/> San Diego Region
Dean: Rev. Dr. Kathy Hearn
kathy@kathyhearn.com
Registrar: Kathy Phelan
holmesinstitute@seasidecenter.org
760-753-5786, x *816, Fax 760-753-7647 |
| <input type="checkbox"/> Los Angeles Region
Dean: Rev. Katherine McKinney
kmckinney@redondocsl.org
310-540-5080 | <input type="checkbox"/> Northern California Region
Dean: Rev. Dr. Kim Kaiser
kkaiserjps.net@gmail.com
Registrar: Martha McCabe
martha@cslsr.org
707-546-4543 x118, Fax 707-546-4548 | <input type="checkbox"/> Greater Dayton Region
Primary Teacher: Rev. CC Coltrain
revcc@cslgd.org
937-298-1376 |

Primary Teacher Centers Dallas Edmonton Kelowna

All documentation and fees are to be sent directly to the Administrative Registrar at Centers for Spiritual Living, 573 Park Point Drive, Golden, CO 80401.

- 1. Sign and complete this application form; sign and date pages where indicated on this form.
- 2. Photocopy your current Practitioner License.
- 3. Request from your Senior Minister a letter recommending your participation in this program.
- 4. Students must successfully complete a full background and credit check.
The base price is approximately \$110 and will vary by government, state and county fees. The process is as follows:
 - A. Upon receipt of the application the Administrative Registrar will email you a link for the Info Cubic system, which will take you to the appropriate background check.
 - B. You will then access the link. Be prepared to provide social security number, education, employment and criminal history.
 - C. A credit card will be needed to complete the process.
 - D. Centers for Spiritual Living will be provided a final copy of the completed check for your file.
- 5. Expand your autobiography by answering the question #5 on page 3.
- 6. Sign, date and complete the Enrollment Agreement.
- 7. Make an appointment with the Dean or Primary Teacher before the quarter begins.

Please note: At the discretion of the Regional Dean or Primary additional documentation may be requested. The entire application process must be completed prior to enrollment into the Certificate in Ministerial Education courses. All application documentation is sent directly to the Administrative Registrar. Please refer to the Certificate in Ministerial Education Catalog for application deadlines.

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Denver Region

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mmedrano@milehichurch.org
Registrar: Jennifer Severance
jseverance@milehichurch.org
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kathy@kathyhearn.com
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Los Angeles Region

Dean: Rev. Katherine McKinney
kmckinney@redondocsl.org
310-540-5080

Northern California Region

Dean: Rev. Dr. Kim Kaiser
kkaiserjps.net@gmail.com
Registrar: Martha McCabe
martha@cslsr.org
707-546-4543 x118, Fax 707-546-4548

Greater Dayton Region

Primary Teacher: Rev. CC Coltrain
revcc@cslgd.org
937-298-1376

Primary Teacher Centers Dallas Edmonton Kelowna

Name _____

Social Security # _____

Address _____

City _____ State _____ Zip _____

Phone (Day) _____ (Evening) _____ (Cell) _____

Email _____

Presently a member of _____

Address _____

City

State

Zip

Activities you have participated in at this Church/Center: _____

Other Churches/Centers have you previously attended: _____

ADDITIONAL INFORMATION

1. How do you plan to finance your education with Centers for Spiritual Living? _____

2. Have you demonstrated financial responsibility in your life? _____
3. Have you ever been convicted of a felony? If so, please explain. _____

4. List activities you enjoy, such as hobbies and civic or professional involvement.

5. On a separate attached page, please expand your autobiography to include information about your desire and decision to become a minister. Be open and candid, and include:
 - what led you to this point in your life.
 - your experiences in spiritual communities.
 - how you envision your ministry in the future.
 - whether you see yourself as a pulpit minister, or engaged in focus, outreach or virtual ministry.

PERSONAL ASSESSMENT

The following are the basic requirements for entrance into the Certificate in Ministerial Education program. Please check the items below that accurately describe you. Please use a separate sheet of paper, and include the number of the statement, to further inform us about any item, or to clarify any item not checked.

- 1. Demonstrating Universal Principles as taught in SOM is of primary importance in my life.
- 2. I am emotionally and socially mature in all of my personal and professional relationships.
- 3. I am at least 21 years of age.
- 4. I can think and act independently. I can take initiative and take responsibility for my actions and my life.
- 5. I have a love of learning and self-knowledge. I am open to suggestions and avenues for change in my life.

- 6. I am financially secure and responsible.
- 7. I have a well-rounded educational, professional and/or vocational background.
- 8. I maintain a professional attitude that exemplifies the high standards of ministry through my personal appearance, integrity and ethical judgment.
- 9. I am a licensed Religious Science Practitioner. Date of Licensing is _____

The School of Spiritual Leadership practices inclusiveness among students, faculty, staff and administrators. The School does not tolerate discrimination on the basis of race, color, national origin, sex, age, disability, creed, religion, sexual orientation or veteran status in admission, access to, or treatment in, its educational programs and activities. The School provides equal opportunity to all students. All students shall have the same fundamental rights to equal respect, due process, and fairness in academic assessments, which are based solely on factors demonstrably related to performance as, and expectations of, students. All students share equally the obligations to exercise basic standards of fairness, equity, and inquiry that should always guide education. Sexual discrimination will not be tolerated and all such situations should be reported promptly to the School of Spiritual Leadership Manager – Dr. Kathy Hearn at kathy@kathyhearn.com.

The School of Spiritual Leadership provides reasonable accommodations for disabilities diagnosed by a qualified professional. Contact the ADA Compliance Coordinator with the email ada@holmesinstitute.edu

All the information I have provided is, to the best of my knowledge, accurate and complete. I agree to comply with all of the policies and procedures as stated in the current Certificate in Ministerial Education Catalog 2020-2021.

Applicant

Date

Centers for Spiritual Living
School of Spiritual Leadership

CERTIFICATE IN MINISTERIAL EDUCATION ENROLLMENT AGREEMENT 2020-2021

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martha@cslsr.org
707-546-4543 x118, Fax 707-546-4548 | |

Primary Teacher Centers Dallas Edmonton Kelowna

- A. Student Name _____
Address _____
Phone Number _____ Email Address _____
- B. This agreement is a legally binding document when signed by the student and accepted by Centers for Spiritual Living. Your signature on this agreement acknowledges that you have been given a reasonable time to read and understand it, and that you have been given a written statement of the refund policy including examples of how it applies and a catalog including descriptions of the courses and educational services including all material facts concerning the school and the academic course of instruction that are likely to affect your decision to enroll. Upon successful completion of the application packet and acceptance into the program you will be emailed a copy of the signed, accepted Enrollment Agreement. Please retain this document for your records.
- C. This agreement is for the Certificate in Ministerial Education Program. A complete list of courses needed to complete this program is listed in the catalog.
- D. The student has a right to cancel this Enrollment Agreement and obtain a refund. You may cancel this Enrollment Agreement and receive a refund as specified in the Certificate in Ministerial Education Catalog.
- E. If a student cancels before a course begins, he/she will receive a refund of all monies paid. In addition, the student may withdraw from a course after instruction has started and receive a prorated refund for the unused portion of the tuition.
- F. This agreement pertains to Certificate in Ministerial Education program. Along with the required distance education courses, this academic program prepares its graduates to apply to become Licensed Ministers of Religious Science. A total of 72 units are required to complete the Certificate in Ministerial Education program.
- G. The Tuition, Fees, and Expense information is attached and is part of this Enrollment Agreement. These pages are also found in the Certificate in Ministerial Education Catalog.

Students may complete this academic program in as few as two years and as many as six years. Students enroll for one term at a time, and they pay tuition for one term at a time. They may apply to enter a School of Spiritual Leadership Campus for any of the four terms per year. They may apply to enter a School of Spiritual Leadership Primary Teacher Center when enrollment is opened. To remain in good standing, a student must take at least one course in at least three of the four terms in an academic year while attending the School of Spiritual Leadership.

- H. **Transfer Credit and Course Waivers**
Consideration for a Transfer Credit or Course Waiver for School of Spiritual Leadership ministerial courses is based on previous education in the course subject or significant professional experience in the subject matter of the course. Previous education must have taken place within a seven-year period of time from the date of submission of the request for the Transfer Credit. Professional experience such as leadership, work and teaching experience in a CSL-affiliated member community or other spiritual organization must have taken place within the past 5 years from the date of submission. See the Certificate in Ministerial Education Catalog for complete information about requirements, process and fees.
- I. **Financial Assistance**
The School of Spiritual Leadership does not participate in Title IV, institutional scholarships, institutional discounts, institutional (non-Title IV) financial assistance or payment programs.
- J. **Discounts**
The School of Spiritual Leadership does not offer any discounts.
- K. **Collections**
The School of Spiritual Leadership requires that course tuition be paid in full at the time of registration. The School of Spiritual Leadership does not utilize collection services.
- L. **Incomplete (Course Extension Policy)**
The instructor's approval must be obtained prior to the end of the course to receive an incomplete in any course. The "I" must be cleared within the quarter following the end of the term. If not cleared, the grade will automatically become an "F" and the course must be repeated and full tuition paid when the course is next offered, usually the following academic year. It is the responsibility of the student to contact the instructor and remove an "I" by completing the required work. No grade change will be issued without written confirmation to the Administration Office by the instructor.
- M. **Student Grievances**
If any student has a complaint or grievance of any kind such as grades, schedule, perceived unfairness, etc., he or she is expected to go directly to the person involved. If the situation is not resolved at the level of the instructor and student, the student is expected to go to the Dean/Primary Teacher. If resolution is still needed, the student should contact the Manager of the School of Spiritual Leadership to explore the situation and gain resolution. The Manager will respond to the student within 10 business days. Students may feel free to contact the Spiritual Leader of the School of Spiritual Leadership's parent organization, Centers for Spiritual Living. Students are all Licensed Practitioners of Centers for Spiritual Living and are aware of the structure of the organization and how to contact all members in any leadership capacity. Utah students may find the link to file a grievance at <https://rules.utah.gov/publicat/code/r152/r152-34a.htm#T4>, Any complaint shall receive serious consideration and a timely response, and respect is guaranteed to anyone who may choose to lodge a complaint against the School of Spiritual Leadership.
- N. **The catalog for the academic year when you enter the School of Spiritual Leadership is the catalog that contains the policies and fees that you follow. Please note that travel expenses, book expenses, and conferences expenses vary according to the student's location and program.**

There is the possibility of a reasonable increase in tuition.

Tuition and Expenses for 2020-2021

One Time Entrance Expenses

Background Check (approx. base cost)	\$110.
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Regional/Primary Teacher Courses

17 four-credit courses at \$600 each	10,200.
2 two-credit courses at \$300 each.	600

Other Fees

Teleconference fees for campus program at \$50 per course	
1 retreat required annually, alternating between a Regional Retreat and an All Campus Retreat (estimated cost \$600 each)	
Regional Graduation Fee \$200	
Capstone Exams Testing Fee \$75	

ESTIMATED EXPENSES OVER A THREE-YEAR PROGRAM

Background Check	\$110.
First Year	
6 four-credit regional courses.	\$3,600.
1 retreat	<u>600.</u>
	\$ 4,310
Second Year	
6 four-credit regional courses	\$3,600.
1 Retreat	<u>600.</u>
	\$4,200.
Third Year	
5 four-credit courses	\$3,000.
2 two-credit courses	600.
1 Retreat	600.
Graduation Fee	200.
Capstone exams testing fee.	<u>75.</u>
	\$4,475
Estimated program total	\$12,985.

- Registrations processed after the close of registration are assessed a \$50 per course late fee. These are estimated costs only. Travel is not included, and the cost of textbooks varies with the Campus/Primary Teacher Center.

Tuition Refund Policy for Withdrawals

Distance Education Course Refunds, and Campus and Primary Teacher Course Refunds

Students may withdraw from the program at any time and in any manner. If a student cancels within five days of signing the enrollment agreement, he/she receives a refund of all tuition. The application and enrollment fees are nonrefundable.

To withdraw from a Distance Education course, the student is to fill out and return to the Administrative Registrar a Withdrawal Request form, available in the Moodle Student Lounge. If a student decides to withdraw from a course within the first five business days after the close of the applicable registration period, the student will receive a full refund of tuition for that course. After the five business days, but before the end of the academic term, the tuition refund will be calculated as follows:

Percentage of Course Elapsed	Percentage of Course Tuition Returned to the Student*	Percentage of Course Tuition Retained by the Institution
Up to 10%	90%	10%
10% to 30%	75%	25%
30% to 50%	50%	50%
50% - 100%	0%	100%

All refunds for Distance Education Courses are processed within 30 days of the withdrawal request. Example: If there are 10 lessons in a 3-credit hour distance education course and a student completes 1 lesson: 1 divided by 10 = 10% completed. Thus: \$525.00 x .90 = \$472.50 to be refunded.

Refunds for Campus/Primary Teacher Ministerial Education courses are processed by the Campus/Primary Teacher Center Registrar. Students contact the Registrar directly. The process above is used to determine the % of the course tuition to be refunded.

For information about refunds for video conferencing or retreat fees, students contact their Campus/Primary Teacher Center Registrar.

*The one-time program application fee (\$75) and program enrollment fee (\$200) are non-refundable.

Under certain circumstances, the entire amount of the tuition may be refundable.

- For Distance Education courses, the reason(s) for withdrawal are supplied on the Withdrawal Request and a decision made by the student's advisor and the Manager of Holmes Institute.
- For Ministerial Education courses, the reason(s) for withdrawal are discussed with the Campus Dean/Primary Teacher and a decision made by the Dean/Primary Teacher and the Manager of the School of Spiritual Leadership.

Payment: Payment in full is due for all courses at time of registration.

My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me.

Applicant Signature

Date

This agreement is accepted by:



I, _____ have a received a copy of the Certificate in Ministerial Education Catalog 2020-21, graduation requirements, fees and tuition. I agree to comply with all requirements.

Signature

Date