

Centers for Spiritual Living

School of Spiritual Leadership

CERTIFICATE IN SPIRITUAL STUDIES APPLICATION 2020-2021

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

Florida Region

Dean: Rev. Kathryn Knox
kknox.sslflorida@gmail.com
Registrar: Marilyn Earhart
dynmsm@yahoo.com
813-956-3870

Denver Region

Dean: Rev. Dr. Michelle Medrano
mmedrano@milehichurch.org
Registrar: Jennifer Severance
jseverance@milehichurch.org
303-237-8851, Fax 303-238-1303

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

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

These application documents are to be sent directly to the Administrative Registrar of the School of Spiritual Leadership at Centers for Spiritual Living, 573 Park Point Drive, Golden, CO 80401 - dherfurt@csl.org

1. Complete all application questions, attach a recent photo, sign the application form and **submit a copy of a government-issued photo identification, either driver's license or passport page.**
2. Request official sealed transcripts of all academic work from your highest degree to be sent directly to the **Administrative Registrar at 573 Park Point Drive, Golden, CO 80401.** A High School Diploma or its equivalent is required for admission to the Certificate in Spiritual Studies program.
3. Enclose a check or money order, payable to the Centers for Spiritual Living, for \$275.00 (includes \$75.00 application fee and \$200 program enrollment fee.) Mail to: **Administrative Registrar at 573 Park Point Drive, Golden, CO 80401**
4. Using the Recommendation Form included in this application (pages 10 and 11,) request two recommendations from a minister, licensed practitioner or a long-time professional colleague. Send by email or US Mail to the **Administrative Registrar in Golden, CO (address above.)**
5. If you have copies of your transcripts, please attach them. This does not eliminate the requirement for Official sealed transcripts to be sent directly to the Administrative Registrar as described in item 2 above.
6. Typed autobiography (2-4 pages)
7. Make an appointment with the Dean or Primary Teacher before the quarter you begin courses.

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

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revcc@cslgd.org
937-298-1376 |

Primary Teacher Centers Dayton Edmonton Kelowna

Name _____

Social Security # _____

Address _____

City _____ State _____ Zip _____

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

Email _____

Date of Birth _____ Place of Birth _____

Citizenship _____

Marital Status (circle one) Single Married Divorced Committed Relationship

EDUCATIONAL BACKGROUND

Institution	Dates of Attendance	Degree/Certificate
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_____	_____	_____
_____	_____	_____
_____	_____	_____

Note: Official transcripts are required - see #2 on page 1

EMPLOYMENT INFORMATION

Present Employer _____

Address _____

City _____ State _____ Zip _____

1. Please list your employment for the past ten (10) years. Please list any unemployed period and activities during that time.

2. Attach a current resume on a separate document.

ADDITIONAL INFORMATION

List any disabilities that may impact your full participation in this program. Please indicate what they are and *provide appropriate disability documentation* with this application:

Attach a separate, typed autobiography, 2- 4 pages long. Tell us about your unique background, some of your important accomplishments and experiences, your interests and concerns, and your religious/spiritual path and training. Include a description of your emotional and personal growth and development, and what has led you to further your consciousness development. Please be open and candid.

School of Spiritual Leadership Policy on Inclusiveness and Nondiscrimination

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 Spiritual Studies Catalog 2020-2021.

Applicant

Date

Centers for Spiritual Living
School of Spiritual Leadership

CERTIFICATE IN SPIRITUAL STUDIES ENROLLMENT AGREEMENT 2020-2021

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

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

Primary Teacher Ministerial Centers **Dayton** **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 Spiritual Studies 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 Spiritual Studies catalog by submitting a written notice of the cancellation to the Administrative Registrar.
- 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 Spiritual Studies Program. A total of 30 units are required to complete the Certificate in Spiritual Studies 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 Spiritual Studies 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. Acceptance of Transfer Credit
Consideration for transfer credits is program specific. Courses must have been taken within a seven-year period of time from the date of submission and submitted within one year of beginning courses. Students must provide a transcript from an accredited university, course syllabus and, if possible, any course work that was submitted to the original faculty. Each course being considered must meet or exceed the outcomes assessments for the requested School of Spiritual Leadership distance course. The School of Spiritual Leadership does not transfer distance education courses for life experience.

School of Spiritual Leadership distance education students may request transfer credits as follows:

Certificate in Consciousness Studies – maximum of 6 credits (up to 2 School of Spiritual Leadership distance courses.)

Certificate in Spiritual Studies – maximum of 3 credits (1 School of Spiritual Leadership distance course.)

A student requesting transfer credit may obtain a Transfer Credit Request Form from the Administrative Registrar, Dean or Primary Teacher. This form is completed and submitted along with appropriate supporting documentation (e.g., official transcripts, course descriptions, syllabi, or other similar documents, together with payment of \$150 course evaluation fee for all courses submitted on that Transfer Credit Request form. In addition, there will be a \$100 fee each for every 3 credits granted.

- 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 Distance Education Dean to explore the situation and gain resolution. If the student is still not satisfied, he or she should contact the Manager of the School of Spiritual Leadership in writing. The Manager will respond to the student within 10 business days. Students may feel free to contact the Spiritual Leader of 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>.

Alaska students: the program is exempt from authorization under AS 14.48 and 20 AAC 17.015 because the program is online or distance delivered and does not have a physical presence in the state.

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 2020-21

One Time Entrance Expenses		
Application		\$ 75.
Program Enrollment Fee		\$200.
Distance Education Courses		
10 3 unit courses at \$525 each		

ESTIMATED EXPENSES OVER A THREE-YEAR PROGRAM

Application		\$ 75.
Program Enrollment Fee		\$200.
First Year		
Distance (\$525) 4 – 3 units courses		\$2,100.
Second Year		
Distance (\$525) 3 – 3 units courses		\$1,575.
Third Year		
Distance (\$525) 3 – 3 units courses		\$1,575.
Senior Capstone Testing Fee		\$75.
Total		\$5,600.
Estimated program Total		\$5,600.

- Registrations processed after the close of registration are assessed a \$50 per course late fee. The estimated cost of required textbooks for the Certificate in Spiritual Studies program is \$1,061. These are estimated costs only. Travel is not included, and the cost of textbooks is subject to change.

Tuition Refund Policy for Withdrawals

Distance Education 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 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 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.

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

Under certain circumstances, the entire amount of the tuition may be refundable. The reason(s) for withdrawal are supplied on the Withdrawal Request and a decision made by the student's 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:

Signature of Centers for Spiritual Living

Date



I, _____ have a received a copy of the Certificate in
Spiritual Studies Catalog 2020-2021, graduation requirements, fees and tuition. I agree to
comply with all requirements.

Signature

Date

Centers for Spiritual Living

CERTIFICATE IN SPIRITUAL STUDIES APPLICANT Recommendation Form

Thank you for assisting this applicant by providing the following information. This form is **strictly confidential**. Please return this Recommendation Form to the **Administrative Registrar, Centers for Spiritual Living, 573 Park Point Drive, Golden, CO 80401 - dherfurt@csl.org**

Recommendation for Applicant's Consideration as a Ministerial Student

Please print clearly or type

Date _____

Applicant Name _____

Recommendation by _____

Address City State Zip code Day phone

Email

Please answer the following questions to the best of your ability. If needed, please attach an additional sheet with references to the corresponding question number.

1. How long have you known the applicant? _____ Years
2. In what capacity have you known the applicant?
3. What is your first-hand knowledge of the applicant's spiritual consciousness?

4. What is your observation of the applicant's emotional stability? Please be specific regarding the context of your observations.

5. What is your observation of the applicant's financial stability? How is this known? Please be specific regarding the context of your observations.

6. What is your best determination as to the applicant's intellectual capability to be successful in the Certificate in Spiritual Studies program? On what is this determination based?

7. What is the applicant's demonstrated ability to express effectively in oral communications? In what context has this observation occurred?

8. What are the applicant's demonstrated inter-personal skills? Does the applicant handle communications with poise, tact and ease? Is the applicant able to effectively resolve perceived conflicts?

9. Why do you believe this person should be accepted as student in the Centers for Spiritual Living Certificate in Spiritual Studies program?

10. Please rate the applicant by placing a checkmark after each category in the appropriate column, including the N/A (not applicable) column if unknown.

	Excellent	Good	Fair	Poor	N/A
Appearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scholarship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-Esteem	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Perseverance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adaptability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assertiveness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social Relations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Honesty, Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership Traits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oral Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emotional Stability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Written Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial Responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>