

**EMORY HEALTHCARE**  
**CPE POLICIES AND PROCEDURES**  
Spiritual Health at Emory Healthcare

**POLICY #22 – PAYMENT OF TUITION**(ACPE Standard 5)

**EFFECTIVE DATE:** 5/2005

**ADMINISTRATIVE RESPONSIBILITY:** Executive Director and Director of Education

**POLICY:** SHEH will publish fees and charges for all educational programs at the beginning of the training year (May - May).

**BASIS:** To ensure open publication of fees and changes.

**PROCEDURES:**

1. Tuition is due the first day of the unit. If, however, the student withdraws from the program within the first week, a refund of \$250.00 is given. Any withdrawal after the first week will result in no refund.
2. Tuition information is a part of all advertising done by the SHEH CPE program.
3. Tuition charges are restated in correspondence between the applicant and SHEH.
4. The acceptance letter sent after the applicant is processed indicates that tuition is to be paid on the first day of the unit of CPE.
5. Negotiations and notifications with students about payment schedules are conducted by the CPE Program Coordinator and Director of Education.
6. If tuition is not paid in full by the end of the unit, credit for the unit will be reported as a zero (0) on behalf of the student on the ACPE end unit enrollment/registration process.

**APPROVED:**



George H. Grant  
Executive Director, SHEH

Date: 1/24/2018



Maureen J. Shelton  
Director of Education

Date: 1/24/2018