



Certificate Training Program Admissions, Fees & Policies

The program sessions are held: 2 weeks in July/August, 1 week in November and 1 week in March.
Residential sessions are held at the Threefold Educational Foundation.
For more information about food and housing, visit the Threefold Community's [website](#).

1. How to Apply – We invite you to review the program information and if it excites and interests you, please fill out the [application form](#).
- If you have questions, feel free to contact us at administration@biographysocialart.org.

2. What to send –

- your completed [application form](#)
- a brief biographical sketch (1-2 pages max.)
- a letter of reference
- a non-refundable \$75 application fee made out to CBSA OR the application fee may be submitted [on-line](#), please denote *B&SA Application Fee* in the memo.

All materials may be sent via email to administration@biographysocialart.org or mailed to:
Patricia Rubano, CBSA, 2162 Saratoga St., Oceanside CA 92054

Applications are due two months prior to the program start date. Late applications will be considered depending upon space available in the program.

3. Interview – Once your **application fee** along with **the application form**, your **biographical sketch** and **letter of reference** are received, an appointment for a phone interview with our Program Director will be set up to review your application and to answer any questions you may have.

4. Acceptance – You will be notified of acceptance into the program after the interview, at which time a **payment arrangement** will need to be made and a **Tuition Agreement** signed.

5. Tuition – The program tuition is \$5,000 per year.

This does not include food or accommodations for the residential sessions. *The program is twelve weeks in total. The sessions are offered based on the number of students enrolled so it is vital to the program that the payment commitments for the course be honored whether you attend a session or not.* Students may attend missed blocks to complete the training at a future time.

Fee Schedule for Biography and Social Art Certificate Program Payment Options & Fee Policies

***Program tuition is \$5,000 per year**

Please review our Program Costs and our Payment Plans. If you will be paying in full by check or credit card, or if one of our standard plans meets your needs, simply complete the '**Payment Plan Agreement**' form and send it to our Program Director: Patricia Rubano, CBSA, 2162 Saratoga St., Oceanside CA 92054 patricia@biographysocialart.org

If you self-identify as BIPOC, and would like to be considered a recipient of the **Patti Smith Diversity Fund**, please indicate this in your payment plan agreement.

We offer several payment options to meet the tuition; all can be done by either check, EFT, money order or credit card. (If paid by credit card a 2.9% fee will be added)

We offer 2 pre-payment options:

*Payment in full for each year of \$5,000 due in April prior to the summer sessions.

*Prepayment of the full three years' tuition \$15,000.

If you choose either of the above options, you will receive a signed copy of *Why on Earth? Biography and the Practice of Human Becoming* by Signe Eklund Schaefer as a gesture of our gratitude.

Installment Options:

6 installments, 1st payment of \$2,550 due April 15, 2022; or at time of enrollment. 2nd payment of \$2,550 due October 15, 2022

3rd payment of \$2,550 due April 15, 2023

4th payment of \$2,550 due October 15, 2023

5th payment of \$2,550 due April 15, 2024

6th & final payment of \$2,550 due October 15th, 2024

A \$300 service fee is included.

EFT: 1st payment due April 15th before the 1st session of \$1,440 followed by 20 monthly payments of \$700, beginning July 15, 2022 through February 15, 2024. A \$440 service charge is included.

In the case of real financial need, and inability to find other funding possibilities, please contact administration@biographysocialart.org to request a Financial Assistance Form.

Please know that our goal is to do all we can to make it possible for you to attend this course, while needing to be responsible and respectful to the needs of the organization.

www.biographysocialart.org

Fees, Refunds and Cancellations

Important: Your signed ‘**Payment Plan Agreement**’ and **payment** must be received **one month before** the session begins to avoid the late charges described below.

Late Fee: Each Student must have an approved, signed payment plan and have made their first payment by the agreed to due date. A \$50/week late fee will be charged and the student will not be able to attend the next session unless prior arrangements have been made and accepted in writing.

Service Fee: There is a service charge if you pay with a credit card and if you are making multiple payments.

Returned check or declined credit card: There will be a \$65 fee for returned checks or declined credit card payments.

Refunds: The \$75 Application Fee is nonrefundable. If a student must drop out of the program, the other fees will be prorated as follows:

- 45 days prior to the first session: Full refund less a \$150 processing fee.
- Before the second session: 50% refund less a \$250 processing fee.
- After this point, no refund or credits can be expected on the amount owed for the complete training.

The Certificate Program sessions are offered based on the number of students enrolled, so payment commitments need to be honored.

Canceled Program: In the unlikely event that a session or series must be canceled or rescheduled, you may attend the session at a later time; or you may request a tuition refund in full.

We look forward to your participation in a fruitful and rich program.