



# CENTER FOR BIOGRAPHY AND SOCIAL ART

## Admissions, Fees & Policies

### How to Apply

1. We invite you to review the program information and if it excites and interests you, please download the application form through our website. If you have questions, feel free to contact us through the website at [www.center4biographysocialart.org](http://www.center4biographysocialart.org)

2. Please complete and send the Application Form, a non-refundable \$75 application fee, a letter of reference and a brief biography to Center for Biography and Social Art, Susan Shurtleff, 55 Cliffwood Street, Lee, MA 01238. ***Applications are due by May 1, 2016***. Late applications will be considered depending upon space available in the program.

3. Once we receive your application, biography, letter of reference and application fee, we will then arrange an appointment for a phone interview with Patricia Rubano, program director, to review your application and to answer any further questions you may have.

4. **After the interview**, we will notify you of acceptance into the program at which time a payment arrangement will need to be made and a Payment Agreement signed. 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, complete the Payment Agreement form and send it to Susan Shurtleff, 55 Cliffwood Street, Lee, MA 01238

\* 5. ***Important:*** Your signed Payment Agreement and payment must be received **before** the session begins to avoid any late charges as described below.

\*\*Please have a conversation with us if you need a different financial arrangement from those suggested below. Or if needed, you may request a Financial Aid application. We will email one for you to complete and ***return no later than April 15, 2016***. Assistance decisions and notification will be made by May 1, 2016.

\*\*Please make all checks payable to CBSA

## **Fee Schedule for Foundations in Human Becoming** *Phase One of the Four Year Certificate Program*

### **Payment Options & Fee Policies**

We are looking forward to your participation in a fruitful and rich program. We offer the program in 2 locations, for your convenience. Our West Coast sessions are held: 2 weeks in August, 1 week in January and 1 week in May. Our East Coast program sessions are held: 2 weeks in July, 1 week in November, and 1 week in March. The program is eight weeks in total. The foundation sessions are offered based on the number of students enrolled; therefore, it is vital to the program that the payment commitments for the course be honored.

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 have 2 pre-payment options:**

- Payment in full for each year's course of \$4,000 or
- Pre-payment of the full two years' tuition for a total of \$7,750 includes a discount of \$250

If you are so kind as to 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:**

- **4 installments of \$2,050 each**, 1<sup>st</sup> payment due April 15, 2016; 2<sup>nd</sup> payment due October 15 for the 1<sup>st</sup> year. 3<sup>rd</sup> payment due April 15, 2017 and final payment due October 15, 2017 for the 2<sup>nd</sup> year. A \$200 Service Charge is included.
- **EFT:** 1<sup>st</sup> payment of \$1,100 due April 15, 2016 followed by 11 monthly payments of \$650 each from May 15, 2016 through March 15, 2017. This includes a \$250 service charge.

**Please have a conversation with us for other payment options if needed.**

### **Financial Assistance**

**If you feel you are unable to pay the full tuition and need help, *before* requesting financial assistance from us, please pursue every other avenue for support:**

- Request financial help from friends or family who are eager to help you.

- Request a loan from an individual or organization interested in supporting you in this work.

*In the case of real financial need and inability to find other funding possibilities, please contact Susan Shurtleff at 413 394 4375 to discuss further options. You may be required to submit a Financial Assistance Form. Decisions about assistance will be made after all requests have been received. (Deadline for requests is April 15, 2016, decisions will be made by May 1st.)*

### **Fees, Refunds and Cancellations**

**Late Fee:** Each Student must have an approved, signed payment plan and have made the first payment by the agreed due date. A \$50 per 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/or 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 attending half of the foundation sessions, no refund or financial credit will be given on the amount owed for the full tuition. *Foundation program sessions are offered based on the number of students enrolled, so payment commitments need to be honored.* With prior approval, students may attend missed blocks to complete the training at a future time in either location.

**Canceled Program:** In the unlikely event that a foundation session or series must be canceled or rescheduled, you may be offered the option to attend another session at a later time or at another location; or you may request a tuition refund.

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. We look forward to working with you.