

## Admissions, Fees and 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 or apply online from our website. If you have questions, feel free to contact us: [center@biographysocialart.org](mailto:center@biographysocialart.org)

2. If you pay the non-refundable \$75 application fee on-line through PayPal, please email the letter of reference and 1–2 page biographical sketch/overview to [center@biographysocialart.org](mailto:center@biographysocialart.org). If you prefer to pay by check or money order, please complete and mail the application (<http://biographysocialart.org/education/biography-and-social-art-program/>) with the \$75 non-refundable application fee by check or money order to Center for Biography and Social Art, c/o Susan Shurtleff, 55 Cliffwood Street, Lee, MA 01238. The reference letter and biography can then be emailed to [center@biographysocialart.org](mailto:center@biographysocialart.org).

Application dates are rolling depending on the Program and Location.

Applications will be considered for enrollment on a first come, first served basis, until Program enrollment is closed.

3. Once we receive your application, biography, letter of reference and application fee, we will then arrange an appointment for a phone interview with our Program Director, Patricia Rubano, to review your application and to answer any 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. Please note 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 first payment must be received *before* the first 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. Or if needed, you may request a Financial Aid application. We will email one for you to complete and *return by date stated in Financial Aid letter*.

Assistance decisions and notification will be made within 30 days of application receipt.

\*\*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 our Program in 2 locations, for your convenience.

- Our West Coast sessions are to be announced, anticipated are 2 weeks in June, 1 week in October and 1 week in February.
- Our East Coast program sessions are held: 2 weeks in August, 1 week in November/December, and 1 week in March/April.

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

**Dates will be adjusted to Program Dates, if different than described above.**

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

## Financial Assistance

If you feel you are truly unable to pay the full tuition and need help, *before* requesting financial assistance from us, we ask that you 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. Decisions will be as soon as possible.*

### 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.

*Our courses are dependent on tuition and though we do our best to work with individual needs, it is vital to the continuation of the whole program that payment commitments 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 Center.

We look forward to working with you.