

# 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: [www.biographysocialart.org](http://www.biographysocialart.org). If you have questions, feel free to contact us at [center4biography@gmail.com](mailto:center4biography@gmail.com).

2. Fill out the Application Form on-line and send a letter of reference and a brief biography to [center4biography@gmail.com](mailto:center4biography@gmail.com).

**OR** download the Application Form, submit the non-refundable \$75 application fee on-line through the PayPal donation button at our website denoting Application fee in the memo. **Then complete and scan** and send the Application Form, a letter of reference and a brief biography to [center4biography@gmail.com](mailto:center4biography@gmail.com) **or mail it** along with the non-refundable \$75 application fee to Center for Biography and Social Art, 41 Hubbard Ave. Northampton, MA 01060. ***Applications are due two months prior to the program start date.*** Late applications will be considered depending upon space available in the program.

3. Once we receive your application, biography, application fee and letter of reference, 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 Tuition 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 form and send this to our Finance Director: Susan Shurtleff, CBSA, 55 Cliffwood St., Lee, MA 01238

\* 5. ***Important:*** Your signed Payment Plan Agreement and payment must be received **one month before** the session begins to avoid the late charges 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 it ***no later than April 15 before the course is set to begin.*** Assistance decisions and notification will be made by May 1.

# Fee Schedule for Biography and Social Art Certificate Program

## Payment Options & Fee Policies

We are looking forward to your participation in a fruitful and rich program. The program is offered on both the east and west coast but they do not run concurrently.

Our West Coast Sessions are planned for: 2 weeks in June/July, 1 week in October and 1 week in February.

Our East Coast program sessions are typically held: 2 weeks in July/August, 1 week in November and 1 week in March.

***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.***

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's course of \$4,000 or
- Pre-payment of the full three years' tuition for a total of \$11,600, includes a discount of \$400

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:

**6 installments of \$2,050 each**, 1<sup>st</sup> payment due April 15<sup>th</sup>; 2<sup>nd</sup> payment due October 15<sup>th</sup> for the first year; 3<sup>rd</sup> payment due April 15<sup>th</sup>; 4<sup>th</sup> payment due October 15<sup>th</sup> for the 2<sup>nd</sup> year. 5<sup>th</sup> payment due April 15<sup>th</sup>; 6<sup>th</sup> & final payment due October 15<sup>th</sup>. This includes a \$300 service fee.

**EFT:** 1<sup>st</sup> payment of \$1,100 due April 15<sup>th</sup> before the 1<sup>st</sup> session followed by 18 monthly payments of \$630 each, beginning May 15<sup>th</sup> of this year through March 15<sup>th</sup> of the 3<sup>rd</sup> year. This includes a \$440 service charge.

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

## Financial Assistance

If you feel you are unable to pay the full tuition and need help, *before* requesting financial assistance from the Center, please pursue every other possible 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 receiving all requests. (Deadline for requests is April 15, decisions will be made by May 1<sup>st</sup>)*

## Fees, Refunds and Cancellations

**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 refunds 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.* With prior approval, students may attend missed blocks to complete the training at a future time in any location.

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

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.

