

FINANCIAL POLICIES

Registration Fee

A \$25.00 one-time, non-refundable registration fee is to be paid at the time of application.

Administrative Fee

A fee of \$10.00 will be assessed each semester, payable at the first class session.

Late Registration Fee

An additional \$10.00 non-refundable fee will be added if registration is received after the published deadline, which is six weeks before the term begins.

Tuition

Tuition has been set at \$175.00 per course. Tuition must be paid to the Administrator or Site Coordinator by the first class session. There will be no refund of tuition after two weeks. A Promissory Note will be required if you need to defer a portion of the required fees, and a schedule of monthly payments will be arranged.

Mentor Fees

A fee of \$75.00 per year will be assessed to the mentorship program (supervised ministry) which is required of Certified Lay Minister Preparation students. This fee must be paid to the Administrator or Site Coordinator prior to the first meeting with the student's assigned mentor. There will be no refund after a mentor is assigned.

Textbooks

The student is responsible for obtaining the textbooks used in each course. The Church Leadership Institute will provide all the information required to purchase the books (i.e. title, author, publisher, ISBN number, etc.) in a timely manner. Because many of the textbooks are technical in nature they are not commonly carried in most bookstores, but they can usually be ordered through any Christian or secular bookstore. They may also be ordered through Christian book catalog companies. Possible sources for books will be included with the textbook information. Students are advised not to delay in ordering/obtaining the books in order to have them by the start of the course. At its discretion, the Church Leadership Institute may order and distribute textbooks for students registered for a course. Payment for books is due upon receipt. Students who register for a course after the books are ordered will be given the textbook information and they will be responsible for obtaining their books. There are NO refunds for books purchased on behalf of registered students.

May Term

Certified Lay Ministry students are required to attend a May Retreat, "Pastors Personal Life". Spouses are strongly encouraged to attend. The cost of this Retreat is approximately \$250.00 per couple

Graduation Fee

A \$50.00 graduation fee is required for all persons who graduate. The fee is due on the first day of classes in the Spring Term before graduation. This fee covers the rental of mandatory caps and gowns, printing of the diplomas, and other administrative costs.

Transcripts

You are entitled to one free copy of your official transcript after concluding your program. Each additional copy will be provided upon receipt of a \$1.00 transcript processing fee.

NOTE: The Institute reserves the right to change fees if necessary.