

**D E P A R T M E N T O F S P I R I T U A L C A R E A N D  
E D U C A T I O N**

**Policy No. CPE-B**

**SUBJECT:** Financial Policy  
(2020 ACPE Standard 5)

**DATE:** April 15, 2003

**POLICY:** Student fees, payment schedules, refunds, stipends, and benefits will be clearly stated in the Student Handbook, publications, and correspondence.

**PROCEDURE:**

1. Atrium Health does not charge an application or interview fee.
2. Tuition for all Intern programs is \$450. Students are required to pay a \$100 non-refundable deposit to reserve a space in the program. This deposit is applied to tuition upon the beginning of the program.
3. Tuition for a student's first Resident unit is \$100. All subsequent Resident units are \$250 per unit. No tuition is charged for Certified Educator Residents.
4. Tuition is to be paid on the first day of each unit, unless other arrangements for payment are made in advance.
5. At some component sites, working additional clinical hours is an option for Interns who may have difficulty paying tuition. Applications for work-study need to be obtained from the CPE Certified Educator.
6. No tuition is refunded if the student does not complete the unit, or if a student completes a half unit instead of a unit of CPE.
7. Resident Salaries and Benefits are updated annually, and a current schedule is found in the Financial Section of this Handbook.
8. The current compensation for residents is as follows: Residents \$35,568,  
Second Year \$36,568, Additional Years \$ 37,568.

9. Medical insurance is provided to residents at no cost. For a monthly payment, Residents may purchase medical and dental insurance for spouse, dependents, or family. Atrium Health also contributes generously to these plans.
10. Residents receive 24 days (192 Hours) of Paid Time Off (PTO), which includes vacation, personal leave, holiday, and sick time. Requests for PTO must be made **two weeks** in advance, except in the case of illness.
11. No PTO will be approved for the last two weeks of the residency program.
12. Residents may park without a charge in the teammate deck adjacent to the hospital.
13. Atrium Health provides up to \$1000 of Educational Assistance reimbursement for seminars and classes that contribute to the enhancement of residents' skills as pastoral care providers. Residents must be employed by the System for 90 days before this benefit is available and must fill out an application 10 days before the class begins to be eligible for this program.