

APPRENTICESHIP PROGRAM 2027-2029 FINANCIAL POLICY

Deposit

Upon acceptance into the Apprenticeship Program (AP), the applicant will send a non-refundable deposit of \$1,500 to secure his/her/their place. This deposit is to be paid in full upon acceptance into the program, unless other arrangements are made with The Guild for Spiritual Guidance ("The Guild"). This non-refundable deposit will be applied to the Apprentice's tuition.

Tuition

- The tuition for the two-year Apprenticeship Program 2027-2029 is \$7,900 which includes the Zoom and In-person class fees and in-person facility costs for 3 classes. These rates are for shared rooms and bath facilities. Tuition does not cover books, travel to and from the Program, or fees for individual spiritual direction.
- The Guild has a financial assistance fund. Please inquire about details, if needed.

Payment Plans

Each Apprentice will choose his/her/their preferred **tuition payment plan** for the balance due after the initial deposit (you will select one after your acceptance and deposit have been received):

- **One Payment of \$6,300**, to be paid before the start of the first class. Note: this includes a discount of \$100 for paying in full.
- **Annual - Two (2) payments of \$3,200**, one due before starting the first class and one before the start of the first second year class.
- **Monthly – Twenty-four (24) payments of \$250, the first payment** due before the start of the first class. The residual balance of \$400 is due the second year before the last class.

Payment is to be made:

Payments can be made by credit card or direct bank debit (ACH) using The Guild's website. This is the preferred method of payment. If other arrangements are needed, please contact The Guild. The AP Application page on our website (located at <https://spiritualguidance.org/apply-for-the-apprenticeship-program/>) has the links to use for each stage of the payment process. Note that our payment platform ("Zeffy") will add a "tip" percentage that is entirely optional and can be removed or reduced at your discretion. Zeffy provides donation, registration, and contact services to nonprofits complete free of charges or fees. Inspect and adjust Zeffy's added tip as you feel led.

Your primary source of contact for all questions on this document is the AP's Application Handler who can be reached at guildapapplication@gmail.com.

If an Apprentice has difficulty meeting his/her/their financial obligations of the Program, it is his/her/their responsibility to reach out to the Application Handler requesting a discussion about the financial obligations and providing full contact information. All requests for discussions about meeting financial obligations will be kept confidential. The Application Handler will refer the matter to the appropriate Guild representative(s) to resolve the situation. If, after such discussion, an Apprentice is still unable to pay the tuition on time, he/she/they will need to withdraw from the Program.

All Apprentice payments must be current as of the start of the Program and every 6 months thereafter through the duration of the Program, with the full residual balance being paid before the final class.

_____ I have read the above policy and understand its terms and conditions.

Applicant Name

Applicant Signature

Date

Upon acceptance into the AP, you will be asked to electronically sign this agreement and submit your online deposit of \$1,500.00.