

APPRENTICESHIP PROGRAM 2020-2022
FINANCIAL POLICY

Deposit

Upon acceptance into the Apprenticeship Program, the applicant will send a deposit of \$800.00 to secure his/her place. This deposit is to be paid in full upon acceptance into the program, unless other arrangements are made with the Guild Treasurer. This non-refundable deposit will be held in escrow until December 2012 and will then be applied to the Apprentice's tuition for the last two months of the Program - March and April, 2022.

Tuition

- The tuition for the two-year Apprenticeship Program 2020-2022 is \$5900.00. 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.

A portion of the cost of the Apprenticeship Program is contributed by fundraising, grants, and pro bono professional services from members of the Guild.

Payment Plans

Each Apprentice will choose, from the following options, his/her preferred **tuition payment plan** for the balance due:

- **Annual - Two (2) payments of \$2550** due May 15, 2020 and February 15, 2021.
- **Quarterly - Six (6) payments of \$850.00** due on the 15th of May, August, and November 2020 and the 15th of February, May, August, 2021.
- **Monthly - Twenty (20) payments of \$255.00** due on the 15th of the month, March 2020 through October 2021.

Each Apprentice will also choose his/her preferred **tuition payment method**.

Payment can be made:

- By mail, due the 15th of each payment month to the Guild Treasurer:

The Guild for Spiritual Guidance
c/o Stephen J. Allen, Guild Treasurer
3 North Cross Road
Staatsburg, New York 12580-5301

- By establishment of a scheduled automatic electronic payment through your bank

If an Apprentice has difficulty meeting his/her financial obligations of the Program, it is his/her responsibility to speak with the Program Coordinator in an effort to address the problem. If, after a discussion with the Program Coordinator, an Apprentice is still unable to pay the tuition due on a timely basis, he/she will need to withdraw from the Program.

All Apprentice payments must be current as of the 1st of September & March of each Program year.

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

Applicant Name

Applicant Signature

Date

