



SPIRITUAL CARE & EDUCATION CENTER

A DIVISION OF EPISCOPAL COMMUNITY SERVICES

FINANCIAL POLICY

Relevant Sections

This CPE Center financial transactions are managed by this policy which addresses fees, payment schedules, refunds, and terms of employment such as payment of stipends and types of benefits. ACPE fees payment and student tuition payments are to be made in a responsible and timely manner.

1. **Application Fee:** There are no fees for processing candidates' applications for programs of CPE.
2. **Acceptance Fee:** Once a candidate has been accepted for a CPE program, a non-refundable \$200 deposit is due to the CPE Center within ten (10) business days. This deposit will be applied toward the first unit tuition. This deposit can be submitted by check or by credit card.
3. **Tuition:** Tuition is due by the first day of the unit unless other arrangements have been made with the ACPE Certified Educator.
 - a. **Payment Plan:** Student must submit in writing a payment plan request at least seven (7) days before the beginning of the unit and the ACPE Certified Educator must agree to that plan in writing.
 - b. **CPE Residency, Year 1:** Tuition is \$600 per unit for a total of \$1,800 per 3 units.
 - 1 Payment in full of \$ 1,600 (\$200 discount)
 - 2 Payments of \$850 (\$100 discount)
 - 3 Payments of \$ 600 (no discount)
 - Any additional units in first year residency are an additional \$400 each (\$200 discount per unit)
 - c. **CPE Residency, Year 2:** Tuition is \$400 per unit for a total of \$1200 per 3 units.
 - 1 Payment in full of \$ 1100 (\$100 discount)
 - 3 Payments of \$400 (no discount)
 - d. **CPE Internship or Single Units:** Tuition is \$800 per unit.
 - First unit: \$800 (no discount)
 - Second and subsequent Intern units: \$600 (\$200 discount)
 - e. **Late Tuition:** Tuition should be paid on time. Students are responsible to talk with their educator about any financial issues and request a payment plan. A \$50 late fee will be applied if payment is not received after 5 business days of the payment due date(s). After 10 business days from the unit start date, further action may be taken by the Director of Education & CPE pending the situation.

EPISCOPAL COMMUNITY SERVICES OF UTAH, INC.

801-268-7292 | www.ecsutah.org | 75 S 200 E, Salt Lake City, UT 84111



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- f. **Scholarship** opportunities may be available pending the situation but are not guaranteed.
 - g. **Refunds:** There are no total or partial refunds, even if the student does not finish the Program. If leaving the program early, the tuition amount for any unpaid unit(s) is still due to the Center and should be paid prior to departure.
 - h. **Payment Methods**
 - Payroll Deduction: Residents and CECs only
 - Check payable to Episcopal Community Services
 - Credit card (Contact Sinnamon Wolfe for instructions)
- 4. Compensation & Benefits**
- Residents are paid a stipend. First- and second-year residents receive tuition discounts. Second year residents received reduced tuition and a stipend increase.
- a. **Residency Stipend:**
 - Year 1:
 - \$ 32,000
 - \$ 35,000 (with recognized graduate theological education)
 - Year 2: \$39,000
 - b. **CEC Fellowship Stipend:** CEC Fellows receive incremental increase as they progress in the ACPE Certified Educator Certification Process
 - Year 1 Admission: SEC Admission, Core Competencies, before candidacy, \$45,000
 - Year 2 Phase 1: Candidacy, Core Curriculum, Theory Integration I, \$52,000
 - Year 3 Phase 2: Core Curriculum, Theory Integration II, \$58,000
- 5. Financial Hardship:** If students encounter a hardship situation while in the program, they should talk with their CPE Educator to explore ways in which the CPE Center might be of support. Discounts and scholarships are available on a case-by-case basis.

6. Benefits

Residents and CECs qualify for ECS benefits as follows:

- a. **Holidays:** There are (9) nine holidays regularly observed including New Year's Day, Martin Luther King, Jr.'s Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, and Christmas Day. Residents are required to participate in hospital coverage for up to two holiday days, receiving in return a personal choice comp day to be schedule within 30 days of the holiday.

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- b. **Paid Time Off (PTO):** Residents accrue (6.67) six and two-thirds hours each month of paid vacation (10 days for the year). Vacation days should be scheduled in advance, and must be pre-approved and coordinated with the Certified Educator.
 - c. **Sick Days:** Residents accrue (8) eight hours each month of available sick leave. Sick leave is only to be used in times when you or your immediate family member (child, sibling, parent, spouse, or partner) is legitimately ill and/or in need of medical services.
 - d. **Insurance Benefits:** Your personal benefits package may or may not include the following depending on your personal situation:
 - 80% of medical and dental insurance premiums; you shall pay 20% by payroll deduction. A High Deductible Health Plan is also available; for details concerning that plan option, we refer you to the benefits administrator at the Diocese of Utah. You will be receiving an email from ECS with further information on benefits.
 - 100% of group life and short-term disability insurance premiums. At your own expense paid via payroll deduction, you also have the option to elect increased long-term disability insurance coverage
 - Worker's Compensation Insurance protection in compliance with Utah State Law.
 - e. **Contribution toward a retirement plan:** A contribution rate of 5% is included as part of your cash compensation; with an additional opportunity for a dollar-for-dollar matching contribution of up to 4%, for a maximum of 9% contributed by ECS.
 - f. **Paycom:** ECS uses Paycom, an online payroll and human resource technology provider. We ask that you utilize the Employee Self-Service application in Paycom to manage certain payroll and HR functions. All clinical hours will also be documented in Paycom.
 - g. **Term Life and Short-Term Disability Insurance** is provided to all regular and full-time ECS employees. Each employee will receive a packet at time of hire with coverage details.
7. **Office Supplies:** The Center provides basic office materials and journals for CPE students. Students must supply their own additional office materials. Books and other reading materials are provided by the CPE program.

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8. **Self-Employed Students:** A student in the residency program who is licensed, endorsed, or ordained by their denomination is considered “self-employed” for the purpose of FICA (Social Security and Medicare). Per IRS regulations, ECS cannot withhold FICA taxes—the student is responsible for paying this in full. An identified amount of the annual stipend may be designated as a housing allowance to help offset this expense. This information will be discussed during the onboarding process.
9. **Paydays, Pay Period, and Paychecks.** There are 26 pay periods per year. Paychecks must be direct-deposit, and the pay stub will be available for viewing in Paycom.
 - a. All ECS employees are paid on the 15th and the last day of each calendar month.
 - b. Should the regularly scheduled payday fall on a weekend or a holiday, employees are paid on the last business day prior to the weekend or holiday in which the regular payday falls.
 - c. Hourly employees are paid for hours worked through the business day that is five business days prior to the day on which they are paid. A record of all work time must be completed and submitted timely and as requested.