

The Dr Albert Rossi Endowed Scholarship Fund for Clinical Pastoral Education

EXPENSE REIMBURSEMENT

Students in the M.Div. program who successfully complete a Level I or Level II ACPE-accredited unit of Clinical Pastoral Education (CPE) of at least 400 hours may be eligible for reimbursement of the hospital's CPE course fee (minus financial aid provided by the hospital).

Eligible students who complete the unit of CPE in the **summer** receive an additional stipend of up to \$500. Total reimbursement (course fee plus stipend) may not exceed \$1200.

1. Eligibility

In order to receive CPE expense reimbursement students must do the following:

- Successfully complete the 400-hour unit of ACPE-accredited CPE, including review of the CPE supervisor final evaluation with the seminary's Supervisor of Clinical Pastoral Education;
- Demonstrate financial need, normally on the basis of the Free Application for Federal Student Aid (FAFSA) and the seminary's Financial Aid Application;
- Provide a copy (attached to this form) of the hospital's CPE course fee invoice, including financial aid provided by the hospital;
- Submit the request for reimbursement (with invoice) to the Associate Dean for Academic Affairs, who will certify eligibility for reimbursement, and submit the request to the Finance Office for reimbursement.

2. Reimbursement request

Student's name: _____ Student ID: _____

\$_____ Hospital CPE course fee minus hospital financial aid (**invoice attached**)

+_____ \$500 CPE stipend (**summer CPE only**)

=_____ Total reimbursement request (**not to exceed \$1200**)

Note: Reimbursement is applied to the student's account. If the student has no outstanding balance, a check for reimbursement will automatically be issued.

3. Certification of eligibility for reimbursement

Academic Dean: _____ Date: _____

4. Approval of request for reimbursement

Chief Finance Officer: _____ Date: _____