

# **THE SANVILLE INSTITUTE**

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## **SCHEDULE OF CURRENT STUDENT TUITION & FEES AND TUITION REFUND POLICY 2016-2017 ACADEMIC YEAR**

(Tuition and Fees may vary in subsequent academic years.)

Checks should be made payable to The Sanville Institute.

### **Tuition**

Annual tuition for the 2016-2017 academic year..... \$ 18,190

Tuition includes the following convocation expenses:

For all students:

Convocation meals

For students residing outside the region of convocation location:

Transportation costs, not to exceed economy airfare

One night's lodging, double occupancy, plus breakfast

Tuition is paid by the quarter and is due and payable as follows:

Fall Quarter due 08/01/17 \$6063.33

Winter Quarter due 12/01/17 \$6063.33

Spring Quarter due 03/01/18 \$6063.33

### **Optional Monthly Payment Plans**

12 monthly installments @ \$1515.83 + \$10 service charge.....\$1525.83

You must request a contract from the Institute Office in time to make first payment by July 20, 2017. Subsequent payments due 20th of each month

**Late Fee**..... 5% of overdue balance

If tuition is received after due date, the 5% late fee will apply to the amount that is due, (e.g., entire quarter tuition or monthly installment payment).

### **Application Fees:**

Initial fee submitted with application (non-refundable) .....\$150.00

Admissions Conference Fee (non-refundable).....\$100.00

Required for applicants who qualify for Part III of the admissions process. Submitted prior to the admissions conference.

**Enrollment Deposit**.....\$100.00

Submitted when the student makes a commitment to become a matriculated student. It is applied to tuition for the first quarter in which student enrolls.

**Student Tuition Recovery Fund Fee (STRF)**.....\$ 0.00

As of 01 January 2015, the STRF assessment rate for students is \$0.00 per \$1,000 of institutional charges. You will be advised if and when the assessment rate is changed by the Bureau for Private Postsecondary Education.

**Partial Enrollment Program Tuition (per quarter)**..... \$4000.00

PEP is a special program for students in the self-paced track who have completed the Clinical/Theoretical Colloquium, the research seminars, the preliminary educational plan, and

for whom it is deemed appropriate by the Educational Committee. It includes two hours of mentoring, participation in the Writing Seminar, and up to four credits for work completed.

**Non-Matriculated Student Fee (per quarter)**..... \$1333.33  
This permits attendance at the Clinical/Theoretical colloquium and convocation plenary sessions only. It does not include any other educational services or meals, accommodations, or travel costs.

**Leave of Absence Fee (per quarter)** ..... 10% of current tuition  
Students on leave must pay a fee of 10% of the current tuition per quarter to maintain that status. Failure to pay the fee in a timely way automatically results in withdrawn status.

**Readmission Fee**.....\$500.00  
For students in the self-paced track who have been withdrawn for one or more quarters and who wish to apply for readmission, there is a \$500 readmission fee. The student will not be required to go through the initial application process but will have a readmission interview.

**Summer Advisement Fee** ..... \$100.00  
Per contact hour with faculty during the months of July and August, payable to the Institute Office directly. Students do not receive a bill for this fee. They are responsible for submitting payment. Faculty who offer summer advisement report the number of contact hours to the Institute Office and are paid by the Institute.

**Graduation Fee** .....\$300.00  
Payable at the time approved dissertation is submitted to the Institute Office.

**Dissertation Binding Fee** .....\$400.00  
Payable at the time approved dissertation is submitted to the Institute Office. Covers the cost of binding and of distributing bound copies of the dissertation.

**Cap and Gown Rental Fee**..... \$50.00  
Payable at the time approved dissertation is submitted to the Institute Office.

**Dissertation Return Fee**..... \$25.00  
For any dissertation not correctly submitted to the Dean's Office. Pages not correctly collated, missing pages, or requests for substitution of pages will result in the return of the dissertation to the student.

**Transcript Fee** .....\$10.00  
Official transcripts must be requested in writing and are sent directly to agencies or educational institutions. Students may request an unofficial copy of the transcript to be mailed directly to the student.

### Convocation Attendance and Costs

Attendance at convocations is required of all students. The costs of convocation and meals are included in tuition, as are economy airfare, breakfast, and double occupancy accommodation on the Saturday of convocation weekend for those students who live outside the region where the convocation is held. There will be no refund or credit of airfare, food, or lodging for failure to attend convocation for any reason. Airline tickets for convocation travel are purchased by the Institute or may be purchased by the student, to be reimbursed by the Institute after the convocation at the economy rates used for that convocation. Any student desiring other arrangements will be responsible for making those arrangements and for any additional costs. Mileage (\$.25/mi) is reimbursed for those

who drive from outside the convocation area (not to exceed economy airfare used for that convocation.)

#### **Library Access**

As a complement to The Sanville Institute library system and online databases, all students are required annually to obtain borrowing privileges at a major university library.

#### **Books/Materials**

Students will need to purchase a limited amount of duplicated materials for the colloquium and the research seminars. These costs tend to be under \$50-100 per quarter. It is also customary for students to copy articles and purchase books needed for continued use or when necessary materials cannot be obtained through a library.

#### **Estimated Total Time and Total Expenses of the Program**

Our program is highly individualized, and students are allowed to progress at their own self-defined pace. Because of this, there is no set time or total cost that can be applied to the program. A minimum of three years of academic work and a dissertation research study are required for the degree. The candidate should anticipate from four to six years of work prior to the awarding of the degree. Although the PhD program is designed for clinicians who intend to work in the field while they earn a degree, it should be emphasized that carrying a full-time workload will extend the time required to complete the program. Based on the 2017-2018 tuition of \$18,190 and the estimated time of four to six years for completion of the doctoral program, the tuition cost is estimated at \$72,760- \$109,140, in addition to fees as described above. Students are subject to any increases in tuition and fees in effect during the entire period of their enrollment.

#### **Personal Psychotherapy**

Students of the Institute are required to have had personal psychotherapy before the practicum requirement of the basic curriculum can be considered fulfilled. Such personal psychotherapy shall be for a minimum of one year and may have been before or after admission to the program. Assessment of the need for further personal psychotherapy needed to fulfill the practicum requirement will be made by the Educational Committee, together with the student, solely in relation to the student's grasp of clinical processes and his/her demonstration of clinical competence.

#### **Tuition Refund Policy**

##### **Refunds Granted Students Prior to Beginning the Quarter.**

Upon written application for cancellation of the enrollment agreement, delivered to the Institute Office, either in person, by first class mail, or by email, by the seventh day after enrollment or through attendance at the first class session, whichever is later, the student shall be refunded all tuition monies paid to the school for that quarter except an amount not to exceed \$100 which may be retained by the Institute as a registration fee. In the case of new students, the amount retained for application fees may not exceed \$250.

##### **Refunds Granted Students After the Quarter Has Begun**

Students have the right to withdraw from the course of instruction at any time. Students who withdraw from the program during the course of any given quarter and have completed 60% or less of the course of instruction will be granted a *pro rata* tuition refund. For purposes of determining a refund, the withdrawal date will be the date that a written request for cancellation or withdrawal is received from the student at the Institute office. The refund will be made within 30 days of receipt of such request. The refund amount shall be the amount the student has paid for the quarter multiplied by a fraction, the numerator of which is the number of hours of instruction for which the student has paid but not received and the denominator of which is the total number of hours of instruction for which the

student has paid.

**Example:** Tuition for the quarter of \$6,063.33 paid in advance in full. Assuming a total of 50 hours of instruction in the quarter, if the student has completed 15 hours of instruction at the time of withdrawal, the student has paid for 35 hours of instruction that have not been received.

$$\begin{array}{r} \$6,063.33 \quad x \quad \frac{35}{50} = \quad \$4,244.33 \text{ refund} \end{array}$$

The number of hours of instruction in any given quarter will vary depending on where the student is in the program.